

June 21, 2017

TO: The Vestry

FROM: Laura Ingersoll, Senior Warden  
on behalf of the Executive Committee

SUBJECT: Proposal to set the St. Alban's Parish Annual Meeting  
and Elections in late January, rather than early June.

The Executive Committee recommends that the Vestry set our 2018 Annual Meeting and elections for Sunday, January 28, and thereafter for the fourth Sunday in January.

The Parish Bylaws, at Article I, Section 1, provide that the annual parish meeting shall take place "each year on a date set by the Rector and the Vestry, for the election of the Wardens, Members of the Vestry, and lay Diocesan Delegates, and for the transaction of such other business as may lawfully come before the meeting." – without specifying when that date should be. By long tradition, we have held the meeting in May or June.<sup>1</sup>

Some Episcopal churches in our Diocese (and elsewhere) hold their annual meetings and elections at the mid-year, while other do so at the turn of the calendar year. Each alternative has valid reasons.

We believe that the better practice for St. Alban's would be a timetable that would make our Vestry terms essentially congruent with our fiscal year and the calendar year. There are three main reason for this:

- 1) Program Year Planning: Electing a new Vestry in June means that with summer vacations and travel it is difficult to focus and engage the whole Vestry until September, when the program year (planned in late spring and early summer) is already underway, leaving the Vestry with limited input to, and participation in that process. By having the new Vestry form in late January, halfway through the program year, there will be ample time for new members to take on roles in parish programs that will enable the Vestry as a whole to participate more meaningfully in developing the following program year.
- 2) Budget Process: A Vestry elected in mid-year has to equip itself over the summer months to take on the next-year budget-planning process in the fall. A Vestry

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<sup>1</sup> It is undoubtedly for this reason that the 2014 Bylaws revisions provide, at Article III, Section 6, that the Nominating Committee be appointed at the regular January meeting – allowing for the nomination and election process outlined in the Bylaws to culminate with a mid-year Annual Meeting.

elected in late January will inherit a newly-finalized current year, and can study and track it for most of the year before having to begin work on the next-year budget.

- 3) Pledge Campaign: A Vestry elected in January will be well-informed about the state of the parish and our programs and finances by the time the autumn pledge campaign begins, and therefore can support the campaign knowledgeably and substantively. This is a challenge for new Vestry members elected, and a new Vestry formed, in June.

From the Parish's standpoint, there are pros and cons on both sides, but we believe on balance the January date is preferable. May-June and December-January are both busy periods, but people tend to be at home more in winter than in spring. And an annual meeting in late January seems more likely to be better-attended than one in June.

From the standpoint of current Vestry members and Diocesan Delegates, this change would shorten their terms by four months.

It should be noted that Diocesan Convention occurs on the last Saturday of January, so we could delay "swearing in" any outgoing Diocesan Delegates so that they could "cap" their terms by participating in Convention (and would of course be invited to report on it to the Vestry and Parish thereafter).

This change can be made by the Rector and Vestry now without a Bylaws amendment, (although the requirement that a nominating committee be appointed in January should be amended when the Bylaws undergo a comprehensive re-do<sup>2</sup>). The timetable attached shows the deadlines for nomination and election steps based on a January 28, 2018, Annual Meeting.

We recommend that this proposal be published to the Parish and comments solicited in time for the Vestry to vote on the matter at the July or, at latest, August, regular Vestry meeting. The proposed resolution would be:

**Pursuant to Article I, Section 1, of the Parish Bylaws,  
the Vestry sets the date of the 2018 Annual Meeting  
and Elections for Sunday, January 28, 2018.**

Attachment: Vestry Nominating Process – 2018

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<sup>2</sup> Article III, Section 6 can be deemed satisfied by having the appointment made prior to the prescribed date.

## Vestry Nominating Process – 2018

In 2018 we will elect a Junior Warden, 4 Vestry members, and 1 Diocesan Delegate.

Timetable based on an Annual Meeting and Elections on Sunday, **January 28, 2018**.

Bylaw requirements:

- (1) At the regular September meeting (**September 20, 2017**), the Rector and Wardens, with Vestry approval, will appoint nominating committee, including Chair. [III.6]
- (2) By **November 30, 2017** (60 days before Annual Meeting), the committee will report to Vestry a list of: [III.6]

2 willing candidates for Junior Warden

2 willing candidates for each Vestry vacancy ( = 8)

Additional alternate willing candidates

[If a candidate drops out by **January 14** (15 days before Annual Meeting), Vestry will provide alternative candidate from list]

1-2 willing candidates for each Diocesan Delegate vacancy ( = 1 or 2)

[NOTE: Regular November meeting will be on November 15]

- (3) By **December 15** (45 days before Annual Meeting), Vestry will announce candidates to Parish.
- (4) By **December 30** (30 days before Annual Meeting), additional candidates may be added by written recommendation to the Secretary by at least 25 qualified voters. [III.7]

Traditionally a Candidates' Forum occurs at least 2 weeks before elections. This year, that is Sunday, **January 14**. (In 2018, this is MLK Weekend; in most other years, not.)

Annual Meeting and elections will occur on **January 28, 2018** (4<sup>th</sup> Sunday of Epiphany).