**A guide for Church Leaders in appointing Voting Delegates (‘Representatives’)
to the Victorian Council of Churches (VCC)**

**Definition of terms** (as per the Constitution 1 June 2019)

* Voting delegates are referred to as ‘*representatives’* in the VCC Constitution 8.2. “Representative” means a representative of a Member Church who is appointed in accordance with the Rules (of the Constitution)
* The AGM is referred to as the *Annual Conference* in the VCC Constitution
* “*Conference*” means a general meeting convened in accordance with Rule 9 (Meetings of the Conference). That is, there may be one or more additional ‘Conferences’ planned in a calendar year in addition to the AGM/Annual Conference.
* Victorian Council of Churches is referred to as the ‘*Council’* or ‘*Association’* in the VCC Constitution

**THE NATURE OF REPRESENTATION**

Constitution 16.2 Each Member Church may appoint representatives to the Conference as set out in Appendix 1. The term of office of these representatives will be determined by the Member Church.

It is expected that Voting Delegates (or their alternate) will attend all formal meetings (*Annual Conference* or *Conference*) convened by the VCC Standing Committee.

* The *AGM/Annual Conference* is usually held in May, in accordance with the Constitution which requires it to be held within 5 months of the end of the financial (calendar) year.
* Additional meetings/’*Conferences*’ may be scheduled as required at other times in the year.

It is expected that Voting Delegates will read any materials provided prior to the *Annual Conference/Conferences*, and be prepared to participate in the *Annual Conference/ Conference*.

Constitution 16.2 A representative may resign from that position by writing and advising their Church Leader, at which time the Church Leader would appoint a new representative and advise the Council. The resignation and the new appointment will be noted in the List of Representatives.

From time to time, the VCC Standing Committee may organise other general meetings, presentations and events, and Voting Delegates are strongly encouraged to attend but are not required to be present.

**Alternates**
If unable to attend a meeting, voting delegates should ensure that they arrange an alternate to attend in their place. Voting delegates will notify the VCC Executive Officer about the alternate’s name and contact details, and the name of the voting delegate whose place the alternate is taking. The Executive Officer will ensure relevant paperwork is sent to the alternate prior to the meeting.

**Voting**
Each representative (OR their designated alternate) shall have the right to attend and vote at the *Annual Conference* (AGM).

Each representative (OR their designated alternate) shall have the right to attend and vote at a ‘Conference’ (general meeting) Constitution 4.3

A quorum shall consist of not few than 20 representatives (whether in person OR their designated alternate) from not fewer than five Member Churches. Constitution 9.6.b

On any question arising at the Conference, each representative (OR their designated alternate in the representative’s absence) entitled to vote has one vote. Constitution 9.7

Eligibility for elected positions (eg Standing Committee) requires that a person must be a representative of a Member Church and over 18 years of age (Appendix 2)

**Appendix 1: Member Church representation in the Conference**

Membership of the Conference is based on the number of local places of worship of each Member Church, thus –

1. each church with between 1 and 39 local places of worship – the Church leader and two (2) other people
2. each church with between 40 and 99 local places of worship – the Church leader and three (3) other people
3. each church with between 100 and 199 local places of worship – the Church leader and five (5) other people
4. each church with more than 200 local places of worship – the Church leader and eleven (11) other people

For the purposes of this section, and this section only: the four Roman Catholic Dioceses will be regarded as one Member Church and entitled to appoint a total of 12 people including at least one Diocesan Bishop; the five Anglican Dioceses will be regarded as one Member Church and entitled to appoint a total of 12 people, including at least one Diocesan Bishop.

The ‘*Membership of the Conference’* comprises the total ‘voting delegates’/representatives. Every effort should be made to ensure that the appointed delegates OR their alternates attend the Annual Conference/AGM and any other Conferences convened by the VCC Standing Committee.

Every Member Church should ensure that the names and contact details of voting delegates/ representatives are provided to the VCC Executive Officer no later than the end of March each year (or, 6 weeks before the AGM/Annual Conference).

**Victorian Council of Churches (VCC) Voting Delegates/’Representatives’**

**Role Description**

**Appointing body**
Each Member Church of the Victorian Council of Churches may appoint representatives to the Conference (see Appendix 1 of the Constitution)

**Responsibility**

It is expected that Voting Delegates/Representatives (OR their alternate) will attend all formal meetings (*Annual Conference* or *Conference*) of the Victorian Council of Churches.

* The *AGM/Annual Conference* is usually held in May, in accordance with the Constitution which requires it to be held within 5 months of the end of the financial (calendar) year.
* Additional meetings/’*Conferences*’ may be scheduled as required at other times in the year.

From time to time, the VCC Standing Committee may organise other general meetings, presentations and events; while Voting Delegates/’Representatives’ are strongly encouraged to attend they are not required to be present.

**Participation**
It is expected that Voting Delegates/’Representatives’ (OR their alternate) will read any materials provided prior to the *Annual Conference/Conferences*, and be prepared to participate in the *Annual Conference/ Conference*.

**Technology** (Constitution 9.5)
a) A member (Voting Delegate/Representative) not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
b) A member participating in a general meeting under subrule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**Term of Office**
The term of office of Voting Delegates/’Representatives’ will be determined by the Member Church.

A representative may resign from that position by writing and advising their Church Leader, at which time the Church Leader would appoint a new representative and advise the Council. The resignation and the new appointment will be noted in the List of Representatives. (Constitution 16.2)

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