

## Memorandum

**Date:** 11 November 2020  
**To:** Parish Incumbents and Parish Council Secretaries  
**From:** Corporation Secretary and Registrar  
**Subject:** **Election of Lay Synod Representatives to the Fifty Third Synod**  
**Document:** 019-2020

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Dear Incumbents and Parish Secretaries,

Please see the following information regarding the **Fifty Third Synod of the Diocese of Newcastle**.

### Mandate to Elect

The Bishop has issued a mandate for Parishes to elect NEW Synod Representatives for the Fifty Third Synod.

By issuing this mandate the term of any previously elected representative has now concluded.

Attached for your reference are:

- **The Mandate** calling for the election of three Synod representatives to the Fifty Third Synod of the Diocese.
- **General Meeting Checklist**
- **Notice of Parish General Meeting**
- **Synod Representative Preliminary Nomination form**
- **Declaration of attendance by Electors.**
- **Elected Synod Representative Form (Nomination, Declaration of Elected Person, and Certificate of Election).**

### Ballots and Voting

Given the unusual arrangements for Parish meetings that remain in place because of the COVID-19 Pandemic, the Bishop has exercised authority under section 104 of the Administration of Parishes Ordinance 2010 for Parishes to convene a special general meeting (compliant with the COVIDSafe requirements) which may be conducted in person or electronically and that a secret ballot may be conducted by pen/paper or electronically for the purpose of electing lay Synod representatives to Synod.

The election can take place in two ways:

### **General Meeting Secret Ballot**

Please refer to the Special General Meeting Checklist detailing the process for calling and holding a general special meeting of the parish.

Please note that a meeting of the Parish can be conducted indoors or outdoors and will need to adhere to current COVIDSafe practices.

### **Voting Software**

A number of electronic voting software providers are available. The parish may choose to independently engage a provider to assist with the parish election. The costs will need to be met by the parish. Below is a sample list of providers.

<https://www.verovoting.com.au/>

<https://electionbuddy.com/>

<https://electionrunner.com/>

<https://www.govote.com.au/>

## Notification of the Election of Lay Synod Representatives

After completion of the Elected Synod Representative Forms, please submit to the Diocesan Registrar via [parishreturns@newcastleanglican.org.au](mailto:parishreturns@newcastleanglican.org.au) **no later than 15 December 2020**. The Parish will also need to retain a copy of the original form on file.

Please note, it is a requirement of the Administration of Parishes Ordinance 2010 to report the election of lay synod representatives. If you are unable to do so for any reason, please contact Parish Services as the Diocesan Council may appoint a representative or representatives for your Parish in accordance with Section 4(f) of the Synod Administration Ordinance 1998.

## Distribution of Synod Material

Synod Material will be distributed by email or published on the Diocesan Website. Please ensure all Synod Representatives have electronic access to receive the material.

## Synod Dates 2021

### **First Session of the Fifty Third Synod**

Friday 5 March - 6pm

Synod Eucharist

Christ Church Cathedral

Saturday 6 March - 8.30am to 6pm

Synod

Newcastle Exhibition and Convention Centre (Nex)

### **Second Session of the Fifty Third Synod**

Friday 29 October - 6pm

Synod Eucharist

Christ Church Cathedral

Saturday 30 October - 8.30am to 6pm

Synod

Newcastle Exhibition and Convention Centre (Nex)

## **Absences from Synod**

Synod Representatives are expected to attend all sessions of Synod. If it is not possible for you to attend any part of Synod you will need to apply to the Bishop for a Leave of Absence.

## **Enquiries**

If you have any general enquiries you may direct these to the Diocesan Office by telephoning: **4926 3733** or email [parishreturns@newcastleanglican.org.au](mailto:parishreturns@newcastleanglican.org.au)

We ask that you hold these elections and the Synod in your prayers.

Yours sincerely



**Linda Wilson**  
**Corporation Secretary and Registrar**