

REVISION OF ELECTORAL ROLL - TIMESCALES (showing minimum periods)
using an APCM date of 26 May based on Church Representations Rules 2022

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A Rule 3 Revision of the roll: notice

- (1) The roll of a parish must be revised annually, except in a year in which a new roll is prepared (as to which, see Rules 6 and 7).
- (2) Notice of the proposed revision must be given on Form 2 and displayed by or under the direction of the minister—
 - (a) in the case of the parish church or, where there is more than one church in the parish, each of those churches, on or near the principal door, and
 - (b) in the case of each building in the parish licensed for public worship, in a location readily visible to members of the congregation.
- (3) The notice under paragraph (2) must remain on display for at least 14 days before the proposed revision begins.
- (4) In a case where the minister is absent or incapacitated by illness or for some other reason or where there is nobody who is the minister within the meaning of these Rules (see Rule 83(1)), the minister's function under this Rule is to be carried out by—
 - (a) the vice-chair of the PCC, or
 - (b) if there is not a vice-chair or the vice-chair is unable or unwilling to act, the secretary of the PCC or some other person appointed by the PCC.

B Rule 4 Revision of roll: preparation

- (1) On each revision of the roll of a parish—
 - (a) every addition to the roll since the previous revision (or, if there has not yet been a revision of the roll, since the formation of the roll) must be reviewed and any further additions must be made as necessary, and
 - (b) a person's name must be removed from the roll in each of the following cases.
 - (2) The first case is where the person has died.
 - (3) The second case is where the person has become a clerk in Holy Orders.
 - (4) The third case is where the person has stated in writing the wish to have his or her name removed.
 - (5) The fourth case is where the person was not entitled to have his or her name entered on the roll at the time it was entered.
 - (6) The fifth case is where the person—
 - (a) has ceased to reside in the parish,
 - (b) has not continued to habitually attend public worship in the parish during any period of six months, and
 - (c) has not been prevented from doing so by illness or other sufficient cause.
 - (7) The sixth case is where the person—
 - (a) is not resident in the parish,
 - (b) has not habitually attended public worship in the parish during the preceding six months, and
 - (c) has not been prevented from doing so by illness or other sufficient cause.
 - (8) The name of a person must not be removed from the roll in the fourth, fifth or sixth case unless the PCC has taken reasonable steps to establish the relevant facts.
 - (9) The removal of a person's name from the roll under these Rules does not affect any right the person may have, or may acquire, to have his or her name entered again.
 - (10) The revision of the roll of a parish must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting.

C Rule 4(10) Completion of revision

The revision of the roll of a parish must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting.

D Rule 5 Publication of revised roll

- (1) After the completion of a revision of the roll of a parish under Rule 4, the PCC must—
 - (a) publish the roll in such form (whether electronic or otherwise) as it decides, and
 - (b) make a copy of the roll available for inspection, on a reasonable request being made.
- (2) The period for which the revised roll is published under paragraph (1)(a) must be at least 14 days.
- (3) The roll as published, and the copy made available for inspection, must include every name entered on the roll but no other personal data.
- (4) A name may not be added to or removed from the roll between the completion of the revision of the roll and the conclusion of the annual parochial church meeting, except in so far as is necessary— (a) to correct an omission or other error, or (b) for complying with Rule 1(2)(b) and (7) (persons becoming 16).