

# APPENDIX F

## Policy on Open Meetings in The Anglican Church of Canada

### **1.1 Purpose**

The purpose of the policy on open meetings in The Anglican Church of Canada is to enshrine the concept that the exercise of the ministry of the church in meetings is conducted openly and inclusively except under clearly defined circumstances as explained in section three.

### **1.2 Open meeting definition**

An open meeting is any regularly scheduled or special meeting of a group that has been elected or appointed by the General Synod or the Council of General Synod of The Anglican Church of Canada that may be attended by people who are not members of the group holding the meeting.

### **1.3 Groups affected by this policy**

Any group that has been elected or appointed by the General Synod or the Council of General Synod of The Anglican Church of Canada.

### **1.4 Conduct of business**

The proceedings of open meetings are recorded and become part of the public record of the church, available for news reporting and historical reference.

### **1.5 Agendas**

Agendas and background material are distributed in advance to all members of the group present for the meeting. In addition, agendas and background materials may be distributed to staff, people who are invited to speak at the meeting, and members of the media.

### **1.6 Participation**

Only members of the group and those invited by the group to speak, may participate in the meeting.

### **1.7 Voting**

Only members of the group may vote.

## **Policy on Closed Meetings in The Anglican Church of Canada**

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### **2.1 Purpose**

The purpose of the policy on closed meetings in The Anglican Church of Canada is to define the circumstances under which the ministry of the church is exercised in a closed session and to provide a mechanism for moving from an open to a closed meeting and back again.

### **2.2 Closed meeting definition**

A closed meeting is any regularly scheduled or special meeting, or a part of that meeting, of a group that has been elected or appointed by the General Synod or the Council of General Synod of The Anglican Church of Canada which may be attended only by people who are members of the group holding the meeting and by those invited to attend by the members of that group.

### **2.3 Reasons for closing a meeting**

A closed meeting may be held to discuss personnel issues, contract proposals, financial matters, litigation, and/or at the request of a member (subject to section 3.3).

### **2.4 Moving from open to closed session**

A majority of voting members is required on a motion to close an open meeting. The motion must include the reason for closing the meeting and is part of the public record.

### **2.5 Conduct of business**

The proceedings of closed meetings are recorded. Where appropriate, decisions made and reasons for them become part of the public record of the church, available for news reporting and historical reference.

### **2.6 Moving from closed to open session**

When all issues to be dealt with in a closed session are completed, a motion to come out of a closed session shall be called for by the Chair.

### **2.7 Reporting after a closed session**

If the closed session is part of an open session, the chair shall where appropriate, relate the messages agreed to by the members, to those excluded from the meeting.

*[Approved by the Council of General Synod, November 2007]*

## Guidelines for Telephone and Electronic Meetings

### **3.1**

In these guidelines the word 'committee' means a standing, special or other committee of the General Synod or of the Council of the General Synod, the Officers of the General Synod, a commission, council or board established by the General Synod or its Council, the Board of Trustees and the Central Advisory Group appointed under Canon VIII, the Continuing Education Plan Administrative Unit, and any other body appointed or established under the authority of the General Synod or its Council.

### **3.2**

A committee may, at the discretion of its chair, meet by such telephone, electronic or other communication facility (including audio, video or web conferencing) as permits the members participating to speak to and hear each other.

### **3.3**

The chair of the committee or a delegate of the chair shall

- a) contact the members of the committee to arrange a mutually agreeable time when the members will be able to participate,
- b) notify all members of the agreed time, and
- c) provide the members with a tentative agenda and, where possible, the text of any specific motions to be considered.

### **3.4**

Upon convening the meeting the chair shall call the roll of the members, confirm that all members participating can hear each other, establish that any quorum requirement is met, and appoint a secretary or recorder for the meeting.

### **3.5**

Unless a vote is required, the chair may declare that a matter has been decided by consensus. Where a vote is required or where the chair rules that a vote will be taken, the chair shall first ask members to vote by saying "yes" and shall then ask members to vote by saying "no" If no member is heard to vote "yes", the chair may declare the motion defeated. If no member is heard to vote "no", the chair may declare the motion carried. Where one or more members vote "yes" and one or more members vote "no", the Chair shall call the roll of members participating in the meeting and determine the vote of each member before declaring the motion either carried or defeated.

### **3.6**

The minutes of the meeting shall record the names of the participating members and the fact that all participating members acknowledged that they could hear each other. The minutes shall be circulated to all members of the committee before they are presented for approval at a subsequent meeting of the committee.

*[Adopted by the Council of General Synod, May 2008]*