

Canons And Bylaws Concerning The Election Of A Bishop

Incorporated Synod of the Diocese of Ottawa



2025 Edition

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CANON 2 THE BISHOP

B.2.01 C. 2.01 DEFINITIONS

1. In this Canon and in related Bylaws and Regulations,
 - (a) "Bishop Elect" means the person who has been elected as Bishop but has not been installed.
 - (b) "Date of the Call" means the day on which the Episcopal Officer summons an Electoral Synod pursuant to Canon 2.08(1).
 - (c) "Diocesan Profile" means the profile of the Diocese prepared pursuant to Canon 2.05(3)
 - (d) "Diocesan Profile Committee" means the ad hoc committee of Diocesan Council established under Canon 2.05.
 - (e) "Election Date" means the date of the Electoral Synod as determined by the Episcopal Officer pursuant to Canon 2.08.
 - (f) "Election Notification" means the notification provided to the Metropolitan, pursuant to Canon 2.02(2), of the need to summon an Electoral Synod.
 - (g) "Electoral Synod" means a meeting of Synod summoned for the purpose of electing a Bishop pursuant to this Canon.
 - (h) "Episcopal Commissary" means a person appointed by the Bishop pursuant to Canon 2.16.
 - (i) "Episcopal Election Committee" means the ad hoc committee of Diocesan Council established under Canon 2.06.
 - (j) "Episcopal Officer" means the Metropolitan, but if the Metropolitan neglects or refuses to act in response to the Election Notification for a period of twenty (20) days, then the Episcopal Officer shall be the most senior bishop of the Ecclesiastical Province of Ontario who is able and willing to act or to continue to act and, if no such bishop is able and willing to act or to continue to act, the Episcopal Officer shall be any Canadian bishop selected by the Secretaries of Synod who accepts the appointment;
 - (k) "First Nomination Deadline" means 35 days before the Election Date.
 - (l) "Formal Questions" means a series of formal questions developed by the Episcopal Election Committee in accordance with Canon 2.08 and related Bylaws.
 - (m) "Incidence of Vacancy" means:
 - i) the deemed resignation of the Bishop pursuant to Canon 2.18 by reason of the Bishop's attaining 70 years of age;
 - ii) the mental or physical incapacity of the Bishop to perform the Bishop's work as

confirmed upon written certification by two qualified medical practitioners;

- iii) the death of the Bishop; or
 - iv) in the event of the voluntary resignation by the Bishop, the provision of a written notice to the Diocese by the Metropolitan that the Bishop's resignation has been accepted.
- (n) "Moderator" means the non-voting member of the Episcopal Election Committee who is responsible for moderating the Public Meetings.
 - (o) "Metropolitan" has the same meaning as in the Provincial Canons.
 - (p) "Pre-Election Diocesan Council Meeting" means the meeting of Diocesan Council designated for the purposes of Canon 2.08(3)(a).
 - (q) "Provincial Canons" means the Canons of the Provincial Synod of the Ecclesiastical Province of Ontario.
 - (r) "Public Meetings" means the regional public meetings convened by the Electoral Elections Committee as part of the electoral process pursuant to Canon 2 and related Bylaws.
 - (s) "Retired Clergy Association" means the association of retired clergy of the Diocese established pursuant to the Bylaws.
 - (t) "Superannuated Clergy" means clergy on the Clergy List of the Diocese who are superannuated.
 - (u) "Supplementary Nominations Committee" means the ad hoc committee of Diocesan Council established under Canon 2.07.
 - (v) "Transition Advisory Committee" means the ad hoc committee of Diocesan Council established under Canon 2.15.
2. References to the "Metropolitan" in this Canon, and in related Bylaws and Regulations, are to be read, as necessary, to include references to the "Acting Metropolitan", as that term is used in the Provincial Canons.

C.2.02 VACANCY

1. In the event of a vacancy in the See, a Coadjutor Bishop of the Diocese shall, without further delay or action taken by any person or body, become and be the Bishop of the Diocese.
2. If there is no Coadjutor Bishop of the Diocese at the time of an Incidence of Vacancy, then there shall be an Electoral Synod, which shall be initiated in the following manner: the Secretaries of Synod (or such other officers as may be designated by Bylaw) shall, within one week of the Incidence of Vacancy, provide notification to the Metropolitan of the need to summon an Electoral Synod.
3. The members of the Electoral Synod shall be all the members of Synod within the meaning of Canon 3 and related Bylaws, with the exception that the Superannuated Clergy entitled to be members of the Electoral Synod shall only be those Superannuated

Clergy who have been selected by the Retired Clergy Association for the purposes of this Canon, not exceeding in number ten (10%) per cent of the number of Superannuated Clergy.

C.2.03 DISCERNMENT AND THE ELECTION PROCESS

1. The Diocese of Ottawa hereby affirms the principle that the election of a Bishop is a process in which we individually and corporately attempt to discern God's will.
2. We further affirm our belief that God's will may be discerned in the nomination of candidates for Bishop and in the election itself through prayer and reflection, through consideration of the texts of the Services of Ordination, and through the exchange of information.
3. We affirm our commitment to an electoral process that is free from electioneering and partisanship that may characterize elections to political office.

C.2.04 THE ELECTION PROCESS – GENERAL PRINCIPLES

1. The Episcopal Officer shall summon an Electoral Synod, with the assistance of the Diocesan Council, the Secretaries of Synod, the Diocesan Profile Committee, and the Episcopal Election Committee.
2. Nominees for the office of Bishop shall be introduced to members of the Diocese by means of the Public Meetings and by the distribution of written materials by the Episcopal Election Committee, in accordance with this Canon and the Bylaws.
3. Nominees for the office of Bishop shall be invited to respond to the Formal Questions in written form, and orally at the Public Meetings, in accordance with this Canon and the Bylaws.
4. Where no specific time is specified in this Canon for an event or action to take place, the time shall be that stipulated in the Bylaws.
5. All communications concerning any episcopal election shall be distributed electronically, including by way of posting on the Diocesan website, unless the Secretaries of Synod decide otherwise.

C.2.05 DIOCESAN PROFILE COMMITTEE

1. There shall be an ad hoc committee of Diocesan Council known as the Diocesan Profile Committee, the regular membership of which shall be appointed by the Diocesan Council.
2. The Diocesan Profile Committee shall comprise equal numbers of clergy and laity; shall include representatives from the Diocesan Council, the Parish Ministry Development Committee, and the Financial Affairs Committee; and shall include members of both rural and urban parishes.
3. The Diocesan Profile Committee shall prepare a profile of the Diocese in accordance with the Bylaws.

C.2.06 EPISCOPAL ELECTION COMMITTEE

1. The Episcopal Election Committee shall be an ad hoc committee of the Diocesan Council comprising:
 - a) both Secretaries of Synod, who shall serve as co-chairs;
 - b) three lay members of Synod and three clerical members of Synod nominated by the Secretaries of Synod; and
 - c) up to two lay members of Synod and up to two clerical members of Synod as Diocesan Council may appoint.
2. The Episcopal Election Committee shall also include the following non-voting members:
 - a) the Moderator;
 - b) the Chancellor or a Vice Chancellor; and
 - c) any person or persons designated by the Secretaries of Synod to provide secretarial or technical support.
3. The Episcopal Election Committee shall perform those duties assigned to it by Bylaw.
4. No member of the Electoral Elections Committee may be nominated, or may nominate another individual, to the office of Bishop.

C.2.07 SUPPLEMENTARY NOMINATIONS COMMITTEE

1. The Supplementary Nominations Committee shall be an ad hoc committee of the Diocesan Council comprising:
 - a) the chair of the Nominations and Committee Development Subcommittee established under the Regulations, who shall also be the Chair of this Committee;
 - b) in addition, two lay members of Synod and two clerical members of Synod nominated by the Secretaries of Synod, at least one of whom shall be a representative of the Diocese to either the General Synod or the Provincial Synod; and
 - c) up to two lay members of Synod and up to two clerical members of Synod as Diocesan Council may appoint.
2. The purpose of the Supplementary Nominations Committee is to nominate to the office of Bishop eligible individuals, including individuals who are not resident in the Diocese, in the interest of enhancing the diversity of candidates in the electoral process.
3. The Supplementary Nominations Committee shall perform those duties assigned to it by Bylaw.
4. No member of the Supplementary Nominations Committee may be nominated, or may nominate another individual, to the office of Bishop.
5. In the event that the chair of the Diocesan Nominations and Committee Development Subcommittee is unable to participate in this Committee, the members of the Diocesan Nominations and Committee Development Subcommittee shall designate another

member of Synod who shall serve as Chair.

6. The Supplementary Nominations Committee shall submit a written report of its activities to Diocesan Council within six months of the final adjournment of the Electoral Synod

C.2.08 ELECTION PREPARATION

1. The Episcopal Officer shall, on a day within 30 days from the date of the Election Notification, summon an Electoral Synod in the form of a notice to the Diocese, which shall be posted on the diocesan website as soon as reasonably possible.
2. The Electoral Synod shall take place at Ottawa within a reasonable time, on a date that is not less than six months from the occurrence of the Incidence of Vacancy.
3. Within a reasonable time after the Date of the Call, and within such specific times as may be stipulated by Bylaw:
 - a) the Diocesan Council (meeting specifically for this purpose if necessary) shall:
 - i) appoint the members of the Episcopal Election Committee, the Diocesan Profile Committee and the Supplementary Nominations Committee; and
 - ii) designate a subsequent meeting of Diocesan Council (meeting specially for the purpose if necessary) prior to the First Nomination Deadline to consider matters pertaining to the Election;
 - b) the Diocesan Profile Committee shall meet, review and, if necessary, update the Diocesan Profile;
 - c) the Episcopal Election Committee shall develop a series of formal questions in accordance with the Bylaws, for review and consultation by the Diocesan Council at the Pre-Election Diocesan Council Meeting;
 - d) the Episcopal Election Committee shall also:
 - i) organize, plan and convene the Public Meetings; and
 - ii) prepare and distribute, in addition to those documents required by the Canons or the Bylaws, such documents as the Episcopal Election Committee may consider to be appropriate; and
 - e) the Supplementary Nominations Committee shall meet for the purpose of nominating individuals to the office of Bishop.
4. Any persons who have been nominated to the office of Bishop must recuse themselves from any session of Diocesan Council relating to the Episcopal Election for which that person has been nominated.

C.2.09 NOMINATION PROCESS

1. A person is eligible for nomination to the office of Bishop if he or she meets the requirements of the Provincial Canons and the Canons, Bylaws and Regulations of the Diocese of Ottawa, as amended from time to time.
2. All nominations shall be in writing, accompanied by the written consent of the nominee.

Each nomination shall be accompanied by written biographical, professional and personal information and shall be submitted to the Secretaries of Synod in a form prescribed by the Electoral Elections Committee.

3. A nomination may be made by not fewer than ten and not more than 15 persons who are eligible to vote at the Electoral Synod, at least five of whom shall be lay persons and at least five of whom shall be clerics. No person shall nominate themselves.
4. Each person may only sign the nomination papers of one nominee.
5. One or two nominations may be made by the Supplementary Nominations Committee. For greater certainty, persons nominated under this provision must meet all requirements regarding nominations, including applicable deadlines, that are set out in the Canons and Bylaws, with the exception of Canon 2.09(3).
6. Nominations may be submitted to the Secretaries at any time either:
 - (a) on or before the First Nomination Deadline, or
 - (b) between the adjournment of the last Public Meeting and the day before the Electoral Synod.

Nominations may also be received on the floor of the Electoral Synod at any time prior to the meeting being called to order.

C.2.10 DISTRIBUTION OF WRITTEN MATERIALS

The Episcopal Election Committee shall:

- (a) distribute the Formal Questions to all nominees whose nominations are received on or before the First Nomination Deadline
- (b) invite nominees whose nominations have been received by the First Nomination Deadline to submit to the Secretaries of Synod a written response to the Formal Questions; and
- (c) subsequently distribute to the members of the Electoral Synod and to the Episcopal Officer, and make available on the Diocesan website, in a manner consistent with the Bylaws:
 - i) the names of all nominees, together with the written information that each nominee has submitted pursuant to Canon 2.09(2);
 - ii) the written responses to the Formal Questions that have been submitted under paragraph (b) above; and
 - iii) the schedule for the Public Meetings.

C.2.11 THE PUBLIC MEETINGS

Only those nominees whose nominations have been received by the First Nomination Deadline shall be introduced to the Diocese at the Public Meetings convened in accordance with the Bylaws.

C.2.12 THE ELECTORAL SYNOD

1. A quorum of the Electoral Synod shall comprise half of the Lay Members registered and entitled to vote and half of the Clerical Members registered and entitled to vote
2. The Electoral Synod shall be chaired by the Episcopal Officer.
3. The Secretaries of Synod shall report at the beginning of the Electoral Synod on the number of Lay Members and Clerical Members who are in attendance and duly registered.
4. If the report of the Secretaries of Synod indicates that there is not a quorum present, the Electoral Synod shall be adjourned without debate to a date within the next ensuing three months.
5. Voting shall be by Order, by successive ballots. A nominee is elected when he or she has received a majority of votes in both Orders. The Chair shall not have a vote.
6. If after three ballots no nominee has been elected, then the nominee who has attained the lowest combined percentage, determined by adding A + B, for each candidate, shall be dropped for each succeeding ballot until a nominee is elected or the number of nominees has been reduced to two. For making this determination:
 - a) A is the percentage of Clergy votes that a candidate has received; and
 - b) B is the percentage of Lay votes that a candidate has received.
7. If during the course of the Electoral Synod the number of persons who are present and vote in either Order (but not both Orders), as confirmed by the Secretaries of Synod, falls below 50% but not less than 20% of those registered and entitled to vote (the "Deficient Order"), the Electoral Synod shall proceed, but on the basis that a nominee is elected when he or she has received at least two-thirds of the votes in the Deficient Order and a majority of votes in the remaining Order.
8. If during the course of the Electoral Synod the number of persons who are present and vote in either Order falls below 20% of those registered and entitled to vote, or the number of persons who are present and vote in both Orders falls below 50% of those registered and entitled to vote, as confirmed by the Secretaries of Synod, then the Electoral Synod shall be adjourned without debate to a date within the next ensuing three months as appointed by the Chair.
9. If during the course of the Electoral Synod the number of nominees on the ballot remains two throughout three successive ballots, then the Episcopal Officer may in his or her discretion adjourn the Electoral Synod to a date within the next ensuing three months as appointed by the Chair.
10. If an Electoral Synod is adjourned because it has lost quorum or because it has failed to elect a nominee, then a new Electoral Synod shall take place following the same procedures as though the former meeting had not taken place.
11. If during the course of the Synod the number of nominees remaining on the ballot is one, then that person shall be considered to have been elected once a further vote is taken on the question "Is it your will that this person become the Bishop of Ottawa?" and

the vote is in the affirmative based upon votes cast according to the percentage provided for in this Canon.

12. If a nominee cannot be present for the election, the nominee may, by written notice to the Secretaries of Synod, delegate a person to be present on their behalf, but such person shall not have voting privileges unless a member of the Synod in their own right. A nominee who is elected must personally give consent to the election to the Chair.
13. Before the Electoral Synod is adjourned the newly-elected bishop is welcomed and all who have offered themselves for this discernment process are thanked.
14. Any nominee for the office of Bishop who is not a member of Synod is entitled to vote in the Electoral Synod, provided that the name of the nominee has not been dropped from the ballot in a manner consistent with this Canon.

C.2.13 COADJUTOR BISHOP

In the case of an election of a Coadjutor Bishop pursuant to the Provincial Canons, the election shall be proceeded with in the manner provided for the election of a Bishop of the Diocese, with such changes as may be necessary, except that, if present, the Bishop, or the Bishop's appointee, shall preside at such election. If the Synod or the Diocesan Council so directs, such election may be postponed until the next annual meeting of the Synod.

C.2.14 SUFFRAGAN OR ASSISTANT BISHOP

In the case of an election of a Suffragan or Assistant Bishop pursuant to the Provincial Canons, the election shall be proceeded with in the manner provided for the election of a Bishop of the Diocese, with such changes as may be necessary, except that, if present, the Bishop, or the Bishop's appointee, shall preside at such election. If the Synod or the Diocesan Council so directs, such election may be postponed until the next annual meeting of the Synod.

C.2.15 TRANSITION ADVISORY COMMITTEE

1. For the purposes of this Canon, the "Transition Period" is the period beginning with the adjournment of an Electoral Synod that has elected a Bishop and ending upon the installation of the newly elected Bishop.
2. Subject to Canon 2.15(3), the Transition Advisory Committee shall be an ad hoc committee of the Diocesan Council comprising:
 - a) The Dean;
 - b) The Executive Archdeacon;
 - c) The Secretaries of Synod;
 - d) The Chancellor;
 - e) The Director of Financial Ministry; and
 - f) The Director of Human Resources

3. The Clerical Secretary of Synod shall be the chair of the Transition Advisory Committee. In the event that the Clerical Secretary is unable, the Lay Secretary of Synod shall be the chair of the Committee.
4. The Transition Advisory Committee shall advise the Bishop-Elect during the Transition Period on the following matters:
 - a) Diocesan finances
 - b) Administrative matters
 - c) Human Resource issues in the Diocese; and
 - d) Such other matters as the Diocesan Council or the Bishop-Elect may request.
5. During the Transition Period, neither the Bishop nor a person appointed as an Episcopal Commissary or as Administrator of the Diocese may exercise any power conferred on the Bishop under the Canons or Bylaws without first consulting with the Bishop-Elect.
6. The Transition Committee shall report to the first Diocesan Council meeting following the installation of the new Bishop on the matters on which the Committee advised during the Transition Period.

C.2.16 EPISCOPAL COMMISSARY

1. The Bishop may appoint an Episcopal Commissary who would have, in the absence of the Bishop, all the executive rights and functions of the Bishop.
2. The Episcopal Commissary shall be selected from among the Coadjutor Bishop, the Suffragan Bishop, the Dean, the Executive Archdeacon, and the Territorial Archdeacons in order of seniority.

C.2.17 ADMINISTRATOR OF THE DIOCESE

1. In the event of a vacancy in the See caused by the death or resignation of the Bishop, or in the event of the mental or physical incapacity of the Bishop to perform the Bishop's duties, whether temporary or permanent, as certified by two qualified medical practitioners, the Diocesan Council may, by resolution passed at a meeting called forthwith for such purpose, appoint an Administrator of the Diocese. Such Administrator shall hold office until the Bishop has recovered from the incapacity, as certified by two medical practitioners, or until a successor to the Bishop has been elected and installed, as the case may be.
2. The Administrator shall have all the powers of the Bishop of the Diocese as are generally possessed by an Episcopal Commissary, including without limitation the execution of deeds and documents.
3. The production of a copy of the resolution of the Diocesan Council appointing the Administrator, certified by any two officers of the Synod, shall be sufficient evidence of appointment and the power to perform all duties delegated to the said Administrator, including the execution of deeds and documents.

4. Certified copies of all medical certificates provided for the purposes of this Canon 2.17 shall be forwarded to the Metropolitan.
5. The Administrator may not be a nominee for the office of Bishop.

C.2.18 EPISCOPAL RETIREMENT

Subject to the provisions of the Canons of the General Synod and of the Provincial Canons, the Bishop and Coadjutor, Suffragan and Assistant Bishop of the Diocese on attaining the full age of seventy years shall be deemed to have resigned from such office to the appropriate authority or body.

C.2.19 ATTENDANCE AT MEETINGS

The Bishop is ex officio a member of all standing Committees and may attend as a member or otherwise any meeting of any committee or organization of the Diocese. At the invitation of the Bishop, any Coadjutor, Suffragan or Assistant Bishops of Ottawa may likewise attend any meeting of any committee or organization of the Diocese.

C.2.20 EPISCOPAL REMUNERATION AND BENEFITS

1. The Bishops shall be paid a salary under a distinct salary structure approved by the Synod, with rates for the component elements of the salary structure determined annually by the Diocesan Council as provided by Bylaw and Regulation.
2. The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law regarding pensions and other benefits for the Bishops and for their spouses, dependents and children, having regard to the requirements of General Synod.
3. The Synod and the Diocesan Council may enact Bylaws not contrary to the Canons or law regarding remuneration for the Bishop-Elect.

BYLAW 2 THE BISHOP

B.2.01 DUTIES OF SECRETARIES OF SYNOD

Should either or both of the Secretaries of Synod be unable or unwilling for any reason to carry out the duties assigned to them by Canon 2.02(2), those duties shall be assumed and undertaken jointly by the Director of Community Ministry and the Director of Financial Ministry.

B.2.02 EPISCOPAL PASTORAL LETTERS

1. The Bishop may from time to time issue Pastoral Letters to all licensed clergy in the diocese, which shall carry the pastoral authority of the Bishop.
2. Pastoral Letters shall be in effect unless amended or revoked by the Bishop and shall continue in effect into successive episcopacies until or unless amended or revoked by subsequent Bishops.

3. All Pastoral Letters shall be held on file in the episcopal office for reference.

B.2.03 FORMAL QUESTIONS FOR THE ELECTION OF A BISHOP

1. The Formal Questions shall be designed to:
 - a) permit the nominees to express their thoughts and feelings on pastoral, liturgical, sacramental, social and operational matters pertinent to the life of the Anglican Church in the Diocese of Ottawa and beyond;
 - b) permit the nominees to comment on their own talents and gifts that may be relevant to the office of Bishop.
2. The Formal Questions shall be developed by the Episcopal Election Committee in consultation with the Diocesan Profile Committee, and considering the Diocesan Profile.
3. The Episcopal Election Committee shall distribute a draft version of the Formal Questions to the Episcopal Officer and to Parishes and to the Diocesan Community Ministries for their review, inviting them to return comments on the proposed questions to the Committee no later than 10 days prior to the date of the Pre-Election Diocesan Council Meeting.
4. Following the above consultations, the Episcopal Election Committee shall finalize the Formal Questions and shall provide them to the Lay Secretary and the Clerical Secretary for tabling at the Pre-Election Diocesan Council Meeting.
5. The number of Formal Questions to be developed, and the establishment of any guidelines governing the format of responses, is at the discretion of each successive Episcopal Election Committee. Any such guidelines must remain consistent throughout the entire election process.

B.2.04 DIOCESAN PROFILE

1. The Diocesan Profile is a resource that shall assist the Diocese in the process of election of a Bishop.
2. The Diocesan Profile shall be a document approximately five pages in length, containing the following information about the Diocese of Ottawa:
 - a) statistical information including:
 - i) the number of parishes and their members (as in the annual statistical return);
 - ii) non parochial ministries of the Diocese;
 - iii) the number of active and retired clergy and licensed lay readers;
 - iv) the most recent audited financial statements and current budget;
 - v) geographical description; and
 - vi) leadership support for the Bishop, including paid support staff;
 - b) strengths of the Diocese;

- c) sources of conflict in the Diocese;
- d) challenges facing the Diocese in the near and more distant future; and
- e) priorities of the Diocese.

B.2.05 DUTIES OF EPISCOPAL ELECTION COMMITTEE

1. The duties of the Episcopal Election Committee shall include the following:
 - a) to receive nominations, but the Episcopal Election Committee may not recruit nominees;
 - b) to prepare, and to seek input from the diocese as a whole, the Questions for the candidates;
 - c) to prepare and determine the content of nomination forms, including the written biographical, professional and personal information that is to accompany each submitted nomination form make available nomination forms;
 - d) to organize the regional Public Meetings;
 - e) to prepare and distribute written information about the nominees as required by the Canons; and
 - f) to make available, by way of the diocesan website or otherwise:
 - i) the most recent version of the Diocesan Profile, a list of gifts and talents that nominees may need;
 - ii) nomination forms;
 - iii) a copy of extracts from the Canons, Bylaws and Regulations pertaining to the election of a Bishop; and
 - iv) a schedule of dates, times and places for the Public Meetings.
2. The Episcopal Elections Committee shall invite any nominee whose nomination has been submitted by the First Nomination Deadline to provide a written response to the Formal Questions and to participate in the Public Meetings.

B.2.06 ROLE AND FUNCTION OF THE CHAPLAIN TO THE NOMINEES

1. Each nominee may appoint a personal Chaplain to provide pastoral and other support throughout the nomination process
2. Each nominee should notify the Secretaries of Synod of the name of the Chaplain appointed under section 1 at least seven days prior to the Election Date.
3. Provided that the Secretaries of Synod have been duly notified under section 2, any person appointed as a Chaplain of a nominee who is not already a member of Synod may nevertheless attend the Electoral Synod as a non-voting observer.

B.2.06.1 SUPPLEMENTARY NOMINATIONS COMMITTEE

1. In carrying out its purpose under Canon 2, the duties of the Supplementary Nominations Committee shall include the following:
 - a) in consultation with the Secretaries of Synod,
 - i) to solicit potential nominees for the office of Bishop from among eligible individuals who are not resident in the Diocese;
 - ii) after making best efforts to carry out its duties under paragraph 1(a)(i), to solicit potential nominees for the office of Bishop from among eligible individuals who are resident in the Diocese; and
 - iii) to solicit the advice of the members of the House of Bishops on potential nominees for the office of Bishop;
 - b) to prepare a slate of nominees for the office of Bishop in such form as may be prescribed by the Secretaries of Synod, and to submit that form to the Secretaries of Synod on or before the First Nomination Deadline; and
 - c) such other duties as may be assigned by the Diocesan Council.
2. In its written report submitted to Diocesan Council, the Supplementary Nominations Committee shall provide a summary of its decisions and an assessment of its ability to enhance the diversity of candidates in the electoral process.

B.2.07 PUBLIC MEETINGS PRIOR TO THE ELECTION OF A BISHOP

1. The Episcopal Election Committee shall convene public meetings for the purpose of introducing nominees for the office of Bishop to the Diocese.
2. There shall be a minimum of four (4) Public Meetings at locations selected throughout the Diocese for the purpose of making the meetings accessible to the majority of members of the Electoral Synod.
3. The format for each of the four Public Meetings should be consistent.
4. The Public Meetings shall take place not earlier than 21 days and not later than 7 days before the date of the Election.
5. A nominee who is unable to attend a Public Meeting for any reason, including but not limited to the expense of travel, may be represented by a video presentation or by other electronic means.
6. Only those persons for whom a nomination has been submitted on or before the First Nomination Deadline may participate as a nominee for the office of Bishop in the Public Meetings.
7. In the event of a declaration of emergency by the government of the province of Ontario or Quebec having application to any part of the territory of the Diocese, the Episcopal Election Committee may reduce the number of Public Meetings convened for the purposes of this Bylaw and may direct that any such meetings shall be conducted electronically.

B.2.08 DUTIES OF THE MODERATOR

1. Each Public Meeting shall be chaired by the Moderator, who shall introduce each nominee present and invite him or her to address the meeting and to respond to questions, including questions suggested by audience members, as appropriate.
2. The Moderator of each Public Meeting shall exert reasonable effort to prevent nominees from engaging in debate with one another or with members of the audience.

B.2.09 DEADLINES GOVERNING FOR PREPARATION FOR THE ELECTION OF A BISHOP

The deadlines for completing the procedures relating to an Episcopal Election that are set in column 1 of the table to this section are set out in column 2

Table	
Column 1	Column 2
<ol style="list-style-type: none">1. The Diocesan Profile Committee reviews and, if necessary, updates the Diocesan Profile.2. The Diocesan Council:<ol style="list-style-type: none">a. appoints members of the Episcopal Elections Committee;b. appoints members of the Diocesan Profile Committee;c. appoints members of the Supplementary Nominations Committee; and designates the Pre-Election Diocesan Council Meeting	Within 30 days of the Date of the Call, being the day on which the Episcopal Officer summons the Electoral Synod pursuant to Canon 2.08.1
<ol style="list-style-type: none">3. The Diocesan Profile Committee and the Episcopal Elections Committee meet to consider the Diocesan Profile, identify gifts and talents that nominees may need, and other matters, for the purpose of developing the Formal Questions4. The Episcopal Elections Committee shall make the following documents available to Parishes and Diocesan Community Ministries and to the Episcopal Officer:<ol style="list-style-type: none">a. the Diocesan Profile;b. a list of identified talents or giftsc. the nomination forms developed by the Episcopal Elections Committee;d. a copy of relevant provisions of Canons, Bylaws and Regulations relating to the election of a Bishop;e. planned dates for the Public Meetings; andf. draft versions of the Formal Questions.	Within 45 days of the Date of the Call
<ol style="list-style-type: none">5. The Episcopal Elections Committee distributes draft version of the Formal Questions to the Episcopal Officer, Parishes and Community Ministries, and Parishes and Community Ministries submit comments on draft Questions to the Committee.	100 or more days before the Election Date

6. At the Pre-Election Diocesan Council Meeting, the Diocesan Council reviews and comments on the draft Formal Questions submitted by the Episcopal Elections Committee.	91 or more days before the Election Date
7. The Episcopal Elections Committee finalizes and provides the Formal Questions to the nominees.	61 or more days before the Election Date
8. The Episcopal Elections Committee shall invite any nominee, in respect of whom a nomination has been received by the end of day on this date – the First Nomination Deadline – to provide a written response to the Formal Questions and to participate in the Public Meetings.	35 days before the Election Date
9. All nominees whose nominations have been received on or before the First Nomination Deadline must submit their written responses to the Formal Questions to the Secretaries of Synod.	31 days before the Election Date
10. The Episcopal Election Committee must distribute to the Synod members and to the Episcopal Officer, and otherwise make available on the diocesan website, the names of all nominees whose nominations have been received on or before the First Nomination Deadline, their relevant biographical and professional information, and the written responses to the Formal Questions that have been provided by those nominees, as well as a reminder of the dates and locations of the Public Meetings.	Between 30 and 22 days before the Election Date
11. The Public Meetings are convened.	Between 21 and 7 days before the Election Date
12. Upon receipt of nominations following the adjournment of the last Public Meeting and before the calling to order of the Synod, the Secretaries of Synod distribute to Synod members and to the Episcopal Officer, and otherwise make available on the diocesan website, the names of all those nominees , as well as relevant biographical and professional information.	Between the day following the day of the last Public Meeting and the calling to order of the Election Date
13. Nominees must inform the Secretaries of Synod of the name of the chaplain they have appointed under B. 2.06 in order for that person to attend the Electoral Synod as a non-voting observer.	7 days before the Election Date

B.2.10 EPISCOPAL REMUNERATION AND BENEFITS

1. Subject to Bylaws 2.10(2) and 2.10(3) the remuneration and benefits provided to the Bishops shall be determined in the same manner as provided for stipendiary clergy under Bylaw 4.05(2) as if the Bishops were stipendiary clergy for the purposes of that Bylaw.
2. The remuneration of the Bishop shall include the following allowances:
 - a) in lieu of housing provided by the Diocese, a housing allowance in the amount representing the maximum housing allowance rate established for stipendiary clergy under Bylaw 4.05(2);
 - b) a transportation allowance comprising:
 - i) an amount representing the basic transportation allowance established for stipendiary clergy under Bylaw 4.05(2); and
 - ii) a supplementary amount equal to fifty per cent of the amount referred to in subparagraph (i); and
 - c) such additional allowances as may be provided to the Bishop with the approval of the Diocesan Council, on the recommendation of the Director of Financial Ministry.
3. The Bishop shall not participate in any meeting of the Clergy Remuneration Board referred to in Bylaw 4.05 during which the remuneration of the Bishop is being discussed or determined and, during any such meeting, the Dean shall assume the responsibilities assigned to the Bishop under Bylaw 4.05(2)(e).
4. The Bishops shall be eligible for the General Synod Pension Plan referred to in Bylaw 4.08.
5. The Bishops shall be entitled to participate in The General Synod Group Life Insurance Plan referred to in Bylaw 4.09.
6. Subject to Bylaw 2.10(7), the Bishop-Elect shall be entitled, as of the 30th day after his or her election, to take leave with pay until such time as he or she is installed as Bishop.
7. In the event that the Bishop-Elect is not a clerical member of Synod, the Bishop-Elect shall be entitled, as of the 30th day after his or her election, to a salary equal to the current salary of the Bishop, payable on a prorated basis until such time as he or she is installed as Bishop, provided that the Bishop-Elect receives no other remuneration during that time.