

## **CANON 1** **DEFINITIONS AND PROCEDURE**

### **1. Definitions**

For the purposes of The Constitution and Canons of the Synod of the Diocese of Toronto, the following terms shall have the meaning given opposite each.

- 1) **BY-LAW-** An enactment setting forth in detail the rules to be observed in the practical carrying out of some canon.
- 2) **CANON-** An enactment of the Synod declared so to be upon its adoption.
- 3) **CLERGY OR CLERIC-** These terms include the three (3) orders of the ministry- Bishops, Priests and Deacons.
- 4) **INCUMBENT-** The Cleric who for the time being has the cure of souls in a Church, Parish, Mission or area, and who has been licensed or appointed by the Bishop to perform such ecclesiastical duties therein.
- 5) **MEMBER OF THE ANGLICAN CHURCH OF CANADA-** A person who has been admitted into the Christian Covenant by Holy Baptism as our Lord commanded "in the name of the Father, and of the Son, and of the Holy Ghost", and who is a self-declared member of and who has accepted the authority of the Anglican Church of Canada.
- 6) **MEMORIAL-** an address containing an exposition of facts and circumstances, and soliciting attention thereto.
- 7) **MINISTRY ALLOCATION FUND –** The fund maintained and accounted for within the financial accounts of the Diocese under the authority of Diocesan Council to receive, hold, and disburse the Diocesan share of proceeds realized from any sale or other disposition of Real Property together with income earned thereon.
- 8) **MOTION-** A form of words by which it is sought to elicit an expression of opinion regarding some proposal contained therein.
- 9) **AN ORDER-** A direction given by the Synod to one (1) or more of its officers or other persons to perform some specific act, or acts. It remains in force until it has been complied with, or until the next session of the Synod.
- 10) **ORPHAN-** A person under the full age of eighteen (18) years one (1) of whose parents was a Cleric, but is deceased.
- 11) **PARISH-** A defined area in the Diocese that has been set apart by the Bishop in accordance with the canon on parishes, having within it one (1) or more congregations under one (1) Incumbent, one (1) at least of which has a regularly organized Vestry, with the right to elect members of the Synod, and shall include a Diocesan Mission or Designated Ministry when such ministry has been so designated by the Diocesan Council.
- 12) **PETITION-** A written or printed request addressed to a person or body of persons for the redress of some wrong or for the granting of some favour.
- 13) **REAL PROPERTY –** Real property includes land, buildings, any other things that is erected or growing on or affixed to land, minerals and other things under the land, and all rights issuing out of, annexed to, and exercisable within or about land such as leases, licenses, mortgages, air rights, easement and right of access.
- 14) **REGULATION-** A regulation lays down the way in which certain duties of officers or members of Synod are to be performed.
- 15) **RESOLUTION-** A motion which has been adopted.
- 16) **RULE-** A rule prescribes some mode of procedure under a canon or by-law.
- 17) **RULES OF ORDER-** Rules adopted for the government of the proceedings of a Session of Synod.
- 18) **REGIONAL DEANERY-** A group of parishes within the Diocese so arranged for purposes of administration and mutual assistance.
- 19) **STANDING ORDER-** One (1) that holds from year to year until withdrawn or altered by the Synod.
- 20) **AREA-** One (1) of the geographical areas of the Diocese.
- 21) **DIOCESAN MISSIONS-** Shall be such geographical area as may be determined by the Diocesan Council, pursuant to Canon 25, or such area of interest or mission as the Diocesan Council, in consultation with the Bishop, shall determine.
- 22) **AREA BISHOP-** The Bishop and Suffragan Bishops designated by the Bishop to have episcopal responsibility for an Area under the authority of the Bishop.
- 23) **DESIGNATED MINISTRY-** A separately incorporated corporation that Diocesan Council may, with the approval of the Bishop, designate and authorize to be a Designated Ministry pursuant to Canon 29.

### **2. Notices of Motion**

- (1) Notices of motion for Synod shall be delivered to the Secretary of Synod at any time. Such notices shall be placed upon the agenda of the next meeting of the Diocesan Council.

- (2) The Diocesan Council shall cause such notices to be printed verbatim in the Convening Circular or any additional or Supplementary Convening Circular with or without expressing any opinion or making any recommendation.
- (3) Any notices of motion received by the Secretary of Synod after the last regular meeting of the Diocesan Council held at least thirty-five (35) days prior to any sitting of Synod shall be referred to the Agenda Committee. The Agenda Committee shall consider such notices and report its recommendations to Synod. Such notices shall be placed on the agenda only with the consent of the majority of the Synod present and voting.
- (4) Each notice of motion for the enactment, amendment, or repeal of any part or provision of the constitution or of any canon, by-law or rule of order, shall be in writing, and shall set out in full the part or provision affected and the proposed enactment or amendment.
- (5) A motion to enact, amend, or repeal a part or provision of the constitution or of any canon, by-law, or rule of order, shall become effective upon:
  - (a) Having been recommended for adoption by the Diocesan Council; and
  - (b) Receiving the approval of not less than seventy-five percent (75%) of the members of Synod present and voting at the session at which it is considered; and
  - (c) Receiving the assent of the Bishop.
- (6) A motion to enact, amend, or repeal a part or provision of The Constitution or of any canon, by-law, or rule of order, which shall not have been recommended for adoption by the Diocesan Council, shall nevertheless become effective upon:
  - (a) Receiving the approval of not less than sixty percent (60%) of the members of Synod present and voting at two successive Regular Sessions of Synod; and
  - (b) Receiving the assent of the Bishop following the second of such approvals.
- (7) A motion to enact, amend, or repeal a part or provision of The Constitution or of any canon, by-law, or rule of order, which shall have been recommended by the Diocesan Council, but which shall not have received the requisite approval referred to in clause 5 (b) hereof, shall nevertheless become effective upon:
  - (a) Receiving the approval of not less than fifty percent (50%) of the members of Synod present and voting at two (2) successive Regular Sessions of Synod; and
  - (b) Receiving the assent of the Bishop following the second of such approvals.
- (8) Any motion to suspend a part or provision of The Constitution or of any canon, by-law, or rule of order, if passed, shall only be effective until the next Session of Synod, and shall become effective upon:
  - (a) Having been recommended for adoption by the Diocesan Council; and
  - (b) Receiving the approval of not less than seventy-five percent (75%) of the members of Synod present and voting at the session at which it is considered, and
  - (c) Receiving the assent of the Bishop.
- (9) Notices of motion dealing with expenditures which will result in an increase in the Diocesan budget must be submitted to the Diocesan Council for its opinion prior to being dealt with by the Synod.

### **3. By-laws**

- (1) Any committee having charge of the administration of any canon or fund of the Synod, may make, and from time to time alter and amend any by-laws passed by the committee for its internal management; provided always that such by-laws are not inconsistent with any canon, by-law, or rule of order then in force.
- (2) Any by-law or amendment thereof, made from time to time by such committee, shall remain in force until the next session of Synod; but if not then confirmed by the Synod, shall be of no further force, and if reenacted by the committee shall not be put into force until authorized by the Synod.

### **4. Memorials and Petitions**

- (1) Memorials and petitions shall be dated and shall be signed by the persons presenting the same, and shall be in the following form:-
- (2) "To the Right Reverend the Bishop, the Reverends, the Clergy, and the Lay Members of the Diocese of Toronto, in Synod assembled: The Petition (or Memorial), of (description) Humble sheweth, etc."