

AUSTRALIAN CATHOLIC BISHOPS CONFERENCE

**FIFTH PLENARY COUNCIL OF
AUSTRALIA**

**THE INSTRUCTION
FOR THE STATUTES AND REGULATORY
NORMS IN THE CONDUCT
OF THE SECOND GENERAL ASSEMBLY**

Version 14 June 2022



INTRODUCTION

In accord with Article 22 of the Statutes and Regulatory Norms of the Fifth Plenary Council of Australia, the plenary assembly may adopt procedures and processes that assist it in dealing with the agenda.

For the effective conduct of the Second General Assembly of the Plenary Council and for the benefit of the plenary assembly, an Instruction is provided at the service of the Statutes and Regulatory Norms of the Plenary Council, in accord with Canon 34 §1:

Instructions which set out the provisions of a law and develop the manner in which it is to be put into effect, are given for the benefit of those whose duty it is to execute the law, and then bind them in the executing the law. Those who have executive power may, within the limits of their competence, lawfully publish such instructions.

This Instruction, published within the executive power of the President of the Plenary Council, seeks to ensure the harmony between the synodal processes of discernment of the journey of the Plenary Council and the requirements of the Statutes and Regulatory Norms which remain unchanged but by the Instruction applied to the program of the Second General Assembly. In such manner processes and procedures may benefit with alignment.

The Second General Assembly of the Fifth Plenary Council of Australia comes at a specific point in the entire journey of the Council which from its outset has been both underscored and sustained by spiritual discernment. The processes of listening, inquiry, and discernment have been the currency of the plenary journey leading up to the First General Assembly in October 2021 and subsequent to that occasion. The journey has required members to engage such discernment so that the Second General Assembly may provide the Church in Australia with clear purpose and direction so that the mandate of the Plenary Council may be fulfilled as detailed in Article 1 of the Statutes and Regulatory Norms of the Fifth Plenary Council of Australia, namely to determine:

- first, what seems opportune for an increase of faith;
- second, for the ordering of common pastoral action; and
- third, for the direction of morals and for the preservation, introduction, and defense of a common ecclesiastical discipline.

The Second General Assembly represents the stage of the plenary journey at which members move beyond personal aspiration and now make those decisions that call forth the Church in Australia to future possibility and mission.

This procedural Instruction is published at the service of this historic moment. Endorsed by the Australian Catholic Bishops Conference

May 2022



Australian Catholic Bishops Conference

Bishops Commission for the Plenary Council

Archbishop Timothy Costelloe SDB
President

MOST REVEREND TIMOTHY COSTELLOE SDB PRESIDENT OF THE FIFTH PLENARY COUNCIL OF AUSTRALIA

DECREE FOR THE IMPLEMENTATION OF AN INSTRUCTION TO THE STATUTES AND REGULATORY NORMS (cf Canon 34 §1)

In accord with Article 22 of the Statutes and Regulatory Norms of the Fifth Plenary Council of Australia, and after due consultation and prayerful reflection, and upon endorsement of the Australian Catholic Bishops Conference, I hereby issue the following Instruction for the effective conduct of the Second General Assembly of the Plenary Council (3-9 July 2022) and for the benefit of the plenary assembly.

This Instruction seeks to ensure the harmony between the synodal processes of discernment of the journey of the Plenary Council and the requirements of the Statutes and Regulatory Norms which remain unchanged but, which by the Instruction, are applied to the program of the Second General Assembly. In such manner processes and procedures may benefit with alignment.

This Decree takes effect as from 30 May 2022.

Given at the Chancery of the Archdiocese of Perth on this day, 30 May of the Year of Our Lord 2022.

+ Timothy Costelloe SDB.

**Most Rev Timothy Costelloe SDB
President**


**Ms. Jennifer Lazberger
Notary**

CHAPTER TWO OF THE STATUTES OFFICERS AND ENTITIES OF THE PLENARY COUNCIL

The Fifth Plenary Council of Australia has commenced and is now in session, the First General Assembly having been conducted virtually 3-10 October 2021, the Second General Assembly to be conducted in person 4-9 July at St Mary's College in Sydney.

The preparatory work for the commencement of the Plenary Council has been immense, involving the remarkable contribution of a Facilitation Team which has navigated the journey towards the First General Assembly through various processes and stages.

With the commencement of the Plenary Council the Statutes and Regulatory Norms of the convocation (cf canon 94 and 95) (the Statutes) are in implementation and in accord with Article 3 (ii) of the Statutes.

The following Instruction (shaded in amber) has been approved so that:

- The Plenary Council is conducted in accord with its Statutes.
- The organisation of the preparation towards the Second General Assembly has clarity in respect to the change of roles, responsibilities, and reporting appropriate to the Assembly.

Australian Catholic Bishops Conference (Conference)

In accord with Articles 1 and 2 of the Statutes.

Bishops Commission for the Plenary Council (Commission)

In accord with the Mandate of the Commission, effective 1 January 2020 and in accord with Article 3 of the Statutes, the Commission advises Conference on issues that arise from the Steering Committee. The Commission:

- Clarifies and communicates the purpose of the Plenary Council with reference to the provisions of law and intent of Conference;
- Provides advice to Conference regarding methods of consultation and participation in the preparatory stage (Article 3 (ii) of the Statutes);
- Collaborates with the Canonical Committee to research the canonical norms for the Plenary Council so that the Canonical Committee might advise the President of the Plenary Council in regards to the same (cf Article 11);
- Fosters synodality in the preparation and celebration of the Plenary Council.

Article 5: Plenary Assembly

The plenary assembly is comprised of all Plenary Council members who are duly acknowledged as such during the opening session (Can. 443 §1 - §4).

Article 6: President of the Plenary Council

The President of the Plenary Council shall be a diocesan bishop elected by the Australian Catholic Bishops Conference. He is confirmed in that office by the Supreme Pontiff (Can. 441, 3°).

The President presides over the entire proceedings of the Plenary Council. He presides personally over the opening of the Plenary Council, the adjournment and resumption of the two general assemblies, and the closing of the Plenary Council.

The President may intervene during sittings of the plenary assembly if doing so appears necessary or useful.

If the President is unable to attend any sitting of the plenary assembly, his office shall be exercised by the Vice President.

The President of the Plenary Council is Archbishop Timothy Costelloe SDB.

Article 7: Vice President of the Plenary Council

The Vice President of the Plenary Council shall be a diocesan bishop elected by the Australian Catholic Bishops Conference.

The Vice President shall act in the place of the President whenever necessary.

The Vice President of the Plenary Council is Bishop Shane Mackinlay.

Article 8: Secretary of the Plenary Council

The Secretary of the Plenary Council shall be elected by the Australian Catholic Bishops Conference.

The Secretary shall have responsibility for all of the documentation of the Plenary Council, including its Acts, Decrees and archival records. The Secretary shall assist the chairpersons in fulfilling their responsibilities and shall direct the work of the secretariat staff.

In accord with Articles 8 and 9 of the Statutes, the Secretary is appointed by Conference. Conference has also appointed an Adjunct Secretary to assist. The role of the Secretary and Adjunct Secretary, supported by the secretariat, is to:

- Act as Executive Officer of the Steering Committee, in accord with Article 14 of the Statutes, ensuring Minutes and the circulation of papers, assisted by the Facilitation Team.
- Develop, implement, and manage all matters pertaining to the documentation of the Plenary Council.
- Direct the work of the secretariat, in accord with Articles 8 and 9 of the Statutes.
- Oversight the Memorandum of Understanding and Protocol between Conference and Catholic Education Western Australia (CEWA) for the exchange and transmission of data relating to the Plenary Council.
- Ensure that all Minutes and Papers related to the Commission, the Steering Committee, and other committees are uploaded onto the Conference server.
- Prepare and facilitate official correspondence pertaining to the conduct of the Plenary Council for the President and Vice President.
- Assist the chairpersons of the Assembly in fulfilling their responsibilities, in accord with Article 8 of the Statutes.
- Exercise those responsibilities in the Assemblies pertinent to the role, cf.:
 - Article 18: Record names and titles of those present and those prevented from attending.
 - Article 22 (iii): The formulation of the Minutes.
 - Article 23 (ii): Receive from the Drafting Committee any motion that requires resolution, and receive any amendments to motions.
 - Article 24 (vi): Receive motions to reconsider a vote already taken in order to be submitted to the Steering Committee.
- Attend meetings of the Coordinating Committee for the conduct of the Assembly
- Liaise with the Drafting Committee for the receipt of motions and the amendments to motions.
- On the floor of the assembly, to amend the motion on the basis of those amendments voted by the assembly prior to the vote of the final motion.
- Under the direction of the President, liaise with the Voting Officer (the Scrutineer designated with oversight of the Scrutineers), in accord with Article 13 of the Statutes.
- Consult the Canonical Committee in respect to issues of law and the interpretation of the Statutes.
- The Secretary of the Plenary Council is Fr David Ranson
- The Adjunct Secretary of the Plenary Council is Dr Trudy Dantis.

Article 9: Secretariat

The secretariat shall be comprised of the Secretary and several recorders and assistants who shall support the work of the Plenary Council by taking a record of its deliberations, preparing minutes, receiving written resolutions and submissions, and assembling the Acts.

The secretariat is comprised of the following:

- Fr David Ranson (Diocese of Broken Bay), Secretary
- Trudy Dantis (ACBC), Adjunct Secretary
- Rev James Arblaster (Diocese of Wollongong)
- Rev Tim Grauel (Archdiocese of Adelaide)
- Anita Grzeszkiewicz (ACBC)
- Kym Newman (Archdiocese of Sydney)
- Joanne Pardoe (ACBC)
- Peter Wilkinson (Archdiocese of Melbourne)
- Louise Zavone (ACBC)
- Fr Peter Zwaans (Archdiocese of Adelaide)

Article 10: Chairpersons of the Plenary Assembly

The chairpersons of the Plenary Council shall be proposed from among the members of the Council by the Bishops Commission for the Plenary Council, and confirmed by the Australian Catholic Bishops Conference. Those elected shall include laity, religious and clerics. There shall be no fewer than five and no more than eight chairpersons.

In each session of the Plenary Council, the chairperson directs and moderates all discussions and interventions. The chairperson ensures that the rules of procedure and process are observed and resolves any procedural or process problems that might arise during a sitting. If challenged, a chairperson's decisions are subject to confirmation by the President.

If a chairperson wishes to participate in the discussion of a particular matter, another chairperson must temporarily direct and moderate that part of the discussion.

For the Second General Assembly, the chairpersons, meeting during lunch each day, are:

- Sr Monica Cavanagh RSJ
- Ms Jacinta Collins
- Ms Nichola Mardon
- Fr Tom McDonough CP
- Br Paul O'Keefe FSP

- Ms Theresa Simon

Article 11: Canonical Committee

The Canonical Committee of the Plenary Council shall be proposed by the Bishops Commission for the Plenary Council and confirmed by the Australian Catholic Bishops Conference. It shall have no more than five members, who are experts in canon law, at least two of whom are bishops. It may include canonists who are not members of the Plenary Council. One of the bishop members shall be appointed by the Bishops Conference to chair the Committee.

The Canonical Committee is to be consulted whenever a question of the interpretation of the law of the Church arises. It is to advise on any resolution that has canonical implications or outcomes that are binding. It may freely raise concerns pertaining to the work of the Plenary Council in relation to the law of the Church.

The Canonical Committee shall be consulted by the President of the Plenary Council in matters pertaining to the interpretation of these Statutes and Regulatory Norms.

During the Second General Assembly, the Canonical Committee will meet at the following times: During lunch each day – Monday to Friday.

Article 12: Drafting Committee

The Drafting Committee of the Plenary Council shall be proposed by the Bishops Commission for the Plenary Council and confirmed by the Australian Catholic Bishops Conference. It shall have no more than five members, at least two of whom are bishops. It may include theological advisors and consultants who are not members of the Plenary Council. One of the members shall be appointed by the Bishops Conference to chair the Committee.

The Drafting Committee is responsible for preparing the resolutions for consultative or deliberative vote, preparing new papers and amending papers already prepared as may be required, and reviewing other documents as may be referred by the plenary assembly or the President of the Plenary Council.

During the Second General Assembly, the Drafting Committee will meet at the following times: During lunch each day – Monday to Friday.

Article 13: Scrutineers

Eight Scrutineers from among the members of the Plenary Council shall be appointed by the Bishops Commission for the Plenary Council, which will also nominate one of these Scrutineers to oversee their role during plenary assembly sessions.

This shall include the management of any digital form of voting, distribution and collection of voting papers, counting of votes, reading of results to the plenary assembly, and destruction of all voting papers following the conclusion of a vote.

The Scrutineers are also the official counters of any other form of vote taken during a plenary assembly.

With the President, the Scrutineers are to confirm in writing the results of all votes taken during a plenary assembly.

The Scrutineers are drawn from the following members:

- Ms Helen Belcher (Diocese of Maitland-Newcastle)
- Ms Virginia Bourke (Catholic Health Australia)
- Mr Daniel De La Motte (Archdiocese of Hobart)
- Sr Melissa Dwyer FDCC (Congregational Leader)
- Major Gavin Keating (Military Ordinariate)
- Ms Clalia Mar (Diocese of Darwin)
- Fr Dean Marin (Archdiocese of Adelaide)
- Ms Gemma Thomson (Archdiocese of Perth)

Prof John Warhurst (Archdiocese of Canberra and Goulburn)

The Bishops Commission for the Plenary Council will appoint one Scrutineer as Voting Officer with responsibility for the integrity of all ballots conducted during the Second General Assembly. The counting of votes will be done by allocated Scrutineers and the results verified by the Voting Officer who will report the results of each ballot directly and in writing to the chairperson of the plenary session in which the ballot is conducted.

Article 14: Steering Committee

A Steering Committee, with the President and the Secretary of the Plenary Council ex officio members, shall be nominated by the Bishops Commission for the Plenary Council and confirmed by the Australian Catholic Bishops Conference. The appointment of one of the members to chair the Steering Committee shall be made in the same manner.

Having received from the Bishops Conference the agenda for the Plenary Council, the Steering Committee shall prepare the program for the two general assemblies of the Plenary Council. This shall include managing the agenda throughout each of the general assemblies, ordering the agenda for each plenary assembly session, choosing the chairperson for each session, and receiving from the Secretary any relevant papers.

The Steering Committee shall meet at least once daily during the two sessions of the Plenary Council. It shall invite to these meetings the chairpersons chosen for the plenary assembly sessions of the following day, along with other officers or members of the Plenary Council, and others who may be called upon for their expertise to assist the work of the Plenary Council.

It is for the Steering Committee to:

- Manage the agenda of the assemblies, in accord with Article 22 (ii) of the Statutes.
- Order the agenda for each session of the assemblies.
- Choose the chairperson for each session, in accord with Article 14 of the Statutes.
- Receive from the Secretary, appointed in accord with Articles 8 and 9 of the Statutes, any relevant papers.

The mandate of the Steering Committee changes roles, responsibilities, and reporting prior to the conduct of the First General Assembly. In accord with Article 3 of the Statutes, it is important to distinguish between the three stages of the Plenary Council – preparation, celebration, and implementation and, consequently, to adapt roles, responsibilities, and reporting appropriate to each stage.

Subject to the oversight and approval of the Commission, the Steering Committee meets monthly to provide direction to the Plenary Council. The Steering Committee reports to the Commission which refers matters to Conference for determination. The Steering Committee establishes the program and manages the agenda for the general assemblies, including allocating chairpersons for each session from the pool of persons appointed by the Conference.

The membership of the Steering Committee is:

- Bishop Shane Mackinlay (Chair)
- Archbishop Timothy Costelloe SDB (President, ex officio)
- Fr David Ranson (Secretary, ex officio, Executive Officer)
- Archbishop Mark Coleridge
- Br Ian Cribb SJ (Facilitation Team)
- Ms Monica Doumit (Eastern Churches)
- Sr Patty Fawkner SGS (Congregational Leader)
- Archbishop Anthony Fisher OP

In attendance:

- Sr Marion Gambin RSJ, Acting Plenary Council Facilitator
- Dr Trudy Dantis, Adjunct Secretary of the Plenary Council

During the Second General Assembly, the Steering Committee will meet at the following times:

| | |
|-----------------------|-------------|
| Sunday 3 July 2022 | 3-4.30pm |
| Monday 4 July 2022 | 7.30-9pm |
| Tuesday 5 July 2022 | 8.30-9.30pm |
| Wednesday 6 July 2022 | 7.30-9pm |
| Thursday 7 July 2022 | 7.30-9pm |
| Friday 8 July 2022 | 5-6pm |
| Saturday 9 July 2022 | 8-8.45am |

Article 15: Facilitators

Facilitators may be invited to assist in the work of the Plenary Council. They are nominated by the Bishops Commission for the Plenary Council and confirmed by the Australian Catholic Bishops Conference.

For the Second General Assembly, the facilitators are

- Ms Audrey Brown
- Sr Therese Carroll RSJ
- Mr Christopher Cotter
- Br David Hall
- Ms Kym Keady

The facilitators will meet at the following times: During lunch each day.

Article 16: Support

The Plenary Council is supported by experts or committees, appointed by the Australian Catholic Bishops Conference, who shall exercise responsibility for:

- Liturgy
- Media and Communications
- Logistics

Committees support the conduct of the Plenary Council in the following ways: logistics, event management, liturgy and prayer, budget, digital design, communications.

Facilitation Team. The role of the Facilitation Team is:

- Fostering communication between members of the Plenary Council.
- Developing awareness amongst members of the requirements and responsibilities of

members of the Plenary Council.

- Liaising with the Plenary Local Coordinators Network, providing resources, facilitating gatherings, and ensuring ongoing communication about the Plenary Council.
- Networking and developing relationships with key stakeholders through the Church in Australia to maximise engagement in the Plenary Council.
- Coordinating and forming facilitators (in accord with Article 15 of the Statutes), as required, and in accord with the agenda as determined by the Steering Committee.

The Facilitation Team is comprised of:

- Lana Turvey-Collins, Plenary Council Facilitator
- Sr Marion Gambin RSJ
- Peter Gates
- Olivia Lee (Executive Assistant)

Coordinating Committee. The Plenary Council Coordinating Committee (PCCC) is responsible for the organisation of all logistics and services for the delivery of the First and Second General Assemblies. The PCCC operational functions are determined by the Commission (for the First General Assembly) and the Steering Committee (for the Second General Assembly).

The PCCC reports to the Facilitator and indirectly to the Chair of the Steering Committee. Communications and working relationships include all personnel associated with the Plenary Council.

The role of the PCCC includes:

- Management of the event within budget provisions. The budgets for the Plenary Council General Assemblies are drafted by PCCC, submitted to the Commission for review and approved through the normal fiscal process of the Conference.
- Venue Management including allocation of venue spaces, furniture and resources appropriately to Members, Staff and Officers, Guests and Volunteers of the Plenary Council.
- Risk Management, Security and OH&S (including COVID-safe practices).
- Accommodation.
- Catering.
- Travel and Transfers.
- Communications with and support for all Members, Advisors, Observers and Guests, Volunteers and Support Staff.
- Media and Digital Communications.
- Technology and Digital Design.

- Liturgy, Prayer and Music.

The PCCC is comprised of:

- Danielle Achikian (Chair, Event Director and Venue Management, appointed by ACBC until 29 August 2022)
- Gavin Abraham (Communications and Media)
- Archbishop Timothy Costelloe SDB
- Sr Marion Gambin RSJ (Members liaison)
- Peter Gates (Budget, risk and event management, facilitators)
- Olivia Lee (Administration, Logistics, including accommodation, travel, meals)
- Bishop Shane Mackinlay
- Sarah Moffatt, (OH&S, Risk and Event Management Planning, community engagement)
- Sophy Morley (Liturgy and Prayer)
- Kelly Paget (Liturgy and Prayer)
- Dr Debra Sayce (Education engagement, strategic advisor, facilitators)
- Maggie Tiongson (Digital design/IT Lead)
- Lana Turvey-Collins

Communications and Media Working Group

- Gavin Abraham (ACBC) (Chair)
- Jenny Brinkworth (Archdiocese of Adelaide)
- Tiffany Davis (Archdiocese of Melbourne)
- Neil Helmore (Diocese of Townsville)
- Marcus Middleton (Archdiocese of Sydney)
- Jamie O'Brien (Archdiocese of Perth)
- Adrian Taylor (Archdiocese of Brisbane)

Liturgy and Prayer Working Group

- Sophy Morley (Diocese of Sale) (Co-Chair)
- Kelly Paget (Diocese of Broken Bay) (Co-Chair)
- Fr Geoffrey Abdullah (Maronite Eparchy)
- Sherry Balcombe (Archdiocese of Melbourne)
- James Camden (Diocese of Parramatta)

- Anne Frawley-Mangan (Archdiocese of Brisbane)
- Ryan Gato (Diocese of Maitland-Newcastle)
- Fr Abraham Kazhunnadiyil (Syro-Malabar Eparchy)
- Dr Jenny O'Brien (Archdiocese of Adelaide)
- Fr Don Richardson (Archdiocese of Sydney)
- Jake Ryan (Archdiocese of Sydney)
- Clare Schwantes (Archdiocese of Brisbane)

During the Second General Assembly, the Coordinating Committee will meet at the following times:

- At the start of each day, except Friday: 7.45-8.15am.
- Following the Steering Committee meetings each day: 9-9.30pm.
- Other times required by the Chair.

CHAPTER THREE

WORK OF THE PLENARY COUNCIL

Article 17: Opening of the Plenary Council (Can. 441, 4°; Ceremonial of Bishops, Part VIII, Chapter 1, §1169-§1173)

The First General Assembly of the Plenary Council shall begin with the celebration of a votive Mass of the Holy Spirit. During the Mass, the Veni Creator or similar hymn to the Holy Spirit shall be sung, the members together shall make the Profession of Faith, and immediately after the blessing and dismissal, the prayer 'We stand before you, Holy Spirit' is prayed by all. The President shall be the principal celebrant of the Mass.

Should it not be possible for all who are called to the Plenary Council to gather in one place, the votive Mass of the Holy Spirit and all that pertains to it may be celebrated in more than one place, as approved by the Bishops Commission for the Plenary Council. The President shall nominate the bishop who will be the principal celebrant of Mass in each place.

The same shall apply when the Plenary Council resumes for the Second General Assembly.

For the Second General Assembly:

All members will together make the Profession of Faith through the Nicene Creed at the Opening Mass of the Second General Assembly in a manner similar to that which is above.

Article 18: Recognition of Membership

Prior to the opening session, all who are called to the Plenary Council will confirm their attendance, either by signing the register of same or, where is this not possible, by email to the Secretary.

In the opening session, the President shall present for the scrutiny of the plenary assembly the confirmed list of all in attendance and of their titles. He shall also name those who have informed him that they are prevented by a just impediment from attending (Can 444 §1).

Guests will confirm their attendance by email to the Secretary.

The Secretary shall record the names and titles of those present and the names of those prevented from attending.

The members of the Plenary Council shall show their consent.

For the Second General Assembly:

Changes to members and the names of those prevented by a just impediment from attending will be presented by the President prior to the commencement of Second General Assembly.

In accord with can 444 §2, those who are called to particular councils and have a deliberative vote in them can send a proxy if they are prevented by a just impediment; the proxy has only a consultative vote.

The President will “present for the scrutiny of the plenary assembly” the confirmed list of the Second General Assembly in the first plenary session of the assembly.

The method of consent by members to changes of members will be by presentation of a green or red card.

Article 19: Recognition of Officers

In the opening session, the President shall present the lists of those named by the Australian Catholic Bishops Conference to the following functions:

- i. Vice President
- ii. Secretary and recorders
- iii. Chairpersons
- iv. Canonical Committee
- v. Drafting Committee
- vi. Scrutineers
- vii. Steering Committee
- viii. Facilitators
- ix. Liturgy Committee
- x. Media and Communications Committee
- xi. Logistics Committee

For the Second General Assembly:

Changes to appointments of Officers since the First General Assembly will be presented by the President in the first session of the first day.

Article 20: Timetable and Agenda

In the opening session, the President shall present the agenda and timetable for the Plenary Council.

The members of the Plenary Council shall show their consent by applause.

For the Second General Assembly:

The method of consent will be by presentation of a green or red card.

Article 21: Statutes and Regulatory Norms

The Statutes and Regulatory Norms of the Fifth Plenary Council for Australia shall be approved by the Australian Catholic Bishops Conference.

In the opening session of the Plenary Council, the President shall present the Statutes and Regulatory Norms for the Plenary Council.

The members of the Plenary Council shall show their consent by applause.

For the Second General Assembly:

The Instruction to the Statutes and Regulatory Norms of the Plenary Council, promulgated by the President, will be presented formally to members of the Plenary Council in the first plenary session.

Article 22: Plenary Assembly

The plenary assembly may adopt procedures and processes that assist it in dealing with the agenda.

In sessions of the plenary assembly, the following Regulatory Norms shall be observed:

i. Quorum

A quorum of two thirds of the members with deliberative voice and two thirds of members with consultative voice, must be present in order that the plenary assembly conduct its business.

For the Second General Assembly:

At the commencement of each day, allocated table seating lists will be provided which will be initialled by each person at the table.

The published seating lists will demarcate consultative and deliberative members.

Time is to be given to ensure lists have been initialled.

The lists will be collected by a designated facilitator and conveyed without delay to the Secretary.

ii. Agenda

The particular agenda for each session of the plenary assembly shall be prepared by the Steering Committee and presented to the members of the Plenary Council at the first session each day for their consent.

For the Second General Assembly:

The method of consent of the agenda will be by presentation by members of a green or red card.

iii. Minutes

The minutes of each session of the plenary assembly shall be distributed, normally electronically, prior to the commencement of the first session of the next day.

The minutes shall contain a precise and objective summary of plenary assembly proceedings, resolutions proposed, the official result of all voting, and a brief summary of the interventions.

The members of the Plenary Council shall make known to the plenary assembly any change they propose be made to the minutes as published and, following the acceptance or rejection of the changes, the minutes are to be approved by the plenary assembly.

For the Second General Assembly:

1. The Minutes of Sessions 11, 14 and 16 of the First General Assembly will be presented to members for approval at the first session of the Second General Assembly.
2. The Interim Acts of the First General Assembly will be presented to members for confirmation at the first session of the Second General Assembly.
3. The time of publication online of the minutes of each day will be advertised at the conclusion of the final session of the day.
4. The publication of minutes will be at 9.00pm on Monday, Wednesday and Thursday unless advertised otherwise.
5. The publication of minutes will be at 10.00pm on Tuesday and Friday unless advertised otherwise.
6. Proposed amendments to minutes of each session are to be forwarded via email to the Secretary no later than 60 minutes after their publication.

7. The email address is: secretary@plenarycouncil.org.au
8. Minutes with amendments will be prepared by the Secretary by 12 midnight.
9. Final draft minutes will be posted online at 12 midnight.
10. The draft minutes will provide a list of what changes have been requested.
11. A limited number of printed copies of minutes will be available each day from 8am in the plenary hall.
12. The minutes with the accepted amendments will be presented for approval during the first session of each day.
13. Approval of minutes will be by presentation by members of a green or red card.

iv. Discussion

Members of the Plenary Council take the floor when recognised by the chairperson of the session. In making interventions, members will be recognised in the order in which they indicated their intention of speaking in writing to the Secretary of the Council prior to the session, or to the chairperson during the session.

All interventions shall be in reference to the matter under consideration and shall not exceed three minutes.

A member may not speak to the same matter more than once, except in explanation, unless he or she is the mover of a motion exercising a right of reply. The chairperson may for a just reason waive this regulation.

Members will normally not reiterate what another speaker has already spoken about, though a member may request the chairperson to consult the plenary assembly as to the agreement of members on a view that has been stated.

For the Second General Assembly:

1. For each motion, and for each amendment, members may apply to make an intervention in writing to the Secretary no later than 10.00pm on the preceding day.
2. The Secretary will provide the chairperson of each session by 11.00pm on the preceding evening the list of interventions, as determined by the order received, ensuring a proportion of deliberative and consultative voters, and the available time for debate, prior to the session.
3. Those interventions which it is not possible to deliver on the floor of the plenary session will be recorded for inclusion in the Acts of the Plenary Council.
4. Members will name themselves prior to any intervention.

5. Limited time will be allocated for members to make interventions from the assembly without notice on the condition that such interventions pertain to the matter under consideration. These will be recorded for inclusion in the Acts of the Plenary Council.
6. The chairperson may use the facility of a poll indicator during the discussion to determine whether the members wish to proceed to a vote.

v. *Small working groups*

Some of the work of the Plenary Council may be undertaken by small working groups, which serve to heighten opportunity for participation.

Normally each small working group will nominate a member to speak on behalf of the group when reporting to the plenary assembly. This may be by way of a summary of the group's discussion, certain insights that the group decides should be conveyed, or conclusions reached by the group.

For the Second General Assembly:

1. Small working groups will form part of the morning program of each day during which they reflect and discern on the motions and amendments proposed for the sessions of the day.
2. Should any small working group discern to propose an amendment to a motion that is significantly different from amendments that have already been proposed, a nominated member will present to the Secretary, via email, the amendment no later than the end of session two of the days allocated to small working groups.
3. The email address is: secretary@plenarycouncil.org.au
4. The proposed amendment will require both a mover and a seconder.
5. The proposed amendment will be required to meet criteria for consideration in demonstration of its distinctiveness and relevance to be determined by the Drafting Committee.
6. The criteria for distinctiveness and relevance are such as to:
 - a. Be relevant to the motion.
 - b. Further form or refine it.
 - c. Not alter its general intent or negate it.
 - d. Enjoy the unanimity of the small working group, less one, and not be an individual submission.
7. The Secretary shall forward the proposed amendment to the Drafting Committee immediately which will then provide the Secretary with a list of any additional amendments for consideration by the assembly.

vi. *Facilitated processes*

Some of the work of the Plenary Council may be undertaken with the guidance of a facilitated process. Where this occurs, the facilitator will first outline the foundations and methods of the process to be used. Facilitated processes may assist the discernment of a particular matter but voting on the outcome of such processes must always take place separate from the process.

Article 23: Resolutions and Amendments to Resolutions

i. *Motions*

All resolutions to the plenary assembly shall be in the form of motions.

ii. *Preparation of motions*

All motions should be prepared by the Drafting Committee and be provided in writing to the Secretary prior to the session in which the resolution is to be considered. All amendments to motions should, whenever possible, also be provided in writing to the Secretary.

iii. *Proposal and amendment of motions*

All motions and amendments to motions, except for adjournment of a given session, are to be moved and seconded. A motion or amendment to a motion lapses if it is not seconded.

A motion or amendment to a motion may be seconded, so as to allow discussion to occur, without the seconder supporting or voting for the resolution.

As soon as a motion or amendment to a motion has been moved and before it is seconded and discussed, the mover may briefly explain the motion and answer any question seeking clarification.

Any amendment to a motion must be relevant to the motion, further form or refine it, and not alter its general intent nor negate it.

For the Second General Assembly:

Part A: Pre-Second General Assembly processes

1. Through the process of sustained discernment which has underscored the entire Plenary Council journey, proposed motions for the Second General Assembly will be formulated by the Drafting Committee for consideration by the Steering Committee and relayed both to the Bishops Commission for the Plenary Council and to the Australian Bishops Conference for its May Plenary Conference (May 2022).

2. The proposed motions will be published to members and the wider public by 31 May 2022.
3. Recommendations for amendments to the motions will be invited from members, to be received through an online portal by the Secretary by 15 June 2022.
4. The proposed recommendation must be distinct and relevant. This will be determined by the Drafting Committee using the criteria that they:
 - a. Be relevant to the motion
 - b. Further form or refine it
 - c. Not alter its general intent or negate it.
5. The Secretary will convey the proposed amendments to motions to the Drafting Committee.
6. After considering the amendments proposed by members, the Drafting Committee will prepare proposed amendments to be presented to the assembly.
7. The Steering Committee will publish the proposed amendments to motions to members and the wider public on 29 June 2022.

Part B: During the Second General Assembly

8. Proposed motions and their amendments will form the program for the Second General Assembly.
9. Motions and their amendments will be presented to the assembly at the commencement of each day.
10. In respect to Article 22. v, further proposed amendments to motions are only possible through the processes of small working groups. The criteria for these proposed amendments are detailed in Article 22 v), 4.
11. Each motion will require a mover.
 - a. The mover may briefly speak to the motion, not exceeding two minutes.
 - b. The mover will be required to prepare their explanatory note to the Secretary in advance.
12. Each motion will require a seconder to allow the tabling of amendments to the motion.
13. Each amendment will require a mover and a seconder.
 - a. The amendment will be presented with an explanatory note prepared in advance by the mover and discussed for the time allowed by the Secretary.
 - i. Members may speak only once to each amendment.

- ii. Members may speak for no more than two minutes.
- iii. All interventions of members on each amendment, prepared in writing prior to the discussion, will be recorded in the Acts of the Plenary Council.

14. The motion will be adjusted by the Secretary following each vote in which the amendment is accepted.

iv. *Withdrawal of motions*

A motion or amendment to a motion which has been moved and seconded may be withdrawn with the consent of the mover, the seconder and the chairperson of that session. The same or a similar motion may be proposed in a later session.

Article 24: Particular Motions

i. *A motion to adjourn*

A motion to adjourn the session may be invoked by the President and takes precedence over all others. It does not require a seconder. It is not amendable or debatable. It need not be presented in writing. A deliberative vote must be made immediately. A simple majority is sufficient.

ii. *A point of order or question of privilege*

A point of order or question of privilege is a clarification of the Regulations called for by a member of the Plenary Council. It does not require a seconder. Once the matter is presented by the member, it is resolved by the chairperson without amendment, debate or vote. The chairperson may consult the President and Canonical Committee before responding to a point of order or question of privilege.

iii. *A motion to appeal the decision of the chairperson*

A motion to appeal the decision of the chairperson is any motion calling for the reversal of a decision of the chairperson of the session. Where the decision being appealed is provided for in the Regulations, the Canonical Committee shall determine the decision on the appeal. Where the decision being appealed is not provided for in the Regulations, the President shall determine the decision on the appeal.

iv. *A motion to end debate and proceed to a vote*

A motion to end debate and proceed to a vote, that is, to effect closure of discussion, must be seconded but is neither amendable nor debatable. A deliberative vote must be made immediately. A majority of two thirds is required.

v. *A motion to postpone or suspend discussion*

A motion to postpone or suspend discussion must be seconded but is neither amendable nor debatable. A deliberative vote must be made immediately. A simple majority is sufficient.

vi. *A motion to reconsider a vote already taken*

A motion to reconsider a vote already taken in the plenary assembly must be presented, signed by the mover and at least half the members of the Plenary Council, along with the reasons for reconsideration, to the Secretary. The motion is placed on the Agenda by the Steering Committee. It is neither amendable nor debatable. A deliberative vote must be made. A majority of two thirds is required.

Article 25: Other Motions

All other motions are to be seconded before being considered by the plenary assembly. Other motions are debatable and are subject to amendment.

Once an amendment to a motion is moved and seconded, it is discussed and voted upon before discussion of the original motion or of any subsequent amendments may continue.

Amendments to an amendment are treated in the same manner as amendments to a motion. Once all amendments have been discussed and voted upon and passed, the original motion as amended will stand and discussion will be closed.

If an amendment is unsuccessful, the discussion will return to the original motion.

For the Second General Assembly:

It is assumed that some members will have prepared interventions on the original motion. If none of the amendments are passed, those members will be permitted to speak to their interventions before a vote is taken. However, if the original motion is amended and discussion closed, the interventions of the members on the original motion will still be recorded in the Acts of the Plenary Council.

Article 26: Decrees

The plenary assembly shall define the manner of promulgation of decrees and the time when the promulgated decrees begin to oblige. Decrees may not be promulgated until the Apostolic See has reviewed them (Can. 446).

For the Second General Assembly:

1. It will be proposed by the President to the plenary assembly in the first plenary session of the first day, that drafts of the Plenary Decrees will be formulated during the process of the Second General Assembly.
2. It will further be proposed that the finalised Plenary Decrees will have effect six months following receipt of the *recognitio* from the Apostolic See.
3. The Canonical Committee will have responsibility for the draft formulation of the Decrees, with support from the Secretary.
4. The Canonical Committee shall submit all draft Plenary Decrees to the President no later than midday on the last working day of the plenary assembly.
5. The Plenary Decrees will be presented to the assembly by the chairperson of the final session of the Second General Assembly and the confirmation of members will be provided by the presentation of a green or red card.
6. The text of the Plenary Decrees will be presented to the Australian Catholic Bishops Conference Plenary in November 2022 as part of the Acts and Decrees of the Plenary Council.
7. In due time, the promulgation of the Plenary Decrees will be published in the *Australasian Catholic Record* and the website of the Australian Catholic Bishops Conference as is the practice of the Conference.
8. A pastoral resource with the outcomes of the Plenary Council will also be published by the Australian Catholic Bishops Conference upon the *recognitio* from the Apostolic See such that the new laws are accessible to all.

Article 27: Voting

1. *Methods of voting*

Voting will be via a secure electronic system or individual paper ballot which shall record the vote of each member of the Plenary Council as assent (*placet*), qualified assent (*placet juxta modum*) or dissent (*non placet*). An electronic system or scrutineers shall count the number of votes, identifying those that are invalid or abstention, and tally the votes received. The electronic system or scrutineers shall not reveal the vote of any member.

In matters where a canonical vote is not required or in which there is no indication of opposition to the motion, the chairperson may without any vote declare the motion “unanimously approved”. However, if any member objects to this, a vote must be held. Where it is evident that a series of related motions pertaining to the same matter has the support of members, a motion may be moved that all of these motions be approved by a single vote. However, if any member requests that each motion be voted upon separately, the chairperson shall accede to this request.

Normally, a consultative vote takes place prior to a deliberative vote, though the former is not binding.

2. *Definitions of Majority*

Subject to the presence of a quorum of two thirds of those entitled to vote in each of a consultative vote and a deliberative vote,

a simple majority is attained when the number of valid votes received equals more than half of the voters present. The count for a simple majority will exclude invalid votes and abstentions.

a qualified majority is attained when the number of valid votes received equals two thirds or more of the voters present. The count for a qualified majority will exclude invalid votes and abstentions.

3. *Prayer before voting*

In matters concerning the essential purpose of particular councils, namely those set forth in Article 1 of these Statutes and Regulatory Norms, a period of silent prayer shall be observed after the motion has been discussed and prior to a vote being taken. It shall be for the Steering Committee to indicate the desired duration of the period of prayer.

4. *Consultative Vote*

All members called to the Plenary Council who are not bishops, or and are not those mentioned in Article 4, have the right of a consultative vote (Can. 443 §3, 1° - 4°, §4).

Bishops and those mentioned in Article 4 do not have the right to a consultative vote.

Guests invited to the Plenary Council, whether to provide advice or as observers, do not have the right to a consultative vote nor a deliberative vote (Can. 443 §6).

5. *Deliberative Vote*

Bishops called to the Plenary Council and those mentioned in Article 4, have the right of a deliberative vote (Can. 443 §1, 1° - 3°; §2, Can. 450, 1°).

In matters concerning the essential purpose of particular councils, namely those set forth in Article 1 of these Statutes and Regulatory Norms, a deliberative vote will not be taken in the same session as a consultative vote.

A qualified majority is required for a motion to succeed.

For the Second General Assembly

1. Procedural votes are resolved by the entire assembly without distinction of consultative or deliberative members by presentation of a green or red card.
2. Procedural votes include:
 - a. Consent to changes to membership.
 - i. This shall be voted by presentation of a green or red card.
 - b. Consent to the agenda of each session.
 - i. This shall be voted by presentation of a green or red card.
 - c. Approval of minutes of each session.
 - i. This shall be voted by presentation of a green or red card.
 - d. Approval of the manner of promulgation of decrees and the time when the promulgated decrees begin to oblige.
 - i. This shall be voted by presentation of a green or red card.
 - e. Presentation of the decrees.
 - i. This shall be voted by presentation of a green or red card.
 - f. For the aforementioned, a simple majority suffices.
 - g. Scrutineers will be responsible for counting the votes of each procedural vote and informing the Voting Officer of the results of each procedural vote.
 - h. The Voting Officer will immediately notify in writing the chairperson of the relevant plenary session of the assembly of:
 - i. The number of members present and eligible to vote.
 - ii. The number who have voted.
 - iii. The number who voted their consent or approval, and the number who did not.
 - iv. The outcome of the vote.
 - v. The chairperson of the plenary session will announce to the assembly the result of the vote and pass to the Secretary the validated written outcome.
3. Amendments to motions
 - a. Amendments will be voted upon by the entire assembly without distinction of consultative or deliberative voters.
 - b. Voting on amendments will be taken through an electronic mechanism. The mechanism will record:
 - i. Those eligible to vote.
 - ii. Those who have voted, but not the content of their vote.
 - iii. The number of votes.

- iv. The outcome of the vote.
 - c. The vote will be 'placet' or 'non placet'.
 - d. Amendments to motions require a qualified majority, i.e., by two thirds of those present voting 'placet'.
 - e. The votes will be counted by the allocated Scrutineers and verified by the Voting Officer who is responsible for the integrity of the ballot.
 - f. The Voting Officer will immediately notify directly and in writing the chairperson of the relevant plenary session of the assembly of:
 - i. The number of members present and eligible to vote.
 - ii. The number of members who voted.
 - iii. The number of votes cast for each of the two options.
 - iv. A report as to whether the required majority has been achieved.
 - v. The chairperson of the plenary session will announce to the assembly the result of the ballot and pass to the Secretary the validated written outcome.
- 4. Votes concerning the "essential purpose of particular councils" (cf Article 27, iii).
 - a. For each of the following votes listed in 4b, 4c, and 4d, members have three options for voting:
 - i. Placet (assent)
 - ii. Non placet (dissent)
 - iii. Placet juxta modum (qualified assent)
 - b. A consultative vote on a motion (without amendment or as amended).
 - i. Those with deliberative vote do not have the right of consultative voting (cf. Article 27, iv).
 - ii. A consultative vote requires a qualified majority (i.e two thirds of those eligible and present).
 - iii. A consultative vote will be taken through an electronic mechanism. The mechanism will record:
 - 1. The number of members present and eligible to vote.
 - 2. Those who have voted, but not the content of their vote.
 - 3. The total number of votes.
 - 4. The outcome of the vote.
 - iv. One Scrutineer will be appointed as a Voting Officer with responsibility for the integrity of the ballot.
 - v. The ballot will be preceded by a period of silent prayer.
 - vi. The votes will be counted by the allocated Scrutineers and verified by the Voting Officer who is responsible for the integrity of the ballot.

- vii. The Voting Officer will immediately notify directly and in writing the chairperson of the relevant plenary session of the assembly of:
 - 1. The number of members present and eligible to vote.
 - 2. The number of members who voted.
 - 3. The number of votes cast for each of the three options.
 - 4. A report as to whether the required majority has been achieved.
 - 5. The chairperson of the plenary session will announce to the assembly the result of the ballot and pass to the Secretary the validated written outcome.
- viii. A simple majority of 'placet juxta modum' votes will be referred to the Steering Committee for consideration and adjudication.
- c. A deliberative vote on a motion (without amendment or as amended).
 - i. The deliberative vote proceeds informed, but not determined, by the consultative vote.
 - ii. A deliberative voter who is not present may send a proxy vote. The vote, however, can only be included in the consultative vote, not the deliberative vote.
 - 1. If a bishop is absent, he may give his proxy to anyone present either someone who has a deliberative vote or consultative vote. The person chosen may cast their own vote (be it deliberative or consultative) and present the proxy and vote which will be a consultative vote.
 - iii. The deliberative vote is not taken in the same session as the consultative vote.
 - iv. For validity, in accord with canon 172, a vote must be: Free; Secret; Certain; Absolute; and Determinate. Subsequently, when the Scrutineers count the votes:
 - 1. A ballot paper indicating none of the choices and left blank will be considered an abstention by the voter.
 - 2. A ballot paper with multiple choices will be considered invalid.
 - 3. If a ballot is held in which deliberative members do not cast a vote, the majority required must be of all those eligible to vote and present.
 - v. The deliberative vote will be conducted by paper and pen to ensure complete secrecy.
 - vi. The deliberative vote will be preceded by a period of silent prayer.
 - vii. The deliberative vote requires a qualified majority (i.e., two thirds of those eligible and present for the vote).

- viii. The votes will be counted by the allocated Scrutineers and verified by the Voting Officer who is responsible for the integrity of the ballot.
 - ix. The Voting Officer will immediately notify directly and in writing the chairperson of the relevant plenary session of the assembly of:
 1. The number of members present and eligible to vote.
 2. The number of members who voted.
 3. The number of votes cast for each of the three options.
 4. A report as to whether the required majority has been achieved.
 5. The chairperson of the plenary session will announce to the assembly the result of the ballot and pass to the Secretary the validated written outcome.
 - x. A simple majority of 'placet juxta modum' votes will be referred to the Steering Committee for consideration and adjudication.
- d. The motion to close the Plenary Council.
- i. Both a consultative vote and a deliberative vote are required (cf, Article 29).
 - ii. The deliberative vote follows immediately after the consultative vote.
 - iii. For the consultative and deliberative vote, a simple majority suffices (cf, Article 29).

Article 28: Adjourning the Plenary Council

At the conclusion of the First General Assembly, the President shall announce the adjournment of the Plenary Council, at the same time summoning members to resume for the Second General Assembly of the Plenary Council at the prescribed date and in the selected place (Can. 441, 4°).

Article 29: Closing the Plenary Council (Canon 441, 4°; Ceremonial of Bishops, Part VIII, Chapter 1, §1175)

When the work of the Plenary Council is completed, that is, at the conclusion of the Second General Assembly, a motion to close the Plenary Council should be moved. The required consultative and deliberative votes should follow, with the latter requiring a simple majority. If the deliberative vote is unsuccessful, the President shall move that the Plenary Council adjourn *sine die*, that is, with no date fixed for resumption.

The closing of the Plenary Council is performed by the President on the day indicated in the motion or, if no date is fixed in the motion, on the day appointed by the Steering Committee.

In the last session of the Plenary Council, the bishop members sign the Acts of the Plenary Council. The final version of the Acts of the Plenary Council are to be approved by the Australian Catholic Bishops Conference at a plenary meeting held within one year of the closing of the Plenary Council and shall then be sent to the Apostolic See for review. The Decrees issued by the Plenary Council may be promulgated only after the Apostolic See has granted the *recognitio* (Can. 446).

The Plenary Council concludes with the celebration of Mass, at which the *Te Deum* is sung before the prayer after communion.

For the Second General Assembly:

1. Prior to the conclusion of the Second General Assembly, the 685 Decrees of the Fourth Plenary Council of Australia and New Zealand will be presented to the assembly.
 - a. The presentation will include access to the full list of the 685 Decrees of the Council online, a commentary on their context, and a motion to abrogate all 685 Decrees in their entirety.
 - b. The motion will require both a consultative and a deliberative vote, with a qualified majority.
 - c. The voting on the motion to abrogate the Decrees will follow the process set out above in 4b and 4c of Article 27 (v).
2. A Pastoral Statement of the Fifth Plenary Council of Australia will be considered by the members for publication at the conclusion of the Plenary Council.

