

**REVISION OF ELECTORAL ROLL - TIMESCALES (showing minimum periods)  
working backwards from date of APCM, based on Church Representations Rules 2022**

Days before the meeting	-43	A
	-42	
	-41	<b>Revision of the roll: notice</b>
	-40	notice to be
	-39	displayed at least
	-38	14 days before the
	-37	revision commences.
	-36	
	-35	
	-34	
	-33	
	-32	
	-31	
	-30	
	-29	B
	-28	<b>Revision of roll: preparation</b>
	-27	preparation
	-26	No length of time for the
	-25	process of revision has
	-24	been given. 14 days has
	-23	been used in this illustration.
	-22	
	-21	
	-20	
	-19	
	-18	
	-17	
	-16	
	-15	(Compile roll) C
	-14	<b>D Completion of revision</b>
	-13	<b>Publication of revised roll</b>
	-12	of the roll must be
	-11	at least 15 days before the
	-10	APCM
	-9	
	-8	
	-7	
	-6	
	-5	
	-4	
	-3	
	-2	
	-1	
APCM	0	<b>Day of APCM</b>
	1	E
	2	<b>Notification of election results</b>
	3	results
	4	The notice must remain on display for at least 14 days.
	5	
	6	
	7	A link will be sent in early June
	8	to update postholder details
	9	and notify the diocesan electoral registration officer of
	10	the APCM deanery synod election results. to be
	11	completed by 1 July 2026.
	12	
	13	
	14	

- A 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 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 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 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).
- E Result of an election**
- (1) The result of an election held at the annual meeting must be announced as soon as practicable by the presiding officer.
- (2) A notice of the result must be displayed
- (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) A notice under paragraph (2) must remain on display for at least 14 days
- (4) The notice must specify the date on which the result was declared.
- (5) After the end of the period for which the notice was on display under paragraph (3), the secretary of the PCC must keep a list of every member's name and address.
- (6) The list under paragraph (5) must be made available for inspection, on reasonable notice being given to the secretary by a person who is resident in the parish or has his or her name on the roll; but the secretary need not provide a copy of the list.
- (7) Where a member has provided the secretary with an email address, the address recorded for that member on the list must include that email address.
- (8) The list in the form in which it is made available under paragraph (6) must include every name recorded on it but no other personal data.
- (9) The secretary of the PCC must give the name and address of every person elected to the deanery synod as a parochial representative of the laity to—
- (a) the diocesan electoral registration officer [in June, via the online portal], and
- (b) the secretary of the deanery synod.