# All Saints with St John Parochial Church Council (PCC) - Conducting business and voting by correspondence

## Policy and Procedure

Under the Church Representation Rules , Part 9 (Rule M29), a Parochial Church Council (PCC) may conduct business and make decisions by correspondence (including by post or email) where the chair decides the matter can properly be dealt with in this way. The Chair will normally use this procedure only where a decision is required before the next scheduled PCC meeting and the matter can reasonably be considered without discussion at a meeting.

**Initiation and Notice**

- **Chair's decision**: The Chair will determine whether a matter is suitable to be conducted by correspondence and will instruct the Secretary to circulate the proposal(s).
- **Recipients**: The proposal will be sent to every member of the PCC and any other person entitled to attend PCC meetings.
- **Response period**: Responses must be received within the period specified by the Chair.
- **Conflict of Interest**: Members must indicate any conflict of interest, or confirm any previously declared conflict that is relevant to the proposal, before responding. Any declared conflicts of interest will be managed in accordance with the PCC's Conflict of Interest Policy.

**Procedure and Voting**

- **Consent to proceed**: Before the proposal may be decided by correspondence, at least one-third of the total membership of the PCC must give written agreement that the matter may be dealt with in this way.
- **'Approval: For the proposal to be agreed by correspondence, at least one third of the total membership of the PCC must give written approval to the proposal within the specified response period**
- **Statements and Questions**: Any statements or questions must be sent in writing to the Secretary, who may circulate them to all members together with any responses.
- **Decision**: Where the required written agreement has been received, no member has objected, and any required voting has been completed within the specified period, the decision shall take effect as if it had been made at a meeting of the PCC.
- **Late responses:** Responses received after the stated deadline will not be counted.

- **Notification of outcome:** Following the close of the voting period, the Secretary will circulate the result of the vote, including the number of votes cast for, against, and any abstentions, to all PCC members as soon as reasonably practicable.
- **Recording:** The decision, the number of members responding, the voting outcome, and any declared conflicts of interest will then be recorded in the minutes of the next PCC meeting. The Secretary will retain the correspondence relating to the decision as part of the PCC's official records.

## Reference

Church Representation Rules Online - Part 9 (Rule M29)