



# CONSTITUTION AND CANONS

Diocese of Central Pennsylvania

*As Adopted at the 2020 Diocesan Convention October 17, 2020*

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# THE CONSTITUTION OF THE DIOCESE OF CENTRAL PENNSYLVANIA

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## **ARTICLE I. The Title and Bounds of the Diocese**

The Diocese shall be known and designated as the Diocese of Central Pennsylvania, and shall comprise the following named counties in the Commonwealth of Pennsylvania: Adams, Bedford, Blair, Centre, Clearfield (Morris Township), Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, and York, as amended from time to time by any Diocesan Convention in accordance with the National Canons.

## **ARTICLE II. Allegiance**

The Church in this Diocese, being a constituent part of The Episcopal Church, otherwise known as the Protestant Episcopal Church in the United States of America, accedes to and adopts the Constitution, Canons, Doctrine, Discipline, and Worship of that Church, and recognizes the authority of the General Convention of the same.

## **ARTICLE III: Conventions of this Diocese**

### **SECTION 1: Time, place, and notice**

- A. There shall be an Annual Convention of this Church in this Diocese, which shall meet at a time and place appointed by a preceding convention; provided that the Ecclesiastical Authority of the Diocese, for sufficient cause, shall have power to change the place and time of the meeting.
- B. A Special Convention may be called by the Bishop at the Bishop's discretion and shall be called on request of a majority of all members of the Standing Committee, duly certified by its Secretary. If the Episcopate be vacant, or the Bishop incapacitated from acting, which shall be determined in the manner provided in the Canons of the General Convention, a Special Convention may be called by the Standing Committee.
- C. Written notice, twenty days in advance, shall be given of any Convention to every member of the clergy and to every Parish in union with the Convention. Notice of a Special Convention shall state the purpose or purposes for which it is called and no other business shall be transacted at that Convention.

### **SECTION 2: Members**

- A. Any Convention shall be comprised of clergy and laypersons who shall vote as individuals.
- B. Clergy entitled to a seat and vote in any Convention (which shall not be withdrawn because of disability by reason of age or sickness so long as canonical residence in this Diocese is maintained) shall meet the following requirements:
  - i. Canonical residence and active engagement in church work in this Diocese with the previous written sanction of the Ecclesiastical Authority.

- ii. Status as a retired Bishop of this Diocese, with canonical residence in this Diocese.
    - iii. Such clergy as may be approved by each Convention.
- C. The lay members shall consist of the Chancellor, the Secretary, the Treasurer, and the Registrar of this Diocese, if they be laypersons, one lay delegate from each Congregation, with one additional lay delegate for each 100 baptized members therein for the first 500 baptized members, and with one additional lay delegate for each additional 200 baptized members therein, as listed in the latest Parochial Report. The privilege to vote shall be denied any Congregation if any of the following occur, unless exonerated by the Convention:
  - i. Failure to file a Parochial Report in accordance with the Canons.
  - ii. Failure to employ a member of the clergy as its Minister for the space of one calendar year in accordance with the Canons.
  - iii. Failure to pay its Diocesan Fair Share in accordance with the Canons.
  - iv. Failure to pay the Church Pension Fund premiums for all prior years on or before the tenth day of January of the year in which the Convention is held.
- D. Lay delegates to any Convention shall be elected in accordance with the Canons, and shall be baptized adult communicants of the Church in good standing.

### **SECTION 3: Officers of Convention**

The Officers of any Convention shall be baptized adult communicants of the Church in good standing, and their duties shall be those normally appertaining to the respective offices unless otherwise stated, and shall be as follows:

- A. President: The Bishop shall preside in any Convention or, in the Bishop's absence, the following order of succession shall prevail: the Bishop Coadjutor, a Bishop Suffragan, President of the Standing Committee, a member of the Convention designated by the Bishop, or a member elected by the Convention.
- B. Secretary: To be elected at each Annual Convention and to remain in office until a successor is elected.
- C. Treasurer: To be elected at each Annual Convention and to remain in office until a successor is elected.
- D. Chancellor: To be appointed by the Bishop and to remain in office until a successor is appointed. The Chancellor, and any Vice-Chancellor or Vice-Chancellors appointed by the Chancellor, shall be learned in the law and resident within this Diocese. They shall act as legal advisors to the Bishop.
- E. Registrar: To be elected at each Annual Convention and to remain in office until a successor is elected. The Registrar shall be the custodian of the Archives of all Consecrations and Ordinations of Bishops, Priests, and Deacons of the Diocese, and the Registrar's certificate thereof shall be the authentic evidence of the fact of such Consecration or Ordination.

### **SECTION 4: Quorum**

Twenty clerical delegates together with at least one lay delegate from each of twenty Parishes shall constitute a quorum for the transaction of business, except that a smaller number may adjourn from time to time.

### **SECTION 5: Voting**

All voting shall be by members of any Convention as individuals, except that ten members may require a vote by Orders on any question, and a majority of the votes in each Order taken separately shall be necessary for passage. In all elections, when a vote by Orders is requested, balloting shall be in the

following manner: there shall be only one ballot for other than the election of Bishops, and that candidate, or those candidates, who shall receive a plurality in both the clerical and lay Orders, shall be declared elected. If the number of persons to be elected exceeds the number of candidates who have a plurality in both Orders, the following procedure shall be used: the percentage of the total clerical vote and of the total lay vote which each candidate receives shall be calculated; for each candidate, those two percentage figures shall be added together and then divided by two to give the combined percentage; that candidate, or those candidates, with the highest percentage shall be declared elected.

### **SECTION 6: Offerings**

The offering at any Convention, if any, shall be paid over to the Treasurer of the Diocese to be credited to the account announced by the Bishop in advance of the Collection thereof.

## **ARTICLE IV. Election of Bishop**

The election of Bishop in this Diocese shall be made in the following manner: after nomination in any Convention, the clergy and lay delegates shall ballot separately, and the required majority in each Order on the same ballot shall be necessary to a choice. If two-thirds of the members of an Order entitled to vote be present at Convention, a majority vote determines the choice of such Order; if less than two-thirds of the members of an Order entitled to vote are present at Convention, the vote of two-thirds of such Order shall be necessary to determine the choice of such Order.

## **ARTICLE V: Standing Committee**

### **SECTION 1. Members**

The Annual Convention shall elect a Standing Committee which shall consist of twelve members: six clergy persons, no more than two of whom may be deacons, and six laypersons. Each member so elected shall serve a term of three years and may stand for re-election for one successive term. After serving for a period of six years, a member shall not be eligible for re-election until the lapse of one year from the completion of the second term. No member of the Standing Committee shall be eligible to serve concurrently on the Disciplinary Board or the Finance Committee.

### **SECTION 2. Officers**

The Standing Committee shall meet within one week after the adjournment of the Annual Convention and shall choose a President and a Secretary from among its members. Immediate notice of the selections shall be given to the Bishop. The Secretary shall keep a record of the proceedings of the Committee, and all books and papers in the Committee's hands relative to the Church shall be subject to the examination of the Bishop and of any Convention.

### **SECTION 3. Duties and Powers**

The Standing Committee shall:

- A. Be the Ecclesiastical Authority of the Diocese when there is no Bishop or Bishop Coadjutor or when both are absent from the Diocese or are incapable of acting.
- B. Fill all vacancies that may occur during the recess of Annual Convention in its own body and in any Committee appointed to sit during the recess of Annual Convention.
- C. Fill all vacancies in such Diocesan offices as are held by annual election, unless otherwise provided for.
- D. Perform such other duties as are directed by any Convention or defined by Canon.

- E. Exercise and enjoy all the power, authority, and duties conferred upon Standing Committees by the Constitution and Canons of this Church as modified by amendment from time to time.

### **ARTICLE VI: Deputies to General Convention**

At the Annual Convention at least twelve months prior to the next session of the General Convention, eight members of the clergy and eight laypersons shall be elected as deputies and alternates to represent this Diocese in said Convention. The members of the clergy shall be presbyters or deacons, canonically resident within this Diocese, and the laypersons shall be baptized adult communicants of the Church in good standing, resident within this Diocese. The residence requirement shall apply both at the time of election and of General Convention. The four in each Order receiving the highest number of votes shall be the deputies. Alternates shall be designated as deputies as needed, in the order of votes received.

### **ARTICLE VII: Admission of Congregations**

A Congregation may be admitted into union with this Diocese on motion, and by a vote of the majority of the members of an Annual Convention, provided that:

- A. It has complied with the applicable policies and procedures established by the Bishop and Standing Committee;
- B. It has submitted its proposed Charter or Articles under which it proposes to function, to the Bishop and Standing Committee, and has secured their approval of the Charter and By-laws, at least thirty (30) days prior to the meeting of Annual Convention; and
- C. It accedes to the Constitution, Canons, Doctrine, Discipline, and Worship of The Episcopal Church and to the Constitution and Canons of this Diocese.

### **ARTICLE VIII: Canons**

Any Convention may enact, amend, or repeal Canons upon such matters as it may deem proper, which shall not be inconsistent with the provisions of this Constitution, or with the Constitution and Canons of the General Convention.

### **ARTICLE IX: Amendment**

This Constitution, or any part thereof, may not be altered, amended, or revised unless the same shall be first proposed at one Annual Convention and be approved by a majority of each Order, and lie over to the next Annual Convention and again be approved by a majority of each Order. Amendments to the Charter or Articles shall be subject to the same regulations as are prescribed in the case of an original Charter or Articles.

# THE CANONS OF THE DIOCESE OF CENTRAL PENNSYLVANIA

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## **TITLE I: Administration of the Diocese**

### **CANON I: Officers**

The Bishop shall be the chief administrator of the Diocese. The Bishop shall be assisted by a secretary, treasurer, chancellor, and registrar, each of whom may appoint assistants.

### **CANON II: Administrative Officers**

Administrative Officers may be appointed by the Bishop with the advice and consent of the Council of Trustees. The Administrative Officers shall be administrative assistants to the Bishop and shall perform such other duties as the Bishop may from time to time prescribe and shall hold office at the pleasure of the Bishop.

### **CANON III: Council of Trustees for the Mission of the Diocese**

SECTION 1. There shall be a Council of Trustees for the Mission of the Diocese (“Council”), which shall have the following powers and duties:

- A. The Council shall hold title to all real estate and other assets owned by the Diocese and shall have full power to deal with said real estate and assets after consultation with the Bishop. In addition, the Council shall possess all other powers and duties granted by law to a Pennsylvania nonprofit corporation.
- B. The Council shall report to the Annual Convention and shall be the governing body of the corporate and fiscal affairs of the Diocese. The Council shall carry out the program and work of the Annual Convention when said Convention is not in session and shall perform such other responsibilities as normally assumed by a board of directors of a nonprofit corporation in accordance with the laws of the Commonwealth of Pennsylvania, and consistent with the Constitution and Canons of the Episcopal Church and of this Diocese.
- C. The Council shall have power to make such by-laws, rules, policies, and procedures as it may, from time to time, deem necessary or expedient for its governance, provided that they are not repugnant to the constitution and laws of the United States or the Commonwealth of Pennsylvania or to the constitution and canons of the Episcopal Church or this Diocese.

#### SECTION 2. Membership of the Council of Trustees

The Council of Trustees shall be composed of the following members, all of whom shall be entitled to vote: the Bishop, the Bishop Coadjutor and Suffragan Bishop, if there be such, the Chancellor, the Secretary, the Treasurer, the President of the Standing Committee, the Canon for Finance and Operations, the presiding officer of the Episcopal Churchwomen, a representative of the Youth Advisory Program, the seven Convocation Convenors and their Assistant Convenors, in office at the time, and three clergy members and six lay members elected by the Annual Convention for staggered three-year terms.

#### SECTION 3. Governance and Operations of the Council

- A. The Bishop, or the Bishop's appointee, who need not be a member of Council, shall preside at all meetings of the Council of Trustees.



- B. The Council shall meet not less than four times annually upon dates fixed by itself.
- C. A quorum for the conducting of business shall be a majority of the elected Trustees including the Convocation Conveners and Assistant Conveners.

#### SECTION 4. Establishment of Committees

The Council shall establish a Finance Committee and such other committees as it deems necessary for the proper administration of the corporate and fiscal affairs of the Diocese and the program and work of the Annual Convention. Such committee members may include members who are not members of Council and shall serve at the pleasure of the Council.

#### SECTION 5. Membership of the Finance Committee

- A. The Finance Committee shall consist of the Canon for Finance and Operations, the Chancellor or a Vice Chancellor, the Treasurer, three members appointed by the Bishop and three members appointed by the Council, at least two of whom shall be clergy. The incumbent Treasurer shall be the Chair of the Committee.
- B. Members appointed shall be persons who add a dimension or an expertise in fiscal affairs to the Finance Committee.
- C. No member of the Finance Committee shall be eligible to serve concurrently on the Standing Committee or the Disciplinary Board.

#### SECTION 6. Powers and Duties of the Finance Committee

- A. It shall be the duty of the Finance Committee to maintain general supervision of the financial affairs of the Diocese; to secure simplicity and accuracy in the collection and disbursement of all funds; to prescribe good financial practices for the Diocese and its congregations; to determine whether to authorize any congregation to utilize an audit committee in lieu of an independent audit or review; to create and supervise an Investment Subcommittee of the Committee composed of such persons (who need not be members of Council or of the Committee, who shall serve at the pleasure of the Committee); and to foster cooperation among the various officers, trusts, and boards of the Diocese. To carry out its purpose, the Finance Committee shall establish its own rules, keep a record of its meetings, and make a report at each meeting of the Council. It may also make such recommendations as it may deem proper to the Council.
- B. The Finance Committee shall act as advisor to the Bishop and Treasurer in financial matters, and, upon request, as advisor to the individual congregations in this Diocese. The Committee shall present to the Council a budget of anticipated receipts and expenditures of the Diocese for the coming year which, when approved by Council, shall be presented to the Annual Convention. Upon approval of Convention, such budget shall constitute the budget of the Diocese, as well as authorization for the appropriations and disbursements set forth therein.
- C. After approval of the budget, the Finance Committee shall set the rate of the Fair Share for the mandatory contribution of parishes to the diocesan budget, which shall be reviewed annually.
- D. The Council shall have the authority to make necessary amendments to the budget after adoption by Convention.
- E. Current funds for special purposes may be created from time to time, in which event such purpose shall be honored, wherever practicable, in the discretion of the Committee. Such funds may be created by will, gift, canon, or resolution.
- F. The Finance Committee shall have the authority to authorize and empower the Treasurer of the Diocese to borrow, from time to time, such funds as may be required to meet the financial obligations of the Diocese. Such borrowing may be made upon a note made in the name of the Diocese, and the Treasurer may

- pledge, as security therefore, the securities in the custody of the Diocese.
- G. The Finance Committee shall have authority to administer the endowment funds of the Diocese in accordance with the Canons of the Episcopal Church and of this Diocese. Funds belonging to congregations or institutions of the Diocese may be added, from time to time, to the endowment funds of the Diocese for purpose of administration, in accordance with rules promulgated by the Finance Committee. Such funds may be withdrawn at the written request of the owner, in accordance with said rules. The income shall be paid to the owner and shall not be subject to the control of any Convention.
  - H. Endowment funds for special purposes may be created from time to time, in which event that purpose shall be honored. Such funds may be created by will, gift, canon, or resolution.

#### SECTION 7. Other Committees of Council

Council shall, from time to time, establish such other committees, task forces and working groups to serve and promote the Mission of God in the Diocese, consisting of such members of Council and other lay and ordained persons from the Diocese, and for such terms of office, as Council shall deem expedient. Such committees shall have mission and vision statements and annual work plans as may be prescribed by Council, and shall report to Council through their respective Council liaisons at each Council meeting.

### **CANON IV: Convocations**

SECTION 1. To provide for effective coordination of the work of the Church, the Diocese shall be divided into the following Convocations: Altoona, Harrisburg, Lancaster, Southern, Susquehanna, Northern Tier, and West Branch.

SECTION 2. The Council of Trustees shall designate the Congregations comprising each convocation.

SECTION 3. Assemblies.

- A. Each Convocation shall participate in an Assembly, which shall meet at least two times per calendar year: Fall and Spring. The Assembly shall consist of all clergy canonically resident or serving Parishes in the Convocation and three lay delegates from each congregation, of whom at least one shall have served at the last Diocesan Convention or will serve at the next Convention, and the other congregational delegates and alternates to Convention shall be invited to the Assembly preceding the next Diocesan Convention as participants without vote in Convocation affairs. In the event that congregational elections of delegates and alternates to the next Diocesan Convention have not taken place by the time an Assembly occurs, the lay representatives at the Assembly shall be the lay delegates and alternates who represented the congregation at the previous Diocesan Convention.
- B. The purpose of the Assemblies shall be to plan and work together on local/convocational mission efforts, to share information and resources within the Convocation, and to participate in determining and carrying out the Diocesan Convention mission priorities. Agendi and program for Convocation meetings are created by the Bishop or Bishop's appointee, and the Convenor and Assistant

Convenors.

#### SECTION 4. Officers.

- A. At the Fall Assembly, a Convenor of the Convocation shall be elected from the members of the Assembly, to serve a two-year term. An Assistant Convenor shall also be elected for a two-year term, and shall be of the opposite Order as the Convenor. Elected and appointed officers shall not be eligible for reelection or reappointment, after having served two consecutive terms, until after the expiration of one year after the end of their second term.
- B. The Convenor shall preside at meetings of the Convocation. The Convenor and the Assistant Convenor shall also serve as elected members of the Council of Trustees, and shall perform such other duties as may be assigned by the Bishop. In the absence of the Convenor, the Assistant Convenor shall preside. The Convenor and Assistant Convenor shall function as an Executive Committee to plan agendas, schedule meetings, to give notice of meetings to all members, and, in any year, as a Nominating Committee to nominate candidates for Convenor, Assistant Convenor, and representative to Diocesan Council in succeeding years.

#### SECTION 5. Clericus.

Each Convocation shall hold at least an annual Clericus, or gathering of all clergy resident in the Convocation, for the purpose of professional learning, spiritual growth, and personal/social support. Each Clericus shall be led by the Clergy Convenor or Assistant Convenor of the Convocation. If a Clericus has not chosen a leader by the time of Diocesan Convention, one shall be appointed by the Bishop.

#### SECTION 6. By-laws.

Each Convocation may devise and enact such By-laws for its governance as it deems suitable, consistent with the Constitution and Canons of this Diocese and of the Church and the guidelines provided by the Bishop and Council of Trustees.

### **CANON V: The Cathedral**

SECTION 1. St. Stephen's Church, Harrisburg, is hereby established as the Cathedral Church of this Diocese, without prejudice to the corporate rights of the Rector, Church Wardens, and Vestry of said Church.

SECTION 2. The Rector of said Parish, chosen by the Vestry thereof, shall be the Dean of the Cathedral Church.

SECTION 3. There shall be a Cathedral Chapter consisting of the Bishop, the Dean, the Wardens and Vestry of said Church, the Chancellor of the Diocese, and all ex officio and Honorary Canons, who shall be appointed by and hold office at the pleasure of the Bishop. The Cathedral Chapter shall meet annually to review the life and program of the Cathedral and Pro-cathedral.

SECTION 4. So far as consistent with the vested legal rights of the said corporation of St. Stephen's Church, Harrisburg, the Cathedral Church shall have all the powers, privileges, and responsibilities of like Cathedral Churches established by canon law.

### **CANON VI: Deputies to Regional Organizations**

Deputies to the Provincial Synod or any successor regional organization shall be chosen by the Bishop, and shall serve at the Bishop's pleasure, unless the Annual Convention adopts another rule.

### **CANON VII. Disclosure of Conflicts of Interest**

Officers of the Diocese and of its committees and commissions, and Diocesan staff, shall complete

and file with the Diocese, at the commencement of their service and thereafter not less often than annually, a conflicts of interest disclosure statement on a form provided by the Diocese.

## **TITLE II: Administration of Congregations**

### **CANON I: Congregations and Parishes**

SECTION 1. Each congregation in this Diocese, formed for receiving the administrations of the Church and for the worship of Almighty God, according to the faith and doctrine of the Church, and under the discipline and liturgy of the Church, shall constitute a worshipping congregation in this Diocese.

SECTION 2. All congregations in this Diocese shall be governed by the Canons of the General Convention of The Episcopal Church.

SECTION 3. A "Parish" of this Diocese shall:

- A. Be incorporated in accordance with the laws of the Commonwealth of Pennsylvania;
- B. Call a Rector and financially support said Rector to the extent the Parish is served by such Rector, in accordance with Section 4 of this Canon;
- C. Elect and assemble a Vestry, in accordance with the Canons of this Diocese and the By- laws of the Parish, which Vestry shall:
  - i. Collaborate with the Rector in promoting the spiritual welfare of the Parish and shall aid the Rector in the initiation, conduct, and development of the program of the Church, both within and without the Parish;
  - ii. Accept responsibility for the mission of the Church in the community, the Diocese, the nation, and the world, and shall be a means by which the Church and the Diocesan leadership communicate with the Parish;
  - iii. Represent the Parish in its relations with the Rector, and serve as a council of advice for the Rector upon the Rector's request, or whenever in the judgment of both Wardens, there are matters that should be brought to the Rector's attention;
  - iv. Encourage fit persons, under the inspiration of the Holy Spirit, to enter the ordained ministry of the Church, and share, with the Bishop and Rector in the training and guidance of postulants and candidates of the Parish in accordance with the Canons of this Diocese and the Church;
  - v. Review the Rector's stipend annually and communicate the information to the Bishop and report immediately, to the Canon for Finance and Operations any change in the salary or other benefits of the Rector and other clergy persons as paid by such Parish;
  - v. Be the agents and legal representatives of the Parish in all corporate matters, subject to the Canons of this Diocese and the Church and the appropriate laws of the Commonwealth of Pennsylvania, and
  - vi. Be responsible for seeing that a Mutual Ministry Review is conducted not less often than every three years, with the assistance of Diocesan leadership, which Review shall include discussion of the ministry and mission of the congregation.
- D. Provide representation to any Diocesan Convention, in accordance with the Canons of this Diocese; and

- E. Hold its property and endowments, if any, in trust for this Diocese.

#### SECTION 4. Call of a Rector

- A. When a Parish anticipates or has a vacancy, the Wardens shall immediately, in writing, notify the Bishop of this Diocese. Thereupon, the Bishop, or the Bishop's representative, and the Vestry shall meet to agree upon a search and call process.
- B. No vacancy shall be filled by a Vestry until the name of the priest whom it is proposing to elect has been made known to the Bishop, and the Bishop has been given a mutually agreeable time to concur. In the event of the Bishop's non-concurrence, the nomination procedure set forth above, shall begin again.
- C. When, in the opinion of the Rector of a Parish or the Vestry of a Parish, it is desirable to consider the dissolution of the pastoral relationship, it will be handled as set forth in the Canons of the Episcopal Church.

#### SECTION 5. Annual Meeting

- A. Each Parish shall hold an Annual Meeting of the Parish between Nov. 1 and April 1, prior to the next annual Diocesan Convention. The members of the Parish shall receive at least thirty days written notice of the Annual Meeting. The agenda for the Annual Meeting shall include at least the following items:
  - i. A report by the Vestry, including full financial disclosure of the income, expenses, assets, debts, and liabilities of the Parish since the previous Annual Meeting, and a budget for the ensuing year;
  - ii. The election of new Vestry members by eligible voting parishioners, following a public nominating process, which shall be publicized by the Vestry for at least thirty days prior to the Annual Meeting; and
  - iii. The election of delegates and alternate delegates to Diocesan Convention by eligible voting parishioners, following a public nominating process, which shall be publicized by the Vestry for at least two months prior to the Annual Meeting.
- B. Those parishes whose annual meeting falls outside the above time frame shall hold a special meeting between November 1 and April 1 to elect delegates and alternate delegates to the Diocesan Convention in accordance with Section 5(A) (iii) above.

### **CANON II: Parochial Reports**

A report of every Parish shall be prepared annually for the year ending December 31 preceding, upon the form or forms prepared by the General Convention, and shall be sent, in duplicate, to the Bishop of the Diocese, not later than March 1. The preparation and delivery of this report shall be the joint duty of the Rector and the Vestry. In default of a complete report, the Bishop shall cause a report to be made or completed, as the case may be, from the best obtainable data, and such report shall stand for the year covered.

### **CANON III: Alienation of Parish Real Property and Incurring of Debt**

SECTION 1. No Parish shall acquire, or commit itself to acquire, by purchase, exchange, or otherwise, any real estate, without the consent of the Bishop and the Standing Committee of this Diocese, nor shall any Parish alienate or encumber any real estate held by it or for its use, without the consent of the Bishop and the Standing Committee. In case any Parish shall be dissolved, it shall be the duty of the Bishop and the Standing Committee to take such action as may be necessary and proper to vest all of the Parish's property, real and personal, in the corporation of this Diocese. The Council shall oversee the disposition of the property of closed churches in cooperation with the Bishop or the Bishop's appointee.

SECTION 2. No indebtedness shall be incurred by a Parish without the approval of the Bishop and Finance Committee, in accordance with the policies and procedures as developed by the Finance Committee.

#### **CANON IV: Imperiled Parishes**

SECTION 1. A Parish may be declared to be an Imperiled Parish, under Section 3 below, when one or more of the following conditions exist:

- A. Any of several conditions which would render a Parish liable to action under the Constitution or Canons of the Diocese or the National Church, including employing a member of the clergy under ecclesiastical censure or process, permitting church property to be used for purposes incompatible with its consecration, or any course of action or neglect inconsistent with the doctrine, discipline, or worship of the Church, or with the welfare of the Parish;
- B. The Parish shall refuse or neglect to (i) assemble and elect a Vestry, as provided in these Canons, or (ii) shall fail to provide representation at any annual convention of this Diocese, or shall neglect to pay its Fair Share Contribution to the mission of the Diocese of Central Pennsylvania;
- C. The Parish shall have failed to search for and call a Rector after a reasonable period of time, in the judgment of the Bishop;
- D. The Parish shall have failed to comply with the provisions of the Canons of this Diocese pertaining to Clergy Stipends, Alienation of Property, Incurring of Debt or Church Pension Fund;
- E. The Parish shall fail to make timely reports as required by ~~the~~ Canon II, "Parochial Reports"; or
- F. Financial reports reveal unauthorized invasion of the principal portion of endowment funds, or other evidence of financial instability, sufficient, in the judgment of the Bishop and the Standing Committee, to warrant action under this Canon.

SECTION 2. In the event of the occurrence of any of the conditions in Section 1, above, the Bishop, with the consent of the Standing Committee, may declare the Parish to be an Imperiled Parish, and require the application of one or more of the following measures to restore health to the Parish:

- A. Appointment, by the Bishop, of five (5) or more adult communicants of the Parish to govern the affairs of the Parish as the vestry, during the pendency of these conditions, and notwithstanding any other provisions for such governance or the election of a Vestry in the Canons of this Diocese;
- B. Designation of the Rector as Vicar, during the pendency of these conditions;
- C. Conveyance of title of all real property to the Incorporated Trustees of the Diocese, who shall hold the same, in trust, during the pendency of these conditions;
- D. Such other measures, during the pendency of these conditions, which the Bishop, with the concurrence of the Standing Committee, determines to be appropriate.

SECTION 3. It shall be the obligation of all parties to work for the restoration of the Parish to a greater degree of health, setting forth problems to be addressed in an open, honest manner, and working toward the resolution of such problems in a climate of respect, charity and open-mindedness, and for the greater good of the Church's witness to its Lord. It is understood that this process may result in the dissolution of the Parish.

SECTION 4. Dissolution of a Parish

- A. No Parish shall be declared to be extinct, except upon the affirmative vote of two-thirds (2/3) of

its members in good standing and of two-thirds (2/3) of the members of any Convention of the Diocese, and in conformity with the further provisions of this Canon.

- B. Such vote shall be upon a special report of the Canon for Congregational Life and Mission in consultation with the leadership of the affected Parish, who shall, upon the petition of the Bishop or the Standing Committee, consider the question, with all the evidence tending to prove or disprove the existence of the facts upon which a declaration of dissolution could be made. Such report shall contain a statement of the evidence considered by the Canon.
- C. Upon the affirmative vote of the Convention, as aforesaid, such Parish shall become and be dissolved, and title to all property thereof shall at once vest in the Incorporated Trustees of the Diocese. In the event of dissolution, Diocesan leadership shall work with individuals of the dissolved congregation to offer pastoral care for displaced parishioners, exploring possibilities for discovering a new spiritual home, and may appoint a Chaplain to assist in the time of transition. Diocesan leadership shall also oversee a fair and appropriate distribution of parish goods and fixtures.

### **CANON V: Church Pension Fund**

Each congregation shall be governed by the Canons of the General Convention relating to the Church Pension Fund.

### **CANON VI: Offerings**

The open plate offerings made in each congregation at the time of the visitation of the Bishop to such congregation shall be given to the Bishop for the Diocesan Bishop's Discretionary Fund.

### **CANON VII: Missions**

SECTION 1. Becoming a Mission Congregation: Any congregation established pursuant to this Title shall initially be established as a Mission Congregation, and shall continue as such until the Bishop and the Council of Trustees shall approve a change of status from Mission Congregation to Parish. Any other congregation that wishes to conduct its affairs in accordance with this canon may apply to the Bishop for permission to become a Mission Congregation. An application to form a Mission Congregation must have been approved by a two-thirds vote of the worshipping community and must include an offer to transfer all of the real and personal property of the worshipping community to the Diocese, and shall be subject to the approval of the Bishop and Council of Trustees. As soon as the application is approved, the governing body shall complete the transfer of all the real and personal property of the worshipping community to the Diocese.

SECTION 2. Operation of a Mission Congregation: A Mission Congregation shall conduct its affairs under the authority of the Bishop and in accordance with the following guidelines:

- A. As soon as a Mission Congregation is established or the transfer to mission status is approved, the Bishop shall appoint an interim Advisory Board, consisting of three (3) members of the Mission Congregation, who must be regular attendants at services and regular contributors to the support of the Congregation. The interim Advisory Board shall serve until an Advisory Board is elected in accordance with this Canon.
- B. Each new mission congregation shall adopt by-laws, which shall be subject to the approval of the Bishop, and which shall not be inconsistent with the canons of General Convention or these canons.
- C. The first Annual Meeting of the Mission congregation shall be held on that day following the establishment of the congregation or approval of transfer of status of the congregation as shall be fixed by the Vicar and the interim Advisory Board, and each Annual Meeting thereafter shall be held on the Sunday closest to the date of the first annual meeting. At the first Annual Meeting the number of members to constitute the Advisory Board shall be determined, which number shall be three (3), or a multiple thereof, but not more than twenty-four (24).

- D. Only voting members of said Mission Congregation shall be eligible to serve on the Advisory Board. At the first Annual Meeting, one-third of the members of the Board shall be chosen to hold office for one year, one-third for two years, and one-third for three years and thereafter one-third of said members shall be chosen each year for a term of three years. Members of the Advisory board shall serve no more than two consecutive three-year terms before being off the Board for at least one year.
- E. If the Advisory Board of a Mission Congregation shall by resolution recommend that the number of members of the Advisory Board be changed, notice of such recommendation shall be included in the notice of the next annual meeting of such Mission Congregation or in the notice of a special meeting to be held not less than six months before the time fixed for holding the next annual meeting thereafter, and to be submitted to such annual or special meeting. If such recommendation be ratified by such meeting, it shall be so recorded in the minutes of the meeting and such change in the number of members of the Advisory Board shall take effect at the time of the next annual meeting thereafter. If the number of members be thereby increased, then, in addition to the number of members to be chosen at such annual election, one-third of such increased number of members shall be chosen to hold office for one year thereafter, one-third for two years thereafter, and one-third for three years thereafter. If the number of members by such change be reduced, such reduction shall not affect the term of office of any member duly elected, and at such next annual meeting and at each annual meeting thereafter, one-third of such reduced number of members shall be chosen to hold office for three years.
- F. Persons of full age or, when so determined at a regular or special meeting of such Mission Congregation, of the age of sixteen (16) years or more, belonging to the Mission Congregation, who have been regular attendants at its worship and contributors of its support for at least twelve months prior to an annual or special meeting, or since the establishment of such Mission Congregation or approval of the congregation's change of status, if sooner, shall be qualified voters at any such annual or special meeting and shall be eligible to serve on the Advisory Board. The action of an annual or special meeting upon any matter or question shall be decided by a majority of the members entitled to vote thereon.
- G. The priest in charge of a Mission Congregation, if there be one, shall be called by the title of Vicar. The Vicar of a Mission Congregation shall be the President of the Advisory Board and shall preside at all of its meetings and at all meetings of the congregation. If there be no Vicar or if the Vicar be absent, the Bishop or Bishop's representative shall preside, and if the Bishop's representative be absent, a lay member of the Advisory Board elected for the purpose shall preside. The duties of the Vicar and Advisory Board shall be similar to the duties of a Rector and Vestry of a parish, insofar as possible under the law, the canons and the by-laws of the congregation. The Vicar and the Advisory Board shall work with a member of the Bishop's staff to set annual goals for the Mission and its ministry. These goals will be periodically reviewed and refined, as appropriate. The outcome of the periodic review will be shared with the Bishop.
- H. At its first meeting after organization of the Mission Congregation, or of the approval of its change in status, the Advisory Board shall elect a Clerk and a Treasurer to hold office until the first meeting of said Board following the first annual meeting of the Mission Congregation. At the first meeting of said Board following the annual meeting in each year the Board shall elect a Clerk and a Treasurer to hold office for one year. The duties of the Clerk and the Treasurer shall be comparable to the duties of the Clerk and Treasurer of a parish.
- I. Regular meetings of the Advisory Board shall be held each month, except during the months of July, August and September, upon three days' notice to each member thereof by the Vicar, or if there be no Vicar, or if the Vicar be incapable of acting, by the Clerk of the Board. Special meetings may be called in the same manner. A majority of the membership of the Board shall constitute a quorum.
- J. The Advisory Board shall have power to fill vacancies in its membership until the next Annual Meeting of the Mission Congregation. It shall also elect delegates to the Convention of the Diocese



as provided in Section 2 of the Constitution of this Diocese, which delegates shall be entitled to voice and vote.

SECTION 3. Role of the Council of Trustees of the Diocese: The Council of Trustees of the Diocese shall be responsible for the supervision and regulation of the affairs of each mission congregation. They shall receive all gifts and bequests for the Mission; have custody of its permanent funds; hold title to all of its real estate and make such rules to preserve the assets of the Mission and require such reports as it shall see fit.

SECTION 4. Clergy Serving a Mission Congregation: The Bishop shall have the sole power to appoint and remove clergy serving a Mission Congregation, and shall set the level of compensation of such clergy, not to be less than the minimum standards as determined by Convention.

SECTION 5. Transfer of Status from Mission Congregation to Parish: The Bishop, with the approval of the Standing Committee, may approve a request from a Mission Congregation to become a Parish when, in the Bishop's opinion, such change of status is warranted, when a review of the Mission's goals and their status is complete, and upon such terms as the Bishop shall deem appropriate.

SECTION 6. Dissolution of a Mission: The Bishop, with the approval of the Council of Trustees, may dissolve a Mission Congregation when, in the Bishop's opinion, such action shall be warranted. In the event of such dissolution, the Council of Trustees of the Diocese shall become custodian of all funds and all property of the Mission Congregation not held by some other corporate body, and it shall be the duty of the Vicar and Advisory Board to surrender title to and control of such funds and property to the Diocese.

## **TITLE III: Clergy**

### **CANON I: Commission on Ministry**

#### **SECTION 1. MEMBERSHIP.**

- A. There shall be a Commission on Ministry in this Diocese, consisting of twelve persons, six clergy (at least one of whom shall be a deacon) and six lay, appointed by the Bishop, and who shall serve at the pleasure of the Bishop.
- B. The Bishop shall be ex officio the President of the Commission on Ministry. The Bishop Coadjutor and Bishop Suffragan, if there be such, and the Archdeacon for Deacons shall be ex officio members of this Commission.

SECTION 2. DUTIES. The duties of the Commission on Ministry shall be those prescribed in the Canons of the Church; and such other duties related to the ministry in this Diocese as shall be assigned by the Bishop.

SECTION 3. ORGANIZATION. The Commission on Ministry shall have the power to devise and enact bylaws for its own governance, not inconsistent with the Constitution and Canons of the Church and this Diocese.

SECTION 4. HOLY ORDERS. Nothing in this canon shall be construed in such a way as to eliminate the practice of examination of candidates for Holy Orders on their professional qualifications by Examining Chaplains, as appointed by the Bishop.

SECTION 5. ANNUAL REPORT. The Commission on Ministry shall report to the Annual Convention the substance of its actions during the preceding year.

## **CANON II: Clergy Stipends**

SECTION 1. Each member of the clergy employed in a pastoral ministry, or in such other ministry as approved by the Bishop, in this Diocese, shall receive an annual stipend, which shall not be less than the minimum annual stipend as shall be fixed from time to time by Convention.

SECTION 2. Each congregation shall provide for its employed clergy, without charge, the following benefits and professional expenses:

- A. A suitable house in which to live, kept in good repair, with all utilities, taxes and other property expenses paid, except for personal telephone and internet and other personal expenses), or
- B. A housing allowance sufficient to pay for suitable living quarters and to pay for all necessary costs of maintaining the same, including utilities, as set forth in “A” above.
- C. Payment of premiums for comprehensive health care insurance at minimum, for the clergy person alone, and pension contributions.
- D. Reimbursement for reasonable professional expenses, including continuing education.
- E. Should the clergy person serve more than one congregation, the above costs shall be divided as determined by the vestries and Bishop among the congregations to be served.

SECTION 3.

- A. There shall be a Committee on Clergy Compensation, consisting of three members chosen by the Standing Committee from among its members, and three members elected by the Finance Committee from among its members. Each member shall serve for a term concurrent with his or her term on the constituent committee.
- B. The Bishop shall appoint a Chair of the Committee on Clergy Compensation, who shall hold office at the Bishop’s pleasure. The Committee will be responsible for and concerned with the compiling of data, conduct of surveys, and collection of reference material related to the financial support of the clergy of the Diocese.
- C. The Committee shall, at each third Annual Convention, submit a report and/or resolution suggesting minimum levels of clergy stipends and any other such matters related to the financial support of the clergy as it deems important.
- D. The Committee shall distribute and publicize among appropriate personnel information relevant to achieving fair and proper financial support of the clergy of this Diocese.
- E. The Bishop shall communicate annually with the leadership of each congregation to ascertain that a formal review of clergy stipends has been completed by the appropriate congregational officers.

SECTION 4. In the case of clergy serving in a capacity other than full time, compensation for any such clergy person shall be in accordance with the policies and procedures as developed by the Diocesan Clergy Compensation Committee.

## **CANON III: Ecclesiastical Discipline: Disciplinary Board**

SECTION 1.

- A. Charges for which a Member of the Clergy may be subjected to ecclesiastical discipline are as set forth in Title IV of the Canons of the Episcopal Church.
- B. The mode and manner of submitting information concerning Offenses, investigating, preparing reports and referrals and conducting hearings shall be as established in Title IV of the Canons of the Episcopal Church.

SECTION 2. There is hereby established a Disciplinary Board in and for the Diocese of Central Pennsylvania.

SECTION 3. The powers, duties, and procedures of the Disciplinary Board established under Section 2 and the definition of terms used herein shall be governed by Title IV of the Canons of the Episcopal Church.

SECTION 4.

- A. The Disciplinary Board shall consist of nine members, five of whom shall be Clergy and four of whom shall be lay persons. All Clergy members of the Board must be canonically resident within the Diocese.
- B. At each Annual Diocesan Convention three persons shall be elected to serve on the Disciplinary Board for a term of three years. Persons elected shall be from each Order as required to maintain the required complement of the Board.
- C. No member of the Board shall be eligible to serve concurrently on the Standing Committee or Finance Committee.
- D. Vacancies occurring within the membership of the Disciplinary Board shall be filled by a majority vote of the remaining members of the Board. A person elected to fill a vacancy must be from the same Order as the person being replaced. Vacancies must be filled within four months of notification of the vacancy unless sooner required by other provisions of canon.
- E. Within 60 days following each Annual Diocesan Convention, the members of the Disciplinary Board shall elect, from among themselves, by majority vote, one person to serve as President for a one-year term.
- F. Within four months following each Annual Diocesan Convention, the members of the Disciplinary Board shall appoint a duly licensed attorney to serve as Church Attorney for a one year term.
- G. All persons elected or appointed under this section are eligible to be reelected or re-appointed upon the expiration of their terms.

## **TITLE IV: Miscellaneous**

### **CANON I: Rules of Order and Procedure in the Convention**

The Rules of Order of the last preceding Annual Convention shall be in force until altered by the Convention, and the procedure of the business in Convention shall be carried on in accordance therewith.

### **CANON II: Amendments**

SECTION 1. All proposed amendments or additions to the Constitution and Canons of the Diocese, and Rules of Order, shall be sent to the Chairperson of the Committee on Constitution and Canons no later than six (6) months prior to the next meeting of Convention; said proposals to be studied by the Committee and its recommendations submitted to Diocesan Clergy and Secretaries of Vestries no later than four (4) months prior to the meeting of the Convention. Comments, if any, on such recommendations as are received no later than three (3) months prior to Convention shall be reviewed by the Committee. Further changes, if any proposed by the Committee, shall be circulated to Clergy and Secretaries of Vestries no later than two (2) months prior to the meeting of Convention.

SECTION 2. No existing Canon shall be changed, and no new Canon shall be enacted at the Convention at which the change or the enactment may be proposed, except by the affirmative vote of three-fourths of the delegates then present.

### **CANON III: Of Terminology Used in These Canons**

SECTION 1. Whenever the term "Church" is used without qualification in these Canons, it shall be understood to refer to The Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church.

SECTION 2. Whenever the term "Diocese," or some form of that term, is used without qualification in these Canons, it shall be otherwise known as the Diocese of Central Pennsylvania.

SECTION 3. Whenever the term "Bishop" is used without qualification in these Canons, it shall be understood to refer to the Bishop of the Diocese of Central Pennsylvania.

SECTION 4. Whenever the term "Presbyter" is used in these Canons, it shall be understood to refer to an ordained priest of the Episcopal Church.

SECTION 5. Whenever the term "Vicar" is used in these Canons, it shall be understood to refer to an ordained priest of the Episcopal Church who serves under the direction, and at the pleasure, of the Bishop.

SECTION 6. Whenever the term "alienate," or some tense or form of that term, is used in these Canons, it shall be understood to mean to sell, hypothecate or give.

SECTION 7. Whenever the term "encumber," or some tense or form of that term, is used in these Canons, it shall be understood to mean to borrow against, or use as security or collateral for a loan, such as a mortgage.

SECTION 8. Whenever the term "Order(s)" is used in these Canons, it shall be understood to mean a group or class of people, either clergy or lay.

### **CANON IV: Repeal**

Any Canon, portion of a Canon, or prior resolution of Convention, which conflicts with the provisions of these Canons, is hereby repealed.

## **RULES OF ORDER**

### **RULE I: Deadlines and Committee Responsibilities Prior to Convention**

SECTION 1. There shall be a Committee on Resolutions appointed by the Bishop, to which Committee all resolutions, except as provided in Title V, Canon II "Amendments," shall be submitted in writing on or before four months prior to Annual Convention. This Committee shall report to the Annual Convention all resolutions received, together with its recommendations, and shall have the power to initiate substitute resolutions.

SECTION 2. There shall be a Nominating Committee appointed by the Bishop, also known as the Leadership Development Committee, which shall nominate candidates for offices to be filled by the Convention. The names of these candidates, with biographical sketches, shall be sent to each congregation not less than three (3) months prior to Annual Convention. Anyone wishing to make an additional nomination shall submit the name of such nominee, together with a biographical sketch and the signatures of at least ten (10) sponsors, to the Chair of the Nominating Committee no later than ~~three~~ two (2) months prior to Convention. The Nominating Committee shall distribute the complete slate of candidates to all lay delegates and clergy not less than forty-five (45) days before Convention. All nominations made by the Nominating Committee or by sponsors must be accompanied by the written

consent of the individual nominated. Nominations shall be permitted after the deadlines set forth herein only with the consent of the Bishop.

## **RULE II: Procedure of any Convention**

SECTION 1. Holy Communion may be celebrated each day the Convention is in session.

SECTION 2. The Bishop's address is in order at any time during the Convention, and, at the Bishop's discretion, may precede the calling of the Convention to order.

SECTION 3. At the opening, the Convention shall be called to order and the Secretary shall ascertain the presence of a quorum of delegates in both Orders, who shall have registered, upon entering the Convention, in writing with the Secretary. This count may be challenged by motion from the floor and a roll call required.

SECTION 4. In the consideration of and action on resolutions and motions coming before the Convention, the following rules of debate shall be followed with regard to each of the issues:

- A. Each speaker shall be limited to two minutes.
- B. To the extent practicable, the Chair shall recognize speakers of the opposite view in alternate succession.
- C. Debate shall be limited to 20 minutes.
- D. Thereafter, two minutes will be allotted for summation.
- E. No motion to lay on the table or otherwise to terminate debate shall be entertained until the conclusion of such debate.
- F. In the discretion of the Chair, any time assigned hereby to the consideration of any motion or resolution, which is not used in such consideration, may be added to the time allotted for debate of any subsequent resolution.

SECTION 5. In general, the procedure of Convention shall be governed by Robert's Rules of Order, except where other rules have been adopted, from time to time, by Convention.

## **RULE III: Elections**

SECTION 1. All nominations for Deputy from the Diocese to General Convention shall be for the office of Deputy, either Clerical or Lay. Each qualified voter shall vote for up to four Clerical and up to four Lay Deputies. The four Clerical nominees receiving the highest number of votes shall be designated the elected Deputies, and the next four in order of votes received shall be declared alternate Deputies. The same procedure shall be used for the Lay Deputies.

SECTION 2. The Secretary shall prepare and have printed one ballot containing the name, congregation and town of each candidate for all offices to be filled. The order in which the names appear on the ballots shall be determined by lot. Under the title of each office shall be directions as to how many are to be voted for and that such vote is to be indicated by an X after the name or names voted for. As many blank lines shall be printed under each office as there are persons to be elected thereto. In lieu of this procedure, Convention may, by resolution, create a procedure for balloting by electronic means.

SECTION 3. Whenever there shall be no more persons nominated for any office than are to be elected, the Convention may, by a majority vote, proceed to elect either viva voce or by ballot.

SECTION 4. In case of an inability to determine which of two or more persons has been elected to fill an office or serve as Deputy or Alternate Deputy to General Convention by reason of tie votes, a new ballot shall be taken in which only those involved in the tie shall be eligible for election and each person

entitled to vote shall vote only for the number, of persons needed to fill the positions remaining unfilled by reason of the tie votes, but may vote only for those involved in the tie. The votes shall be computed by the Tellers as herein above specified, and the results shall determine the winner or winners.

#### **RULE IV: Order of Business**

After a quorum has been declared present, the following shall be the Order of Business at the Annual Convention:

SECTION 1. The election of a Secretary of the Diocese either viva voce or by ballot. The Secretary may appoint an Assistant Secretary.

SECTION 2. The appointment by the Bishop of a Chancellor of the Diocese. The Chancellor may appoint one or more Vice Chancellors.

SECTION 3. The election of a Registrar of the Diocese either viva voce or by ballot.

SECTION 4. The election of a Treasurer of the Diocese, either viva voce or by ballot. The Treasurer may appoint an Assistant Treasurer.

SECTION 5. Appointment by the Chair of the regular committees, each of which shall be composed of equal numbers in each Order, unless otherwise provided in the Canons:

- A. Committee on Claims of Clergy to Seats.
- B. Committee on Claims of Lay Delegates to Seats.
- C. Committee on Constitution and Canons.
- D. Committee on Resolutions
- E. Committee on Courtesy Resolutions

The Chancellor, Secretary, and Treasurer shall be additional ex officio members of the Committee on Constitution and Canons.

SECTION 6. Reference of business to the committees above named.

SECTION 7. Resolution fixing the hours for meeting and adjournment. The House, however, is not to be considered adjourned at any hour fixed by such resolution unless a motion to that effect has been made and carried.

SECTION 8. Resolutions respecting only the reference or facilitating of business.

SECTION 9. Appointment by the Secretary of Tellers to conduct the election for offices, three or more Tellers being appointee in each Order.

SECTION 10. The election of officers which shall be conducted as follows:

- A. The polls shall be opened where the Convention is assembled, and shall continue open until each Clerical and Lay delegate present shall have had a reasonable opportunity to vote, which fact shall be ascertained by the Chair. The Tellers shall then compute the votes for each office. When ready to report, their reports shall be presented to the Secretary, and shall be read by him or her to the Convention. The person or persons receiving the highest number of votes shall be elected to the office or offices for which they were nominated. A plurality shall be sufficient for election.
- B. The election of a Bishop shall be in accordance with Article IV of the Constitution, which requires that the Clergy and Laity ballot separately and that a majority is necessary for election.

SECTION 11. Reports of regular committees.

SECTION 12. Reports of special committees.

SECTION 13. Reports of officers and commissions appointed by the Convention. No report shall be required of the Chancellor.

SECTION 14. All reports required to be made to the Convention by any officer or committee thereof must be in writing and shall be presented and printed in the Journal. Whenever a resolution is appended to any report requiring the consideration and action of the Convention, such report shall be read.

SECTION 15. Unfinished business.

SECTION 16. New business.