

Regulations for the purposes of communicating with Synod members by email

Under clause 6B(4) of the *Synod Membership Ordinance 1995*

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1. Manner in which Synod Communications are to be sent to members of the Synod by email

- (1) In order to minimise the amount of data that needs to be transmitted electronically to all Synod members by email, documents will usually not be attached to a Synod Communication. Instead material will usually be made available to Synod members by an email hyperlink to the page of SDS's website on which the material has been posted.
- (2) Although documents will be made available to Synod members by email, paper copies of the Synod Book and other large documents exceeding 25 pages, such as "Background Materials", are also to be made available for collection before the Synod session at St Andrew's House or at the Synod venue during the session. This recognises the fact that some Synod members do not yet have the capacity to download and use such documents on electronic devices/tablets at Synod sessions. Neither should such members be required to print their own paper copy of documents exceeding this size.
- (3) If the Registry does not hold an email address for an individual Synod member or if a Synod Communication is sent to a Synod member at an email address held by the Registry for a Synod member but the communication "bounces back", then an email is taken to have been duly sent to and received by the member for the purposes of clauses 6B(2) and (3) only after the Synod Communication is sent to any email address held by the Registry for the Synod member's parish.
- (4) For the avoidance of doubt, email addresses of Synod members held by the Registry must not be provided to individual members for the purpose of circulating materials in connection with the business of Synod prior to a session of the Synod. However the Diocesan Secretary may continue to make mailing labels available to individual Synod members for this purpose.

2. Type of Synod Communication which must also be sent to members by post

- (1) Unless otherwise provided by resolution of the Standing Committee, postal ballots for contested Synod elections, if and when provided to members by email, must also be sent to members of the Synod by post. It is not practicable at this time to replace paper postal ballots with electronic ballots for contested Synod elections. This means that while most of the communications to Synod members about the elections can be provided electronically (using the email address), the provision and completion of postal ballot papers should continue to be undertaken in paper format for the foreseeable future.
- (2) Although daily Synod materials including business papers for the second and subsequent days of the session and amendment sheets for each day of a session will not be sent to members by post, they will be distributed to Synod members in paper format as they arrive at the Synod meeting place. Although these documents are posted on SDS's website on the relevant day of a session, it is not currently practical to expect Synod members to download these documents either late morning or early afternoon on the day on which they are to be used at Synod.

Note:

At its meeting on 15 February 2016, the Standing Committee agreed for the purposes of regulation 2(1) that, for the special session of the Synod due to be held on 31 March 2016, Synod Communication's comprising large documents (exceeding 25 pages) do not need to be provided to Synod members by post as long as paper copies of such documents are available for collection by members from St Andrew's House during office hours prior to the special session and at the Synod venue during the special session.

(As made on 11 November 2013 and amended 15 February 2016 and 30 May 2016.)