



# The Episcopal Diocese of Long Island

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**TO:** Rectors/Priests-in-Charge, Vestries & Bishop's Committees

**DATE:** November 30, 2022

**FROM:** The Rev. Cn. Karen Davis Lawson, Secretary of Convention

**SUBJECT:** Notice of November 2023 Diocesan Convention and Election of Delegates

Even though our 156<sup>th</sup> Convention adjourned only a few weeks ago, it is already time to elect your parish's delegates to the 2023 Diocesan Convention. In accordance with Title II, Canon 4 of the *Canons of the Diocese of Long Island*, I am announcing that the 157<sup>th</sup> Convention of the Diocese of Long Island will convene on Friday, November 10 and Saturday, November 11, 2023 at a location to be determined. Also, as required by that Canon, I announce that completed delegate certificates are to be filed at the Diocesan Office (Attention: Secretary of Convention) no later than March 13, 2023.

It is important to remember that, to vote at Convention, parishes must have completed delegate certificates, audits, and parochial reports. Those parishes with incomplete or unfiled information will forfeit the rights of its lay delegates. Enclosed is a list of delinquencies from past years that must also be filed for lay delegates to have a seat and vote.

Please consider scheduling these elections at one of your next Vestry or Bishop's Committee meetings so as to comply with the deadline and allow sufficient time for the Diocesan Office to update its records. In this way, you and your lay delegates will be assured of receiving all material related to Convention in a timely manner.

Enclosed you will find the 2023 delegate certificate. The number of delegates to which your parish is entitled is calculated based on the number of communicants in good standing as reported on the 2022 Parochial Report (Page 2, Line 3), and as outlined in the following table:

<i>Communicants in Good Standing (2022 Parochial Report, Page 2/Line 3)</i>	<i>Number to Elect</i>
0 – 300	1 delegate, 1 alternate
301 – 500	2 delegates, 2 alternates
501 and Above	3 delegates, 3 delegates

Please do not elect more delegates than your congregation is allowed according to the table above. Per our Constitution, Lay Delegates *must* physically reside within the bounds of the diocese; per our Canons, Youth Delegates must be *under* 18 years of age. Please remember to enter the name, address, and date of birth of your youth delegate in the designated area of the certificate or write "none." Following the election of your delegates, please certify their credentials by signing the certificate where indicated. Improperly completed certificates will be returned; therefore, please review the certificate carefully before mailing to the Diocesan Office. Please retain a copy of the completed certificate for your records. As certificates are received, they will be recorded on the Diocesan Website's Convention pages. (<http://www.dioceselongisland.org/convention>). Please check this site to ensure receipt of your church's certificate.

This is also a good time, given the many annual elections which take place at this time of year, to provide the Diocesan Office with a current listing of your vestry members (including mailing addresses, email addresses and phone numbers). Please include your parish secretary or administrator to facilitate our communication. It is only through your cooperation in this matter that the Diocesan Office can provide appropriate individuals at your church with regular Diocesan communications.

Once again, thank you for your prompt attention to this request and I look forward to working with all of you at our next Diocesan Convention.

Enclosure

cc (via email where available): Wardens, Treasurers, Vestry Clerks/Bishop's Committee Secretaries, and Parish Administrators

**Title II, Canon 4, Section I of the *Canons of the Diocese of Long Island* specifies that with the mailing a copy of the notice of convention, the Secretary “shall also include a copy of Section II of this Canon together with blank printed forms for proceeding under it.”**

## **Title II. The Convention Of The Diocese**

### **CANON 4. The Diocesan Convention**

#### **SECTION II. Lay Delegates.**

(a) From the Cathedral. The Lay Delegates and Alternates to the Convention from the Cathedral of the Incarnation shall be chosen by the Trustees (commonly called the "Cathedral Chapter") of the Cathedral of the Incarnation and shall be regular attendants at its worship and contributors to its support for at least twelve months prior to appointment. Certificate of their appointment shall be signed by the Dean of the Cathedral of the Incarnation or, if there be no Dean or he or she be absent, by one of the Trustees present at the Cathedral Chapter at which they were appointed and by the Chancellor of the Cathedral of the Incarnation.

#### (b) Number of Lay Delegates.

(i) The Constitution. The number of Lay Delegates from the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be determined as prescribed in Section 3 of the Constitution. For the purposes of that section and of this section, the number of communicants in good standing of the Cathedral of the Incarnation and each Parish, Congregation, or Mission shall be that stated in its Parochial Report for the previous Calendar Year, subject to revision due to any contest thereof.

(ii) Parochial Report. If the Cathedral of the Incarnation or any Parish, Congregation, or Mission shall fail to file its Parochial Report prior to the first day of March, as required by Title V, Canon 2, Section II, the number of communicants in good standing, for the purposes of Section 3 of the Constitution and of this section shall be that stated in the Parochial Report of such Cathedral, Parish, Congregation, or Mission for the year ending December 31 of the next to last year preceding the Convention.

(iii) Qualification and Election of Lay Delegates. Lay Delegates and Alternates from Churches, Congregations, and Missions shall have the qualifications required by Section 3 of the Constitution and by this Canon and shall be elected by the Vestry or Bishop's Committee.

(iv) Evidence of Appointment. The evidence of their election shall be either a written or electronic certificate authorized by the Diocese and submitted by the Rector or Priest in Charge or if there be no Rector or Priest in Charge, or if he/she be absent, by the person who presided at the meeting at which they were elected.

(v) Certificate of Appointment. Every certificate of the election of a Lay Delegate and Alternate shall certify upon its face that the election was carried out in pursuance of the requirements of Section 3 of the Constitution and of this Canon and shall certify that the Delegate and Alternate have the qualifications required by Section 3 of the Constitution and by this Canon.

(c) Secretary of the Convention to Prepare List of Delegates. The Cathedral of the Incarnation and any Church, Congregation, or Mission electing Lay Delegates and Alternates to the Convention shall, not later than 120 days following the preceding Convention, file the Certificates of Election as provided above with the Secretary of the Convention. The Secretary of the Convention shall prepare a list of Delegates, Alternates, and Youth Delegates and place it before the Convention on the first day of its meeting. Irregular or defective certificates and certificates and documents relating to contested seats shall be reported by the Secretary of the Convention when organized, for its action. The Secretary of the Convention shall also read at this time the list of delinquent Churches, Congregations, and Missions reported to or by the Bishop under these Canons.

(d) Contested Seats. No other certificate or evidence of the appointment of a Lay Delegate than such as is required by this action shall be necessary, and the right of any Lay Person to a seat in the Convention, in cases of doubt or dispute, shall be determined by the Convention itself.

(e) Must be Communicants in Good Standing. Lay Delegates and Alternates shall have domicile in the Diocese and shall be members of the Church, adult confirmed communicants in good standing, regular attendants at its worship and contributors to the support of the Cathedral, Parish, Congregation, or Mission electing them for at least twelve months prior to election.