

DIOCESE of NEW ENGLAND RULES OF PROCEDURE

1. The Corporate Officers shall be: Diocesan Bishop as President, Diocesan Chancellor as Chancellor, Diocesan Secretary as Secretary, and Diocesan Treasurer as Treasurer.

2. The Diocesan Bishop shall preside at the Diocesan Assembly and at Diocesan Council meetings. The Diocesan Bishop may appoint Vice-Chair(s) at the Diocesan Council meetings.

3. The Diocesan Chancellor shall assist the Diocesan Bishop in the administration of the Diocese and work with the Diocesan Council in carrying out its particular competence. The Diocesan Chancellor shall be responsible for:
 - A. serving as an official representative of the Diocesan Bishop when so designated;
 - B. having direct oversight over departments, commissions, committees, offices, and boards of the Diocese; and
 - C. performing such duties as assigned to him by the Diocesan Bishop.

When the Office of the Diocesan Bishop is vacant, the Chancellor shall safeguard the particular patrimony of the Diocese of New England until a new Diocesan Bishop is elected.

4. The Secretary shall be assigned by the Diocesan Bishop. The term of office shall be three years and can be re-appointed at the pleasure of the Diocesan Bishop. The Secretary shall be responsible for:
 - A. keeping an accurate record of all Diocesan Council meetings and all Diocesan Assemblies;
 - B. notifying all parishes of all such meetings; and
 - C. performing such other duties as may be imposed by the Bishop, By-Laws, Rules of Procedure, and decisions of the Diocesan Assembly or Council.

5. The Treasurer shall be assigned by the Diocesan Bishop. The term of office shall be three years and can be re-appointed at the pleasure of the Diocesan Bishop. The Treasurer shall be responsible for:
 - A. the receipt, safekeeping and proper disbursement of all money and other property of the Diocese entrusted into his care, according to the direction of the Diocesan Assembly or Diocesan Council.

- B. providing a financial statement at the Diocesan Assembly and at such other times as may be requested by the Diocesan Council. The annual financial statement shall be audited and certified as provided in the Rules of Procedure;
- C. having a complete account of the finances of the Diocese on books which shall be and remain in the property of the Diocese; and
- D. performing such other duties as may be imposed by the Bishop, By-Laws, Rules of Procedure, and decision of the Diocesan Assembly or Council.

6. The Diocesan Bishop can appoint the following:

A. Assistants to the Secretary and Treasurer:

If it is deemed necessary to have assistants to the Secretary or the Treasurer, the Bishop shall appoint such persons as needed.

B. Special Appointments

The Bishop may make special one-year appointments to the Diocesan Council. The appointments have full voting privileges.

7. The Diocesan Council shall be composed of:

Voting Members:

- A. Ruling Bishop and any Auxiliary Bishops
- B. Three (3) Clergy (Priests and/or Deacons) and six (6) Laity
- C. Diocesan Representatives to the Metropolitan Council (one (1) Clergy and one (1) Lay)
- D. The Diocesan Secretary
- E. The Diocesan Treasurer
- F. Chancellor
- G. Deans

Non-Voting Members:

- H. Assistants to the Secretary and Treasurer
- I. Auditing Committee

J. Editor of Orthodox New England

K. Committee Chairmen

Ex-officio voting members are A, C, D, E, F, and G. Ex-officio members should not also be elected members of the Diocesan Council.

8. The Auditing Committee shall be composed of three (3) members. The Auditing Committee shall review the financial operation of the Diocese and make a written report to the Diocesan Assembly.

9. The Diocesan Assembly shall elect:

A. One (1) Clergy Vice-Chairman and one (1) Lay Vice-Chairman

B. Diocesan Council Representatives:

There shall be nine (9) people, (three (3) Clergy and six (6) Lay) elected at-Large. Each year at the annual Diocesan Assembly one (1) Clergy and two (2) Lay representatives will be elected. A term in office on the Diocesan Council is three (3) years.

The length of consecutive service as an elected member of the Diocesan Council is six (6) years. A one (1) year sabbatical is required before running again for election to the Diocesan Council.

C. Diocesan Representative to the Metropolitan Council:

There shall be two (2) people (one (1) Clergy and one (1) Lay, elected from the representatives to the annual Diocesan Assembly. A term is three (3) years.

The length of consecutive service as Diocesan Representative to the Metropolitan Council is six (6) years. Election to the at large position of Diocesan Representative to the Metropolitan Council is not considered as election to the Diocesan Council.

D. Auditing Committee:

The Auditing Committee shall consist of three (3) members elected at-large for a three (3) year term. One member shall be elected at the annual Diocesan Assembly each year. The senior member (the person in final year of his term) shall be the Chairman.

10. The Diocesan Assembly may elect individuals to fulfill the remainder of a vacant term of a Diocesan Council member or Diocesan Representative to the Metropolitan Council. In case of need, the Bishop may also appoint a temporary replacement until the next Diocesan Assembly.

11. At the discretion of the Diocesan Council, three (3) absences from the Diocesan council meetings between Diocesan Assemblies may be considered a resignation from the Diocesan Council.

12. A Nominating Committee of three (3) members shall be elected at the Diocesan Assembly. The members of the Committee are not to be candidates for election.

The duties of the Nominating Committee shall be:

- A. to compile a list of candidates nominated by members of the Assembly prior to the election session
- B. to maximize the number of candidates running for open positions
- C. not to endorse or recommend any candidate for election.

13. Nominations from the floor shall be accepted. Voting is by secret ballot.

14. One must be an accredited delegate or observer of the Diocesan Assembly to be nominated.

15. All parishes are obligated to meet the financial obligations for the Diocesan Assembly for a minimum of one (1) Clergy and one (1) Lay delegate.

16. Rules of Procedure established by the Diocesan Assembly may be amended by a majority vote of the Diocesan Assembly. Those established by the Diocesan Council may be amended by a majority vote of the Diocesan Council. Either of these Rules of Procedure may be amended by the Bishop.

Amended and Adopted on October 29, 2016

at the 53rd Diocesan Assembly in Springfield, MA