

## MEMORANDUM



**To:** All Parish Clergy and Council Secretaries  
**From:** The Venerable Braden Short, Diocesan Registrar  
**Subject:** **ANNUAL MEETING (ELECTIONS)**  
**Date:** 31 March 2017

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At the Annual Meeting, Parish officers are elected. Please find information below to assist with elections at this year's Annual Meeting.

Section 30 of the Parish Governance Statute 2016 requires that the **Annual Meeting must be held in May or June.**

A **Notice of Meeting** must be given in writing to all Enrolled Members **four weeks** before the day of the meeting (Section 24 of Parish Governance Statute).

The Parish Governance Statute can be found on p124 of the Code of Statutes or downloaded from the Diocesan website at <https://www.perth.anglican.org/governance/canons-and-statutes/>

### 1 Electoral Roll

Any person sixteen years or older who wishes **to become an Enrolled Member** (ie wishes to be eligible to vote and nominate at Meetings of Enrolled Members) must complete and sign the 'Application for Enrolment on the Electoral Roll'. (NB: The Electoral Roll is **kept in the parish, not** sent to Diocesan Office.)

- *The 'Application for Enrolment on the Electoral Roll' form (Schedule 1 from the Parish Governance Statute) is attached.*

### 2 Nominations for Election

Enrolled Members may nominate other Enrolled Members for election to the following offices: Warden, Councillor, Nominator of Clergy, Auditor or Independent Examiner.

The office of Auditor or Independent Examiner has different rules. An Auditor or Independent Examiner may not be a Warden or Councillor and need not be an Enrolled Member (see Section 65 of the Parish Governance Statute 2016).

- *The 'Nomination for Election' form (Schedule 2 from the Parish Governance Statute) is attached.*

(NB: Under the Privacy Act, by their Acceptance and Declaration in 'Schedule 2: Nomination for Election', nominated persons agree to their personal information being provided to the Diocese for publications such as the Diocesan Year Book, Synod papers, the Diocesan website and for use by its Agents.)

### 3 After the Election (Signing Declarations)

Any person elected or appointed to office as Warden, or Councillor, or Nominator of Clergy, or lay Member of Synod, or Alternate for a lay Member of Synod must sign a Lay Officers' Declaration **within 30 days** of their election or appointment, failing which their office is deemed vacant.

- The 'Lay Officers' Declaration' form (Schedule 3 from the Parish Governance Statute) is attached.

#### **4 Reporting the Results to the Diocesan Registrar**

The results of elections and appointments arising from the Annual Meeting should be recorded on the 'Parish Leadership Return' and notified to the Diocesan Registrar **within 30 days** of the election. Please return to [registrar@perth.anglican.org](mailto:registrar@perth.anglican.org)

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All forms mentioned above are available on the Diocesan Website by clicking on the following link: <https://www.perth.anglican.org/forms/parish/>

Please contact Karen Cliffe at Diocesan Office on 08 9325 7455 if you have any queries or require assistance.

Please return all forms to [registrar@perth.anglican.org](mailto:registrar@perth.anglican.org)

**The Venerable Braden Short**  
**Diocesan Registrar**