



# ST JOHN'S ANGLICAN CHURCH CANBERRA

<b>Policy on</b>	Email Voting by Parish Councillors
------------------	------------------------------------

Responsible agency	Parish Council
Electronic file name	Email Voting.pdf
Repository	<a href="https://www.stjohnscanberra.org/documents">https://www.stjohnscanberra.org/documents</a>
First introduced	March 2019
Parish Council approvals	February 2022 19 July 2023
Next revision due	May 2025

## LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

## PRINCIPLES

In terms of Anglican polity and process, decisions are made within the context of formally constituted meetings of Parish Council where face-to-face discussion and debate can take place.

However, it is recognised that there will be occasions when it is expedient or necessary to seek a decision by Parish Councillors outside meetings by using email means. Such actions may be necessary when

1. A matter which has been the subject of a Parish Council discussion was not able to be concluded at the meeting but requires approval before the next regular or special meeting of Parish Council
2. In exceptional circumstances a matter which had not been to a meeting of Parish Council requires urgent approval

In respect of 1, so that this action is seen directly to be an extension and conclusion of the discussion at the meeting, only those Parish Councillors who were present at the meeting during the substantive discussion are entitled to vote. That restriction does not apply to 2 above.

Nothing in this policy precludes the calling of a special meeting of Parish Council to resolve such matters if that is deemed more appropriate.

## PROCEDURES

- The Presiding Member or Secretary of Parish Council will arrange for an email vote when required
- Only those members who were at the Parish Council meeting that led to the need for an email vote under 1 above will be included in the email requesting that a vote be cast
- All members of Parish Council will be polled in respect of any matter under 2 above
- The result of any email vote will be entered, for the record, in the minutes of the next meeting of Parish Council