

**CHRIST CHURCH BANGKOK**



# **ADMINISTRATIVE POLICY of the ELECTORAL ROLL**

Approved January 2025  
Revised April 2025

## **1. Title: Administrative Policy of the Electoral Roll of Christ Church Bangkok (CCB)**

### **2. Definition of the Electoral Roll:**

The Electoral Roll is a list of members of the Parish who have made true and honest declarations in the enrolment form, been approved by the Parochial Church Council (PCC), and endorsed at the Annual General Meeting (AGM)<sup>1</sup>. Members listed in the Electoral Roll are eligible to vote and be voted for to serve in the PCC, in accordance with the CCB Constitution<sup>2</sup>.

The Vicar of the parish or priest-in-charge of the congregation may maintain a secondary register of members (referred to as “the mailing list”) who regularly attend worship services and participate in the activities of that parish or congregation but who may not have enrolled or no longer possess the required qualifications to be on the Electoral Roll. Only members on the Electoral Roll may vote at the AGM or be elected to the PCC.<sup>3</sup>

The Electoral Roll is an official document of members of the church which would be presented upon request by the relevant ecclesiastical or civil authorities.

### **3. Objectives of This Policy<sup>4</sup>:**

- To give clarity to the distinction between parishioners and membership in the Electoral Roll.
- To outline the process for updating and maintaining the Electoral Roll, in accordance with the CCB constitution.
- To define the composition, role, and responsibilities of the Electoral Roll Officers.

### **4. Scope of This Policy:**

This policy applies to, but is not limited to, everyone attending CCB and all employees of CCB.

### **5. Policy Statement:**

- The Electoral Roll of CCB is renewed annually. Persons listed on the Electoral Roll of the parish who desire to continue on the Electoral Roll shall signify that by re-enrolling in person on the forms provided at least three calendar months prior to the AGM<sup>5</sup>.
- All Electoral Roll members should maintain the eligibility criteria set out in the CCB Constitution and their declaration in the Enrolment Form.
- It is the responsibility of the congregant to check their Electoral Roll status and information, and complete and submit the form to notify the church office of any changes.

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<sup>1</sup> Article I Clause 1 of the CCB Constitution approved at the AGM of 20 March 2016.

<sup>2</sup> Article II Clause 2e of the CCB Constitution approved at the AGM of 20 March 2016.

<sup>3</sup> Schedule A Clause 5 of the Diocesan Constitution updated and approved at the Synod of 18 May 2018.

<sup>4</sup> This is to give clarity to the nature and purpose of the Electoral Roll as per the Constitution of CCB, the Constitution of the Diocese of Singapore, and views of the Chancellor or, in his absence, the Registrar; of the Diocese of Singapore on any ambiguous issues with regards to the Constitutions; Schedule D Clause 15 of the Diocesan Constitution updated and approved at the Synod of 18 May 2018.

<sup>5</sup> Article I Clause 2 of the CCB Constitution approved at the AGM of 13 March 2011.

## 6. Electoral Roll Renewal Process:

- **Enrolment Period:** Begins within three calendar months before the AGM.
- **Announcement:** Congregants would be informed of the Electoral Roll enrolment period during the service, via online (website) notice, and in any printed bulletins.
- **Enrolment:** All existing members may verify their current status and information at the church office or by email (to the church office). Re-enrolment can be done using the Electoral Roll Application Form or online<sup>6</sup>.
  - Pursuant to the requirements of Thailand's Personal Data Protection Act BE 2562 (2019), individuals who submit forms are required to provide their voluntary and explicit consent to Christ Church Bangkok as a "Data Controller" to collect and use their voluntarily disclosed personal data for the purpose of the Church's lawful administration and management under the Church's normal businesses.<sup>7</sup>
- **Individual Form:** Members of the same family shall enrol on separate forms.
- **Approval Process:** Applications for new members will be accepted throughout the year but will only be reviewed for approval at the last PCC meeting preceding the AGM.
- **Addition to the Electoral Roll:** No additional members will be added to the Electoral Roll after this period until the next enrolment period opens.

## 7. Electoral Roll Officers:

- The Electoral Roll Officers shall be comprised of:
  - The Hon. Secretary of the PCC
  - One other PCC member appointed by the PCC
  - The Church Administrator or other church staff person appointed by the PCC
- The role of the Electoral Roll Officers is to check that the declarations made in the Electoral Roll Application Forms and associated information has been duly completed, and to recommend for their approval by the PCC.
- The Electoral Roll Officers may contact the applicants for clarification or deem the application void if the information provided is incomplete or incorrect.

## 8. Eligibility Criteria for Electoral Roll Membership:

1. Baptized in a church that subscribes to the doctrine of the Holy Trinity
2. Aged 16 and above
3. A lay person
4. Six months of regular attendance at CCB
5. In "good standing" of the Anglican Church or any other Christian church, which at CCB includes but is not limited to the following:
  - a. Professing a sole faith as a Christian (i.e., without another faith or religion), AND
  - b. Receiving Holy Communion at least three times at CCB over the previous 12-month period, AND
  - c. Accepting the authority of the leadership of the church, which in the case of CCB means the Archbishop of Singapore and his designated appointments, namely the Dean of Thailand and the Vicar of CCB, AND

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<sup>6</sup> The form can be accessed at: <https://forms.wix.com/r/7285454819303621496>

<sup>7</sup> More information about the Personal Data Protection Act may be found in the unofficial translation provided by the Ministry of Digital Economy and Society (MDES): <https://mdes.go.th/law/detail/3577-Personal-Data-Protection-Act-B-E--2562--2019->

- d. Being committed to work in cooperation with the church leadership, including the PCC, for the spread of the Gospel of Jesus Christ, through the ministry and mission of the church, AND
  - e. Upholding the safeguarding principles of the church as they apply to children, youth, and adults.
6. A legal resident in the parish (currently considered as all of Thailand)
  7. May not be a registered member in another church (including the Thai parish at CCB) in Thailand

## 9. Electoral Roll Application Form:

The Application Form shall contain a declaration of the Eligibility Criteria above and include information concerning: the definition, the eligibility criteria, and the application process of the Electoral Roll. A sample copy of the Electoral Roll Application Form is in the appendices.

## 10. Criteria for Electoral Roll Removal or Ineligibility:

**Members may be removed or deemed ineligible for any of the following reasons:**

- Existing members fail to re-enrol annually in the enrolment window prior to the AGM
- New members fail to regularly attend for six months
- Members are no longer worshipping at CCB regularly or residing in the Parish
- Members who die or are incapacitated
- Members who are not in good standing in the Anglican Church or any other Christian church (including, but not limited to, as a result of abusive or illegal behaviour or posing a danger to the vulnerable)
- Discriminatory or abusive behaviour, including disrespect or harassment of any kind, will not be tolerated. This applies to behaviour in any venue or related to any meetings held in CCB premises, whether in person, online, or in writing. This includes shouting, manipulation, inciting unrest, or threats of harassment of any kind. Failure to comply with this guidance can be deemed to be “not in good standing with the church” and may lead to restrictions of involvement or participation in church activities or roles within the church’s life.

## 11. PCC Approval Process and the AGM:

- **Eligibility:** Electoral Roll Officers will check the eligibility criteria of the applicants.
- **PCC approval:** The PCC would approve the Electoral Roll list at a PCC meeting **one calendar month prior** to the AGM to ensure sufficient time to display the Electoral Roll list at CCB.
- **Access:** The names of those on the Electoral Roll list will be available three weeks before the AGM in the church and can be accessed with a member of the Church staff, but cannot be distributed.

## 12. Confidentiality and Data Protection:

- The personal information of Electoral Roll members, such as addresses and contact details, will remain confidential and not be circulated publicly. The full Electoral Roll list, including personally identifiable information, is for internal use only, as determined by the Electoral Roll Officers.
- The Electoral Roll with the list of names will be available in church for viewing three weeks prior to the AGM, no other data will be published publicly. To maintain Data Protection, a member of the administrative staff shall be responsible for the safe-keeping of the Electoral Roll list at all times.

**13. EGM and Electoral Roll Voting Eligibility:**

Only members on the Electoral Roll list approved by the PCC in the previous AGM are eligible to petition for and to vote in an Extraordinary General Meeting (EGM), in accordance with the constitution.

**14. Responsibilities:**

The PCC and Electoral Roll Officers are responsible for implementing, enforcing, and monitoring compliance with this policy.

**15. Appendices:**

1. The Constitution of CCB adopted at the AGM of 20 March 2016
2. The Constitution of the Diocese of Singapore approved for use on 18 May 2018
3. A sample copy of the Electoral Roll Application Form

**END**