



**Esgobaeth
Bangor**
The Diocese
of Bangor

Yr Eglwys yng Nghymru
The Church in Wales

DRAFFT f1.9 ✚ DRAFT v1.9

Cyfansoddiad Cynhadledd Esgobaeth Bangor

mabwysiadwyd yng Nghynhadledd yr Esgobaeth
(DYDDIAD)

The Constitution Of The Bangor Diocesan Conference

as adopted at the Diocesan Conference
(DATE)

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ARTICLE 1: GENERAL

1. The Bangor Diocesan Conference (“the Conference”) is constituted and governed by Chapter IV of the Constitution of the Church in Wales. It is subject to the Governing Body of the Church in Wales and shall conform to and carry out its orders and directions.

(Constitution of the Church in Wales [hereafter CCIW]: IV.A.2, 3)

2. The Conference shall be elected triennially. The triennial period shall be reckoned from 1st July in the year in which an election is held, for three years. References within this constitution to a year and to dates or periods within a year shall be construed as references to such a triennial period unless the contrary is specified.

ARTICLE 2: MEMBERSHIP

3. The Conference shall consist of the Diocesan Bishop, clerical, ex officio, nominated, co-opted and elected members.

(CCIW: IV.A.6)

4. The number of lay members shall always exceed the clerical members in number.

(CCIW:IV A.9b)

5. The number of ex-officio, co-opted and nominated members shall together not exceed one-sixth of the total number of members.

(CCIW: IV.A.9a)

6. All members of the Conference shall be communicants and over the age of 16 years.

(CCIW: IV A.7)

The Secretary of the Conference shall ensure that appropriate safeguarding arrangements are in place for any members of the Conference who are under 18 years, or who are vulnerable adults.

7. The Bishop, or in their absence their commissary specially authorised by them in writing, shall be a member of the Conference.

(CCIW: IV A.5)

8. Clerical Members

(a) The clerical members of the Conference shall consist of all stipendiary clerics and all other clerics in the diocese holding a licence from the Bishop.

(CCIW: IV.A.8.1)

(b) Clerical membership of the Conference shall cease in the case of any such stipendiary cleric upon retirement from the stipendiary ministry, and in the case of all such other clerics holding a licence from the Bishop, upon ceasing to hold any appointment as a cleric in the diocese, the surrender or revocation of the licence or the attainment of the age of seventy, whichever shall first occur.

(CCIW: IV.A.8.2)

9. Ex-Officio Members

The Ex-Officio members of the Conference shall be:

The Chancellor of the Diocese

The Chair of the Diocesan Board of Finance

The Chair of the Diocesan Parsonage Board

Lay members of the Governing Body resident in the Diocese

President of the Diocesan Mothers' Union

Lay trustees of the DBF who are not otherwise members

The lead officers of the diocesan boards and councils as set out in a schedule approved by the Standing Committee of the Diocesan Conference

10. Nominated Members

If required, up to six persons, clerical or lay, may be nominated by the Bishop. The Standing Committee shall approve all nominations by a simple majority vote.

11. Co-opted members

The Conference may, if required, co-opt not more than six persons, clerical or lay.

12. Lay members

(a) All Licensed Lay Ministers serving in the diocese shall automatically be members of the Conference.

(b) Not later than 30th June in the last year of a triennial period, each Ministry Area Council shall elect lay persons from that Ministry Area to the Conference. The number of lay persons elected shall be as directed by the Standing Committee and shall always be at least two lay persons from each Ministry Area. Such members shall assume office on 1st July and hold such office for three years.

(c) In addition to the lay members elected pursuant to paragraph 12 (b), each Ministry Area shall also be entitled to elect one additional lay member under the age of 30 to be a member of the Conference.

(c) The lay members shall be elected at the annual vestry meeting of the Ministry Area, such election being under the administration of the Ministry Area Leader.

(d) All candidates for election to the Conference must be nominated by one member and seconded by another member of the electoral roll of the Ministry Area that they are nominated to represent.

(e) Should an insufficient number of lay members be nominated by any Ministry Area, then the Ministry Area Leader shall bring suitable nominations to the Standing Committee which may endorse extra members from the laity of the Ministry Area to fill the vacancies.

(f) The Ministry Area Leader shall notify to the Secretary of the Conference the names, addresses telephone numbers and email addresses of the lay members elected from their Ministry Areas.

(h) Save where 12(e) above applies, casual vacancies arising during any triennial period may be filled at any duly convened Ministry Area Council. A person filling such a vacancy shall stand down at the end of the triennium.

13. Every lay member of the Conference, before acting as such, shall sign a declaration in the following form in a book to be kept for that purpose by the Secretary:

“I, of do hereby solemnly declare that I am a communicant over sixteen years of age, and qualified to be a member of the Bangor Diocesan Conference, and I do not belong to any religious body which is not in communion with the Church in Wales.”

(CCiW: IV A.10)

ARTICLE 3: OFFICERS OF THE CONFERENCE

14. The Bishop shall be the President of the Diocesan Conference.

(CCiW: IV A.12 (1))

15. In the case of the death, resignation, or incapacity of the Bishop, or of their absence without having appointed a commissary for the purpose, the President of the Governing Body, or in the event of their death, resignation, incapacity or absence, the diocesan bishop next in order of precedence shall be President, or shall appoint in writing a commissary who shall be President; such President shall without prejudice to the rights of the Archbishop, exercise all the powers ordinarily exercised by the Bishop in the Conference.

(CCiW: IV A.12 (2))

16. The Standing Committee may appoint up to two clerical and two lay members from its membership to act as Vice-Presidents of the Conference for that triennium and who shall share with the President in chairing meetings of the Conference and its Standing Committee as invited by the President.

17. The Conference shall appoint a Secretary for such a term as the Conference shall determine.

(CCiW: IV A.22)

18. The Secretary of the Conference shall be ex officio Secretary of the Standing Committee, and of the Diocesan Nomination Board.

ARTICLE 4: PROCEEDINGS AND MEETINGS

19. Subject to the provisions of the Welsh Church Act 1914, the Constitution of the Church in Wales and any regulations made by the Governing Body, the Diocesan Conference shall have the power to make regulations for:

- (a) its convening;
- (b) its business and proceedings;
- (c) the composition, powers and procedures of any of its committees; and
- (d) the duration of membership.

(CCiW: IV A.11)

20. Every act of the Conference assented to by its President and by a majority of the clerics and laity present and voting conjointly, or, if so demanded by thirty members rising in their places, by a majority of the clerical members and of the lay members present and voting by orders, shall bind the Conference and all other members of the Church in Wales in the diocese.

(CCiW: IV A.13)

21. In the event of the President withholding their assent to a resolution, it shall be competent for any member to bring the resolution forward again at the next annual meeting of the Conference, when, if it is passed by a two-thirds majority of the clerical members and of the lay members present and voting by orders, the resolution shall be referred to the Synod of the Province of the Church in Wales, whose decision shall bind the Conference and all other members of the Church in Wales in the diocese.

(CCiW: IV A.14)

Regulations regarding Business and Proceedings

22. The date and place of all meetings of the Conference shall be determined by the Standing Committee, and the Conference shall meet not less than once a year.

23. A Meeting may be in any of the following formats:

- (a) A physical meeting;
- (b) A video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation and translation;
- (c) A combination of the above provided that each attendee is able to speak to and be heard by each of the other attendees.

The format of all meetings of the conference shall be determined by the Standing Committee.

24. The President shall have a casting vote.

(CCiW: IV A Part II, 2)

25. The presence of the Bishop or their commissary, or of the President of the Governing Body, or the diocesan bishop next in order of precedence or their commissary, together with one fourth of the clerical members and one-fifth of the lay members, shall be necessary to constitute a meeting of the Conference.

(CCiW: IV A Part II, 5)

26. The failure of any Ministry Area to return members shall not prevent the Conference from proceeding with the despatch of business.

(CCiW: IV A Part II, 6)

Regulations regarding Convening a Special Meeting

27. The Bishop may at their own discretion, and shall, at a request in writing signed by not less than one-fourth of the members of the Conference, instruct the Secretary to convene a Special Meeting of the Conference.

(CCiW: IV A Part I, 1.1)

28. The Secretary shall thereupon convene such a Special Meeting by a notice in writing, stating the business to be transacted thereat.

(CCiW: IV A Part I, 1.2)

29. The notice of such a Special Meeting shall be sent to all members at least seven days before the day fixed for holding the meeting.

(CCiW: IV A Part I, 1.3)

30. No business shall be transacted at a Special Meeting other than that stated in the notice convening the same.

(CCiW: IV A Part I, 1.4)

ARTICLE 5: POWERS AND DUTIES

31. Subject to the direction and control of the Governing Body, the Diocesan Conference shall manage its own affairs and its own property, if any, and such sums of money as may be entrusted to it for distribution by the Representative Body of the Church in Wales, subject to any regulations made by or any conditions imposed by the Representative Body or to any special trusts affecting the same.

(CCiW: IV A.15)

32. The Conference does not have the right to pass any resolution or to come to any decision upon any matter concerning discipline, faith, or ceremonial.

(CCiW: IV.A.4)

33. If, in the opinion of the Bishop and the Conference, a Ministry Area for any reason has ceased to be effective, such action (if any) as the circumstances warrant shall be taken under Chapter IV D section 2 of the Constitution of the Church in Wales.

(CCiW: IV A.19)

34. The Conference, or its Standing Committee if so empowered by the Conference, shall have the power to require any Ministry Area to contribute towards the actual and/or anticipated expenditure of the diocese and in the exercise of such power shall consider any representations made to it.

(CCiW: IV A.20 (1))

35. The Conference shall have the power to provide that, if any Ministry Area fails to fulfil any engagement into which it has entered with the Conference, or to make payment of any sum for which it has been assessed by the Conference, or which it has been called upon by the Conference to pay, the members elected for such Ministry Area shall not be admitted to the Conference, and the qualified electors of such Ministry Area shall not be allowed to return representatives during such default.

(CCiW: IV A.20 (2))

36. The Conference shall have power to control, alter, repeal, or supersede any rule or regulation made by a Ministry Area Council, including a vestry meeting, so far as may be necessary (as to which, the decision of the Conference shall be final) to provide against the admission of any principle inexpedient for the common interest of the Church in Wales in the diocese.

(CCiW: IV A.21 (2))

ARTICLE 6: NOMINATIONS AND ELECTIONS

37. Elected members of the Conference shall be elected every three years. The Secretary of the Conference shall notify each Ministry Area Council of the number of members it needs to elect, no later than 31st January in the year that an election is due.

38. The Secretary of the Conference, at least seven days before the first meeting of each session of the Conference, shall prepare and publish a list of the members, and the said list, when signed by the Bishop, shall be conclusive evidence that those named on it and none other are the members of the Conference.

(CCiW: IV A Part II, 4.1)

39. The accuracy of such list shall be the subject of appeal to the Chancellor.

(CCiW: IV A Part II, 4.2)

40. The Conference shall from time to time duly elect the diocesan representatives to serve on diocesan and provincial bodies as required.

41. Elections to the Governing Body of the Church in Wales

(a) The clerical members of the Diocesan Conference shall elect annually two clerics to serve on the Governing Body of the Church in Wales, for the following three years.

(CCiW: II. 4)

(b) The lay members of the Diocesan Conference shall elect annually four lay persons to serve on the Governing Body for the following three years.

(CCiW: II. 4)

(c) Where possible, representation shall be from each archdeaconry.

42. Elections to the Representative Body of the Church in Wales

The clerical and lay members of the Diocesan Conference shall elect every three years one cleric and one lay person to serve on the Representative Body of the Church in Wales.

43. Elections to the Electoral College of the Church in Wales

(a) The Diocesan Conference shall elect every three years six lay persons together with a supplemental list of nine lay persons to serve as Episcopal Electors.

(CCiW: V Part III)

(b) The Diocesan Conference shall elect every three years six clerics together with a supplemental list of nine clerics to serve as Episcopal Electors.

(CCiW: V Part III)

44. Elections to the Diocesan Board of Nomination

(a) The Conference shall elect clerical and lay members of the Diocesan Board of Nomination, and supplemental members in the manner provided in the Governing Body Regulations relating to appointments and nominations

(CCiW: IV A.18)

(b) The Conference shall elect every three years two clerics, together with a supplemental list of ten clerics who are members of the Conference, to serve on the Diocesan Board of Nomination.

(CCiW: IV A. 18; VI Part II)

(c) The Conference shall elect every three years three lay persons, together with a supplemental list of six lay persons who are members of the Conference, to serve on the Diocesan Board of Nomination.

(CCiW: IV A. 18; VI Part II)

45. Elections to the Diocesan Board of Finance

The clerical and lay members of the Diocesan Conference shall elect as necessary the number of clerical and lay members required by the constitution of the Diocesan Board of Finance.

46. Elections to the Diocesan Standing Committee

The clerical and lay members of the Diocesan Conference shall elect as necessary the number of clerical and lay members required by paragraph 63.(b) below.

General provision as to elections by the Conference

47. The Secretary of the Diocesan Conference shall oversee all elections and act as returning officer. The Secretary may delegate some or all of the conduct of the election, but shall remain ultimately responsible for the proceedings; no person eligible to vote shall be involved in the running of any election.

48. No less than two calendar months before the annual meeting of the Conference, the Secretary shall issue to all members of the relevant order of the Conference a notice of all forthcoming elections and invite nominations. All persons nominated shall meet the criteria set out in the Constitution of the Church in Wales or other relevant governing document.

49. Any person nominated must submit a statement of not more than 120 words outlining what they will bring to the body for which they are being nominated and any relevant skills or experience.

50. Nominations for the Governing Body, the Electoral College of the Church in Wales, the Diocesan Board of Nomination, the Representative Body of the Church in Wales, the Diocesan Board of Finance and the Standing Committee of the Diocesan Conference shall be made by orders, that is, a cleric shall be proposed and elected by the clergy alone, and a lay person shall be proposed and elected by the laity alone.

51. Should there be insufficient nominations to fill the required number of places in any election, then the Standing Committee of the Diocesan Conference shall make such nominations of persons willing to serve as may be necessary.

52. An invitation to vote electronically shall be sent to all clerical or lay members of the Conference as appropriate. The Secretary shall take such steps as are necessary to ensure the security and confidentiality of any electronic vote.

53. In the case of a tie, the Secretary will draw lots by manual or electronic means in the presence of a member of the Standing Committee to decide the issue.

54. The result of all elections shall be announced at the annual meeting of the Conference and published on the diocesan website.

55. The names of any candidates who are unsuccessful in an election may be placed on a supplemental list to fill such casual vacancies as may arise. If such a vacancy cannot be filled from the supplemental list, the Standing Committee shall invite applications for persons to be co-opted into the

vacancy. Such persons shall hold office only until the next annual meeting of the Conference, when the vacancy shall be filled in the annual round of elections.

ARTICLE 7: BOARDS AND COMMITTEES

Standing Committee

56. The Conference shall constitute a Standing Committee which shall have such powers as are given to it by the Conference in regulations or by resolution.

(CCiW: IV A.23 (1))

57. The Standing Committee shall manage the day-to-day business of the Diocesan Conference, including the ordering and business of the meetings of the Conference, and such other matters as set out in this constitution or the Constitution of the Church in Wales, or which may be delegated to it from time to time.

58. The Standing Committee shall co-operate with the Bishop on behalf of the Conference in any change that may be considered in the boundaries of any Ministry Area or Archdeaconry of the diocese, and it shall report to the Conference and to the Governing Body annually what changes have been proposed and made.

(CCiW: IV A.23 (2))

Membership of the Standing Committee

59. Members of the Standing Committee must be members of the Diocesan Conference.

60. The number of lay members shall always exceed the clerical members in number.

61. The Standing Committee shall consist of:

(a) Ex-Officio members:

The Bishop

The Dean

The Archdeacons

Chair of the Diocesan Board of Finance

Chair of the Diocesan Property Board

(b) Elected members

Two clerical representatives for each archdeaconry, elected by the clergy of the Archdeaconry.

Six elected lay representatives from each archdeaconry, elected by the lay members of the Conference from the Archdeaconry

(c) Co-opted members

Up to three co-opted members as approved by the ex-officio and elected members of Standing Committee from time to time.

62. A meeting of the Standing Committee will be quorate when one third of the total number of clerical members and an equal-number-plus-one lay members are present.

63. The Chair of the Standing Committee shall be a lay person, elected by a simple majority vote of the members present at the first meeting of the triennium.

64. Elected members shall hold office for the triennium of the Diocesan Conference for which they were elected, or until they cease to be members of the Conference. The co-opted members, who will serve from the date of their appointment until the end of that triennium, may be lay or clerical, as long as the co-option of any clerical members does not result in the overall number of clerical members of the Standing Committee exceeding the number of lay members.

Persons invited to attend meetings of the Standing Committee

65. Ministry Area Leaders, diocesan officers and other relevant persons may be invited to attend, partake in and speak at meetings of the Standing Committee at the invitation of the Chair.

Diocesan Board of Finance

66. The Conference shall appoint a Diocesan Board of Finance, the constitution and powers of which shall be in accordance with the Constitution of the Church in Wales and shall be set out in the relevant documents which create the Board.

(CCiW: IV A.24)

67. The membership of the Diocesan Board of Finance is set out in its governing document.

68. The Annual Report of the Diocesan Board of Finance shall be presented to the Conference, including an audited statement of accounts, a budget of necessary expenditure and a financial forecast for at least the year immediately following the budget year.

69. The Diocesan Board of Finance shall take the necessary steps to raise the money required to promote and assist the purposes of the Church in Wales and the Diocese of Bangor and shall receive and account for all money so raised.

70. The Diocesan Board of Finance is empowered to make such regulations as it thinks fit to ensure the determination and apportionment of the Bishop's Ministry Fund, and all such regulations shall be binding on Ministry Areas.

71. The Diocesan Board of Finance shall make provision for, and determine the amount to be allotted to the various areas of the church's mission and administration, and shall make such grants as it thinks fit.

72. It shall be the duty of bodies who receive or have received money from the Diocesan Board of Finance to report to the Diocesan Conference annually, and to the Diocesan Board of Finance when requested.

Diocesan Parsonage Board

73. The Diocesan Board of Finance shall appoint a Diocesan Parsonage Board whose duty it shall be:
(a) to have the general oversight and management of parsonages in the diocese, and
(b) to see that any repairs or work duly authorised to be done to or in connection with such parsonages are properly carried out.

(CCiW: IV A.26)

74. The Parsonage Board shall not be less than six in number and shall be composed of an equal number of clerical and lay members who must be qualified to be members of the Diocesan Conference. Members shall hold office for three years from the date of their appointment but shall be eligible for re-appointment.

(CCiW: IV A.27)

75. The failure of the Diocesan Board of Finance to appoint the number of members of the Parsonage Board prescribed in paragraph 75. shall not prevent the Parsonage Board from proceeding to the despatch of business nor invalidate its decisions.

(CCiW: IV A.27)

76. The Diocesan Board of Finance shall fill a casual vacancy arising in the membership of the Parsonage Board and a person appointed to fill such a vacancy shall hold office until the expiry of the three year period of appointment of the member whom he or she replaces.

(CCiW: IV A.27)

77. Other Boards or Committees

The Standing Committee may establish any other boards or committees that it may from time to time determine to be beneficial for the promotion of the life and witness, or the mission and ministry of the Diocese, and upon such terms as it shall see fit. The Standing Committee shall approve the terms of reference of such bodies, who shall report to the Diocesan Conference at its next meeting and every subsequent annual meeting until its dissolution.

ARTICLE 8: MISCELLANEOUS and AMENDMENT

78. Any person who may consider themselves aggrieved by an act of the Diocesan Conference may, in the case of property held under or administered by the Conference, appeal to the Provincial Court, whose decision shall be final.

(CCiW: IV A.29)

79. Any provision or regulation of this constitution, not subject to the provisions of the Constitution of the Church in Wales, may be altered by a two-thirds majority vote of the Diocesan Conference, provided that such amendment shall have been submitted in writing to a meeting of the Standing

Committee prior to the meeting of the Diocesan Conference in question, and which shall be forwarded by them to the Conference together with a recommendation from the Standing Committee as to its merits or demerits.

80. Any alteration to this constitution required as a direct consequence of an amendment to the Constitution of the Church in Wales shall be approved by a simple majority of the Standing Committee and reported to the following meeting of the Diocesan Conference.

APPENDIX I: STANDING ORDERS OF THE BANGOR DIOCESAN CONFERENCE

1. All meetings of the Diocesan Conference shall open and close with prayer.
2. Any member may address the Conference in Welsh or English.
3. When the President has taken the Chair, no member shall continue standing, except when addressing the chair.
4. While they are present at the Conference, the President may appoint one of the Vice Presidents to chair the Conference in their place.
5. When two or more members rise simultaneously to address the Chair, the Chair shall decide which of them shall speak first.
 - (a) Speeches made by the proposer and seconder of a resolution shall not exceed ten minutes. The proposer may also claim five minutes for reply.
 - (b) All other speeches shall not exceed five minutes.
 - (c) The Chair may, with the leave of the Meeting, extend or reduce the time for a speech.
 - (d) This section shall not apply to the President's Address.
6. No member shall be allowed to speak more than once on the same question, except in explanation or to raise a point of order, unless it is the proposer of a motion exercising the right to reply.
7. Whenever the Chair rises during a debate, any member speaking or offering to speak shall immediately sit down.
8. If, during a debate, 30 members rise in their places and demand that a vote be now taken, the Chair shall put that question to the meeting for a decision by a show of hands.
9. If the meeting approves the call for a vote, the Chair shall first offer the proposer the right of reply and then proceed directly to the vote.
10. Only the business set out on the agenda paper shall be transacted. The agenda shall be sent to all members of Conference with the notice of meeting and reports at least fourteen days before the meeting.
11. At a meeting other than a Special Meeting, the President may, at their discretion, allow other items of business of a routine nature not appearing on the agenda paper.
12. Questions and motions:

(a) Should any member wish to propose a motion other than for a Special Meeting it should be sent to the Secretary of the Conference in time for consideration by the Standing Committee at its meeting immediately preceding the meeting of Conference.

(b) All amendments shall be in writing, signed by the proposer and must be handed to the Secretary of the Conference, if possible before the meeting.

(c) Any question requiring an answer must be submitted in writing to the Secretary of the Conference at least seven days before the date of the meeting.

13. No amendment on an amendment shall be in order.

(a) A motion which is printed on the agenda paper need not be read before being put.

(b) All other motions or amendments shall be read immediately before the vote thereon is taken.

14. When a vote by orders is called for, tellers of both the Orders of Clergy and Laity shall be appointed by the President or Chair.

15. The Standing Committee shall be authorised to act on behalf of the Diocesan Conference, between its meetings in any matter that the Bishop may deem to be necessary, and a report shall be made thereof to the Conference at its next meeting.

16. A record of attendance will be kept.

17. A motion for the suspension of Standing Orders shall not be in order unless a majority of the members present rise in support.

18. These Standing Orders shall be printed and circulated with the agenda every meeting of the Diocesan Conference.