

Anglican Church of Australia Diocese of Sydney

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11 August 2020

Election information: 1st Ordinary Session of the 52nd Synod

1st circular to Synod Members

Key Points

- Although the first ordinary session of the 52nd Synod has been postponed, elections will continue along a similar timetable as would have otherwise occurred.
- The process for the administration of elections is set out in detail in section 4, with statements of qualifications, skills, experience and gender balance for positions to be filled provided in section 5.
- Nominations to positions may be made until 31 August 2020. An example nomination form is provided in section 6.
- Contested elections will be determined with the use of online ballots rather than paper ballots. In the week following 21 September 2020, you will receive an email with information about any contested elections. One week following, you will receive a further email with a link to the online ballot.
- Each of the positions to be filled are set out in the accompanying [Schedule](#).

1. Key Dates (2020)

- **Monday 31 August (5:00 pm)** – Deadline to make nominations in Synod elections (see paragraph 4.8)
- Provisional notices of contested and uncontested elections will be posted on the SDS website (www.sds.asn.au) **by 7 September** (see paragraph 4.15)
- **Monday 21 September (5:00 pm)** – Deadline for précises for nominees in a provisionally contested election, or withdrawing a nomination (see paragraphs 4.17-4.19). Following this date, the Notice of uncontested elections and the notice of contested elections (along with information regarding the online ballot) will be made available (see paragraphs 4.20-21).
- Online ballots for any contested elections will be held in the **weeks following 21 September** (see paragraphs 4.21 – 4.26)

2. Postponement of the first ordinary session of the Synod

The first ordinary session of the 52nd Synod was scheduled to commence on 12 October 2020. However, the Archbishop, in consultation with the Standing Committee, decided not to summon the first ordinary session of the 52nd Synod in October 2020 owing to the significant health concerns related to such a gathering during the COVID-19 global pandemic. The Archbishop conveyed this decision in his [letter addressed to members of the 52nd Synod, dated 30 July 2020](#).

3. Elections associated with the first ordinary session to proceed

- 3.1 The [Synod Elections Ordinance 2000](#) (the Elections Ordinance) provides at Rule 8.2 a mechanism to allow a date to be specified as the first appointed day of an ordinary session, for the purposes of elections, if the elections cannot be conducted at or during a session of the Synod. In accordance with that Rule, on 27 July 2020 the Archbishop-in-Council specified the date of 12 October 2020 to be the first appointed day of the first ordinary session of the 52nd Synod for the purposes of conducting elections, meaning that elections may proceed although the session has been postponed.
- 3.2 The nomination process and determination of uncontested elections will take place in the same fashion that would normally occur prior to a session of the Synod.
- 3.3 Contested elections would normally be determined during a session of Synod through the use of paper ballots. With the postponement of Synod, paper ballots are not an option this year. In accordance with Rule 8.5 of the Elections Ordinance, on 27 July 2020 the Archbishop-in-Council adopted Regulations for the declaration of uncontested elections and for the use of online ballots for contested elections this year. The Regulations may be found at <https://sds.asn.au/regulations-effective-conduct-elections>.
- 3.4 The remainder of this circular sets out the process and relevant information for the administration of elections this year. For ease of reference, please note that paragraphs 4.1 – 4.19 below describe elements in the elections process that are unchanged from previous years. Paragraphs 4.20 – 4.26 describe the process for the declaration of uncontested elections, and the administration of online ballots, in accordance with the [Regulations adopted for this year](#).

4. Administration of Elections

Elections to be conducted

- 4.1 The elections to be conducted are set out in the Schedule of Elections Required (see separate [Schedule](#)).
- 4.2 In the Schedule of Elections –
- the relevant organisations are listed in alphabetical order,
 - the names of retiring members are shown with their attendances at meetings during the year to 30 June 2020, and the year in which the person was first elected to the office, and
 - beside the name of a retiring member we identify whether or not there is good reason to believe the member is willing to be nominated for re-election by marking “Y” or “N”.

Statement of qualifications, skills, experience and adequacy of gender balance

- 4.3 As part of the Election Return process, the chair, secretary or other responsible officer of each board, council or committee which has a position to be filled by a Synod election was invited to submit a statement as to –
- the qualifications, skills and experience sought in any person elected, and
 - the adequacy of the gender balance on the board, council or committee.
- 4.4 The statements submitted are set out at item 5.

Disqualifying circumstances

- 4.5 Under rule 3.2(3A), a member may not knowingly nominate for election a person who is –
- an insolvent under administration,
 - of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health or is otherwise incapable of acting,
 - disqualified from managing a corporation within the meaning of the *Corporations Act 2001*,
 - disqualified from being a responsible entity of a registered entity by the Commissioner of the Australian Charities and Not-for-profits Commission,
 - convicted of an offence punishable by imprisonment for 12 months or more, or
 - subject to a recommendation from a Tribunal or the Adjudicator under the *Ministry Standards Ordinance 2017* (or from a comparable Tribunal or body in another diocese or church) that he or she be prohibited from holding the office or should be removed from the office.

- 4.6 While members are not required to make active enquiries as to whether any of the above disqualifying circumstances apply to potential nominees, if a member knows that any of these circumstances apply to a person, that person must not be nominated for election.
- 4.7 Under rule 7.1(2A), if the Diocesan Secretary receives notice that a person subject to a disqualifying circumstance has been nominated for election and is subsequently elected, the person's office will be treated as vacant upon the later of the date of the election and the date such notice is received.

Invitation to make Nominations

- 4.8 Members are invited to make nominations of persons for each of the elections to be conducted. The closing time for the making of nominations is **5:00 pm on Monday 31 August 2020**.
- 4.9 In making a nomination, members should consider any applicable Statement of qualifications, skills, experience and gender balance set out at item 5. Members should also ensure they do not nominate a person they know is subject to one of the disqualifying circumstances referred to at item 4.5 above.
- 4.10 Under rule 3.2(2) of the Schedule to the *Synod Elections Ordinance 2000*, a nomination is –
- (a) to be in writing, and
 - (b) to specify the office for which the nomination is being made, and
 - (c) to specify the name of, and a postal and email address for, the nominee, and
 - (d) to specify the details of the qualification held by the nominee, where a particular qualification is required for election to the office, and
 - (e) to be signed by 2 members of the Synod, other than the nominee, as nominators, and
 - (f) to contain a certification from at least one of the nominators that the nominee has consented to the nomination, and

Note: it is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.
 - (g) if the nominee is a lay person, to contain a certification from at least one of the nominators that the nominee has consented to his or her name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes, and

Note: the proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or reasonably necessary to give effect to an ordinance or resolution of the Synod of the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary in the course of administering the Synod.
 - (h) if the nomination is for an office on a board or council which is a body corporate, to contain a certification from at least one of the nominators that the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the *Governance Policy for Diocesan Organisations*, and, if elected, will do so before attending any meeting of the board or council held after the election, and

Note: a copy of the Governance Policy for Diocesan Organisations, can be found on SDS's website at www.sds.asn.au under Synod then Policies of the Synod.
 - (i) to contain an email address for acknowledgement of the nomination.
- 4.11 A nomination which does not comply with rule 3.2(2) is invalid except that –
- (a) an error in the specified postal or email address for the nominee does not of itself invalidate a nomination, and
 - (b) the failure to provide a postal or email address for the nominee does not of itself invalidate a nomination if the Registrar already holds a postal or email address, as applicable, for the nominee.
- 4.12 A nomination form is contained in item 6 although any document which complies with rule 3.2(2) is in order.
- 4.13 Nominations are to be delivered as a scanned email attachment to synodelections@sydney.anglican.asn.au with the subject field of the email stating "Nominations", or by post to "The Secretary of Synod, PO Box Q190, QVB Post Office, SYDNEY, NSW 1230" and endorsed "Nominations".
- 4.14 We must receive nominations (by post or email) no later than **5:00 pm on Monday 31 August 2020**.

Provisional Notices of Contested and Uncontested Elections

- 4.15 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Monday 7 September 2020**. This notice –
- (a) advises when the number of persons nominated for an election exceeds the number of persons to be elected, and
 - (b) specifies the name and nominators for each nominee and, if applicable, the year in which the nominee was first elected to the office, and
 - (c) invites the submission of a précis setting out the relevant qualifications, skills, experience and Christian ministry involvement of each nominee for the election.
- 4.16 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Monday 7 September 2020**. This notice –
- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons nominated, and
 - (b) specifies the names of the persons nominated.

Invitation to submit précis for provisionally contested elections

- 4.17 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00 pm on Monday 21 September 2020** to the postal or email address referred to at item 4.13 above.
- 4.18 Under rule 3.3(1) a précis of a nominee is –
- (a) to be not more than 35 words in length, and
 - (b) to be signed by the nominee.

Withdrawal of Nomination

- 4.19 Under rule 3.4, a nominee may withdraw from an election if written notice signed by the nominee and delivered to the postal or email address referred to at item 4.13 above is received by the Synod Secretary no later than **5:00 pm on Monday 21 September 2020**.

Notice of Uncontested Elections

- 4.20 In accordance with [Regulation 4](#), following the précis closing day (5:00 pm on Monday 21 September) –
- (a) the Returning Officer will give notice to the President of the offices for which nominations were made without contest, and the names of the persons nominated,
 - (b) as soon as practicable following receipt of the notice, the President is to declare elected to their respective offices the persons named in the notice, and
 - (c) the Returning Officer will post a copy of the notice indicating those persons who have been elected uncontested on the SDS website.

Notice of Contested Elections

- 4.21 In accordance with [Regulation 5\(a\)](#), a Notice of contested elections will be sent to every member as soon as practicable following the précis closing day (5:00 pm on Monday 21 September). This notice will –
- (a) specify the offices for which a ballot is to be conducted,
 - (b) specify the name and nominators for each nominee and, if applicable, the year in which the nominee was first elected to the office,
 - (c) contain any précises of nominees and any statements provided under rule 3.1(1)(d), and
 - (d) specify the date on which the link to the online ballot will be circulated (Ballot opening date), and the date on which the ballot will close (Ballot closing date).

Material in support of a nominee

- 4.22 In accordance with [Regulation 5\(b\)](#), the notice circulated to members will include an invitation for Synod members to submit material to the Secretary in support of the nomination of a nominee or nominees, to be hosted on an unadvertised but publicly accessible page on the SDS website, subject to –
- (a) the material being provided by the Synod member in completed form within four business days of the notice of contested election being posted, and
 - (b) the provision of the written approval of every person referred to in the material (where reasonable to do so), including any nominee and their nominators, whether referred to by name or not.

Ballot opening date

- 4.23 In accordance with [Regulation 5\(c\)](#), five business days after the Notice of contested elections is sent, the Returning Officer shall send by email to each Synod Member –
- (a) a unique link to an online ballot,
 - (b) a statement of the ballot closing date, and
 - (c) a link to any material in support of a nominee or nominees made in accordance with regulation 5(b) (see paragraph 4.22).

Ballot closing date and declaration of elections

- 4.24 In accordance with [Regulation 5\(d\)](#), the ballot shall close at 5:00 pm on the day (the 'ballot closing date') five business days following the Ballot opening date (see paragraph 4.22).
- 4.25 In accordance with [Regulation 5\(e\)](#), as soon as practicable after 5:00 pm on the ballot closing date, the Returning Officer will send to the President a report containing the result of the contested elections.
- 4.26 In accordance with [Regulation 5\(f\)](#), as soon as convenient after receiving the Returning Officer's report, the President is to declare elected the relevant person (or persons) and cause a copy of the Returning Officer's report to be sent to each Synod Member.

5. Statement of qualifications, skills, experience and gender balance

(Provided by the chair, secretary or other responsible officer of a board, council or committee which has a position to be filled by a Synod election)

ABBOTSLEIGH, THE COUNCIL OF

Gender balance appropriate. Skills in fundraising, education, mental health, project management desirable.

ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY

91% male Board membership. There is room to improve gender balance as vacancies arise. General management, corporate governance and communications expertise would enhance board effectiveness.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Mature, collaborative Christians, with executive or professional experience in (1) accounting, finance and risk management, and (2) nursing, geriatric medicine or related health care. Plus ministry and pastoral care. At least one woman for minimum gender balance.

ANGLICAN EDUCATION COMMISSION

Current first-hand experience or knowledge of senior leadership in schools. Post graduate qualification in Education. Understanding of contemporary educational issues. Capacity to work collaboratively with Commissioners. Gender balance: 5 female and 5 male members.

ANGLICAN SCHOOLS CORPORATION

Desirable attributes include: relevant board experience, governance knowledge, key functional area subject matter expertise, understanding of forces impacting schooling, Christian education, experience and perspective breadth, organisation mission performance development, significant leadership experience, risk oversight.

ANGLICAN YOUTH AND EDUCATION DIOCESE OF SYDNEY, COUNCIL OF (YOUTHWORKS)

Mature Christian committed to gospel ministry to young people. Experience in management accounting, law or business is desirable. Three of the current seven non-clergy positions are filled by women. Highest standard of governance training provided.

ARDEN ANGLICAN SCHOOL COUNCIL

Our gender balance is adequate. Skills desired are in the fields of engineering or architecture or finance or accounting or education or ICT.

CAMPBELLTOWN ANGLICAN SCHOOLS COUNCIL

Seeking qualified accountant preferably female to address board skills gap and gender balance. In addition persons preferably female with management marketing public relations or ICT professional level qualifications or experience.

EVANGELISM AND NEW CHURCHES

Understanding of church governance, diocesan ethos, a heart for evangelism and innovative thinking. Gender balance – at least one elected member to be female.

ILLAWARRA GRAMMAR SCHOOL, THE COUNCIL OF THE

TIGS is blessed with a Council offering diverse skills and gifts representing a broad cross section of the School community and beyond. There is a gender imbalance on Council which is being addressed.

MACARTHUR ANGLICAN SCHOOL COUNCIL

Persons with university qualifications and with previous governance experience. The School seeks people from a wide geographical area. The gender balance is appropriate at the present although a female would be preferable.

MINISTRY TRAINING AND DEVELOPMENT, COUNCIL OF

Mature Christian with a life of ministry service. Experience and interest in selection and development of ministers. Female. Experience in HR or accounting.

MOORE THEOLOGICAL COLLEGE COUNCIL

Corporate, academic or student recruitment and placement experience appropriate for the Governing Board of a Theological College required to comply with the Higher Education Standards Framework 2015. Gender balance is under active consideration.

ST ANDREW'S HOUSE CORPORATION

Members should be committed Christians with an interest in property. There is currently only one woman so additional females would be valuable. The Board seeks members with significant understanding and experience of the Diocesan context.

ST CATHERINE'S SCHOOL, WAVERLEY, THE COUNCIL OF

Demonstrated Christian commitment, character and leadership. Skills and experience: theology, governance, finance and accounting, planning, and risk management. There are currently five women and five men on the Council.

SYDNEY ANGLICAN LOANS BOARD

Candidates with lending, property, financial, legal or parish management skills are desirable. There is currently one clergy and one Archbishop-appointed member vacancies. Male and female nominees are welcome.

SYDNEY CHURCH OF ENGLAND GRAMMAR SCHOOL (SHORE)

Council has updated its skills matrix and determined that the Synod representatives due for re-election have the necessary qualifications, skills and experience required for membership. These reappointments maintain the number of female members at 4.

TARA ANGLICAN SCHOOLS FOR GIRLS, COUNCIL OF

Under 35 years old, non-Caucasian descent to improve diversity. Experience as a senior educator or leader in a school. Alternatively in finance, accounting or engineering. Female. Old girl or past parent of the school.

TRINITY GRAMMAR SCHOOL, THE COUNCIL OF

Council seeks persons with skills contributing towards sound governance and fulfilment of its mission with knowledge of the School and appropriate experience in School affairs. Gender balance is kept under regular review and addressed.

WOLLONGONG REGIONAL COUNCIL

The Regional Council is actively seeking greater representation of women.

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6. Nomination Form for 2020 Synod Elections

Election No.....
(from [Schedule](#))

Nominations close at 5:00 pm on Monday 31 August 2020

Note: A failure to complete the details and certification required by this form will render the nomination invalid.

We nominate (full name of nominee)

Postal address (of nominee)

Residential suburb

Email address (of nominee)

Qualification (if required for the election)

For (name of Committee, Board, Council, etc)

First Nominator's
Signature Parish *

Print Name

Second Nominator's
Signature Parish *

Print Name Date

* If not a parish representative, specify the Part of the Synod Membership Ordinance 1995 under which the proposer or the seconder is a member of the Synod.

Email address for acknowledgment of nomination

Certificate

I certify that –

- (a)(insert name of nominee) consents to the nomination[†], and
- (b) if the nomination is for an office on a board or council which is a body corporate, the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the Governance Policy for Diocesan Organisations passed by the Synod on 20 October 2014, as amended from time to time, and, if elected, will do so before attending any meeting of the board or council held after the election.^{††}
- (c) if the nominee is lay person, the nominee has consented to their name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes. ^{†††}

First or Second Nominator's Signature

[†] It is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.

^{††} A copy of the Governance Policy for Diocesan Organisations can be found at www.sds.asn.au under Synod then Policies of the Synod.

^{†††} The proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or is reasonably necessary to give effect to an ordinance or resolution of the Synod or the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary or the Secretary of the Synod in the course of administering the Synod.

Acknowledgment of Nomination

(for office use only)

The Nomination of

Email address

For (Name of Committee, Board, Council, etc.)has been received. Election No.....

For and on behalf of the Secretary of Synod

..... Date