



# The Constitution and Canons of the Church in the Diocese of Los Angeles as adopted in the annual meeting of the Members of the First Convention held in St. Paul's Church, Los Angeles May 25 and May 26, 1896 with additions and amendments as adopted 1897 through 2016 as revised December 2, 2016

# The Constitution and Canons Of the Diocese

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THE CONSTITUTION of the Church  
in the Diocese of Los Angeles  
(Hereinafter called the “Diocese”)

as adopted 1896 and added to or amended 1897 through 2015 inclusive

ARTICLE I

THE TITLE AND TERRITORY OF THE DIOCESE

1.

This Diocese shall be known and distinguished as the "Diocese of Los Angeles"; and its territory shall embrace that portion of the State of California within the Counties of San Bernardino, Ventura, Los Angeles, Santa Barbara, Orange, and that portion of Riverside County North and West of a Line from the most North-easterly corner of Orange County (which point is near the summit of Bald Peak) to the most Easterly point of Lake Matthews and along the Colorado River Aqueduct to the Whitewater River and thence Northward along the Whitewater River to the boundary of San Bernardino County.

(AMENDED February 15, 1974)

ARTICLE II

ACCEDING TO THE CONSTITUTION OF THE GENERAL CONVENTION

2.

The Church in the Diocese accedes to the Constitution and Canons of the One Holy Catholic and Apostolic Church, known in law as the National Church otherwise known as the Episcopal Church (hereinafter called the “National Church), and recognizes the authority of the General Convention of the same.

(AMENDED February 6, 1976)

ARTICLE III

THE AUTHORITY OF THE DIOCESE

3.

The authority of this Diocese is vested in and exercised by its Bishop (and Bishop Coadjutor, if there be one), its Convention and its Standing Committee, acting under and in subordination to the National Church, its General Convention, Constitution, Canons and Regulations. Unless otherwise required by the context, references to “the Bishop” in the Constitution and Canons of this Diocese refer to the Bishop Diocesan.

(AMENDED February 6, 1976 and December 2, 2005)

## ARTICLE IV

### THE ECCLESIASTICAL AUTHORITY

4.

The Bishop is the Ecclesiastical Authority of this Diocese.

(a) In case of his or her absence, the Bishop may, in writing, designate as Ecclesiastical Authority during that absence the Bishop Coadjutor if there is one or a Bishop Suffragan (in order of seniority unless otherwise designated by the Bishop).

(b) In case of disability of the Bishop, subject to National Episcopal Church Canon III.28.1 and until action is taken thereunder, during such disability: The Bishop Coadjutor shall (unless otherwise provided by the Bishop) become the Ecclesiastical Authority or, if there is no Bishop Coadjutor or the Bishop has provided that the Bishop Coadjutor shall not become the Ecclesiastical Authority during such disability, a Bishop Suffragan (in order of seniority unless otherwise designated by the Bishop) shall become the Ecclesiastical Authority.

c) Upon the death or retirement of the Bishop (if there is no Bishop Coadjutor), a Bishop Suffragan (in order of seniority unless otherwise designated by the Bishop) shall become the Ecclesiastical Authority until a new Bishop shall be chosen and consecrated. (AMENDED December 2, 2005 and February 9, 1968)

### CHIEF PASTOR

5.

The Bishop is the Chief Pastor of this Diocese, and has the right to officiate in the office of the Church within any Parish or Mission, or elsewhere in this Diocese.

(AMENDED December 5, 2003)

### ORDINARY OF ALL ORGANIZATIONS

6.

The Bishop is the Ordinary of all religious or benevolent organizations of the Church within this Diocese, and as such may attend and preside at any of their meetings; and has appellate jurisdiction over their proceedings, as far as is consistent with the law of the State.

### PASTORAL LETTERS

7.

Whenever the Bishop shall issue a Pastoral Letter, it shall be the duty of every Minister in charge of a congregation, on the Sunday succeeding its receipt, to read said letter to that congregation.

## CONTROVERSIES BETWEEN PARISHES

8.

All controversies between the Rectors of two or more Parishes, or between a Parish, or its Vestry, and its Rector; or between persons adversely claiming to be members of the Vestry of a Parish, shall be referred to the Ecclesiastical Authority for determination.

## ARTICLE V

### ANNUAL AND SPECIAL MEETINGS OF THE CONVENTION

#### DATE OF MEETINGS

9.

The Church in this Diocese shall assemble in an Annual Meeting of Convention in each calendar year commencing on a date announced or provided for at the Annual Meeting of the previous year.

(AMENDED February 6, 1976 and December 1, 2000)

#### CALL OF SPECIAL MEETINGS

10.

The Bishop shall have the power to call a Special Meeting of Convention, except as provided in Article XX, and, if the Bishop is incapable of acting, the Episcopate be vacant, the Special Meeting of Convention shall be called by the Standing Committee. The incumbent Ecclesiastical Authority pursuant to Article IV shall have power to call a Special Meeting of Convention; *provided*, that only the Standing Committee shall have the power to call a Meeting of Convention to elect a Bishop as provided in Article XX. The time, place and purpose of a Special Meeting of Convention shall be designated *in its call*, by the Ecclesiastical Authority calling it, and no business other than that stated in the call shall be transacted, except by unanimous consent.

(AMENDED December 5, 2003)

#### MODE OF NOTIFICATION

11.

At least twenty-five days notice shall be given of every Annual or Special Meeting of Convention by the Secretary of Convention or, in case of a vacancy in this office, by the Secretary of the Standing Committee. The mode of notice shall be a written notice, sent to each member of the Clergy canonically resident or licensed to officiate in the Diocese, each delegate and alternate to the current Convention, and one to each Parish and Mission.

(AMENDED December 5, 2003 and December 4, 2009)

## TIME MAY BE CHANGED

12.

For satisfactory reasons, the Ecclesiastical Authority may change the date, time and place of a Meeting of Convention, and, if practicable, shall give notice in accordance Section 11.

(AMENDED February 6, 1976)

## ARTICLE VI

### THE MEMBERS OF CONVENTION

13.

The Convention shall be composed of members of the clergy and members of the laity as specified in Sections 14, 15 and 16.

### BISHOPS HAVE SEAT AND VOTE

14.

The Bishop (and the Bishop Coadjutor and the Bishops Suffragan, if there be such), shall have a seat, voice and vote in the Meeting of Convention.

(AMENDED February 6, 1976 and December 5, 2003)

### CLERICAL DELEGATES

15.

Every member of the clergy in regular standing, who is canonically resident or licensed to officiate in the Diocese, shall be entitled to a seat in every Annual or Special Meeting of Convention. The right to speak and vote shall belong only to each member of the clergy in regular standing actually and canonically a resident of this Diocese; *provided*, that at the day of every Annual or Special Meeting of Convention, the member involved shall be:  
(Amended December 5, 2003)

(a) Rector, Vicar, Priest-in-Charge, or Interim Pastor of a Parish or Mission of the Diocese, or

(Amended December 5, 2003)

(b) employed as an assistant minister in a Parish or Mission of the Diocese, to the extent that such employment qualifies for enrollment in the Church Pension Fund, or

(Amended December 5, 2003 and December 1, 2006)

(c) recognized as a Missionary by the Ecclesiastical Authority of the Diocese, or shall be

(d) engaged in one of the following:

(1) as an instructor in some seminary or college, or

(2) as a Chaplain in the Armed Forces of the United States, or

(3) as a full time officer, agent, or employee of General Convention, the Executive Council (or a Department thereof) canonically resident in this Diocese, but prevented by these religious duties from being actually resident in this Diocese, or

(4) as a full time officer or employee of the Diocese or of an institution of the Diocese (Canon XXIV), or  
(Amended December 5, 2003)

(e) if not presently engaged in ecclesiastical employment, a member of the clergy who the Ecclesiastical Authority is satisfied continues to use reasonable opportunities for the exercise of the office to which ordained, and also provided that the member of the clergy shall report such exercises of office in writing to the Ecclesiastical Authority, in the manner prescribed by the Ecclesiastical Authority. When the decision is made by a Bishop, it shall be with the advice and consent of the Standing Committee, or  
(Amended December 5, 2003)

(f) if not canonically resident, or not actually resident within this Diocese, a Rector of a Parish of this Diocese or a Vicar of a Mission of this Diocese, or recognized by the Ecclesiastical Authority to be in charge of a congregation of this Diocese and actively serving as such.  
(Amended December 3, 2005)

The canonical residence of a member of the clergy shall date from ordination within the Diocese, or from the date of acceptance of Letters Dimissory by the Ecclesiastical Authority of the Diocese.

A competent member of the clergy, once entitled to a seat and vote, shall not be deprived of these privileges because disabled from the functions of the office to which ordained, by age or infirmity, or being temporarily without charge; provided that the latter reason shall not apply to a member of the clergy exclusively engaged in secular work and provided further that if such member of the clergy is not registered as present at a Meeting of Convention, such member shall not be counted for a quorum or other purposes.

(AMENDED February 6, 1976, February 4, 1977, November 30, 1990, December 6, 1991 and December 6, 1997)

## LAY DELEGATES

### 16.

The lay members shall consist of Delegates chosen in proportion to the number of communicants reported to the Annual Meeting of Convention of the previous year. Each Parish or Mission in union with

Convention shall be entitled to at least one Lay Delegate. Those Parishes and Missions reporting from 101 to 200 communicants shall be entitled to two Lay Delegates; from 201 to 400 communicants, three Lay Delegates; from 401 to 700 communicants, four Lay Delegates; from 701 to 1000 communicants, five Lay Delegates; and all over 1,000, six Lay Delegates. The Lay Delegates from each Parish and Mission shall be chosen by the members thereof; unless its Bylaws (or other governing instrument) provide for choice by its Vestry or Bishop's Committee. Such Delegates shall be elected annually or at such time as provided in the Bylaws or other governing instrument of the respective Parish or Mission. No person shall be competent to serve as a Lay Delegate, unless that person has been a qualified Elector of the Parish or Mission represented during the six calendar months next before the election. Each Parish and Mission may, at its discretion, elect Alternate Delegates. Each Parochial Mission established in accordance with Canon II and reporting its membership to the Diocese separately from, and not included in the reported membership of the sponsoring Parish, shall be entitled to Lay Delegates to the same extent and elected in the same manner as a Mission in union with Convention. Each Mission recognized by the Bishop and not in union with Convention shall be entitled to one Lay Delegate chosen by its members. The Diocesan Cathedral, if not otherwise a Parish or Mission, shall be entitled to Lay Delegates to the Convention if and as provided by the Canons of the Diocese respecting the Diocesan Cathedral; provided, however, that such Canon shall not provide for election of a number of Lay Delegates of the Diocesan Cathedral in excess of the number to which it would be entitled if it were a Parish in union with Convention.

(AMENDED January 6, 1973, February 15, 1974, February 6, 1976, December 6, 1991, and December 5, 2003)

Each institution of the Diocese qualified and in good standing as such, under Canon XXIV, shall be entitled to one Lay Delegate. This Delegate and an Alternate Delegate (if elected) shall be elected by the institution's governing board from among its members, directors or employees, provided that the person so elected shall be a qualified Elector of a Parish or Mission in union with Convention. The names of the Delegate and Alternate so elected shall be reported to the Secretary of Convention in the manner prescribed by the Secretary of Convention.

(AMENDED December 2, 1994 and December 5, 2003)

In addition to the lay members described above, one youth or young adult person, aged 14 to 22, from each Deanery chosen by the Program Group on Youth and Young Adult Ministries, with the consent of the Pastoral/Liturgical Authority of their ecclesial community, shall be entitled to seat, voice, and vote at each meeting of Convention.

(AMENDED December 1, 2000, and December 5, 2014)

The following persons shall be extended seat and voice at a Meeting of Convention unless otherwise entitled thereto:

The Judge of Elections as to the exercise of the duties and only the duties pertaining to the office;



The lay members of the Diocesan Council, the Standing Committee, the Corporation of the Diocese, Deanery Presidents and the chief executive officers of the institutions of the Diocese; and

The Chairs of the following committees: the Committee on Dispatch of Business, the Committee on Constitution and Canons, the Committee on Resolutions and the Committee on Rules of Order as to the exercise of the duties and only the duties pertaining to the offices.

The following persons shall be extended a seat, but not voice, at a Meeting of Convention which they attend: visiting and assisting Bishops, Seminarians of the Diocese, members of the monastic communities within the Diocese, recognized by the Bishop, and any chaplains of the Armed Forces serving in that capacity within the Diocese, but canonically resident in other jurisdictions of the Episcopal Church.

#### NONE UNDER CENSURE ALLOWED SEATS

17.

No person under Ecclesiastical censure or process, whether a member of the clergy or laity, shall be allowed a seat in the Convention.

(AMENDED February 6, 1976)

### ARTICLE VII

#### OPENING OF THE CONVENTION

##### MODE FOR OPENING CONVENTION

18.

Every Meeting of Convention shall include a celebration of the Holy Eucharist. The Bishop shall appoint the celebrant and the preacher, unless the Bishop shall elect to officiate or preach, or deliver a charge. In case of the incapacity or absence of the Bishop, or of a vacancy in the Episcopate, the celebrant and the preacher shall be appointed by the Ecclesiastical Authority.

(AMENDED February 6, 1976 and December 2, 2005)

### ARTICLE VIII

#### THE PRESIDING OFFICER OF THE CONVENTION

19.

The Bishop of this Diocese is *ex officio* President and Presiding Officer of the Convention. In the absence of the Bishop, the Bishop Coadjutor, if there be one, shall preside. In case the Bishop Coadjutor, if there be one, shall be absent or incapable of acting, the Meeting of Convention shall elect the Bishop Suffragan (or if there be more than one, one of them in order of seniority unless otherwise provided by the Ecclesiastical Authority), if there be such, or a Presbyter present at that Meeting of Convention, to act as Presiding Officer *pro tempore* of that Meeting of Convention.

(AMENDED February 9, 1968 and January 6, 1976)

## ARTICLE IX

### THE SECRETARY OF CONVENTION

#### SECRETARY TO BE ELECTED

20.

At each Annual Meeting of Convention, a Secretary shall be elected who shall continue in office until a successor be elected. The duties of the Secretary shall be those prescribed herein and in the Canons of this Diocese, together with such other duties as may devolve by resolution of a Meeting of Convention. The Secretary of Convention shall be actually resident within the Diocese and a confirmed adult communicant in good standing who is a qualified elector in a Parish or Mission within the Diocese, or a member of the clergy in regular standing. When not a Delegate in a Meeting of Convention, the Secretary of Convention shall be entitled, *ex officio*, to all the rights and privileges of membership.

(AMENDED February 6, 1976, December 7, 1996, and December 4, 2009)

#### ASSISTANT SECRETARIES

21.

The Secretary shall appoint one or more Assistant Secretaries from among the members of Convention.

#### ABSENCE OF THE SECRETARY

22.

In the absence of the Secretary, the duties of the office shall devolve upon an Assistant Secretary, if there be one; if not, upon the Secretary of the Standing Committee.

## ARTICLE X

### THE TREASURER

#### TREASURER OF CORPORATION TO BE TREASURER

23.

The Treasurer of the Diocesan Corporation shall be *ex officio* Treasurer of the Diocese. The Treasurer shall be actually resident within the Diocese and be a qualified Elector in a Parish or Mission within the Diocese or a member of the clergy in regular standing.

(AMENDED December 7, 1996 and December 5, 2003)

## DUTIES OF THE TREASURER

24.

The duties of the Treasurer of the Diocese shall be those prescribed by the Canons of this Diocese, together with such other duties as may devolve upon the Treasurer by resolution of a Meeting of Convention.

### TREASURER ENTITLED TO MEMBERSHIP PRIVILEGES

25.

When not a Delegate in the Meeting of Convention, the Treasurer shall be entitled, *ex officio*, to all the rights and privileges of membership.

## ARTICLE XI

### THE REGISTRAR OF THE DIOCESE

#### REGISTRAR SHALL BE APPOINTED

26.

A registrar, who shall be actually resident within the Diocese and be a qualified Elector in a Parish or Mission within the Diocese, or a member of the clergy in regular standing, shall be appointed by the Bishop for a term not to exceed three years. The duties of the Registrar shall be those prescribed by the Canons of this Diocese, together with such other duties as may devolve by resolution of the Meeting of Convention.

(AMENDED February 6, 1976, December 7, 1996, and December 5, 2003)

## ARTICLE XII

### THE CHANCELLOR OF THE DIOCESE

27.

The Bishop shall appoint a member of the laity, actually resident within the Diocese and a confirmed adult communicant in good standing who is a qualified Elector in a Parish or Mission within the Diocese, or a member of the clergy in regular standing, who shall be known as the Chancellor of the Diocese and shall be the advisor of the Bishop on all legal affairs. When not a Delegate in a Meeting of Convention, the Chancellor shall be entitled, *ex officio*, to all the rights and privileges of membership. The Bishop may likewise appoint one or more other persons with the same qualifications as the Chancellor, who shall be Assistant Chancellors and who may be designated either as Vice Chancellors or Assistant Chancellors, as the Bishop may determine.

(AMENDED February 6, 1976, December 6, 1991, and December 7, 1996)

## ARTICLE XIII

### THE ARCHIVIST/HISTORIOGRAPHER OF THE DIOCESE

28.

An archivist/historiographer shall be appointed by the Ecclesiastical Authority for a term not to exceed three years. The duties of the archivist/historiographer shall be those prescribed in the Canons of this Diocese, together with such other duties as may devolve by resolution of a Meeting of Convention.

(AMENDED February 9, 1968, February 6, 1974, and February 15, 1975)

## ARTICLE XIV

### THE STANDING COMMITTEE

#### STANDING COMMITTEE ELECTED

29.

The Standing Committee of the Diocese shall consist of four Presbyters or Deacons who are canonically and actually resident in the Diocese and members of Convention entitled to vote at the time of election, and four confirmed adult lay communicants who are qualified Electors of a Parish or Mission of the Diocese in union with Convention and actually resident in the Diocese at the time of election. The term of office shall be four years or the period after election during which the member would continue to be qualified for election if shorter than four years, and until a successor is elected. The membership shall be divided into four classes which consist of one clerical and one lay member in each class and based upon each annual election. Upon the expiration of a term, no person shall be eligible to serve as a member of the Standing Committee for a period of one year. The Standing Committee may fill any vacancy which occurs in its own body until the next Annual Meeting of Convention. At that time, the Convention shall elect a person to complete that term of office.

(AMENDED February 6, 1976, December 2, 1994, and December 5, 2003)

Immediately after the Standing Committee shall be assembled in consequence of the first election following the adoption of this amendment, the members thereof shall be divided into four classes to consist of one clerical member and one lay member in each class. The seats of the members of the first class shall be vacated at the expiration of the first year; of the second class at the expiration of the second year; of the third class at the expiration of the third year; of the fourth class at the expiration of the fourth year, so that one clerical member and one lay member of the Standing Committee shall be chosen each year.

## TO ACT IN ABSENCE OF BISHOPS

30.

When the Diocese is without a Bishop or in case of absence or disability of the Bishop, if no Bishop Coadjutor or Bishop Suffragan has become the Ecclesiastical Authority as provided in Section 4, the Standing Committee shall be the Ecclesiastical Authority.

(AMENDED February 9, 1968, November 30, 1981, and December 5, 2003)

31.

(Reserved)

## FUNCTIONS AND POWERS

32.

The powers, functions, and duties of the Standing Committee shall be those prescribed by the Constitution and Canons of the General Convention of the National Church and by the Constitution and Canons of this Diocese.

## ARTICLE XV

### THE DEPUTIES TO THE GENERAL CONVENTION

#### DEPUTIES TO BE ELECTED

33.

At the Annual Meeting of Convention held nearest January first of the year next preceding the year in which the regular meeting of the General Convention is held, there shall be elected in the manner prescribed by the Canons of this Diocese for elections by Convention, four Clerical and four Lay Deputies, who shall represent this Diocese in the said General Convention and who shall continue in office until their successors are elected; *provided*, however, that the Clerical Deputies shall be Presbyters or Deacons, canonically resident in this Diocese and the Lay Deputies shall be confirmed adult communicants of the Episcopal Church as defined in Title I.17 of the National Canons and when elected and during the same time period for which elected, Clerical and Lay Deputies shall be in good standing in this Diocese but not necessarily domiciled in this Diocese. A Chair of the deputation shall be elected by the deputies from their number and may be a member of the Clergy or of the Laity. Upon the election of the deputies, the deputation shall meet and elect a chair and take any other appropriate organizational actions. The Chair shall be responsible for convening and presiding over the functions of the deputation.

(AMENDED February 30, 1990, December 6, 1991, December 4, 1992, and December 1, 2006)

## Alternate Deputies to be Elected

34.

At the same Meeting of Convention there shall be chosen, by a plurality on a separate ballot and with the same qualifications as prescribed in Section 33 of this Article, four members of the clergy and four members of the laity, who shall serve as Alternate Deputies in the order of their election.

All nominees for election as Deputies who are not elected shall automatically become candidates for election as Alternate Deputies unless they specifically withdraw their candidacy for the latter office.

(AMENDED February 6, 1976 and December 4, 1992)

## IN CASE OF VACANCIES

35.

In accordance with Section 34, the Ecclesiastical Authority shall designate one or more of the Alternate Deputies, as the case may require, to fill any vacancy or vacancies which may in any way occur in the representation of this Diocese.

## ARTICLE XVI

### ELECTIONS

36.

The mode of election of all elective officers of this Diocese shall be by ballot.

37.

If the Convention shall by Canon so provide, such ballot may be according to the Hare Single Transferable Vote, in which case a concurrent Hare quota in both orders shall be deemed equivalent to a concurrent majority in both orders. Provided, however, that nothing herein contained shall empower the Convention to alter the method of election of a Bishop, Bishop Coadjutor, Bishop Suffragan, or Presiding Officer *pro tempore*.

## ARTICLE XVII

### THE TRANSACTION OF BUSINESS

38.

In all matters which shall come before any Meeting of Convention, the clergy and the laity shall deliberate in one body; and in voting by orders the clergy shall vote as individuals, and the laity shall vote as individuals, and when voting jointly, a majority of the votes of the members present shall be decisive, except as otherwise specified in this Constitution; provided, howsoever, that in any case where it shall be demanded by five votes (Clerical or Lay Delegates, or both), the two orders shall vote separately, and their concurrence shall be necessary to constitute a decision.

(AMENDED February 6, 1976)

## ARTICLE XVIII

### THE ADMISSION OF PARISHES AND MISSIONS

#### PARISH ADMITTED AFTER PRESENTING CREDENTIALS

39.

A Parish may be admitted into union with Convention, on motion, by a majority of votes; provided that the Parish shall have presented to Convention a certificate from the Bishop of this Diocese, or, if there be no Bishop, from the Standing Committee, containing a statement of approval of the organization of such Parish; also a Constitution subscribed by the Wardens, in which such Parish expressly acceded to the Constitution, Canons, doctrine, discipline and worship of the National Church, and to The Constitution and Canons of the Church in this Diocese; also satisfactory evidence that it has been organized regularly with not less than five members of the Vestry and preferably not more than eleven, of whom two shall be Wardens; also that the Parish is able to support a Rector without Diocesan support.

#### MISSION ADMITTED BY PRESENTING CERTIFICATE

40.

A Mission may be admitted into union with Convention, on motion, by a majority of votes; provided, the Mission shall have presented to Convention, a certificate from the Bishop of this Diocese, or, if there be no Bishop, from the Standing Committee, stating that such Mission is duly organized.

## ARTICLE XIX

### THE FORFEITURE OF PRIVILEGES

#### PARISH MAY BE DISSOLVED AFTER THREE YEARS INACTIVITY

41.

Whenever any Parish in union with Convention shall neglect, for three successive years, to make the Canonical Annual Parochial Report to the Convention, or during a like period shall have neither employed a member of the clergy as its Parish Minister, nor requested of the Ecclesiastical Authority the services of a Missionary, or whenever any Parish in union with Convention shall have persistently disregarded or refused to conform to any of the Canons of the National Church, or of the Church in this Diocese, due notice of such violation of Canon Law having been given to each Parish by the Bishop, such Parish may be suspended from representation in the Convention, or its connection with this Diocese may be wholly dissolved by a two-thirds vote of each order, clerical and lay. Whenever in the opinion of the Bishop any Parish shall be liable to such forfeiture of privileges, the Bishop shall signify the same to Convention in the annual address and Convention may thereupon proceed to suspend or dissolve such Parish, as the case may require.

(AMENDED February 6, 1976)

## ARTICLE XX

### THE ELECTION OF A BISHOP

#### DUE NOTICE TO BE GIVEN

42.

The election of a Bishop, of a Bishop Coadjutor, or a Bishop Suffragan for this Diocese shall be made in either an Annual or a Special Meeting of Convention, provided, due notice of said election be given as hereinafter provided.

#### CALL EMANATES FROM STANDING COMMITTEE

43.

The call for such an election shall emanate from the Standing Committee, which shall give, through its Secretary, at least twenty-five days written notice of such election to every member of the clergy, Parish and Mission of the Diocese.

#### VOTE BY ORDERS

44.

The election shall be made in the following manner: The clergy and the laity shall vote by orders, and the election shall be by ballot. If two-thirds of all the clergy entitled to vote be registered as present, and two-thirds of all the Parishes and Missions entitled to vote be registered as represented, then a majority of the votes in each order present shall determine a choice. If such two-thirds of the clergy, Parishes and Missions be not registered as present, two-thirds of the votes of each order present shall be necessary to determine a choice.

## ARTICLE XXI

### ASSESSMENTS

#### CONVENTION CAN LEVY ASSESSMENTS

45.

Convention shall have power to raise money by levying assessments on the Parishes and Missions of this Diocese to pay the regular expenses of this Diocese, and for such other purposes as the Convention may from time to time approve and direct. Such assessments, if levied, shall be paid into the Mission Share Fund. Convention shall also have the power to impose such penalty as may be deemed fit for failure to pay such assessments when levied.

(AMENDED February 9, 1966 and December 5, 2003)



## ARTICLE XXII

### AUTHENTICATION AND PRESERVATION OF THE CONSTITUTION AND CANONS

#### SECRETARY TO KEEP ALL RECORDS

46.

The Secretary of Convention shall procure and keep a suitable book, entitled The Constitution and Canons of the Diocese, in which shall be recorded this Constitution, with the certificate of its adoption. The Constitution, Canons, and additions thereto, hereafter adopted by the Convention, shall be certified by the President and Secretary of Convention, as having been duly adopted, and shall, with the Certificate of Adoption be recorded in the said book, and the said book shall be taken and regarded as *prima facie* evidence of the due adoption and correctness of all papers recorded therein under this Article.

## ARTICLE XXIII

### ALTERATIONS AND AMENDMENTS

#### MODE FOR AMENDING

47.

This Constitution may be altered, or amended, or added to, in the following manner: Any proposed alteration, amendment, or addition, which shall have been introduced in writing, setting forth the Articles as amended, and duly considered and approved at an Annual Meeting of Convention, shall be referred to the next Annual Meeting of Convention for final consideration and action; and if then approved and adopted by that Meeting of Convention by a majority of both orders, voting separately, and concurred by the Bishop, it shall become law, and this Constitution shall be held as altered, amended, or added to, accordingly; provided, that the proposed alteration, amendment, or addition may be amended before its adoption by a two-thirds vote of the Convention to which it was finally submitted. Amendments to this Constitution become effective upon the adjournment of the Meeting of Convention at which they are finally adopted unless otherwise specified in said amendment. No proposed amendment or addition to the Constitution shall be deemed duly considered and approved at an Annual Meeting of Convention unless a copy of such proposed amendment or addition shall have been filed with the Secretary of Convention, at least one hundred days before the Meeting of Convention, and referred by the Secretary in the same manner as proposed amendments or additions to the Canons; except that an amendment or addition may be considered without such filing if such consideration is approved by a two-thirds vote at the Meeting of Convention.

(AMENDED February 6, 1976, February 4, 1977, and December 6, 1986)

ARTICLE XXIV  
INCORPORATION  
CORPORATE TITLE

48.

The Church in this Diocese shall be incorporated under the laws of the State of California under the name and title of "The Protestant Episcopal Church in the Diocese" (hereinafter called the "Corporation of the Diocese").

ARTICLE XXV

REPEAL

49.

All previous Constitutions of this Convention and Diocese are hereby annulled and repealed.

In accordance with *ARTICLE XXIII* of this Constitution, I hereby concur in the foregoing Constitution, as adopted by subsequent Conventions.

        /s/          
+The Right Reverend J. Jon Bruno  
Sixth Bishop of Los Angeles

# THE CANONS

## PART I PARISHES AND MISSIONS

### CANON I

#### ESTABLISHMENT

##### 1.00

When it is desired to establish a new Parish or Mission, or to change the site of any existing Parish or Mission, an application shall be presented to the Bishop, setting forth the site proposed for such new or changed place of worship and also showing, in the case of a proposed new Parish or Mission, the information and prerequisites set forth in these Canons.

#### NOTICE TO BE GIVEN NEIGHBORING CHURCHES

##### 1.01

As soon as may be after the receipt of such application, the Bishop shall cause copies of the same to be given to the member of the clergy in charge, if any, and to the Clerk of each of the three Parishes or Missions whose places of worship are nearest to the site of the proposed new or changed place of worship, together with a notice to said Parishes or Missions of an opportunity to appear before the Bishop and Standing Committee at a time and place named by the Bishop, not less than twenty days from the delivery of said notice, and show why the prayer of the application should not be granted. Notice of the time and place of hearing shall be delivered in like manner to the applicant.

Notice similar to that provided for in this Section may be given by the Bishop to any member of the clergy or a clerk of a Parish or Mission whose interest the Bishop may consider likely to be affected should such application be granted.

##### 1.02

Whenever the Bishop determines that the needs of a particular locality require the establishment of a new Mission, the same type and amount of notice shall be given by the Bishop, together with an opportunity for interested persons to be heard.

#### OBJECTIONS TO BE HEARD

##### 1.03

The Bishop and Standing Committee, at the time named, shall hear any person who may desire to be heard in support of, or in opposition to said application or determination. If the Bishop and a majority of the Standing Committee approve the same, they shall express their approval in writing. A duplicate of the approval shall be placed in the minutes of the Standing Committee.

## BOUNDARIES MAY BE ESTABLISHED BY HEARING

### 1.04

Should any Parish or Mission desire to have boundaries established, the member of the clergy in charge may make application to that effect to the Bishop and Standing Committee. Such application shall set forth the boundaries desired, together with any reasons for the establishment thereof.

Notices and opportunity to be heard shall be given, by the Bishop to each Parish or Mission affected by such application and the Bishop and Standing Committee shall approve or deny the application. Any boundaries so established may be changed or removed, either by the Bishop and Standing Committee, or by subsequent applications, made on behalf of any Parish or Mission affected thereby; provided that in each such case, notices and opportunity to be heard shall be given as provided in this section.

For the purpose only of pastoral ministrations, the residence, wherever situated, of each registered member of any Parish or Mission shall be deemed a part of the Parish or Mission in which such Parishioner is registered.

## INSTITUTIONS ARE EXCEPTIONS

### 1.05

Any Diocesan or non-parochial Church institution in which a member of the clergy of the Diocese officiates as Chaplain by appointment of the Bishop, and any secular institution in which the ministrations of the Church are to be provided by or under the appointment of the Bishop, may be designated as the special cure of the member of the clergy officiating therein or in charge thereof, for purpose of ministering to the inmates, pupils, patients and employees thereof, and for those purposes only.

## CANON II

### MISSIONS

#### BISHOP TO SUPERVISE

### 2.00

The Bishop shall have authority, supervision and control over all Missionary work within this Diocese. The Bishop shall establish and organize Missions under that authority with the assistance of the Program Group on Mission Congregations, appoint all Missionaries, and transfer, suspend or remove such Missionaries, all in accordance with the Canons.

(AMENDED May 12, 1978)

## MODE OF ORGANIZING

### 2.01

Fifteen or more adults, resident in any locality which is not in undue proximity to any existing Parish or Mission, may organize as a Mission, with the consent and approval of the Bishop and Standing Committee, given after presentation of an application in the manner provided in these Canons.

## PAROCHIAL MISSION

### 2.02

A Parochial Mission, chapel, or branch Church school may be established and organized by a Parish, provided that the written consent of the Bishop and Standing Committee be first obtained in the manner specified in these Canons, and provided said Parish shall satisfy the Bishop and Standing Committee of its desire and ability to sponsor and financially support itself, and said Mission, chapel or Church school.

## MISSION ORGANIZATION

### 2.03

A Mission shall be organized by the appointment by the Bishop of a Warden, who shall be a confirmed communicant of the Church in good standing. The Warden shall serve until a successor is appointed. Thereafter, an organizational meeting shall be called for the purpose of electing a Bishop's Committee which shall consist of the Warden and such additional number of persons as the Bishop may authorize. The Bishop's Committee may elect a Junior Warden from its own membership and shall elect a Clerk and a Treasurer who need not be members of the Bishop's Committee. The annual meeting of the Mission shall be called on a reasonable notice upon a date and place set by the official action of the Bishop's Committee at its discretion. At the discretion of the Bishop, a Mission may elect its Bishop's Committee on a rotational basis, with the exception of the Bishop's Warden. Only qualified Electors shall be eligible for the appointment or election to such office.

(AMENDED May 10, 1980)

## PAROCHIAL MISSION

### 2.04

The organization of a Parochial Mission shall be effected in the same manner as provided in Section 2.03, except that appointment shall be made by the Rector of the sponsoring Parish.

### 2.05

The election of the Bishop's Committee and eligible Mission officers shall be by ballot. No person shall be permitted to vote by proxy.

Notice of this election shall be given during each regularly scheduled service on the Sunday preceding the day upon which the election is to be held, and the names of those elected shall be announced on the following Sunday, during each service.

## QUALIFIED ELECTORS

### 2.06

The following shall be qualified Electors:

Any person sixteen years of age or over, attendant upon the services of the Mission, who for the previous twelve (12) months shall have been registered upon the Mission register as a baptized communicant in good standing of that Mission; the list of qualified electors shall be published by the Bishop's Committee no less than thirty (30) days prior to any special or annual meeting of the Mission.

The effective date of the Canon shall be January 1, 2016.

(AMENDED February 11, 1972, December 4, 1998, and December 6, 2014)

### 2.07

In case of the death, removal or resignation of any of the said officers, the Bishop, or in the case of a Parochial Mission, the Rector of the sponsoring Parish, shall appoint a successor to such officer.

## CLERK TO NOTIFY BISHOP

Following every election of officers, the Clerk of the Mission shall promptly forward to the Bishop a certificate which shall set forth the names and addresses of the officers elected.

## WITHDRAWAL OF MISSIONARY OR DISSOLUTION OF MISSION

### 2.09

The Bishop may withdraw a Missionary or dissolve a Mission when, in the Bishop's opinion, it has failed to carry out its responsibility as a Mission of the Church. In the event of such dissolution, the Bishop shall hold, manage or dispose of all property of the Mission, other than that held in trust by the Corporation of the Diocese under Section 2.11 and Section 2.13 of this Canon, for the benefit of the Diocese.

## MISSIONARY TO KEEP REGISTER

### 2.10

Every Missionary shall keep a register of the Mission similar to that required to be kept by a Parish, as provided under these Canons.

## MISSION PROPERTY

### 2.11

Except as otherwise provided by the terms of applicable governing instruments of donation which shall have been accepted by the donee with the consent of the Bishop and Standing Committee, the title to real property purchased, given, or otherwise acquired for Mission purposes, shall be vested either in the Bishop as Corporation Sole or in the Protestant Episcopal Church in the Diocese, a Corporation; provided, however, that nothing in this section shall be deemed to exclude the acquisition of any property the title to which is given and granted to or for the benefit of a specifically named or designated Mission; and title to all such property granted to the Corporation of the Diocese shall be held upon the trusts and with the power as follows:

(a) Such property shall be held, for the use of the Mission, for the benefit of which it was acquired, as long as such Mission shall continue to exist under the Canons of the Diocese; provided, that upon organization of the Mission it shall make provision for, and pay, all taxes, insurance and other expenses pertaining to the care and preservation of all property devoted to the use of said Mission.

(b) As to property acquired for Mission purposes and vested in the Corporation of the Diocese but not for the use of an existing Mission, and subject to the terms of any approved devise, donation, purchase or other form of acquisition binding upon the holder of the title, and prior to the organization of the Mission, the Corporation of the Diocese may, with the written consent of the Bishop and Standing Committee, exchange, sell, lease, borrow money upon, encumber, or otherwise deal with said property for general Mission purposes, or for the future Mission purposes of the locality where said property is situated. After the organization of such Mission, or in the case of property acquired for the use of an existing Mission, the following provision shall apply:

A written request setting forth that it is deemed desirable to sell, lease, or encumber all or any of said property, or to acquire additional property adjacent thereto upon the security of a trust deed or mortgage thereon, may be made and signed by the officers of the Mission, with the written consent of not less than a majority of the members of said Mission who are qualified to vote at an annual meeting, attached thereto.

Such request shall be directed to the Corporation of the Diocese.

If it appears to be for the benefit and best interests of the Mission, that Corporation, with the consent of the Bishop and Standing Committee, may in its discretion execute a proper conveyance, lease, trust deed, mortgage, or other encumbrance, as the case may be, of said property; provided that, in case of a sale, the proceeds thereof shall be used exclusively for the acquisition of other property, which shall be similarly held for the use and benefit of said Mission.

Otherwise, the proceeds shall be used for the purposes set forth in the request and the consent of the Bishop and Standing Committee.

## ON BECOMING PARISH TO HOLD OWN PROPERTY

### 2.12

(a.) Whenever the Mission shall be organized as a Parish under the provisions of these Canons, and shall be duly admitted as a Parish in union with the Convention of the Diocese, and shall be incorporated as a religious corporation in accordance with the provisions of the Constitution and Canons of this Diocese and of the laws of the State of California, then and thereupon, the Corporation of the Diocese shall convey to such Parish corporation, any and all real property then held in trust for such Mission, and the trust with respect to any such property, shall then terminate; provided, however, that if the Corporation of the Diocese shall have borrowed, advanced or loaned money for the acquisition, improvement or clearing title of said property, whether secured by trust deed or mortgage, or not, the Parish shall first assume, or pay, such debt or obligation, and make and hold the Corporation of the Diocese free, clear and harmless on account of the same, before it shall be entitled to have such property conveyed to it.

(b) Should such Parish, with the advice of the Bishop, and prior to the termination of said trust by the conveyance aforesaid, make written request to the Corporation of the Diocese to extend such trust not to exceed five years, then the presentation of such written request shall operate to extend said trust and to defer such conveyance of real property unless such request be disapproved by the Corporation of the Diocese within three months next following the presentation of such request.

(c) Subsequent extensions of said trust may be made in like manner. Upon the termination of the period of extension last to be requested and granted, and the fulfillment of the obligation as to assumption or payment of debt or other obligation, as aforesaid, the Corporation of the Diocese shall convey said real property to the said Parish corporation, and said trust shall thereupon and to that extent terminate.

## DISPOSITION OF PROPERTY ON DISSOLUTION

### 2.13

Should the Mission be dissolved or cease to exist, or be not succeeded, within one year thereafter, by a duly organized Parish, then the Corporation of the Diocese may hold, manage, sell or otherwise dispose of any real property used by such Mission, and apply the same, or the proceeds therefrom, to such use as the Corporation of the Diocese, with the advice and consent of the Bishop and Standing Committee, may deem to be in the best interest of the Church in this Diocese.

(AMENDED May 12, 1978)



## CANON III

### APPLICATION FOR PARISH STATUS

#### 3.00

A written application for the organization of a new Parish shall be made in the following manner:

(a) Applicants shall be fifteen or more confirmed communicants in good standing at least eighteen years of age, resident in the locality or community within which the proposed Parish is to be located.

(b) Evidence shall be provided that the proposed Parish is able to maintain a Rector on a salary not less than the standard minimum established by the Diocese and to meet its proportionate share of Diocesan assessments, quotas, life and health insurance, and annual premium to the Church Pension Fund.

(c) The site of the proposed Parish shall be described.

(d) The application shall include a promise and declaration by the applicants that the proposed Parish shall be forever held under, and conform to and be bound by, the Ecclesiastical Authority of the Diocese, and The Constitution and Canons of the National Church, and The Constitution and Canons of the Diocese.

### APPLICATION OF MISSION FOR PARISH STATUS

#### 3.01

An existing Mission may apply to the Bishop in writing to organize as a Parish in the following manner:

(a) Evidence shall be provided that there was a public meeting of the baptized and so recorded members of the Mission to consider the organization as a Parish for which notice of the date and place of the meeting was given at the time of each regular scheduled service at the customary place of public worship on the two Sundays immediately preceding the proposed meeting.

(b) Evidence shall be provided that at the public meeting at least fifteen qualified Electors of the Mission, constituting a majority of those voting, voted in favor of the proposed Parish organization.

(c) The application shall be signed by the officers of the Mission and by at least fifteen qualified Electors who voted for organization as a Parish.

(d) Evidence shall be provided that the proposed Parish is able to maintain a Rector on a salary not less than the standard minimum established by the Diocese and to meet its proportionate share of Diocesan assessments, quotas, life and health insurance, and annual premium to the Church Pension Fund.

(e) The site of the proposed Parish shall be described.

(f) The application shall include a promise and declaration by the applicants that the proposed Parish shall be forever held under, and conform to and be bound

by, the Ecclesiastical Authority of the Diocese, and The Constitution and Canons of the National Church, and The Constitution and Canons of the Diocese.

## CHANGE OF STATUS FOR A PAROCHIAL MISSION

### 3.02

A Parochial Mission may organize as a diocesan Mission by complying with the requirements for the organization of a Diocesan Mission under Canon 2.03; or may organize as a Parish under Canon 3.01. In either case, however, the written application shall also include:

(a) Evidence that the application is approved by two-thirds of all qualified Electors under Canon 2.06;

(b) Evidence that the application is approved by a majority vote of qualified Electors present and constituting a quorum at a Parish meeting of the sponsoring Parish duly called for that purpose; and

(c) A statement of the financial status of the Parochial Mission, certified by the treasurer of the sponsoring Parish.

## ORGANIZATIONAL PROCEDURE

### 3.03

Upon receipt of the written approval of the Bishop and Standing Committee, following the procedure set forth in Canon I, the persons interested may proceed to organize the proposed Parish. This shall be done at a public meeting for which a member of the clergy shall give at least one week's written notice of such meeting to each person who signed the application presented to the Bishop. The proposed Parish shall organize (1) by adopting a Constitution or Bylaws, which shall include, among other things, the name by which the Parish shall be legally known and the promises made in the application to the Bishop; and (2) by the election of a Vestry, from which shall be chosen two Wardens.

## PARISH TO INCORPORATE

### 3.04

Upon complying with all of the provisions of the foregoing sections of this Canon, a Parish shall incorporate under the laws of the State of California. The Rector of the Parish shall be ex officio a member and the President of the Vestry (the Parish Corporation's Board of Directors or Trustees) and the Articles of Incorporation and the Bylaws shall so provide. The Bylaws shall further provide that The Constitution and Canons of the National Church and The Constitution and Canons of the Diocese, from time to time in effect, shall be incorporated in said Bylaws and provide that in case of conflict, the Constitution or Canons shall prevail over and in all respects supersede and to that extent effect the repeal of conflicting provisions of the Bylaws.

(AMENDED May 12, 1979)

## IRREVOCABLE DEDICATION

All Parish property is irrevocably dedicated for religious purposes, and upon the dissolution of a Parish, all properties, investments and assets shall only be conveyed to the Corporation of the Diocese, to be held in trust by it or to be disposed of at its discretion.

(AMENDED May 12, 1979)

## APPROVAL OR AMENDMENT OF ARTICLES OF INCORPORATION AND BYLAWS

### 3.05

Proposed Articles of Incorporation or Bylaws of a congregation seeking Parish status, or groups seeking to become Institutions of the Diocese, must be submitted for written approval to the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee, and at the discretion of the Ecclesiastical Authority, the recommendation of the Directors of the Corporation of the Diocese. Any proposed amendment(s) to an existing Institution's or Parish's Articles of Incorporation or Bylaws shall not be effective (including repeal in whole or in part) without the prior written approval of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee, and at the discretion of the Ecclesiastical Authority, the recommendation of the Directors of the Corporation of the Diocese.

(ADDED December 4, 2009)

## CONSENT FOR ENCUMBRANCE OR DISPOSITION

### 3.06

Should any Parish desire to mortgage or otherwise encumber, to sell, exchange or otherwise dispose of all or any of its real property, or to acquire, except by gift, devise, or bequest, any real property subject to an existing encumbrance, or to assume an existing encumbrance, the written consent of the Bishop and Standing Committee must be obtained prior to any such sale, exchange, mortgage, or other encumbrance, disposition or acquisition.

## CHANGE TO MISSION STATUS

### 3.07

(a) A Parish may determine by a vote of two-thirds of the full authorized membership of its Vestry at a meeting of the latter, including the affirmative vote of the Rector, and by a majority vote of its qualified Electors at a Parish meeting, each duly called and noticed as herein provided, that the financial condition of the Parish or other circumstances are such that it should become a Diocesan Mission rather than continue as a Parish.

(AMENDED February 4, 1977, which was then Canon X)

## NOTICE OF MEETING

(b) Not less than twenty-five days written notice stating the time, place and purpose of said meetings shall be mailed by the Clerk of the Vestry to each member of the Vestry and to each qualified Elector of the Parish, at their respective last known addresses as shown on the records of the Parish. Additionally, notice of the time, place, and purpose of said meetings shall be announced during each regularly scheduled Service on each of the three Sundays next preceding the date of said meetings.

## APPLICATION FOR CHANGE

(c) Upon such determination, application may be made to the Bishop and to the Standing Committee for consent to change the status of the Parish to that of an organized and existing Mission. The application shall set forth the reasons for the requested change of status, and shall include statements of current assets and liabilities, income, and operating expenses and such other information as the Bishop of the Diocese and Standing Committee may require.

## REQUIREMENTS FOR CONSENT

(d) The requirements for consent to change to Mission status shall include the conveyance and transfer of all property of the Parish either to the Bishop of the Diocese, as Corporation Sole, or to the Corporation of the Diocese. If the Parish be incorporated, such requirements may also include the dissolution of the Parish as a civil corporation. The Bishop and the Standing Committee may require such additional actions on the part of the Parish as they deem necessary to effect the change to Mission status.

## DETERMINATION AND DISPOSITION

(e) The Bishop of the Diocese and the Standing Committee may make such determination and disposition of the application as they may deem equitable and in the common and best interests of the Parish and of the Diocese.

## STATUS UPON APPROVAL

(f) If the application be approved, and upon compliance by the Parish with the requirements hereinabove and by the Bishop of the Diocese and Standing Committee prescribed, the status of the Parish shall become that of an organized and existing Mission within the meaning and subject to the applicable provisions of The Constitution and Canons of the Diocese.

## CANON IV

### THE VESTRY

#### VESTRY TO BE ELECTED AT ANNUAL MEETING

##### 4.00

The Board of Directors of the Parish shall be known as its Vestry and shall manage its temporalities. Members of the Vestry shall be the Rector of the Parish and those qualified Electors (as defined in these Canons) of the laity of the Parish, elected at an annual meeting of the Parish or their duly elected successors, in accordance with the Articles of Incorporation and Bylaws of the Parish or, in the case of an unincorporated Parish, its Constitution and Bylaws. The annual meeting of a Parish shall be held upon reasonable notice upon a date set by the official action of the Vestry in its discretion. Nothing in this section shall preclude any Parish from electing a portion of its Vestry each year or from establishing a “Rotating Vestry” with a period of ineligibility for re-election after completing a full term of office.

AMENDED December 6, 1986 and May 14, 1978)

#### VESTRY TO FILL OWN VACANCIES

##### 4.01

The Vestry shall have power to fill any vacancy in its membership. Vestry members shall continue in office until their successors are elected and qualified. The Vestry may declare that a vacancy occurs when a member shall have been absent, without cause, from three successive regular Vestry meetings or for a period of three successive months, if more than three regular meetings be held within such period of three months.

#### NOTICE TO BE GIVEN AT SERVICE

##### 4.02

Notice of the election of a Vestry shall be given during each regularly scheduled service held by the Parish on the Sunday preceding the day upon which an election is to be held. On the Sunday following, during each regularly scheduled service, the names of those elected shall be announced.

#### QUALIFIED ELECTORS

##### 4.03

Election to the Vestry shall be by ballot. No person shall be permitted to vote by proxy.

##### 4.04

The following shall be qualified Electors:

Any person sixteen years of age or over and attendant upon the services of the Parish, who for the previous twelve (12) months shall have been registered upon the Parish rolls as a baptized communicant in good standing of that Parish; the list

of qualified electors shall be published by the Vestry no less than thirty (30) days prior to any special or annual meeting of the Parish.

The effective date of the Canon shall be January 1, 2016.

(AMENDED February 11, 1972, December 4, 1998, and December 7, 2014)

## CHOICE OF WARDENS

### 4.05

From the Vestry shall be chosen a Senior Warden, and a Junior Warden, both of whom shall be confirmed communicants of the Church in good standing. The Rector shall appoint the Senior Warden, and the Vestry shall elect the Junior Warden. In case the Parish be without a Rector, or in case of the organization of a new Parish, both Wardens shall be elected by the Vestry.

## WARDENS TO ACT IN ABSENCE OF RECTOR

### 4.06

In case a Parish be without a Rector, or the Rector be absent or unable to act, the Senior Warden and, in the absence or inability to act of both the Rector and the Senior Warden, the Junior Warden, shall preside at all meetings of the Vestry and of the Parish. No meeting of a Vestry shall be valid at which there shall not be present either the Rector or one Warden.

## CLERK TO BE ELECTED

### 4.07

The Vestry shall annually elect a Clerk, who may but need not be a member of the Vestry, who shall occupy the status and perform the duties required of the secretary of a corporation, as well as such other duties as may be prescribed in the Bylaws, and shall serve until a successor in office is elected.

## TREASURER TO BE ELECTED

### 4.08

The Vestry shall elect annually a Treasurer, who need not be a member of the Vestry, and shall serve until a successor in office is elected.

(AMENDED May 12, 1979)

## CANON V

## THE RECTOR

## IN CASE OF VACANCY VESTRY TO INFORM THE BISHOP

### 5.00

Whenever the office of Rector of a Parish shall become vacant, the Vestry shall, within five days, make written communication of the fact to the Ecclesiastical

Authority, which may appoint a member of the clergy to such vacancy until a Rector is elected.

## ELECTION OF THE RECTOR

### 5.01

The Rector of a Parish shall be elected in accordance with the following procedure:

(a) Before considering or calling anyone to be Rector the Vestry shall appoint a Committee of the Vestry to meet and consult with the Ecclesiastical Authority concerning the selection of a Rector.

(b) The Ecclesiastical Authority shall recommend to the Committee the names of qualified clergy to be elected as Rector.

(c) The Committee shall consider those persons recommended by the Ecclesiastical Authority and those additionally presented by the Committee, itself. During the deliberations, the Committee shall inform the Ecclesiastical Authority of the identity of all candidates under consideration. The Committee and the Ecclesiastical Authority shall agree, if possible, upon one or more persons whose names shall be submitted for election by the Vestry. The Committee and the Vestry shall comply with the requirements of the National Canons in regards to the role of the Ecclesiastical Authority in the election of a Rector.

(d) If the Committee and the Ecclesiastical Authority are not able to agree upon one or more persons, the Vestry shall nevertheless consider the persons recommended by the Ecclesiastical Authority before it considers any other person for election.

(e) After compliance with the foregoing procedure, the election of a Rector shall require a two-thirds affirmative vote of the full authorized lay membership of the Vestry.

(AMENDED December 1, 1989)

(f) If the Vestry shall not elect one of the persons agreed upon by the Committee and the Ecclesiastical Authority, or if the person elected shall decline, the foregoing procedure shall be followed until an election and acceptance shall have been secured.

(g) Upon the election and acceptance of a Rector, the Vestry shall give immediate notice to the Ecclesiastical Authority, whereupon the Rector-elect, if duly notified, may enter upon the duties of the office.

## AFTER SIX MONTHS VACANCY, THE BISHOP MAY NOMINATE

### 5.02

Whenever the office of Rector of any Parish be vacant and the Vestry thereof shall, for a period of six months, fail to make such efforts to fill such vacancy as shall seem adequate to the Bishop, the latter shall have the right to nominate to the Vestry a member of the clergy to fill such vacancy and the Vestry shall elect that person to become the Rector of the Parish.

## ASSISTANT MINISTERS

### 5.03

In case any Parish desires an Assistant Minister, its Rector shall advise the Ecclesiastical Authority of the name of such minister, and sufficient time not exceeding thirty days, shall be given the Ecclesiastical Authority to communicate with the Rector and Vestry thereon.

## RECTOR TO HAVE CHARGE OF SPIRITUAL INTERESTS

### 5.04

The Rector, subject to the Bishop, shall have exclusive charge of all things pertaining to or affecting the spiritual jurisdiction of the Parish. It shall be the Rector's duty and right to give order concerning public worship, together with all that appertains thereto. The Rector shall at all times have access to the Church building or buildings, and shall have the custody of the keys to the same. The Rector shall have the spiritual direction and control of all associations of the Parish and shall preside, with right to vote, at all Parish and Vestry meetings.

## RECTOR TO KEEP PARISH RECORDS

### 5.05

The Rector shall keep a Parish Register to be furnished by and which shall be the property of the Parish, in which shall be kept the following permanent records:

(a) Records of all baptisms, marriages and burials at which any clergy of the Church officiated within the limits of the Parish;

(b) A list of the persons confirmed therein;

(c.) A list of all communicants within the Parish. The Rector shall from time to time enter on the list of communicants:

1) The names of all persons confirmed in the Parish who have received the Holy Communion;

2) The names of all who have been received by letters of transfer from other Parishes and Missions;

3) The names of those who, being regular communicants in the Parish, are found after diligent inquiry, not to be registered elsewhere.

## CONFIRMED COMMUNICANT LIST TO BE AMENDED

### 5.06

The Rector shall before each Annual Meeting of Convention revise such list of confirmed communicants as of the end of the preceding year and place an asterisk or other appropriate symbol opposite the names of all persons who have died, or received Holy Orders, or taken letters of transfer to other Parishes, or have been suspended, who have formally renounced the communion of the Church, or who having removed from the Parish without notice, cannot be traced after reasonable time and due effort. At the time of so revising the list, the Rector shall enter upon the register opposite the names noted, the cause and date of the action, and such



persons shall no longer be counted as active confirmed communicants of the Parish. However, such action shall not affect the relationship of any confirmed communicant with the Church at large, or the rights of any confirmed communicant as a confirmed person.

(AMENDED December 6, 1986)

#### REGISTER SHALL BE AVAILABLE

5.07

The Parish Register shall be open at all convenient times to the inspection of the Ecclesiastical Authority, of the Wardens and Vestry, and of the qualified Electors of the Parish.

#### LETTERS OF ADVICE

5.08

When a baptized member in good standing, removing from any Parish or Mission, fails to apply for a letter of transfer, the Rector or Vicar shall send a letter of advice to the Rector or Vicar of the cure where the said baptized member becomes resident or, should there be no cure, to the presiding officer of the Deanery Council of the Deanery in which said baptized member becomes a resident. In the latter case, appropriate steps shall be taken by such officer of the Deanery Council to notify the Rector or Vicar of the nearest Parish or Mission and to report such action to the Rector or Vicar sending the letter.

(AMENDED December 6, 1986)

### CANON VI

#### FINANCIAL AND PAROCHIAL REPORTS

##### ANNUAL REPORTS MUST BE FILED

6.00

On or before the first day of March, as prescribed in Title I, Canon 6, Section 1, of the Canons of the National Church, each Parish and Mission, including Missions and Congregations not in union with Convention, shall file an Annual Parochial Report with the Secretary of Convention. The Report shall be in duplicate in the form prescribed by the Executive Council of the General Convention. The Secretary shall deliver one copy to the Office of the Bishop of the Diocese. Any Parish or Mission failing to furnish such a report, as provided herein, shall be liable for a prorated portion of any penalty incurred by the Diocese as a result of this failure.

(AMENDED December 3, 1983, December 6, 1986, December 4, 1998, and December 3, 1999)

## 6.01

In case a Parish has a Parochial Mission, the annual report for the Parochial Mission shall be separate from the report of the sponsoring Parish but shall be countersigned by its Rector. The data for such Parochial Mission shall not be included in the report of the sponsoring Parish.

## FINANCIAL REPORTS TO BE AUDITED

### 6.02

(a) The financial portion of the Annual Parochial Report of each Parish or Mission, including Mission and Congregations not in union with Convention, shall be audited annually by an independent certified public accountant, independent licensed public accountant or by an independent committee appointed by the Vestry or Bishop's Committee under the guidelines established by Diocesan Council. A certificate or report of the audit and the audited financial records, which will include, but are not limited to, the year-end Balance Sheet and Profit and Loss Statements, shall be filed with the Secretary of Convention for transmittal to the Treasurer of the Diocese in accordance with the provisions of Title I, Canon 7, Section 1(f) and (g) of the Canons of the Protestant Episcopal Church in the United States of America.

(AMENDED December 3, 1983, December 4, 1998, and December 5, 2008)

(b) If a Parish or Mission fails to submit an annual audit by September 1 of each year for the previous year, the Treasurer of the Diocese shall request that an audit be scheduled within four months. In the event an audit is not so scheduled, the Treasurer of the Diocese shall schedule an independent audit, the cost of which shall be paid by the Parish or Mission. If the delinquent Parish or Mission fails to make its records available for the audit, the Treasurer of the Diocese shall so signify to the next Annual Meeting of Convention at its first session and, in consultation with the Bishop and the Corporation of the Diocese, shall recommend that the Convention impose one or more of the following penalties: (1) the Parish or Mission shall be ineligible for financial assistance from the Corporation of the Diocese or the Corporation Sole; (2) the clergy and lay members of the Congregation shall be ineligible for appointment to or serve on any Committee, Commission or Program Group of the Diocese; (3) the clergy and lay members of the Congregation shall be ineligible for election by Convention to any office. Penalties shall become immediately effective and shall remain so until the relevant records of the Parish are made available.

(AMENDED December 6, 1991)

(c) If a Parish or Mission fails to make its records available for audits scheduled by the Treasurer for three consecutive years, the Treasurer shall so inform the Bishop, who shall signify in the Bishop's annual address to Convention that the Parish or Mission has persistently disregarded and refused to conform to the Canons of the National Church and of the Diocese and shall recommend appropriate action as authorized by Article XIX of the Constitution of the Diocese.

## MAINTENANCE AND REPORTS OF INSURANCE

### 6.03

Each Parish and Mission shall at all times maintain policies of property, liability, and workers' compensation insurance consistent with minimum standards established from time to time by the Bishop acting on the advice of the Corporation of the Diocese. Annually, each Parish and Mission shall report the following to the Treasurer of the Diocese for each policy of insurance:

- 1.) the name of the issuing insurer;
- 2.) the policy number;
- 3.) the effective and expiration date;
- 4.) the limits of liability of coverage; and
- 5.) such other information and documentation as may be requested by the Treasurer of the Diocese.

(ADDED December 2, 2011)

## CANON VII

### OBLIGATION IN DEFAULT OF REPRESENTATION

#### 7.00

If a Parish or Mission of this Diocese is not represented in any Meeting of Convention, or in any of its sessions, such Parish or Mission shall nevertheless be bound by all acts of such Meeting of Convention.

## CANON VIII

### PARISH AND MISSION ORGANIZATIONS

#### ORGANIZATIONS MAY BE ORGANIZED

##### 8.00

With the approval and under the direction of the member of the clergy in charge of any Parish or Mission, organizations may be established to carry on the Church work within that Parish or Mission. The duties, rights and structure of any such organizations shall be prescribed by said member of the clergy, including regulations as to the custody, deposit, withdrawal and accounting for funds (subject to the terms of any valid trust affecting the same) and for their appropriate disposition in case of dissolution of such organization.

#### CHURCH RELATED SCHOOLS

##### 8.01

Parishes, Missions or Institutions of the Diocese establishing, maintaining or operating schools or nurseries in which not only the Christian religion is taught, but also subjects of secular education, and whose school activities exceed those permitted under the Church exemption, shall take all necessary steps to prevent

such secular use of any Church or chapel owned, occupied or controlled by it, as would deprive such Church or chapel of its exempt status under Section 1 1/2 of Article XIII of the Constitution of the State of California.

## FINANCIAL REPORT OF SCHOOLS TO BE REPORTED

### 8.02

The officers of the school or nursery shall prepare an annual financial report which shall be audited by an independent certified public accountant, independent licensed public accountant, or by an independent committee appointed by the officers of the school under the guidelines established by the Program Group on Stewardship. A certificate of report of the audit and financial report shall be filed with the Secretary of Convention for transmittal to the Treasurer of the Diocese in accordance with the provisions of Title I, Canon 7, Section 1 (f) and (g) of the Canons of the National Church.

(AMENDED December 1, 1984)

## DISPOSITION OF SCHOOL PROPERTIES

### 8.03

The properties of Parishes, Missions, or Institutions of the Diocese devoted to school purposes, whether vested in a Parish, Mission, the Corporation of the Diocese, the Bishop of the Protestant Episcopal Church in Los Angeles, a Corporation Sole, or an Institution of the Diocese, and whether existing, or hereafter organized, are irrevocably dedicated to religious, charitable or hospital purposes within the meaning of the Revenue and Taxation Code of California and the Internal Revenue Code; and upon liquidation, dissolution or abandonment by the owner shall not inure to the benefit of any private person, but only to a fund, foundation or corporation organized and operated for religious, hospital or charitable purposes. This provision shall not be interpreted to deprive the Corporation of the Diocese of the property of any dissolved subordinate Parish, Mission or Institution, to which it may be entitled upon dissolution; nor to prohibit the sale or exchange of a property to obtain other property for the same purpose.

## PART II DEANERIES

### CANON IX

(Completely Revised 12/3/93)

## DEANERIES

### 9.00

The Diocese shall be divided into areas known as Deaneries, the number and boundaries of which shall be established from time to time by the Bishop with the concurrence of Diocesan Council. The purpose of the Deaneries shall be to

facilitate the Mission of the Church and to participate in the planning and nurturing of local congregational development, with an emphasis on the teaching and visionary role of the Church. The matters involved shall include membership growth, evangelism, Christian Education, youth, Mission planning and stewardship of the Parishes and Missions within the Deanery.

## SEAT, VOICE AND VOTE

### 9.01

At all meetings of each Deanery, the following persons shall be entitled to a seat, voice and vote:

(a) All clergy canonically connected with the Diocese with an assignment in the Deanery, or, in the absence of an assignment in the Deanery, resident in the Deanery;

(b) From each Parish and Mission in the Deanery, the Wardens and Convention Delegates (or, in the absence of one or more Delegates, their Alternates);

(c) Other lay representatives as specified by Deanery Bylaws, and

(d) From each Diocesan Institution within the Deanery, representation as specified by the Deanery Bylaws, provided that no Diocesan Institution shall be represented in more than one Deanery.

Persons so entitled to seat, voice and vote shall exercise those rights in only one Deanery and shall constitute the Deanery Assembly. Assignment to the Diocesan Staff shall not be considered as an assignment for the purposes of this section.

## BYLAWS

### 9.02

Each Deanery shall make its own Bylaws and Rules of Order, subject to the approval thereof by the Bishop and Diocesan Council, and elect its own officers. The Presiding Officer of the Deanery shall be a person entitled to vote within the Deanery Assembly. If a Deanery is without a Presiding Officer for a period of sixty days, the Area Pastor, with the consent of the Bishop, shall appoint a Presiding Officer from those persons otherwise qualified for election to the position.

## DEANERY COUNCIL

### 9.03

Each Deanery shall have a Council composed of one lay representative and one clergy representative from each Parish, Mission, or Diocesan Institution in the Deanery as designated by each Parish, Mission and Diocesan Institution. The Deanery Council shall define, monitor and evaluate programs of the Deanery between meetings of the Deanery Assembly and shall have such other powers and duties as are set forth in the Deanery Bylaws.

#### 9.04

Deanery Bylaws shall provide for an Annual Meeting of the Deanery Assembly for the transaction of official business as required of it; such business shall include but not be limited to the following matters:

(a) The election of Deanery Officers, including a President and Treasurer.

(b) The election, when appropriate, of one member of the clergy and a clergy alternate, and one member of the laity and a lay alternate to serve on Diocesan Council. Each person shall be selected from among those entitled to seat, voice and vote in the Deanery Assembly, and, if not otherwise a member of Deanery Council, shall be a member of the Deanery Council while serving on Diocesan Council. If at any time a person so elected is no longer eligible for election, his or her office on Diocesan Council shall become vacant and the Deanery Council shall elect a successor to serve until the next annual meeting of the Deanery Assembly. The names of the representatives or the alternates so elected shall be reported to the secretary of the Diocesan Council by the Deanery Council.

(c) The election of one member of the clergy or laity to serve as the Deanery Representative to such Program Groups as Convention or Diocesan Council may require. Such person shall be selected from among those entitled to seat, voice and vote in the Deanery Assembly.

(d) The holding of pre-convention meetings prior to each Annual Meeting of Convention.

(e) The organization of meetings as necessary for the funding and maintenance of program, as described in Canon 19.09 in which the Deaneries have an interest.

#### OTHER MEETINGS

##### 9.05

Other meetings of the Deanery Assembly shall be called and held as specified in the Bylaws or by the President as authorized by the Deanery Council, or as requested by the Bishop.

#### REPORT TO DIOCESAN COUNCIL

##### 9.06

The Deanery Representative to Diocesan Council shall make periodic reports to Diocesan Council respecting the activities of the Deanery. The Presiding Officer of each Deanery, or the appointee of the Presiding Officer, shall report annually, in writing, to the Annual Meeting of Convention of the Diocese.

#### FINANCIAL MATTERS

##### 9.07

Each Deanery shall prepare an annual financial report, which shall be filed with the Secretary of Convention for transmittal to the Treasurer of the Diocese. Each

such report shall be prepared and reviewed annually under the guidelines established by the Program Group on Stewardship and Finance.

## AREA PASTORS

### 9.08

The Bishop shall designate Pastoral Care Areas within the Diocese. Each Deanery shall be assigned to one such area.

For each Pastoral Care Area, the Bishop shall designate an Area Pastor to represent his or her authority as prescribed by the Bishop. Each Area Pastor shall be a member of the clergy who may or may not be a Bishop.

The Bishop shall regularly convene meetings of the Area Pastors to discuss and deal with issues related to congregational development, deployment and Missionary strategy and such other issues as the Bishop determines are appropriate.

## DEANS

### 9.09

In each Deanery, the Area Pastor, in consultation with the Bishop, shall appoint a member of the clergy as a Dean. The Dean shall assist the Area Pastor in matters involving the pastoral care and support of local clergy and in convening the clericus from time to time.

The Dean shall be considered to have an assignment for purposes of entitlement to a seat, voice and vote therein in the Deanery involved.

## PART III CONVENTION

### CANON X

#### QUORUM

##### 10.00

No business shall be transacted at any Meeting of Convention of the Diocese unless a quorum be present. A quorum of Convention shall consist of one-third of the clergy entitled to seats and vote therein, together with one-third of the total authorized number of the Lay Delegates from the Parishes and Missions entitled to representation at said Meeting of Convention. A quorum of any Committee shall consist of a majority of its members.

##### 10.01

In the event that a quorum is not present at any Meeting of Convention, or of any Committee of Convention, the members present may adjourn from time to time, but no other business than such adjournment may be conducted in the absence of a quorum.

## CANON XI

### RULES OF ORDER

#### 11.00

In addition to the provisions of the Constitution and Canons of this Diocese, further regulation of legislative action, Convention procedure and of nominations and elections shall be by Rules of Order, which, having been once adopted, shall continue in force until the same, in whole or in part, shall have been amended or canceled. In the event of conflict inter se, the Constitution shall prevail over Canons and Canons shall prevail over Rules of Order.

### NOMINATIONS

#### 11.01

All nominations for elective offices shall be in writing and shall be on a proper form furnished by the Secretary of Convention. In the case of Deputies and Alternate Deputies to General Convention, after the election of the Deputies as prescribed by Article XV, Sec. 33 of The Constitution and Canons of the Diocese, the remaining nominees shall be understood to be the nominees for the positions of Alternate Deputies unless they specifically withdraw their candidacy for the latter office and shall be elected as prescribed in Article XV, Sec. 34. Alternates shall serve in the order in which elected or if elected on the same ballot in accordance with the total number of votes cast.

All nominees shall be actually resident within the Diocese. Clerical nominees shall be clergy in regular standing. Lay nominees shall be confirmed adult communicants in good standing of the Church who are qualified Electors in a Parish or Mission within this Diocese. If an elected member of the clergy should cease to be in regular standing or an elected member of the laity cease to be a qualified Elector in a congregation in this Diocese, that member shall cease to hold office and the resultant vacancy shall be filled in the manner prescribed by these Canons.

(AMENDED January 27, 1973, May 14, 1978, November 30, 1990, and December 1, 1995)

### CONCURRENCE FOR TWO BALLOTS

#### 11.02

Voting on the first and second ballots shall be by orders and concurrence of each order shall be required for an election. Such election shall be determined as allowed in Article XVI, Section 37, of the Constitution.

(AMENDED December 3, 1999)



## PLURALITY ON THIRD BALLOT

### 11.03

On any ballot after the second ballot a plurality of the combined votes of both orders shall constitute an election.

(AMENDED November 30, 1990, December 6, 1991, and December 2, 1999)

## CANON XII

### CLERICAL DELEGATES TO CONVENTION

#### LIST OF CLERICAL MEMBERS TO BE PREPARED

##### 12.00

As of the close of business on the seventh day before any Meeting of Convention of this Diocese, or any adjourned session thereof (unless the adjourned session convenes less than fourteen days after the adjourned Meeting) the Ecclesiastical Authority shall cause to be prepared a list of all of the clergy of the Church canonically resident in the Diocese, stating the names of the respective Parishes, Missions, and other organizations to which they are canonically connected, and indicating their entitlement to seats, voice, or votes. Such list shall be presented to Convention on the first day of the Meeting and shall be included in The Journal of Convention.

(AMENDED May 12, 1979)

#### DISPUTED VOTES

##### 12.01

When the right of any member of the clergy to a seat or voice or vote at a Meeting of Convention is claimed or disputed, Convention shall determine such right in accordance with the provisions of the Constitution of this Diocese.

## CANON XIII

### LAY DELEGATES TO CONVENTION

#### LAY DELEGATES TO BE CERTIFIED

##### 13.00

The election of Lay Delegates to any Meeting of Convention shall be certified in writing by that member of the clergy in charge of the congregation represented, or by a Warden or by the Clerk thereof. The term for each Lay Delegate shall be consistent with Canon 13.02.

(AMENDED December 3, 2010 and December 2, 2016)

## FORM OF CERTIFICATION

### 13.01

Certification of the election of Lay Delegates shall be upon a form provided by the Secretary of Convention.

(AMENDED December 3, 2010)

## TO BE IN SECRETARY'S HANDS SEVEN DAYS BEFORE CONVENTION

### 13.02

The certification of election of Lay Delegates shall be in the hands of the Secretary of Convention by June 30 for the Meeting of Convention to which such certification relates. These delegates will remain delegates until June 30 of the following year, unless a "Change of Delegation" form is submitted. Any changes to a delegation may be made by submitting a written, signed, hard copy of the "Change of Delegation" form, provided by the Secretary of Convention, to be received by the Secretary of Convention at least ten (10) days before the Meeting of Convention to which such certification relates. From these certificates and change forms, the Committee on Credentials shall prepare a list of the Lay Delegates to such Meeting of Convention. Such list shall be included in The Journal of Convention.

(AMENDED May 21, 1980 and December 3, 2010)

## SEATING UPON PAYMENT OF MISSION SHARES

### 13.03

If Shares are levied by formula, Parishes and Missions meeting the Shares properly levied upon them shall thereafter be entitled to representation in Convention, provided that the Lay Delegate or Delegates representing Parishes and Missions not having paid Shares in full may be admitted to seat, voice, and vote by resolution of Convention upon payment in full of the existing delinquency; or, by resolution of Convention, after receiving recommendations of Diocesan Council, the arrears may be canceled and the Lay Delegate or Delegates seated with voice and vote. In making recommendations, Diocesan Council shall give due consideration to all relevant factors, including financial, pastoral and other conditions in Church and community. Convention may by resolution accord a seat with voice but without vote to Lay Delegates from Parishes and Missions which have not paid their Shares in full and whose Shares are not canceled; otherwise they shall not be seated. Any forfeiture of seat or seats, speaking, or voting privileges in a Meeting of Convention shall terminate as to that Meeting with adjournment, sine die, of such Meeting of Convention.

(AMENDED December 4, 1998)

## INACTIVE MISSIONS NOT ENTITLED TO DELEGATES

### 13.04

Any Mission that shall have ceased to hold services, or which shall have no register of confirmed communicants in Good Standing and list of contributors as required by these Canons may be removed by the Ecclesiastical Authority from the voting list of Parishes and Missions. Any such Mission shall be restored to the voting list when it shall have resumed holding services and otherwise shall have complied with the requirements of these Canons.

## LAY DELEGATES TO ATTEND CONVENTION

### 13.05

It is the duty of the Lay Delegates to attend the sessions of the Meeting of Convention to which they are elected Delegates. Their actions shall be binding upon the organization which they represent.

### 13.06

Every Parish or Mission having two or more Lay Delegates shall designate at least one lay member of the Vestry or Bishop's Committee as one of the two Lay Delegates to Convention.

## CANON XIV

## DUTIES OF THE SECRETARY OF CONVENTION

### TO SEND BLANK CERTIFICATES OF ELECTION

#### 14.00

In addition to the duties prescribed in the Constitution of this Diocese, the Secretary of Convention shall send to that member of the clergy in charge of each Parish or Mission in union with Convention blank certificates of election of Lay Delegates at least twenty-five days prior to the date of any Meeting of Convention; or, if any such Parish or Mission be without clergy, said blanks shall be sent to a Warden or the Clerk thereof.

### TO KEEP MINUTES, ATTEST ACTS AND DELIVER INFORMATION

#### 14.01

The Secretary of Convention shall take minutes of the proceedings of each Meeting of Convention, which, when approved, shall be entered in The Journal of Convention; attest the public acts of each Meeting of Convention; and shall deliver to the Secretary of Convention's successor all books and papers which may be in the Secretary of Convention's possession relating to the affairs of the same. The Secretary shall furnish to members of the clergy when they become canonically resident in the Diocese a copy of The Constitution and Canons of the Church in the Diocese. The Secretary shall also furnish a list of the members appointed to

Committees to the persons chairing such Committees, with a copy of the resolution creating them.

#### TO PRINT AND DISTRIBUTE JOURNAL

##### 14.02

Within 120 days after any Meeting of Convention shall have adjourned, *sine die*, the Secretary shall cause to be prepared, and made available for distribution electronically, or printed upon request, a sufficient number of copies of The Journal of Convention which shall contain a list of the clergy of the Diocese, the proceedings of such Meeting, a list of the Committees of Convention, Reports to Convention, and a list of Parishes and Missions and Lay Delegates to that Meeting of Convention. The Secretary shall send a copy of The Journal of Convention to the Secretary of the House of Deputies, the Archives of the Episcopal Church, the Presiding Bishop, and the Office of the General Convention.

(AMENDED December 5, 2008)

#### TO CERTIFY DEPUTIES TO GENERAL CONVENTION

##### 14.03

The Secretary shall send to each General Convention a certificate of the election of Clerical and Lay Deputies promptly after their election, and shall perform such other duties as may be from time to time required by authority of the General or Diocesan Convention. The records, books, and journals of the Office of the Secretary shall be open at all times to the inspection of the Ecclesiastical Authority, the Standing Committee, and Delegates to Convention or any Committee of Convention.

#### TO PRESERVE ALL RECORDS

##### 14.04

It shall be the duty of the Secretary to preserve all The Journals of Convention of this Diocese and such other journals and records of the Church in the United States as belong, or shall hereafter belong, to the Convention of this Diocese, to put them in order, and preserve them in some safe place.

### CANON XV

#### THE TREASURER

#### TO PAY ONLY ON AUTHORIZATION

##### 15.00

The Treasurer of the Diocese shall cause all funds belonging to the Diocese to be deposited or invested as directed by the Corporation of the Diocese and shall pay, when due, all regularly budgeted items. The Treasurer shall pay other items only after authorization by the canonical authorities.

## TO BE PAID UNDER BOND

### 15.01

A bond shall be obtained in an amount fixed by the Corporation of the Diocese for the faithful discharge of the duties of the Treasurer of the Corporation of the Diocese for the benefit of the Diocese. The Mission Share Fund shall include provisions for the cost of such bond.

## DIRECTORS OF CORPORATION TO REGULATE

### 15.02

The Board of Directors of the Corporation of the Diocese shall make such rules and regulations for the Treasurer of the Diocese to follow, as in its judgment, shall seem proper and necessary, and to designate the depositories and investments of the funds for which it is responsible.

## TO REPORT TO CONVENTION ANNUALLY

### 15.03

The Treasurer shall present to each Annual Meeting of Convention a written statement of fund balances and income and expense of such funds for the prior fiscal year. Such statements shall be on a calendar year basis.

## TO REPORT TO DIOCESAN COUNCIL MONTHLY

### 15.04

The Treasurer of the Diocese shall report to Diocesan Council monthly on the status of the Mission Share Fund of the Diocese.

(RENUMBERED December 4, 1998).

(a) Working through Diocesan Council and its Deanery representatives, the Treasurer shall have the authority to inquire into, determine and report to Diocesan Council in all cases where a congregation is in arrears in payment of its Mission Share Fund pledge, the reason or cause of such arrearages, and steps the congregation is taking to rectify such arrearages. Diocesan Council, by and with consent of the Bishop, shall have the authority to invite the Rector or Vicar and any lay official of the congregation for consultation respecting such arrearages.

(b) The Treasurer shall provide for an annual audit of the accounts of the Diocese by September 1 of the year following. The Directors of the Corporation of the Diocese shall employ a certified public accountant and the Mission Share Fund budget shall include provision for expense of each audit.

(c) Working through Diocesan Council and its Deanery Representatives, the Treasurer shall report to Diocesan Council on timely receipt of Parochial Reports (Canon 6.00) and audits (Canon 6.02).

## BOOKS TO BE OPEN

### 15.05

The books of the Treasurer shall be open at all times to the inspection of the Ecclesiastical Authority, of the Standing Committee, of Diocesan Council, or any officer or designated Committee of Convention.

(RENUMBERED December 4, 1998 and December 6, 2002)

## SALARY FIXED BY CONVENTION

### 15.06

The Treasurer of the Diocese shall receive such salary as shall be fixed by Convention.

(RENUMBERED December 4, 1998 and December 6, 2002)

## CANON XVI

### THE BUSINESS OF CONVENTION

#### MODE FOR OPENING CONVENTION

##### 16.00

Each Meeting of Convention shall be convened by the Bishop, after which its procedure shall be according to the Order of Business established by Convention. In the absence of the Bishop, a Meeting of Convention shall be convened by one of the following persons in the following order: The Bishop Coadjutor, the Bishops Suffragan acting in the order of their seniority unless otherwise provided by the Ecclesiastical Authority, the President of the Standing Committee, the Secretary of Convention, the Secretary of the Standing Committee.

#### COMMITTEES OF CONVENTION

##### 17.00

The Bishop shall create and appoint such Committees of Convention as are necessary to its purposes and responsibilities.

The Committees of Convention shall include, but shall not be limited to the following:

#### ON THE BISHOP'S ADDRESS

##### 17.01

On the Bishop's Address; to consist of not more than five persons, including two members of the clergy and one member of the laity. It shall be the duty of this Committee to present to Convention matters raised in the Bishop's Address to Convention that necessitate action by Convention.

## ON CONSTITUTION AND CANONS

### 17.02

On Constitution and Canons; to consist of not less than seven nor more than nine members. At least three shall be members of the clergy and at least three shall be members of the laity. The Bishop shall appoint one of said members to chair the Committee. It shall be the duty of this Committee to consider prior to each Meeting of Convention all proposed additions to or amendments of the Constitution and Canons of this Diocese and to report its recommendations to Convention.

(AMENDED May 14, 1978 and May 10, 1980)

## ON CREDENTIALS

### 17.03

On Credentials; to consist of the Secretary of Convention and not more than four or less than two members of the laity. It shall be the duty of this Committee to consider all requests and disputes affecting the right to a seat or representative privileges in a Meeting of Convention and to report its recommendations thereon to Convention.

## ON DISPATCH OF BUSINESS

### 17.04

On Dispatch of Business; to consist of a Chair, the Secretary of Convention, and other members appointed at the discretion of the Bishop. It shall be the duty of this Committee to prepare, prior to any Meeting of Convention, the order of business to be presented and considered thereat and to report the same to the Meeting of Convention, for its consideration.

(AMENDED December 2, 2011)

## ON INCORPORATION AND ADMISSION OF PARISHES AND MISSIONS

### 17.05

On Incorporation and Admission of Parishes and Missions; to consist of not less than three persons nor more than five persons, of whom a majority shall be members of the laity. It shall be the duty of this Committee to consider all matters pertaining to the incorporation of Parishes and organized Missions and their admission into union with Convention and to report its recommendations to the Meeting of Convention.

## ON RESOLUTIONS

### 17.06

On Resolutions; to consist of not less than seven nor more than nine persons including at least three members of the laity. It shall be the duty of this Committee to consider all resolutions that shall be referred to it by, or submitted for action, at a Meeting of Convention. Any report of this Committee shall be limited to an

objective and unbiased definition of the issue or issues presented by any specific resolution and, to this end, clarification, if need be, of its wording. This Committee shall have the power to combine resolutions which encompass essentially the same issues into a single resolution, provided this is done in consultation with the proposers of the various constituent resolutions. In its discretion this Committee may propose to the Committee on Dispatch of Business a special order, or orders, to provide for the equitable and expeditious action by a Meeting of Convention on any specific resolution or resolutions. This Committee shall also make its services available to any eligible person, or group of persons, within the Diocese to assist in framing clearly and in proper form any resolution or resolutions without regard to the content of any such resolution or resolutions. This Committee is specifically enjoined from including in its report to a Meeting of Convention any judgment upon the merits or the substance of any resolution or any recommendations as to its passage or defeat.

(AMENDED February 15, 1974)

Opponents of a resolution, who make themselves known to the Secretary of Convention at least fifty-six (56) days prior to the Meeting of Convention at which the resolution is to be considered, may join in consultation with and under the direction of the Committee on Resolutions to prepare a statement in opposition to that resolution, which statement will be included with the explanation of it by the proponents. Such statement must be delivered to the Secretary of Convention not later than forty-two (42) days prior to that Meeting of Convention, for delivery to the Delegates.

(AMENDED December 2, 1999)

#### ON RULES OF ORDER

17.07

On Rules of Order; to consist of not less than three nor more than five persons, including at least two members of the clergy and one member of the laity. This Committee shall consider all matters and questions pertaining to Rules of Order of Convention and report thereon to the Meeting of Convention.

#### ON ARRANGEMENTS

17.08

On Arrangements for Meetings of Convention; to consist of a Chair, the Secretary of Convention, and other members appointed at the discretion of the Bishop.

(AMENDED December 2, 2011)

#### COMMITTEE NOT PERMITTED TO BIND CONVENTION

17.09

No Committee of Convention shall have authority to incur any financial obligation binding upon Convention or the Diocese in excess of the appropriation which Convention shall have expressly authorized for such Committee, unless such



obligation shall be expressly authorized by the Ecclesiastical Authority, in writing, and approved, in writing, by Diocesan Council, specifying the amount and purpose for which such financial obligation shall be incurred.

## CANON XVIII

### DIOCESAN COMMISSIONS

#### 18.00

The Bishop shall establish and appoint such Diocesan Commissions as are required by the Canons of the National Church and of this Diocese, and may establish and appoint such other Commissions as seem necessary and useful to the Mission of the Diocese. Such Commissions shall report on their activities as the Bishop shall direct. An annual written report by each shall be submitted to the Annual Meeting of Convention. Unless otherwise provided herein, the Bishop shall define the function of these Commissions of the Diocese, and shall consult with them from time to time to give them advice and counsel respecting their activities. The Bishop shall designate a person to chair each such Commission. Such other officers as seem necessary shall be elected by the Commission. The Bishop may terminate any such Commission at the Bishop's discretion. This Canon shall in no way detract from or conflict with the right of the Bishop to appoint special Advisory Committees which shall report solely to the Bishop.

(AMENDED December 5, 2008)

### ON CHURCH ARCHITECTURE

#### 18.01

The Bishop shall establish a Diocesan Commission on Church Architecture, to consist of the Bishop together with such members of the clergy and the laity as shall be appointed thereto annually by the Ecclesiastical Authority. It shall be the duty of this Commission to consider and approve or reject the plans and specifications of any new Church or Chapel or Parish Hall, or proposed changes in the structure of any existing Church or Chapel or Parish Hall in the Diocese. The officers of Missions of the Diocese must present plans and specifications of any proposed new Church or Chapel or Parish Hall, and no such work of erection or material change shall be undertaken by any such Mission until the Commission has approved said plans and specifications in writing. In the case of a Parish, it is recommended that their officers shall confer with this Commission for its counsel and advice before the plans and specifications of any new Church or Chapel or Parish Hall, or of any proposed material changes in any existing Church or Chapel or Parish Hall, are adopted; and it is further recommended that no contract for such erection or change shall be made before such consultation.

## ON MINISTRY

### 18.02

(a) The Bishop shall establish a Diocesan Commission on Ministry which shall have the power and the duty to carry out the functions of such a Commission as prescribed by the Canons of the General Convention as they relate to the ministry, and such other duties relating to the ministry of this Diocese as may be assigned by the Bishop or by resolution of the Convention of the Diocese. Continuing Education of the clergy shall be the responsibility of this Commission in accordance with the Canons of the National Church.

(AMENDED February 15, 1974 and December 3, 1983)

(b) Membership: There shall be fifteen members of the Commission. At each Annual Meeting of Convention, five new members of the Commission shall be appointed and elected in the following manner: (i) the Bishop shall appoint two members of the clergy and one member of the laity and (ii) one member of the clergy and one member of the laity shall be elected by Convention.

All members shall be appointed or elected for a period of three years. No person shall serve more than two consecutive three-year terms and no such person shall be eligible for reappointment or re-election until one year shall have elapsed from the end of the second three-year term.

(c) The Commission shall have the power to devise and enact Bylaws and rules of procedure for its own governance subject to approval by the Bishop, not inconsistent with the Diocesan and National Constitutions and Canons.

(d) Subject to the prior approval of the Bishop and subject to the current Diocesan budget limitations, the Commission shall have the power to appoint such sub-committees and employ such assistance as it deems necessary to enable it to carry out its duties effectively.

(e) Adequate funds shall be provided in the Annual Mission Share Fund Budget to enable the Commission to perform its duties.

(f) The Commission shall report to each Annual Meeting of the Convention of the Diocese.

## ON SCHOOLS

### 18.03

The Bishop shall establish a Diocesan Commission on Schools, whose duty it shall be: to give general supervision to all Parish Day Schools within the Diocese; to advance their welfare; to increase their number; and to interpret their work.

(a) The Commission, with the approval of the Bishop, shall establish, and shall from time to time, revise minimum standards for the official certification of all Parish Day Schools of the Diocese. Only Schools so certified, or granted provisional acceptance by the Commission shall be officially endorsed and recognized by the Diocese.

(b) Any Parish or Mission desiring to establish a certified Parish Day School shall, before doing so, secure the permission of the Commission, acting with the advice and consent of the Bishop. All applications to organize such Schools shall be investigated by the Commission, and it shall make a written report, together with recommendations, to the Bishop within thirty days from the date of application.

(c) In order to obtain certification, each Parish Day School shall satisfy the Commission that the ultimate control rests inalienably in the Rector, Wardens and Vestry in the case of a Parish, or the Bishop in the case of a Mission.

(d) Upon request of the Bishop, the Commission shall investigate for certification any school seeking Diocesan recognition. All schools thus certified shall be under the supervision of, and affiliated with, the Commission.

(e) The Commission may, with the approval of the Bishop, withdraw certification from any school failing to maintain minimum standards. In all such cases, a full report in writing shall be filed with the Bishop.

(f) The Commission, with the approval of the Bishop, may appoint a Superintendent of the Schools of the Diocese, who shall be the Executive Secretary of the Commission.

(g) The Commission, with the approval of the Bishop, is authorized to affiliate with organizations or movements concerned with promoting the interests of a Church-sponsored school, provided that approval is also received from Diocesan Council.

(h) The term "Parish Day School" in these Canons means any school having classes of Nursery grade or higher, operated and supported by a Parish or Mission of the Diocese.

## COMMISSIONS NOT PERMITTED TO BIND CONVENTION

### 18.04

No Diocesan Commission shall have authority to incur any financial obligations binding upon Convention or the Diocese in excess of the appropriation which Convention shall have expressly authorized for such Diocesan Commission, unless such obligation shall be expressly authorized by the Ecclesiastical Authority of the Diocese, in writing, and approved, in writing, by Diocesan Council, specifying the amount and purpose for which such financial obligation shall be incurred.

(AMENDED May 10, 1980 and December 5, 2008)

## DIOCESAN TASK FORCES

### 18.05

The Bishop shall establish and appoint such Diocesan Task Forces as seem necessary and useful to the Mission of the Diocese. Such Task Forces shall report on their activities to Diocesan Council annually and to the Bishop as the Bishop shall direct. Unless otherwise provided herein, the Bishop shall define the function of these Task Forces of the Diocese, and shall consult with them from time to time

to give them advice and counsel respecting their activities. The Bishop shall designate a person to chair each such Task Force. Such other officers as seem necessary shall be elected by the Task Force. The terms of membership, the designation of members from an existing Program Group on the Diocese, and the specific time to implement the task subscribed shall be determined by the Bishop and Chair of the Task Force. The Bishop may terminate any such Task Force at his discretion. This Canon shall in no way detract from or conflict with the right of the Bishop to appoint special Advisory Committees which shall report solely to the Bishop.

(ADDED December 5, 2008)

#### TASK FORCES NOT PERMITTED TO BIND CONVENTION

##### 18.06

No Task Force shall have authority to incur any financial obligations binding upon Convention or the Diocese in excess of the appropriation which Convention shall have expressly authorized for such Task Force, unless such obligation shall be expressly authorized by the Ecclesiastical Authority of the Diocese, in writing, and approved, in writing, by Diocesan Council, specifying the amount and purpose for which such financial obligation shall be incurred.

(ADDED December 5, 2008)

### PART IV DIOCESAN COUNCIL OF CONVENTION

#### CANON XIX

##### DIOCESAN COUNCIL OF CONVENTION

##### 19.00

(a) There shall be a Diocesan Council of Convention, to be known as Diocesan Council, whose duties shall be (1) to develop and recommend Diocesan policies, plans, programs and related financial plans for the approval of Convention, and (2) between Meetings of Convention, to monitor and evaluate these policies, plans and programs and the performance of those persons or bodies charged with carrying them out. Diocesan Council shall carry out such work of the Church as may be committed to it by Convention.

(b) Diocesan Council shall exercise the powers conferred upon it by Canon, and such further powers as may be designated by Convention. It shall at all times act within the limits of the guidelines, policies, plans and programs established by Convention. None of the foregoing shall prohibit Diocesan Council from acting, by an affirmative vote of a majority of its entire membership on matters for which Convention has not provided guidelines.

(c) Diocesan Council shall be accountable to Convention and its Secretary shall render a full report concerning the work with which it is charged at each Annual Meeting of Convention.

(d) Nothing contained in this Canon shall apply to the Standing Committee or to the Corporation of the Diocese when meeting separately in their respective capacities, as covered under appropriate Canons elsewhere.

## MEMBERSHIP

### 19.01

Members of Diocesan Council shall be the Bishop of the Diocese, the Bishop Coadjutor (if there be one), the Bishops Suffragan (if there be any), the Secretary of Convention, the President of the Episcopal Church Women, two directors of the Corporation of the Diocese, two members of the Standing Committee, one member of the deputation to General Convention, one member of the clergy and one member of the laity elected by each Annual Meeting of Convention as at-large members for terms of three years each, or until their successors are elected, and one member of the clergy and one member of the laity elected by each Deanery to represent it for a term of three years, or until their successors are elected.

(AMENDED December 1, 1984, December 4, 1992, and December 3, 1993)

Diocesan Council shall initially designate terms of one, two and three years, divided equally as possible among the Deaneries so as to set up an annual rotation of Deanery representatives who ultimately will serve three year terms and maintain this succession each year thereafter.

The Corporation of the Diocese and the Standing Committee shall each appoint, from their respective memberships, one member of the clergy and one member of the laity as their representatives to Diocesan Council. The members of the deputation to General Convention shall appoint one of their members, either clergy or lay, as their representative to Diocesan Council.

(AMENDED December 1, 1984)

## VACANCIES

### 19.02

Diocesan Council shall have the power to fill any vacancy or vacancies which may occur among its at-large members until the next Annual Meeting of Convention, at which time Convention shall elect in accordance with the Canons a person or persons to complete any terms of office left vacant.

(AMENDED February 16, 1974)

## BISHOP TO PRESIDE

### 19.03

The Bishop shall be ex officio, Chair of Diocesan Council. In case the Bishop not be present, the Chair of the session shall be the member of Diocesan Council

previously designated by the Bishop. If no such Chair is designated, Diocesan Council shall elect the Chair for the meeting.

#### SHALL ELECT OWN SECRETARY

##### 19.04

Diocesan Council shall elect its own Secretary who need not be a member of Diocesan Council. The Secretary shall keep a record of all the work of Diocesan Council, a list of members and prepare the report to the Annual Meeting of Convention as specified in Section 19.00 (c) and shall perform such other duties as may be requested by Diocesan Council.

#### MEETINGS

##### 19.05

Diocesan Council shall meet within seventy-five days after adjournment of each Annual Meeting of Convention for purposes of organization and thereafter as determined by Council.

#### PROGRAM AND BUDGET

##### 19.06

Diocesan Council shall submit to each Annual Meeting of Convention, for its approval, a Mission Share Fund Program and Budget. Between meetings of Convention, Diocesan Council shall have authority to revise the Program and Budget previously approved by Convention as Diocesan Council deems wise and necessary but may not increase the total amount of the Budget except as provided in Section 27.04. No revision of the Program and Budget except by Convention shall be made without the consent of Diocesan Council. The proposed Program and Budget shall include provision for the equitable share of the Diocese in the General Church Program. The proposed Program and Budget shall also provide for a contribution to the funding of Deanery programs and to the ministry of the Area Pastors.

(AMENDED December 3, 1993 and December 7, 2002)

#### PROGRAM GROUPS OF DIOCESAN COUNCIL

##### 19.07

Except as otherwise provided herein, the Bishop, as Chair of Diocesan Council, shall establish and appoint with the consent of Diocesan Council, appropriate Program Groups of Diocesan Council to assist the Bishop and the Bishop's staff in formulating and carrying out the specific plans and programs approved by Convention, and to monitor and evaluate their performance in this regard. Each Program Group, shall be chaired by a person designated by the Bishop.

##### 19.08

Each Program Group as requested by Diocesan Council shall make periodic progress reports to Diocesan Council for its review and evaluation.

## TO FORMULATE POLICIES, PLANS AND PROGRAMS

### MONITOR AND EVALUATE

#### 19.09

Diocesan Council, with the assistance of the Program Groups, shall define, monitor, and evaluate the ministries of the Program Groups.

Policies, plans, and programs shall be formulated at both the Deanery and Diocesan levels, and Diocesan Council shall recognize the primacy of Deanery ministry in programs relating to local congregational development. Program Groups may be created as necessary to best carry out areas of work approved by Convention. Diocesan Council shall define the function of each Program Group in conjunction with the Program Group and the Bishop.

(AMENDED December 5, 2008)

### ON MISSION CONGREGATIONS

#### 19.10

Diocesan Council shall establish a Program Group on Mission Congregations, which shall consist of: the Bishop, who shall chair the group personally or designate a chair person, one Delegate elected by each Deanery; and other persons appointed by the Bishop.

(AMENDED February 16, 1974 and December 3, 1993)

### ON STEWARDSHIP

#### 19.11

Diocesan Council shall establish a Program Group on Stewardship which, among other duties and responsibilities established by Diocesan Council, shall have the primary responsibility for stewardship education in the Diocese. The Program Group on Stewardship shall provide consultation, training, teaching materials, workshops and on-going stewardship support to Deaneries, congregations, Vestries, Bishop's Committees and stewardship committees in order to enrich stewardship education throughout the Diocese.

(AMENDED December 4, 1998)

### ELECTIONS AND APPOINTMENTS

#### 19.12

Elections to and appointments by the Bishop to Committees of Convention and Program Groups of Diocesan Council, unless otherwise herein provided, shall be for a period of three years with one-third of such persons to be newly elected or appointed each year. In the case of wholly new Program Groups, members shall serve for one year, two years and three years, as determined by lot. However, the members of Diocesan Council appointed to its Program Groups shall not be subject to these rules of rotation. Any person not participating in the active work of a Program Group for a period of four months may be dropped by the person

serving as Chair, and the Bishop may appoint a successor to such person at once. Any member of a Program Group who has completed a term may be reappointed for one additional term, following which a year must elapse before one is eligible for reappointment. The time of making such appointments shall be at the discretion of the Ecclesiastical Authority.

(AMENDED December 4, 2009)

## PART V THE STANDING COMMITTEE

### CANON XX

#### THE STANDING COMMITTEE

##### TO FILL OWN VACANCIES

###### 20.00

The Standing Committee shall have power to fill any vacancy or vacancies which may occur in its own body until the next Annual Meeting of Convention, at which time Convention shall elect a person to complete the term of office left vacant.

(AMENDED January 27, 1973)

##### OFFICERS TO BE ELECTED

###### 20.01

The officers of the Standing Committee shall be a President and a Secretary, to be elected from and by the members thereof at its first meeting following each Annual Meeting of Convention to serve until their successors are duly elected.

(AMENDED December 3, 1993)

##### PRESIDENT TO CALL MEETING

###### 20.02

The President of the Standing Committee may call a meeting thereof at any time, and shall call a meeting when requested in writing to do so by any three members of the Committee.

##### SHALL REPORT TO CONVENTION

###### 20.03

The Standing Committee, through its Secretary, shall make a report of its actions to each Annual Meeting of Convention. Such report shall be published in The Journal of Convention.



## MAY REQUIRE REPORTS FROM PARISHES

### 20.04

The Standing Committee may require from Parishes and Missions such reports regarding their affairs as it shall from time to time deem necessary.

## PART VI THE CORPORATION OF THE DIOCESE

### CANON XXI

#### CORPORATION OF THE DIOCESE

##### MEMBERSHIP

### 21.00

The Board of Directors of the Corporation known as “The Protestant Episcopal Church in the Diocese” shall consist of nine persons, as required by its Articles of Incorporation or Bylaws, including the Bishop who shall be a member of the Board ex officio. The remaining eight persons shall consist of two members of the clergy and six members of the laity with such eight persons to be elected in rotation to serve for three year terms. The Board of Directors of the Corporation of the Diocese may fill any vacancy which occurs in its own body until the next Annual Meeting of Convention. At that time, the Convention shall elect a person to complete that term of office. When the Office of Bishop is vacant, the Ecclesiastical Authority shall designate a person to replace the Bishop as a director ex officio of the Corporation of the Diocese.

(AMENDED January 21, 1959, February 4, 1977, and May 12, 1979)

##### HOW ELECTED

### 21.01

The Directors of the Corporation shall be elected at Annual Meetings of Convention.

(AMENDED May 12, 1979)

##### PROPERTY

### 21.02

Prior to the acquisition, disposition or encumbrance of Diocesan real property of a value in excess of \$100,000.00 the Board shall consult with the Ecclesiastical Authority.

## PART VII ADDITIONAL PROVISIONS

### CANON XXII

#### THE REGISTRAR OF THE DIOCESE

##### DUTIES

###### 22.00

It shall be the duty of the Registrar to receive and record the lists of persons confirmed in this Diocese each year, and to issue and renew annual licenses for Lay Readers, as approved by the Bishop.

The Registrar shall present a report at each Annual Meeting of Convention.

### CANON XXIII

#### THE ARCHIVIST/HISTORIOGRAPHER OF THE DIOCESE

##### DUTIES

###### 23.00

It shall be the duty of the Archivist/Historiographer to obtain, prepare, and preserve special, historical, and biographical matter, printed or manuscript, pertaining to the Diocese, its Parishes, Missions, institutions, and undertakings.

(AMENDED December 1, 1989)

The Archivist/Historiographer shall also, from time to time as may be directed by the Bishop or by Convention, furnish material or data to be used for purposes that will further the interest of the Church and will assist in the preparation of historical papers.

The Archivist/Historiographer shall present a report at each Annual Meeting of Convention.

##### MAY APPOINT ASSISTANTS

###### 23.01

The Archivist/Historiographer shall, with the approval of the Bishop, have power to appoint assistants, who shall be confirmed communicants of the Church in good standing and may be members of the laity.

(AMENDED May 12, 1979)

## CANON XXIV

### DIOCESAN SOCIETIES AND INSTITUTIONS

#### DESIGNATION BY CONVENTION

##### 24.00

No institution, society, corporation or person shall represent itself to be an institution of the Diocese, for the purpose of soliciting money, or for any other purpose, unless it shall have been designated as a diocesan institution by the Convention of the Diocese and meets and continues to meet the requirements for a diocesan institution as provided in this Canon.

#### CORPORATE AND TAX EXEMPT STATUS

##### 24.01

(a) Each diocesan institution shall be incorporated as a charitable nonprofit corporation under the applicable provisions of the Corporations Code of the State of California and shall maintain that status.

(b) The institution shall have established and shall maintain its tax exempt status under Section 501(c) (3) of the Internal Revenue Code and under the corresponding sections of the California Revenue and Taxation Code, each as from time to time in effect.

#### PROVISIONS OF ARTICLES OR BYLAWS

##### 24.02

In addition to the matters required by the Corporations Code, the Articles of Incorporation or Bylaws of a diocesan institution shall contain the following provisions.

The Ecclesiastical Authority shall be represented, either personally or by delegation, as a member of the board of directors or trustees of the institution, either ex officio or by election, as appropriate.

#### APPLICATION TO CONVENTION

##### 24.03

An applicant for designation as a diocesan institution shall have been incorporated not less than two years before applying. The application shall be made in the following manner:

(a) The application shall be delivered to the Secretary of Convention not less than one hundred eighty days before the meeting of Convention at which the application is to be considered. The application shall include a statement as to the service the institution will provide to further the mission of the Diocese that is not already being addressed within the Diocese.

(b) The application shall also include the following:

1. Copies of: the institution's Articles of Incorporation as amended and current Bylaws, each certified as set forth below; its exemptions from federal and state income taxes; its Internal Revenue Service Form 990 or 990EZ and the corresponding California forms for the most recent two tax years or, in each case, if none filed, a statement of the exemption from filing; its financial statements for its two preceding fiscal years, audited as set forth below; and any documents filed with the California Attorney General during the previous two years.

2. A certificate of an executive officer of the institution that (i) the board of directors or trustees of the institution has reviewed and approved a program to prevent misconduct by trustees, officers, employees and volunteers and (ii) the program is in effect, together with a summary of the program that includes the types of misconduct and the systems of control, reporting and prevention covered.

3. A summary of the services that have been provided to further the mission of the Diocese in the preceding two years.

(c) The Secretary of Convention shall transmit the application to the Chancellor and the Corporation of the Diocese for their review. The Chancellor shall determine and advise the Secretary of Convention whether the Articles of Incorporation, Bylaws and tax exemptions meet the requirements set forth in this Canon XXIV and are in proper form. The Corporation of the Diocese shall determine whether the financial position and resources of the institution as reflected in its application are adequate for it to carry out its stated purpose and transmit to the Secretary of Convention a written recommendation. The advice and recommendations set forth above shall be transmitted to the Secretary not later than one hundred twenty days before the meeting of Convention at which the application is to be considered. If approval is given by all of the aforementioned the Secretary shall transmit the application and approvals to Diocesan Council for its consideration. If it approves the application, it shall so advise the Ecclesiastical Authority and provide the Ecclesiastical Authority a copy of the application and its and the other approvals set forth above. If the Ecclesiastical Authority shall approve the application and the Secretary of Convention is so advised at least seventy-five days before the next annual meeting of Convention, the Secretary shall present the application to Convention for its consideration. The Secretary shall notify the applicant of the status of the application at each stage of its review and consideration.

## ARTICLES AND BYLAWS FILED WITH SECRETARY OF CONVENTION

### 24.04

A true copy of any amendment of Articles of Incorporation of the institution, duly certified by the Secretary of State of the State of California, and a true copy of any amendments of the Bylaws of the institution, duly certified by the Secretary of the institution, shall be filed with the Secretary of Convention promptly after

adoption. They shall be open to inspection at all times by the Ecclesiastical Authority or any person or persons duly delegated by said Authority.

#### ANNUAL REPORTS

##### 24.05

Each diocesan institution shall submit a written annual report to each Annual Meeting of Convention, setting forth its financial transactions and other activities during the previous year, by the date set forth in Title I, Canon 7(g) of the Canons of the National Church. The financial portion of the annual report of each institution shall be audited annually by an independent certified public accountant or an independent licensed public accountant in accordance with generally accepted auditing standards and shall be prepared in accordance with generally accepted accounting principles or some other basis of accounting that reasonably sets forth and fairly presents the assets, liabilities and fund balances and the income and expense of the institution and that discloses the accounting basis used in their preparation.

#### SECRETARY TO REPORT NAMES EACH YEAR

##### 24.06

The Secretary of Convention shall report the names of all institutions currently designated as diocesan institutions under this Canon in The Journal of Convention each year.

#### CONVENTION MAY ADD TO REQUIREMENTS

##### 24.07

This Canon shall apply to all institutions of the Diocese. The provisions herein shall be deemed to be minimum requirements only, and Convention shall have the authority to impose other or additional requirements as it may deem necessary.

#### AUTHORITY OF ECCLESIASTICAL AUTHORITY

##### 24.09

The Ecclesiastical Authority shall have the right to examine minutes, records and affairs of any diocesan institution, to determine whether the institution conforms to the provisions of this Canon, and whether its standards and performance of work and service warrant continued recognition as a diocesan institution. If, in the opinion of the Ecclesiastical Authority, any institution shall fail to warrant that continued recognition, the Ecclesiastical Authority may so report to Convention, with reasons and recommendations, whereupon Convention may take such action as in its discretion it deems appropriate, either to correct undesirable conditions or to end the status of the institution as a diocesan institution.

(AMENDED December 8, 2012)

## CANON XXV

### DIOSAN INVESTMENT TRUST

#### PURPOSE

##### 25.00

A common trust fund shall be maintained in this Diocese, by a corporation duly organized and empowered under the provisions of Part 8, of Division 2, Title 1, California Corporations Code.

Its purpose shall be to furnish a vehicle for investments to any person or institution, incorporated or unincorporated, holding funds or other property for the benefit of the Missionary, religious, benevolent, charitable or educational purposes of the Diocese, and to any Church, Parish, congregation, society, chapel or Mission connected with the Church in the Diocese or connected with the Church in any new Diocese which may be formed from within the territorial limits of this Diocese, whether said funds or property are held as fiduciary or otherwise.

(AMENDED January 26, 1973)

#### NAME

##### 25.01

The name of such corporation shall be “Diocesan Investment Trust of the Diocese of Los Angeles,” (hereinafter referred to as “Diocesan Investment Trust”).

#### TRUSTEES, HOW ELECTED

##### 25.02.

The business and affairs of the Diocesan Investment Trust shall be under the management and control of a board of nine trustees consisting of the Bishop of the Diocese, ex officio, and eight other trustees, who shall be elected in the following manner. Four of the other trustees shall be elected by Convention, and the remaining four trustees shall be elected by a majority vote of the other trustees. The eight trustees, other than the Bishop, shall hold office for a term of four years or until their respective successors are elected. All trustees elected by Convention shall conform to the qualifications set by Canon 11.01 for elections by Convention.

(AMENDED November 30, 1990 and December 1, 1995)

The terms of those trustees other than the Bishop shall be staggered so as to create two yearly vacancies on the Board. The Bishop of the Diocese shall be, ex officio, President of the Board of Trustees.

#### BYLAWS

##### 25.03

The power which this Canon or Civil law gives to the Board of Trustees shall include the power to make bylaws providing for the selection and appointment of

officers and employees, banks, trust companies, investment advisers and counsel; for fixing the time and place of meetings of the Board of Trustees; for the filling of vacancies occasioned by the death, resignation or other inability to act, of any trustee; for the location of the principal office of the corporation; and for the proper management of said trust fund, provided that the acceptance of any property, except cash, may be refused by the Diocesan Investment Trust.

#### REPORT TO CONVENTION

The Diocesan Investment Trust shall present a financial report of its affairs to each Annual Meeting of Convention.

#### INSPECTION OF RECORDS

##### 25.05

The books of account, securities and other records of the Diocesan Investment Trust shall at all times be available for inspection by the Program Group on Stewardship of the Diocese or its duly authorized agent, or as may be otherwise ordered by Convention.

#### CANON XXVI

#### THE EPISCOPATE ENDOWMENT FUND

##### 26.00

There shall be an Episcopate Endowment Fund. The income from such Fund shall be appropriated to the support of the Bishop or Bishops of this Diocese. The principal of this Fund shall be invested in the name, and remain under the control, of the Corporation of the Diocese.

#### SOURCE OF THE FUND

##### 26.01

The Episcopate Endowment Fund shall consist of such donations and contributions as shall be made thereto from private and public sources, together with the proceeds of collections for that purpose in each Parish and Mission of this Diocese.

#### CANON XXVII

#### THE MISSION SHARE FUND

##### 27.00

The Diocese shall have a Mission Share Fund. An Annual Program and Budget respecting this Fund shall be proposed to the Annual Meeting of Convention under the provisions of Canon XIX, Section 19.06. In the form approved by Convention,

this shall be the Program and Budget to be carried out in accordance with these Canons.

(AMENDED December 3, 1981)

#### SOURCES OF THE FUND

##### 27.01

The Mission Share Fund shall be derived from the following sources: (a) income received from endowment and trust funds of this Diocese and from such contributions and donations as may be made to the Mission Share Fund; (b) the collection at the celebration of the Eucharist at each Meeting of Convention, unless designated for other purposes; (c) Shares allocated to each Parish and Mission that are either levied by formula or paid in accordance with negotiated pledges.

Convention shall determine whether Shares allocated to Parishes and Missions shall be levied by formula or paid in accordance with negotiated pledges. If Shares are levied by formula, the Convention shall establish the formula.

(AMENDED December 5, 2002)

#### RECEIPTS AND DISBURSEMENTS OF THE FUND

##### 27.02

The Mission Share Fund and all money accruing thereto shall be paid to the Treasurer of the Diocese. Except as provided in Section 19.06 and Section 27.04, no money shall be paid from said Fund which has not been specifically provided for by Convention in the Annual Program and Budget or by Diocesan Council nor shall money be paid from said Fund in excess of that which is so provided.

(AMENDED December 5, 2002)

#### PARISHES AND MISSIONS TO PAY MONTHLY

##### 27.03

The Treasurer of each Parish and Mission of this Diocese shall pay to the Treasurer of the Diocese one-twelfth of its Share not later than the twenty-fifth of each month.

#### AUTHORITY TO REVISE THE BUDGET

##### 27.04

In exercising its authority to revise the Mission Share Fund Program and Budget as provided in Section 19.06, Diocesan Council may:

(a) Increase the total amount of the Program and Budget for the current year as it deems wise and necessary when a surplus exists and to that extent from unspent receipts from a previous Program and Budget that are not included in the current Budget.



(b) Authorize the Treasurer to make designated expenditures that exceed specific line items in the Program and Budget provided that the total expenditures do not exceed the funds available in the Mission Share Fund

(c) Add to the Program and Budget items of program and related expenditures to the extent funds therefore are provided that are not included in the revenues upon receipt of which the Program and Budget is based.

(AMENDED December 7, 2002)

## CANON XXVIII

### THE BISHOP'S FUND

28.00

At every service in each Parish and Mission of the Diocese at which the rite of Confirmation shall be administered, and at the principal service conducted during the occasion of an official visit by a Bishop to a Parish or Mission, an offering shall be taken and promptly remitted to the Treasurer of the Diocese, who shall pay the same over to the Bishop, to be used by the Bishop at the Bishop's discretion for work within the Diocese, and to be known as the Bishop's Fund.

## CANON XXIX

### THE CHURCH PENSION FUND

29.00

It shall be the duty of the Program Group on Stewardship to provide for, and the Treasurer of the Diocese to make, annual payments to the Church Pension Fund of the premiums payable on behalf of the Bishops of the Diocese, and of all other clergy who are receiving salaries as employees of the Diocese.

29.01

It shall be the duty of every member of the clergy, as aforesaid, receiving stipend or stipends, and the duty of every Parish, Mission, or other organization connected with the Diocese as aforesaid, paying such stipend or stipends, to furnish a statement of such stipend or stipends to the Commission on the Church Pension Fund whenever the said Commission shall, in writing, ask for such statements.

29.02

It shall be the duty of all Diocesan organizations employing clergy in any capacity to arrange for and pay the pension premiums for all such clergy.

## CANON XXX

### THE BISHOP AS CORPORATION SOLE

#### 30.00

The Bishop of this Diocese shall be the incumbent of a Corporation Sole under the laws of the State of California by the title of “The Bishop of the Protestant Episcopal Church in Los Angeles (a corporation sole)”; for the administration of such temporalities and the management of such estate and property as may be granted or in any manner committed to the Bishop for the uses, purposes, or on behalf of this Church, that is to say, the Church known as “The National Church,” or any Diocese, Dioceses, or other subdivisions or institutions of the said Church; or any religious, benevolent, or educational objects connected therewith.

## CANON XXXI

### THE DIOCESAN CATHEDRAL

#### THE CORPORATION OF THE CATHEDRAL

31.00 (Intentionally omitted.)

31.01 (Intentionally omitted.)

31.02 (Intentionally omitted.)

## CANON XXXII

### DEPUTIES TO THE GENERAL CONVENTION

#### DESIGNATION OF DEPUTIES

#### 32.00

In the event that a Deputy Elect to the General Convention from the Diocese fails to accept the appointment and duties involved, the Ecclesiastical Authority shall designate the appropriate Alternate Deputy to represent the Diocese.

#### 32.01

The Deputies to the General Convention who are incumbent at the time of a meeting of the Provincial House of Deputies of the Province in which this Diocese is located shall serve as Deputies of this Diocese to such House, and the Alternate Deputies to the General Convention of this Diocese incumbent at the time of any such meeting shall serve as Alternate Deputies to such meeting.

(AMENDED May 12, 1979)

## CANON XXXIII

(The provisions of Canon XXXIII as adopted on December 1, 1995, and subsequently amended, remain in effect through June 30, 2011, and, except as provided in Title IV, Canon 20.03 of the General Convention, will stand repealed on that date. The following provisions shall become effective on July 1, 2011, except for Canon 33.01, Disciplinary Board, which shall become effective on its adoption by Convention at its 2010 meeting.)

### ECCLESIASTICAL DISCIPLINE OF A MEMBER OF THE CLERGY NOT A BISHOP

#### 33.00

The ecclesiastical discipline of a member of the clergy not a bishop shall be as provided by Title IV of the Canons of the General Convention (“Title IV”) as supplemented by the Canons of this Diocese, in each case as in effect from time to time. Capitalized terms used in this Canon XXXIII, unless otherwise defined in this Canon XXXIII, shall have the meaning set forth in Title IV or elsewhere in the Canons of the General Convention. The provisions of Title IV are included in this Canon XXXIII by this reference.

### DISCIPLINARY BOARD

#### 33.01

(a) As required by Title IV, there shall be a Disciplinary Board (the “Board”) in this Diocese for the discipline of any Priest or Deacon subject to its jurisdiction.

(b) The Board shall consist of nine priests, deacons or lay persons (each a “Member”) appointed and with terms of office as follows:

(1) At the Annual Meeting of Convention of this Diocese in 2010, the Bishop upon consultation with and approval by the Standing Committee shall present to Convention for ratification five members of the clergy and four members of the laity to the Board to be filled by Convention. Two clergy and one lay member shall serve until the adjournment of the 2013 Annual Meeting of Convention; two clergy and one lay member shall serve until the adjournment of the 2012 Annual Meeting of Convention; and a one clergy and two lay members shall serve until the adjournment of the 2011 Annual Meeting of Convention.

(2) These terms of office shall commence upon July 1, 2011 and end, respectively, upon adjournment of the 2011, 2012, and 2013 Annual Meetings of Convention. As the original terms expire, the Bishop upon consultation with and approval by the Standing Committee shall present to Convention for ratification members of the Board to serve for three-year terms. The Board shall always be composed of five members of the clergy and four members of the laity. In each case, the successor Board member shall be of the same order (Clergy or Lay) as that person’s predecessor. There shall be no limitation on the number of terms that a member of the Board may serve.

(3) To be eligible for appointment to the Board or to fill a vacancy, a lay person must be a confirmed communicant of the Church in good standing over the age of 18 years and actually resident in this Diocese.

(4) To be eligible for appointment to the Board or to fill a vacancy, a priest or deacon must be canonically and actually resident in this Diocese and not subject to an inhibition from performing functions in this Diocese according to their respective orders.

(5) No person serving as a member of the Standing Committee, or as Chancellor, Vice Chancellor, Advisor, Conciliator, Church Attorney, Intake Officer, or Investigator shall be eligible for appointment to the Board.

(6) If a Member becomes ineligible to serve pursuant to Title IV, or at any time would be ineligible to be appointed to the Board, immediately upon the Board becoming aware of that fact that Member, shall cease to be a Member and there shall be a vacancy on the Board.

(7) If the term of office of a Member expires while a proceeding is pending before the Board, that Member shall continue in office with respect to that proceeding until it is resolved, and that Member's successor shall serve as a Member in all other respects.

(8) If a Member's office shall become vacant while a proceeding is pending before the Board for any reason other than expiration of term of office, the successor Member shall be appointed pursuant to paragraph (c) below, as soon as practicable, and shall serve with respect to that proceeding until it is resolved.

(c) If a vacancy on the Board occurs between Annual Meetings of Convention of this Diocese, the President of the Disciplinary Board shall notify the Bishop of the vacancy and request appointment of a replacement Board member of the same order as the member to be replaced. The vacancy in the Disciplinary Board shall be filled by a person who meets the same eligibility requirements as apply to the member being replaced and who is nominated by the Bishop, following consultation with and approval by the Standing Committee. Such replacement Board member shall serve until the next Annual Meeting of the Convention of this Diocese, unless the vacancy occurs within thirty (30) days before the Annual Convention, in which case the appointee shall be presented to the Convention for ratification.

(d) Within sixty days after the conclusion of each Annual Meeting of Convention of the Diocese, the Board shall convene to elect a President from the members of the Disciplinary Board. There shall be no limitation on the number of one-year terms that a member of the Board may serve as President.

(AMENDED December 3, 2010 when Canon XXXIII was originally presented)

## CHURCH ATTORNEY

### 33.02

(a) Annually, the Bishop shall appoint one or more attorneys to serve as Church Attorney(s) to represent the Church in proceedings as provided in Canon 2 of Title IV. In addition, the Bishop may appoint a successor Church Attorney to replace a Church Attorney who has been removed for cause or has resigned.

(b) Any person so selected must be duly licensed as an active member of the State Bar of California and a confirmed communicant of the Church in good standing, but need not reside within the Diocese.

(c) The Bishop may remove a Church Attorney for cause.

## INTAKE OFFICER(S)

### 33.03

(a) The Bishop shall appoint one or more persons to serve as Intake Officer(s) to whom information regarding offenses is reported.

(b) The persons so appointed shall serve at the Bishop's discretion.

## ADVISORS

### 33.04

(a) The Bishop shall appoint Advisors to Respondents and Complainants for the purposes and at the times provided in Canon 19, Section 10 of Title IV.

(b) Persons serving as Advisors shall hold no other appointed or elected position under Title IV or this Canon XXXIII and shall not include Chancellors or Vice Chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

## TELEPHONIC MEETINGS

### 33.05

Any meeting required under these disciplinary canons, other than a hearing at which evidence may be taken or examined, may be conducted either in person or through telephonic or other electronic communications equipment by means of which all persons participating in the meeting can communicate with each other simultaneously.

## CANON XXXIV

## AMENDMENT OF CANONS

## MAJORITY VOTE

### 34.00

These Canons may be amended by an affirmative vote of the majority of the Delegates to a Meeting of Convention.

## AMENDMENTS TO BE FILED 100 DAYS PREVIOUS

### 34.01

No proposed amendment to the Canons, shall be considered or affirmatively acted upon by any Meeting of Convention, other than by referring it to the Committee on Constitution and Canons so as to report to a succeeding Annual or Special Meeting of Convention, unless a copy of such proposed amendment shall have been filed with the Secretary of Convention at least 100 days before the Meeting of Convention.

(AMENDED May 10, 1980)

## SECRETARY TO DELIVER AMENDMENTS TO COMMITTEE

### 34.02

The Secretary of Convention shall deliver copies of all proposed amendments to the Canons, so filed with the Secretary, to the person chairing the Committee on Constitution and Canons, appointed under these Canons, and such Committee shall report thereon on the first day of the Meeting of Convention.

## REFERENCE FROM PREVIOUS CONVENTION INCLUDED IN REPORT

### 34.03

Amendments to the Canons may be considered on the report of the aforesaid Committee, or of any special Committee to which such amendments, or the subject matter thereof, may have been referred at a previous Meeting of Convention.

## COMMITTEE MAY MODIFY FOR CONSISTENCY

### 34.04

The Committee to which any amendment may have been referred in this Canon XXXIV provided, may in its judgment report a substitute for, or change any proposed amendment, and shall report such other amendments to other sections of the Canons as may be required in order to make the Canons consistent with each other, if the proposed amendment should be adopted.

## NEW AMENDMENTS TO BE RECEIVED ONLY BY UNANIMOUS CONSENT

### 34.05

If any cause should arise, which in the judgment of Convention shall require the adoption, by the current Convention, of amendments which have not been filed as provided in Section 34.01, then Convention may, by unanimous consent, receive such amendments, and refer them to the Committee on Constitution and Canons, or to a special committee, with instructions to report before final adjournment; and, when reported, the said amendment may be considered and acted upon at once, in the same manner as if they had been filed as provided in the aforesaid Section.

## COPIES OF AMENDMENTS TO BE PRINTED

34.06

The Secretary of Convention shall have copies of all proposed amendments printed for the information and use of Convention. At the close of Convention the Secretary shall have all adopted amendments printed, and copies sent to every member of the clergy canonically resident in the Diocese and to the Clerk of every Parish and Mission, for its Delegates to that Convention.

## PROPOSED AMENDMENTS TO BE MAILED

34.07

At least thirty-five days before the convening of a Meeting of Convention, the Secretary shall mail copies of any proposed amendments to the Constitution and Canons as follows: (a) one copy to every member of the clergy canonically resident in the Diocese; (b) one copy for each Lay Delegate which shall be transmitted to the Clerk of the appropriate Parish or Mission.

(AMENDED May 10, 1980)

## EFFECTIVE TIME OF AMENDMENT

34.08

Amendments to these Canons become effective upon adjournment of the Meeting of Convention at which they are adopted, unless otherwise specified in said amendment.

(AMENDED January 27, 1973)

## CERTIFICATE TO THE CANONS

We, whose names are hereunto subscribed, do certify that the foregoing is a true and correct copy of The Canons of the Diocese, as adopted by the Annual Meeting of the First Convention of said Diocese, held in St. Paul's Church, Los Angeles, on the 26th, 27th and 28th days of May, in the year of our Lord one thousand eight hundred and ninety-six, and as added to or amended by the Annual Meetings of the Convention of 1897 to 2007, inclusively.

Witness our hands this third day of March, 2010, in the City and County of Los Angeles, State of California.

/s/

Canon Richard Wm. Zevnik  
Chancellor of the Diocese

/s/

+The Right Reverend J. Jon Bruno  
Bishop of Los Angeles

## RULES OF ORDER

### RULES OF ORDER OF THE CONVENTION OF THE CHURCH IN THE DIOCESE

#### RULE 1: Motions

No motion shall be considered as before the Meeting of Convention until seconded. If not presented in writing, the Presiding Officer, or any member of Convention, may require the motion to be reduced to writing before being presented to the Meeting of Convention. After a motion is moved and seconded the mover cannot modify or withdraw it without the consent of the Meeting of Convention.

(AMENDED December 2, 1999)

#### RULE 2: Subsidiary Motions

When a question is before the Meeting of Convention, no motion shall be received but to lay it upon the table, to take a vote thereon at a certain time, to postpone to a certain time, to postpone indefinitely, to commit, to amend, to extend debate, to close debate, to permit withdrawal of a motion, to suspend the rules, and to divide the question.

(AMENDED December 2, 1999)

#### RULE 3: Amendments

When a motion is under consideration, a motion to amend, a motion to amend the amendment, and a motion for a substitute for both amendments shall be in order. These motions shall be considered and voted upon in the reverse order in which they are received.

#### RULE 4: Non Debatable Motions

The following motions shall not be debatable: to adjourn (which shall always be in order when no member is speaking), to lay on the table, to take from the table, to close debate, to extend the limits of debate, an objection to the consideration of a question, a call for the order of the day, to reconsider an undebatable question, to fix the time of adjournment, to postpone to a certain time, to permit the withdrawal of a motion, and to suspend the rules. If a motion to lay an amendment on the table be carried, the matter before the Meeting of Convention shall be proceeded as if no amendment had been offered.



## RULE 5: Division of Question

If a question under consideration contains several distinct propositions, the same may be divided on the request of any member, subject to the decision of the Presiding Officer that the division can be made. If objection is made to such division a motion to divide may be put before the Meeting of Convention. When a motion for division is made, the mover must specify the manner in which it is desired that the question is to be divided. A motion to strike out and insert shall be indivisible.

## RULE 6: Speaking

Discussion of any resolution shall be limited to no more than fifteen minutes. The proposer of a resolution shall have up to two minutes for opening remarks, and up to one minute for closing remarks. A member may speak for no more than two minutes. After the elapse of 14 minutes exclusive of the time spent by parliamentary action, such as a point of order, motions to lay on the table or to divide the question, but including time spent on any substantive amendment, or when no member desires to speak further, the Chair shall call upon the proposer for closing remarks. Special leave may be given by Convention to extend any time limitation. No member may speak more than once on the same question; by consent of three-fourths of the members, the Convention may grant leave to a member to speak a second time on the same question but no longer than two minutes.

Acting on its own volition or in response to a recommendation made to it by the Committee on Resolution or a Delegate to Convention, Diocesan Council may instruct the Committee on Dispatch of Business to provide a specified place and amount of time in the order of business of an Annual Meeting of Convention for informal discussion of specific resolutions. Such resolutions must have been timely submitted for action at the Meeting of Convention and seem to Diocesan Council both to be of particular importance to the Diocese and likely to generate substantial differences of opinion as to their merits. Such a recommendation must be made to Diocesan Council in time for Diocesan Council to act upon it at a regular meeting and to instruct its inclusion in the Dispatch of Business at least twenty-eight (28) days before the Meeting of Convention. Upon such instruction, the Chair of the Committee on Resolutions will organize and supervise a meeting of the proponents and opponents who make themselves known to the Secretary of Diocesan Council to agree on the format of the informal discussion.

When nominations are made from the floor of Convention, a member desiring to make a nomination shall rise and receive the recognition of the Chair before naming his or her candidate. A member may speak for not longer than two minutes, when nominating a candidate for election to any office.

After a resolution of substance is moved and seconded, no motion of any kind is in order for a period of six minutes, or until no member wishes to speak, whichever comes first. The Chair shall alternatively recognize speakers in favor of and opposed to the resolution, if any.

If a motion is made to amend a resolution placed before the Convention, consideration of the amendment shall be included in the time limit of fifteen minutes. Upon the moving of an amendment the proposer of the resolution shall have up to two minutes for remarks regarding the amendment.

(AMENDED December 2, 1999)

#### **RULE 7: Members must Vote**

Every member present shall vote, whenever a question is put, unless excused by the Convention on account of being personally interested in the result, or for other cause.

(AMENDED May 14, 1978 and November 30, 1990)

#### **RULE 8: Manner of Voting**

The vote shall be taken by ayes and noes, or by Orders when called for by five members, and shall, in such case, be entered on the minutes.

A motion to vote by written ballot is in order at any time prior to the taking of any vote on a proposition.

#### **RULE 9: Reconsideration**

In all questions decided numerically, a motion to reconsideration must be made by one member, and seconded by another, who voted in the majority. In all questions decided by a vote by orders, a motion to reconsider, if made by a member of the clergy voting in the majority, must be seconded by a Lay Delegate voting in the majority; and if made by a Lay Delegate, it must be seconded by a member of the clergy voting in the majority. A motion to reconsider must be made within twenty-four hours after the vote was taken. When a motion to reconsider a vote prevails, the question is again before the Meeting of Convention as if no vote had been taken upon it. No question shall be reconsidered more than once.

#### **RULE 10: Special Committees**

All Special Committees shall be appointed by the President, unless otherwise ordered.

#### **RULE 11: Report of Committees**

The reports of all Committees shall be in writing. If a report is received by the Meeting of Convention when presented, it may at once be acted on, or laid on the table for future consideration. The reception of a report by the Meeting of Convention does not adopt it or its recommendations. If it is desired that a report,

or its recommendations, shall become the action of the Convention, a resolution to that effect must accompany it. When the report of a Special Committee is acted upon by the Meeting of Convention, the Committee ceases to exist.

#### RULE 12: Points of Order

When a member is called to order by the President, or by another member rising to a point of order, that member shall immediately yield the floor unless permitted to explain. All questions of order shall be determined by the Presiding Officer; but any member may appeal from the decision of the Presiding Officer, and on such appeal no member may speak more than once without leave of the Meeting of Convention.

(AMENDED November 30, 1990)

#### RULE 13: Changing Rules

The prescribed Order of Business may be departed from and any Rule of Order may be suspended or changed at any time by unanimous consent of the members of the Meeting of Convention present. If notice of intention to propose such departure, suspension or change is given at the first session of a Meeting of Convention, the departure, suspension or change may be made at a subsequent session by a vote of two-thirds of the members present. Such notice shall be in writing and shall include an explanation of the proposed departure, suspension or change with a sufficient number of copies to be distributed to the members

(AMENDED May 14, 1978, November 30, 1990, and December 2, 1994)

#### RULE 14: Quorum to Elect

The majority of a quorum shall always be required to elect an officer.

#### RULE 15: Committee on Rules of Order

The President of Convention may appoint a Standing Committee on Rules of Order. All proposed changes in the Rules of Order shall be referred to such Committee, if appointed, for consideration and report. When questions of order are raised, which are not provided for by these rules, the President, may refer such questions to the Committee on Rules of Order for their opinion. *Robert's Rules of Order* shall be the parliamentary guide in all cases not provided for in the foregoing rules.

#### RULE 16: Election by Concurrent Vote

In all elections required to be made by concurrent votes of each order, the ballots shall be counted separately. Any person whose name shall receive a majority of votes on the ballots of both orders concurrently shall be declared elected by the Meeting of Convention.

If there are no more persons nominated than vacancies to be filled for an elective office, the Meeting of Convention may declare an election by acclamation without a vote by orders after a motion by the Secretary of Convention.

(AMENDED May 14, 1978 and December 2, 1999)

#### **RULE 17: Appropriations**

All resolutions carrying appropriations shall be presented during the first session of a Meeting of Convention except as otherwise provided in the Dispatch of Business.

(AMENDED December 2, 1999)

#### **RULE 18: Printed Reports to be Distributed**

All printed reports shall be delivered to the Secretary in sufficient time to be printed for distribution no later than the first session of a Meeting of Convention. Five minutes only shall be allotted for hearing a summary of any printed report when requested by the author of the report or any five Delegates. This five minute limitation shall not apply to the Committees of Convention or the Program Group on Program and Budget.

(AMENDED May 14, 1978)

#### **RULE 19: Resolutions to be Filed**

Contemplated resolutions likely to involve debate shall be filed with the Secretary of Convention seventy days before the opening session of the Annual Meeting of Convention so that the Committee on Resolutions and the Secretary of Convention may finalize the form of the resolutions and mail them to the Delegates no later than thirty-five days before such opening session. In order to be eligible for submission to Convention, resolutions must be proposed by a Delegate certified by the Secretary of Convention as being entitled to seat, voice and vote at least seventy days before such opening session in accordance with Article VI of the Constitution.

(AMENDED May 10, 1980, November 30, 1990, and December 6, 1991)

Issues of magnitude arising during the seventy-day period may, upon the recommendation of the Committee on Resolutions or by a simple majority vote of the Meeting of Convention, be brought before the Delegates for their consideration.

All resolutions covered by this rule, except ones of courtesy, shall be duplicated and distributed to the Delegates of Convention.

#### **RULE 20: Order of Business**

The Order of Business of a Meeting of Convention shall be consistent with The Constitution and Canons of the Diocese and the following provisions:

- a. The Presiding Officer shall call the Meeting of Convention to order and the Secretary of Convention, under the direction of the Presiding Officer shall announce a quorum in accordance with Canon X, Sec. 10.00.
- b. A quorum being present, the Presiding Officer shall declare the Meeting of Convention organized for business and shall ask the prayers of the assembly.
- c. In the case of a vacancy, there shall be an election of a Presiding Officer as provided by the Constitution of this Diocese.
- d. The Secretary shall make the appointments of Assistant Secretaries.
- e. The Report of the Committee on Incorporation and Admission of Parishes and Missions shall be made.
- f. The Report of the Committee on Credentials shall be made. Any contested right or claim to a seat, voice or vote by Clergy or Lay Delegates shall be presented for action by the Meeting of Convention.
- g. The Secretary shall report all nominations for elected offices as received in accordance with Canon XI, Sec. 11.01. Opportunity for nominations from the floor shall be given.
- h. The first ballot may be taken any time after the completion of nominations and subsequent ballots may be taken as practicable and necessary.
- i. The Committee on Dispatch of Business shall make its report on the business of the Meeting of Convention and prescribe an Order of Business as required by the Constitution and Canons and requested by the Convention.

(AMENDED May 14, 1978, November 30, 1990, and December 6, 1991)

# ARTICLES OF INCORPORATION

## of the Protestant Episcopal Church in the Diocese

KNOW ALL MEN BY THESE PRESENTS, THAT THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF LOS ANGELES, is hereby incorporated under the provisions of Section six hundred and four (604), Title twelve (12) of Part four (4) of "The Civil Code" of the State of California.

And we hereby certify:

FIRST: That the *Name* of the said Corporation shall be "THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF LOS ANGELES."

SECOND: That the *Purposes* for which it is formed are: to take, receive, acquire, hold, manage and administer property, funds and money of and for the use of said Church, and of and for the use of its constituent parishes, missions and congregations, whether such property, money or funds be acquired or held for the use of churches, parsonages, hospitals, schools, colleges, orphan asylums, homes, cemeteries or for other religious, benevolent or educational purposes.

THIRD: That the PLACE where its principal business is to be trans-acted is the CITY OF LOS ANGELES, LOS ANGELES COUNTY, in the State of California.

FOURTH: That the term for which it is to exist is perpetual.

FIFTH: The authorized number of directors is nine.

SIXTH: The pecuniary profit not being its object, it has no capital or capital stock.

SEVENTH: That the said PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF LOS ANGELES is now, and was, on the 25th day of May, 1898, a Church and religious association in this state, composed of more than two constituent parishes and missions having a common representative legislative body, to wit, an Annual Convention. That on the said last named day, the said Annual Convention of said Church was regularly convened and organized at St. John's Church, in the City of Los Angeles, County of Los Angeles, State of California, with the undersigned, Joseph Horsfall Johnson, as its presiding officer, and the undersigned Milton C. Dutton as its secretary.

EIGHTH: The property of this corporation is irrevocably dedicated to religious, charitable, scientific, hospital, schools of less than collegiate grade or nursery school purposes and upon liquidation, dissolution or abandonment of this corporation, this corporation being the owner, such property will not inure to the benefit of any private person but shall be distributed to a fund or foundation or corporation organized and operated for religious, charitable, scientific, hospital, schools of less than collegiate grade or nursery school purposes (such as, if it then is within the foregoing description, The Domestic and Foreign missionary Society of the Protestant Episcopal Church in the United States of America, a nonprofit corporation incorporated under the laws of the State of New York), but such dedication shall not be construed as to prohibit the sale, exchange or other disposition of property for the purpose of gaining other property for use for the

same or similar religious, charitable, scientific, hospital, schools of less than collegiate grade or nursery school purposes.

That the said Convention being so organized did then and there elect and by resolution duly determine to incorporate the said Church under the provisions of Section 604, Title XII, Part IV, of "The Civil Code," and that the name of the proposed Corporation should be "THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF LOS ANGELES," and that the purpose for which it was to be formed was to take, receive, acquire, hold, manage and administer property, funds and money of and for the use of said Church, and of and for the use of its constituent parishes, missions and congregations, whether such property, money or funds be acquired or held for the use of churches, parsonages, hospitals, schools, colleges, orphan asylums, homes, cemeteries or for other religious, benevolent or educational purposes, and that the place where its principal business was to be transacted was the City of Los Angeles, County of Los Angeles, in the State of California, and the term for which it was to exist was fifty years, and that the number of its Directors should be seven.

That the said Convention did then and there elect seven directors of said Corporation to serve for the first year, and that the following persons were elected as such Directors, viz:

Joseph Horsfall Johnson

A. G. L. Trew

B. W. R. Taylor

H. T. Lee

J. F. Towell

J. E. Cowels

T. L. Winder

That the said proceedings of said Convention were all duly had in accordance with the Constitution, Canons, rules and regulations governing the other proceedings of said convention, and a majority of the members of said Convention voted for the said directors, that the election thereof was by ballot, and the persons above named were duly and regularly elected. That the undersigned as presiding officer and secretary of said Convention were then and there, by a resolution thereof, directed to cause to be prepared and to sign and acknowledge Articles of Incorporation and take all necessary, proper and legal steps to accomplish the due incorporation of said Church as a religious Corporation under the provisions of Section 604, Title XII, Part IV, of the "Civil Code" of California.

Witness our hands, at Los Angeles, this 25th day of May, 1898.

(Signed) Joseph Horsfall Johnson, *President*

(Signed) Milton C. Dotten, *Secretary*

STATE OF CALIFORNIA}

COUNTY OF LOS ANGELES} SS

On this 26th day of May, in the year of our Lord, one thousand eight hundred and ninety-eight, before me, John McConnachie (ss), a Notary Public in

and for the County of Los Angeles, duly commissioned, and sworn, personally appeared Joseph Horsfall Johnson, known to me to be the President, and Milton C. Dotten, known to me to be the Secretary, respectively, of the Annual Convention of the Protestant Episcopal Church in the Diocese of Los Angeles, mentioned in the annexed instrument as convened at St. John's Church in said city and county, and also known to me to be the individuals described in, and who executed the within and annexed instrument, and they acknowledge to me that, as such president and secretary, they respectively executed the same.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal, at my office, in the county of Los Angeles, the day and year in this certificate first above written.

(NOTARIAL SEAL)

John McConnachie,  
Notary Public

State of California  
County of Los Angeles  
No. 2533

I, T. E. NEWLIN, County Clerk and *ex officio* Clerk of the Superior Court, do hereby certify the foregoing to be a full, true and correct copy of the original Articles of Incorporation of "The Protestant Episcopal Church in the Diocese of Los Angeles" on file in my office, and that I have carefully compared the same with the original.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Superior Court, this 27th day of May, 1898.

T.E. Newlin, County Clerk  
By \_\_\_\_\_ *Deputy*

ADDITIONS TO THE ARTICLES OF INCORPORATION  
A234704  
Certificate Pursuant to Corporation Code § 1505  
As Certified June 16, 1981

Agreement and Verification of Merger  
A467541  
As Certified October 23, 1995

State of California  
Secretary of State



I, Debra Bowen, Secretary of State of the State of California, hereby certify:

That the attached transcript of 19 pages was prepared by and in this office from the record on file, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day May 6, 2009.

The Great Seal

Debra Bowen, Secretary of State

# The BY LAWS of the Protestant Episcopal Church in the Diocese A Corporation

## Corporate Powers

The corporate powers, business and property of this Corporation shall be exercised, conducted and controlled by a Board of Nine Directors, each of whom shall be at the time of his or her election a communicant of the Church in the Diocese, and one of whom shall be the Bishop of the Diocese, ex-officio. Five Directors shall constitute a quorum for the transaction of business.

(Amended December 5, 2002)

## Election of Directors

The Directors shall be elected by ballot during the session of the Annual Meeting of Convention to serve for three years and until their successors are elected and qualified, subject to the provision of Canon XXII. The Secretary of the Convention shall notify the Directors personally or by mail of their election, and shall at the same time notify them that a meeting will be held at a time and place named in the notice to effect an organization of the Board.

## Organization of Directors

They shall likewise determine the number and times of their regular meetings.

At the organization meeting, or at any subsequent meeting, the Board of Directors may appoint an Assisting Secretary, whose duties shall be those which are assigned to him by the Board of Directors or the Secretary from time to time.

## Duties of Directors

The Directors shall enter upon, take possession of, receive, hold, and administer for the use of the Protestant Episcopal Church in the Diocese of Los Angeles, and subject to its Constitution, Canons, Rules, and Regulations, all property which the said Church now owns or may acquire or become entitled to, excepting such property, money, or funds as are now, or may hereafter be, otherwise provided for or disposed of under the Constitution, Canons, Rules, and Regulations of said Church, or held by others upon trusts created by the donors thereof, or by operation of law. For purposes of investment, all the Permanent Funds of the Diocese may be consolidated into one in order to give to each of the Permanent Funds more diversified investments than would be possible if the same were invested separately, the interest earnings thereon to be paid, pro rata, to the several funds; and any profits of accumulations arising from such investment of said consolidated fund shall be credited on the books of the Corporation to the several

funds, pro rata, and any loss or shrinkage of such investments shall be charged on the books of the Corporation, likewise pro rata, to the several funds. And they shall likewise enter upon, take possession of, receive, hold and administer for the use of Parishes, Missions, and Congregations of said Church, and subject to the Constitution, Canons, Rules, and Regulations of said Church, all property granted or entrusted to the Corporation for the use of such Parishes, Missions or Congregations, whether such property, money or funds be acquired or held for the use of Churches, Parishes, hospitals, schools, colleges, orphan asylums, homes, cemeteries, or other religious, benevolent, or educational purposes; provided that before accepting deed of property in trust for any Mission, or Congregation, the directors be furnished with a satisfactory certificate or abstract of title, showing good title in the grantor; and provided, that said Corporation shall not mortgage or alienate any real estate held for any of the purposes aforesaid without the consent of the Bishop and Standing Committee, and provided, further, that all Churches held by the said Corporation shall be used exclusively for the worship and religious services of the Protestant Episcopal Church, and according to the Constitution, Canons, Rules, and Regulations thereof. They shall cause to be kept a complete record of all their acts and proceedings, and shall present to the Annual Convention a report and full statement of their acts and proceedings, and of the property acquired, received, disposed of, and held by them.

The Secretary of the Board shall notify the Bishop of the Diocese of every special meeting of the Board, in the same manner as he does the Directors, and the Bishop shall be entitled to attend all meetings and shall have a voice in the consideration of all matters coming before the Board.

### The President

The President, or, in his absence, the Vice-President shall:

1. Preside over all the meetings of the Board.
2. Call special meetings of the Directors whenever he may deem it necessary, or whenever he shall be requested to do so by two members of the Board.
3. Have power, acting together with the Secretary, to sign and acknowledge instruments affecting real property.
5. Have power, acting together with the Secretary, to sign checks and other instruments for money drawn upon the accounts of the Corporation.
6. Discharge such other duties for and on behalf of the Board as they may authorize.

### The Secretary

It shall be the duty of the Secretary:

1. To sign and serve or cause to be served all notices of meetings of the Directors, provided for in the By-Laws, personally or by mail, at least ten days before the time of the meeting.

2. To keep minutes of the meetings of the Board and a record of all its acts and proceedings and a record of all property received by the Board, and, if disposed of, the disposition thereof; also an accurate account of all moneys ordered to be paid by the Board.

3. To countersign checks and other instruments signed by the President, or a Vice-President pursuant to Article VI.

4. To sign and acknowledge all instruments affecting real estate made by order of the Board and, if appropriate, attach thereto the corporate seal, of which the Secretary shall have the custody.

5. To discharge all other duties pertaining to his office and such as may be prescribed by the Board.

In case of the absence or inability to act of the Secretary, the President shall appoint some other member of the Board to act as temporary Secretary.

### The Treasurer

The Treasurer shall receive and keep all funds and money of the Corporation delivered to the Treasurer by or under the direction of the Board of Directors and cause them to be deposited in banks or other financial institutions approved by the Board of Directors for payment only on checks or other instruments signed by (1) the President or a Vice-President pursuant to Article VI, and countersigned by the Secretary or (2) executed on behalf of the Corporation by other persons as authorized by the Board of Directors.

### Corporate Seal

The Directors shall procure a Seal for the Corporation and adopt the same by resolution. It shall bear upon it the words: "Diocese of Los Angeles, Incorporated. 1898", and such device as the Board of Directors may adopt.

### By-Laws, Etc.

The Secretary of the Convention shall furnish to the Secretary of the Board of Directors a certificate of the election of Directors by the Convention, a copy of these By-Laws, certified by him to be correct, and also a certified copy of the resolutions of the Convention providing for the incorporation of the church; and whenever amendments, alterations or additions shall be made to these By-Laws the Secretary of Convention, in which such amendments, alterations, or additions are made, shall furnish certified copies thereof to the Secretary of the Board. The Secretary of the Board shall preserve the same and enter in a book kept by him or her for that purpose the said resolutions of the Convention providing for such incorporation, these By-Laws and all amendments, alterations, and additions thereto, and the Articles of Incorporation and Certificate of Incorporation filed in the office of the County Clerk and issued by the Secretary of State, respectively, and a certificate to be furnished annually by the Secretary of the Convention of the election of Directors for the ensuing year.

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