

# *The Diocese of Olympia*

## 2010 Convention Guide

### *About this guide*

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This Convention Guide is intended to provide Convention members with practical information concerning the Convention and how it functions. Additional questions concerning the Convention may be addressed to the Rev. John G. Schaeffer, Secretary of Convention, or Dede Moore, Bishop's Executive for Governance & Convention.

### *The Diocese of Olympia*

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The Diocese of Olympia, encompassing the Episcopal congregations—parishes, missions, parochial missions and designated mission stations—in western Washington State, is bounded by the Cascade Mountains, Oregon, the Pacific Ocean, and Canada. Every baptized Episcopalian resident in western Washington is a member of the Diocese.

The authority of the Diocese is vested in and exercised by the Bishop, the Convention, and the Standing Committee. The Diocese is governed by its Constitution and Canons (laws). A copy of the Constitution and Canons is provided to each congregation and is available on the diocesan website at [www.ecww.org](http://www.ecww.org).

The Diocese of Olympia is incorporated under the laws of Washington State, under the name of "The Diocese of Olympia, Inc." This corporation has responsibility for the custody, control, and investment of all trust funds of the Diocese, and holds legal title to all diocesan property, including the property of all missions, and certain specialized ministries not separately incorporated. A Board of Directors, appointed by the bishop and approved by the Convention, governs the corporation.

### *The Diocesan Convention*

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The Diocesan Convention consists of the bishop, (and the bishop coadjutor or the bishop suffragan if there be one); canonically resident clergy who reside or work in the Diocese; lay delegates (an equal number of men and women) elected from each parish

and mission congregation in union with the Convention; lay members of the Diocesan Council; lay members of the Standing Committee; lay members of the Board of Directors, lay convenors and assistant convenors of the ten regional ministries; one young adult (16-21) from each Regional Ministry; and the Officers of the Diocese (if lay persons) [*Article VII*].

Parish and mission representation is based on communicant strength of the congregation [*Canon Two*]:

Under 200	2 delegates
201–400	4 delegates
401–600	6 delegates
601–900	8 delegates
901–1200	10 delegates
Over 1200	12 delegates

### *Current Officers of the Convention*

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<b>President</b>	The Rt. Rev. Gregory Rickel
<b>Secretary</b>	The Rev. Marda Steedman Sanborn
<b>Treasurer</b>	Mr. Steve Faust
<b>Chancellor</b>	Ms. Judith Andrews
<b>Vice Chancellor</b>	Mr. Duncan Bayne
<b>Vice Chancellor</b>	Mr. Mike Reynvaan
<b>Historiographer</b>	Br. Carle Griffin, OCP
<b>Archivist</b>	Mrs. Diane Wells

### *Order of Business*

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The Convention adopts an order of business upon recommendation of the Committee on Dispatch of Business.

### *What the Convention Does*

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The Convention elects certain officers, ratifies a budget, sets assessment levels for financing the operation of the Diocese, admits congregations as missions or parishes — and may suspend them, votes upon resolutions, elects General Convention deputies and alternates, hears the bishop's annual address, and conducts such other business as the Convention may determine. In addition, the meeting of Convention provides an opportunity for worship, information sharing by exhibitors and others, and fellowship.

## ***Rules of Order***

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Except when in conflict with the Constitution or Canons of the Episcopal Church or of the Diocese of Olympia, the latest revised edition of Robert's Rules of Order governs the conduct of Convention business. By unanimous consent, action may be taken that is not in contravention of any provision in the Constitution or Canons of the Episcopal Church or those of the Diocese of Olympia.

### ***Speaking on the floor of Convention***

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Any Convention member may speak upon recognition by the president of Convention.

### ***Voting***

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Most motions are acted upon by a show of green or red cards. Sometimes, for accuracy in counting, a standing or hand vote is required. Written ballots are provided for the election of diocesan officers, members of the Diocesan Council, Standing Committee, Cathedral Vestry, and General Convention deputies and alternates. (Written ballots are not normally provided for uncontested positions.) Laity and clergy deliberate in one body and vote as individuals, with each delegate present entitled to one vote. On most matters, a majority vote is decisive. In some instances, the votes of clergy and laity must be counted separately. This is called a "vote by orders." Upon the request of any five members of the Convention, the two orders vote separately.

### ***Resolutions***

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Canon Four requires that resolutions be submitted to the Resolutions Committee at least 45 days prior to the Convention. Resolutions submitted by September 14, 2010, will be considered by the Resolutions Committee and included in its report to Convention.

According to Canon Four, any resolution not submitted to the Resolutions Committee at least 45 days prior to Convention may be considered by the Convention only if submitted in writing to the Committee no later than six (6) hours after the convening of Convention, and if consideration of such resolution is approved by a majority vote of the Convention. When any resolution is made on the floor of Convention, or a resolution is amended, a written copy must be immediately given to the Secretary of Convention.

## ***Annual Diocesan Operating Budget***

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The bishop and the Diocesan Council prepare the annual diocesan operating budget. In accordance with Canon Six, the operating budget shall be presented to the Convention for ratification; the budget may be amended by the Convention on a majority vote.

Any proposed amendment that calls for new or increased spending must include an estimate of the additional costs and must specify budget line item reductions or other revenue sources that would maintain a balanced budget. Any proposed amendment that calls for reduction in spending must specify the budget line items to be affected. Any proposed budget amendment must be submitted by written resolution to Diocesan Council and the Resolutions Committee at least 45 days prior to the Convention (September 14, 2010).

### ***Assessment***

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Canon Seven provides that an annual assessment be levied upon each parish and mission congregation of the Diocese, based on the "net disposable income" (NDI) available for general parish/mission purposes. For the assessment calculation, the NDI figure for the second preceding year prior to the year of assessment is used. Thus, 2009 NDI is used as the basis for the 2011 assessment.

The assessment rate is set by the Convention for the second succeeding year following the Convention. Thus, the 2010 Convention will set the assessment rate for 2012.

If it is necessary to increase the rate of assessment for a particular year, the Convention may, by two-thirds affirmative vote, levy a special assessment upon the parishes and missions. Such a special assessment is limited to one year.

Canon Seven also provides that if any parish or mission believes its NDI for the current year has been miscalculated, it has the right to present the grounds for such belief to the Diocesan Council by February 15 of that year, and the Council shall have the power to change or reduce the amount of the assessment.