

THE EPISCOPAL DIOCESE OF LONG ISLAND
CONSTITUTION,
CANONS
(as amended November 14-15, 2008)
and
RULES OF ORDER
(as amended November 14-15, 2008)

ISSUED JANUARY 12, 2009
OFFICE OF FINANCE AND ADMINISTRATION

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THE CONSTITUTION
of the
PROTESTANT EPISCOPAL CHURCH
in the United States of America
in the
DIOCESE OF LONG ISLAND
in the State of New York

IN THE NAME OF THE FATHER, AND OF THE SON,
AND OF THE HOLY GHOST. AMEN.

WHEREAS, the members of the Protestant Episcopal Church in the United States of America, resident in the Diocese of Long Island, are united together, and a representative body has been created for government, and such members have associated themselves by voluntary compact for the inculcation and maintenance of sound doctrine and true religion, the promotion of discipline, the ordering of the affairs and the management of the property of the Church in the Diocese;

AND WHEREAS, the Bishops, Priests, Deacons, and the Laity by their representatives, have met together in the Convention;

NOW THEREFORE, they do solemnly declare and establish:

ARTICLE I. Declaration of Doctrine. We hold and maintain the Sacraments as the Lord Jesus Christ hath commanded, the Doctrine, Discipline and Worship, as the Protestant Episcopal Church in the United States of America doth receive the same.

ARTICLE II. Diocesan Convention. There shall be a representative governing body of the Diocese to be called the Convention of the Protestant Episcopal Church in the Diocese of Long Island.

ARTICLE III. Representation in the Convention.

(a) Composition. The Convention shall be composed of the clerical order and lay order.

(b) The Clerical Order. The clerical order shall consist of the Bishop, Bishop Coadjutor, Bishops Suffragan, Assistant Bishop, if canonically resident, and all Priests and Deacons canonically resident in the Diocese. No Priest or Deacon shall be entitled to vote in the Convention unless he shall have been canonically resident in the Diocese for a period of at least three months immediately preceding such Convention. If an Annual Meeting of the Convention shall be adjourned, any Priest or Deacon shall be entitled to vote at the adjourned meeting of the Convention if he shall have been canonically resident in the Diocese for a period of at least three months immediately preceding such adjourned meeting. No member of the clerical order who is under suspension or ecclesiastical censure shall be entitled to vote in the Convention.

(c) The Lay Order. The lay order shall consist of the following Lay Delegates, adult confirmed communicants of the Church in good standing, having domicile in the Diocese and elected in the manner prescribed by Canon:

(i) at least one Delegate from the Cathedral and each Church or Congregation in Union with the Church in this Diocese having a Vestry and from each Mission having a Bishop's Committee;

(ii) from the Cathedral and each such Church or Congregation and Mission, having more than 200 communicants in good standing, as reported to the Convention for the year ending as prescribed by Canon, there shall be an additional Lay Delegate for each two hundred communicants in good standing or major fraction thereof, above the first two hundred;

(iii) in no case, however, shall any such Cathedral, Church, Congregation, or Mission be entitled to more than three Lay Delegates;

(iv) any such Church, Congregation, or Mission which is under suspension shall not have the right to elect Lay Delegates to the Convention, and forfeiture of such right for other reasons may be prescribed by Canon.

ARTICLE IV. Election of Delegates. The mode of electing Lay Delegates and of admitting Churches or Congregations into Union with the Church in the Diocese and the maintenance of such Union, shall be prescribed by Canon.

ARTICLE V. Time of Meeting. The Convention shall meet in annual session on the Saturday closest to November 15, or on such other date as the previous annual session may determine, at such place in the Diocese as the Ecclesiastical Authority shall designate and shall be convened by the Ecclesiastical Authority by summons, stating the time and place of the meeting, issued not less than one month before the day of the meeting. The Ecclesiastical Authority, for urgent and sufficient cause, shall have power to change the place and time of the meeting.

ARTICLE VI. President of the Convention. The Bishop, or in his absence, the Bishop Coadjutor, a Bishop Suffragan, or President of the Standing Committee, shall be the President of the Convention and may adjourn or recess the same with its concurrence. In the absence of all the foregoing, the senior presbyter by canonical residence present shall call the Convention to order and the Convention shall elect a temporary President.

ARTICLE VII. Secretary of the Convention. A Secretary of the Convention shall be elected at each annual meeting of the Convention who shall take office upon the adjournment of that annual meeting and until a successor be chosen. He shall perform such duties as may be prescribed by the Canons.

ARTICLE VIII. Treasurer of the Convention. A Treasurer of the Convention shall be elected at each annual meeting of the Convention who shall take office upon the adjournment of that annual meeting and until a successor be chosen. He shall perform such duties as may be prescribed by the Canons.

ARTICLE IX. Special Sessions. The Ecclesiastical Authority may and shall at the request of ten Clerical and twenty Lay Delegates convene a special session of the Convention, at which no business other than that stated in the summons shall be considered without the consent of two-thirds of each order present.

ARTICLE X. Voting in the Convention.

(a) One Body. The clerical order and lay order shall sit and vote together in the Convention and shall deliberate in one body. A majority of those voting shall be necessary for a decision, except when any five members present demand, or a Canon requires a vote by orders.

(b) Vote By Orders. In a vote by orders, the two orders shall vote separately and a concurrence of a majority in each order shall be necessary for a decision, except as provided in Article XII of this Constitution; and except that the Convention may determine by Canon what vote shall be required for amendment of or repeal of a Canon or the addition of a Canon. In case of the election of a Bishop, the two orders shall always vote separately and according to the mode described in subsection (c) below.

(c) One Vote. In all votes each Clerical Delegate and each Lay Delegate shall be entitled to one vote.

ARTICLE XI. Power. The Convention shall have power to provide for all matters not governed by the National Constitution and the National Canons or by this Constitution.

ARTICLE XII. Amendments. This Constitution may be amended at any session of the Convention by a vote of two-thirds of the members of each order present and voting, provided that notice in writing containing a transcript of the proposed amendment or amendments shall have been given at the preceding Convention. In no event shall such notice be effective unless it shall have been given to a session of the Convention at least eight months before the session of the Convention at which it is proposed the amendment, or amendments, be adopted.

THE CANONS

TITLE I. DEFINITIONS PRELIMINARY CANON. DEFINITION OF TERMS

Unless it shall otherwise appear from the context, or be otherwise expressly directed, the following terms shall for the purposes of these Canons be construed to mean as follows:

"Canonically Resident" means that a Bishop or Priest has been duly received into this Diocese by the Ecclesiastical Authority by acceptance of Letters Dimissory duly recorded, ordination, or some other mode.

"Canons" mean the Canons of the Church in this Diocese.

"Church" means the Protestant Episcopal Church in the United States of America.

"Clergy" mean Bishops, Priests, and Deacons.

"Constitution" means the Constitution of the Church in this Diocese.

"Diocesan Corporation" means any corporation organized and existing under the laws of the State of New York, whether by Special Act, or pursuant to the Not-for-Profit Corporations Law, the Religious Corporations Law, or the Education Law (or any predecessor thereto), whose Board of Trustees or Directors (or other governing body) is elected or appointed pursuant to the Canons, and which is subject to the will of, and is answerable to, the Diocesan Convention in accordance with the Canons.

"Diocesan Unit" means any Parish, parochial or diocesan mission, summer chapel, and any other group maintaining public worship as members of the Church in this Diocese, other than the chapels of Episcopal Health Services, the Mercer School of Theology, the Cathedral Schools, and other similar Diocesan Corporations or institutions.

"Ecclesiastical Authority" is as defined in the Canons.

"National Canons" mean the Canons for the government of the Protestant Episcopal Church in the United States of America.

"National Constitution" means the Constitution for the government of the Protestant Episcopal Church in the United States of America and amendments thereof.

Words in the singular number include the plural and in the plural number include the singular.

A masculine pronoun or title, whenever used in Canons shall be deemed to include the feminine pronoun or title.

TITLE II. THE CONVENTION OF THE DIOCESE

CANON 1 RECORD OF CLERGY IN THE DIOCESE

SECTION I. A List of Clergy to be Made. The Ecclesiastical Authority shall prepare or cause to be prepared and recorded in a book designated "Record of Clergy in the Diocese", a list of all Clergy of the Church Canonically Resident in the Diocese, designating those settled in the Cathedral or in some Church or Congregation in Union with the Convention by the names of their respective offices, Churches, Congregations, or Cures; those employed as Missionaries by their respective stations; those who are Chaplains in the Armed Forces of the United States of America or as Chaplains for the Veterans Administration, or Federal Correctional Institutions, by their posts of duty; those employed as instructors of youth in any College, Academy or Seminary of Learning, by the Colleges, Academies or other Seminaries of Learning in which they are engaged; and those not so employed, by their residence.

SECTION II. Changes in the List. The Ecclesiastical Authority shall cause all changes in said Record, by reason of death, transfer, deposition, removal, release, or suspension, and all additions thereto by reason of acceptance of Letters Dimissory, ordination or any other mode, to be made promptly.

SECTION III. Presented to the Convention. Such Record, or a copy thereof, authenticated by the Ecclesiastical Authority, shall be laid before the Convention on the first day of its meeting and shall be prefixed to the Journal.

SECTION IV. Evidence of Right to Seat. The right of any of the Clergy to a seat in the Convention shall, if disputed, be determined by the Convention itself, whether his name is inserted in such Record or omitted. Such Record shall, however, be taken as presumptive evidence of the right of those whose names appear thereon to seats in the Convention, and that none others have such right.

SECTION V. Certificate to be Recorded. The Ecclesiastical Authority shall record or cause to be recorded in a book designated "Letters Dimissory" all such letters received by it, the date of reception, and a brief minute of the action taken thereon. When a certificate pursuant to the National Canons is given, it must be recorded at length. From the date of such certificate as recorded, and not before, a Clergyman shall be deemed Canonically Resident.

SECTION VI. Secretary of the Convention to Record Election of Rectors. The Secretary of the Convention shall record or cause to be recorded in a book to be called "Election of Rectors" all notices of the election of a Rector required by the Canons.

SECTION VII. Evidence in Case of Trial. The Record named in Section I, the record of "Letters Dimissory" named in Section V, and the record of "Election of Rectors" named in Section VI of this Canon, or transcripts thereof or of such parts thereof as may relate to the matter in question, duly certified by the Secretary of the Convention, shall be received in evidence upon all proceedings or trials under any law or Canon in force in this Diocese.

CANON 2 REGULATIONS RESPECTING THE LAITY

SECTION I. Members Defined.

(a) Persons Baptized. All persons who have received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, whether in the Church or in another Christian Church, and whose Baptisms have been duly recorded in the Church, are members thereof.

(b) Age. Members sixteen years of age and over are to be considered adult members.

(c) Confirmation. It is expected that all adult members of the Church, after appropriate instructions, will have made a mature public affirmation of their faith and commitment to the responsibilities of their Baptism and will have been confirmed or received by a Bishop of the Church or by a Bishop of a Church in communion with the Church.

(d) Baptized and Confirmed. Any person who is baptized in the Church as an adult and receives the laying on of hands by the Bishop at Baptism is to be considered, for the purposes of this and all other Canons, as both baptized and confirmed; also

(i) Any person who is baptized in the Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of

Baptismal Vows is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; also

(ii) Any baptized person who received the laying on of hands at Confirmation (by any Bishop in apostolic succession) and is received into the Church by a Bishop of the Church is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; and also

(iii) Any baptized person who received the laying on of hands by a Bishop of the Church at Confirmation or Reception is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed.

SECTION II. Communicants.

(a) Defined. All members of the Church who have received Holy Communion in the Church at least three times during the preceding year are to be considered communicants of the Church.

(b) Adult Communicants. For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.

SECTION III. Communicants in Good Standing. All communicants of the Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

SECTION IV. Member Removal, Enrollment.

(a) A member of the Church removing from the Congregation in which his or her membership is recorded shall procure a certificate of membership indicating that he or she is recorded as a member (or adult member) of the Church and whether or not such a member:

- (i) is a communicant;
- (ii) is recorded as being in good standing;
- (iii) has been confirmed or received by a Bishop in communion with the Church.

Upon acknowledgment that a member who has received such a certificate has been enrolled in another Congregation of this or another Church, the Minister or Warden issuing the certificate shall remove the name of the person from the Parish register.

(b) The Minister or Warden of the Congregation to which such certificate is surrendered shall record in the Parish register the information contained on the presented certificate of membership, and then notify the Minister or Warden of the Congregation which issued the certificate that the person has been duly recorded as a member of the new Congregation, whereupon the person's removal shall be noted in the Parish register of the Congregation which issued the certificate.

(c) If a member of the Church, not having such a certificate, desires to become a member of a Congregation in the place to which he or she has removed, that person shall be directed by a Minister of the said Congregation to procure a certificate from the former Congregation, although on failure to produce such a certificate through no fault of the person applying, appropriate entry may be made in the Parish register upon the evidence of membership status sufficient in the judgment of the Minister or Warden.

(d) Any communicant of any Church in communion with the Church shall be entitled to the benefit of this section so far as the same can be made applicable.

SECTION V. Rights. No one shall be denied rights or status in the Church because of race, color, or ethnic origin.

SECTION VI. Denial of Sacraments. A person to whom the Sacraments of the Church shall have been refused, or who has been repelled from the Holy Communion under the rubrics, or who desires a judgment as to his or her status in the Church, may lodge a complaint or application with the Bishop or Ecclesiastical Authority. No Minister of the Church shall be required to admit to the Sacraments a person so refused or repelled without the written direction of the Bishop or Ecclesiastical Authority. The Bishop or Ecclesiastical Authority may in certain circumstances see fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by the Minister. If it shall appear to the Bishop or Ecclesiastical Authority that there is sufficient cause to justify refusal of the Holy Communion, however, appropriate steps shall be taken to institute such inquiry as may be directed by the Canons; and should no such Canon exist, the Bishop or Ecclesiastical Authority shall proceed according to such principles of law and equity as will ensure an impartial investigation and judgment.

SECTION VII. Unbaptized Persons. No unbaptized person shall be eligible to receive Holy Communion in the Church.

CANON 3
THE RIGHTS OF PARISHES TO INCLUDE PERSONS OVER
EIGHTEEN YEARS OF AGE AMONG QUALIFIED VOTERS,
AND TO BE ELIGIBLE AS CHURCH WARDENS AND VESTRYMEN,
AND DELEGATES AND OFFICERS TO THE CONVENTION

SECTION I. Voters. Persons over 18 years of age, belonging to any Parish in this Diocese having like qualifications to other voters of such Parish may vote at the annual elections and meetings of such Parish, whenever such Parish shall so determine in the manner provided by the Laws of the State of New York.

In no event, however, shall any person entitled to vote at the annual elections and meetings of any Parish to which such person belongs, vote by absentee ballot, which said absentee ballots are null and void.

SECTION II. Wardens or Vestrymen. Persons over 18 years of age, who have the qualifications prescribed by law, shall be eligible for election to the office of Church Warden or Vestryman.

SECTION III. Delegates to the Convention. Any person over 18 years of age, a confirmed communicant of the Church in good standing, and having domicile in this Diocese, shall be eligible for election as a Delegate to the Convention of the Diocese and to hold elective offices of the Convention.

CANON 4
THE DIOCESAN CONVENTION

SECTION I. Call of the Convention. Within thirty days following the first day of the preceding Convention, the Secretary of the Convention shall mail a notice of the time and place of the next Convention to each of the Clergy, who by the "Record of Clergy in the Diocese" may be entitled to a seat therein, to the Chapter of the Cathedral of the Incarnation and to the Vestry or Trustees of each Parish or Congregation entitled to appoint Lay Delegates and Youth Delegates thereto named in the "Record of Parishes or Congregations in Union with the Church in this Diocese" and the "List of Missions Subject to Diocesan Tithe". He shall also include a copy of Section II of this Canon together with blank printed forms for proceeding under it.

SECTION II. Lay Delegates.

(a) From the Cathedral. The Lay Delegates and Alternates to the Convention from the Cathedral of the Incarnation shall be chosen by the Trustees (commonly called the "Cathedral Chapter") of the Cathedral of the Incarnation and shall be regular attendants at its worship and contributors to its support for at least twelve months prior

to appointment. Certificate of their appointment shall be signed by the Dean of the Cathedral of the Incarnation or, if there be no Dean or he or she be absent, by one of the Trustees present at the Cathedral Chapter at which they were appointed and by the Chancellor of the Cathedral of the Incarnation;

(b) Number of Lay Delegates.

(i) The Constitution. The number of Lay Delegates from the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be determined as prescribed in Section 3 of the Constitution. For the purposes of that section and of this section, the number of adult communicants in good standing of the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be that stated in its Parochial Report for the previous Calendar Year, subject to revision due to any contest thereof.

(ii) Parochial Report. If the Cathedral of the Incarnation or any Parish, Congregation, or Mission shall fail to file its Parochial Report prior to the first day of March, as required by Title V, Canon 2, Section II, the number of adult communicants in good standing, for the purposes of Section 3 of the Constitution and of this section shall be that stated in the Parochial Report of such Cathedral, Parish, Congregation, or Mission for the year ending December 31 of the next to last year preceding the Convention.

(iii) Qualification and Election of Lay Delegates. Lay Delegates and Alternates from Churches, Congregations, and Missions shall have the qualifications required by Section 3 of the Constitution and by this Canon and shall be elected by the Vestry or Bishop's Committee.

(iv) Evidence of Appointment. The evidence of their election shall be a written certificate signed by the Rector or Priest in Charge or if there be no Rector or Priest in Charge, or if he be absent, by the person who presided at the meeting at which they were elected and also in every case by the Clerk.

(v) Certificate of Appointment. Every certificate of the election of a Lay Delegate and Alternate shall show upon its face that the election was carried out in pursuance of the requirements of Section 3 of the Constitution and of this Canon and shall certify that the Delegate and Alternate have the qualifications required by Section 3 of the Constitution and by this Canon.

(c) Secretary of the Convention to Prepare List of Delegates. The Cathedral of the Incarnation and any Church, Congregation, or Mission electing Lay Delegates and Alternates to the Convention shall, not later than 120 days following the preceding Convention, file the Certificates of Election as provided above with the Secretary of the Convention. The Secretary of the Convention shall prepare a list of Delegates, Alternates, and Youth Delegates and place it before the Convention on the first day of its meeting. Irregular or defective certificates and certificates and documents relating to contested seats shall be reported by the Secretary of the Convention when organized, for its action. He shall also read at this time the list of delinquent Churches, Congregations, and Missions reported to or by the Bishop under these Canons.

(d) Contested Seats. No other certificate or evidence of the appointment of a Lay Delegate than such as is required by this action shall be necessary, and the right of any Lay Person to a seat in the Convention, in cases of doubt or dispute, shall be determined by the Convention itself.

(e) Must be Communicants in Good Standing. Lay Delegates and Alternates shall have domicile in the Diocese and shall be members of the Church, adult confirmed communicants in good standing, regular attendants at its worship and contributors to the support of the Cathedral, Parish, Congregation, or Mission electing them for at least twelve months prior to election.

SECTION III. Pre-Convention Journal. It shall be the duty of the Secretary of the Convention to send to each of the Clergy, and Delegates, and Youth Delegates, not less than eight days before each meeting of the Diocesan Convention, a Pre-Convention Journal, which shall contain a copy of each committee report to be submitted to the Convention for action.

SECTION IV. Quorum. The presence of at least sixty Clergy entitled to vote in the Convention, and of Delegates from at least sixty Churches or Congregations entitled to vote in the Convention, shall be necessary for the transaction of business, but a smaller number may adjourn from day to day.

SECTION V. Organizing Convention Secretary to Ascertain a Quorum.

(a) Call to Order. The Presiding Officer, as provided by the Constitution, shall call the Convention to order.

(b) Determination of Quorum. The Organizing Secretary shall ascertain the presence of Clergy and Lay Delegates and shall report this to the Presiding Officer.

(c) Duly Organized. A Canonical quorum being present, the Presiding Officer shall declare the Convention duly organized.

(d) Irregular or Defective Certificates. The Convention shall then take action upon the irregular or defective certificates of appointment of Lay Delegates, and certificates and documents relating to contested seats reported by the Organizing Secretary.

(e) Election of Secretary of the Convention. The Convention shall then proceed to the election, by ballot, of a Secretary. He may nominate an Assistant Secretary or Secretaries for confirmation by the Convention.

(f) Rules of Order. The Rules of Order in force at the preceding Convention, so far as they are applicable to the preliminary proceedings for the organization of the Convention, shall be deemed in force for that purpose and the said Rules of Order shall regulate the proceedings, after the organization, until altered by the Convention.

SECTION VI. Elections by Ballot. Elections by ballot, when required by the Canons, may be dispensed with by unanimous vote of the Convention.

SECTION VII. Nomination Procedures. Nominations for all elective offices, other than that of a Bishop, Bishop Coadjutor, or Bishop Suffragan, shall be made in writing, the consent of the nominee having been secured, and shall be signed by a nominator and a second in writing, each of whom shall be a Delegate or Alternate to the Convention, and submitted to the Secretary of the Convention no later than thirty (30) days prior to the Convention, together with a statement of not more than seventy-five (75) words of the qualifications of the nominee. Such nominations shall be printed in the Pre-convention Journal in alphabetical order together with the name of the Parish of the nominee. Nothing in the foregoing shall prevent other nominations from being made at the Convention. Such nominations shall be printed in alphabetical order on the Ballot, together with sufficient blank spaces below the printed names to provide for names to be written thereon from nominations which may be made at the Convention. No designation as to present incumbents or alternates shall be made on the list of nominees in the Pre-convention Journal nor on the printed ballot forms supplied to the Convention.

SECTION VIII. Nominating Committee. (a) In addition to the nominating procedures in Section VII, the Bishop with the consent of the Diocesan Council, may appoint a Nominating Committee for the Diocesan Convention comprised of one lay person and one ordained person, Presbyter or Deacon from each Archdeaconry. The Archdeaconry appointments shall be from different deaneries within the Archdeaconry. (b) The Nominating Committee shall be appointed at the first meeting of the Diocesan Council following the Diocesan Convention and shall serve until the rising of the next Diocesan Convention. (c) It shall be the duty of the Nominating Committee to nominate at least twice the number of candidates as required for each elective office to be filled at the next Diocesan Convention. The Nominating Committee shall secure the consent of the nominee and a statement of not more than seventy-five (75) words of the

qualifications of the nominee. (d) Nominations by the Nominating Committee shall be submitted to the Secretary of Convention no later than thirty (30) days prior to the Convention and shall be printed in the Pre-convention Journal.

SECTION IX. List of Delegates. It shall be the duty of the Secretary of the Convention to maintain an accurate current listing of all certified delegates, Clergy and Lay, together with addresses of same. A delegate wishing to communicate with fellow delegates on any matter pertaining to Convention business may obtain from the Secretary of the Convention a copy of such list upon payment of a reasonable charge, payable to the Diocese of Long Island. Lists so obtained shall not be used for any other purpose. Neither the Secretary of the Convention nor the Diocese shall be responsible for any other aspect or expense of such communication for which a list of delegates is requested.

CANON 5 THE RIGHTS OF PARISHES TO INCLUDE YOUNG PERSONS AS YOUTH DELEGATES TO THE CONVENTION

SECTION I. Youth Delegates. Youth Delegates shall be in addition to the delegates provided for in Article 3(c) of the Constitution of this Diocese and in Title II, Canon 4, Section II of the Diocese. Members of the Church 18 years of age and under, and as outlined in Title II, Canon 2, Section III of the Diocese regarding a communicant, and having domicile in this Diocese, shall be eligible to serve as a Youth Delegate to the Convention of the Diocese.

SECTION II. Qualifications of Youth Delegates. Youth Delegates shall be elected by the youth in each parish or mission, or if no active youth group exists in a parish or mission, the Youth Delegates shall be elected by the same means as the Lay Delegate(s) as outlined in Title II, Canon 4, Section II subsection (a) and subsection (b), item (iii) of the Canons of the Diocese.

SECTION III. Number of Youth Delegates. The number of Youth Delegates from the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be no more than TWO.

SECTION IV. Entitlements of Youth Delegates. In accordance with Article 3, Section 43, Subsection 6, of the Laws of New York State relating to Protestant Episcopal Churches (The Religious Corporations Law), Youth Delegates shall only be entitled to a seat at Convention with voice but no vote.

SECTION V. Evidence of Appointment. The evidence of a Youth Delegate's election shall be the same as stated in Title II, Canon 4, Section II, Subsection (b), Item (iv) of the Canons of the Diocese.

SECTION VI. Certificate of Appointment. Every Certificate of election of a Lay Delegate and Alternate shall show upon its face the necessary information pertaining to Youth Delegates.

TITLE III. OFFICERS OF THE CONVENTION AND THE DIOCESE

CANON 1 THE SECRETARY OF THE CONVENTION

SECTION I. Exchange of Diocesan Journals. In addition to the offices and duties elsewhere declared, the Secretary of the Convention shall transmit annually to the Secretary of every Diocesan Convention a copy of the Journal of the Convention, and shall request the Secretaries of the several Diocesan Conventions to send copies of their respective Journals in exchange.

SECTION II. Transmission of Documents to the House of Deputies. He shall transmit also to the Secretary of the House of Deputies and to the Recorder of the House of Deputies such documents, testimonials, and other papers as are required by the National Canons.

SECTION III. Minutes of Proceedings. He shall take minutes of the proceedings, preserve the Journals and records, and attest the acts of the Convention.

SECTION IV. Vacancies. Whenever there shall be a vacancy in the office of Secretary of the Convention, or he shall be unable to act, the duties shall devolve upon the Assistant Secretary of the Convention, if there be one. In the event that the offices of Secretary and Assistant Secretary shall both be vacant, the Bishop shall nominate a person to become Secretary of Convention whose nomination shall be confirmed by Diocesan Council.

SECTION V. Pre-Convention Meetings

(a) Pre-Convention meetings shall be held at the discretion of each Archdeaconry. At the annual meeting of each archdeaconry it shall be determined by vote, of members of the Archdeaconry entitled to vote at that meeting, whether a Pre-Convention meeting shall be held in that Archdeaconry the following year. Notice of the decision shall be given by each Archdeacon to the Secretary of Convention in writing within thirty (30) days of the Archdeaconry meeting. It shall be the duty of the Secretary of the Convention to call a pre-convention meeting of the Clergy and Lay Delegates in each of the Archdeaconries of the Diocese that have decided to hold pre-convention meetings in a given year, and to provide notice that there will be no Pre-Convention meeting that year in Archdeaconries that have elected not to hold them in that year. These meetings shall take place within two (2) months of the Annual Convention. At least two (2) weeks before each pre-convention meeting, the Secretary shall mail to

each delegate a notice of the time and place of the meeting (or notice that it will not occur that year).

(b) In the absence of the Bishop, the Archdeacon shall preside over the pre-convention meeting in each Archdeaconry.

(c) The business of the pre-convention meeting shall be:

(i) To review important issues before the Diocesan Council which the Council may send to the pre-convention meetings for advice;

(ii) To discuss and debate issues to be included in the agenda of Diocesan Convention, and to forward the results of such discussion and/or debate to the Secretary of Convention;

(iii) To discuss such issues as may concern the several parishes and/or missions in the Archdeaconries; and

(iv) To give notice of and consider the vacancies in the several elected Diocesan Offices, Committees and commissions to be filled at the forthcoming Convention.

(d) It shall be the duty of the Archdeacon to report the business of the meeting to the Secretary of Convention and it shall be the duty of the Secretary to transmit this report to the other Archdeacons.

SECTION VI. Deadline for Distribution of Diocesan Journal. It shall be the duty of the Secretary to cause a copy of the Journal of the Convention to be circulated to all Diocesan Units and to all persons entitled to a seat and vote in the Convention by June 30 of the year following the annual meeting.

CANON 2 THE TREASURER OF THE CONVENTION

SECTION I. Monies of the Convention. At every annual Convention there shall be chosen by ballot a Treasurer, who shall remain in office until the next annual Convention, and until a successor is appointed. He may nominate an Assistant Treasurer of the Convention for confirmation by the Convention. In addition to the offices and duties elsewhere declared, it shall be his duty to act as financial agent of the Diocese for the receipt and disbursement of all monies under the authority of the Convention, and where no disbursement has been ordered by the Convention, under the direction of the Diocesan Council.

SECTION II. Basis of Tithe. No later than sixty days prior to the date of each annual meeting of the Convention, the Treasurer of the Convention shall submit to each

Diocesan Unit a Diocesan Tithe for the support of the Bishop's Office and other budgeted expenses of the Diocese for the calendar year following the annual meeting. This tithe shall be set at 10% of adjusted gross income. Adjusted gross income shall be defined as gross income for general purposes less interest paid on mortgage loans on church buildings and less any diocesan grants or subsidies to Diocesan Units for the preceding fiscal year.

SECTION III. Further Support. In addition to this tithe, a further substantial pledge towards the budget of the Diocese is urged.

SECTION IV. Record of Accounts. He shall give such bond or security as may be required from time to time by the Diocesan Council. His accounts shall be audited by a Certified Public Accountant, be rendered annually to the Convention, and be examined by the Diocesan Council.

SECTION V. Vacancy. In case of a vacancy in the office of Treasurer of the Convention, the Bishop or, should there be none, the Ecclesiastical Authority, with the advice of the Diocesan Council, shall appoint a successor who shall continue to act until the next annual Convention.

CANON 3 THE CHANCELLOR

SECTION I. The Chancellor. There shall be a law officer to be known as the Chancellor of the Diocese of Long Island. The Chancellor shall be a resident adult confirmed communicant in good standing and an attorney and counselor of the Supreme Court of New York. The Chancellor shall be appointed by the Ecclesiastical Authority during whose pleasure the Chancellor shall hold office and shall advise, appear for and represent the Ecclesiastical Authority and any Diocesan officer or body in all matters referred to the Chancellor by the Ecclesiastical Authority. The Ecclesiastical Authority may from time to time upon request of the Chancellor appoint Vice Chancellors of similar qualifications to assist the Chancellor in the performance of such duties as may be assigned by the Ecclesiastical Authority or the Chancellor. The Chancellor shall be *ex officio* a member of the Committee on Canons.

CANON 4 THE REGISTRAR

SECTION I. The Registrar. There shall be an officer to be known as the Registrar. The Ecclesiastical Authority, during whose pleasure he shall hold office shall appoint him; and he shall perform such duties as shall be assigned to him by the Ecclesiastical Authority.

**CANON 5
THE HISTORIOGRAPHER AND THE COMMITTEE
ON ARCHIVES**

SECTION I. Election Annually. There shall be a Historiographer elected annually by the Convention.

SECTION II. Committee on Archives. The Historiographer, the Registrar, and the Treasurer of the Convention shall constitute a committee to be known as the Committee on Archives.

SECTION III. Custodian of Records. It shall be the duty of the Committee on Archives to act as custodians of all journals, files, papers, reports, and other documents which shall become the property of the Convention.

SECTION IV. Deposit by Parishes, Missions, Etc. All Parishes, Missions, societies, and organizations of the Diocese may deliver into the hands of the Committee on Archives all papers, documents, and books of historic interest and value.

SECTION V. Extinct or Dissolved Parishes, Etc. Whenever a Parish or Mission shall be declared extinct, or dissolved, the Charters, Registers, and other papers and records shall be delivered to the Committee on Archives.

SECTION VI. Diocesan Record. The Committee on Archives shall provide a suitable Register, wherein shall be recorded the consecration of all the Bishops of this Diocese, designating accurately the time and place of the same, with the names of the consecrating Bishops and of others officially present and assisting. The Committee shall also keep a list of all Presbyters and Deacons, with the dates of their connection with the Diocese. It shall likewise procure and file copies of the Charter and Acts of Incorporation of Churches in the Diocese, with such additional facts as may be worthy of safekeeping.

SECTION VII. Safekeeping. The Committee shall provide safekeeping deposit for all such matters in the Diocesan House or other suitable place, and arrange and index the same.

TITLE IV. NOMINATIONS AND ELECTIONS IN THE CONVENTION

**CANON 1
DEPUTIES TO THE GENERAL CONVENTION**

SECTION I. Qualifications, Terms and Manner of Election. The Convention, at the annual meeting in the second year preceding that in which a stated meeting of the General Convention will be held, shall elect, by the concurrent ballot of the Clerical and

Lay members, eight ordained persons, Presbyters or Deacons canonically resident in the Diocese, and eight Lay Persons, adult confirmed communicants in good standing of the Church, having domicile in the Diocese, as Deputies, Regular and Provisional, to the General Convention from this Diocese. Such Deputies, Regular and Provisional, shall rank in order of election, in their respective orders, the four receiving the largest number of votes being Regular Deputies, and the remainder being Provisional Deputies, and shall hold their respective places until successors are appointed, and shall be Deputies or Provisional Deputies to any General Convention which may be held during their continuance in office. Such order of election shall be determined first by priority of the ballot at which the Deputies, Regular and Provisional, were elected, or, if more than one such Deputy or Provisional Deputy be elected by that ballot, by the cumulative votes cast in both orders for the Deputies or Provisional Deputies so elected.

SECTION II. Provision for Full Representation. It shall be the duty of the Deputies-elect to signify to the Bishop, at least thirty (30) days before the meeting of the General Convention, their acceptance of the appointment, and their intention to discharge its duties, in default of which, the Bishop shall designate from the list of Provisional Deputies, following the order indicated by ballot, so many as may be necessary to insure, as far as practicable, a full representation of the Diocese. The Bishop, shall, in like manner, designate from the same list of Provisional Deputies, one or more, as the case may be, to supply any deficiencies in the representation of the Diocese, which may in any way occur. The person or persons so designated, being furnished with a certificate of appointment shall have all the power and authority of Deputy duly elected by the Convention.

SECTION III. Allowance. It shall be the duty of the Treasurer of the Convention to pay to the Deputies and one Provisional Deputy in each order to the General Convention their reasonable and necessary traveling expenses.

CANON 2 DEPUTIES TO THE PROVINCIAL SYNOD

SECTION I. Qualifications, Terms, and Manner of Election.

Election by the Convention.

(a) Those two Regular Clerical Deputies to the General Convention having received the largest number of votes at the Diocesan Convention shall be deemed to have been elected as clerical Deputies to the Synod of the Second Province.

(b) Those two Regular Lay Deputies to the General Convention having received the largest number of votes at the Diocesan Convention shall be deemed to have been elected as Regular lay deputies to the Synod of the Second Province.

(c) Those two Regular Clerical Deputies to the General Convention having received the smallest number of votes at the Diocesan Convention shall be deemed to have been elected as Provisional Clerical Deputies to the Synod of the Second Province.

(d) Those two Regular Lay Deputies to the General Convention having received the smallest number of votes at the Diocesan Convention shall be deemed to have been elected as Provisional Lay Deputies to the Synod of the Second Province.

SECTION II. Provision for Full Representation.

Acceptance of Appointment. It shall be the duties of the Deputies-elect to signify to the Bishop, at least thirty days before the meeting of the Provincial Synod, their acceptance of the appointment, and their intention to discharge its duties, in default of which the Bishop shall designate, from the list of those Deputies to General Convention who were elected in accordance with the provisions set forth in Canon I above, so many as may be necessary to insure a full representation of the Diocese. The person so designated, being furnished with a certificate of appointment, shall have all the power and authority of Deputies duly elected by the Convention.

SECTION III. Allowance. It shall be the duty of the Treasurer of the Convention to pay to the Deputies to the Provincial Synod their reasonable and necessary traveling expenses.

CANON 3 THE SOLEMN ELECTION OF A BISHOP

SECTION I. Prayers of Clergy and People. Whenever, in the Providence of God, it may be necessary for the Diocese to choose a Bishop, due notice of the same shall be given by the Ecclesiastical Authority, and the prayers of the Clergy and people shall be bidden, that God may supply a Pastor after His own heart.

SECTION II: Diocesan Joint Oversight Committee. There shall be a Diocesan Joint Oversight Committee consisting of eight members, four of whom shall be selected by the Standing Committee from among its members, and four of whom shall be selected by the Diocesan Council from among its members.

SECTION III: Duties and Responsibilities. In addition to being responsible for general oversight of the election of a bishop, it shall be the duty of the Diocesan Joint Oversight Committee, from time to time, to develop general protocols and procedures which shall govern the election of a Bishop.

SECTION IV. Effective Date. This canon shall become effective immediately upon its passage.

TITLE V. ORGANIZATION AND FUNDING PROGRAM OF THE DIOCESE

CANON 1 THE DIOCESAN COUNCIL

SECTION I. Purpose.

(a) Programs and Policies of the Convention. There shall be a Diocesan Council whose duty it is and shall be to carry out the program and policies adopted by the Diocesan Convention. The Diocesan Council, hereinafter referred to as the Council, shall have charge of the unification, development, and prosecution of the work of the Church in this Diocese, of which work the Bishop shall be the Executive Head. It is and shall be the program planning and policy-making body between sessions of the Convention.

(b) Powers. Subject to the limitations hereinafter set forth, between sessions of Convention, the Council shall exercise all powers otherwise exercisable by Convention when it is in session, and shall be deemed to be Convention when Convention is not in session. Except as specifically provided in Sections X(g) and (h) of this Canon, in no case shall the Council be empowered to reverse any action of Convention or consider any matter tabled by Convention. Any action taken by Council pursuant to this Section of the Canon shall be reported in writing to all delegates to the next session of Convention prior to its convening.

SECTION II. Membership, Terms, Manner of Election, and Application.

(a) Composition. The Council shall be composed of (i) the Bishop, the Bishop Coadjutor (if there be one), Bishop(s) Suffragan (if there be any), the Secretary of the Diocesan Convention, the Treasurer of the Convention and the Assistant Treasurer of the Convention (if there be one) who shall be members *ex officio*; and of the following other members: (ii) six ordained persons, Presbyters or Deacons and six Lay Persons adult confirmed communicants in good standing domiciled in the Diocese, elected by the Convention, each of whom shall serve three year terms. At each Convention there shall be elected two Presbyters and two lay persons to serve three year terms; and (iii) four persons, clergy and lay, shall be appointed by the Bishop within one month following the Convention, each of whom shall serve a one year term. All of the above terms are subject to no person being elected to serve more than two full terms in succession. If there be no Bishop or if he be unable to act, the Ecclesiastical Authority shall make these appointments.

(b) Absences. Unexcused absence by a member of the Council, other than an *ex officio* member, from two consecutive regular or special meetings of the Council or a Department of Council, shall constitute a resignation from the Council by such member. A member of the Council who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected, appointed or reappointed to the Council, or elected to a Department of the Council by an Archdeaconry, until one year shall have elapsed following the resignation by reason of said absence.

(c) Vacancies. Should any vacancy occur in the Council other than in the office of a member *ex officio*, or an appointed member, through death, resignation, unexcused absence, or through any other cause, the Council shall fill the vacancy by election of a qualified person to serve until a successor is elected at the next annual meeting of the Convention, who shall serve the balance of the unexpired term. The name of the person so elected to fill the vacancy shall be immediately certified to the Secretary of the Convention.

SECTION III. Officers.

(a) The officers of the Council shall be a President; one or more Vice Presidents if desired by the Council, a Secretary, and a Treasurer, with such duties as the Council may prescribe.

(b) The President shall be the Bishop, or, if he shall so choose a member of the Council elected by the Council.

(c) All Vice Presidents, if the Council shall desire any, and the Secretary shall be elected from the membership of the Council.

(d) The Treasurer shall be the Treasurer of the Convention.

(e) All officers of the Council shall be elected for one-year terms to serve until their successors are elected.

SECTION IV. Meetings.

(a) Place, Time, and Frequency. The Council shall meet at such place and at such times as it shall determine, but not less than quarterly, commencing with a meeting not more than two months after the annual Convention. The Council shall be convened at the call of the President, or by the Secretary of the Council, upon the written request of six members of the Council and with not less than seven days notice in either case.

(b) Quorum. The Bishop and at least a majority of the Council, exclusive of members *ex officio*, or in the absence of the Bishop one more than a majority of the whole number of the Council, exclusive of members *ex officio*, shall be necessary to

constitute a quorum at any meeting of the Council. Proxies shall not be permitted to establish a quorum or in any vote of the Council.

(c) By-Laws of Council. The Council shall adopt such By-Laws and Rules of Order as it shall deem necessary except that such By-Laws shall not permit voting by proxy and shall in all other regards comply with the laws of the State of New York, the Constitution and Canons of the Diocese of Long Island and the Constitution and Canons of the Protestant Episcopal Church in the United States of America for the conduct of its business, and shall provide the Secretary of the Convention with a true copy thereof and of any amendments thereto, who shall publish same in the Journal of the Convention.

SECTION V. Departments.

(a) Names. There shall be the following Departments of Council: a Department of Program and Services; a Department of Stewardship; a Department of Budget; and a Department of Mission.

(b) Members. Each Department shall consist of four members of the Council designated by the Bishop, and of the members *ex officio* of the Council.

(c) Chairmen. The chairman of each Department shall be appointed by the Bishop from the Council members of that Department.

(d) Archdeaconry Representatives. In addition, each Department shall include one lay person and one Presbyter or Deacon from each of the Archdeaconries of Brooklyn, Queens, Nassau, and Suffolk; and the Department of Mission shall include as well the Archdeacons then holding office in the four Archdeaconries, as members *ex officio*. Each member shall serve a two-year term, and shall be elected at the first Archdeaconry meeting to take place not later than thirty days after the annual Convention as follows: Clergy and Laity elected in alternate years. In the year of the adoption of the revision of Section V, the order designated for election shall be elected for a two-year term as indicated; the other order shall be elected for a one-year term to allow staggered terms.

(e) Vote. All members of each Department shall be entitled to one vote in that Department. No voting by proxy shall be permitted.

(f) Bishop's Staff. The Bishop, at his discretion, may designate a member of his staff to serve as liaison to a Department. Such a person shall act in an advisory capacity, with voice but no vote.

(g) By-Laws of Departments. Each Department shall adopt such By-Laws and Rules of Order consistent with the Canons and the By-Laws and Rules of Order of the Council as they shall deem necessary.

(h) Limitation of Membership. No member of any Department of the Council other than a member *ex officio* shall be concurrently a member of any other Department of the Council.

(i) Annual Meeting. The Departments of Council shall hold their first meeting not later than 45 days after each annual meeting of the Convention.

(j) Aid From Others. Departments may from time to time seek aid from individuals for the carrying out of tasks necessary to achieve its mission. Such individuals are not to be construed as members of the Department.

SECTION VI. Program and Services. The Department of Program and Services shall be responsible for services and support to the Diocese and Diocesan Units in such areas as Christian Education, Youth Work, Communication, and Training and such other areas as may be determined by the Bishop, the Council, and/or the Convention.

SECTION VII. Department of Stewardship. The Department of Stewardship shall be responsible for the development and continuous evaluation of a Diocesan Stewardship Program.

SECTION VIII. Department of Budget. The Department of Budget shall be responsible for receiving budget requests, gathering and evaluating budgetary data, and preparing for and recommending to the Council a proposed budget. The Department of Budget shall also be responsible for continuous review of the financial and budgetary operations of the budget approved by the Convention, and making appropriate recommendations to the Council.

SECTION IX. Department of Mission. The Department of Mission, subject to the rights of the Bishop and the Trustees of the Estate, shall be responsible for (a) the development of the mission strategy of the Diocese; (b) the management of the funds and resources voted by the Convention for mission purposes; and (c) such other matters pertaining to Diocesan Units as may be delegated to it by the Bishop and the Trustees of the Estate.

SECTION X. Reports.

(a) Report of Receipts and Expenditures. The Council shall publish in the Convention Journal a complete statement of all receipts and expenditures that have come under its purview for the past year.

(b) Budget Requests and Hearings. Budgetary requests for inclusion in the proposed budget shall be submitted to the Department of Budget by the date established by the Department of Budget. Requests received after this date will not be considered for inclusion in the proposed budget. The Department shall hold hearings on such requests and shall recommend priorities for requested expenditures prior to presenting the budget to the Council.

(c) Submission of Proposed Budget. Prior to the date of each annual meeting of the Convention, the Department of Budget shall submit to the Council a proposed budget including all the work of the Church at home and abroad for the calendar year following the annual meeting whose gross amount shall not exceed a reasonable estimate of the total monies likely to be available to the Diocese from all sources for that year. This budget shall include the salaries and allowances of the Bishop, the Bishop Coadjutor and Bishops Suffragan if there be any; salaries and allowances of other officers of the Convention; Church Pension Fund premiums for the Diocesan Officers; traveling and office expenses of the Bishops; including General Convention expenses of General Convention and Provincial Synod and the Diocesan deputies thereunto, expenses of the Council and Departments and programs under its supervision including the general Church Program; as well as salaries of persons employed or subsidized by the Council in the furtherance of such programs; payments from the Trustees of the Estate; and such other expenses and/or contributions as may be deemed expedient by the Council.

(d) Proposed Budget. The Council shall review the budget and the priorities which have been recommended, may schedule additional hearings if it shall so determine, may add or revise any proposals, and shall adopt prior to the annual meeting of the Convention a proposed budget, the gross annual amount thereof shall not exceed a reasonable estimate of the total money likely to be available to the Diocese from all sources for that year.

(e) Distribution of Proposed Budget. Upon adoption of the Proposed Budget by the Council, the Department of Budget shall forward same to all Diocesan Units and to all persons entitled to a seat and vote in the Convention prior to the annual meeting.

(f) Diocesan Tithe. By the first day of December following the date of the annual meeting of the Convention, each Diocesan Unit shall communicate to the Department of Budget, through the Treasurer of the Convention, its pledge in response to the Diocesan tithe and further pledge for the fiscal year following that in which the meeting shall occur. The Treasurer of the Convention shall report the total tithe and pledge responses to the Department of Budget not later than December 10th.

(g) Report of Estimated Income. Prior to January 15 in each year, the Department of Budget shall submit to the Council a reasonable estimate of the monies likely to be available to the Diocese from all sources for that year. If it is determined that the

total anticipated income will be less than the amount required for the support of the budget approved by the Convention, the Council, on recommendation of the Department of Budget, will make appropriate decreases to maintain a balanced budget. If the total anticipated income is more than the budget approved by the Convention, the Council, on recommendation of the Department of Budget, will make appropriate increases to maintain a balanced budget.

- (h) Balanced Budget. If during the course of a budget year it is determined that the total anticipated income for the support of that budget will be less than the amount required to support the budget approved by the Convention, or the Council as provided in subsection (g), the Council, on recommendation of the Department of Budget, will make appropriate decreases to maintain a balanced budget. The responsibility for seeing that expenditure by the Diocese remains within the constraints of the budget approved by Convention will fall to the Treasurer of the Convention, in consultation with the Deputy for Finance and Administration and the Chair of the Department of Budget, who will meet, at least, once a month for the purpose of such evaluations and, if the budget is found to be out of balance, are authorized to call a special meeting of the Diocesan Council to consider such findings.

CANON 2

SECURING AN ACCURATE VIEW OF THE STATE OF THE CHURCH IN THIS DIOCESE

SECTION I. Fiscal Year. The fiscal year of all Parishes, Missions, Diocesan Corporations, etc., shall begin January 1 and continue through December 31, and all reports made to the Convention shall cover this period.

SECTION II. Parochial Reports. A report of every Parish and other Congregation of this Diocese shall be prepared annually, for the fiscal year preceding, upon the blank forms provided by the General Convention, and shall be addressed to the Bishop or Ecclesiastical Authority of the Diocese and presented to the Secretary of the Convention thereof before the first day of March. In every Parish the preparation and delivery of this report shall be the joint duty of the Rector and Vestry, and in every Mission or other Congregation the duty of the Clergy in charge thereof.

SECTION III. Penalty When In Default. Whenever any Parish, Congregation, or Mission shall be in default by more than sixty (60) days in filing the Parochial Report required by the National Canons and by this Canon, the Bishop shall report such Parish, Congregation, or Mission to the Convention and such Parish, Congregation, or Mission shall thereby forfeit its seat and right to vote of its elected Lay Delegates and Alternates to the Convention. Such right may be restored to a Parish, Congregation, or Mission, however, upon application to the Convention after filing all reports as to which it may be in default and on such terms as shall appear just.

Notwithstanding the foregoing, whenever a Parish or Mission shall have timely filed its current parochial report but shall have failed to file one or more previously due parochial reports, the Bishop, for good cause shown, may request that Convention restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote at the Convention to which the request is made and at all subsequent Conventions thereafter.

SECTION IV. Items to be Included. The form and content of Parochial Reports shall be as determined by General Convention and outlined in the National Canons.

SECTION V. Non-Parochial Clergy to Report. All members of the clergy of this Diocese whose report is not included in a parochial report shall report annually on the exercise of their offices to the Bishop, and if there have been none, the causes or reasons which have prevented the same. Such of these reports as the Bishop may deem proper shall be entered in the Journal of the Convention.

SECTION VI. Contest as to Number of Communicants in Good Standing.

(a) Secretary of the Convention to Contest. If in his opinion there is just cause to do so, it shall be the duty of the Secretary of the Convention to contest the number of adult communicants in good standing claimed by the Cathedral or a Parish, Congregation, or Mission. If unresolved prior to the Convention, the Secretary of the Convention shall report the contest to the Convention for action and for determination of the number of Lay Delegates and Alternates to which the Cathedral, Church, Congregation, or Mission is entitled.

(b) Submission of List to the Convention. The Secretary of the Convention shall submit to the Convention, together with the lists required by Title IV, Canon 1, Section III, a list of the number of adult communicants in good standing reported pursuant to this Canon, by the Cathedral and each Parish, Congregation, or Mission.

CANON 3 BUSINESS METHODS IN CHURCH AFFAIRS

SECTION I. Standard Business Methods. In every Parish, Mission, Diocesan Corporation, and institution connected with this Diocese including the Diocesan Offices, Diocesan Convention and Diocesan Council with all of its Departments and other committees, organizations and affiliates shall adopt the procedures described in the Manual of Business Methods in Church Affairs as the standard for business methods. No voting by proxy shall be permitted at any business meeting.

SECTION II. Annual Audit. All accounts of the diocese and of all diocesan corporations and/or institutions shall be audited annually by an independent Certified

Public Accountant. All accounts of all parishes and missions shall be audited annually by an independent certified public accountant, or independent licensed public accountant or such audit committee as shall be authorized by Diocesan Council.

All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year.

SECTION III. Penalty When in Default. Whenever any Parish or Mission shall be in default in filing the annual audit, the Bishop or the Ecclesiastical Authority shall report such Parish or Mission to the Convention, and such Parish or Mission shall thereby forfeit its seat and the right to vote of its elected Lay Delegates and Alternates to the Convention. Such right may be restored, however, upon application to the Convention after filing all reports as to which it may be in default and upon such terms as shall appear just.

Notwithstanding the foregoing, whenever a Parish or Mission shall have timely filed its current audit but shall have failed to file one or more previously due audits, the Bishop, for good cause shown, may request that Convention restore the right of the Lay Delegates and Alternates of said Parish or Mission to be seated and to vote at the Convention to which the request is made and at all subsequent Conventions thereafter.

SECTION IV. Written Consent of Bishop and Standing Committee. No Vestry, Trustee, or other Body, other than the Trustees of the Estate, authorized by Civil or Canon law to hold, manage, administer real property for any Parish, Mission, Congregation, Diocesan Corporation, or institution, shall encumber or alienate the same or any part thereof without the written consent of the Bishop and the Standing Committee and then only in compliance with the statutes of the State of New York.

SECTION V. Property Held in Trust. All real and personal property held by or for the benefit of any Parish, Mission, or Congregation is held in trust for the Church and this Diocese. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission, or Congregation otherwise existing over such property so long as the particular Parish, Mission or Congregation remains a part of, and subject to, the Church, this Diocese, and their respective Constitutions and Canons.

Every parish shall within 30 days following the acquisition of real property, whether by purchase, gift or otherwise, notify the Bishop, in writing, of such acquisition. Every such notice shall include the date of acquisition, the address of the real property acquired, the tax block and lot thereof and a brief description of said real property.

Every parish shall in addition provide the Bishop with a copy of the recorded deed within 30 days after receipt by said parish of said recorded deed.

SECTION VI. Payment of Diocesan Budget. It shall be the duty of every Parish and Mission to provide for the payment of its share of the Diocesan Budget as finally determined, and to pay monthly to the Treasurer of the Convention all monies applicable to the same.

SECTION VII. Conflicts Policy. In connection with action taken with respect to any contract or transaction between any corporation, trust or association (each an "Organization") and one or more of its trustees or officers, or between an Organization and any other corporation, trust, association, committee, firm or other entity in which one or more of the trustees or officers of the Organization are trustees or officers or have a substantial financial interest, affiliation, or other significant relationship, each such interested trustee or officer shall:

- (a) disclose to the other trustees or officers the material facts as to such trustee's or officer's interest in such contract or transaction and as to any such common trusteeships, offices, or substantial financial interest, affiliation, or other significant relationship.
- (b) leave the room while the contract or transaction is discussed and voted on by the disinterested trustees or officers, and
- (c) abstain from voting on any such contract or transaction.

Interested trustees may be counted in determining the presence of a quorum at a meeting where such a contract or transaction is considered. The trustee's or officer's disclosure, absence from the room, and abstention from the vote shall be duly recorded in the minutes or resolutions relating to such actions.

TITLE VI. COMMITTEES OF THE DIOCESE

CANON 1 THE STANDING COMMITTEE

SECTION I. Duties. The Standing Committee (the "Standing Committee") of the Diocese (or only the clerical members thereof as set forth in the National Canons, the Diocesan Canons, or by law) shall perform such duties and exercise such powers as may be prescribed by the Diocesan and National Canons, and law, including but not limited to acting as the Council of Advice to the Bishop with respect to matters involving the National Canons, Diocesan Canons, and ecclesiology, consenting to the election of Bishops, recommending to the Bishop ordinations to the Priesthood and to the Diaconate, recommending to the Bishop acceptances of candidates for Holy Orders,

consenting to the encumbrance or alienation of property, and acting as the Ecclesiastical Authority in the absence of the Bishop.

SECTION II. Composition, Manner of Selection and Terms, Qualifications, Removal and Vacancies.

(a) Composition. The membership of the Standing Committee shall always be comprised of an equal number of clerical and lay members. The Standing Committee shall be composed of a total of eight members, four of whom shall be clerical members and four of whom shall be lay members. Each of the members of the Standing Committee shall be elected by the Diocesan Convention, two of whom (one clerical and one lay) shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) General Provisions. The eight members to be elected by the Diocesan Convention shall be divided into four classes consisting of two members each and each class shall consist of one clerical member and one lay member. Each member to be elected must obtain a majority of votes in both the clerical and lay orders. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Diocesan Convention for full four-year terms as set forth above, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession. Clerical members shall be canonically resident in the Diocese. Lay members shall be adult communicants in good standing of this Church and domiciled in the Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Standing Committee.

(ii) Rotating Membership; Founding Board. At the first annual Diocesan Convention following adoption of this provision, two members will be elected for four-year terms. In addition, and in order to begin and continue the process of a rotating and staggered membership on the Standing Committee, at the first annual Diocesan Convention following adoption of these provisions, the eight members of the founding members of the Standing Committee shall be comprised of those incumbents (who were previously elected in four classes consisting of two members each, being one clerical and one lay member) who has not served out his full term and who has not declared his intent to resign from the Standing Committee prior to such Diocesan Convention. In such event such member shall continue as a member of the Standing Committee until completion of his full term or until such member shall have resigned, and there will be no nominations or elections for persons in such class.

(c) Removal and Vacancies. Standing Committee members shall continue in office until replaced by the Diocesan Convention. Any member of the Standing Committee may be removed, with cause, by a majority vote of the members of the Diocesan Council and a majority vote of the members of the Standing Committee. If vacancies on the Standing Committee occur, they shall be filled by persons elected by the majority vote of the remaining members of the Standing Committee and the person or persons elected shall serve in the unexpired terms until successors shall have been duly elected by the next Diocesan Convention.

SECTION III. Meetings. The By-laws of the Standing Committee shall contain the following provisions:

(a) Frequency. The Standing Committee shall meet at least six times annually and at such other times, as it deems necessary.

(b) Annual Meeting; Election of Officers. The first meeting of the Standing Committee shall be convened by the President of the Standing Committee no more than four weeks following the annual meeting of the Diocesan Convention. In addition to the President, who shall be a member of the clerical order, the Standing Committee shall, at its first meeting, elect one or more Vice Presidents, Secretaries, and other officers to serve until the first meeting of the Standing Committee following the next annual meeting of the Diocesan Convention, and until their successors have been duly elected and qualified.

(c) Summons of Meeting. The Standing Committee shall be summoned on the requisition of the Bishop, whenever he shall desire their advice, and the Standing Committee may meet of its own accord, when it may be disposed to advise the Bishop.

(d) Acting as the Ecclesiastical Authority. Whenever the Standing Committee shall be acting as the Ecclesiastical Authority, the disciplinary powers and duties of the Bishop shall devolve upon it; provided, however, that whenever such powers are vested in the clerical members of the Standing Committee they shall be exercised by such members alone; and provided, further that no sentence shall be pronounced on a Priest or Deacon except by a Bishop.

(e) Meeting for Actions; Council of Advice. In all cases in which a National Canon or a Diocesan Canon directs a duty to be performed, or a power to be exercised, by the Standing Committee, the Standing Committee must meet as one body. Whenever the Standing Committee shall be acting as the Council of Advice to the Bishop and in all other cases, the Standing Committee may act without a meeting, and without distinction of orders, except when otherwise directed by the National Canons or the Diocesan Canons, or by law.

(f) Quorum. A quorum for a meeting of the Standing Committee shall consist of a majority of the members of the Standing Committee; provided that at least two clerical members also must be present at any meeting in order to constitute a quorum. Proxies shall not be permitted to establish a quorum or in any vote of the Standing Committee at any such meeting.

(g) Absences. Unexcused absence by any member of the Standing Committee from more than two consecutive meetings of the Standing Committee shall constitute a resignation from the Standing Committee by such member. A member of the Standing Committee who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected until one year shall have elapsed following the resignation by reason of said absence.

SECTION IV. Annual Report. The Standing Committee shall submit an annual report to the Diocesan Convention of such of its official acts as do not pertain to the exercise of its functions as the Council of Advice to the Bishop. This report shall contain, among other things, consents to the election of Bishops, recommendations to the Bishop for ordinations to the Priesthood and to the Diaconate, recommendations to the Bishop for acceptances as candidates for Holy Orders, consents to encumber or alienate property, and its official acts as the Ecclesiastical Authority in the absence of the Bishop.

CANON 2 THE ECCLESIASTICAL AUTHORITY

SECTION I. Standing Committee When Authorized. If there be no Bishop or Bishop Coadjutor canonically authorized to act, the Standing Committee shall be the Ecclesiastical Authority of the Diocese for all purposes declared by the General Convention of the Church. The rights and duties of the Standing Committee, except as provided in the National Constitution and the National Canons, shall be prescribed by these Canons.

CANON 3 THE MISSIONARY OPERATIONS OF THE DIOCESE

SECTION I. Archdeacons. The Diocese shall be divided into four districts to be called "Archdeacons", as follows, viz:

- (a) The Archdeaconry of Brooklyn, comprising the Borough and County of Kings, City of New York;
- (b) The Archdeaconry of Queens, comprising the Borough and County of Queens, City of New York;
- (c) The Archdeaconry of Nassau, comprising Nassau County;
- (d) The Archdeaconry of Suffolk, comprising Suffolk County.

SECTION II. Membership.

(a) Composition. Each Archdeaconry shall be composed of the Clergy and Laity within its geographic limits. For the purposes of conducting its business, each Archdeaconry delegation shall consist of three communicants in good standing as appointed by the Vestry or Bishop's Committee or elected at the meeting.

(b) Clergy Membership. For the purpose of this Canon, Members of the Clergy canonically resident in the Diocese of Long Island shall be considered to be resident in that Archdeaconry in which they are employed and/or domiciled.

(c) Appointment of Archdeacon. The Bishop shall appoint, with the approval of Diocesan Council, to each Archdeaconry, as constituted above, a Member of the Clergy, Canonically Resident in the Diocese, to fill the office of Archdeacon. The Bishop may also appoint, with the approval of the Diocesan Council, Archdeacons to provide leadership for and supervision of specialized ministries. Archdeacons shall serve at the discretion of the Bishop. Should a vacancy occur in any of the several offices of the Archdeacon after the enactment of this Canon, the following procedure shall be followed:

- (i) The Bishop shall submit to Diocesan Council a nomination for the office of Archdeacon then vacant.
- (ii) Diocesan Council shall thereafter consider the nomination and either approve or disapprove of said nominee.
- (iii) In the event of the disapproval by Diocesan Council of such nominee, the Bishop shall submit the name of another nominee to Diocesan Council for its approval.

SECTION III. Meetings. Each Archdeaconry shall hold an annual meeting for the transaction of its business. The time and place of such meetings shall be fixed by the Archdeacon. Proxies shall not be permitted to establish quorum or in any vote at any such meeting. The duties of each Archdeacon shall be as determined from time to time by the Bishop.

SECTION IV. Secretary. At the annual meeting each Archdeaconry shall elect a Secretary to serve for the ensuing year.

SECTION V. Appointment and Removal of Mission Clergy and Lay Professionals serving Mission Churches. The appointment of Mission Clergy and Lay Professionals serving in Mission Churches shall be under the control of the Bishop. The Bishop shall

have the power to remove such persons from the performance of their duties upon providing a separation package consisting of six month's salary and benefits.

SECTION VI. Assignment of Bishop Coadjutor or Bishop Suffragan. The Bishop of the Diocese, in his discretion, shall have the power to assign to a Bishop Coadjutor or to a Bishop Suffragan the performance of any duties pertaining to the Department of Mission or any Archdeaconry.

SECTION VII. Accounting. It shall be the duty of each Archdeacon to submit to the Diocesan Treasurer an annual accounting with respect to all funds received and all expenses paid during the preceding calendar year. Said annual accounting shall be rendered on or before March 31st of each year.

CANON 4 THE AUDIT COMMITTEE

SECTION I. Committee Appointments. There shall be an Audit Committee comprised annually of two persons to be appointed from their own number by the Trustees of the Estate; two persons to be appointed from their own number by the Council; and two persons to be appointed from their own number by each other Diocesan corporation or entity whose books and records are audited by the independent auditor or auditors designated in accordance with Section III(b) of this Canon. The Treasurer of the Convention and the Assistant Treasurer of the Convention (if there be one), shall be members ex officio. The Treasurer of the Convention shall serve as the Convener.

SECTION II. Elect Chair. The Audit Committee shall elect its Chair and adopt such rules for its work, as it deems appropriate to discharge its duties under this Canon.

SECTION III. Purposes of Committee. The purposes for which the Audit Committee is constituted shall be:

(a) Auditing of Financial Affairs. To provide standards for the effective, efficient and appropriate auditing of the financial affairs of the Diocese, the Trustees of the Estate, and the several Diocesan Corporations;

(b) Designation of Auditors. To recommend the designation of an independent auditor or auditors from time to time;

(c) Submit Audited Financial Statements. To cause to be submitted to the Annual Convention audited financial statements showing the financial condition of the Diocese, the Trustees of the Estate, and such Diocesan Corporations at the close of the previous fiscal year;

(d) Uniformity of Reporting and Presentation. To provide for uniformity of reporting and presentation to the Annual Convention of such financial statements; and

(e) Auditing Assistance. To provide auditing assistance and expertise to the Diocese, the Trustees of the Estate, and such Diocesan Corporations to better enable them to discharge their corporate and canonical duties.

SECTION IV. Responsibilities of Committee. In the discharge of its responsibilities, the Audit Committee shall:

(a) act as advisor to the Diocesan Council, the Trustees of the Estate, and such Diocesan Corporations in the selection, engagement, and relationship with their respective independent auditors;

(b) review the draft audit reports, meet with the auditors and designated representatives of the various bodies, and issue to those bodies appropriate comments and recommendations as to the audit reports, prior to the acceptance by the Council, the Trustees of the Estate, or such Diocesan Corporations of their annual audited financial statements;

(c) in cooperation with such bodies, make such inquiries as shall be pertinent, reasonable, and appropriate for the implementation of the purposes of this Canon;

(d) cause to be submitted to the Annual Convention the financial statements showing the financial condition of the Diocese, the Trustees of the Estate, and such corporations;

(e) submit to the Annual Convention a written report of its activities during the preceding year for publication in the Pre-convention Journal; and

(f) monitor compliance with any procedures and safe harbors set out in or related to Internal Revenue Code section 4958, excess benefit transactions, or in New York State Not-for-Profit Corporation Law Section 715, interested directors.

TITLE VII. CLERGY AND CONGREGATIONS

CANON 1

RECORD OF CHURCHES AND CONGREGATIONS

SECTION I. Ecclesiastical Authority Shall Prepare List of Churches and Congregations. The Ecclesiastical Authority shall prepare or cause to be prepared, and recorded in a book designated "Record of Churches and Congregations in Union with the Church in this Diocese", a list of the Cathedral of the Incarnation and all Churches

and Congregations by their corporate name, date of organization and date of admission into Union with the Church in this Diocese.

SECTION II. List of Missions. The Ecclesiastical Authority shall likewise prepare a list of Missions subject to Diocesan tithes.

SECTION III. Evidence of Right to Seat. Such lists or copies thereof authenticated by the Ecclesiastical Authority shall be laid before the Convention on the first day of its meeting and shall be taken as presumptive evidence of the right of the Cathedral of the Incarnation and of such Church, Congregation, and Mission whose name appears thereon to elect Lay Delegates and Alternates to the Convention and that none others have such right. Copies of such lists shall be included in the Journal.

CANON 2 PARISH BOUNDARIES

SECTION I. Defined by State. The Parish boundaries of the four Parishes of Grace, Jamaica; St. George's, Flushing; St. George's, Hempstead; and St. James' (Newtown) Elmhurst; are limited and established by the terms of their several charters.

SECTION II. Coincide with Local Divisions. All other Parish boundaries in this Diocese are and shall be the limits as now fixed by law, of any village, town, township, incorporated borough, city, ward of a city, or the limits of some division thereof, which may have been ascertained and defined or which shall hereafter be ascertained and defined by the Bishop, acting with the advice and consent of the Standing Committee.

SECTION III. Conflict of Jurisdiction. The ascertainment and defining of the boundaries of the existing Parishes, in all cases where any question or conflict of jurisdiction may arise, the formation of new Parishes or Missions within the limits of other Parishes, and the changing the location of any Church or Congregation, and the transferring of the same beyond the vicinage in which it is now or may hereafter be established, shall be vested in the Bishop of the Diocese, acting by and with the advice and consent of the Standing Committee, after an opportunity to be heard, on ten (10) days' notice thereof, served by mail on the Rector and Clerk of the Vestry of each of the three nearest Parishes, and the Archdeacon.

SECTION IV. New Work. No new work shall be started or services held in anticipation of the establishment of new work until notice of such proposed action shall be sent by mail to the Rector and Clerk of the Vestry of each of the three nearest Parishes, and the Archdeacon. In case of protest a hearing shall be held on ten (10) day's notice.

SECTION V. Acts of Ecclesiastical Authority. In cases where the Standing Committee acts as the Ecclesiastical Authority an appeal may be made to the next Convention.

SECTION VI. Legal Rights. Nothing contained in this Canon shall affect any legal rights of property of any Parish.

CANON 3
ADMISSION OF A CHURCH OR PARISH INTO UNION
WITH THE CHURCH IN THIS DIOCESE AND
MAINTAINING SUCH UNION

SECTION I. Application for Union. An incorporated Church or Parish desiring admission into Union with the Church in the Diocese shall submit to the Ecclesiastical Authority an application in writing signed by the Rector, Wardens, and Vestrymen, setting forth such information as the Ecclesiastical Authority shall require, together with a certified copy of its certificate of incorporation and of resolutions of the Vestry and Congregation declaring the Corporation and Congregation will henceforth in all respects obey and conform with the doctrine, discipline, and worship of the National Constitution, the National Canons, and these Canons.

SECTION II. Procedure for the Standing Committee. Such application shall be referred by the Ecclesiastical Authority, being a Bishop, to the Standing Committee, which shall report its opinion and recommendation thereon to the Bishop with all convenient speed, or if the See be vacant, to the Convention next following such application, in which case it shall also take and transmit the opinion of the Chancellor thereon.

SECTION III. Procedure of the Bishop. After receipt of the opinion and recommendation of the Standing Committee, the Ecclesiastical Authority, being a Bishop, shall, after taking the opinion of the Chancellor, report his own opinion and recommendation to the Convention next following.

SECTION IV. Action of the Convention. The Convention shall act upon the report made to it before adjournment and by a majority vote decide whether such application be granted. If the vote is favorable, the Church or Parish shall thereupon be declared by the President duly admitted into Union, and record made of such admission as prescribed by Canon.

SECTION V. Right to Renew Application. Nothing herein contained shall prevent a Church or Parish, the application of which shall have been denied, from renewing the same. Upon such renewal the procedure shall be the same as upon an original application save that the fact of previous denial shall be reported to the Convention.

SECTION VI. Failure to Maintain Union. Whenever any Church or Parish in Union with the Church in this Diocese shall have failed for two consecutive years prior thereto to maintain religious services according to the doctrine, discipline, and worship of the Church, or to make a parochial report or to have twenty-five (25) persons of full age belonging to the Parish who have been regular attendants at its worship and contributors to its support for at least twelve (12) months, or has ceased for two (2) consecutive years to have a sufficient number of persons qualified to elect or to serve as Wardens and Vestrymen therein, such Church or Parish, upon report of such fact to the Convention by the Ecclesiastical Authority, may be declared extinct by a majority vote of the delegates present and voting, and thereupon the Trustees of the Estate shall proceed to take possession of and administer its property according to law.

CANON 4 AIDED PARISHES

SECTION I. Application. A Parish may apply to the Bishop and the Department of Mission to be accepted as an Aided Parish and receive aid from any Diocesan source, missionary or otherwise, provided the Parish is willing to meet the requirements set forth hereafter in this Canon.

SECTION II. Waiver. Such application must be accompanied by a waiver from the Wardens and Vestry of their right to elect a Rector while the Parish is being treated as an Aided Parish, and by an agreement that during that period the Bishop may call upon the Rector, if there be one, or upon their Priest-in-Charge, if the Bishop appoints one, to render such service within and/or without the Aided Parish as the Bishop may, from time to time, direct.

SECTION III. Clergy. The Clergy in charge of an Aided Parish shall be appointed thereto by the Bishop and may be removed by him, acting under Title VI, Canon 3, Section VI, or assigned to other Diocesan work.

SECTION IV. Transfer of Property. An aided Parish shall, at the end of three years, transfer the title of all Real Estate and all Endowment and Trust Funds to the Trustees of the Estate, and such Real Estate, Endowment and Trust Funds shall, for the period the Parish remains an Aided Parish, be administered by the Bishop and the Trustees of the Estate.

SECTION V. Capital Expenditures. Expenditures of any Capital Funds belonging to the Aided Parish shall be made only with the full approval and consent of the Bishop and the Trustees of the Estate.

SECTION VI. Resignations. Upon acceptance as an Aided Parish, the Wardens and Vestrymen shall tender their resignations and may be appointed by the Bishop,

together with others if need be, as the Bishop's Committee and such Committee shall, with the Bishop's consent, appoint a Treasurer and a Clerk and such other officers as may be required.

SECTION VII. Policies. All policies applicable to Mission congregations shall apply to an Aided Parish.

SECTION VIII. Petition to Revert. If the Aided Parish shall petition to revert to its former status, the Bishop shall call a Special Meeting of the Congregation for the purpose of electing a Vestry which shall, in turn, take the necessary Canonical steps for the election of a Rector.

SECTION IX. Properties on Reversion. If an Aided Parish reverts to its former status, it may petition the Trustees of the Estate for a conveyance of its Real Estate and the return of its Endowment and Trust Funds, and upon such petition being received, the said Trustees shall forthwith convey its said Real Estate and Return its said Endowment and Trust Funds.

CANON 5 THE COMMISSION ON MINISTRY

SECTION I. Membership. There shall be a Commission on Ministry consisting of at least four ordained persons Canonically Resident within the Diocese, and at least four Lay Persons, adult confirmed communicants in good standing and having domicile within the Diocese who shall be nominated by the Bishop at the Annual Convention and subject to Confirmation by the vote of Convention, and their term of office shall be for the Convention year.

SECTION II. Make Own Rules. The Commission shall adopt rules for its work, subject to the approval of the Bishop, provided that such rules are not inconsistent with the National Canons. These rules may include the appointment of Committees of the Commission to act on its behalf.

SECTION III. Assistance to Bishop. The Commission shall assist the Bishop in all matters specified by the Canons.

SECTION IV. Duties. When, at the direction of the Bishop, the conduct and evaluation of the examination of persons for Holy Orders is assigned to the Commission on Ministry, the said Commission shall make all reports required by the National Canons.

CANON 6
THE CALLING OF A RECTOR
AND ASSISTANT CLERGY

SECTION I. Church Wardens Shall Notify. When a Parish is without a Rector, the Church Wardens or other proper officers shall notify the fact to the Bishop.

SECTION II. Notification to Clergy. Within ten days of receiving such notice, it shall be the responsibility of the Bishop to notify all members of the clergy Canonically Resident in the Diocese of that fact.

SECTION III. Provision for Divine Services. If the Vestry of the Parish shall for thirty days have failed to make provision for services, it shall be the duty of the Bishop to take such measures as the Bishop shall deem expedient for the temporary maintenance of Divine Services therein. The Bishop may appoint a member of the clergy in charge of such Parish, who shall have control of the worship and spiritual jurisdiction of that Parish and who shall serve under the direction and authority of the Bishop. Any such Parish thus supplied shall bear all reasonable expenses incidental thereto. In the event of any failure on the part of such Parish to pay such expenses, the Diocese shall pay such expenses and shall be remunerated by the Parish.

SECTION IV. Administration Responsibilities. In addition to their other duties, the Wardens of a Parish, which is without a Rector, shall be responsible for the administration and direction of the Parish properties. They shall be the joint custodians of the Parish registers and records during the period when the Parish is without a Rector.

SECTION V. Vestry Meeting. The Wardens shall call a Vestry meeting for the purpose of selecting a member of the clergy as the proposed Rector of the Parish.

SECTION VI. Vestry to Elect. Following such selection, the Vestry shall make known to the Bishop in writing the name of the member of the clergy whom it proposes to elect. If the Vestry has received a communication from the Bishop thereon approving the person so selected or thirty (30) days shall have elapsed after the giving of such notice and no communication having been received, the Wardens shall call a Vestry meeting for the purpose of electing that member of the clergy as Rector.

SECTION VII. Instrument of Presentation. Upon the election of a Rector, the Vestry shall send a notice of election in substantially the following form to the Bishop:

"TO THE RIGHT REVEREND A.B., Bishop of Long Island:

WE, the Churchwardens of _____ on behalf of the Vestry of said Parish, now without a Rector, do hereby present unto you The (ecclesiastical title) C.D., trusting that it will be your pleasure to find that said person is a duly qualified Priest and respectfully requesting that upon said C.D.'s accepting the office you forward this Notice to the Secretary of the Convention to record the same.

Further, we respectfully request that upon said establishment of the relation of the Rector and the Parish you institute and cause to said C.D. to be inducted into the same, with all its rights, members and appurtenances, and to do and execute all other things on said C.D.'s behalf which shall belong to your Episcopal Office.

IN WITNESS WHEREOF, we have caused this instrument to be executed the _____ day of _____, in the year of our Lord _____."

SECTION VIII. Minimum Diocesan Clergy Salary. The above testimonial shall be accompanied by the certificate and agreement of the Parish that the cash salary of the person so chosen to be elected is and will be maintained not lower than the minimum diocesan clergy salary as set from time to time by the Convention. In lieu thereof, the Bishop may exempt any Parish from this provision for reasons acceptable to the Bishop by filing a written exemption thereof with the Bishop's reasons with the Secretary of the Convention, who shall report the same in the Journal of the Convention.

SECTION IX. Recording of Instrument of Presentation. If the Bishop be satisfied that the person chosen is a duly qualified Priest, has accepted the office and that the proposed cash salary meets the requirements of this Canon, the Bishop shall send the same to the Secretary of the Convention who shall record it. Such record shall be sufficient evidence of the relationship between the Rector and the Parish.

SECTION X. Assistant Clergy. All Assistant clergy of the Parish, by whatever name they may be designated, shall be selected by the Rector and shall serve under the authority and direction of the Rector. Prior to the selection of any such assistant, the name of the member of the clergy proposed for selection shall be made known to the Bishop and sufficient time, not exceeding thirty days shall be given for the Bishop to communicate with the Parish Rector and Vestry on such selection. Any such assistant selected shall serve at the discretion of the Rector but may not serve beyond the period of service of the Rector except that, pending the call of a new Rector, such assistant may continue in the service of the Parish if requested to do so by the Vestry of the Parish and under such conditions as the Bishop and Vestry shall determine.

**CANON 7
PARISH REGISTERS**

SECTION I. Registers to be Kept.

(a) Registers. It shall be the duty of every Minister of the Church to record in the Parish Register all Baptisms, Confirmations, Marriages, Burials, and the names of all Communicants within his Cure. The registry of every Baptism shall be signed by the officiating Minister.

(b) Items to Be Contained Therein. Every Minister of the Church in charge of a Congregation shall have recorded in the Parish Register a list of all persons who have received Holy Baptism, and a list of all persons who have received Confirmation. He shall indicate upon the Parish Register each year the names of those who have died in the past year or whose names have been removed by letter of transfer. He shall also indicate (i) those whose domicile is unknown, and (ii) those whose domicile is known but are inactive. He shall maintain as far as practicable a list of all families and persons within his Cure, which list shall remain in the Parish for the use of his successor.

SECTION II. Non-Parochial Register. In the case of non-parochial Churches and Chapels, all ministrations shall be recorded in the proper Parish Register, except that, when the Bishop shall so direct, a Canonical Register shall be established in any such Church or Chapel.

TITLE VIII. INSTITUTIONS AFFILIATED WITH THE DIOCESE

**CANON 1
THE BOARD OF MANAGERS OF CAMP DeWOLFE**

SECTION I. Duties. The Board of Managers of Camp DeWolfe, Inc., a corporation organized and existing under the Not-For-Profit Corporation Law of the State of New York, and which is recognized as a Corporation, shall have supervision over the program and policies of the Camp DeWolfe operations, and shall employ a Director for the Camp.

SECTION II. Membership Terms and Manner of Election.

(a) Composition: The membership of the Board of Managers of Camp DeWolfe shall be as follows: two persons appointed annually by the Trustees of the Estate from among its members; two persons appointed annually by the Council from among its members; one person to be elected at the annual meeting of each Archdeaconry for a two year term; six persons to be elected by the Convention (two persons each being elected at each meeting of the Convention to serve three year terms); and three

persons to be elected by the Board of Managers for a two year term. Members shall continue in office until replaced by their electing or appointing body. No person shall be elected to serve more than two full terms in succession.

- (i) Clerical members shall be Canonically Resident in the Diocese.
- (ii) Lay members shall be adult communicants in good standing of the Church and domiciled in the Diocese.
- (iii) Persons elected by the Archdeaonries will assume office at the first meeting of the Board of Managers following the Convention.

(b) Absences: Unexcused absences by any member of the Board from two consecutive regular *or* special meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected, appointed or reappointed to the Board until one year shall have elapsed following the resignation by reason of said absence.

(c) Vacancies: If vacancies on the Board occur through death or resignation, they shall be filled in the following manner:

- (i) in cases of Trustees of the Estate or Council members, the respective bodies shall appoint persons to fill out terms;
- (ii) in cases of Archdeaconry members they shall be replaced by election at the next regular meeting of the Executive Committee of the appropriate Archdeaconry;
- (iii) in cases of members elected by the Diocesan Convention, the Ecclesiastical Authority of the Diocese shall appoint persons to fill out the terms until the next convention; and
- (iv) in cases of members elected by the Board, by the Board.

SECTION III. Officers. The officers of the Board of Managers shall be a President; one or more Vice Presidents (if so desired by the Board of Managers), a Secretary, and a Treasurer, with such duties as the Board of Managers may prescribe. The President shall be the Bishop of the Diocese. Vice Presidents, if the Board of Managers shall desire any, the Secretary and Treasurer shall be elected from the membership of the Board of Managers. All officers of the Board of Managers shall be elected for one-year terms to serve until their successors are elected.

SECTION IV. Meetings. The By-Laws of the corporation shall contain the following provisions:

(a) The Board shall meet at least six times annually and at such other times as it deems necessary.

(b) There shall be a meeting of the Board in January of each year, convened by the Senior Trustee member, in years of consecutive service as a Trustee. A quorum shall consist of a majority of the Board. The Board shall at this meeting elect one or more Vice Presidents, a Secretary and Treasurer to serve a one year term or until their successors have been duly elected and qualified.

(c) No voting by proxy shall be permitted to establish quorum or in any vote of the Board.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of Camp DeWolfe, together with a financial statement for the previous budget year, to the Convention.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the current year for approval by the Convention.

CANON 2 THE CATHEDRAL OF THE INCARNATION

SECTION I. A Diocesan Corporation. The Cathedral of the Incarnation in the Diocese of Long Island (the "Cathedral of the Incarnation"), a corporation (the "Cathedral Corporation") organized and existing pursuant to an Act of the Legislature of the State of New York, passed May 10, 1877, is recognized as a Diocesan Corporation.

SECTION II. Duties. The members of the governing board of the Cathedral Corporation (the "Cathedral Chapter") shall manage the estate, properties and affairs of the Cathedral Corporation, including (a) the Cathedral of the Incarnation and its appurtenances in the Diocese in accordance with the doctrine, discipline, and worship of the Church, (b) Episcopal schools attached to the Cathedral of the Incarnation (the "Cathedral Schools"), and (c) such other Cathedral foundations, schools, facilities, and other religious or charitable works as may be properly connected therewith in and for the Diocese.

SECTION III. Membership.

(a) Composition of the Electoral Body. The following persons shall constitute the Electoral Body (the "Electoral Body") of the Cathedral Chapter:

- (i) The Bishop of the Diocese;
- (ii) The Bishop Coadjutor of the Diocese, if there be one;
- (iii) The Suffragan and/or Assistant Bishop(s) of the Diocese, if there be any;
- (iv) The Archdeacons of the Diocese;
- (v) The Deputies of the Diocese to the General Convention of the Episcopal Church (the "General Convention Deputies");
- (vi) The Members of the Standing Committee of the Diocese (the "Standing Committee Members");
- (vii) The Secretary of the Diocesan Convention (the "Convention Secretary");
- (viii) The Treasurer of the Diocesan Convention (the "Convention Treasurer"); and
- (ix) The Members of the Cathedral Chapter.

(b) Tasks. The Electoral Body shall elect all of the members of the Cathedral Chapter as hereinafter set forth.

(c) Composition of the Cathedral Chapter. The number of elected members of the Cathedral Chapter, except the Bishop of the Diocese, the Bishop Coadjutor of the Diocese, if there be one, the Suffragan and/or Assistant Bishop(s) of the Diocese, if there be any, and the Dean of the Cathedral of the Incarnation (the "Dean"), shall be twelve. The members, other than the Bishop of the Diocese, the Bishop Coadjutor of the Diocese, if there be one, the Suffragan and/or Assistant Bishop(s) of the Diocese, if there be any, and the Dean, shall be elected annually at the annual meeting of the Electoral Body in accordance with the classification of members as set forth in subsection (g) below, except as otherwise may be provided with respect to special meetings of the Electoral Body in order to fill vacancies in the Cathedral Chapter; provided that no person shall be elected to serve more than two full terms in succession.

(d) Clerical and Lay Orders. The members of the Cathedral Chapter to be elected shall always be comprised of an equal number of clerical and lay members. The clerical members of the Cathedral Chapter shall be Canonically Resident in the Diocese, and shall be nominated by the Bishop of the Diocese. The lay members of the Cathedral Chapter shall be adult communicants in good standing of the Church on the membership role of a Church in this Diocese, and shall be nominated by the lay members of the Cathedral Chapter.

(e) Compensation. No member of the Cathedral Chapter shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Cathedral Chapter.

(f) Removal. Any member may be removed, with or without cause, by a majority of the Electors of the Cathedral Chapter entitled to vote at an election of members, except the Bishop of the Diocese, and except the Bishop Coadjutor of the Diocese, if there be one, the Suffragan and/or Assistant Bishop(s) of the Diocese, if there be any, and the Dean, who may be removed only by the Bishop of the Diocese.

(g) Classification of Members. In order to begin and continue the process of a rotating and staggered membership of the Cathedral Chapter, the twelve members, both clerical and lay, will be divided into three classes consisting of four members each, with each class constituting two clerical and two lay members. At the first annual Convention following adoption of this provision, four members will be elected for one-year terms, four members will be elected for two-year terms, and four members will be elected for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual meeting of the Electoral Body for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(h) Vacancies. It shall be the duty of the Electoral Body, meeting upon the summons of the Bishop of the Diocese, to fill all vacancies in the Cathedral Chapter. Such summons must state all the vacancies and the nominations to clerical vacancies, and must be given at least ten days before the time of the meeting; but the Cathedral Chapter may, nevertheless, fill all vacancies in the Cathedral Chapter which shall not have been filled by the Electoral Body within thirty days after the happening thereof, and the persons so chosen shall hold office until the expiration of the term of the member for whom such vacancy exists, unless they shall be superseded by the action of the Electoral Body.

SECTION IV. Meetings of the Electoral Body.

(a) Annual Meeting. The Electoral Body shall meet annually, upon the summons of the Bishop of the Diocese, within six weeks following the annual Convention, for the purpose of electing the clerical and lay members of the Cathedral Chapter. The Electoral Body shall also meet at special meetings, upon the summons of the Bishop of the Diocese, to fill all vacancies in the Cathedral Chapter. At no annual or special meeting shall voting by proxy be permitted.

(b) Notices of Meetings. Written notice of either the annual or special meetings shall be sent by the Convention Secretary to all members of the Electoral Body at least ten days prior to the time and date fixed for such meeting, which shall be held on the grounds of the Cathedral Corporation.

(c) Quorum. The Bishop of the Diocese, the Bishop Coadjutor of the Diocese, if there be one, the Suffragan and/or Assistant Bishop(s) of the Diocese, if there be any, a majority of the Archdeacons, a majority of the General Convention Delegates, a majority

of the Standing Committee Members, either the Convention Secretary or the Convention Treasurer, and a majority of the members of the Cathedral Chapter, each represented in person, shall be a quorum of the Electoral Body. If a quorum is present at the meeting, the vote of a majority of those present shall be the act of the Electoral Body. Proxies shall not be permitted to establish a quorum. If, however, such quorum shall not be present at any meeting of the Electoral Body, the members of the Electoral Body present shall have power to adjourn the meeting from time to time, without notice other than announcement of the meeting, until a quorum shall be present. At such adjourned meeting at which a quorum shall be present any business may be transacted which might have been transacted at the meeting as originally notified.

(d) Voting. If any member of the Cathedral Chapter being a member of the Electoral Body shall also be the Bishop Coadjutor of the Diocese, a Suffragan and/or Assistant Bishop of the Diocese, an Archdeacon, a General Convention Deputy, a Standing Committee Member, or be the Convention Secretary or the Convention Treasurer, he shall have only one vote. Besides his vote as a member of the Electoral Body, the Bishop of the Diocese shall have the casting vote in case of a tie. Any action required to be taken at a meeting of the Electoral Body may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the Electoral Body entitled to vote with respect to the subject matter thereof.

SECTION V. Officers of the Electoral Body.

(a) Chairman. The Bishop of the Diocese shall preside, if present, at all meetings of the Electoral Body. In his absence, the Bishop Coadjutor, if there be one, the Assistant Bishop of the Diocese or a Bishop Suffragan of the Diocese, if there be any, or an Archdeacon, appointed by the Bishop of the Diocese, shall preside at such meetings.

(b) Secretary. The Convention Secretary shall keep the minutes of the transactions of the Electoral Body. Every member of the Electoral Body shall register with the Convention Secretary his place of residence or of business. The Convention Secretary shall send out all notices of all regular and special meetings of the Electoral Body as may be required by these By-Laws. He shall have charge of such other books and papers as the Electoral Body may direct and shall perform such other duties as may be prescribed from time to time by the Chairman or the Electoral Body.

SECTION VI. Annual Report. The Cathedral Chapter shall submit an annual report of the program and operations of the Cathedral Corporation, including the Cathedral Schools, together with a financial statement for the previous fiscal year, to the Convention.

SECTION VII. Submission to the Convention. The Cathedral Chapter shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

CANON 3
EPISCOPAL CHARITIES OF LONG ISLAND

SECTION I. A Diocesan Corporation. Episcopal Charities of Long Island ("Episcopal Charities"), a corporation organized and existing under the Not-for-Profit Corporation Law of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Directors of Episcopal Charities shall have the responsibility of raising endowment and operating funds and disposing such funds to meet the health and social service needs identified by the Diocese. The Board of Directors shall oversee the management of the annual appeal and its relationships with other fund-raising bodies of the Church in the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Directors shall be composed as follows:

(i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor, if there be one, and the Bishops Suffragan and/or Assistant Bishops, if there be any, and (C) the Executive Director/Deputy of Stewardship;

(ii) appointed members: four persons annually by the Bishop of the Diocese, one from each Archdeaconry from among the members of each Archdeaconry; and

(iii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed;

(ii) appointed members: each such member shall serve a one year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Diocesan Convention; and

(iii) elected members: six persons by the Convention, two of whom shall be elected annually as set forth below. In order to begin and continue the process of a rotating and staggered membership for those persons elected by the Convention, the six members will be divided into three classes consisting of two members each. At the first annual Convention following adoption of this provision, the six members of the founding board shall be appointed by the Bishop of the Diocese within four weeks following such annual Convention. Two members will be appointed for one-year terms, two members will be appointed for two-year terms, and two members will be appointed for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a Director of Episcopal Charities.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members, by the Bishop of the Diocese; (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop of the Diocese, (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Council.

SECTION IV. Meetings. The By-laws of Episcopal Charities shall contain the following provisions:

(a) The Board shall meet at least six times annually and at such other times as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.

(b) The first meeting of the Board shall be convened by the Bishop of the Diocese no more than four weeks following the annual meeting of the Convention. A quorum shall consist of a majority of the members of the Board. In addition to the

President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of Episcopal Charities, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain, among other things (i) a statement of all trust funds, indicating those trust funds whose principal and/or income is restricted as to its use, together with those trust funds whose income is designated to fund the operational and administrative expenses of the Episcopal Charities office, (ii) any additions thereto during such year, including gifts and legacies received, and (iii) an itemized statement of the disbursements made during such year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

CANON 4 EPISCOPAL HEALTH SERVICES AND OTHER BENEVOLENT INSTITUTIONS

SECTION I. A Diocesan Institution. Episcopal Health Services of Long Island ("Episcopal Health Services") is hereby recognized as a Diocesan institution, for which provision is recommended to be made, so that each Congregation in the Diocese may make an annual contribution thereto.

SECTION II. Report. There shall be a committee appointed annually by the Bishop, whose duty it shall be to prepare and present to the Convention a digest of all reports relating to Episcopal Health Services and other benevolent institutions of the Church.

CANON 5 THE MERCER SCHOOL OF THEOLOGY

SECTION I. A Diocesan Corporation. George Mercer, Jr. Memorial School of Theology (the "Mercer School of Theology"), a corporation organized and existing under the Education Law of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Trustees of the Mercer School of Theology shall be responsible for implementing programs of theological education for clergy and laity under the direction of the Bishop of the Diocese, and shall administer the scholarship funds entrusted to it. The Board of Trustees shall oversee the management of the Mercer School of Theology and its relationships with other religious educational bodies of the Church and in the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Trustees shall be composed as follows:

(i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor of the Diocese, if there be one, and the Suffragan and/or Assistant Bishops of the Diocese, if there be any, and (C) the Director of the Mercer School of Theology;

(ii) appointed members: four persons annually by the Bishop of the Diocese, one from each Archdeaconry from among the members of each Archdeaconry; and

(iii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which he was elected or appointed;

(ii) appointed members: each such member shall serve a one year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Convention; and

(iii) elected members: six persons by the Convention, two of whom shall be elected annually as set forth below. In order to begin and continue the process of a rotating and staggered membership for those persons elected by the Convention, the six members will be divided into three classes consisting of two members each. At the first annual Convention following adoption of this provision, the six members of the founding board shall be appointed by the Bishop of the Diocese within four weeks following such annual Convention. Two members will be appointed

for one-year terms, two members will be appointed for two-year terms, and two members will be appointed for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a Trustee of the Mercer School of Theology.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members by the Bishop of the Diocese, (ii) appointed members by the Bishop of the Diocese, and (iii) elected members by the Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop of the Diocese, (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members by the Council.

SECTION IV. Meetings. The By-laws of the Mercer School of Theology shall contain the following provisions:

(a) The Board shall meet at least four times annually and at such other times, as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.

(b) The first meeting of the Board shall be convened by the Bishop of the Diocese no more than four weeks following the annual meeting of the Convention. A quorum shall consist of a majority of the members of the Board. In addition to the President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of the Mercer School of Theology, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain, among other things, a statement of all scholarship and maintenance funds and additions thereto during the said year, including gifts and legacies received, as well as a statement of income from all sources and an itemized statement of the disbursements made during the said year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

CANON 6
THE TRUSTEES OF THE ESTATE BELONGING TO
THE DIOCESE OF LONG ISLAND

SECTION I. A Diocesan Corporation. The Trustees of the Estate Belonging to the Diocese of Long Island (the "Trustees of the Estate"), a corporation organized and existing pursuant to an Act of the Legislature of the State of New York, passed April 26, 1871, as amended (the "Special Act of the Trustees of the Estate"), is recognized as a Diocesan Corporation.

SECTION II. Duties. The Board of Trustees shall perform such duties and exercise such powers as may be prescribed by the Special Act of the Trustees of the Estate, the Diocesan and National Canons, and state law, including but not limited to the acquisition, holding, management, and disposition of the assets (both real and personal) of the Diocese for the uses and purposes of the Diocese, the establishment and management of the trust funds and reserves of the Diocese in order to preserve capital and to provide income to the Trustees of the Estate and to the various Diocesan Corporations, Diocesan Units, and other institutions of the Diocese, the acquisition, finance, investment, and trust management needs of the Diocese, and the investment and disposition of all such assets, properties, and funds as may be necessary or desirable to meet the financial needs identified by the Diocese.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Trustees shall be composed as follows:

(i) *ex officio* members: (A) the Bishop of the Diocese, and (B) the Bishop Coadjutor, if there be one, and (C) the Suffragan and/or Assistant Bishops, if there be any; and

(ii) elected members: eight persons by the Diocesan Convention, two of whom shall be elected annually as set forth below; provided that at least three members shall be of the clerical order.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board of Trustees by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed; and

(ii) elected members: eight persons by the Diocesan Convention, two of whom shall be elected annually as set forth below. The eight members will be divided into four classes consisting of two members each. At the first annual Diocesan Convention following adoption of this provision, two members will be elected for four-year terms. In addition, and in order to begin and continue the process of a rotating and staggered membership on the Board of Trustees, at the first annual Diocesan Convention following adoption of these provisions, the eight elected members of the founding Board of Trustees shall be comprised of those incumbents (who were previously elected in four classes consisting of two members each) who has not served out his full term and who has not declared his intent to resign from the Board of Trustees prior to such Diocesan Convention. In such event such member shall continue as a member of the Board of Trustees until completion of his full term or until such member shall have resigned, and there will be no nominations or elections for persons in such class. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Diocesan Convention for full four-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be canonically resident in the Diocese. Lay members shall be adult communicants in good standing of this Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Trustees of the Estate.

(d) Removal and Vacancies. Members of the Board of Trustees shall continue in office until replaced by the Diocesan Convention. Any member of the Board of Trustees may be removed, with or without cause, by the Diocesan Council. If vacancies on the Board of Trustees occur through death or resignation, they shall be filled by the majority vote of the remaining members of the Board of Trustees to complete any

unexpired terms until successors shall have been duly elected by the Diocesan Convention.

SECTION IV. Meetings. The By-laws of the Trustees of the Estate shall contain the following provisions:

(a) Frequency. The Board of Trustees shall meet not less than quarterly and at such other times, as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board of Trustees.

(b) Annual Meeting; Election of Officers. The first meeting of the Board of Trustees shall be convened by the Bishop of the Diocese no more than four weeks following the annual meeting of the Diocesan Convention. A quorum shall consist of a majority of the members of the Board of Trustees; provided that at least one clerical member also must be present at any meeting in order to constitute a quorum. Proxies shall not be permitted to establish a quorum. In addition to the President, who shall be the Bishop of the Diocese, the Board of Trustees shall, at its first meeting, elect one or more Vice Presidents, Treasurers, and Secretaries to serve until the first meeting of the Board of Trustees following the next annual meeting of the Diocesan Convention, and until their successors have been duly elected and qualified.

(c) Absences. Unexcused absence by any member of the Board of Trustees from more than two consecutive meetings of the Board of Trustees shall constitute a resignation from the Board of Trustees by such member. A member of the Board of Trustees who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected to the Board of Trustees until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Funds for the General Budget of the Diocese.

(a) Liaison Committee. There shall be established a Liaison Committee consisting of the Treasurer of the Trustees of the Estate, the Treasurer of the Diocesan Convention, and the Chairman of the Department of Budget, who shall be charged with the transmittal and explanation of the estimate hereby required from the Trustees of the Estate to the Diocesan Council.

(b) Estimate of Income. Not later than six months before the annual meeting of the Diocesan Convention, the Board of Trustees shall submit to the Diocesan Council an estimate of:

(i) net unrestricted income from trusts, funds, or cash balances of the Trustees of the Estate, after provision for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees

of the Estate in the discharge of the Board of Trustees' duties and obligations; and

(ii) net restricted income from trusts, funds, or cash balances of the Trustees of the Estate as will be available for inclusion in and to be paid over to the Diocesan Council for the fiscal year following that annual meeting of the Diocesan Convention, together with a statement of the legal restrictions, if any, on the expenditure of such funds.

(c) Funds for General Budget. The Diocesan Council shall include these funds in the General Budget of the Diocese to be submitted to the Diocesan Convention, which shall make such final budgetary disposition of them, as it deems expedient.

SECTION VI. Funds for Maintenance and Scholarships to Benefit the Mercer School of Theology.

(a) Maintenance Fund and Scholarship Fund. It is recognized that the Mercer School of Theology has the right to the income borne by the Mercer Maintenance Fund and to certain of the income borne by the Mercer Scholarship Fund as hereinafter provided, which was established by Mrs. Helen B. Mercer in her will dated June 22, 1956, as amended (the "Mercer Will"). The Mercer Maintenance Fund and the Mercer Scholarship Fund are held by the Trustees of the Estate. The Mercer Will states that the principal of these funds shall remain intact, and the interest borne thereon shall be used for the maintenance of the Mercer School of Theology, and for certain scholarship assistance to the Mercer School of Theology and other Episcopal seminaries, as more fully set forth in the Mercer Will.

(b) Liaison Committee. There shall be established a liaison committee (the "Liaison Committee") composed of a total of four (4) persons, which shall include two (2) members of the Trustees of the Estate, two (2) members of the Board of Trustees of the Mercer School of Theology, and one (1) member being the Treasurer of the Trustees of the Estate, with the Treasurer of the Trustees of the Estate being the Chair of the Committee.

(c) Estimate of Funds Available for Maintenance, Scholarships, and other Purposes. Not later than (3) months before the beginning of each fiscal year of the Mercer School of Theology, the Liaison Committee shall meet together as one body at least once, and shall receive from the Trustees of the Estate and submit to the Mercer School of Theology not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology, an estimate of:

(i) Net Income from the Mercer Maintenance Fund. Net income projected to be borne by the Mercer Maintenance Fund which will be available by the beginning of each such fiscal year from trusts, funds, or

cash balances of the Trustees of the Estate, after provisions for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds (which figure shall include income amounts that might be available to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in each case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(ii) Net Income from the Mercer Scholarship Fund. Net income projected to be borne by the Mercer Scholarship Fund which will be available by the beginning of each such fiscal year from trusts, funds, or cash balances of the Trustees of the Estate, after provision for the operating expenses and an appropriate reserve for present and contingent liabilities of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds (which figure shall include income amounts that might be available to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in each case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(iii) Net Income from Other Funds. Net income from other trusts, funds, or cash balances of the Trustees of the Estate or of the Mercer School of Theology held by the Trustees of the Estate as will be available for inclusion in and to be paid over to the Mercer School of Theology for such fiscal year for the purposes such funds may be expended, together with a statement of the legal restrictions, if any, on the expenditure of such funds.

(d) Recommendations for Use of Funds.

(i) Maintenance for the Mercer School of Theology. During the period beginning not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology and ending not later than one (1) month before the beginning of each such fiscal year, the Liaison Committee shall present to the Trustees of the Estate the amount of income generated by the principal amount of the Mercer Maintenance Fund which is desired to be used for maintenance of the Mercer School of Theology (which may include income amounts to the Mercer School of Theology for maintenance from the Mercer Scholarship Fund (but in any case not more than 20% of the total amount of income yielded by the Mercer Scholarship Fund) and

(ii) Scholarships for the Mercer School of Theology. During the period beginning not later than three (3) months before the beginning of each fiscal year of the Mercer School of Theology and ending not later than one (1) month before the beginning of each such fiscal year, the Liaison Committee shall present to the Trustees of the Estate the amount of income generated by the principal amount of the Mercer Scholarship fund which is desired to be used for scholarships for the Mercer School of Theology (which may include income amounts to the Mercer School of Theology for scholarships from the Mercer Maintenance Fund (but in any case not more than 20% of the total amount of income yielded by the Mercer Maintenance Fund) and

(iii) Adoption by the Trustees of the Estate. Not later than one (1) month before the beginning of each fiscal year of the Mercer School of Theology, the Trustees of the Estate shall adopt a resolution providing for the specific amount of income to be provided to the Mercer School of Theology for maintenance and scholarships, as recommended by the Liaison Committee; it be understood that the final decision in such matters shall be the sole purview of the Trustees of the Estate in the discharge of the duties and obligations of the Trustees of the Estate with respect to such funds.

SECTION VII. Annual Report. The Board of Trustees shall submit an annual report of the operations of the Trustees of the Estate, together with a financial statement for the previous fiscal year, to the Diocesan Convention. This report shall contain, among other things (i) a statement of all real property owned or held in trust by the Trustees of the Estate, indicating its approximate value and present use, (ii) the amount of all trust funds and reserves, indicating those funds whose principal and/or income is restricted as to its use, (iii) the amount of income which has been or is designated to fund the operational and administrative expenses of the Diocese in conformity with Section V of this Diocesan Canon, (iv) any additions to the real property, trust funds, and reserves of the Diocese during such year, including gifts and legacies received, and (v) a statement of the dispositions of real property or of disbursements of the trust funds or reserves of the Diocese made during such year.

CANON 7 FAMILY CONSULTATION SERVICE, DIOCESE OF LONG ISLAND

SECTION I. A Diocesan Corporation. FAMILY CONSULTATION SERVICE, DIOCESE OF LONG ISLAND ("FCS"), a corporation organized and existing under the Laws of the State of New York, is recognized as a Diocesan Corporation.

SECTION II. Duties. The duties of the Board of Directors, except as limited herein, shall be as provided for from time to time in the Bylaws of the corporation.

SECTION III. Composition, Manner of Selection and Terms, Qualifications, and Removal and Vacancies.

(a) Composition. The membership of the Board of Directors shall be composed as follows:

(i) *ex officio* members: (A) the Bishop of the Diocese, (B) the Bishop Coadjutor, if there be one, and the Suffragan and/or Assistant Bishops, if there be any, and (C) the Executive Director, all of which shall be entitled to vote at all meetings of the Board of Directors;

(ii) appointed members: four persons annually by the Bishop of the Diocese, one from each Archdeaconry from among the members of each Archdeaconry; and

(iii) elected members: six persons by the Diocesan Convention, two of whom shall be elected annually as set forth below.

(b) Manner of Selection and Terms.

(i) *ex officio* members: each such member shall serve on the Board by virtue of the position each holds in the Diocese. The term of each member shall last for so long as each such member holds the office for which such person was elected or appointed;

(ii) appointed members: each such member shall serve a one year term, and shall be appointed by the Bishop of the Diocese within sixty (60) days following the annual Diocesan Convention; and

(iii) elected members: six persons by the Convention, two of whom shall be elected annually as set forth below. In order to begin and continue the process of a rotating and staggered membership for those persons elected by the Convention, the six members will be divided into three classes consisting of two members each. Upon adoption of this Canon, and within four weeks thereafter, the Bishop will appoint the initial six members of the board. Two members will be appointed for one-year terms, two members will be appointed for two-year terms, and two members will be appointed for three-year terms. When the terms of the members of each class expire, replacements will be elected at each subsequent annual Convention for full three-year terms, and so on thereafter; provided that no person shall be elected to serve more than two full terms in succession.

(c) Qualifications. Clerical members shall be Canonically Resident in the Diocese. Lay members shall be adult communicants in good standing of the Church, and on the membership role of a Church in this Diocese. No member shall be paid any salary or receive any remuneration of any kind whatsoever by virtue of his status as a member of the Board of Directors of FCS.

(d) Removal and Vacancies. Board members shall continue in office until replaced by their electing or appointing person or body. Any Board member may be removed, with or without cause, in the case of (i) *ex officio* members, by the Bishop of the Diocese; (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Diocesan Council. If vacancies on the Board occur through death or resignation, they shall be filled to complete any unexpired terms until successors shall have been duly elected or appointed, in the case of (i) *ex officio* members, by the Bishop of the Diocese, (ii) appointed members, by the Bishop of the Diocese, and (iii) elected members, by the Diocesan Council.

SECTION IV. Meetings. The Bylaws of FCS shall contain the following provisions:

(a) The Board shall meet at least six times annually and at such other times as it deems necessary. Proxies shall not be permitted to establish a quorum or for voting at any meeting of the Board.

(b) At the first meeting, and at all subsequent meetings of the Board of following after the adoption of this Canon, a quorum shall consist of a majority of the members of the Board. In addition to the President, who shall be the Bishop of the Diocese, the Board shall, at its first meeting, elect one or more Vice Presidents, Treasurers and Secretaries to serve until the first meeting of the Board following the next annual meeting of the Convention, and until their successors have been duly elected and qualified.

(c) Unexcused absence by any member of the Board from more than two consecutive meetings of the Board shall constitute a resignation from the Board by such member. A member of the Board who shall be deemed to have resigned by reason of unexcused absences shall not be eligible to be elected or reelected, or appointed or reappointed to the Board, until one year shall have elapsed following the resignation by reason of said absence.

SECTION V. Annual Report. The Board shall submit an annual report of the program and operations of FCS, together with a financial statement for the previous fiscal year, to the Convention. This report shall contain, among other things (i) a statement of all trust funds, indicating those trust funds whose principal and/or income is restricted as to its use, together with those trust funds whose income is designated to fund the operational and administrative expenses of the FCS office, (ii) any additions

thereto during such year, including gifts and legacies received, and (iii) an itemized statement of the disbursements made during such year.

SECTION VI. Submission to the Convention. The Board shall submit its proposed program and budget for the next subsequent fiscal year to the Convention.

TITLE IX. DISCIPLINE

CANON 1 PASTORAL LETTERS

SECTION I. Duty to Read. Whenever the Bishop shall put forth a Pastoral Letter, it shall be the duty of every Minister having a pastoral charge in this Diocese to read it to his Congregation on some occasion of public worship on a Lord's Day, not later than one month after receipt of the same.

CANON 2 THE ECCLESIASTICAL TRIAL COURT

SECTION I. Membership and Terms.

(a) There shall be an Ecclesiastical Trial Court for the trial of any Priest or Deacon, consisting of five (5) members, three (3) of whom shall be Presbyters and two (2) of which shall be lay persons. Each member of the Ecclesiastical Trial Court shall be elected by Diocesan Convention to serve for a term of two (2) years or until their successors are appointed or elected. There shall be a Presiding Judge who shall be elected annually, within two (2) months after Diocesan Convention has met. The Presiding Judge shall be elected by the members of the court from within the members of the court. No trial of a Priest or Deacon shall proceed before the Ecclesiastical Trial Court unless all members of the court are present. When not more than one member of the court is absent, a trial may begin or proceed if already begun, if the accused and the Church Attorney shall consent thereto.

(b) There shall be a Church Attorney who shall be appointed from time to time by the Diocesan Review Committee. The Church Attorney shall be an attorney duly licensed to practice who shall not be from the same law firm as the Chancellor of the Diocese, or the Chancellor to the Presiding Bishop or any Lay Assessor. The duties of the Church Attorney, in addition to those set forth in the National Canons, shall be as follows:

(i) As to proceedings concerning Priests and Deacons, to investigate matters of ecclesiastical discipline on behalf of the Diocesan Review Committee, to represent the Church in the prosecution of Presentments against Priests and Deacons and to represent the Church in an appeal to the Court of Review of a trial of a Priest or Deacon.

SECTION II. Vacancies.

(a) The death, disability rendering a person unable to act, resignation or declination to serve as a member of the Ecclesiastical Trial court shall constitute a vacancy on the Court.

(b) Any member of the Ecclesiastical Trial Court may be challenged for cause by the Church Attorney, the respondent or both of them. In the event of a challenge, the remaining members of the Court shall determine the validity of such challenges for cause.

(c) If any Priest elected to an Ecclesiastical Trial Court is elected a Bishop, or if any lay person elected to an Ecclesiastical Trial Court is ordained prior to the commencement of a trial, that person shall immediately cease to be a member of the Ecclesiastical Trial court. If either event occurs following the commencement of a trial, the person shall continue to serve until the completion of the trial and the rendering of a verdict thereon.

SECTION III. Jurisdiction. The Court shall have jurisdiction over all proceedings for offenses as defined by the National Canon alleged to have been committed by Priests or Deacons canonically resident in the Diocese.

SECTION IV. Clerks, Reporters and Lay Assessors.

(a) The Ecclesiastical Trial Court shall by majority vote, appoint a Clerk and if necessary, such Assistant Clerks of the Court as the Court may deem appropriate. The Clerk and such Assistant Clerks as may be appointed, shall either be Priest, Deacons or adult communicants in good standing of the Church, and shall serve at the pleasure of the Court. It shall be the duty of the Clerk of the Court and such Assistant Clerks, as may be appointed, to keep the account of the proceedings of the Court.

(b) The Ecclesiastical Trial Court shall by majority vote appoint a Reporter who shall provide for the recording of the proceedings of the Court and who shall serve at the pleasure of the Court.

(c) The Ecclesiastical Trial Court shall appoint at least one (1), but no more than three (3), Lay Assessors. Lay Assessors shall have no vote. Lay Assessors shall be attorneys duly licensed to practice in the Courts of the State of New York. It shall be the duty of the Lay Assessors to give the Ecclesiastical Trial Court an opinion on any question of law, procedure or evidence, but not for any question of doctrine, upon which the court, or any member thereof, or either party, shall desire an opinion. Any question of whether a question is a matter of doctrine shall be decided by the Court, by majority vote.

SECTION V. Charges and Presentments Against Priests and Deacons. Charges and presentments against a Priest or Deacon shall be made in accordance with Title IV, Canon 3(a) of the National Canons.

SECTION VI. Sentences Rendered by the Ecclesiastical Trial Court. All sentences adjudged or imposed by the Ecclesiastical Trial Court shall conform to the provisions of Title IV, Canon 12 of the National Canons.

SECTION VII. Remission or Modification of Sentences. Any remission or modification of a sentence adjudged or imposed upon a Priest or Deacon must comply with the provisions of Title IV, Canon 13 of the National Canons.

SECTION VIII. General Provisions Applicable to This Title. Insofar as they are applicable to this Title, the provisions of Title IV, Canon 14 of the National Canon shall apply hereto.

SECTION IX. Terminology and Definitions. Except as otherwise expressly provided or unless the context otherwise requires, the terms and phrases set forth in Title IV, Canon 15 of the National Canons shall be defined as and have the meanings ascribed to them therein.

SECTION X. Proceedings Before the Ecclesiastical Trial Court. All proceedings before the Ecclesiastical Trial Court shall be conducted in accordance with Sections 9, 10, 14 through 29 or Title IV, Canon 4 of the National Canons.

CANON 3 DISSOLUTION OF THE PASTORAL RELATION

SECTION I. Resignation or Removal. Except upon mandatory resignation by reason of age, a Rector may not resign as Rector of a Parish without the consent of its Vestry, nor may any Rector canonically or lawfully elected and in charge of a Parish be removed therefrom by the Vestry against the Rector's will, except as hereinafter provided.

SECTION II. In Case of Disagreement. If for any urgent reason a Rector or Vestry desires a dissolution of the pastoral relation, and the parties cannot agree, either party may give notice in writing to the Ecclesiastical Authority of the Diocese. Whenever the Standing Committee is the Ecclesiastical Authority of the Diocese, it shall request the Bishop of another Diocese to perform the duties of the Bishop under this Canon.

SECTION III. Bishop to Mediate. Within sixty (60) days of receipt of the written notice, the Bishop, as chief pastor of the Diocese, shall mediate the differences

between Rector and Vestry in every informal way which the Bishop deems proper and may appoint a committee of at least one Presbyter and one Lay Person, none of whom may be members of the Parish involved, to make a report to the Bishop.

SECTION IV. Mode of Settling Differences. If the differences between the parties are not resolved after completion of the mediation, the Bishop shall proceed as follows:

(a) The Bishop shall give notice to the Rector and Vestry that a godly judgment will be rendered in the matter after consultation with the Standing Committee and that either party has the right within ten days to request in writing an opportunity to confer with the Standing Committee before it consults with the Bishop.

(b) If a timely request is made, the President of the Standing Committee shall set a date for the conference, which shall be held within thirty (30) days.

(c) At the conference each party shall be entitled to representation and to present its position fully.

(d) Within thirty (30) days after the conference, or after the Bishop's notice if no conference is requested, the Bishop shall confer with and receive the recommendation of the Standing Committee; thereafter the Bishop, as final arbiter and judge, shall render a godly judgment.

(e) Upon the request of either party the Bishop shall explain the reasons for the judgment. If the explanation is in writing, copies shall be delivered to both parties.

(f) If the pastoral relation is to be continued, the Bishop shall require the parties to agree on definitions of responsibility and accountability for the Rector and the Vestry.

(g) If the relation is to be dissolved:

(i) The Bishop shall direct the Secretary of the Convention to record the dissolution.

(ii) The judgment shall include such terms and conditions including financial settlement as shall seem just and compassionate.

SECTION V. Supportive Services. In either event, the Bishop shall offer appropriate supportive services to the Priest and the Parish.

SECTION VI. Failure to Comply with Terms. In the event of the failure or refusal of either party to comply with the terms of the judgment, the Bishop may act as follows:

(a) In the case of a Rector, suspend the Rector from the exercise of the priestly office until the Priest shall comply with the judgment.

(b) In the case of a Vestry, invoke any available sanctions including recommending to the Convention that the Union of the Parish with the Convention shall cease until it has complied with the judgment, it being understood that any such cessation of Union shall not terminate the trust declared by Title V, Canon 3, Section IV.

SECTION VII. Time Extension. For cause, the Bishop may extend the time periods specified in this Canon, provided that all be done to expedite these proceedings, it being understood that all parties shall be notified in writing of the length of any extension.

SECTION VIII. Statements and Disciplinary Proceedings.

(a) Statements Not Discoverable. Statements made during the course of proceedings under this Canon are not discoverable nor admissible in any proceedings under the National Canons or these Canons, provided that this does not require the exclusion of evidence in any proceedings under any Canons which is otherwise discoverable and admissible.

(b) Possible Disciplinary Proceedings. In the course of proceedings under this Canon, if a charge is made by the Vestry against the Rector that could give rise to a disciplinary proceeding under Title IV, Canon 1 of the National Canons, all proceedings under this Canon shall be suspended until the charge has been resolved or withdrawn.

**CANON 4
REQUIREMENTS RESPECTING THE CLERGY AND LAITY
IN THE DIOCESE ON THE SUBJECTS OF
CHILD SEXUAL ABUSE AND SEXUAL HARASSMENT AND ANTI-RACISM
TRAINING**

SECTION I. Education Training on Child Sexual Abuse. Unless excused by the Bishop in writing, all members of the clergy, and all seminarians, postulants, candidates for holy orders, volunteers who regularly supervise youth activities, and all employees of this Diocese or of parishes, missions, chapels, or other Diocesan Units, shall attend a minimum of four hours of initial training, as approved by the Bishop, on issues of child sexual abuse in Church settings.

SECTION II. Education Training on Sexual Harassment. Unless excused by the Bishop in writing, all members of the clergy, and all seminarians, postulants, candidates for holy orders, and all employees of this Diocese or of parishes, missions, chapels or other Diocesan Units, shall attend a minimum of four hours of initial training, as

approved by the Bishop, on issues of sexual harassment in employment, mentor and colleague relationships, and sexual exploitation in pastoral relationships.

SECTION III. Education Training on Anti-Racism. All members of the clergy, and all seminarians, postulants, candidates for Holy Orders, and all employees and lay leadership of the diocese or of parishes, missions, chapels, or other diocesan units, shall attend training as approved by the Bishop, on issues of anti-racism in church and pastoral relationships.

SECTION IV. Time for Compliance. The time within which such training shall be attended following the adoption of Section I, Section II, and Section III of this Canon shall be as from time to time determined by the Bishop.

CANON 5 THE DIOCESAN REVIEW COMMITTEE

SECTION I. Duties. There shall be a Diocesan Review Committee, which shall perform such duties and exercise such authority, as may from time to time, be prescribed by the Diocesan or National Canons, including but not limited to the issuance or refusal to issue, Presentments to the Ecclesiastical Trial Court.

SECTION II. Membership and terms. The membership of the Diocesan Review Committee shall consist of nine (9) persons, five (5) of whom shall be clerical members and four (4) of whom shall be lay members. Each of the members of the Diocesan Review Committee shall be elected by the Diocesan Convention as set forth below. Clerical members shall be canonically resident in this Diocese. Lay members shall be adult communicants in good standing of this Church and domiciled in the Diocese. The initial election of the nine (9) members shall take place at the Diocesan Convention next following the adoption of this canon. No member of the Diocesan Review Committee shall be paid any salary or receive any other remuneration for serving as a member of the Diocesan Review Committee.

SECTION III. Manner and selection of terms. The nine members to be elected by the Diocesan Convention shall be divided into three (3) Classes consisting of three (3) members each as follows: Class 1 shall consist of two clerical and one lay member, each of which shall be initially elected for a three-year term. Class 2 shall consist of one clerical and two lay members, each of which shall be initially elected for a two-year term. Class 3 shall consist of two clerical and one lay member, each of which shall be initially elected for a term of one year. When the terms of the members of each Class expire, replacements will be elected at each subsequent annual Diocesan Convention for full three-year terms, as set forth above, provided however, that no person shall be elected to serve as a member of the Diocesan Review Committee for more than two full terms in succession.

SECTION IV. Vacancies. Members of the Diocesan Review Committee shall, once elected, continue in office until replaced by the Diocesan Convention. In the event that vacancies occur through death or resignation, they shall be filled by the majority vote of the remaining members of the Diocesan Review Committee to complete any unexpired terms, until successors shall have been duly elected by the Diocesan Convention.

SECTION V. Meetings. The Diocesan Review Committee shall meet at such times as they shall determine, but not less than once annually. The Diocesan Review Committee shall also meet whenever requested by the Bishop, in writing. In all cases in which a National Canon directs a duty to be performed, or a power to be exercised by the Diocesan Review Committee, the Diocesan Review Committee must meet as one body.

a) Quorum: A quorum for a meeting of the Diocesan Review Committee shall consist of a majority of the Diocesan Review Committee; provided that at least three (3) clerical and two (2) lay members also must be present at any meeting to constitute a quorum. Proxies shall not be permitted to establish a quorum.

b) Voting: No action may be taken by the Diocesan Review Committee unless first having been approved by a majority vote of the members at a meeting duly called at which a quorum is present. Voting by proxy shall not be permitted.

c) Absences: Unexcused absence by any member of the Diocesan Review Committee from more than two (2) consecutive meetings of the Diocesan Review Committee shall constitute a resignation from the Diocesan Review Committee by such member. A member of the Diocesan Review Committee who shall be deemed to resign by reason of unexcused absences shall not be eligible to be elected or reelected until one year shall have elapsed following the resignation by reason of said absence.

SECTION VI. Election of Officers. There shall be a President and a Secretary. The President must be a clerical member. The President, and the Secretary, shall continue in office until the end of their respective terms on the Diocesan Review Committee. Election of Officers will take place no later than thirty (30) days after the expiration of the previous officers' term of office. It shall be the duty of the Secretary of the Review Committee, or the outgoing Secretary, as the case may be, to call a meeting at which the election shall take place.

SECTION VII. By-laws. The Diocesan Review Committee shall be empowered to adopt such by-laws as it deems to be appropriate; provided that such by-laws are not inconsistent with any Diocesan or National Canon.

TITLE X. AMENDMENTS

CANON 1 THE REPEAL, AMENDMENT, AND ENACTMENT OF NEW CANONS

SECTION I. Time and Methods. These Canons may be amended and new Canons may be added by a vote of two-thirds (2/3) of the members present and voting, at any annual Convention, provided notice thereof is given at the first session of the opening day of the Convention.

SECTION II. Committee on Canons. There shall be a Committee on Canons to which all proposals for amendment or enactment or repeal of any Canon or Canons shall be referred by the Secretary of the Convention. All such proposals shall be submitted in writing to the Secretary of the Convention not later than thirty (30) days prior to the Convention; provided nothing herein shall be construed to limit or prohibit the Committee on Canons from proposing such amendments, enactments or repeals on its own motion.

SECTION III. Changes to be Certified. The Secretary of the Convention, with any one of the Committee on Canons selected by such Committee, shall at the close of each session of the Convention, certify the changes made in the Canons, and the Secretary of the Convention shall print the same in the Journal.

SECTION IV. Editorial Authority. In the event of the enactment of a new Canon, or of a new Section or clause in a Canon, or of the repeal of an existing Canon, or of a Section or clause, the Secretary of the Convention shall be authorized to renumber the Canons, or the division of a Canon, which may follow and change the same accordingly, and to correct the references in any Canon to another, and to report the same, with the proper arrangement thereof in the Journal of the Convention.

SECTION V. Take Effect Upon Rising. These Canons, and any amendments thereto, shall take effect upon the rising of the Convention, except that amendments that so provide shall take effect immediately.

**RULES OF ORDER
OF THE CONVENTION OF
THE DIOCESE OF LONG ISLAND**

Part I. Matters Occurring Prior to the Convention.

RULE 1. Reports Presented to the Convention. All reports of Diocesan Corporations, Diocesan Institutions, Governing Boards, Committees, Officers, etc. to be presented to the Convention as required by the Diocesan Canons or otherwise shall be transmitted to the Secretary of the Convention not later than six (6) weeks prior to the date of the Convention in every year. The Secretary of the Convention shall cause the same to be reproduced and mailed to every Delegate to the Convention and all persons holding any office or trust under the Convention not less than two (2) weeks prior to the date of the Convention as part of the Pre-convention Journal.

RULE 2. Submission of Resolutions. All resolutions to be considered for action by the Convention must be submitted in writing to the Secretary of the Convention not later than four (4) weeks prior to the date of the Convention and must be signed by a Delegate to the Convention. On the expiration of the time for submitting resolutions to the Secretary of the Convention, the Secretary of the Convention by direction of the President of the Convention shall transmit to the Committee on Miscellaneous Business or such other appropriate Committee or Commission of Convention all resolutions submitted to the Secretary of the Convention after such date, but no such resolution shall be proposed for action by the Convention except upon a motion for the suspension of the Rules of Order duly passed.

Part II. General Regulations.

RULE 1. Admission to the Convention. The Bishops of the Church, Clergy from other Dioceses, Professors and Students of Theology in the Church, and all persons holding any office or trust under the Convention, if not members, shall be admitted to sittings of the Convention. Seats on the platform shall be occupied by officers of the Convention or their representatives, by Bishops, and by such other persons as by special vote of the Convention shall be so authorized.

RULE 2. Admission to the Convention During Balloting. No person, other than legally constituted Delegates to the Convention and all persons holding any office or trust under the Convention, or such persons as may be approved by the President as necessary to the immediate business of the Convention, shall be permitted to appear on the floor of the Convention during a period of balloting by the Convention for all elective offices.

RULE 3. Visitors and Other Observers. There may be an area of the Convention meeting room designated by the President for visitors and other observers. This area shall not be considered as a part of the Convention Floor.

RULE 4. Hours of Business. The hours of each day's session shall be as set forth in the Pre-convention Journal, unless otherwise ordered by the Convention by direction of the President. Each session shall begin and conclude with prayer.

RULE 5. Distribution of Printed Matter. No printed matter of any kind shall be distributed at the Convention or placed on the seats of Delegates except by the authority of the President of the Convention, but this prohibition shall not apply to the report of a Committee or Commission of Convention, or to any paper or other document presented to and accepted by the Convention or printed by its authority.

RULE 6. Unanimous Consent. By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or the Canons of the Church or the Diocese.

RULE 7. New Business. All new business introduced, except such as may accompany and form a part of the report of a Diocesan Corporation, Diocesan Institution, Governing Board, Committee, Officer, Committee, or Commission of Convention, shall be in writing and as a motion or resolution in complete form for adoption with the name of the mover appended. Such new business shall at once be referred to an appropriate Committee or Commission of Convention. It shall be the duty of such Committee or Commission to which such resolutions and motions have been referred to report them to the Convention in the order of their reference. Convention shall take action only on the report of such Committee or Commission unless the Convention shall otherwise order.

RULE 8. Suspension of Rules. Any Rule of Order may be suspended by the vote of not less than two thirds (2/3) of the Delegates present. Any new matter introduced during such suspension may be explained by the mover in a statement of not more than five minutes, but otherwise shall not be subject to debate or action until after report from the appropriate Committee or Commission of Convention.

RULE 9. Amendment of Rules of Order. No proposed amendment of the Rules of Order shall be considered by the Convention unless it shall have been printed in the Pre-convention Journal and mailed as provided in Part I, Rule 1 of these Rules of Order. If such amendment were adopted by a majority vote of the Convention, it shall lie over to consideration until the next annual Convention when, if again adopted by a majority vote, the Rules of Order shall be amended accordingly. If such amendment were adopted by unanimous vote of the Convention or by a two-thirds (2/3) vote of both Orders taken separately, the amendment shall take effect immediately.

Part III. Order of Business.

RULE 1. Organization for Business. At the opening of each Convention, the President shall take the chair after which the Order of Procedure shall be as follows:

(a) Roll Call Card. Every Delegate, Clerical or Lay, shall file with the Secretary of the Convention a record of attendance on a "Roll Call Card" to be supplied by the Secretary of the Convention so that the names of all present may be recorded in the Diocesan Journal.

(b) Determination of Quorum. In order for the Convention to conduct business, a quorum must be present. A quorum shall consist of at least sixty (60) Clergy entitled to vote in the Convention, and Lay Delegates from at least sixty (60) Parishes entitled to vote in the Convention. The Secretary of the Convention shall ascertain the presence of a quorum of Clergy of the Diocese and Parishes entitled to representation, and report this to the President of the Convention. If there be any irregular or defective certificates, and certificates and documents referring to contested seats, these shall be reported to the Convention, which shall decide on the admission of the Delegates named therein after submission of the report of the Committee on Voter Qualifications.

(c) Report of Committee on Voter Qualifications. The Committee on Voter Qualifications shall report on all matters pertinent to the qualifications of Delegates and Parishes wishing to have the right to vote at Convention. Prior to the opening of Convention it shall examine all audit certificates, parochial reports, delegate certificates, Church Pension Fund assessments, and the like in order to make recommendations to the Convention as to the right of any Delegate or Parish wishing to have a right to vote at Convention.

(d) Order of Business. A quorum being present, the President shall declare the Convention organized for business, which shall proceed in the following order:

(i) Appointment of Parliamentarian. The President of Convention shall appoint a Parliamentarian for the good order of the Convention.

(ii) Appointments of Tellers of Elections. The President of Convention shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, Tellers of Elections (one Delegate each from the Clergy and Laity for each ballot box used). Upon direction of the President, the Secretary of Convention may appoint additional Delegate tellers to count the ballots who need not be Delegates to the Convention in order that the official tellers may not be obliged to absent themselves from the business of the Convention while the ballots are being counted.

(iii) Reading of Minutes. The minutes of the prior Convention as printed in the Diocesan Journal shall be read and approved, but the requirement to read

such minutes may be dispensed with upon order of the Convention as directed by the President.

(iv) Unfinished Business. If the business of the Convention shall not have been completed on the first or any succeeding day of session, the first business on each succeeding day shall be the matter under consideration at the time of adjournment on the preceding day and thereafter the matters which were not reached on the preceding day, in the order prescribed in these Rules of Order.

(v) Reports of Diocesan Corporations and Diocesan Institutions.

- (A) The Standing Committee
- (B) The Diocesan Council
- (C) The Board of Managers of Camp DeWolfe
- (D) The Cathedral of the Incarnation
- (E) Episcopal Charities
- (F) The Mercer School of Theology
- (G) The Trustees of the Estate
- (H) Episcopal Health Services

(vi) Report of the Secretary of Convention. The Secretary of Convention shall report on communications received by him or her for the Convention, or on business unfinished at the last Convention. Introduction and reference shall be made to Committees on Miscellaneous Business or on Canons of any resolutions not in the Pre-convention Journal which are either (A) included in the report, printed and previously distributed, either of a Committee or Commission of the Convention, or (B) relating to or embodying a recommendation contained in the Bishop's Address.

(vii) Reports of Committees.

- (A) On Canons
- (B) On Miscellaneous Business
- (C) Other Committees and Commissions of the Convention
- (D) On Dispatch of Business
- (E) On the Bishop's Address (which shall be in order at any time after the Bishop's Address)

(viii) Report of Treasurer.

(ix) Elections as Required by Canon.

- (A) The Secretary of Convention
- (B) Assistant Secretary or Secretaries of Convention (who shall be nominated by the Secretary of Convention)
- (C) The Treasurer of Convention

- (D) Assistant Treasurer or Treasurers of Convention (who shall be nominated by the Treasurer of Convention)
- (E) The Historiographer
- (F) The Standing Committee
- (G) The Diocesan Council
- (H) The Board of Managers of Camp DeWolfe
- (I) The Cathedral of the Incarnation
- (J) Episcopal Charities
- (K) The Mercer School of Theology
- (L) The Trustees of the Estate
- (M) The Ecclesiastical Court
- (N) Delegates to Provincial Synod
- (O) Provisional Delegates to Provincial Synod
- (P) Delegates to the General Convention
- (Q) Provisional Delegates to General Convention
- (R) Family Consultation Service
- (S) Diocesan Review Committee

(x) Appointments to Diocesan Corporations and Institutions. The President shall appoint from members from the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to any Diocesan Corporation or Institution as provided by the Canons of the Church or this Diocese.

(xi) Appointments to Committees. For the next meeting of the Annual Convention the President shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to the following Committees:

- (A) On Canons
- (B) On Dispatch of Business
- (C) On Miscellaneous Business

(xii) The Bishop's Address. The Bishop's Address shall be in order at any time.

(xiii) Reports of other Bishops. Reports of the Bishop Coadjutor and of the Bishop Suffragan and the Assistant Bishop if so requested by the Bishop.

(xiv) Resolutions and References and Motions.

(xv) The Holy Eucharist. The Holy Eucharist shall be in order at any time.

Part IV. Convention Committees.

RULE 1. Establishment of Convention Committees. To facilitate its work, the Convention may from time to time establish such committees with such duties as it may determine, and, unless otherwise stated, the President shall appoint members thereto, as provided in the following Rule 2.

RULE 2. Committees. There shall be the following Committees of Convention:

(a) Canons. The duties of the Committee on Canons are to consider and report on all matters appearing in the Pre-convention Journal or introducing in Convention referred to it by the Bishop. Its membership shall be four (4) Clerical Members, four (4) lay persons of the Diocese, and the Chancellor, ex officio, each member to serve for four (4) years with one (1) Clerical Member and one (1) lay person to be appointed at each Annual Convention.

(b) Dispatch of Business. The duties of the Committee on the Dispatch of Business are to arrange and facilitate the manner of conducting the business of Convention. Such Committee shall always be entitled to the floor of Convention on business pertaining to that Committee. Its membership shall be the chairperson of the Committee on Canons, ex officio, the chairperson of the Committee on Miscellaneous Business, ex officio, the Chancellor, ex officio, the Secretary of Convention, ex officio, and nine (9) other persons appointed by the Bishop from the Clerical Members and Lay persons of the Diocese.

(c) Miscellaneous Business. The duties of the Committee on Miscellaneous Business are to consider and report on all matters appearing in the Pre-convention Journal or introduced in Convention referred to it by the Bishop. Such Committee shall receive and consider all resolutions except resolutions on matters coming under the purview of an appropriate Committee or Commission of Convention, and except resolutions of Committees accompanying Committee reports recommending action of the Convention. The Committee on Miscellaneous Business shall submit its report to the Convention recommending the adoption or rejection of each resolution proposed, or the adoption of any such resolution as amended or substituted by such Committee. A copy of the report of the Committee on Miscellaneous Business shall be mailed by the Secretary of the Convention to each Delegate as part of the Pre-convention Journal. Its membership shall be four (4) clerical members and four (4) lay persons of the Diocese, each to serve for four (4) years with one (1) clerical member and one (1) lay person to be appointed at each Annual Convention.

(d) On Voter Qualifications. The duties of the Committee on Voter Qualifications are to consider and report on all matters pertinent to the qualifications of Delegates and

Parishes wishing to have the right to vote at Convention. Prior to the opening of Convention it shall examine all audit certificates, parochial reports, delegate certificates, Church Pension Fund assessments, and the like in order to make recommendations to the Convention as to the right of any Delegate or Parish wishing to have a right to vote at Convention. The Committee on Voter Qualifications shall submit its report to the Convention recommending the seating or rejection of each Delegate or Parish wishing to have the right to vote at Convention to the extent such is permitted by the Canons of the Church or of this Diocese. Its membership shall be the chairperson of the Committee on Canons, the chairperson of the Committee on Miscellaneous Business, the chairperson of the Committee on Dispatch of Business, the Chancellor, the Secretary of Convention, and the Treasurer of Convention.

(e) Membership, Term and Vacancies. The term of office of each Committee member shall continue to the close of the Convention which shall sit in the member's last year of service, and thereupon the successor's term shall begin. The Bishop shall fill by appointment any vacancy in any Committee caused by resignation, death, or inability to act.

Part V. Decorum and Debate.

RULE 1. Robert's Rules. Except when in conflict with the Constitution or Canons of the Church or of this Diocese or any Rule of Order herein contained, the latest edition of "Robert's Rules of Order" shall govern the interpretation of these Rules of Order and the procedure to follow.

RULE 2. Resolutions to be Seconded and in Writing. No resolution shall be considered as before Convention unless seconded and reduced to writing and signed by the mover, whose name shall be entered in the Diocesan Journal.

RULE 3. Order of Amendments. All amendments shall be considered in the order in which they are received. When a proposed amendment is under consideration, a motion to amend the same may be made.

RULE 4. Withdrawal of Motion or Resolution. The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered upon the Minutes.

RULE 5. Respect for President and Scope of Debate. When any Delegate is about to speak, he or she shall, with due respect, address himself or herself to the President, and in speaking confine himself or herself to the point in debate.

RULE 6. Limit on Debate. No Delegate shall speak more than twice in the same debate without leave of the Convention (except the mover, who is entitled to reply).

RULE 7. Transgression of Rules. If any Delegate in speaking or action transgresses the Rules of Order of the Convention, the President shall call him or her to order, and he or she shall immediately take his or her seat, unless permitted by the Convention to explain or proceed in order.

RULE 8. Motion, Debate, Vote, Priority. The following motions shall have priority in order listed. The mover cannot interrupt a Delegate who has the floor, he or she must be recognized, and the motion must be seconded.

- (a) To Adjourn or to Recess - not debatable, majority vote
- (b) To Lay on the Table or to Table - not debatable, majority vote
- (c) To Move the Previous Question, or Limit or Extend Debate - not debatable, amendable as to time if specified, two thirds (2/3) vote
- (d) To Postpone to a Time Certain - debatable, amendable, majority vote
- (e) To Commit or Recommit to a Committee - debatable, amendable, majority vote
- (f) To Amend or to Substitute - debatable, amendable, majority vote
- (g) To Postpone Indefinitely - debatable, not amendable, majority vote
- (h) To Suspend the Rules or Take up Business Out of Order - not debatable, two thirds (2/3) vote
- (i) To Divide the Question - not debatable, majority vote
- (j) To Reconsider - must be made on the day the vote is taken, may not be reconsidered more than once, must be moved and seconded by ones who voted in the majority on the first decision, debatable, two thirds (2/3) vote

RULE 9. Balanced Budget. No motion to amend the budget shall be entertained that would cause the budget to be out of balance with known pledges and estimated other receipts unless there is included in the motion to amend a provision for maintaining a budget balanced against known pledges and estimated other receipts. Such motion shall be in writing.

Part VI. Committee of the Whole.

RULE 1. Committee of the Whole. Whenever so ordered, the Convention may go into Committee of the Whole for the consideration of any matter. The President shall designate some member of the Convention to act as Chairperson of the Committee of the Whole, which, when in session, shall be governed by these rules as adapted by the Chairperson, subject to appeal to the Committee, and also to the following provisions:

(a) Motion to Rise. A motion to rise and to report to the Convention, with or without request for leave to sit again, may be made at any time, and shall take precedence of all other motions, and shall be decided without debate. No such motion

once made shall be renewed until further proceeding shall have been had in the Committee of the Whole.

(b) Motion to Vote at a Designated Time. A motion that a vote upon any pending proposition shall be taken at some designated time may be made and be disposed of without debate at any time, but as before provided a motion to report to the Convention shall take precedence.

(c) Motion to Lay on the Table. No motion to lay on the table shall be entertained.

RULE 2. Motion for Committee of the Whole to Sit Again. No debate shall be allowed in the Convention of any motion to permit the Committee of the Whole to sit again. Requests for such permission shall take precedence of all other business, and the motion thereof shall be put to vote immediately without reference.

Part VII. Elections and Voting.

RULE 1. Voting of Members. Every Delegate to Convention present shall vote whenever a question is put, unless excused by the Convention. The votes shall be taken by ayes and nays.

RULE 2. Voting by Convention. In all elections other than a vote by Orders, a simple majority of votes shall be necessary for election, with a majority of Delegates voting. In the event that more candidates receive a majority than there are offices to be filled, those candidates receiving the highest majorities shall be declared elected to each office. In each case, additional ballots shall be taken if needed until the offices in question are filled. The Secretary of the Convention, assisted by tellers appointed by the President of the Convention, shall have charge of the counting of the ballots. Defective and blank ballots are invalid. A ballot cast for less than the number of offices or seats to be filled shall not be deemed to be defective. After the ballots have been given to the voters, the Convention at the request of any Delegate may vote to take a five-minute recess before casting the ballot.

RULE 3. Vote by Orders. A vote by Orders shall always be taken whenever required by the Constitution or Canons of the Church or of the Diocese. A vote by Orders may also be called for by ten (10) Delegates to Convention. In all stated elections where a vote by Orders is required, a concurrent majority of both clerical and lay votes shall be necessary for election, with a majority of both Orders voting. In the event that more candidates receive a majority in both Orders than there are offices to be filled, those candidates receiving the highest concurrent majorities shall be declared elected to each office.

RULE 4. Vote by Certain Officers. The Convention Secretary, Diocesan Treasurer, Diocesan Chancellor, and Diocesan Registrar, whether clergy or lay, elected or appointed, shall be entitled to vote at all Convention elections and on all questions put to Convention.