

THE ORDINANCES OF THE SECOND PROVINCE

THE INTERNATIONAL ATLANTIC PROVINCE

Revised 2012

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ORDINANCE I

THE NAME, COMPOSITION, PURPOSE AND MISSION OF THE SECOND PROVINCE

Section 1 Common Name

The Second Province shall be commonly referred to as: “The International Atlantic Province.”

Section 2 Dioceses

The International Atlantic Province shall consist of those Dioceses within the States of New York and New Jersey, the Dioceses of Haiti and the Virgin Islands, and the Convocation of Episcopal Churches in Europe (as of the date of adoption of these Ordinances, officially known as the Convocation of the American Churches in Europe) (hereafter the “Dioceses”).

Section 3 Purpose and Mission

The purpose and mission of the International Atlantic Province is to foster and support the Church’s mission and ministry in a regional coalition of Dioceses by providing regular channels and systems of communication, promotion, support, education and fellowship among the Dioceses of the International Atlantic Province.

ORDINANCE II

ACKNOWLEDGEMENT OF ACCEDECE AND LIMITATION

Section 1 Accedence

As a constituent part of the The Episcopal Church, The International Atlantic Province accedes to the Constitution and Canons thereof as periodically adopted and/or amended by the General Convention. To the extent any of these Ordinances conflict with the Constitution and/or Canons of The Episcopal Church, the Constitution and Canons of the The Episcopal Church shall be controlling.

Section 2 Limitation and Authority

The International Atlantic Province affirms the limitation on its authority in that the Provincial Synod has no power to regulate or control the internal policy or affairs of any Dioceses.

ORDINANCE III

THE PROVINCIAL SYNOD

Section 1 Composition

The Provincial Synod shall consist of the Provincial House of Bishops and the Provincial House of Deputies, each of which shall be constituted as hereinafter provided and which shall ordinarily sit and deliberate together; provided, however, that either House may at any time resolve to sit apart from the other.

Section 2 Meetings

A stated meeting of the Provincial Synod shall be held no less frequently than once per triennium for the purpose of conducting elections and transacting such other business as may properly come before it. If the Presidents of the two Houses of General Convention shall refer any matters to the Provincial Synods, these matters shall be acted upon at a meeting of the Provincial Synod at least six (6) months prior to the next meeting of General Convention. Special meetings shall be held as may be required or deemed appropriate by: (1) the President of the International Atlantic Province, or in the case of the President's absence or disability, the Vice President or the Secretary, or (2) by a two-thirds vote of Provincial Council. The time and place of all meetings of the Provincial Synod shall be set by the President with the advice and consent of the Provincial Council, or in the case of the President's absence or disability, the Vice President or the Secretary.

Section 3 Notice

The Secretary shall provide written or electronic notice of the date, time and place of each regular and special meeting of the Synod to every member thereof at least sixty (60) days prior to such meeting.

Section 4 Quorum

A quorum for the transaction of business of the Provincial Synod meeting in joint session shall consist of at least one Bishop or Deputy from each of a majority of the Dioceses.

Section 5 Voting Procedures

Except as provided by Ord. VI, Section 1(a), on any question considered by the Synod, the majority vote of the members of Synod present shall suffice unless otherwise ordered by the Canons of the General Convention or by these Ordinances; provided, however, a vote by orders in the House of Deputies shall be had on any question upon the request of one-third of the members present and voting. In the case of a vote by orders, the two orders shall vote separately, each clerical Deputy having one vote in the clerical order and each lay Deputy having one vote

in the lay order. The concurrent vote of the two orders by not less than a majority of those voting in each order shall be necessary to constitute a vote in the House of Deputies.

Section 6 Special Rule of Order for Election

In any election conducted in accordance with these Ordinances if, after two ballots, an election shall not have occurred, the Synod may adopt an appropriate Rule of Order to ensure that an election may occur on one of the following two ballots.

Section 7 Officers

The officers of the Provincial Synod shall be: the President, Vice-President, Secretary, and Treasurer, each of whom shall be considered to be also holding such office with regard to the Province. The method of election of such officers, their terms and duties shall be as hereinafter delineated.

Section 8 Nominating Committee

There shall be a Nominating Committee which shall be responsible for ensuring that there are enough qualified and dedicated individuals who are collectively geographically representative of the Province to fill all of the elective positions as delineated in these Ordinances.

Section 9 Committee on Dispatch of Business

There shall be a Committee on Dispatch of Business. Such committee shall arrange and report on the Order of Business at all sessions of the Synod. Once established by the Committee on Dispatch of Business, the order of business can be changed only by the Committee or by a two-thirds vote of the Provincial Synod.

Section 10 Other Committees

Either the Synod, or the President with the advice of the Council, may establish such other standing and/or special committees as are necessary to carry out the work of the Provincial Synod.

Section 11 Appointment of Committees

Except as otherwise resolved by the Provincial Synod, all committees of the Provincial Synod shall be appointed by the President with the advice of the Council. Once appointed, all committee members shall serve until their successors are appointed, or the Council disbands the committee.

Section 12 Rules of Order

The Provincial Synod may adopt such rules of order as are appropriate to expedite the transaction of business.

ORDINANCE IV

THE PROVINCIAL HOUSE OF BISHOPS

Section 1 Membership

The Provincial House of Bishops shall consist of every Bishop of this Church having jurisdiction within the International Atlantic Province, every Bishop Coadjutor, Suffragan Bishop, and Assistant Bishop, the Bishop of the Convocation of Episcopal Churches in Europe (as of the date of adoption of these Ordinances, officially known as the Convocation of the American Churches in Europe) and every Bishop whose episcopal work has been within the International Atlantic Province, but who by reason of advanced age or bodily infirmity has resigned, all of whom shall have seat and vote.

Section 2 Meetings

The meetings shall ordinarily be held together with the Provincial House of Deputies; however, upon the majority vote of the Provincial House of Bishops, it shall meet and deliberate separately.

Section 3 Quorum

A quorum for the transaction of business in the House of Bishops, when acting separately, shall consist of at least one Bishop from each of a majority of the Dioceses, except that a quorum need not be present for the purpose of convening prior to a joint session of the Provincial Synod.

Section 4 Voting

On any question brought before the House of Bishops voting separately, a majority of those Bishops present and voting shall suffice unless otherwise required by the General Convention Constitution and Canons or by these Ordinances.

Section 5 Selection of Presiding Officer

The President of the Provincial Synod or the Vice-President thereof if the President shall not be a Bishop, shall be the President of the Provincial House of Bishops. In the event that it shall sit separately a Secretary Pro Tempore shall be elected for such meeting.

Section 6 Appointment of Committees

The President of the Provincial House of Bishops shall appoint such committees as shall be appropriate from time to time.

Section 7 Rules of Order

The Provincial House of Bishops may adopt such rules of order as are appropriate to expedite the orderly transaction of business.

ORDINANCE V

THE PROVINCIAL HOUSE OF DEPUTIES

Section 1 Membership

Each Diocese shall be entitled to representation in the Provincial House of Deputies by four Presbyters or Deacons, each canonically resident in the Diocese he/she represents and four Lay Persons who are confirmed adult communicants of this Church in good standing but not necessarily domiciled in such Diocese. Each Diocese shall determine the manner in which its Deputies shall be chosen.

Section 2 Meetings

The meetings shall ordinarily be held together with the Provincial House of Bishops; however, upon a majority vote of the Provincial House of Deputies, it shall meet and deliberate separately.

Section 3 Quorum

A quorum for the transaction of business in the House of Deputies, when acting separately, shall consist of at least one deputy from each of a majority of the Dioceses.

Section 4 Voting

On any question brought before the House of Deputies voting separately, a majority of those Deputies present and voting shall suffice unless otherwise required by the General Convention Constitution and Canons or by these Ordinances; provided, however, that on any question, one-third of the Deputies present and voting may request a vote by orders, in which event the vote of a majority of the members present in each Order shall be required.

Section 5 Selection of Presiding Officer

If either the President or Vice President of the Provincial Synod shall be a member of the Provincial House of Deputies, then such member shall be ex-officio, the President of the Provincial House of Deputies. In the event that neither is a member of the Provincial House of Deputies, then the House of Deputies shall choose one of its members to serve as Presiding Officer of the Provincial House of Deputies, and to chair any separate meeting(s) of the House of Deputies. The Secretary of the Provincial Synod shall serve as the Secretary of the Provincial House of Deputies at its separate meetings.

Section 6 Appointment of Committees

The Presiding Officer of the Provincial House of Deputies shall appoint such committees of the House as shall be deemed appropriate from time to time.

Section 7 Seat and Voice to Provincial Council Members

Any clerical or lay member of the Provincial Council who is not a member of the Provincial House of Deputies shall have seat and voice therein. The Provincial Chancellor likewise shall have seat and voice therein.

Section 8 Rules of Order

The Provincial House of Deputies may adopt rules of order as are appropriate to expedite the orderly transaction of business.

ORDINANCE VI

THE OFFICERS OF THE PROVINCIAL SYNOD AND THE CHANCELLOR

Section 1 Election, privileges of officers, term of office, and vacancies

- (a) All officers elected by The Provincial Synod, in the event of a contest, shall be elected by written or electronic ballot at the meeting of the Provincial Synod preceding the regular meeting of the General Convention. The concurrent majority of both the House of Bishops and the House of Deputies, voting separately, is required for the election of officers by the Provincial Synod. For purposes of this section, the officers shall be deemed to be the President, Vice President, Secretary and Treasurer.
- (b) The terms of the President and Vice President shall be for one (1) triennium and shall commence at the adjournment of the Synod meeting at which he/she was elected, and shall terminate when their respective successors take office.
- (c) The terms of office for the Secretary and Treasurer shall be for one (1) triennium and until their respective successors take office. The Secretary shall take office at the close of the Synod meeting at which he/she was elected, and the Treasurer shall take office on the January 1st following his/her election.
- (d) A vacancy in the office of the Vice President, Secretary or the Treasurer, occurring during an adjournment of either the Provincial Synod or the Provincial Council shall be filled by appointment of the President until the next meeting of the Provincial Synod or Provincial Council, whichever occurs first, at which a successor shall be either elected by the Provincial Synod, or appointed with the advice and consent of the Provincial Council for the remainder of the unexpired term. A vacancy in the office of President shall be filled as specified in Section 3(c) below.

- (e) No person serving in an elected office shall serve for more than two (2) consecutive triennia.
- (f) Officers of the Provincial Synod need not be members of either the House of Bishops or House of Deputies.

Section 2 The President

- (a) The President shall be elected by the Provincial Synod.
- (b) The President shall be President of the Provincial Council and, ex-officio, a member of the Provincial Synod and of all committees, commissions, networks and departments.
- (c) The President shall preside at all meetings of the Provincial Synod and shall vote in the case of a tie vote.
- (d) The President shall appoint a parliamentarian for all meetings of the Synod. No officer of the Synod shall serve as parliamentarian.
- (e) With the advice and consent of the Council (the Treasurer recusing himself/herself from such discussion), the President shall appoint an individual or individuals, independent and duly qualified, to conduct an examination, pursuant to standards adopted by the Provincial Council, of the Accounting Procedures, Records and Assets of the International Atlantic Province at the close of each fiscal year. The results of the examination shall be presented to the International Atlantic Provincial Council at its next meeting following the submission of the results.
- (f) The President shall have such responsibility regarding the Court of Review as may be set forth in the Constitution and Canons of The Episcopal Church.

Section 3 The Vice President

- (a) The Vice President shall be elected by the Provincial Synod and shall be, ex-officio, a member of the Provincial Synod.
- (b) The Vice President shall not be a member of the same House as the President.
- (c) In the case of a vacancy in the office of President, the Vice-President shall serve as President for the duration of the President's term. In this event, the Provincial Council shall elect an individual to serve as Vice-President from the other House until the expiration of the Vice President's term.
- (d) The Vice-President shall perform such tasks as assigned by the President.

Section 4 The Secretary

- (a) The Secretary shall be elected, from either the clerical or lay order, by a concurrent majority of all the votes cast in each House.
- (b) The duties of the Secretary shall be:
 - (i) To record the minutes of the meetings of the Synod and Provincial Council and if necessary to see to the recording of the minutes of meetings of the House of Bishops and the House of Deputies of the International Atlantic Province if required. This shall include recording the names of all persons entitled to a seat, voice or vote and declaring a quorum, as appropriate.
 - (ii) To report to the Provincial Synod and the Provincial Council on matters referred to the Provincial Synod by the General Convention, the Executive Council or by any of the Dioceses;
 - (iii) To communicate to the officers of the General Convention or to the officers of the Dioceses of the International Atlantic Province, the action of the Provincial Synod or the Provincial Council on matters referred to it or them;
 - (iv) To notify officers and members of the committees of their election or appointment; and
 - (v) To perform such other duties as may be required by the Constitution and/or Canons of the General Convention, by the Ordinances of the International Atlantic Province, by the Provincial Synod or either House thereof, and by the Provincial Council.
- (c) The President may, with the advice and consent of the Secretary and Provincial Council, appoint an Assistant Secretary whose term of office shall be coterminous with that of the appointing Secretary.

Section 5 The Treasurer

- (a) The Treasurer shall be elected, from the clerical or lay order, by a concurrent majority of all votes cast in each House.
- (b) It shall be the duty of the Treasurer to receive and disburse all moneys collected under the authority of Provincial Synod or the Provincial Council and to make a complete report of the same at each meeting of the Provincial Synod and the Provincial Council.
- (c) The Provincial Council may issue such procedures and guidelines for the performance of the duties of Treasurer as it deems proper.
- (d) The books of the Treasurer shall be closed on the 31st day of December of each year.

- (e) The Treasurer shall give bond in such sum and manner as the Provincial Council shall provide.
- (f) The President may, with the advice and consent of the Treasurer and Provincial Council, appoint an Assistant Treasurer whose term of office shall be coterminous with that of the appointing Treasurer.

Section 6 The Chancellor

- (a) The Chancellor shall be appointed by the President from the lay or clerical order with the advice and consent of the Provincial Synod. The Chancellor shall not be an officer of the Provincial Council or Provincial Synod; provided, however, that the Chancellor shall participate in meetings of the Provincial Council and Provincial Synod, if requested to do so.
- (b) The Chancellor shall be learned in both the secular and ecclesiastical law and shall serve as the advisor to the President, the Provincial Council and the Provincial Synod on church related matters.
- (c) The President may, with the advice and consent of the Chancellor and Provincial Council, appoint one or more Vice Chancellors.
- (d) If the Chancellor resigns, is removed from office, or is otherwise unable to serve in between meetings of the Provincial Synod, the President may, with the advice and consent of the Provincial Council, appoint a Chancellor to serve until the next meeting of the Provincial Synod. In between meetings of the Provincial Synod, the President with the advice and consent of the Provincial Council, may remove the Chancellor.

ORDINANCE VII

THE PROVINCIAL COUNCIL

Section 1 Duties

Subject to the general authority of the Provincial Synod, the Provincial Council shall supervise the continuing work of the International Atlantic Province during such time as the Provincial Synod is adjourned and shall exercise all functions and jurisdiction of the Provincial Synod except as may otherwise be reserved to the Provincial Synod by these Ordinances or by the General Convention Constitution and Canons. The Provincial Council shall see to the development and coordination of Provincial programs as well as organizing general and specific program activities throughout the Province.

Section 2 Membership

The Provincial Council shall have one Bishop (elected by the House of Bishops), one member of the clerical order (elected by the House of Deputies) and one member of the lay order (elected by the House of Deputies) together with the President, Vice-President, Secretary, Treasurer, Episcopal News Service (ENS) Advisory Committee representative and Executive Council members elected by the Provincial Synod. The terms of the elected members shall be for one (1) triennium commencing at the adjournment of the Provincial Synod at which the election was held. After any person shall have served two (2) consecutive triennia in the same elected position, a period of one (1) triennium shall elapse before such person shall be eligible for re-election to that same position.

Section 3 Removal

Any officer or member of Provincial Council may be removed from Provincial Council and any office for cause (as shall be defined by Provincial Council) by a three-quarters vote after such member/officer has been given notice and an opportunity to present to the Provincial Council his/her position on such removal. Any such removal shall also effect a removal of the individual's parallel office and/or position with the Provincial Synod.

Section 4 Filling Vacancies

Subject to the advice and consent of the Provincial Council, the President shall have the power to fill any vacancies in the elected membership of the Provincial Council with a suitable person, canonically resident or domiciled within the International Atlantic Province as applicable, such appointees to serve until the expiration of the term of the member to which they were appointed.

Section 5 Officers

The officers of the Provincial Synod shall be the officers of the Provincial Council.

Section 6 Creation of Committees and Appointments Thereto

The Provincial Council may form such other committees, commissions, groups and bodies as it deems necessary to carry out its functions and the programs directed by the Provincial Synod. The President shall appoint the members of such, subject to the advice and consent of the Provincial Council.

Section 7 Provincial Coordinator

- (a) The Provincial Council may authorize the President to employ or contract with one or more persons or entities to carry out the work of a "Provincial Coordinator." The duties of such person(s) or entity(ies) may include (but are not limited to):
 - (i) Preparing the rosters of the Provincial House of Bishops and Provincial House of Deputies;

- (ii) Sending notices of all meetings of the Provincial Synod and the Provincial Council;
 - (iii) Publishing and distributing the minutes of the Provincial Synod, Provincial Council, Provincial House of Bishops and Provincial House of Deputies; and
 - (iv) Coordinating all Provincial Council meetings and all Provincial events;
 - (v) Serving as a liaison and resource person for all Provincial networks, and
 - (vi) Performing such other duties as may be assigned by the Provincial Council or the President.
- (b) The Provincial Coordinator shall be provided reasonable compensation, commensurate with his or her responsibilities as shall be determined by the Provincial Council, and consistent with the Provincial budget.

Section 8 Calling of Meetings and Quorum

Meetings of the Provincial Council shall be held upon the call of the President or upon the request of two-thirds of the members thereof. A quorum of the Provincial Council shall consist of one-half of its voting membership.

Section 9 Vacancy Created by Absence

The standard for participation on the Provincial Council is regular attendance at meetings. Those who miss three (3) successive meetings are expected to discuss their continuation on the Council with the President. The Provincial Council may, but is not required to, declare the office vacant, and it shall be filled in accordance with Section 4 of this Ordinance.

Section 10 By-Laws

The Provincial Council may, but is not required to, adopt by-laws and/or other governing documents or policies to provide for the accomplishment of its duties and the work of other committees, commissions, groups and bodies of the Provincial Council.

ORDINANCE VIII

BUDGET AND ASSESSMENTS

Section 1 Fiscal Year and Presentation of Budget

The calendar year shall be the International Atlantic Province’s fiscal year and the Treasurer shall present to the Provincial Council and Synod, as appropriate, a single, unified budget.

Section 2 Finance Committee

The President shall appoint a Finance Committee annually who shall assist the Treasurer in the preparation of the budget for the following year. The Provincial Council may issue such procedures and guidelines for the performance of the duties of the Finance Committee as it deems appropriate.

Section 3 Budget and Assessments

To enable the International Atlantic Province to fulfill its purpose and mission, the Provincial Synod shall adopt a triennial budget, prepared in advance of the Synod by the Treasurer of the Synod, that may be modified by the Provincial Council as the Provincial Council deems necessary in between Provincial Synod meetings. The Provincial Council shall set assessments for each of the Dioceses based upon such formula as shall be adopted by the Provincial Synod.

Section 4 Payment of Assessment

It shall be incumbent upon each Diocese to pay its assessment in quarterly installments.

ORDINANCE IX

THE PROVINCIAL COURT OF REVIEW

Section 1 Composition and Method of Election

The composition of the Provincial Court of Review, the method of selecting members of the Court, and the procedures to be followed by the Court shall be as set forth in the Constitutions and Canons of The Episcopal Church.

ORDINANCE X

ELECTION OF EXECUTIVE COUNCIL MEMBERS

Section 1 Time of Election and Term of Clergy Member

At the stated meeting of the Provincial Synod next prior to a regular meeting of the General Convention which shall convene in an even numbered year, the Provincial Synod shall elect a Bishop or Presbyter or Deacon canonically resident in a Diocese within the International Atlantic Province to a term on the Executive Council equal to two (2) triennia, which term shall commence upon the adjournment of the first regular meeting of the General Convention following their election.

Section 2 Time of Election and Term of Lay Member

At the stated meeting of the Provincial Synod next prior to a regular meeting of the General Convention which shall convene in an odd numbered year, the Provincial Synod shall elect a member of the laity domiciled within the International Atlantic Province to a term on the

Executive Council equal to two (2) triennia, which term shall commence upon the adjournment of the first regular meeting of the General Convention following their election.

Section 3 Method of Election

Election shall be by a concurrent majority of all the votes cast in each House. The terms of the members shall commence on the adjournment of the first regular meeting of General Convention following their election. They shall remain in office until their successors are elected and qualified.

Section 4 Limitation on Terms

After any person shall have served two (2) consecutive triennia on the Executive Council, a period of one (1) triennium shall elapse before such person shall be eligible for re-election to the Executive Council.

Section 5 Duties

Provincial Executive Council representatives are expected to attend Executive Council meetings, Provincial Council meetings and Provincial Synod. After more than two (2) unexcused absences of any of these meetings, the Provincial Council may in its discretion, but is not required to, declare the position vacant. Excused absences will be determined by the President of the Provincial Council in his or her sole discretion.

ORDINANCE XI

AMENDMENTS AND REPEAL

Section 1 Procedure to Amend

To amend these Ordinances, it shall be necessary that every proposition or resolution so to do shall have been served in writing upon the Bishops and Deputies with the notice of the Synod meeting at which such proposition or resolution shall be considered, and such amendment must be approved by a concurrent majority vote. In the event such notice shall not have been given, an amendment may be made, provided that two-thirds of each order favor the same.

Section 2 Effective Date

Unless otherwise specified, any amendment to these Ordinances shall take effect, at the close of the Provincial Synod meeting at which such document was enacted or adopted.

Section 3 Repeal of Prior Ordinances

All previous ordinances of the International Atlantic Province by whatever name known are hereby repealed, but the validity of any action taken in accordance with them shall not be affected.

Section 4 Current Officers Continue in Office

All individuals holding office by reason of selection in accordance with the provisions of previous governing documents shall remain in office for the duration of their original term and until such time as their successors have been duly elected and qualified.