**Duties of the Nominations Committee:**

**Constitution C34:**

At least two months before the date fixed for any Regular Meeting of Synod (and any Special Meeting or Electoral Synod at which the business to be transacted includes an election for any vacant office other than Bishop), the Bishop shall appoint a Synod Nominations Committee, composed of at least one member of Synod from each Region of the Diocese.

**Constitution C35:**

The Synod Nominations Committee shall

1. Prepare a list of candidates to stand for such elections as will occur at a Regular Meeting of Synod, and
2. Establish a deadline for receiving other nominations, so that they can be circulated in the format prescribed by the Synod Nominations Committee to members of Synod prior to the meeting of Synod. (***September 1st, 2017***)

**Specific Duties of the Nominations Chair:**

1. Publicize the positions for which elections will be held and ask for nominations. The Diocesan Office will advertise in Synod Scene and Synod Updates.
2. Work with the members of the Nominations Committee (e.g. can be the regional deans) to nominate persons to each position. The job of the committee will be to ‘beat the bushes’ and talk with potential nominees. You are welcome to second others to help with recruiting.
3. Keep the Synod Secretary up to date with the progress of nominations.
4. With the Synod Secretary, draft the final list of nominees.
5. As time for Synod approaches, be in constant touch with the Synod Secretary and/or the Elections Chair about the final list of nominees.

**Positions to be filled by elections at the Synod:**

**Executive Council (see Constitution C49-67)**

1 clerical and 2 lay delegates ***from each region***

**Court of the Synod of the Diocese of Edmonton (see Constitution C105-113)**

2 clerical and 2 lay delegates (1 to be a member of the Law Society of Alberta)

**General Synod [to be held in Vancouver BC, July 10-16, 2019]**

2 clerical, 2 lay delegates and 1 youth delegate

Those nominated as youth delegates to General Synod must be between the ages of 18 and 25 at the time of General Synod.

Those people nominated but not elected at this Diocesan Synod become the alternates in order of number of votes received, and would attend General Synod if any of the elected delegates cannot attend.

**Provincial Synod – Province of Rupert’s Land [to be held in Edmonton, May 3-6, 2018]**

For Provincial Synod 2018: 3 clerical, 2 lay members and 1 youth delegate

Those nominated as youth delegates to Provincial Synod must be between the ages of 16 and 25 inclusive as of May 1, of the year of Provincial Synod.

Those people nominated but not elected at this Diocesan Synod become the alternates in order of number of votes received, and would attend Provincial Synod if any of the elected delegates cannot attend.

**Clerical Recorder of Synod (for the next Synod)**

**(see Constitution C23-25)**

**Lay Recorder of Synod (for the next Synod) (see Constitution 23-25)**

Nominations can be received until **September 1st**, so we can publish the list in the Circular. You might need to work on them after that deadline, but there will be no nominations from the floor of Synod except with the consent of Synod.

Nominations should be accompanied by a short biography of the nominee.

Nominations should be forwarded to the Nominations Chair at the Synod Office.

Any persons nominated for Executive Council, General Synod, Provincial Synod, and Diocesan Court must be members of our Diocesan Synod.

Nomination form will be found in the Section on Forms.