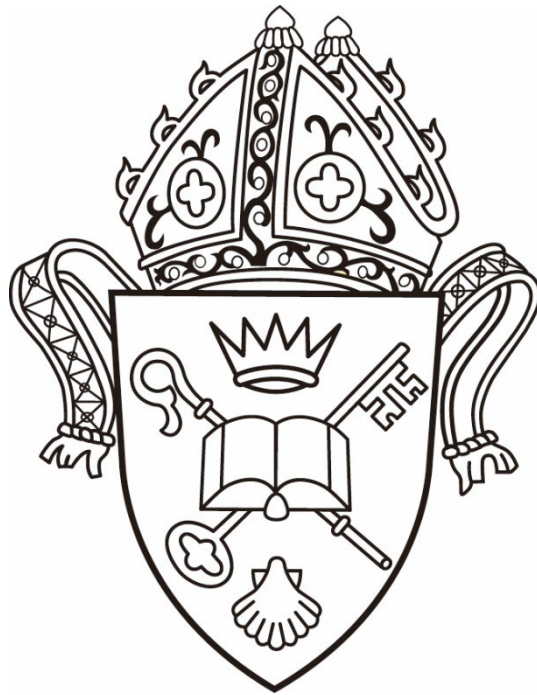


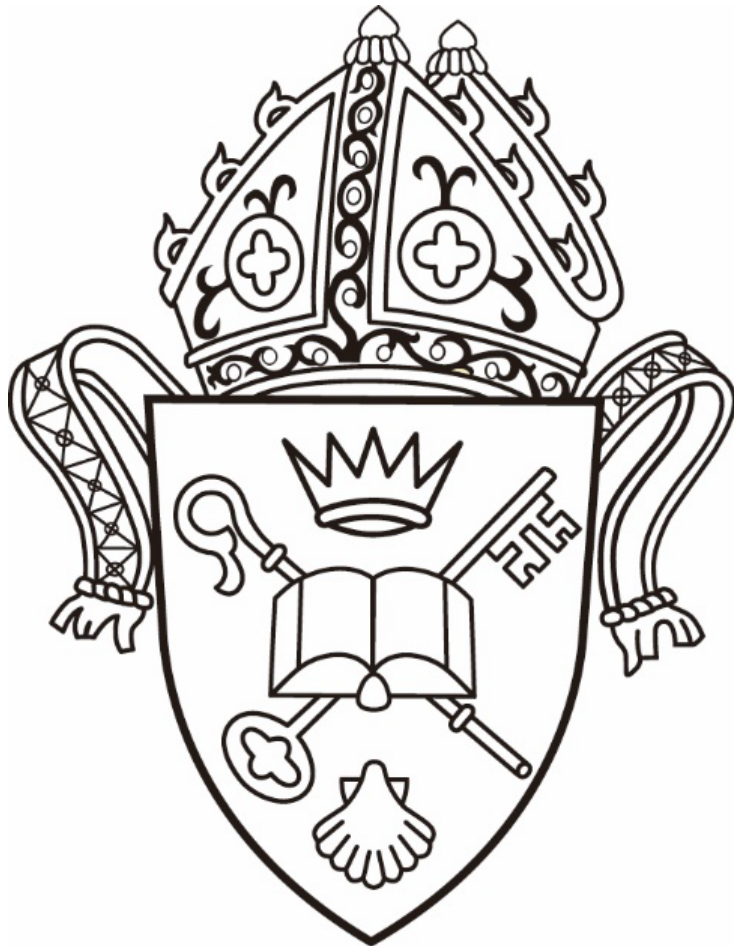
香港島教區
憲章及規例

The Diocese of Hong Kong Island
CONSTITUTION AND CANONS



香港聖公會
Hong Kong Sheng Kung Hui

8.12.2023



香港島教區盾徽

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Hong Kong Sheng Kung Hui
CONSTITUTION OF THE PROVINCE

Preamble

Whereas it is in accordance with the accepted traditions and usages of the Anglican Communion within the One Holy Catholic and Apostolic Church that dioceses should be associated in Provinces.

And whereas it is desired that a provincial union of the Dioceses of Hong Kong Island, Eastern Kowloon and Western Kowloon, including the Missionary Area of Macau be established with the name of the Hong Kong Sheng Kung Hui, to be a community to exemplify in the world the good news of Jesus Christ, born out of God's love, and heralded in the power of the Holy Spirit.

And whereas the Diocesan Bishops of the Dioceses of Hong Kong Island, Eastern Kowloon and Western Kowloon have been authorised by their respective Diocesan Synods to consent and subscribe to the formation of a Province of the Hong Kong Sheng Kung Hui under the terms and provisions of this Constitution and have so consented and subscribed.

We, the Diocesan Bishops whose signatures are hereto subscribed, do solemnly decree and declare that as from the twenty-fifth day of the month of October in the year of our Lord One Thousand Nine Hundred and Ninety-Eight the aforesaid Dioceses are by our act and determination united in the Hong Kong Sheng Kung Hui with the intention that its organisation be developed in accordance with this Constitution as a Province of the Anglican Church in communion with the Anglican Communion throughout the world.

Peter Kwong

[Bishop of Diocese of Hong Kong Island]

Louis Tsui

[Bishop of Diocese of Eastern Kowloon]

Thomas Soo

[Bishop of Diocese of Western Kowloon]

Hong Kong Sheng Kung Hui
CONSTITUTION OF THE PROVINCE

Preface

1. In the Anglican Communion a province is a self-governing church composed of several dioceses operating under a common constitution and has one supreme legislative body. The Sheng Kung Hui Diocese of Hong Kong & Macao ("the Diocese") was one of the few dioceses in the Anglican Communion which did not belong to a province.
2. In the 40th Diocesan Synod of the Diocese held in December 1991, it was resolved that steps shall be taken to expand the Diocese into a province, a fully autonomous member within the Anglican Communion, having an independent ecclesiastical authority vested in the General Synod.
3. Hong Kong and Macau have gone through political and sovereign changes in the past and Hong Kong has, since 1st July, 1997, rejoined while Macau will in the near future rejoin and become part of China, in the form of Special Administrative Regions.
4. In the course of development of the Anglican Church in Hong Kong and Macau, we have witnessed the establishments of the Diocese of Victoria in 1849 under the See of Canterbury; the Kong Yuet Diocese (港粵教區) under the Province of the Chung Hua Sheng Kung Hui in 1913; and the birth of the Diocese of Hong Kong and Macao in 1951, which was subsequently completely separated from the national Chung Hua Sheng Kung Hui.
5. At this critical moment in history, the Anglican community in Hong Kong and Macau have considered the past, consolidated the present and resolved that missionary works and services of the Church in Hong Kong and Macau will be greatly enhanced under the independent status of a province. In the new structure of a province, we shall take full responsibility for all our acts; have access to maximum resources; and be able to unify our best efforts in the building of the Kingdom of God in Hong Kong and Macau and thereby exalting the Grace of our Lord Jesus Christ, the Love of God and the fellowship of the Holy Spirit.

6. In so doing, we, the Province of the Hong Kong Sheng Kung Hui (香港聖公會), consisting of three dioceses, namely, Hong Kong Island, Eastern Kowloon and Western Kowloon, together with the Missionary Area of Macau, a part of the One, Holy, Catholic and Apostolic Church of Jesus Christ, accept the Scriptures of the Old and New Testaments and believe them to contain all things necessary to salvation and the ultimate standard of faith. We also profess the faith, as summed up in the Nicene Creed and the Apostle's Creed, hold to the Doctrine which Christ our Lord commanded, and to the Sacraments of Baptism and the Lord's Supper which He Himself ordained, and accept His Discipline, according to the Commandments of God. We further maintain the ministry of the Church which we have received through the historical Episcopacy in the three orders of Bishops, Priests, and Deacons, orders which have been in Christ's Church from the time of the Apostles.
7. In humble and earnest prayers, we beseech the faithfulness of God and that His Word shall be prosperously preached and practised among the people of Hong Kong, Macau and beyond.
8. By the Grace of God this Province of the Hong Kong Sheng Kung Hui came into being in the year of our Lord One Thousand Nine Hundred and Ninety-Eight on the 25th day of October, 1998.

香港聖公會

Hong Kong Sheng Kung Hui

香港島教區憲章

Constitution of the Diocese of Hong Kong Island

The Diocese of Hong Kong Island

Preamble

Whereas on this sixteenth day of April in the year of our Lord One Thousand Nine Hundred and Ninety-Eight the Hong Kong Sheng Kung Hui constituted the Provisional General Synod of Hong Kong Sheng Kung Hui in Hong Kong;

We, the Diocese of Hong Kong Island (the Diocese), became united with other Dioceses and Missionary Area of Hong Kong Sheng Kung Hui and being named the Province of Hong Kong Sheng Kung Hui;

In accordance with Section Fifteen of the Constitution of the said Province we constituted the Synod of the Diocese; resolved to abide with the Constitution and Canons of the Province of Hong Kong Sheng Kung Hui and to establish the Constitution and Canons of the Diocese;

Subsequently on this twenty-second day of September in the year of our Lord One Thousand Nine Hundred and Ninety-Eight “Diocese of Hong Kong Island” was adopted for the Diocese; and it was proclaimed on the same date that the adopted in 1998 Version of the Constitution and Canons of the Province of Hong Kong Sheng Kung Hui will be abided with by the Diocese;

Provisions of the Constitution and Canons of the Diocese are set forth hereunder :

CONSTITUTION

ARTICLE 1 THE NAME

The Diocese shall be known and distinguished as the "Diocese of Hong Kong Island, Hong Kong Sheng Kung Hui".

ARTICLE 2 INTERPRETATION AND DEFINITIONS

2.1 In these Constitution and Canons, unless the context or subject matter otherwise requires or indicates :

2.1.1 "Archbishop" means the Archbishop of the Province duly elected and holding office under the Constitution of the Province;

2.1.2 "Assistant Bishop" means an assistant bishop of a Diocese duly elected and holding office under the Constitution of the Province;

2.1.3 "Bishop" means the Bishop of the Diocese of Hong Kong Island duly elected and holding office under the Constitution of the Province;

2.1.4 "Bishop Co-adjutor" means the Bishop Co-adjutor elected and appointed pursuant to the provisions of the Canons of the Province;

2.1.5 "Canons" means the Canons promulgated and approved by the Synod relating to the ritual, ceremony, operation and discipline of the Church subject to the provisions of this Constitution;

2.1.6 "Chancellor" means the Chancellor of the Diocese appointed in accordance with provisions of this Constitution;

2.1.7 "Church" means the Hong Kong Sheng Kung Hui (香港聖公會);

2.1.8 "Clergy" means persons in holy order holding current licence issued by the Archbishop or a Diocesan Bishop;

2.1.9 "Communicant" means parishioner of a Parish or Mission Church of one of the Dioceses who is baptised and confirmed, and is regularly receiving Holy Communion;

2.1.10 "Constitution" means the Constitution of the Diocese;

2.1.11 "Constitution and Canons of the Province" means the Constitution and Canons of the Province of Hong Kong Sheng Kung Hui;

2.1.12 "Diocese" means the Diocese of Hong Kong Island of the Hong Kong Sheng Kung Hui;

- 2.1.13 "General Synod" means the Synod of the Province constituted in accordance with the provisions of the Constitution of the Province;
- 2.1.14 "House of Bishops" means the House of Bishops of the General Synod consisting of the Archbishop, Diocesan Bishops, Missionary Diocesan Bishops and Assistant Bishops elected in accordance with the provisions of the Constitution of the Province;
- 2.1.15 "House of Clergy" means the composition of clerical representatives of the Diocese in the Synod;
- 2.1.16 "House of Laity" means the composition of lay representatives of the Diocese in the Synod;
- 2.1.17 "Mission Church" means a congregation established as such by the Bishop in accordance with provisions of the Constitution and Canons of the Diocese;
- 2.1.18 "Ordinance" includes any canon, constitution, statute, legislative measure or provision of the General Synod or Diocesan Synod or of any competent authority in or with respect to a Missionary Area;
- 2.1.19 "Parish" includes any parochial district or similar pastoral division constituted by or under the Constitution and Canons of the Diocese and "the Parish" means the particular Parish concerned in the context; and if the context of this Constitution and Canons so requires or permits shall include Mission Churches;
- 2.1.20 "Province" means the Hong Kong Sheng Kung Hui (香港聖公會) incorporated under the Hong Kong Sheng Kung Hui Ordinance;
- 2.1.21 "Registered Member" means a Communicant who is eighteen (18) years of age or above and who is making offering regularly to a Parish of the Diocese and whose name shall have been kept on the register of the Parish concerned in accordance with the Canons;
- 2.1.22 "Registrar" means the Registrar of the Diocese appointed in accordance with provisions of this Constitution;
- 2.1.23 "Standing Committee" means the Standing Committee of the Synod of the Diocese constituted and appointed under this Constitution and Canons;
- 2.1.24 "Standing Orders" means the Standing Orders of the Diocese;
- 2.1.25 "Synod" means the Synod of the Diocese.
- 2.2 If the context of these Constitution and Canons requires or permits, words which have a special meaning assigned to them in the Constitution and the Canons of the Province shall have the same meaning in these present.
- 2.3 If the context of these Constitution and Canons so requires, or permits, words importing any gender shall include the other gender, words in the singular number shall include the plural number and *vice versa*, and the expression "person" shall include organisations and/or corporations.

ARTICLE 3 BOUNDARIES

- 3.1 Boundaries of the Diocese shall be those as defined under Canon Twenty-three of the Canons of the Province.
- 3.2 The above mentioned Canon Twenty-three is herewith attached as Appendix I in this Constitution.

ARTICLE 4 THE DIOCESE AS CONSTITUENT MEMBER OF THE ANGLICAN COMMUNION

The Diocese, as a part of the Anglican Communion, accedes to the constitution of that branch of the One Holy Catholic and Apostolic Church known as the Hong Kong Sheng Kung Hui; and recognises the authority of the General Synod of the same.

ARTICLE 5 THE SYNOD

There shall be established a Synod of the Diocese, its set-up and organisation are more particularly described and set out in the Canons.

ARTICLE 6 THE STANDING COMMITTEE

A Standing Committee of the Synod shall be elected at each and every ordinary meeting of the Synod in accordance with provisions of the Canons who shall remain in office until the conclusion of the next following ordinary meeting of the Synod.

ARTICLE 7 VACANCY IN THE EPISCOPACY

In the event of a vacancy in the office of Bishop, the Synod, for the election of the Bishop, shall have ecclesiastical authority to call an extraordinary meeting in accordance with provisions of Constitution. Nomination and election shall proceed in accordance with Canon Four “Election of Diocesan Bishops” of the Province. Provisions are set out hereunder for ease of reference :

7.1 Ecclesiastical Authority

7.1.1 In the event of a vacancy or an anticipated vacancy in the office of the Diocesan Bishop, the Diocesan Synod shall have the ecclesiastical authority to call an extraordinary meeting in accordance with provisions of this Constitution.

7.1.2 A clergy of a member church of the Anglican Communion, or of a church in full communion with the Anglican Communion, who is of good standing and sound learning, shall be eligible to be nominated as candidate.

7.2 Electoral College

For the purpose of the election of the Diocesan Bishop, the Diocesan Synod shall establish an Electoral College (“the Electoral College”) composed of the following persons:

7.2.1 All licensed clerics (including the Archbishop and the Bishops) of the Province (“House of Clergy”, such definition of the House of Clergy being exclusively for the purpose of this Article only);

7.2.2 All lay members of the Diocesan Synod of the Diocese whose see is or will be vacant, and the lay representatives of the other Dioceses, Missionary Dioceses, and Missionary Areas in the General Synod (“House of Laity”, such definition of the House of Laity being exclusively for the purpose of this Article only).

7.3 Procedure for the Election of a Bishop

7.3.1 Nomination

7.3.1.1 The Diocesan Standing Committee shall appoint four (4) clergy and four (4) laymen to be members of the Nominating Committee.

7.3.1.2 In making such appointment, the Diocesan Standing Committee shall ascertain the intention of the clergy candidates in being candidates for the election. All clergy members who have declared no intention of being candidates for the election, thus appointed to be members of the Nominating Committee, shall thereafter be debarred from being candidates for such bishop election.

7.3.1.3 The Diocesan Bishop for the time being or his commissary shall appoint one (1) of the members to serve as chairman of the Nominating Committee.

- 7.3.1.4 Candidates nominated by the Nominating Committee shall not exceed the number of three (3) and election meeting shall be held not later than four (4) weeks after the publication of the names of the candidates.
- 7.3.1.5 Nomination by any five (5) members of the Diocesan Synod concerned or by the vestry of any Parish shall be accepted within ten (10) days of the publication of the nominees by the Nominating Committee.
- 7.3.1.6 No member of the Diocesan Synod shall be allowed to nominate more than one (1) candidate.
- 7.3.1.7 Documents in support of nomination :
 - 7.3.1.7.1 letter signifying the nominee's consent to be nominated;
 - 7.3.1.7.2 concise particulars of the nominee;
 - 7.3.1.7.3 signature of the chairman of the Nominating Committee or the five (5) nominators or the signature of the secretary of the vestry of the Parish making the nomination together with the certified copy of the minutes of the vestry meeting approving the nomination; and
 - 7.3.1.7.4 any other information deemed relevant by the Nominating Committee or the Standing Committee.
- 7.3.1.8 Adequate copies of the statement containing concise particulars of nominees and reasons supporting nomination shall be supplied by nominators for distribution to all members of the Electoral College.
- 7.3.1.9 Information on candidates shall be sent by the Diocesan Standing Committee to members of the Electoral College not less than seven (7) days before the date set for the election.

7.3.2 Discussion

Apart from reading out the particulars of the nominee, there shall be no discussion in respect of the nomination.

7.3.3 Voting

- 7.3.3.1 Voting shall be held separately in the House of Clergy and the House of Laity, and a two-thirds majority in each house of those present and voting shall be required for election.
- 7.3.3.2 Voting shall be in the form of secret ballot. In each round of voting, a member of the Electoral College can cast one (1) vote only.
- 7.3.3.3 In the event of the required two-thirds majority not being achieved in any one of the two (2) houses of the Electoral College after conducting three (3) rounds of voting, then the four (4) candidates with the highest numbers of votes in the latest round of voting shall be eligible to proceed for the next round of voting.
- 7.3.3.4 In the event of the required two-thirds majority not being achieved in either of the houses of the Electoral College at the fourth (4) rounds of voting, then the three (3) candidates with the highest numbers of votes shall be eligible to proceed to the next round of voting.
- 7.3.3.5 In the event of the required two-thirds majority not being achieved in either of the houses of the Electoral College at the fifth (5) round of voting, then the two (2) candidates with the highest numbers of votes shall be eligible to proceed to the next round of voting.
- 7.3.3.6 In the event of the required two-thirds majority not being achieved in either of the houses of the Electoral College at the sixth (6) round of voting, then the candidate with the highest number of votes shall be eligible to proceed to the next round of voting.
- 7.3.3.7 In the event of the required two-thirds majority not being achieved for the remaining candidate in either of the houses, voting shall be repeated. The candidate shall only be elected if two-thirds majority votes are obtained at both houses of the Electoral College.
- 7.3.3.8 In the event of equal number of votes in any of the two houses making it impossible to cut down the number of candidates to meet the numbers of candidates as required by provisions herein before set out for subsequent round of voting, a special round of voting shall be conducted to determine the candidate or candidates who shall proceed to the next round of voting. In the event of equality of votes occurring, the matter shall be settled by the drawing of lots.
- 7.3.3.9 In any event if the two houses of the Electoral College have two different sets of candidates without any common candidate, then the election shall be terminated. The Diocese may call for another nomination three (3) months after the election.
- 7.3.3.10 In the event if the remaining candidate fails to obtain the two-thirds majority required in both houses of the Electoral College after ten (10) rounds of voting, then the election shall be terminated, and the Diocese may call for another nomination three (3) months after the election.

7.4 Confirmation of Result of the Election of a Bishop

- 7.4.1 When a person shall have been so elected in a Diocesan synod, a testimonial shall be given in the following form signed by a majority of clergy and laity who were present at the synod:

Testimonial

In the Diocesan Synod of _____ on the _____ day of _____ in the year _____ the Reverend _____ was in accordance with the Canons of the Hong Kong Sheng Kung Hui, elected Bishop of the Diocese of _____ and we furthermore declare that we believe him to be a man well learned and godly, wise and virtuous, fitted to bear the office of a Bishop to the glory of God and the edifying of the Holy Catholic Church, and to be a wholesome example to the flock of Christ.

[Signed]

Clergy & Lay Delegates

Diocesan Synod of _____

Date _____

Chairman or Executive Secretary of the Diocesan Synod shall send a copy of the above testimonial certified by their signatures to the Archbishop.

- 7.4.2 The Archbishop shall then submit the name of the priest so elected to the House of Bishops for its assent and confirmation of such election result.
- 7.4.3 When the House of Bishops has given its assent and confirmation of such election result, the Archbishop shall give notice to the person elected that his election has been duly confirmed, and his consent having been received, the Archbishop shall take action for the consecration of the bishop-elect by at least three (3) bishops of the Anglican Church.
- 7.4.4 The Bishop-elect before his consecration shall sign the Declaration set forth as below:-

Declaration

I _____ believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary to salvation, and I solemnly promise to conform to the doctrine, discipline, and worship of the Hong Kong Sheng Kung Hui.

(Signed) _____

Diocesan Bishop-elect

Date _____

- 7.4.5 In all cases the Archbishop and the Standing Committee shall satisfy themselves that the stipend of the bishop-elect is adequately and duly guaranteed before proceeding to his consecration.

7.5 Election of Diocesan Bishop by the General Synod

7.5.1 If for any reason the Diocesan synod does not desire to exercise its right to elect a bishop, it may delegate its right to the General Synod by passing a resolution to that effect by a two-thirds majority, and informing the Archbishop of its action.

7.5.2 The Archbishop having received the resolution shall take measures to secure the election of a bishop by the General Synod.

7.5.3 Result of the election of a bishop by the General Synod shall be final and accepted by the Diocese concerned.

7.6 Time Limit for the Election of a Diocesan Bishop

7.6.1 The Diocesan Synod shall proceed with due diligence to elect a bishop to fill a vacant see of the Diocese, and in any event a new bishop is to be elected no later than two (2) years from the date of the occurrence of the vacancy.

7.6.2 If for any reason Paragraph 7.6.1 hereinabove is not complied with, the House of Bishops shall have the ecclesiastical authority to appoint a bishop for the Diocese concerned, and such appointment by the House of Bishops shall be final and binding upon the Diocese.

7.7 Reporting of the Results of the Election

Results of the election shall be promptly reported by the Diocese to the House of Bishops and to the Registrar of the Church.

7.8 In the event of the see of a Diocese becoming vacant, the House of Bishops of the General Synod shall appoint a bishop, incumbent or retired, to serve as an Interim Bishop and oversee the Diocese until a new Diocesan Bishop is duly elected and installed.

ARTICLE 8 ELECTION OF BISHOP CO-ADJUTOR

8.1 Ecclesiastical Authority

- 8.1.1 In the event of a prospective retirement, a Diocesan Bishop shall ask the Standing Committee to initiate the procedure for the election of a Bishop Co-adjutor not earlier than eighteen (18) months and not later than six (6) months prior to the proposed date of his retirement.
- 8.1.2 The Standing Committee shall then have the ecclesiastical authority to call an extraordinary meeting of the Synod in accordance with the provisions of the Constitution.
- 8.1.3 The eligibility for candidacy in the election of a Diocesan Bishop set out in Paragraph 7.1.2 of Article 7 of the Constitution shall be applied to regulate the eligibility for candidacy in the election of a Bishop Co-adjutor.
- 8.1.4 The method of election of a Diocesan Bishop set out in Paragraph 7.2 of Article 7 of the Constitution shall be applied to regulate the method of election of a Bishop Co-adjutor.

8.2 Procedure for the election of a Bishop Co-adjutor

The procedure for the election of Diocesan Bishop set out in Paragraph 7.3 of Article 7 of the Constitution shall be applied to regulate the election of the Bishop Co-adjutor.

8.3 Confirmation of Results of the Election of a Bishop Co-adjutor

- 8.3.1 When a person shall have been so elected in a Diocesan Synod as the Bishop Co-adjutor, a testimonial shall be given in the following form signed by a majority of the clergy and laity who were present at the synod:

Testimonial

In the Diocesan Synod of _____ on the _____ day of _____ in the year _____ the Reverend _____ was in accordance with the Canons of the Hong Kong Sheng Kung Hui elected Bishop Co-adjutor of the Diocese of _____ and we furthermore declare that we believe him to be a man well learned and godly, wise and virtuous, fitted to bear the office of a Bishop to the glory of God and the edifying of the Holy Catholic Church, and to be a wholesome example to the flock of Christ.

[Signed]

Clergy & Lay Delegates
Diocesan Synod of _____
Date _____

- 8.3.2 The Chairman and the executive secretary of the Diocesan Synod shall send a copy of the above testimonial certified by their signatures to the Archbishop.

8.3.3 Upon receipt of the testimonial the Archbishop shall procure the performance of the procedure set out in paragraphs 7.4.2 to 7.4.5 of Article 7 of the Constitution and the Bishop Co-adjutor shall be substituted for and regarded as the Bishop-elect of the Diocese.

8.4 Consecration of the Bishop Co-adjutor and Enthronement as the Diocesan Bishop

8.4.1 The elected Bishop Co-adjutor shall be consecrated as soon as possible and shall take office as such and shall perform the duties as arranged and directed by the Diocesan Bishop of the Diocese.

8.4.2 Unless otherwise defrocked in accordance with the provisions of the Constitution of the Church, the Bishop Co-adjutor, shall succeed upon any vacancy of the Diocesan Bishop office and be enthroned as the Diocesan Bishop of the Diocese as soon as possible.

8.5 Election of the Bishop Co-adjutor by the General Synod

8.5.1 If for any reason either the Diocesan Synod or its Standing Committee does not desire to exercise its rights to elect the Bishop Co-adjutor upon being requested by its Bishop so to do, it may delegate its rights to the General Synod and accordingly inform the Archbishop of its desire and its request to the General Synod to arrange for such election.

8.5.2 The Archbishop having received the request shall take measures to secure the election of the Bishop Co-adjutor by the General Synod.

8.5.3 The General Synod may follow the procedure set out in Canon 5 of the Province or prescribe its own procedure in organizing the election.

8.5.4 Result of the election of the Bishop Co-adjutor by the General Synod shall be final and accepted by the Diocese.

ARTICLE 9 AUTHORITY

9.1 No resolution of the Synod shall be implemented unless and until the acceptance and recognition of the Bishop or his commissary has been previously obtained. The Bishop or his commissary has to make known to the Executive Secretary of the Synod his acceptance or otherwise within one (1) month of the adjournment of the Synod meeting.

9.2 Resolutions of the Synod which are required under provisions of the Constitution and Canons of the Province to comply with specific procedure therein set out or to seek for the consent of the general synod or the Archbishop before taking effect shall not take effect until such procedure having been complied with or such consent having been obtained.

ARTICLE 10 LIMITATION OF RIGHTS

The Synod shall have the following rights:

- 10.1 to make Canons and By-laws;
- 10.2 to elect representatives to attend the General Synod of the Hong Kong Sheng Kung Hui;
- 10.3 to appoint its own office-bearers, Boards and Committees; and
- 10.4 to supervise affairs of the Synod, provided that such acts are not inconsistent with provisions of the Constitution and Canons of the Province currently in force.

ARTICLE 11 AMENDMENT OF CONSTITUTION AND CANONS

11.1 All proposed addition and amendment to the Constitution and Canons shall be submitted by the Bishop to the Chancellor of the Province for checking and verification in relation to compliance with the requirements contained in the Provincial Canons and against possible contravention to provisions of the Constitution of the Province in accordance with provisions of Canon Twenty-four of the Province.

11.2 The Constitution shall not be amended except in accordance with the following provisions:

Proposals for amendment of the Constitution or part thereof shall be submitted to the ordinary meeting of the Synod and only be accepted if at least two-thirds of the members in each House present and voting at the time when such proposals are made at the meeting signifying their approval; such proposed amendments shall be proposed for discussion in the next following ordinary meeting of the Synod and shall only become effective if at least two-thirds majority vote in each House is obtained from members present and voting at the time when such proposals are made at such meeting. Such proposals must not contravene with provisions of Constitution and Canons of the Province, provided always that notice of not less than one (1) month shall be circulated to all members thereof prior to such meeting.

11.3 The Canons shall not be amended except in accordance with the following provisions:

Proposals for amendment, altering and addition of Canons may be submitted to any meeting of the Synod provided always that notice of not less than one (1) month shall be circulated to all members thereof prior to such meeting. Such proposals may only become effective if accepted by majority of the members of the Synod from the House of Clergy and the House of Laity present and voting at the meeting, provided always that amendments of the Canons must not contravene with provisions of the Constitution and Canons of the Province.

11.4 Notwithstanding any provision to the contrary contained in this Constitution, for the amendments made by the General Synod of the Province to its Constitution, Canons or Standing Orders thereby necessitating consequential revision of the provisions of the Constitution, Canons or Standing Orders of the Diocese pursuant to Section 16 of the Constitution of the Province:-

11.4.1 the Standing Committee shall make such consequential update to the Constitution, Canons or Standing Orders of the Diocese; and

11.4.2 the Standing Committee shall, as soon as is practicable, report such revisions to the Synod at an ordinary meeting of the Synod and take appropriate measures to inform all parishes and mission churches in the Diocese of such consequential update.

ARTICLE 12 THE SEAL OF THE DIOCESE

The Diocese shall have a seal entrusted to the safe custody by the Bishop. The Bishop or his commissary may cause such seal to be affixed onto documents and deeds for and on behalf of the Diocese.

The mode of execution shall be as follows:

- I affix the seal;
- II signed by the Bishop or his commissary, as the case may be; and
- III signed by the Executive Secretary of the Synod.

ARTICLE 13 DELEGATES TO GENERAL SYNOD OF THE PROVINCE

13.1 If so requires, at ordinary meeting of the Synod, thirty (30) representatives from the house of laity shall be elected to the House of Laity of the General Synod by the house of laity of the synod from amongst themselves for a specific session of the General Synod of the Province; provided that each lay delegate elected into the House of Laity of the General Synod shall at the date of the election:

13.1.1 have been a Registered Member of one or more Parishes of the Hong Kong Sheng Kung Hui for not less than seven years; and

13.1.2 have served the Diocesan Synod he belongs to for not less than one full term starting from the commencement of an ordinary meeting of the Diocesan Synod to the commencement of the ensuing ordinary meeting.

13.2 Voting shall be by secret ballot, and the requisite number of candidates having the highest number of all votes cast shall be elected.

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Hong Kong Sheng Kung Hui

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Canons of the Diocese of Hong Kong Island

CANONS

CANON 1

MEETING OF THE SYNOD

1 Standing Orders

- 1.1 The Synod shall have the right to adopt standing orders and rules to regulate the proceedings of its meetings;
- 1.2 The Standing Orders may be adopted from time to time by the Synod for use at its meeting by a Special Resolution; and
- 1.3 The Standing Orders may be relaxed in such manner or suspended at any meeting of the Synod by passing a Special Resolution at the meeting.

2 Membership of the Synod

The Synod shall consist of the following members :

- 2.1 the Bishop;
- 2.2 clergy: All clergy who accept and abide with the Constitution and Canons of the Province and the Constitution and Canons of the Diocese and who hold valid licences from the Bishop. Retired clergy, and visiting clergy who hold valid permit from the Diocese may attend Synod Meetings and has the right to speak but not to vote; and
- 2.3 lay members: lay members as governed by appropriate Canons herein.
- 2.4 youth observers: each Parish and Mission Church may, in accordance with the invitation from the Diocesan Bishop, nominate two (2) persons below the age of thirty (30) who are not lay delegates of the Synod to attend Synod Meetings. Such youth observers have the limited right to speak but not to vote.

3 Notice of Meetings

- 3.1 Ordinary meetings of the Synod shall be held at least once in every thirty (30) months at such time and venue as the Bishop in consultation with the Standing Committee shall decide. Notice of such meetings of not less than two (2) months shall be sent to the respective parish vestries and mission church councils of the Diocese. Neglect in sending such notice to any Synod Member will not in any event invalidate proceedings and matters transacted at the ordinary meetings of the Synod.
- 3.2 Extraordinary meetings of the Synod may be called by the Bishop or upon requisition of the Standing Committee. Notice of such meetings of not less than one (1) month shall be sent to all members of the Synod.

4 Chairman of Meetings

- 4.1 the Bishop shall be chairman of the Synod and as such shall chair all its meetings;
- 4.2 the Bishop may appoint any member of the Synod to be chairman of any of its meetings; and
- 4.3 the chairman of a meeting so appointed by the Bishop shall enjoy the same powers as the Bishop in regulating proceedings of the meeting of the Synod.

5 Motions of the Synod

- 5.1 Motions for discussion at the meetings of the Synod shall only be proposed by the Bishop, the Standing Committee, committees set up by the Synod or vestries of the respective Parishes of the Diocese. Such motions must be submitted within the time prescribed by the Standing Committee for inclusion into the agenda of the Synod meetings.
- 5.2 At the time of any meeting of the Synod, motions proposed by members of the Synod shall not be accepted for discussion, save and except with the consent of at least two-thirds of the members with voting right present at the meeting when such motions are made at such meeting.

6 Executive Secretary of the Synod

- 6.1 The Executive Secretary of the Synod shall be secretary of meetings of the Synod;
- 6.2 The Executive Secretary of the Synod shall be responsible for:
 - 6.2.1 ensuring that minutes and records of all meetings are properly kept and published for circulation and adoption by the meetings as soon as possible after the conclusion of the subject meetings;
 - 6.2.2 keeping and preservation of all papers, memorials and other documents used in the meetings;
 - 6.2.3 conducting all correspondence for the meetings;
 - 6.2.4 examining and verifying credentials of all delegates;
 - 6.2.5 preparing and keeping of records of delegates;
 - 6.2.6 keeping the time of meetings; and
 - 6.2.7 passing on to his successor in office all documents and records pertaining to the meetings of the Synod which are in his possession, custody and control.

7 Recording Secretaries

- 7.1 Two Recording Secretaries, one each for the Chinese and the English Language, shall be appointed in the manner as set out in the Standing Orders.
- 7.2 Recording Secretaries shall act under the direction of the Executive Secretary of the Synod and work closely with the Business Committee of the Synod.
- 7.3 Recording Secretaries shall be responsible for the keeping of minutes and records of the meetings of the Synod.

8 Other Office-bearers of the Synod

- 8.1 An Honorary Treasurer, and an Honorary Assistant Treasurer shall be elected at the ordinary meeting of the Synod. A registered auditor shall be appointed also at that meeting. Their tenure shall last till the conclusion of the next ordinary meeting of the next Synod.
- 8.2 A Parliamentarian shall be appointed by the chairman of the Synod at the first session of the ordinary meeting of the Synod whose tenure shall last till the opening of the next ordinary meeting of the Synod to help maintain order at Synod meetings, and to enforce rules and regulations of debate.

- 8.3 Whenever any vacancy among Synod office-bearers occurs, not in the time of Synod meetings, other than those appointed by the chairman of the Synod, the Standing Committee shall have the right to appoint substitutes.

9 The Business Committee

- 9.1 The Business Committee shall be a committee acting under the direction of the Standing Committee to:
- 9.1.1 assist the Standing Committee in preparing for the convening of meetings of the Synod;
 - 9.1.2 assist the Executive Secretary in receiving and compiling reports of all relevant committees and bodies, dispatching the same to the delegates of the Synod at least fourteen (14) days before scheduled date of the subject meetings;
 - 9.1.3 assist the Executive Secretary in the publication of the agenda and programme of meetings, together with all supporting documents and papers;
 - 9.1.4 prepare the venue for meetings;
 - 9.1.5 provide all logistical support to meetings;
 - 9.1.6 assist the Executive Secretary in the publication of minutes of meetings;
 - 9.1.7 make preparation for and assist in the conduct of all elections of the Synod as well as the Diocese; and
 - 9.1.8 assist in the maintenance of good and orderly conduct by delegates in all meetings.
- 9.2 The chairman of the Business Committee shall be appointed by the Bishop.
- 9.3 The Business Committee shall have not less than four (4) members who shall be elected by delegates of the Synod at the first session of the ordinary meeting.
- 9.4 Tenure of the chairman and members of the Business Committee shall be from the close of the ordinary meeting of the Synod in which they were appointed or elected as the case may be to the close of the next ordinary meeting of the Synod.
- 9.5 The secretary of the Business Committee shall be elected by members from amongst themselves.
- 9.6 Three (3) members present shall constitute quorum of meeting.

10 Nomination Committee

- 10.1 The Nomination Committee shall be a committee acting under the direction of the Standing Committee to:
 - 10.1.1 compile a list of candidates for each Synod committee;
 - 10.1.2 request for nomination of candidates from members of the Synod; and
 - 10.1.3 print and circulate a duly revised list of candidates for Synod committees before the election.
- 10.2 The chairman of the Nomination Committee shall be appointed by the Bishop.
- 10.3 The Nomination Committee shall have four (4) other members who shall be elected by delegates of the Synod at the first session of the ordinary meeting.
- 10.4 The secretary of the Nomination Committee shall be elected by members from amongst themselves.
- 10.5 Tenure of the chairman and members of the Nomination Committee shall be from the close of the ordinary meeting of the Synod in which they are appointed or elected as the case may be to the close of the next ordinary meeting of the Synod.
- 10.6 Three (3) members present shall constitute quorum of meeting.

CANON 2

ELECTION OF SYNOD COMMITTEES

1 Rules of Election

- 1.1 A lay candidate, who has been elected as a member of the same committee for four (4) or more consecutive terms immediately preceding the election of members of that committee, shall not be treated as having been elected to that committee unless the votes cast in his favour in such election :
 - 1.1.1 exceeds at least 50% of the total number of persons who shall have voted in such election, or such other percentage (being no less than 50% and not more than 75%) as the Standing Committee may from time to time decide prior to such election as it thinks fit; and
 - 1.1.2 would, but for Clause 1.1.1 above, qualify him to be elected as a member of that committee.
- 1.2 If any such person is not qualified to be elected because of Clause 1.1.1 above, such place shall be filled by another candidate according to the number of votes received.
- 1.3 On the list of eligible candidates, the Nomination Committee should use symbols to differentiate such candidates from others.
- 1.4 The aforesaid rules shall be applied only to the election of lay candidates to Synod committees (not for the election of members of the Nomination Committee and the Business Committee), and not to other positions such as Diocesan Honorary Treasurers and Synod secretaries.

2 Membership of Synod Committees

Membership of Synod committees, with the exception of Standing Committee and Finance Committee, shall be open to non-Synod members, provided that the number of elected non-Synod members shall not exceed one-third of the total membership of any such committee. The elected non-Synod members must be Registered Members in accordance with provisions of the Canons.

- 3** Tenure of members of all committees shall be from the close of the ordinary meeting of the Synod in which they were elected to the close of the next ordinary meeting of the Synod.

CANON 3

LAY DELEGATES OF THE SYNOD

- 1** All Parishes recognised by the Standing Committee shall send lay delegates to the Synod. The Standing Committee shall appoint a lay delegate to the Synod from each Mission Church not yet established as a Parish but recognized by the Standing Committee.
- 2** A Parish shall send one (1) delegate for every thirty (30) Registered Members to the Synod. But the total number of delegates sent by each Parish shall not exceed twelve (12).
- 3** Vicar of the Parish, in conjunction with the vestry, shall prepare the lists of members eligible to elect and to be elected as delegates to the Synod respectively.
- 4** All Registered Members of the Parish are entitled to elect the lay delegates to the Synod.
- 5** All Registered Members of the Parish who have served as members of the vestry for at least three (3) years are eligible to be elected lay delegates to the Synod.
- 6** Election of delegates to the Synod shall be in accordance with the following :
 - 6.1** it shall take place in the Parish annual election before the ordinary meeting of the Synod;
 - 6.2** the Parish vestry of the year shall nominate Registered Members as candidates to be elected lay delegates to the Synod pursuant to the paragraph 5 of this Canon. The list of nominated candidates to the Synod shall be made public at the same time as the nomination list of candidates to the membership of vestry. If ten (10) Registered Members unanimously recommend any Registered Member to be nominated as candidate pursuant to the paragraph 5 of this Canon, that name shall appear on the list of candidates to the Synod as well; and
 - 6.3** the voting forms of delegates to the Synod shall be distributed simultaneously with the voting forms for vestry members at the election.
- 7** After the lay delegates have been elected, the chairman of the vestry shall send their names to the Executive Secretary of the Synod.
- 8** The Executive Secretary of the Synod shall send attendance certificates to the delegates before the Synod opens. Synod delegates shall present their attendance certificates to the chairman of the Synod for inspection before attending the Synod.

- 9** Tenure of a Synod delegate shall last from the opening of the ordinary meeting of the Synod immediately following his election to the day before the opening of the next ordinary meeting of the Synod. Should there be any casual vacancy, the vacancy of the Parish delegate shall be filled by appointment by his Parish vestry, and the Mission Church delegate by the Standing Committee.
- 10** The Bishop shall have the right to appoint not more than three (3) laymen to attend the Synod as special delegates.

CANON 4

THE STANDING COMMITTEE

1 Terms of Reference

- 1.1 The Standing Committee shall be an advisory to as well as executive body for the Bishop on all matters concerning the well-being of the Diocese and in particular the Standing Committee shall advise the Bishop on all matters referred to it by the Synod or the Bishop for its advice.
- 1.2 The Standing Committee shall also act as executive committee of the Synod.
- 1.3 The Standing Committee shall perform functions and powers as set out in the Constitution and Canons.

2 Organisation

The Standing Committee shall comprise the following members:

- 2.1 the Bishop;
- 2.2 the Diocesan Archdeacon;
- 2.3 the Chancellor;
- 2.4 the Executive Secretary of the Synod;
- 2.5 the Honorary Treasurer of the Diocese;
- 2.6 the General Secretary of the Diocese;
- 2.7 four (4) clergy elected by clerical delegates of the Synod; and
- 2.8 four (4) lay members elected by lay delegates of the Synod.

3 Office-bearers

Office-bearers of the Standing Committee shall consist of:

- 3.1 a chairman who shall be the Bishop or his commissary;
- 3.2 a secretary who shall be the Executive Secretary of the Synod;
- 3.3 a treasurer who shall be the Honorary Treasurer of the Diocese; and
- 3.4 any other office-bearers to be appointed by the Standing Committee as and when required for the better functioning of the Standing Committee.

4 Meetings

- 4.1 The Standing Committee shall meet at least twice (2) in any period of twelve (12) months.
- 4.2 Each meeting shall be summoned by the Bishop.
- 4.3 Extraordinary meetings shall be summoned by the Bishop on the request of any three (3) members of the Standing Committee.
- 4.4 Five (5) members shall form the quorum provided that at least two (2) of these five (5) be lay members.

5 Election of members

- 5.1 With the exception of ex-officio members, election of members of the Standing Committee shall be in accordance with provisions of the Canons regulating elections of the Synod.
- 5.2 With the exception of ex-officio members, casual vacancy occurring in the Standing Committee shall be filled by co-option by the Standing Committee.

6 Preparation for Meetings of the Synod

In preparation for the meetings of the Synod, the Standing Committee shall be responsible for:

- 6.1 securing the election of all delegates to the Synod to have been completed by the relevant Parishes and bodies at least two (2) months before the scheduled date of the meeting of the Synod;
- 6.2 collecting and compiling reports of all the committees of the Synod for submission to the meeting;
- 6.3 printing and circulating to members of the Synod reports of Diocesan committees and notices of motions or such parts thereof as may be necessary; and
- 6.4 drawing up agenda for meetings of the Synod, and, on the chairman's approval, submitting it to all members at least fourteen (14) days before the date due for the meeting of the Synod.

CANON 5

THE FINANCE COMMITTEE

1 Terms of Reference

- 1.1 The Finance Committee shall be a body to advise and manage the finance of the Diocese and it shall advise the Synod and the Standing Committee on all matters referred by them for its advice which shall include but not limited to:
 - 1.1.1 planing and raising revenue for the Diocese and to collect payments from Parishes and Mission Churches of the Diocese;
 - 1.1.2 taking charge of and manage the finance of the Diocese, including investments;
 - 1.1.3 administering all funds established within or entrusted to the Diocese;
 - 1.1.4 keeping and maintaining the accounts of the Diocese and to present financial reports to the Synod and the Standing Committee;
 - 1.1.5 receiving and considering financial reports of each of the Parishes and Mission Churches; and giving comments and suggestions for improvement, if appropriate;
 - 1.1.6 performing any other duties assigned to it by the Synod and the Standing Committee; and
 - 1.1.7 preparing financial budget of the Diocese to be presented to the Synod.
- 1.2 The Finance Committee shall make necessary arrangements to facilitate the internal audit of the various bodies of the Diocese.
- 1.3 The Finance Committee shall act as adviser on financial investment to the various bodies of the Diocese.

2 Organisation

The Finance Committee shall comprise the following members:-

- 2.1 the Bishop;
- 2.2 the Diocesan Archdeacon;
- 2.3 the Executive Secretary of the Synod;
- 2.4 the Honorary Treasurer and the Honorary Assistant Treasurer of the Diocese;
- 2.5 the General Secretary of the Diocese; and
- 2.6 five (5) members elected by delegates of the Synod.

3 Office-bearers

Office-bearers of the Finance Committee shall consist of:

- 3.1 a chairman who shall be the Bishop or his commissary;
- 3.2 a secretary who shall be elected by members of the Finance Committee among themselves; and
- 3.3 any other office-bearers to be appointed with the permission of the Standing Committee as and when required for the better functioning of the Finance Committee.

4 Meetings

- 4.1 The Finance Committee shall meet at least four (4) times in any period of twelve (12) months.
- 4.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 4.3 If quorum is not constituted within half an hour from the time stipulated for the commencement of the meeting, that meeting shall stand adjourned to the same time seven (7) days thereafter and the members present at the adjourned meeting shall constitute quorum of the meeting notwithstanding provisions set out in paragraph 4.2 hereof.
- 4.4 Secretary of the Finance Committee shall keep and preserve minutes of the meetings of the committee and shall pass on the same to the Executive Secretary of the Synod for safe custody.

5 Operation of the Committee

- 5.1 All money (apart from those held in name of trust or designated funds) of the Diocese shall be deposited with banks pursuant to the directions by the Diocesan Finance Committee;
- 5.2 All bank accounts shall be opened in the name of or with a name including "Hong Kong Sheng Kung Hui Diocese of Hong Kong Island";
- 5.3 Authorised signatories of the bank accounts of the Diocese shall be those designated by the Finance Committee. Cheques issued by the Diocese or by the Finance Committee shall be signed by two (2) authorised signatories, one of whom shall be the Diocesan Treasurer or the Assistant Treasurer, if one is appointed;
- 5.4 Accounts of the Diocese shall be audited annually by a firm of certified public accountants to be appointed from time to time by the Synod.

CANON 6

THE COMMITTEE ON MISSION

1 Name

This Committee shall be known as “The Committee on Mission, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 six (6) members elected by the Synod;
- 2.2 the Diocesan Missioner (if one is appointed by the Diocese); and
- 2.3 not more than three (3) other members co-opted by the Committee, and report to the Standing Committee for record.

3 Office-bearers

Office-bearers of the Committee shall consist of:

- 3.1 a chairman appointed by the Standing Committee from members of the Committee; and
- 3.2 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee; and one (1) treasurer, to be elected amongst its members, who shall be responsible for all the financial matters of the Committee.

4 Objects and Duties

- 4.1 The objects of the Committee shall be to propose missionary strategies and policies of the Diocese to the Bishop and the Standing Committee; and to implement such strategies and policies.
- 4.2 The duties of the Committee shall be as follows:-
 - 4.2.1 to keep assessing regularly the missionary work in the Diocese, in order to match with the missionary strategies and policies of the Province;
 - 4.2.2 to suggest to the Standing Committee missionary strategies and work plans, including the suggestion of missionary work in new localities; and to implement the same after obtaining the approval or permission of the Standing Committee;

- 4.2.3 to promote or to amend relevant work plans, as assigned by the Bishop or the Standing Committee;
- 4.2.4 to assist parishes and missions to develop their missionary works;
- 4.2.5 to train people from within or outside the Diocese to participate in the evangelistic work of parishes, missions and the Diocese; and
- 4.2.6 to provide training to Diocesan evangelists.

5 Meetings

- 5.1 The Committee shall meet no less than two (2) times in any period of twelve (12) months, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 7

THE COMMITTEE ON CHRISTIAN NURTURE

1 Name

This Committee shall be known as “The Committee on Christian Nurture, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 six (6) members elected by the Synod;
- 2.2 the Diocesan Nurturing Officer (if one is appointed by the Diocese); and
- 2.3 not more than three (3) other members co-opted by the Committee, and report to the Standing Committee for record.

3 Office-bearers

Office-bearers of the Committee shall consist of:

- 3.1 a chairman appointed by the Standing Committee from members of the Committee; and
- 3.2 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee; and one (1) treasurer, to be elected amongst its members, who shall be responsible for all the financial matters of the Committee.

4 Objects and Duties

- 4.1 The objects of the Committee shall be to propose to the Bishop and the Standing Committee strategies and policies pertaining to Christian nurture of the Diocese, and to implement such strategies and policies.
- 4.2 The duties of the Committee shall be as follows:-
 - 4.2.1 to explore and promote Christian nurture in the Diocese, in line with that of the Province;
 - 4.2.2 to explore different methods of nurture for different age groups; and to develop nurturing resources;

- 4.2.3 to coordinate Christian nurture programmes in parishes and missions of the Diocese; to strengthen their communications and mutual learning; to reinforce the contact with Anglican schools and welfare organizations in the vicinity; and
- 4.2.4 to provide training to Church members to share in the work of Christian nurture in the Diocese.

5 Meetings

- 5.1 The Committee shall meet no less than two (2) times in any period of twelve (12) months, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or by the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 8

THE YOUTH COMMITTEE

1 Name

This Committee shall be known as “The Youth Committee, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 eight (8) members elected by the Synod;
- 2.2 the Diocesan Youth Officer (if one is appointed by the Diocese) ; and
- 2.3 not more than three (3) other members co-opted by the Committee (must include person(s) of age below 30), and report to the Standing Committee for record.

3 Office-bearers

Office-bearers of the Committee shall consist of:

- 3.1 a chairman appointed by the Standing Committee from members of the Committee; and
- 3.2 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee; and one (1) treasurer, to be elected amongst its members, who shall be responsible for all the financial matters of the Committee.

4 Objects and Duties

- 4.1 The objects of the Committee shall be to propose to the Bishop and the Standing Committee strategies and policies of the Diocese on youth missionary work and pastoral care; and to implement such strategies and policies.
- 4.2 The duties of the Committee shall be as follows:-
 - 4.2.1 to communicate and to reinforce the relationship among parishes and missions, to coordinate resources so as to enhance the effectiveness of mission on youth and pastoral care;
 - 4.2.2 to train the young laity, so that they can shoulder the mission of pastoral care and evangelism; and
 - 4.2.3 to identify suitable young people for ministry.

5 Meetings

- 5.1 The Committee shall meet no less than four (4) times in any period of twelve (12) months, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or by the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 9

THE COMMITTEE ON LITURGICAL WORSHIP

1 Name

This Committee shall be known as “The Committee on Liturgical Worship, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 six (6) members elected by the Synod;
- 2.2 the Diocesan Liturgical Officer (if one is appointed by the Diocese); and
- 2.3 not more than three (3) other members co-opted by the Committee, and report to the Standing Committee for record.

3 Office-bearers

Office-bearers of the Committee shall consist of:

- 3.1 a chairman appointed by the Standing Committee from members of the Committee; and
- 3.2 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee; and one (1) treasurer, to be elected amongst its members, who shall be responsible for all the financial matters of the Committee.

4 Objects and Duties

- 4.1 The objects of the Committee shall be to propose to the Bishop and the Standing Committee strategies and policies of the Diocese on Church’s liturgy and sacred music, and to implement such strategies and policies.
- 4.2 The duties of the Committee shall be as follows:-
 - 4.2.1 to strengthen the understanding of liturgy in the worship life of Church members;
 - 4.2.2 to collect and collate material and to make recommendations to the Provincial Standing Commission on Liturgical Matters for the revisions of the Book of Common Prayer and the hymn books;

- 4.2.3 to prepare and organize, as directed by the Bishop or the Standing Committee orders of service for special occasions;
- 4.2.4 to advise on liturgical usage and the employment of sacred music in the liturgy within the Diocese;
- 4.2.5 to improve the quality of sacred music in the Diocese, and to promote Anglican sacred music;
- 4.2.6 to encourage and train Church members for liturgical ministries; and
- 4.2.7 to establish and manage the database of liturgical resources and sacred music.

5 Meetings

- 5.1 The Committee shall meet no less than two (2) times in any period of twelve (12) months, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or by the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 10

THE COMMITTEE ON INFORMATION AND COMMUNICATION

1 Name

This Committee shall be known as “The Committee on Information and Communication, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 six (6) members elected by the Synod;
- 2.2 the Diocesan Information Officer (if one is appointed by the Diocese);
- 2.3 the Diocesan General Secretary; and
- 2.4 not more than three (3) other members co-opted by the Committee, and report to the Standing Committee for record.

3 Office-bearers

Office-bearers of the Committee shall consist of:

- 3.1 a chairman appointed by the Standing Committee from members of the Committee;
- 3.2 a vice-chairman who shall be elected by the Committee from among the six (6) members elected by the Synod; and
- 3.3 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee; and one (1) treasurer, to be elected amongst its members, who shall be responsible for all the financial matters of the Committee.

4 Objects and Duties

- 4.1 The objects of the Committee shall be to propose strategies and policies of the Diocese on information and communication to the Bishop and the Standing Committee; and to implement such strategies and policies.
- 4.2 The duties of the Committee shall be as follows:-
 - 4.2.1 promote evangelism and Christian nurture through printed and other media;

- 4.2.2 edit and publish Diocesan publications assigned by the Standing Committee;
- 4.2.3 manage and renew the Diocesan websites; and
- 4.2.4 to collect, organize and archive written works.

5 Meetings

- 5.1 The Committee shall meet no less than two (2) times in any period of twelve (12) months, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 11

THE COMMITTEE ON CONSTITUTION AND CANONS

1 Name

This Committee shall be known as “The Committee on Constitution and Canons, Diocese of Hong Kong Island, HKSKH” (hereinafter referred to in this Canon as “the Committee”).

2 Composition

The Committee shall comprise:

- 2.1 the Chancellor, who shall be chairman of the Committee;
- 2.2 the Executive Secretary of the Synod;
- 2.3 the Registrar;
- 2.4 the Diocesan General Secretary;
- 2.5 two (2) clergy members elected by the Synod; and
- 2.6 three (3) lay members elected by the Synod.

3 Office-bearers

Office-bearers of the Committee shall consist of :

- 3.1 one (1) secretary, to be elected amongst its members, who shall be responsible for keeping the minutes of all meetings of the Committee.

4 Objects and Duties

- 4.1 to conduct comprehensive reviews of the Constitution and Canons on regular basis with a view to up-date provisions thereof to cater for and give effect to the continual development of the Diocese;
- 4.2 to review provisions of the Constitution and Canons with respect to their internal consistency and clarity;
- 4.3 to present proposals of amendments on the basis of such review to the Constitution and Canons for the consideration of the Standing Committee, and if thought fit by the Standing Committee, for introduction to the Synod;

- 4.4 to review all proposed amendments to the Constitution and Canons as may be submitted to the Synod and to place such proposed amendments in proper constitutional or canonical form; and
- 4.5 to provide that no member of the Committee shall, by reason of membership, be deemed to be disabled from expressing on the floor of the meeting of the Synod, of which he is a member, his personal views with respect to the substance of any such proposed amendments.

5 Meetings

- 5.1 The Committee shall meet no less than two (2) times during the adjournment of each ordinary meeting of the Synod, other meetings shall be called as required for the proper performance of its duties.
- 5.2 Simple majority of members of the Committee present in person shall constitute quorum of meeting.
- 5.3 The Committee shall submit reports of its work and activities to the Standing Committee.
- 5.4 Meetings of the Committee may be summoned by the Bishop, or by the Standing Committee, or by joint request in writing from not less than three (3) members of the Committee.

CANON 12

PARISH AND VESTRY

1 Compliance with Requirements under Canons of the Province

Provisions set out in this Canon 12 are in compliance with the requirement under the provisions of Canon twenty- six of the Province.

2 Affiliation and Membership in the Diocese

- 2.1 Parishes are affiliated to the Province through their membership in the Diocese.
- 2.2 Any new congregation which is desirous of becoming part of the Province shall apply to become either a Parish or a Mission Church of the Diocese.
- 2.3 The area covered by Parishes in the Diocese shall be defined by the Standing Committee, recorded in writing and related to the Parishes. The Standing Committee shall be entitled to re-define the boundary of any of its Parishes from time to time.
- 2.4 The permanent place of worship of a Parish shall be situated within the boundary of the Diocese.

3 Qualifications of a Parish

- 3.1 To be qualified for recognition as a Parish, a congregation shall fulfill the following qualifications:
 - 3.1.1 there shall be at least fifty (50) Registered Members;
 - 3.1.2 its constitution, which shall not contain any provision inconsistent with the Constitution, Canons, By-laws and Regulation of the Province and the Diocese, shall have been approved by the Standing Committee.;
 - 3.1.3 it shall be able to maintain the stipend of a vicar who shall be in charge of all affairs of the congregation;
 - 3.1.4 there shall be a permanent place of worship. A permanent place of worship shall mean that in the course of one (1) year the congregation shall be worshipping at the same premises for not less than six (6) months;
 - 3.1.5 it shall undertake to accept and abide with all provisions of the Constitution, Canons, By-laws and Regulation of the Province and the Diocese; and
 - 3.1.6 there shall be a vestry constituted in accordance with provisions set out herein below and in the Constitution of the Diocese.

- 3.2 The Standing Committee may, with or without imposing any conditions, suspend or waive any of the qualifications set out in paragraph 3.1 hereof.
- 3.3 It shall be lawful for the Standing Committee to provide for assistance to a congregation in a manner it deems appropriate so that such congregation shall qualify to become a Parish of the Diocese.

4 The Vestry

- 4.1 The vestry of a Parish shall be the governing body of the Parish. It shall supervise all functions and activities of the Parish. It shall be entitled to make rules and regulations for the better management and administration of the Parish. These rules and regulations shall not contravene the Constitution and Canons of the Province as well as of the Diocese.
- 4.2 The vestry shall consist of the following who shall be voting members of the vestry:
 - 4.2.1 the vicar of the Parish appointed by the Bishop;
 - 4.2.2 curate or curates of the Parish appointed by the Bishop;
 - 4.2.3 clergy of the Church who are serving in the Parish appointed by the Bishop;
 - 4.2.4 ordinary members to be elected from Registered Members of the Parish;
 - 4.2.5 senior active members to be elected in the manner hereinafter set out; and
 - 4.2.6 nominated members to be appointed by the vicar in the manner hereinafter set out.
- 4.3 The number of vestry members shall be those as determined from time to time by the vestry of the Parish but it shall not be less than ten (10) Registered Members of the Parish.

5 The Vicar

The vicar of a parish, representing the Bishop, shall perform and fulfil his duties in accordance with the licence granted to him by the Bishop. His duties are:

- 5.1 To the vestry:
 - 5.1.1 to be chairman of the vestry;
 - 5.1.2 to recommend Registered Members of the parish as nominated members of the vestry;
 - 5.1.3 to appoint the department heads for the Sunday school, youth fellowship and the church choir respectively; and

- 5.1.4 to have a casting vote in vestry meetings, when the number of votes on the two opposite sides come to a tie.
- 5.2 To the parish:
 - To officiate Divine Services, teach doctrines and preach.
- 5.3 On financial matters:
 - 5.3.1 to supervise the finance and keeping of accounts of all funds of the Parish;
 - 5.3.2 to countersign with the treasurer or the elected member of the vestry all paying orders and cheques drawn on the bank accounts of the Parish; and
 - 5.3.3 to supervise the use of financial resources of all departments of the Parish.
- 5.4 On administration:
 - 5.4.1 to take charge of the administration of the Parish and of recruitment and supervision of staff under him;
 - 5.4.2 to manage the church building, vicarage, school(s) and other buildings within the Parish;
 - 5.4.3 to make, with the collaboration of the vestry, rules and regulations for all departments of the Parish;
 - 5.4.4 to determine the scope of activities for all departments of the Parish; and
 - 5.4.5 to oversee operation and activities of the various committees of the vestry.
- 5.5 On education and other services:
 - The vicar shall supervise schools and others services operated by the Parish.

6 Terms of Reference of the Vestry

The vestry shall be responsible for:

- 6.1 On spiritual life:
 - 6.1.1 to support the vicar in his pastoral care of the congregation of the Parish;
 - 6.1.2 to assist the vicar in promoting missionary activities; and
 - 6.1.3 to promote spiritual growth and fellowship of the congregation.

- 6.2 On management and administration:
 - 6.2.1 to maintain a complete roll of members of the Parish;
 - 6.2.2 to nominate qualified and suitable candidates for the consideration of the Standing Committee for ordering to diaconate and priesthood;
 - 6.2.3 to recommend to the Standing Committee suitable people to be appointed as lay readers assisting in conducting services;
 - 6.2.4 to elect amongst themselves suitable members to head different departments of the Parish;
 - 6.2.5 to elect amongst themselves suitable members to serve on other related bodies of the Church;
 - 6.2.6 to oversee the annual election of the Parish; and
 - 6.2.7 to keep minutes of all meetings of the vestry.
- 6.3 On financial matters:
 - 6.3.1 to manage the financial affairs of the Parish and its affiliated bodies;
 - 6.3.2 to raise sufficient fund for paying emolument of clergy and staff of the Parish, and activities and functions of the Parish;
 - 6.3.3 to prepare the annual budget of the Parish;
 - 6.3.4 to keep the relevant statements of accounts of the Parish and arrange for the same to be audited by professionally qualified accountants; and
 - 6.3.5 to invest money of the Parish not immediately needed for its expenditure appropriately and manage the investments of the Parish.
- 6.4 On Parish property and facilities:
 - 6.4.1 to maintain and manage the use of all buildings, premises and facilities of the Parish;
 - 6.4.2 to maintain all equipment of the Parish;
 - 6.4.3 to provide all necessities for religious services of the Parish; and
 - 6.4.4 to provide an appropriate vicarage for the vicar and an appropriate residence for the curate together with appropriate furniture and equipment; such vicarage, residence, furniture and equipment shall be approved by the Standing Committee.
- 6.5 On education and other services:

To maintain and manage schools and other services operated by the Parish.

7 Lay Vestry Members

- 7.1 A parishioner shall be vestry member of only one Parish of any of the Dioceses at one and the same time.
- 7.2 To be eligible for election to become a member of the vestry of any Parish, a parishioner shall be a Registered Member of the Parish concerned.
- 7.3 Members of the vestry shall be classified in the following manner:
- 7.3.1 Ordinary members - registered members of a Parish shall be eligible to be nominated as candidates for the annual election of ordinary members. The number of ordinary members shall be fixed from time to time by the vestry and shall be announced at least one (1) month before the date scheduled for annual election.
- 7.3.2 Senior active members - senior active members shall be those permanent advisors returned under sub-paragraphs 7.9 and 7.11. Number of senior active members shall be fixed from time to time by the vestry and shall be announced at least one (1) month before the date scheduled for annual election.
- 7.3.3 Nominated members - nominated members are nominees of the vicar of the Parish to perform a special duty or serve a special function on the vestry, who have been endorsed in the annual election pursuant to clause 7.10.2, provided always that no person shall act as nominated member of the vestry for more than five (5) consecutive years. Number of nominated members shall be fixed by the vicar but shall not be in excess of one-fifth of the total number of ordinary members of the vestry. The names of the vicar's nominees shall be announced at least one (1) month before the date scheduled for annual election.
- 7.4 Members of the vestry shall be elected by all those Registered Members of the Parish present at the annual election of the Parish. All Registered Members of the Parish shall each be entitled to one (1) vote. The vestry of the Parish shall make rules to regulate its annual election which shall be consistent with provisions of the Constitution, Canons and regulations of the Diocese. Annual election of the Parish shall be held not later than the last day of November of each year.
- 7.5 The vestry may appoint a nomination committee for compiling respective lists of candidates who are eligible to participate in the annual election. Such lists shall be announced to the Parish at least one month before the date scheduled for annual election.
- 7.6 The list of candidates for ordinary members of the vestry shall consist of registered members of the Parish who are ordinary resident in Hong Kong / Macau for the period of twelve (12) months prior to the date of annual election and recommended by the nomination committee of the Parish. A candidate who fulfils the residency requirement may also be jointly nominated by not less than five (5) registered members in the Parish.

- 7.7 At no time shall the number of nominated candidates be less than two (2) times of the number of vestry members to be elected, provided that this requirement may be waived on application by the Parish to the House of Bishops.
- 7.8 The nomination committee of the Parish shall comprise the vicar and all licensed clerics serving in that Parish, not fewer than two members of the vestry appointed by the vicar, and not fewer than three members of the vestry elected among themselves.
- 7.9 The list of candidates for the senior active members of the vestry shall consist of permanent advisors of the Parish who have agreed to serve as members of the vestry and as such have confirmed in writing to the vicar that they are willing to attend meetings of the vestry on a regular basis as well as serve as heads of departments of the Parish if elected.
- 7.10 In the annual election the voters shall be asked to :
- 7.10.1 cast their votes for the candidates on the list of ordinary members of the vestry. The number of candidates equivalent to the number of vacancies receiving the highest number of votes shall be declared elected ordinary members of the vestry; and
- 7.10.2 endorse or reject names on the list of candidates for senior active members or nominated members of the vestry. Candidates in respect of whom two-thirds or more voters have cast a negative vote shall be declared rejected and shall not be eligible to serve as members of the vestry.
- 7.11 For the purposes of this sub-paragraph, a person shall be deemed to be an ordinary resident of Hong Kong if he shall not be absent from Hong Kong, for more than one hundred and eighty-one (181) days in a calendar year.
- 7.12 Tenure of office for a vestry member shall be for one (1) calendar year from the first day of January to the thirty-first day of December of the year.
- 7.13 Casual vacancies occurring amongst the ordinary members of the vestry shall be filled by the candidate with the next highest votes at the last annual election.
- 7.14 On or before the thirty-first day of December of each year, the vicar of a Parish shall forward to the Registrar of the Province as well as the Diocesan office a copy of the Registered Members of the Parish and a list of its vestry members.
- 7.15 All paid staff of a Parish shall not at the same time be a vestry member. At the invitation of the vestry, he may attend the meeting of the vestry but he shall have no voting right.

8 Registered member of a Parish

8.1 A Christian who:

8.1.1 is at least eighteen (18) years of age;

8.1.2 has been baptised and confirmed;

8.1.3 is regularly receiving Holy Communion at the Parish concerned; and

8.1.4 is making offering regularly to the Parish concerned.

shall be eligible to apply and become a Registered Member of a Parish of one of the Dioceses of the Province.

8.2 Anyone who is desirous of becoming a registered member of a Parish of one of the Dioceses of the Church shall make the application to the Parish concerned and comply with its registration regulations and requirements.

8.3 The Vicar of the Parish concerned shall consider the application pursuant to sub-paragraph 8.2 to see if the conditions set out in sub-paragraphs 8.1.1 to 8.1.4 have been complied with, and in a justifiable case of non-compliance of any of the conditions set out in sub-paragraph 8.1.3 or 8.1.4 by an applicant may exercise his discretion to grant an exemption from compliance. The Vicar shall thereafter notify the applicant upon his name being entered into the roll of registered members of the Parish.

8.4 A person shall only be eligible to be Registered Member of one (1) Parish in any of the Dioceses of the Province at one time.

8.5 The Vicar shall at the appropriate time before the election of members of the vestry review and update the roll of registered members of the Parish and publish the roll of registered members for not less than 30 days before the date set for the election.

8.6 Any registered member of a Parish who is desirous of transferring to become registered member of another Parish, shall first notify the vicar of his existing Parish, who shall complete the transfer form as prescribed by the Diocese and forward the same to the vicar of the intended Parish to serve as formal notification and introduction. Upon the subject member being accepted to be registered member of the intended Parish, the vicar thereof shall forthwith notify the vicar of the original Parish, who shall then cancel registration of the subject member in his Parish.

8.7 Such transfer shall be notified by the vicar of the Parish to whom the subject member has transferred his membership to the secretariat of the Diocese concerned.

8.8 The roll of Registered Members shall be revised every year. If the congregation is dissatisfied with additions or cancellations of name(s) in the roll, then the complaint can be brought before the Archdeacon. If still unsettled, it can be brought before the Bishop.

9 Permanent Advisors of the Parish

- 9.1 Registered members of a Parish who have served as ordinary or nominated members of the vestry for a cumulative period of fifteen (15) years within that same Parish, whether consecutively or intermittently, or for a cumulative period of twenty (20) years in one or more Parishes of any of the Dioceses of the Church, shall be permanent advisors of the Parish.
- 9.2 In the case of a parishioner transferring from one parish to another, the parishioner must have served as an ordinary or nominated member of the vestry in the new parish for at least three years before the parishioner can become a permanent advisor in the new parish, even if the parishioner has already acquired the necessary qualification to be eligible for permanent advisorship at the time of the parishioner's moving to the new parish.
- 9.3 Permanent advisors shall serve as such until he ceases to be a Registered Member of the Parish, or by notice in writing he declines to be a permanent advisor of the Parish.
- 9.4 Permanent advisors of the Parish shall be entitled to attend meetings of the vestry and address the meeting but shall not be counted as members constituting quorum nor voting.

10 Duties of Members of the Vestry

Members of the vestry shall have the following duties:

- 10.1 attending meetings of the vestry regularly;
- 10.2 serving as heads of the departments of the Parish if so elected;
- 10.3 attending services and activities of the Parish regularly;
- 10.4 assisting in the planning and organisation of activities of the Parish;
- 10.5 supporting and promoting all activities undertaken by the vestry; and
- 10.6 acting with other members of the vestry in executing and implementing the resolutions of the vestry.

11 Meetings of the Vestry

- 11.1 The vestry of the Parish shall meet as often as required for proper management of the Parish; it shall meet for at least four (4) times a year.
- 11.2 One-third of members of the vestry present in person shall constitute quorum of meeting of the vestry.
- 11.3 Notwithstanding the requirement of attending meetings of the vestry in person set out in sub-paragraph 11.2, the Vicar may, for good reason and in his absolute discretion, arrange for persons entitled to attend a meeting of the vestry to do so by other methods which they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting, including but not limited to video conferencing or electronic means (hereinafter collectively referred to as “Electronic Means”). Any member attending the meeting of the vestry as determined by the Vicar by Electronic Means shall be counted in the quorum for and entitled to vote at the meeting in question, and the meeting shall be duly constituted and its proceedings valid provided that the chairman of the meeting is satisfied that adequate facilities are available throughout the meeting to ensure that members attending the meeting are able to participate in the business for which the meeting has been convened.
- 11.4 Where any member attends the meeting of the vestry by Electronic Means pursuant to sub-paragraph 11.3, a failure (for any reason) of the communication equipment, or any other failure in the arrangements shall not affect the validity of the meeting of the vestry or the resolutions passed, or any business conducted there or any action taken pursuant to such business.
- 11.5 Vicar of the Parish shall chair all meetings of the vestry. If the vicar is not available for any meeting of the vestry, he shall appoint the curate or a member of the vestry to chair meetings of the vestry.
- 11.6 All questions before the vestry shall be decided by simple majority vote of the meeting. In case of equality of votes the chairman of the meeting shall have a casting vote.
- 11.7 Disagreement on any question between the vicar and the vestry shall be referred to the Bishop of the Diocese concerned for resolution or adjudication. The decision of the Bishop thereon shall be final.

12 Office-bearers of the Vestry

- 12.1 The vestry of a Parish shall be entitled to appoint some of its members to be office-bearers of the vestry to undertake duties assigned to them. Until the vestry otherwise decides, the vestry shall have the following office-bearers:
- 12.1.1 a secretary, who shall be responsible for serving notices to the members of the vestry convening meetings of the vestry, keeping minutes and other records of the meetings, making all necessary arrangements for the annual election of the Parish and handling all correspondence of the vestry;
 - 12.1.2 a treasurer, who shall be responsible for overseeing all financial matters of the Parish including the collection and disbursement of funds, keeping of accounts and making financial reports to the vestry and managing all investments of the Parish;
 - 12.1.3 a choirmaster, who shall be responsible for organising and leading the choir of the Parish. He shall oversee all music ministries of the Parish;
 - 12.1.4 a head of Sunday School, who shall be responsible for organising and operating the Sunday School of the Parish. He shall also head up religious education work of the Parish;
 - 12.1.5 a head of youth fellowship, who shall be responsible for leading the Youth Fellowship of the Parish and ministry towards the younger generation; and
 - 12.1.6 heads of other departments of the Parish.
- 12.2 With the exception of the choirmaster, heads of Sunday School and youth fellowship who are appointed annually by the vicar of the Parish, all other office-bearers of the vestry shall be elected by members of the vestry from amongst themselves.

CANON 13

FINANCE OF A PARISH

1 Parish shall be self-sufficient

- 1.1 A Parish shall be responsible in paying for all its own expenses.
- 1.2 A Parish shall have sufficient funding to pay for and maintain a permanent place of worship.

2 Emoluments and Vicarage for its Vicar

- 2.1 A Parish shall be responsible for paying the emolument package of its vicar through the Diocesan Office.
- 2.2 It is the standard arrangement of the Diocese that the stipend of the vicar be paid through the Diocesan Office. The Parish concerned shall, upon demand by the Diocese, forthwith reimburse the Diocesan Office with the full amount of such stipend.
- 2.3 A Parish shall accord first priority in applying its resources to pay for emolument of the vicar of the Parish.
- 2.4 A Parish shall be responsible in providing the vicar of the Parish with a vicarage and shall furnish it appropriately with furniture and equipment in accordance with directions of the Standing Committee of the Diocese.

3 Emolument and Residence for the Curate

- 3.1 A Parish may request from the Bishop for the service of a curate and shall, when a curate is being assigned to serve in the Parish, be responsible for paying for the emolument package of its curate.
- 3.2 It shall be the standard arrangement of the Diocese that emolument of the curate is paid through the Diocesan office, the Parish concerned shall, upon demand by the Diocese, forthwith reimburse the Diocesan office with the full amount of such emolument.
- 3.3 A Parish shall be responsible in providing the curate of the Parish with a reasonable residence and shall furnish it appropriately with furniture and equipment in accordance with directions of the Standing Committee.

4 Donation to bodies outside the Church

- 4.1 In sharing the Blessings and Love of Christ, a Parish may in its annual budget set aside not more than 10% of its normal contribution collected in the previous year and designate it as part of the charity fund of the parish.
- 4.2 A Parish may also accept donation from its members or donors directed specifically as donation to its charity fund.
- 4.3 The vestry of a Parish may decide to apply its charity fund to charitable donations or support to missionary work in Hong Kong/Macau and overseas.
- 4.4 Subject to the approval of the Standing Committee being obtained a Parish may organise fund-raising activities for other bodies or organisations which are not part of or member agencies of the Church or to make donations out of its charity funds to such bodies or organisations.
- 4.5 Save as hereinbefore provided, a Parish shall not make donations to bodies or organisations which are not part of or member agencies of the Church out of the donations it receives or from its general revenue.

5 Contribution to the Diocese and the Province

- 5.1 A Parish shall promptly make payment to the Diocese and the Province as its agreed financial contributions to the Diocese and the Province.
- 5.2 Honorary Treasurers of the Diocese and of the General Synod shall discuss with Parishes annually for the amount to be contributed by the Parishes to the Diocese and the Province. Such amount shall be determined by reference to the number of Registered Members of the Parish concerned.
- 5.3 Unless exempted by the Standing Committee, a Parish which is in arrears of payment to the Diocese or the Province for more than twelve (12) months shall be liable to have all its rights and privileges as a Parish suspended until such arrears shall have been paid.

CANON 14*

MISSION CHURCH & MISSION CHURCH COUNCIL

1 Organisation

- 1.1 Several Registered Members of the Diocese shall be appointed by the Bishop to form a council for the establishment of the Mission Church. Members of the Mission Church council are to be appointed or be elected from among Registered Members of the Mission Church on the approval of the Bishop each year.
- 1.2 The priest-in-charge appointed by the Bishop shall be chairman of the Mission Church council. Under extraordinary circumstances, the Bishop may appoint a member of the Mission Church council to be acting chairman. From among remaining members, one (1) shall be elected to be secretary and another to be treasurer.
- 1.3 The Mission Church council shall meet at least four (4) times in any period of twelve (12) months.
- 1.4 Quorum for meetings of the Mission Church council shall be one-third of the total number of council members.
- 1.5 Should the Mission Church council and the chairman of the council show diversity in opinions over a certain issue, the issue may be referred to the archdeacon for resolution or adjudication. If still unsettled, it can be referred to the Bishop or his appointee for adjudication. The decision of the Bishop thereon shall be final.

2 Terms of Reference of the Mission Church Council

- 2.1 On spiritual life:
 - 2.1.1 to assist the priest-in-charge in promoting missionary activities;
 - 2.1.2 to support the priest-in-charge in his pastoral care of the congregation of the Mission Church; and
 - 2.1.3 to promote spiritual life and fellowship of the Mission Church members;
- 2.2 On administration:
 - 2.2.1 to keep minutes of all meetings of the Mission Church council;
 - 2.2.2 to prepare and maintain a complete roll of Mission Church members;

* The repeal of Canon 28 of the Province regarding Mission Church & Mission Church Council as mandated by Resolution 12 of the 7th General Synod, as instructed by Archbishop, shall not take effect until further notice.

- 2.2.3 to present to the Bishop building plans for the development of the Mission Church;
 - 2.2.4 to recommend and select suitable leaders to take charge of various groups of the Mission Church; and
 - 2.2.5 to recommend to the Standing Committee suitable people to be appointed as lay readers assisting in conducting services.
- 2.3 On financial matters :
- 2.3.1 to raise funds necessary for activities of the Mission Church.
 - 2.3.2 the priest-in-charge shall manage the financial affairs and funds of the Mission Church;
 - 2.3.3 the Mission Church council shall elect a treasurer to assist the priest-in-charge to manage all financial matters;
 - 2.3.4 all sums of money given to the Diocese by Parishes and Mission Churches shall be handed to the Finance Committee as instructed;
 - 2.3.5 all financial incomes shall be kept in the bank account of the name of the Mission Church as specified by the Mission Church council;
 - 2.3.6 all payment orders and cheques shall be signed by two (2), one of whom shall be the priest-in-charge or the council member he appoints, and the other shall be the treasurer or the elected council member;
 - 2.3.7 all books kept shall be audited annually by public accountants or certified public accountants. The audited financial report shall be presented to the Finance Committee for reference and record;
 - 2.3.8 all property contracts shall be signed in the name of the Church Body of the Hong Kong Sheng Kung Hui and shall be kept by the Church Body of the Hong Kong Sheng Kung Hui;
 - 2.3.9 the deposit and withdrawal of all special and trusted funds of money shall be signed by priest-in-charge or the council member appointed together with the treasurer of the council or any member elected by the council;
 - 2.3.10 provisions of “Donation to Bodies Outside the Church” set out in Canon Thirteen is applicable to Mission Church.
- 2.4 On property :
- 2.4.1 to maintain and manage the use of all buildings, premises and facilities of the Mission Church;
 - 2.4.2 to maintain all equipment of the Mission Church;

2.4.3 to provide all necessities for religious services of the Mission Church;
and

2.4.4 to provide an appropriate residence for the priest-in-charge together with appropriate furniture and equipment; such residence, furniture and equipment shall be approved by the Standing Committee. If the Mission Church is unable to provide any of the above due to financial difficulty, the Finance Committee shall undertake to provide the same.

2.5 On education and other services:

to maintain and manage schools and other services operated by the Mission Church.

3 Limitations on the Rights of the Mission Church Council

The Mission Church council shall follow the Provincial Constitution and Canons as well as Diocesan constitution, canons, and regulations to function and supervise all activities in the Church. These pre-parish Churches shall dismiss the Mission Church councils as soon as they are recognised as Parishes by the Standing Committee.

4 Rights and Duties of the Priest-in-charge

The priest-in-charge of a Mission Church, representing the Bishop, shall perform and fulfil his duties in accordance with the licence granted to him by the Bishop. His duties are:

4.1 To the Mission Church council :

4.1.1 to be the chairman of the council;

4.1.2 to appoint persons to be in charge of the various groups of the Mission Church; and

4.1.3 to have a casting vote in council meetings, when the number of votes on the two opposite sides come to a tie;

4.2 To the church :

To officiate Divine Services, teach doctrines and preach.

4.3 On financial matters :

4.3.1 to supervise the finance and keeping of accounts of all funds of the Mission Church;

4.3.2 to countersign with the treasurer or the elected member of the Mission Church council all paying orders and cheques drawn on the bank accounts of the Mission Church; and

4.3.3 to supervise the use of financial resources of all groups of the Mission Church.

4.4 On administration :

- 4.4.1 to take charge of the administration of the Mission Church and of recruitment and supervision of staff under him;
- 4.4.2 to manage the church building, residence, school(s) and other buildings within the Mission Church;
- 4.4.3 to make, with the collaboration of the Mission Church council, rules and regulations for all departments of the Mission Church;
- 4.4.4 to determine the scope of activities for all groups of the Mission Church; and
- 4.4.5 to oversee operation and activities of the various committees of the Mission Church.

4.5 On education and other services :

The priest-in-charge shall supervise schools and other services operated by the Mission Church.

CANON 15

MISCELLANEOUS

1 Archdeacon of the Diocese

- 1.1 Every archdeacon shall hold office under the appointment and during the pleasure of the Bishop.
- 1.2 Every archdeacon shall within his archdeaconry and / or within his special area of appointment carry out his duties under the Bishop, and
 - 1.2.1 assist the Bishop to execute and manage Diocesan affairs;
 - 1.2.2 see that all Parishes and Mission Churches and all such as hold any ecclesiastical office within the same perform their duties with diligence, and
 - 1.2.3 bring to the Bishop's attention what calls for correction or merits praise.

2 Chancellor

- 2.1 There shall be a law officer to be known as the Chancellor who shall be normally a Registered Member of a Parish of the Province and a member of the legal profession of Hong Kong.
- 2.2 The Chancellor shall hold office under the appointment and during the pleasure of, and for the purpose of giving legal advice to the Bishop.

3 Registrar

- 3.1 There shall be a law officer to be known as the Registrar who shall be normally a Registered Member of a Parish of the Province and a member of the legal profession of Hong Kong.
- 3.2 The Registrar of the Diocese shall hold office under the appointment and during the pleasure of the Bishop.
- 3.3 It shall be the Registrar's duty, under the direction of the Bishop, to aid in keeping a record of Episcopal acts, and in preparing official documents for Episcopal signature, and of lists of the clergy and of candidates for Holy Orders.
- 3.4 The Registrar shall have the custody of the archives of the Diocese, shall attend the Bishop, as and when required, at ordinations and other religious services, and shall perform such other acts in relation to the custody, use, certification and transmission of official records and documents as the Bishop may prescribe.

4 The Diocesan General Secretary

- 4.1 The Diocese may if necessary appoint one (1) general secretary, to be called the Diocesan General Secretary. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 4.2 The Diocesan General Secretary shall hold office under the appointment and during the pleasure of the Bishop.
- 4.3 The Diocesan General Secretary shall execute the following duties:-
 - 4.3.1 to manage the day to day operation of the Diocesan office;
 - 4.3.2 to execute instructions of the Bishop and archdeacon;
 - 4.3.3 to liaise with Diocesan officers, committees and the work of the Diocesan office; and
 - 4.3.4 to hire and dismiss staff of the Diocesan office.

5 The Diocesan Missioner

- 5.1 The Diocese may if necessary appoint one (1) missioner, to be called the Diocesan Missioner. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 5.2 The Diocesan Missioner shall hold office under the appointment and during the pleasure of the Bishop, and shall be responsible for coordinating all matters on mission within the Diocese.

6 The Diocesan Nurturing Officer

- 6.1 The Diocese may if necessary appoint one (1) nurturing officer, to be called the Diocesan Nurturing Officer. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 6.2 The Diocesan Nurturing Officer shall hold office under the appointment and during the pleasure of the Bishop, and shall be responsible for coordinating all matters on spiritual nurture within the Diocese.

7 The Diocesan Youth Officer

- 7.1 The Diocese may if necessary appoint one (1) youth officer, to be called the Diocesan Youth Officer. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 7.2 The Diocesan Youth Officer shall hold office under the appointment and during the pleasure of the Bishop, and shall be responsible for coordinating all matters on youth nurture within the Diocese.

8 The Diocesan Liturgical Officer

- 8.1 The Diocese may if necessary appoint one (1) liturgical officer, to be called the Diocesan Liturgical Officer. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 8.2 The Diocesan Liturgical Officer shall hold office under the appointment and during the pleasure of the Bishop, and shall be responsible for coordinating all matters on liturgy within the Diocese.

9 The Diocesan Information Officer

- 9.1 The Diocese may if necessary appoint one (1) information officer, to be called the Diocesan Information Officer. Such officer shall ordinarily be a clergy or a Registered Member of a parish in the Diocese.
- 9.2 The Diocesan Information Officer shall hold office under the appointment and during the pleasure of the Bishop, and shall be responsible for coordinating all matters on communication of information within and outside the Diocese.

10 Other Committees of the Diocese

To facilitate the work of the Diocese, the Synod may from time to time establish committees of the Diocese with such duties as it may determine, and, unless otherwise provided, the Bishop shall appoint members thereto. These shall not contravene in any way the provision of the Provincial Constitution and Canons.

CANON 16

INDEMNITY

Any honorary office-bearer of the Diocese shall be indemnified out of the funds of the Diocese against all costs, charges, losses, damages, and expenses which they shall incur or be put to on account of any contract, act, deed, matter, or thing, which shall be made, done, entered into, or executed by them respectively on behalf of the Diocese and shall be reimbursed by the Diocese all reasonable expenses incurred by him in or about any legal proceedings or arbitration on account of the Diocese or otherwise in the execution of his office except as herein otherwise provided, and except such costs, damages, and expenses as shall happen through his willful neglect or default. And he shall not be chargeable for any money which he shall not actually receive, nor be answerable for the act, receipt, neglect, or default of any other officer, nor for any banker, broker, collector, agent, or other person appointed by the Diocese, with whom or into whose hands any property or moneys of the Diocese shall be deposited, or for the insufficiency of any security upon which any of the moneys of the Diocese shall be invested, nor any loss or damage which may happen unless through their own willful neglect or default.

CANON 17

STANDING ORDERS

1 Application

- 1.1 Unless suspended or resolved otherwise by a Special Resolution of the Synod, these Rules shall be applicable to all meetings of the Synod.
- 1.2 These Rules may be applied to regulate any meeting of the Diocese if so adopted by a resolution of the committee.

2 Definitions and Interpretation

2.1 Definitions

In these rules, if the context so requires or permits, the following expressions shall have the meaning set against them:

Expressions	Meanings
“Archbishop”	means the Archbishop of the Province;
“Bishop”	means the Bishop of the Diocese of Hong Kong Island, duly elected and holding office under the Constitution;
“Chairman”	means the chairman of the meeting;
“Constitution”	means the Constitution of the Diocese including, the Constitution, Canons, Regulations and By-laws, as the case may be;
“Constitution of Province”	means the Constitution of the Province including the Constitution, Canons, Regulations and By-laws, as the case may be;
“Diocese”	means the Diocese of Hong Kong Island established under the Constitution of the Province;
“Member”	means members of the Synod;
“Parliamentarian”	means a Registered Member of a parish of the Hong Kong Sheng Kung Hui so appointed by the Bishop to advise and counsel on the rules and procedure of meetings of the Synod;
“Province”	means the Province of the Hong Kong Sheng Kung Hui;
“Synod”	means the Synod of the Diocese of Hong Kong Island;

“Rules”	means the rules set out in these present Standing Orders;
“Ordinary Resolution”	means a resolution of the Synod of a simple majority which is proposed and passed in accordance with provisions of the Canons;
“Special Resolution”	means a resolution of the Synod of a two-third majority which is proposed and passed in accordance with provisions of the Canons.

2.2 Interpretation

- 2.2.1 The Chairman, in consultation with the Parliamentarian, shall have the right to interpret these Rules.
- 2.2.2 In case of dispute on the ruling of the Chairman on the interpretation of these Rules, the decision of the Bishop shall be final.
- 2.2.3 In the interpretation of these Rules, if context so requires or permits, words in the singular shall include the plural and *vice versa*, words in the masculine gender shall include the feminine gender or *vice versa*, and the expression “person” shall include organizations and corporations.

3 The Synod Chairman

- 3.1 The Bishop shall be the Chairman and shall chair meetings of the Synod.
- 3.2 The Bishop may appoint a Member of the Synod to be the Chairman of a meeting.
- 3.3 In the absence of the Bishop or the person duly appointed by the Bishop to chair a particular meeting, Members of the Synod present at the meeting may elect one (1) among themselves to act as Chairman of that particular meeting; the person so elected shall enjoy all powers conferred by these Standing Orders on the Synod Chairman.

4 Powers of the Chairman of the Meeting

- 4.1 Subject to Rule (2.2.1) hereof, the Chairman, in consultation with the Parliamentarian, shall be the sole interpreter of these Standing Orders and shall address the meeting to explain or administer these Orders, or to answer a question put to him on point of fact.
- 4.2 The Chairman shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure observance of the Standing Orders and other regulations governing procedure of the meeting of the Synod, accord the right to speak, put motions to vote and declare decision. He shall rule on points of order.
- 4.3 Ruling of the Chairman shall be final, unless challenged by no fewer than ten (10) Members, and the Bishop pursuant to Rule (2.2.2) hereof makes a contrary ruling.

- 4.4 The Chairman, in maintaining his attitude of impartiality, shall neither take part in the discussion of the meeting nor express any views thereon. Should the Chairman desire to take part in the discussion, he has to first vacate the Chair.
- 4.5 In case the Chairman is so affected by, or interested in any motion as to render it advisable, in the opinion of the Bishop, that he should vacate the Chair during the discussion of a particular motion, it shall be in order for the Bishop to rule that he vacates the Chair during the discussion. The Bishop shall take the Chair by himself or temporarily appoint a Member to do so for that particular part of the meeting whereas the Chairman, upon vacation, shall have the right to speak, to move motions and to second motions.

5 Executive Secretary of the Synod

- 5.1 The Executive Secretary of the Synod shall be elected by Members of the Synod from amongst its Members at the First Session of the ordinary meeting of the Synod. His term of office shall continue until the completion of election of the Executive Secretary of the Synod at the ensuing ordinary meeting of the Synod.
- 5.2 The Executive Secretary of the Synod shall be responsible for keeping minutes of proceedings of meetings of the Synod. Minutes shall record Members attending, all decisions taken, and details of every voting held.
- 5.3 The Executive Secretary of the Synod shall be responsible for the keeping of votes, records and other documents laid before the Synod, which shall be open to inspection by Synod Members and by other persons under arrangements approved by the Synod Chairman.
- 5.4 The Executive Secretary of the Synod shall perform further duties laid upon him in these Standing Orders, and all other duties in the meetings of the Synod ordered by the Synod or directed by the Chairman of the Synod.

6 Recording Secretaries

Recording secretaries of both Chinese and English languages shall be appointed by the Bishop to serve as recording secretaries of the meeting of the Synod.

7 Quorum

- 7.1 The quorum of a meeting of the Synod shall consist of whichever the lesser, a simple majority of the current membership of the Synod including the Chairman or thirty (30) Members of the Synod including the Chairman.
- 7.2 If the attention of the Chairman is drawn to the fact that quorum is not present, he shall direct the number of Members present be counted. If he is satisfied that a quorum is not present, he shall adjourn the meeting of the Synod without question being put.
- 7.3 If from the number of Members taking part in voting, including those who abstained from voting, it appears that a quorum is not present, the voting shall be invalid. The question shall be deferred to the next meeting.

8 Meeting Time

- 8.1 Meetings of the Synod shall be convened at the time specified in the notice of the meeting. They shall conclude at the time specified in the agenda of the meeting unless extended by Members of the meeting. Such extension shall not be in excess of thirty (30) minutes unless endorsed by a resolution passed by a 75% majority of the Members of the Synod present and voting at such resolution.
- 8.2 If a quorum is not present within thirty (30) minutes from the time scheduled for that meeting the meeting shall stand adjourned until the next scheduled meeting of the Synod. If there is no meeting of the Synod scheduled then the meeting shall stand adjourned to a meeting to be held seven (7) days later at the same time.
- 8.3 Members of the Synod present at such adjourned meeting shall constitute quorum.

9 Meeting Place

- 9.1 Meetings of the Synod shall be convened at the venue or in the manner specified in the notice convening the meetings.
- 9.2 Subject to the provisions set out in the Standing Order to the otherwise, members shall attend all Meetings of the Synod in person.
- 9.3 Members may participate in the meetings of the committees of the Synod (the “Meetings of the Committees”, such definition of the Meetings of the Committees being exclusively for the purpose of this paragraph only) in person or by other methods which they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting. In determining whether members are participating in a Meeting of the Committees, it is irrelevant where a member is and how they communicate with each other. If all members participating in a Meeting of the Committees are not in the same place, they may regard the meeting as taking place wherever any one of them is.
- 9.4 Members of the Synod may, by Ordinary Resolution, resolve to have a separate deliberation by Members of the House of Clergy and the House of Laity. Under such circumstances, meetings shall be conducted separately. Otherwise meetings of the Synod shall be held unicamerally.
- 9.5 Attendance of General Meetings by Using Electronic Means
 - 9.5.1 The Bishop may, in consultation with the Standing Committee of the Synod, for good reason and in his absolute discretion, arrange for persons entitled to attend a general meeting to do so by other methods which they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting, including but not limited to video conferencing or electronic means (hereinafter collectively referred to as “Electronic Means”) at such meeting place or places determined by him, provided that at least one location shall be in Hong Kong which shall be the principal meeting place for the general meeting.

- 9.5.2 Any member may, for good reason being precluded from being able to physically attend the general meetings of the Synod, apply to the Bishop for his special permission to participate in a general meeting of the Synod by Electronic Means. Under such circumstances and in determining whether members are participating in a general meeting of the Synod, it is irrelevant where a member is and how they communicate with each other. If all members participating in a general meeting of the Synod are not in the same place, they may regard the meeting as taking place wherever any one of them is.
- 9.5.3 When a general meeting of the Synod is held in a manner specified in paragraphs 9.5.1 and 9.5.2, the following provisions shall apply:
- (1) The chairman of the meeting shall be present physically at, and the meeting shall be deemed to take place at the principal meeting place.
 - (2) Any Member attending at the meeting place(s) determined by the Bishop or participating by Electronic Means shall be counted in the quorum for and entitled to vote at the meeting in question, and the meeting shall be duly constituted and its proceedings valid provided that the chairman of the meeting is satisfied that adequate facilities are available throughout the meeting to ensure that members attending the meeting are able to participate in the business for which the meeting has been convened.
 - (3) Where members attend physically at one of the meeting places or where members participate by Electronic Means, a failure (for any reason) of the communication equipment, or any other failure in the arrangements for enabling those in a location other than the principal meeting place to participate in the business for which the meeting has been convened, shall not affect the validity of the meeting at the principal meeting place or the resolutions passed, or any business conducted there or any action taken pursuant to such business.
 - (4) The right of a member to participate in the business of any general meeting shall include the right to listen, voice, and vote at the meeting.

10 Rights of Members

Subject to provisions of the Constitution, a Member shall have the right to speak, to move motions, to second motions and to vote.

11 Language of Meetings

A Member may address the meeting of the Synod either in English, Cantonese or Putonghua.

12 Resolutions Committee

- 12.1 A Resolutions Committee shall be appointed by the Bishop for every meeting of the Synod consisting of such Members deemed appropriate to the Bishop.
- 12.2 The Resolutions Committee shall be responsible for the collection of all motions to be considered at the meeting of the Synod.
- 12.3 Upon receiving any motions, the Resolutions Committee shall examine its validity in accordance with applicable laws of Hong Kong and provisions of the Constitution. It shall also consider the wording of the motions and may suggest to the proposer of the motion any amendment thereto, with the view of removing any possible ambiguity within fourteen (14) days before the date of the meeting of the Synod.
- 12.4 The proposer of any motion, in respect of which the Resolutions Committee has made suggested amendments, may either choose to accept such amendment or to reject the same.
- 12.5 The Resolutions Committee shall thereafter pass on the motions duly proposed and amended (as the case may be) to the Business Committee of the Synod for circulation to Members of the Synod.

13 Rules of Debate

- 13.1 All Members must identify themselves and address the Chairman when they speak.
- 13.2 When a motion is open to debate after it is seconded, any Member who wishes to speak on the motion shall signify his wish by raising his hand.
- 13.3 When two (2) or more Members signify at the same time, the Chairman shall select one (1) Member and call on him to speak.
- 13.4 Save with the permission of the Chairman, no Member shall be allowed to speak more than once upon any motion or item for discussion except:-
 - 13.4.1 In Committee meetings; or
 - 13.4.2 In seeking clarification; or
 - 13.4.3 In the case of a proposer of the original motion in reply.
- 13.5 A Member who has spoken on a motion may speak again on an amendment proposed to that motion.
- 13.6 A Member shall direct his speech strictly to the motion or amendment under discussion. If no definite motion is put before the meeting, a Member shall direct his speech strictly to the point on the Agenda under discussion and shall not introduce matter irrelevant to the point.
- 13.7 Discussion of a motion or amendments may be curtailed in time by the Chairman with the consent of the meeting.

- 13.8 After the discussion of any motion is curtailed or closed and prior to the reply of the proposer of an Original Motion before voting, one (1) representative of the youth observers present may speak on the Motion. Provided that any one (1) youth observer may only speak on one Motion of the Synod Meeting. No youth observer may speak more than once in the same Synod Meeting.
- 13.9 No Member may speak on a motion after the Chairman has put it to the meeting or a Committee for decision by the Chairman.
- 13.10 The Chairman shall be entitled to direct that no motion shall be accepted unless put in writing.
- 13.11 All motions and amendments must have a proposer and a seconder. If there is no seconder to a motion, the item is declared lapsed.
- 13.12 The proposer of a motion shall have the right to explain his motion once his motion is seconded.
- 13.13 Once a motion is seconded, it is in the possession of the meeting and shall not be withdrawn without the consent of the meeting as signified by the passing of an ordinary resolution. When it is agreed that an Original Motion be withdrawn, any amendment to it will also be considered as withdrawn.
- 13.14 No motion or amendment shall be withdrawn once it is put to the vote.
- 13.15 The proposer of an Original Motion (but not of an amendment) shall have the right to reply before the motion is put to the vote.
- 13.16 If there is no discussion on the motion, the Chairman shall ask whether there is any opposition or amendment, and if there is no opposition or amendment, he shall declare the motion carried.

14 Amendments to Motions

- 14.1 An amendment may be proposed during the discussion of a motion. It must be seconded before discussion.
- 14.2 Any amendment to the original motion should be made positively by:
- 14.2.1 deleting words;
 - 14.2.2 adding words; or
 - 14.2.3 substituting words.
- 14.3 No amendment shall be moved which, by the Chairman's ruling, seeks to rescind, negate or destroy the original motion, or has been covered by an amendment or motion previously rejected.

- 14.4 If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the original motion incorporating the amendment shall become the substantive motion, whereupon any further amendment may be moved. After all votes on each succeeding amendment has been taken, the substantive motion shall be put to the vote.
- 14.5 Members of the Meeting may indicate to the Chairman their further amendments to the Motion whilst an amendment motion is being discussed. The Chairman may adjourn the meeting so that he may confer and co-ordinate with all proposers of amendments with the view of agreeing on the amendment to be proposed to the Meeting.

15 Procedural Motions

- 15.1 The Chairman shall allow the following procedural motions to be put when there is already a motion or amendment on table in the following order or precedence (i.e. Motion 15.1.1 is of the highest rank whereas Motion 15.1.9 is the lowest):
- 15.1.1 motion to withdraw a motion;
 - 15.1.2 motion to adjourn the meeting to a later time/date;
 - 15.1.3 motion to recess;
 - 15.1.4 motion that the matter be adjourned to a later specified meeting;
 - 15.1.5 motion that the matter to be resolved at the committee;
 - 15.1.6 motion that further proceedings of the committee be now adjourned;
 - 15.1.7 motion to limit debate to certain specified period of time;
 - 15.1.8 motion to close the list of speakers; or
 - 15.1.9 motion to refer for additional information.
- 15.2 A procedural motion is declared carried only by a not less than two-thirds majority vote.
- 15.3 Save for procedural motions 15.1.7, 15.1.8 and 15.1.9, the Chairman shall limit debate on all procedural motions, provided that the proposer and one speaker against the motion shall in all cases be heard.
- 15.4 Should any one of the procedural motions (except 15.1.9) be defeated, twenty (20) minutes shall elapse before the same motion may be moved again, unless the Chairman is of the opinion that the circumstances have materially altered in the meantime.
- 15.5 When deemed appropriate to the Chairman that a matter should be informally discussed without the formulation of a motion, he may invite the meeting to pass a motion to recess for a specified period of time so that the matter can be freely discussed during the period. But Members shall only speak upon recognition by the Chairman, and the Chairman shall have the right to regulate the speeches of Members so that more members can make known their views on the matter.

16 Interruptions

In addition to the discussion on a motion, the Chairman shall recognise the following points in order of precedence:

16.1 A point of Order

16.1.1 A point of Order must be heard at all time, except during the act of voting. It must deal with the conduct or procedure of the meeting and must relate to one or more of the following:-

16.1.1.1 that the speaker is deviating from the scope of the motion under discussion;

16.1.1.2 that the speaker is using abusive or unacceptable language; or

16.1.1.3 that the speaker is infringing on a Rule or a Standing Order.

16.1.2 No speech or debate is permitted on a point of Order and no other member shall speak until the Chairman has given his ruling.

16.2 A Point of Personal Explanation

A Member who has spoken on a question may again be heard if the Chairman so permits, to explain some part of his speech which has been misunderstood, but when speaking he shall not introduce new matter.

16.3 A Point of Information

A point of information shall consist of a question related to the subject under immediate discussion. If a point of information is requested from a Member who is speaking, he may decide whether or not he wishes to be interrupted at that time.

16.4 Other interruptions

The Bishop and the Chairman may interrupt the Member speaking at any time for an appropriate purpose.

17 Rescission of Resolutions

17.1 Once a motion has been voted in accordance with these Standing Orders, the result then becomes a resolution of the Synod and no subsequent motion can be proposed during the same meeting to rescind, negate, destroy or amend it.

17.2 The resolution of the Synod can only be rescinded, negated, destroyed or amended with a Special Resolution on subsequent meetings.

18 Voting on Motions

- 18.1 Voting shall be taken by a show of hands, roll call or secret ballots as decided by the meeting.
- 18.2 The Parliamentarian and persons so authorised by him shall act as tellers.
- 18.3 Each Member shall be entitled to one (1) vote except Members who do not have voting rights as provided in the Constitution.
- 18.4 If an equal numbers of votes is cast for and against a motion or amendment, the Chairman shall recess the meeting immediately, and upon its resumption, the motion or amendment shall be put to vote at once without any discussion. Upon a further tie of votes, the Chairman shall have the casting vote.
- 18.5 Unless otherwise provided in the Constitution or Standing Orders, a motion or an Ordinary Resolution shall be declared carried if a simple majority of the Members present and voting cast for the motion or Ordinary Resolution.
- 18.6 A Special Resolution shall be declared carried if two-thirds of the Members present and voting cast for the resolution.
- 18.7 After the counting of votes, the Chairman shall declare the result of voting and his declaration is final.
- 18.8 In the counting of votes, abstention shall not be counted as members present and voting. Abstaining members may request that their abstention be recorded in the minutes.
- 18.9 A recount may be ordered if requested by half of the members present and voting. No Member who has not taken part in the original vote may vote on the recount.

19 Separate Voting by the Two Houses

- 19.1 On request of not less than ten (10) Members of the Synod, voting shall be carried out by secret ballot separately by the two (2) Houses.
- 19.2 Separate voting by the two (2) Houses shall be held simultaneously. Results of voting by the two (2) Houses shall also be announced at the same time.

20 Adjournment

- 20.1 The Chairman shall adjourn the meeting when all business on the agenda paper has been concluded, or adjourn the meeting when quorum is not present or when, in his judgement, it is not possible to transact business because of disorder or otherwise, or it is appropriate to halt the meeting for a period of time.
- 20.2 A Member may move a motion that the meeting of the Synod be adjourned either between two (2) items of business or at the conclusion of all business on the agenda paper. If such a motion is agreed to, the meeting shall stand adjourned.

21 Rules of Election

- 21.1 Unless otherwise resolved by a Special Resolution of the Synod, all elections within the Diocese shall be carried out in accordance with the provisions hereinafter set out. Other than those who are appointed, elections of officers of the Diocese, chairmen and members of the Committees, shall be held in conjunction with, but not necessarily at the general meetings of the Synod. The Bishop shall, in consultation with the Standing Committee, prescribe the date, time, and manner under which such elections are to be conducted.
- 21.2 Not later than fourteen (14) days before the date of the election the Nomination Committee shall publish the names of candidates proposed by the Nomination Committee for election. The Nomination Committee shall allow no less than seven (7) days from the date of publication of such candidates for Members of the Synod to propose further candidates for election. Upon receipt of names of candidates from Members of the Synod the Nomination Committee shall scrutinise qualifications of candidates so proposed and prepare the final list of candidates for election.
- 21.3 Nomination of candidates, other than those nominated by the Nomination Committee, shall be in writing and signed by proposers and seconders in accordance with requirements set out in the Constitution as well as the candidate being nominated to signify his consent to be such candidate.
- 21.4 The final list of candidates for election shall be published at least twenty-four (24) hours before the time of election.
- 21.5 Unless the meeting resolved by way of a Special Resolution to the contrary, all elections shall be by secret ballot.
- 21.6 Unless provided in the Constitution to the contrary or that an office shall be elected with a specified percentage of the votes, if the number of candidates nominated is equal to or less than the number of vacancies, the Chairman may declare the candidates elected *ipso facto* without any further motion or other voting procedure. Remaining vacancies shall be filled in the same way as if casual vacancies had arisen.
- 21.7 Voting by secret ballot shall be in accordance with procedures and arrangements prescribed by the Chairman in consultation with the Parliamentarian and the Business Committee.
- 21.8 Voting shall be done by prescribed ballot paper. Ballot paper showing alteration, obliteration or marks other than such prescribed by the Chairman to indicate the votes for the candidate shall be declared void and invalid.
- 21.9 The Chairman of the meeting shall appoint a votes scrutineer to take charge of the counting of votes and such other persons to assist him. The scrutineer shall ensure that all ballot papers are accounted for, and shall record and sign the results of the voting.
- 21.10 In the case of the equal number of votes being cast in respect of two (2) or more candidates thus resulting in a tie, the Chairman shall call for another round of voting of the candidates concerned. In the event of such further round of voting failing to break the tie, it should be resolved by drawing lot to be administered by the Chairman.

21.11 The Chairman shall read out the names of successful candidates. Members of the Synod may request the Executive Secretary to announce the number of votes received by all candidates.

21.12 Any candidates participating in any election in the Synod may apply for the recounting of votes in the election in accordance with procedures to be announced from time to time by the Business Committee. The Business Committee may require the applicant to place a deposit with the Business Committee, the amount is to be determined by the Chairman before accepting the request to re-count the votes of the election. Such deposit shall be returned to the applicant only if the re-counting confirms a mistake in the original counting of votes. Otherwise the deposit shall be forfeited by the Business Committee.

22 Miscellaneous

In any matter not provided for in these Standing Orders, the practice and procedure to be followed in the meeting of the Synod shall be such as may be decided by the Chairman as advised by the Parliamentarian.

23 Amendments to the Standing Orders

23.1 These Standing Orders may be amended only by a motion carried by a two-thirds majority votes of members present and voting at a meeting of the Synod.

23.2 A notice announcing the proposed amendments shall be sent to all Members twenty-one (21) days before the meeting in which the amendments would be considered.

APPENDIX 1

Canon Twenty-three of the Canons of the Province

CANON TWENTY- THREE

BOUNDARIES FOR THE DIOCESE AND MISSIONARY AREA

1 Boundaries

Boundaries for the Dioceses and Missionary Area are laid out in detail as follow:

Boundaries of the three (3) Dioceses shall be as delineated in dotted line on the approved maps hereof annexed.

1.1 Diocese of Hong Kong Island shall comprise:-

Islands District; Tsuen Wan (South), see (2.2) below; Central and Western District; Wan Chai District; Eastern District; and Southern District.

1.2 Diocese of Western Kowloon shall comprise:-

Yuen Long District; Tuen Mun District; Tsuen Wan (North), see (2.2) below; Kwai Tsing District; Sham Shui Po District; and Yau Tsim Mong District.

1.3 Diocese of Eastern Kowloon shall comprise:-

North District; Tai Po District; Sha Tin District; Wong Tai Sin District; Kowloon City District; Kwun Tong District; and Sai Kung District.

1.4 The Missionary Area of Macau is defined as the area of the present area of Macau under the administration of the Macau S.A.R. Government.

2 Definition of District

2.1 With the exception of the Tsuen Wan District (see 2.2, below), all Diocesan boundaries follow the delineations of district areas as defined by the Chief Executive in Council under Section 3(1) of the District Councils Ordinance (Chapter 547, the Laws of Hong Kong).

2.2 Tsuen Wan District is deemed to be divided by the Ma Wan Marine Fairway into two sections, to form Tsuen Wan (North), the mainland section (Diocese of Western Kowloon); and Tsuen Wan (South), the offshore section comprising the northern end of Lantau, and Ma Wan Chau (Diocese of Hong Kong Island).

香港聖公會教省分界圖
THE PROVINCE OF HONG KONG SHENG KUNG HUI BOUNDARY

