

**Notice to all Priests, Wardens and Delegates regarding the
162nd Convention of the Episcopal Church in Minnesota (ECMN) – September 13-14, 2019
and the Convention to Elect the X Bishop of Minnesota – January 25, 2020**

PROCEDURES TO ELECT AND CERTIFY CLERGY AND LAY CONVENTION DELEGATES

ECMN will hold its annual Convention on September 13-14, 2019 and a subsequent meeting of Convention on January 25, 2020 to call and elect the Tenth Bishop of Minnesota. **The same delegates certified to this year's Annual Convention in September 2019 will also be certified to vote at the meeting of Convention in January 2020 to elect a new Bishop.**

While the election of delegates to Convention is the same every year, a clear understanding of the canonical requirements and diligent compliance with the rules regarding delegate elections is particularly important in anticipation of a bishop election.

The following outline of those procedures and requirements is provided for faith communities as they elect and certify lay delegates and alternates at annual meetings in accordance with the canons and individual faith community bylaws; and as Clergy, Wardens, and Bishop's Committees fulfill various canonical requirements to ensure proper seating of all faith community delegations at Convention.

The seating of Delegates for the 162nd Convention will be pursuant to the Constitution and Canon Law of ECMN. The relevant provisions outlined below include Chapter 7-B of the Constitution and Canons 203 –228.

Lay and Alternate Delegates

Number of Lay Delegates

Canon 205 sets forth a schedule of the number of Convention lay delegates authorized for faith communities based on each faith community's number of active baptized adult members stated in the faith community's parochial report to The Episcopal Church and ECMN for the prior year (2018). Note: Adult members of a faith community are any active members over the age of 16.

| # of delegates | # of members |
|-----------------------|---------------------|
| 1 | 1-99 |
| 2 | 100-199 |
| 3 | 200-349 |
| 4 | 350-499 |
| 5 | 500-699 |
| 6 | 700-899 |
| 7 | 900-1199 |
| 8 | 1200 & over |

Mission Area Youth Delegates

This Canon also provides that each Mission Area is entitled to be represented at Convention by one youth member who is a communicant in good standing and at least 16 years of age. Mission Area Youth Delegates are

elected to one-year terms and must be elected at a meeting of each Mission Area Board and certified at least 60 days prior to Convention.

Schedule of Elections

Canon 207.1 provides that the lay delegates of a faith community are to be elected for a three-year term beginning immediately with their election and ending with the election of new faith community delegates. The year in which each faith community's lay delegates are elected is in accordance with a staggered schedule set forth below. Lay delegates are to be elected from and by the faith community's qualified voters at its annual meeting, or thereafter by the Vestry or Bishop's Committee, as set forth in each faith community's bylaws in accordance with this schedule. (Note: Lay delegates and alternates must be elected at least 90 days before the meeting of Convention):

Electing in 2017 (Year A):

Northwest, Southwest, and East Metro Mission Area faith communities

Electing in 2018 (Year B)

Northeast and Central Metro Mission Area faith communities

Election in 2019 (Year C)

Southeast and West Metro Mission Areas

To clarify, delegates elected at annual meetings in 2017 and 2018 are *already* duly elected delegates for this year's Annual Convention, but must be certified each year as described below. The only faith communities that need to elect new delegates this year, in accordance with this schedule, are those faith communities in **Southeast and West Metro Mission Areas.**

You can find your Mission Area here: <https://episcopalmn.org/missionareas>

Vacancies in Lay Delegations

Canon 207.5 provides that any vacancy in the lay delegate representation of any faith community is filled either temporarily or permanently by an alternate delegate, designated to the Secretary of Convention by the Priest-in-Charge (or Warden or Secretary of the faith community in the absence of the Priest-in-Charge). For faith communities served by Total Ministry teams or supply clergy, the Warden or Team Administrator should be the signatory on delegate certifications. You should consult your faith community bylaws to determine procedures for filing vacancies if you do not have the requisite alternate(s) available.

Certification of Lay Delegates

Each faith community must use ECMN's *Certificate of Lay Delegates* template to submit your delegates and alternates names. The "Certification of Lay Delegates" form can be found at <https://episcopalmn.org/delegate-forms>. You will need information from your parochial report in order to complete the delegate certificate.

These delegate certification forms should be submitted by all faith communities by June 30, 2019.

Forms can be scanned and emailed to Lizanne Geno (lizanne.g@episcopalmn.org), or can be mailed to: Lizanne Geno , 1101 W Broadway, Minneapolis, MN 55411

Discrepancies in Lay Delegations

The goal is for all faith communities to be fully represented at Convention in accordance with the delegate calculation of Canon 205 and proper election and certification procedures. In the event that your faith community has not followed the election cycle outlined above, you *must* seek relief through the Bishop's inherent historical power of dispensation as set forth in Canon 301 in order to have the faith community's delegation certified for this year's Convention. **Note: the replacement of a duly elected delegate by a duly elected alternate does not require a dispensation.**

The most expeditious way to remedy any discrepancy in your faith community's lay delegation will be to elect additional delegates and alternates as needed at your 2019 Annual Meeting, and then to send a request for dispensation to: **The Right Reverend Brian N. Prior, Episcopal Church in Minnesota, 1101 W Broadway, Minneapolis, MN 55411.**

In the dispensation request, please identify the relief you propose:

1. Delegates elected via any other schedule or timetable as may have been set forth either formally in your by-laws or informally in practice (not in accordance with the Canon 207 schedule as seen above).
2. Delegates elected to fill vacancies not covered by alternates.

Requests for dispensation should be submitted by June 30, 2019.

Clergy Delegates

Canonical Residence Requirement

Chapter 7-B-8 of the Constitution and Canon 204 of the Canons of ECMN states that clergy delegates to Convention include all members of the clergy who are canonically resident in ECMN.

Parochial Report Requirement

The primary inhibition to the seating of any Clergy or Lay delegation is the requirement that each faith community must timely file its parochial report as required by the Constitution and Canons of The Episcopal Church and ECMN.

Deadline for Parochial Reports

Title I, Canon 6 of The Episcopal Church provides that Parochial Reports must be filed **no later than March 1, 2019.** Failure to properly report may result in the faith community's Convention delegation, including Clergy, not being seated at Convention. Each faith community should already have received from The Episcopal Church notice of how and when to file its Parochial Report. If you have any questions about completing and filing your Parochial Report please contact: **Lizanne Geno, Missioner for Administration** at lizanne.g@episcopalmn.org or call her at (612) 871-5311.

Conclusion

We want to ensure that all faith communities are fully and properly represented. Your careful attention to the procedures and requirements for electing and certifying delegates from your faith community will ensure that this goal is accomplished. If you have any further questions about the matters addressed in this notice, or any other matter pertaining to the election and certification of delegates, please email **Karen Olson** at

karen.o@episcopalmn.org or call me at (612) 870-3312.

Karen B. Olson
Missioner for Ministry & Secretary of Convention
Episcopal Church in Minnesota
January 25, 2019