



VACANCY IN SEE COMMITTEE

CONSTITUTION AND PROCEDURE

Under the Vacancy in See Committees Regulation 1993 (as amended)

Record of Amendments

Date	Reason	Page Number
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1. Introduction

- 1.1 The requirement for, and role, functions and constitution of, a diocesan Vacancy in See Committee is set out in the Vacancy in See Regulation 1993 (as amended). It only meets when the post of diocesan bishop is vacant.
- 1.2 A briefing paper prepared by the Church of England has been published, which sets out more detail and background, including procedures and membership requirements.
- 1.3 This paper is available here: <https://www.churchofengland.org/sites/default/files/2017-11/Briefing%20for%20the%20Vacancy%20in%20See%20Committee.pdf>
- 1.4 We suggest that members ensure that they have access to this paper and have due regard to it as and when the need arises for the Committee to meet and fulfil its purpose.
- 1.5 We recommend as an *aide memoire* that the executive officers of the Diocese maintain a record of the Committee's membership following each reconstitution (which occurs on 1 January of the year following the election of a new Diocesan Synod).
- 1.6 The table set out at section 2 provides a pro forma template for this purpose. <https://www.dioceseofnorwich.org/about/structure/vacancy-in-see-committee/>
- 1.7 At the first meeting of the Bishop's Council held following the election of the Vacancy in See Committee, Bishop's Council should elect a Chair of the Committee from amongst their number.
- 1.8 At the same meeting, the Bishop's Council must appoint a Secretary to the Committee (usually the Diocesan Secretary or Diocesan Registrar – such a person is not permitted to be a member of the Committee).

2. Membership of the Vacancy in See Committee

- 2.1 The constitutional requirements are set out in section 1 of the Regulation as follows:

Ref.	Position	Member
(a) Ex-officio		
(i)	Suffragan bishop(s) of the diocese	
	Any full-time stipendiary assistant bishop who is a member of the diocesan House of Bishops	
(ii)	The Dean of the cathedral (or member of Chapter elected therefrom)	
(iii)		

	Two archdeacons elected by and from the archdeacons of the Diocese	
(iv)	The proctors elected by the diocese to the Lower House of Convocation	
(v)	The members elected by the diocese to the House of Laity of the General Synod	
(vi)	Chair of the House of Clergy of Diocesan Synod	
	Chair of the House of Laity of Diocesan Synod	
(b) Elected		
(vii)	At least 2 Clerks in Holy Orders beneficed or licensed under seal in the diocese, elected by the House of Clergy of Diocesan Synod	
(viii)	At least 2 communicant lay persons whose names are on an electoral roll of a parish in the diocese, elected by the House of Laity of Diocesan Synod	
(c)	No more than 4 nominated by Bishop's Council, being persons who reflect a special interest in the diocese or whose nomination is appropriate to secure a better reflection of the diocese as a whole	

2.2 There must be at least 21 members, with adequate representation of archdeaconries and parity between lay and clergy members insofar as is possible.

Clergy (13)	Norwich Norfolk Lynn
Lay (12)	Norfolk Norfolk Lynn

2.3 There is no power to co-opt additional members.