REGULATIONS CONCERNING COMMITTEES OF THE DIOCESE OF MONTREAL
Including the Terms of Reference for the Standing Committees Established by Constitution

1. SCOPE & DEFINITIONS

1.1. These regulations apply to all STANDING COMMITTEES of the DIOCESAN COUNCIL or any committee set up by DIOSECAN COUNCIL.

1.2. Nothing in these regulations shall prohibit DIOCESAN COUNCIL from directly exercising its paramount authority in any matter.

1.3. Terms used in these regulations shall have the definitions ascribed to them in section 12.

2. COMMITTEES – GENERAL

2.1. STANDING COMMITTEES may be created only through an amendment to Section D of the Constitution of Synod. Other committees may be created only through a formal resolution of DIOCESAN COUNCIL, which shall set out clearly stated Terms of Reference.

2.2. The Terms of Reference shall include

2.2.1. A Mandate: the specific mission, responsibilities, and authority assigned to the COMMITTEE.

2.2.2. Membership: the number and criteria for selection.

2.3. Except where the Terms of Reference of a COMMITTEE provide a greater number, a quorum of any COMMITTEE, the MEMBERS having been given due notice to meet, shall be a majority of the MEMBERS; and a majority of the MEMBERS present and voting, a quorum being present, shall be competent to act.

3. COMMITTEE MEMBERSHIP – GENERAL

3.1. The APPOINTED MEMBERS of COMMITTEES shall be appointed by, and serve at the pleasure of, DIOCESAN COUNCIL.

3.2. Unless the Terms of Reference indicate a shorter period, APPOINTED MEMBERS have a term of office of three years. Such MEMBERS may be reappointed for a single additional term of three years.

3.3. Unless the Terms of Reference indicate otherwise, each COMMITTEE shall elect one of its MEMBERS to serve as Chair for a maximum of three years. This election shall take place annually.

3.4. Any APPOINTED MEMBER of a COMMITTEE who fails to attend three consecutive meetings, or whose attendance falls below 51% of the meetings held within any six-month period, is deemed to have submitted his or her resignation. Such resignations shall be accepted or rejected by the COMMITTEE concerned, and both the MEMBER and the PARENT COMMITTEE shall be notified.
4. **STANDING COMMITTEES – GENERAL**

4.1. The STANDING COMMITTEES of DIOCESAN COUNCIL shall have the Terms of Reference as provided hereinafter.

4.2. In addition to the specific responsibilities and authority set out in its respective Mandate, each of the STANDING COMMITTEES, within the area of its jurisdiction, shall have the following responsibilities and authority: A STANDING COMMITTEE

4.2.1. Shall be consulted by, and make recommendations to, DIOCESAN COUNCIL in the establishment and maintenance of both general strategic goals and broad lines of diocesan policy;

4.2.2. Shall, through its annual goal-setting process and at other times as it may deem appropriate, recommend specific policy and give direction required to reach the general strategic goals set out by DIOCESAN COUNCIL;

4.2.3. Shall have general supervision and direction over the SUB-COMMITTEES reporting to it, and shall assist DIOCESAN COUNCIL in ensuring that these SUB-COMMITTEES work within the framework of established policy;

4.2.4. Shall be consulted by, and make recommendations to, appropriate authorities for its annual operating budget allocation and for the allocations made to its SUB-COMMITTEES;

4.2.5. Shall consider and act upon all matters referred to it by the SYNOD, DIOCESAN COUNCIL, or BISHOP;

4.2.6. Shall report to DIOCESAN COUNCIL at regular intervals, and at such additional times and in such manner, as the DIOCESAN COUNCIL may direct;

4.2.7. Shall bring to DIOCESAN COUNCIL’s attention any aspect of the STANDING COMMITTEE’s mandate which it is unable to fulfill.

5. **TERMS OF REFERENCE: THE FINANCE STANDING COMMITTEE**

5.1. Mandate – The Finance Standing Committee shall, on behalf of DIOCESAN COUNCIL, assist the Treasurer with respect to the articulation, coordination, promotion, and supervision of the financial affairs of the SYNOD. Within these areas of responsibility, and in a manner consistent with the general strategic goals set out by DIOCESAN COUNCIL, the COMMITTEE:

5.1.1. Shall have the responsibilities and authority common to all STANDING COMMITTEES, as set out in sub-section 4.2;

5.1.2. Shall advise and assist the Treasurer and DIOCESAN COUNCIL in the preparation and presentation to SYNOD of a recommended Synod budget of revenue and expenditure for the following year;

5.1.3. Shall advise and assist the Treasurer in coordinating and supervising the budget process, including broad consultations within the Diocese;
5.1.4. Shall, in advance to their presentation to DIOCESAN COUNCIL by the Treasurer, receive from the Treasurer those reports which may be required by the Constitution and Canons concerning budget and expense;

5.1.5. Shall monitor and make recommendations to the Treasurer and Diocesan Council to resolve any significant variances from budget in both expenditure and income, in all areas of the budget;

5.1.6. Shall have supervision over the audit functions of the SYNOD, including the nomination to SYNOD, through DIOCESAN COUNCIL, of the auditor or auditors, and shall establish and support an appropriate and autonomous Audit Committee, which shall report to DIOCESAN COUNCIL;

5.1.7. Shall undertake any other task assigned to it by DIOCESAN COUNCIL.

5.2. MEMBERSHIP – The Finance Standing Committee shall be composed of the following MEMBERS:

5.2.1. Eight MEMBERS appointed by DIOCESAN COUNCIL, upon the recommendation of the Nominating Committee;

5.2.2. The Executive Archdeacon of the Diocese, ex officio;

5.2.3. The Treasurer of the Diocese, ex officio;

5.2.4. The Comptroller or the Manager, Financial Services of the Diocese, ex officio

5.3. Terms of Office – APPOINTED MEMBERS and the Chair of the STANDING COMMITTEE shall have the terms of office, and shall be eligible for reappointment, in accordance with section 3.

5.4. Reporting – The STANDING COMMITTEE shall report to the DIOCESAN COUNCIL at least three times per year, summarizing the topics with which it has dealt since its last report. The STANDING COMMITTEE may report at other times, providing information or seeking action on any matter within the STANDING COMMITTEE’s mandate. In seeking Council’s action on a matter, the report shall set out precise resolutions, background and rationale supporting the conclusions, and any additional analysis appropriate to the topic presented.

5.5. Quorum – The requirements for quorum of the STANDING COMMITTEE are set out in sub-section 2.3.

6. TERMS OF REFERENCE: THE HUMAN RESOURCES STANDING COMMITTEE

6.1. Mandate - The Human Resources Standing Committee shall, on behalf of the Diocesan Council, oversee the development and review of appropriate Human Resource policy for laity and clergy employed in the Diocese, and shall supervise the implementation of that policy. Within this area of responsibility, and in a manner consistent with the general strategic goals set out by the Diocesan Council, the Committee:

6.1.1. Shall advise on the Diocese’s human resource strategy;
6.1.2. Shall recommend policy directions relating to terms and conditions of service, and the Diocese's employment practices;

6.1.3. Shall recommend policy directions for implementing existing and new employment legislation;

6.1.4. Shall recommend policy directions relating to the recruitment, retention, training, and development of the Diocese’s human resources;

6.1.5. Shall ensure that the Diocese develops and implements best practice in the management of its human resources;

6.1.6. Shall recommend policy directions for the implementation of appropriate conflict management or informal dispute mechanisms in the workplace;

6.1.7. Shall consider recommendations on policy matters from the Bishop, Executive Officer, Department Heads, employees, parishes, or other committees of the Diocese;

6.1.8. Shall, in a manner consistent with the Canons of the Diocese, oversee the work of the Clergy Remuneration Committee and the Lay Pension Committee and other sub-committees assigned to them by the Diocesan Council;

6.1.9. Shall monitor and review existing Human Resources policies;

6.1.10. May run training, programs, or events in support of its mandate;

6.1.11. May delegate specific responsibilities as appropriate;

6.1.12. Shall undertake any other task as assigned to it by Diocesan Council.

6.2. Membership - This committee shall be composed of the following members, of which at least three shall be lay and at least three shall be clergy:

6.2.1. Nine members appointed by the Diocesan Council on the recommendation of the Nominating Committee and the Bishop.

6.2.2. The Human Resources Coordinator (ex officio)

6.2.3. The Bishop or delegate.

6.3. Terms of Office – APPOINTED MEMBERS and the Chair of the STANDING COMMITTEE shall have the terms of office, and shall be eligible for reappointment, in accordance with section 3.

6.4. Reporting - The Human Resources Standing Committee shall report to the Diocesan Council twice a year summarizing the topics with which it has dealt since its last report. The Committee may report at other times, providing information or seeking action on any matter within the Committee’s mandate. In seeking Council’s action on a matter, the report shall set out precise resolutions, background and rationale supporting the conclusions, and any additional analysis appropriate to the topic presented.
6.5. Quorum – The requirements for quorum of the STANDING COMMITTEE are set out in sub-section 2.3.

7. TERMS OF REFERENCE - THE STANDING COMMITTEE ON MISSION

7.1. Mandate – The Standing Committee on Mission shall, on behalf of DIOCESAN COUNCIL, exercise general jurisdiction in, and have responsibility for the articulation, coordination, promotion, and facilitation of the ministry and mission work of the DIOCESE as it relates to the parishes and the committee's sub-committees and those areas specifically entrusted to the Committee. Within this area of responsibility, and in a manner consistent with the general strategic goals set out by DIOCESAN COUNCIL, the COMMITTEE:

7.1.1. Shall have the responsibilities and authority common to all STANDING COMMITTEES, as set out in sub-section 4.2;

7.1.2. Shall ensure that the parishes of the Diocese are informed, challenged, and encouraged to be active in the areas of resource sharing, new forms of ministry as well as social justice, service to the community, partnerships with the worldwide church, and the stewardship of creation;

7.1.3. Shall develop and facilitate resources to assist parishes in their ministry;

7.1.4. Shall develop and facilitate networks of cooperation and resource sharing between parishes and among Diocesan, parochial, ecumenical, interfaith, social justice, community service, and other related groups;

7.1.5. Shall seek to initiate and facilitate partnerships and joint projects within the Diocese, and between the Diocese and parochial, ecumenical, interfaith, social justice, community service, and other related groups;

7.1.6. Shall facilitate information flow within the Diocese and between the Diocese and other national, ecumenical, and interfaith bodies;

7.1.7. Shall be responsible, in the areas of ministry and mission, for the soliciting and administration of grant applications and the awarding of grants when such funds are available; and

7.1.8. Shall undertake any other task assigned to it by the Diocesan Council.

7.2. Membership – The Standing Committee on Mission shall be composed of the following MEMBERS:

7.2.1. Nine MEMBERS appointed by DIOCESAN COUNCIL, upon the recommendation of the Nominating Committee; and

7.2.2. A representative of the Synod Office staff, ex officio.

7.3. Terms of Office – APPOINTED MEMBERS and the Chair of the STANDING COMMITTEE shall have the terms of office, and shall be eligible for reappointment, in accordance with section 3.

7.4. Reporting – The STANDING COMMITTEE shall report to the DIOCESAN COUNCIL at least twice per year, summarizing the topics with which it has dealt since its last
report. The STANDING COMMITTEE may report at other times, providing information or seeking action on any matter within the STANDING COMMITTEE’s mandate. In seeking Council’s action on a matter, the report shall set out precise resolutions, background and rationale supporting the conclusions, and any additional analysis appropriate to the topic presented.

7.5. Quorum – The requirements for quorum of the STANDING COMMITTEE are set out in sub-section 2.3.

8. TERMS OF REFERENCE: THE NOMINATING COMMITTEE

8.1. Mandate – The Nominating Committee shall have responsibility for nominating to DIOCESAN COUNCIL the APPOINTED MEMBERS of all COMMITTEES and other related entities to which the Diocese appoints representatives. Within this area of responsibility, and in a manner consistent with the general strategic goals set out by DIOCESAN COUNCIL, the COMMITTEE:

8.1.1. Shall have the responsibilities and authority common to all STANDING COMMITTEES, as set out in sub-section 4.2;

8.1.2. Shall make nomination to DIOCESAN COUNCIL for membership on COMMITTEES and other related entities to which the Diocese appoints representatives; and

8.1.3. Shall select, in consultation with standing committee chairs, persons for nomination based first upon the criteria for selection which may be contained in the appropriate COMMITTEE’s Terms of Reference, and second upon the general criteria of balance and diversity established by the Nominating Committee for all appointments.

8.2. MEMBERSHIP – The Nominating Committee shall be composed of the following Members:

8.2.1. Seven MEMBERS appointed by DIOCESAN COUNCIL, upon the recommendation of the Nominating Committee;

8.2.2. The Vice-Chair of DIOCESAN COUNCIL, ex officio;

8.2.3. A representative of the Programme Office, ex officio.

8.3. Terms of Office – APPOINTED MEMBERS and the Chair of the STANDING COMMITTEE shall have the terms of office, and shall be eligible for reappointment, in accordance with section 3.

8.4. Reporting – The COMMITTEE shall propose nominations to DIOCESAN COUNCIL as soon as possible after being informed of a vacancy.

8.5. Quorum – The requirements for quorum of the STANDING COMMITTEE are set out in sub-section 2.3.

9. SUB-COMMITTEES – GENERAL

9.1. Terms of Reference for a SUB-COMMITTEE shall be adopted, amended, renewed, and revoked by the DIOCESAN COUNCIL in accordance with these regulations.
9.2. Each SUB-COMMITTEE shall report to a STANDING COMMITTEE.

9.3. Unless a DIOCESAN COUNCIL shall decide a longer time, the Terms of Reference for a SUBCOMMITTEE shall expire two years from the date of their adoption or renewal.

10. THE MINUTES OF MEETINGS

10.1.1. Each COMMITTEE shall maintain a set of accurate minutes of its meetings, in manner and form established by the Programme Office. The minutes of each COMMITTEE shall be filed with the Programme Office within 14 days of their approval by the COMMITTEE.

10.1.2. At suitable intervals, the Programme Office shall transfer the minutes to the Archives to form part of the permanent record of the Diocese.

10.1.3. The Minutes of meetings of COMMITTEES shall be considered public information unless otherwise marked.

11. CONFLICT OF INTEREST

11.1. A conflict of interest arises where a MEMBER of a COMMITTEE has a material interest of any nature personal, financial, pastoral, or otherwise – in the outcome of a decision to be made by that COMMITTEE.

11.2. Each COMMITTEE MEMBER must immediately declare any such conflict of interest, or potential conflict of interest.

11.3. In the case of a conflict of interest or the appearance of a conflict of interest, the MEMBER concerned shall withdraw from the room while the COMMITTEE deliberates and decides on the matter that gave rise to the conflict.

11.4. Conflicts of interest, and the appearance of conflicts of interest, shall be decided by the Chair of the COMMITTEE, subject to appeal to the entire COMMITTEE.

12. DEFINITIONS

12.1. COMMITTEE – A body of more than one person to consider, investigate, study, or take action on certain matters or subjects, or to do all of these things.

12.2. STANDING COMMITTEE – One of the STANDING COMMITTEES established in the Constitution and directly subordinate to DIOCESAN COUNCIL.

12.3. SUB-COMMITTEE – A COMMITTEE subordinate to and reporting to a STANDING COMMITTEE.

12.4. MEMBERS – when used in an unqualified way, the term encompasses both of the following:

12.4.1. APPOINTED MEMBERS – Persons appointed by DIOCESAN COUNCIL, upon the recommendation of the Nominating Committee.

12.4.2. EX OFFICIO MEMBERS – Persons who are MEMBERS of COMMITTEE by virtue of office. Unless otherwise indicated in a COMMITTEE’s Terms of reference, ex-officio MEMBERS have seat, voice, and vote. They are counted in ascertaining quorum.