

Anglican Military Ordinariate
Directive concerning the
TERMS OF REFERENCE IN SUPPORT OF GENERAL SYNOD CANON XXIII and AMO
CANON IV,
regarding Episcopal Elections

1. For the purposes of this Directive, members of the AMO are considered to be comprised of:
 - a) Currently serving Regular and Primary Reserve Canadian Armed Forces members and their immediate family who form part of the Anglican Church of Canada; and,
 - b) Regular contributing members of military chapels who form part of the Anglican Church of Canada.

PART 1: THE ORDINARIATE PROFILE

2. The AMO Profile is a resource that shall assist the AMO in the process of election of a Bishop, and the nominee in his or her process of discernment.
3. The AMO Profile shall be a document containing the following information about the episcopal ministry of the AMO:
 - a) statistical information including, but not limited to:
 - i) the number of AMO clerics serving in the Primary Reserve and Regular Force;
 - ii) the approximate number of all members of the AMO;
 - iii) information pertaining to membership in the ICCMC;
 - iv) the disposition and training of licensed lay readers;
 - v) the most recent audited financial statements and current budget;
 - vi) geographical description; and
 - vii) leadership support for the Bishop, including paid support staff, and Bishop's Council;
 - b) overview of the unique ministry context of the AMO;
 - c) general duties of the Bishop Ordinary, including approximate time allocations; and,
 - d) overview of the financial provision for the AMO.

PART 2: TERMS OF REFERENCE FOR THE SEARCH COMMITTEE

4. In accordance with AMO Canon III, the Chair of the Search Committee shall be appointed by the Bishop's Council. All other members shall be each nominated by three members of the AMO, and elected at the annual meeting of the Clericus. The Search Committee shall be comprised of three lay members and three clerical members of the AMO, one of whom shall form part of the Primary Reserve.

5. Nominations to the Search Committee shall be forwarded to the Canon Secretary no later than seven days prior to the opening of the annual meeting of clericus or at such other date as determined by Bishop's Council, and shall be accompanied by the biography and consent of the nominee. Those members receiving the highest number of votes will be appointed to the committee. Once elected, names of those elected will be held in reserve for a two-year term and not appointed to the Search Committee until Canonical Prescription IV is enacted.

THE NOMINATION PROCESS FOR BISHOP ORDINARY

6. The Search Committee shall adhere to the following direction regarding the presentation of nominations to the Canon Secretary for onward transmission to the Electoral College:

7. A person is eligible for nomination to the office of Bishop if he or she meets the requirements of the General Synod Canons, and the Canonical Prescriptions of the AMO, as amended from time to time.

8. All nominations shall be in writing, accompanied by the written consent of the nominee. Once cleared by the Search Committee, as to basic eligibility criteria, all nominations shall be forwarded to the Canon Secretary to be forwarded to members of the Electoral College. Nominations shall be received by the Canon Secretary not later than 14 days prior to the date set for the commencement of election. Each nomination shall be accompanied by written biographical, professional and personal information.

9. A Nomination shall be made by four persons who are members of the AMO, two from the House of laity and two from the House of clergy. No person shall nominate himself or herself.

10. Each person may only sign the nomination papers of one nominee.

11. Nominations may be made by the National House of Bishops.

12. Nominations shall end 14 days prior to the date allocated for the commencement of voting.

13. All nominations that meet the criteria for election to Bishop set out by General Synod Canons, and Canonical Prescriptions, shall be forwarded to the Canon Secretary in order to be sent to the Electoral College for discernment and consideration

DUTIES OF THE SEARCH COMMITTEE

14. Membership in the Search Committee does not preclude the right of a Search Committee member to nominate someone for the role of Bishop Ordinary in accordance with the established nomination process. The duties of the Search Committee shall include the following:

- a) to receive nominations; should there be fewer than two nominations received to be submitted to the electoral college, the search committee may determine the names of other persons who, in the opinion of the search Committee, meet the requirements for election.
- b) to prepare, and to seek input from the AMO, for the preparation of the “Questions” for the candidates;
- c) to prepare and make available standardized nomination forms;
- d) to prepare and forward to the Canon Secretary written information about the nominees as described in this directive;
- e) to ensure, in writing, the willingness of nominees to stand for election; and,
- f) to make available the AMO Profile to members of the AMO ,and in particular to those persons who wish to make a nomination to the office of Bishop and to potential nominees.

THE “QUESTIONS” FOR THE ELECTION OF A BISHOP

15. The Search Committee shall provide questions to the episcopal nominees for their reflection. The Search Committee shall establish a venue (electronic or otherwise) for members of the Electoral College to review responses to these questions. The Questions shall be designed to:

- a) permit the nominees to express their thoughts and feelings on pastoral, liturgical, sacramental, social and operational matters pertinent to the life of the Anglican Military Ordinariate and beyond; and,
- b) permit the nominees to comment on their own talents and gifts that may be relevant to the office of Bishop.

(With the vast geographical distances of the AMO it seems likely this would only be done electronically and not at some meeting presentation)

PART 3: TERMS OF REFERENCE FOR THE ELECTORAL COLLEGE

16. In accordance with AMO Canon III, the Electoral College shall be comprised of the Primate who shall be a non-voting member (or in his or her absence, a bishop appointed by the Primate). The AMO Archdeacon (or designate in the event that he or she is otherwise unavailable) and three Canons of the chapter appointed by Bishop's Council (members of clericus may be appointed where Canons are unavailable). Five members of the Clericus (one of whom shall be a member of the Primary Reserve) and five members of the laity shall each be nominated by three members of the AMO, and elected at the annual meeting of the Clericus

17. Nominations to the Electoral College shall be forwarded to the Canon Secretary no later than fourteen days prior to the opening of the annual meeting of clericus or at such other date as determined by Bishop's Council, and shall be accompanied by the biography and consent of the nominee. Those members receiving the highest number of votes will be appointed to the College. Once elected, names of those elected will be held in reserve for a two-year term and not appointed to the College until Canonical Prescription III is enacted.

18. The Electoral College will be stood up and prepared to receive files not later than thirty days prior to an episcopal election.

DUTIES OF THE ELECTORAL COLLEGE

19. Membership in the Electoral College does not preclude the right of an Electoral College member to nominate someone for the role of Bishop Ordinary in accordance with the established nomination process. The duties of the Electoral College shall include the following:

- a) to prayerfully consider in full all nominee's files presented for discernment by the Canon Secretary;
- b) to review the process of "Question" review and response;
- c) to be available (where the exigencies of service allow) on the day of episcopal election until such time as voting has been closed by the Primate; and, when electronic the electronic voting method has been selected, to be prepared to fully engage the process, including the use of personal electronic/computer equipment;
- d) to vote at each stage. There will be no abstentions during the voting process;
- e) the Canon Secretary will keep minutes of the proceedings of the College; and,
- f) Where the Primate elects not to chair the meeting, the Chair and Secretary of the Electoral College will certify the election to the Primate.

PART 4: TERMS OF REFERENCE FOR THE SCRUTINEERS

20. The Terms of Reference for the Scrutineers Committee are found in Canon IV, ss.15, 20, 22 (AMO). The Scrutineers Committee shall be appointed by the Primate, and shall normally be comprised of two scrutineers: one from the order of clergy, one from the order of laity. The Scrutineers Committee shall:

- a) count the ballots cast by the Order of Clergy separately from those cast by the Order of Laity;
- b) report in writing the results of the ballot to the Primate; and,
- c) not form part of the Electoral College.

PART 5: TERMS OF REFERENCE FOR THE CREDENTIALS COMMITTEE

21. The Terms of Reference for the Credentials Committee are Canon III, s.14 (AMO). They shall be appointed by the Primate, and shall normally be comprised of three persons. The Credentials Committee shall:

- a) examine and report upon the credentials of the members present and the confirm the existence of a quorum; and,
- b) not form part of the Electoral College.

PART 6: ROLE AND FUNCTION OF THE CHAPLAIN TO THE NOMINEES

22. At the discretion of the Bishop's Council, a Chaplain shall be appointed, whose primary role to the nominees is pastoral and shall also include the following:

- a) to attend, electronically or otherwise, meetings of the Search Committee, and be immediately privy to the results of the episcopal election; and
- b) to be available to the nominees, particularly after the election.