

## **CAPE AND ISLANDS DEANERY ASSEMBLY BY-LAWS**

Adopted March 23, 2000; Amended May 29, 2008

### **I. PURPOSE**

To carry out any business that supports the mission and ministry of a parish within the Deanery and supports the mission and ministry of the diocese. We recognize that there are things that can be done more effectively and efficiently by coming together as several parishes instead of acting as a single parish. Furthermore, we recognize that we are the diocese and for the diocese to carry out its mission and ministry we need to participate in the decision-making process and thus be able to support decisions that are made.

### **II. ASSEMBLY MEMBERSHIP**

Each congregation elects five laypersons as voting delegates to the Deanery Assembly. These persons will include convention delegate(s) and alternate, and hopefully someone from the Vestry. All canonically resident clergy shall have seat and vote in the Assembly of the Deanery in which they serve. All other canonically resident clergy shall have seat and vote in the Assembly of the Deanery in which they reside.

### **III. MEETING OF THE DEANERY ASSEMBLY**

- a. The Deanery Assembly shall meet at least four times a year with dates and times agreed upon by the entire Deanery Assembly, whenever possible.
- b. Special meetings of the members may be called by the co-conveners, the Executive Committee, or as requested by the Bishop.
- c. Either co-convener will preside at a meeting of the Deanery Assembly, as they shall determine.
- d. The Secretary shall keep minutes of all Deanery Assembly meetings and such minutes shall be distributed to all members of the Deanery Assembly.
- e. For any matter to be understood as having support of the Deanery Assembly, such a matter shall be discussed and voted at the Deanery Assembly meeting and recorded in the minutes of the meeting. Decisions voted on at a Clergy Gathering of the Deanery, which impacts on the Deanery Assembly, or assumes regional support, shall be presented to the Deanery Assembly for ratification.
- f. Matters requiring a vote of the Deanery Assembly will be reviewed by the Executive Committee and included in the agenda mailed prior to the meeting.
- g. A quorum shall be 40 voting members of the Deanery Assembly, representing at least 9 parishes.
- h. Deanery meetings are open to all, and all people interested in the church beyond the parish are invited to attend.

#### **IV. OFFICERS AND DIOCESAN REPRESENTATIVES**

- a. There shall be a clergy co-convener and a lay co-convener, a secretary, a treasurer, technical liaison, and two diocesan council representatives, one clerical, one lay elected as needed at the May Deanery Assembly. Diocesan Council representatives' term of office shall be in accordance with the Diocesan Canons; all others take office at the close of the May meeting.
- b. A convener's term shall be for two years. No person who has completed two successive terms shall be eligible to serve as convener until two years after the expiration of his or her second term.
- c. A representative to the Diocesan Youth Council (a youth officer) shall be nominated and elected by the youth of the Deanery and ratified at the May Deanery Assembly.

#### **V. EXECUTIVE COMMITTEE (STEERING COMMITTEE)**

- a. The Executive Committee, all of whom shall be members of the Deanery Assembly, shall include: the Dean, the clergy co-convener, lay co-convener, secretary, treasurer, technical liaison, representatives to Diocesan Council, and the representative to the Diocesan Youth Council. The Diocesan Staff Liaison is an ex-officio member.
- b. Either co-convener will preside at a meeting of the Executive Committee, as they shall determine.
- c. The Executive Committee will meet as often as they deem necessary, provided all members of the Committee are notified of any such meeting.
- d. The Executive Committee shall consider reports from Council Representatives and other delegates, and other matters and make recommendation to the Assembly.

#### **VI. NOMINATING COMMITTEE**

- a. The Nominating Committee shall consist of three members: 1 clergy and 2 laity. One member will be elected each year for a three-year term.
- b. A slate will be distributed at least two weeks prior to the May meeting of the Deanery Assembly. Nominations may also be received from the floor.
- c. Members of the Nominating Committee are not eligible to serve in any other elected position.

#### **VII. RULES OF ORDER**

Except as provided under the MEETINGS OF THE DEANERY ASSEMBLY above, meetings of the Deanery Assembly shall be conducted in accordance with the current edition of Robert's Rules of Order.

#### **VIII. AMENDMENTS**

These By-Laws be amended at any regular meeting of the Deanery Assembly, by a majority of the members present, provided that a motion presenting the proposed amendment was made and seconded at the preceding regular meeting.