

## S3.1 PLACEMENT COMMISSION

### UNITING CHURCH IN AUSTRALIA SYNOD OF WESTERN AUSTRALIA

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### **S3.1.1 NAME AND STATUS**

The name of the committee responsible under the Regulations for placements is the "Placements Commission", a commission appointed by and responsible to the Synod of Western Australia, hereinafter referred to as "the Commission"

### **S3.1.2 DEFINITIONS**

For the purpose of these bylaws:

"body" or "bodies" means any council, commission, sub-committee, division, department, college, agency or other institution of the Church.

"Church Centre Staff" means people who are in placement with or employed by the Presbytery or Synod of the Uniting Church in Western Australia.

"Church's Manual for Meetings" means the current *Manual for Meetings* published by The National Assembly of the Uniting Church in Australia.

"ministry Agent" means a person, lay or ordained, engaged in a placement approved by the presbytery.

"Resources Commission" means the body established and appointed by the Synod to exercise the powers and responsibilities for the resources of the church as set out in Bylaw 2.12.

"Sub-committee" means a committee established under Rule 3.1.6(b)

"the Church" means the Uniting Church in Australia

"the Church in Western Australia" means the Synod of Western Australia

### **S3.1.3 PURPOSE OF THE COMMISSION**

The purpose of the Commission is:

- (a) to exercise an overview of placements having a regard for the interests of the whole church; and
- (b) to work with other Commissions of the Synod in ensuring that the plans and strategies of the Synod are considered in all placement activities.

### **S3.1.4 GUIDING PRINCIPLES OF THE COMMISSION**

The guiding Principles of the Commission shall be:

- (a) that the Placements Commission has general oversight of the designation of placements;
- (b) in consultation with other commissions and committees, ensure the suitable placement of ministry agents in those placements.

### **S3.1.5 RESPONSIBILITIES**

S3.1.5.1 The Commission is authorised and delegated to act in relation to all responsibilities listed at Regulation 3.7.4.2(b).

S3.1.5.2 The Commission shall also:

- (a) Maintain a list of the designation of every minister as per Regulation 2.6.1;

- (b) be limited to making recommendations to the Synod or the Synod Standing Committee as appropriate on the admission of a Minister from another denomination or the admission of a former Minister.
- (c) act in conjunction with Presbytery Mission Planning Committee and Pastoral Relations Committee.
- (d) ensure that it properly manages and disburses the budget allocated by the Synod through the Resources Commission and agreed to by the Annual Synod.
- (e) ensure that the sub-committees of the Commission properly manage and disburse any allocated budget and that they report all expenditure to the Commission, enabling the Commission to prepare its own budget to submit to the Annual Budget Conference.

### **S3.1.6 DELEGATIONS**

The Commission in accordance with the Regulations, By-Laws, and decisions of Synod as made or varied from time to time:

- (a) will determine delegations of its powers and authorities (except for the power of delegation); and
- (b) may establish sub-committees such as steering sub-committees, advisory groups, reference groups, task groups, and special purpose sub-committees.
- (c) will consider matters referred by Sub-committees of the Commission as being matters of significance or outside the Sub-committees delegated authority; and
- (d) may require Sub-committees of the Commission to refer specific matters to the Commission for consideration.

### **S3.1.7 INQUIRIES REGARDING RISK**

Where the Commission is of the opinion that an inquiry should be made regarding any risk or contingent liability where the inquiry may be, has been or is proposed to be undertaken or incurred in the name or on behalf of the Church, a congregation or body, the Commission will advise the General Secretary.

### **S3.1.8 MEMBERSHIP OF THE COMMISSION**

S3.1.8.1 The Commission shall be appointed by the Synod and shall consist of:

- (a) a Chairperson elected annually by the Synod;
- (b) the General Secretary or nominee
- (c) three members elected by the Synod and;
- (d) two members appointed by each Presbytery

S3.1.8.2 The Commission may co-opt up to three further members subject to the endorsement by the Synod or Synod Standing Committee, to ensure balanced representation or to provide the Commission with knowledge, abilities or experience not otherwise available to the Commission.

S3.1.8.3 The Moderator, the General Secretary and any Deputy General Secretary have the right to attend and speak at any meeting of the Commission but will not vote.

- S3.1.8.4 All members of the Commission will be members of the Church and, as far as possible, the Commission membership shall include at least one-third women and one-third men.
- S3.1.8.5 The participation of Church Centre staff shall be:
- (a) Church Centre staff of the Placements Commission as appointed by the General Secretary shall attend;
  - (b) Church Centre Staff, including those mentioned in 3.1.8.5(a), may be present and speak to assist the Commission in the fulfilling of its purpose and responsibilities but are not eligible to vote.

### **S3.1.9 MEETINGS AND REPORTING**

#### **S3.1.9.1 Frequency of meetings**

- (a) The Commission will meet at least six times per year.
- (b) At least four meetings each year of the Commission or its permanent sub-committees must be held in person.
- (c) The Commission and sub-committees of the Commission may adjourn, determine time and place of meetings and otherwise regulate meetings as they consider appropriate subject to compliance with the Regulations and Rules and Manual for Meetings.

#### **S3.1.9.2 Quorum of the Commission**

The quorum for a Commission meeting shall be a simple majority plus one, in person of members eligible to vote.

#### **S3.1.9.3 Circulating Resolution Quorum**

The quorum for a circulating resolution shall be all members entitled to vote on the resolution provided that this number is equal to or greater than the quorum for a meeting of the Commission or sub-committee as stated in these Bylaws.

#### **S3.1.9.4 Minutes**

- (a) Minutes will be kept of all meetings of the Commission and Commission Sub-committees in minute books provided for that purpose and the minutes will be confirmed by the next succeeding meeting of the Commission or sub-committee and signed by the Chairperson of that meeting.
- (b) Minutes of all sub-committee meetings will be provided to the Commission prior to the succeeding meeting of the Commission.

#### **S3.1.9.5 Officers**

In the absence of the Chairperson the members present at any meeting of the Commission or sub-committees of the Commission may elect a chairperson of the meeting from amongst those present.

#### **S3.1.9.6 Calling a Meeting**

- (a) The Chairperson or the General Secretary may convene a meeting of the Commission at any time. The General Secretary shall on receipt of a requisition in writing by any three members, convene a meeting of the Commission.
- (b) The Convener of a Sub-committee of the Commission or the Chairperson of the Commission may convene a meeting of the Sub-committee at any

time. The Convener or the Chairperson of the Commission shall on receipt of a requisition in writing by any three members of the sub-committee, convene a meeting of the sub-committee.

- (c) The requisition for a meeting shall specify the reason for which the meeting is to be convened.
- (d) At least seven days written notice of every Commission and Sub-committee of the Commission meeting shall be given to all members of the relevant group unless the Chairperson considers an emergency exists in which case a meeting may be convened on shorter notice.

The non-receipt by a Commission or Sub-committee of the Commission member of a notice of meeting does not invalidate the meeting.

### **S3.1.9.7 Conduct of meetings**

The procedures of the Church's Manual for Meetings apply as far as practicable to all meetings of the Commission and Sub-committees of the Commission. Each member of the Commission or sub-committee of the Commission has and may exercise one vote.

A resolution passed at a meeting of the Commission will not be rescinded at a subsequent meeting unless seven days' notice of the intention to propose the rescission is given in the notice convening the meeting.

### **S3.1.9.8 Reporting**

The Commission will report to the Synod at each ordinary Synod meeting and will report to the Synod Standing Committee when requested. The Commission may at any time bring a matter before the Synod Standing Committee for consideration.

### **S3.1.10 SUB-COMMITTEES**

In accordance with S3.1.6(b) the Commission may establish entities such as steering sub-committees, advisory groups, reference groups, task groups, Commissions and special purpose sub-committees. Such entities:

- (a) shall be for a specified period not exceeding twelve months, subject to renewal by resolution of the Commission;
- (b) may include persons other than Commission members;
- (c) are to be chaired by a member of the Commission;
- (d) are to have responsibilities, powers and authorities as determined by the Commission;
- (e) may have their responsibilities, powers and authorities revoked or the entity terminated at any time by the Commission;
- (f) may have any member removed from office by the Commission;
- (g) shall include the Chairperson of the Commission, at their own discretion, at any meeting of a sub-committee; and
- (h) shall report to the Commission periodically or when requested to do so by the Commission.

Sub-committees of the Commission may establish entities such as steering sub-committees, advisory groups, reference groups, task groups and special purpose sub-committees. Such entities shall be for a specified period not exceeding 12 months, subject to renewal by resolution of the establishing sub-committee and may consist of existing members of the Commission or

Commission Sub- committees or formed by co-opting individuals with specific expertise and knowledge.

Powers and responsibilities delegated by the Commission to sub-committees of the Commission will not be further delegated.

### **S3.1.11 MEMBERSHIP OF SUB-COMMITTEES**

Membership of sub-committees of the Commission shall be determined by the Commission.

### **S3.1.12 COMMISSION AND SUB-COMMITTEE MEMBER ELIGIBILITY AND COMPETENCIES**

All members of the Commission and sub-committees of the Commission must be persons who have knowledge or experience in an area of the responsibilities of the Commission.

### **S3.1.13 TERM OF OFFICE**

The elected members of the Commission appointed in accordance with the provision of these Bylaws to the Commission and/or any of its sub-committees will hold office for up to three years from the date of appointment and will be eligible for re- appointment except that such members may not serve for consecutive terms of office exceeding ten years without Synod approval. The Church Centre Staff representatives shall be eligible for the term of their appointment by the General Secretary.

Members of the Commission co-opted in accordance with Bylaw S3.1.8.2 will hold office until the next annual meeting of the Synod and will be eligible for re-appointment except that such members may not serve for consecutive terms exceeding ten years without Synod approval as appropriate.

#### **S3.1.13.1 Vacancies**

- (a) A casual vacancy will occur in the membership of the Commission or a sub- committee of the Commission if a member:
  - (i) resigns by notice delivered to the Chairperson of the Commission or sub- committee;
  - (ii) becomes unable to act as a member of the Commission or sub- committee; or
  - (iii) is removed from office by resolution of the Synod, it being expressly declared that the Synod is not required to state any reason for such resolution.

Casual vacancies in the Synod appointed membership of the Commission arising between meetings of the Synod will be filled by the Synod Standing Committee having regard to the skills required by the Commission at the time. The appointee will hold office for the remainder of the term of the member replaced.

- (b) If an ordinary vacancy occurs because the Synod failed to elect any or all of the elected members of the Commission or sub-committee of the Commission, then the Synod Standing Committee may elect persons to fill any or all of the ordinary vacancies.

### **S3.1.14 CONFLICT OF INTEREST**

A member of the Commission or of any sub-committee of the Commission who has any direct or indirect pecuniary or beneficial interest, or whose unfettered or independent judgment is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Commission or sub-committee must, as soon as the member becomes aware of that interest or relationship, disclose to the Commission or sub-committee the nature and extent of that interest or relationship. The Commission or any subcommittee of the Commission then determines whether the extent of the interest or relationship disclosed is such that the member should not participate in, vote on, or be present during any debate on that matter. The Commission or any sub-committee of the Commission will minute its decision and record that decision in a Register of Conflicts.

### **S3.1.15 AMENDMENTS TO THESE BYLAWS**

The Commission may submit a request to the Synod for the amendment of these Bylaws and may only be amended in accordance with By-Law 1.2.