

SECTION 1 - ADMINISTRATION

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 21 November 2015

Revised: Coordinating Council

Date: 18 November 2016

Revised: Coordinating Council

Date: 28 April 2018

Revised: Coordinating Council

Date: 23 November 2018

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Date: 15 May 2021

1.1 Name and Composition of Assembly

1.1.1 The Assembly shall be called: “The Assembly of the Territory of the People Anglican Church.”

- i) The Assembly will be convened bi-annually
- ii) The Assembly shall consist of:
 - the Bishop (or his/her designate),
 - the Clergy licensed¹ by the Bishop to a definite sphere of work within the Territory of the People Anglican Church (The Territory),
 - the Counsel to the Bishop, (non-voting)
 - the Financial Officer,
 - the Lay Secretary,
 - the Clerical Secretary
 - the Lay Delegates, Youth Delegates and First Nations Delegates qualified and elected as hereinafter provided under Policy 1.8 – Election of Delegates at Parish Annual Vestry Meeting.
- iii) The Lay Ministers of Word and Sacrament while holding the License of the Bishop, as well as retired Clergy, shall have the right to sit and speak in Assembly, but shall not, as such, have the right to vote therein. [Expenses to attend Assembly for these LMWS and retired Clergy will be their own responsibility.]

1.1.2 Meetings of Assembly

- i) The Assembly shall meet at such time and place as the Bishop, in consultation with the Administration Committee, shall direct. For the purpose of electing a Bishop, procedure shall be according to Provincial Canon 4 “Election of Bishops” as well as The Territory Policy 1.11: “Nominating and Electoral Procedure for the Election of a Bishop for the Territory of the People Anglican Church” and notice in each case shall be given by the Secretaries to be mailed at least thirty days previously.

¹ See Interpretation 4a at end of this Policy

- ii) It shall be the prerogative of the Bishop to preside at all meetings of the Assembly, but he/she may delegate the chair to another. If the Bishop be not present he/she shall appoint a designate who shall preside; if The Territory be not under administration, the Administrator shall preside with the same prerogative of the Bishop.
- iii) A quorum for the transaction of business of the Assembly shall consist of not less than one-half of the licensed Clergy of The Territory together with not less than one-half of the Lay Delegates entitled to take part in the proceedings; but any less number may adjourn from time to time until the required number shall assemble.
- iv) Voting by Orders – Provided that ordinarily the votes of the whole Assembly shall be taken collectively; but that at the desire of the Bishop, or at the request of any three (3) other members of the Assembly, the votes of both Orders shall be taken separately and, in this case a majority of those voting in each Order shall be required.

1.1.3 Alterations in Constitution and Policies

- i) Any proposed alteration of, or addition to the Constitution and Policies of TOTP shall be submitted to the Administration Committee at least two months before the meeting of Assembly at which it is to be considered, and it shall be printed in the circular convening the said meeting of Assembly.
- ii) No alteration of the Constitution, or any of the policies passed by Assembly, or any addition thereto, shall receive the Bishop's assent and come into operation until it shall have been passed by a simple majority of the delegates respectively present.

1.1.4 Election of Officers by Assembly

The Assembly at its first Session shall elect:

- a Clerical Secretary,
- a Lay Secretary,
- a Financial Officer,
- such members of the Coordinating Council as it shall have the right to elect,
- delegates to Provincial and General Synods,

1.1.5 Duties of Officers

- i) The duties of the Secretaries shall be:
 - to keep regular minutes of the proceedings, and attest all public acts of the Assembly;
 - to deliver minutes to the Territory office to ensure the Territory office has a full set of minutes
 - to deliver over all records and documents to their successors; and
 - to undertake all work usually performed by Secretaries.

- ii) The duties of the Financial Officer shall be:
- To receive, collect and keep all moneys belonging to the Assembly and any trust or special fund in its holding
 - To pay all current expenses of the Assembly, subject to such regulations as the Administration Committee / Coordinating Council may from time to time provide.
 - To take and preserve vouchers for all payments he/she shall make
 - To keep accurate books of accounts of all receipts and disbursements
 - To make such reports and statements as may be ordered by the Administration Committee / Coordinating Council
 - To prepare a statement for the meeting of the Assembly showing the receipts and expenditures since the last meeting of the Assembly up to the end of the 31st December each year.
- iii) The duties of the Auditors shall be:
- To audit the accounts of the Assembly as submitted by the Financial Officer, and to lay a report of the same before the Assembly on the first day of its next session, such audit to be up to the end of the financial year.
- iv) Counsel to the Bishop of The Territory shall be:
- Appointed by the Bishop and shall hold office at the Bishop's pleasure, and if the office of Counsel to the Bishop becomes vacant from any cause whatever, his/her successor shall be forthwith ~~nominated~~ and appointed by the Bishop
 - Counsel to the Bishop shall give to the Bishop, Administration Committee / Coordinating Council and Assembly, legal advice and assistance in matters pertaining to the Church or the interpretation of Policy / Canon Law, when called upon so to do.
 - Counsel to the Bishop shall keep suitable books, to be provided by the Assembly from time to time as the occasion requires for the proper recording of the official Acts of the Assembly as require registration, and for the entry and recording of the election or appointment of church dignitaries and the appointments of Clergy in The Territory

See additional policies:

- 1.0 Constitution and Bylaws of the Territory of the People Anglican Church
- 1.2 Mandate of Coordinating Council
- 1.3 Mandate of Administration Committee.
- 1.4 Mandates of Standing Committees
- 1.5 Agreements
- 1.6 Meeting Attendance
- 1.7 Electronic Meetings
- 1.8 Election of Delegates at Parish Annual Vestry Meeting
- 1.9 Annual Reporting: Parish to TOTP
- 1.10 Parochial Organization
- 1.11 Election of Bishop - Approved 1 June 2019

INTERPRETATION:

- 1 The word "Parish" shall be held to signify an Ecclesiastical District whose boundaries have been defined and wherein a congregation or congregations have been established for the worship of Almighty God and served by a cleric or clergy holding the licence of the Bishop of the Territory, and shall include any Missionary District so directed by the Bishop.
- 2 A "Missionary District" is an Ecclesiastical District which has not been defined as a Parish, served by a licensed cleric.
- 3 The word "Bishop" shall, where the context permits, include Coadjutor Bishop, Suffragan Bishop, or Commissary.
- 4 "Clergy" includes Bishops, Priests and Deacons and "Bishops" includes Archbishops.
 - a. "Licensed Clergy" shall mean all Clergy licensed to, and actually engaged in a definite sphere of work within the Territory of the People, whether parochial or otherwise, and whether stipendiary or non-stipendiary and shall include Clergy holding the Bishop's license and serving in Her Majesty's Canadian Armed forces, either inside or outside the Territory but shall not include Clergy who only hold:
 - (i) a licence styled "honorary", "on leave" or "permission to officiate" and/or
 - (ii) any form of permit that is not a license.
- 5 "Metropolitan" means the Metropolitan or acting Metropolitan of the Ecclesiastical Province of British Columbia and the Yukon
- 6 "National Canons" and "Canons of General Synod" both mean the Canons of the General Synod of the Anglican Church of Canada.