Additions to the roll

**2**    (1)   The name of a person who is entitled to have his or her name on the roll of a parish must, subject to these Rules, be added to the roll.

(2)   If additions are made to the roll, the electoral roll officer must report them at the next meeting of the PCC.

(3)   A list of the names added, but no other personal data, must be made available for inspection, on a reasonable request being made to the PCC.

## Revision of the roll: notice

**3**    (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](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r6) and [7](https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-1#r7)).

(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 on or near the principal door, and

(3)   The notice must remain on display for at least 14 days before the proposed revision begins.

(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.

(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 – to correct an omission or other error

(8)   The roll of a parish must be kept and revised –

(a) by the PCC, or  
(b) by the electoral roll officer under the direction of the PCC.

(11) The roll of a parish must, where practicable, specify the address of every person whose name is on it; but a failure to specify an address does not affect the validity of the entry.

(12) Where a person has provided an email address on Form 1, the roll must specify that email address.

(13) A copy of the roll of a parish must be made available for inspection, on a reasonable request being made to the PCC; and the copy made available for inspection must include every name entered on the roll but no other personal data.

## Notification of number on roll

**10**   The chair, vice-chair, secretary or electoral roll officer of a PCC must, no later than 1 July in each year, give the secretary of the diocesan synod written notification of the number of names there are on the roll of the parish as at the date of the annual parochial church meeting.