

# Diocesan Synod Standing Orders

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## MEMBERSHIP OF THE SYNOD

### **Roll of members**

1 The secretary shall keep a roll of the members of the synod constantly up to date.

### **Participation by non-members**

2 In any group of sessions the synod may resolve that official visitors and observers invited by the president may, with the permission of the chairman, address the synod but shall have no right to move any motion or amendment or to vote.

## TERM OF OFFICE

### **Elected Members**

3 Sub-paragraph 35 (a) of the constitution of the diocese provides that members elected to the synod shall hold office for three years from 1st November following their election.

### **Nominated members**

4 Unless the president fixes a shorter period of office, members nominated under sub-paragraphs 34 (e) or 34 (g) of the constitution of the diocese shall retire on the last date for the return of results in the triennial elections.

## THE PRESIDENT AND VICE-PRESIDENTS

### **Election of vice-presidents**

5 Before the first meeting of the synod after the triennial elections and, where a casual vacancy occurs, before the next meeting of the synod, each of the houses of clergy and laity or, where appropriate, the one house concerned, shall hold a special meeting to elect one of its members

to be a vice-president of the synod. A member of the appropriate house appointed by the president shall act as chairman for such meeting. Whoever so presides shall have a vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## CHAIRMAN OF THE MEETING

### **Meetings of the synod**

6 The president, unless on any occasion one of the vice-presidents or another member be nominated to take the chair, shall be chairman at sessions of the synod.

### **Separate meetings of the houses**

7 The president and each vice-president shall be chairman of the house of which they respectively are members but need not preside over its meetings if and to the extent that standing orders of the house so provide.

### **Powers of Chairman**

8 Subject to these standing orders and the directions of the president, the procedure of the synod and its houses shall be regulated by the respective chairman of each.

## OFFICERS

### **Secretary**

9 The synod shall appoint a secretary being either an ordained or a lay person and either salaried or honorary, who shall:-

- (i) be responsible for the administrative arrangements for meetings of the synod;
- (ii) be in attendance at such meetings;
- (iii) prepare the draft agenda papers and minutes of the synod;
- (iv) act as secretary of the standing committee;
- (v) perform such other duties as may be assigned by the synod.

### **Assistant Secretary**

10 The synod, or failing that the standing committee, may appoint an assistant secretary.

### **Registrar**

11 The registrar of the diocese or in the event of absence or incapacity the deputy registrar where appointed shall be the legal adviser to the synod, and when required shall attend the meetings of the synod, its houses and the standing committee.

### **Terms of appointment**

12 Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the staff committee of the board of finance.

## MEETINGS OF THE SYNOD

### **By whom convened**

13 The synod shall meet upon the summons of the president or the person in episcopal orders commissioned under paragraph 47 (e) or 47 (f) of the constitution of the diocese to exercise the functions of the president.

### **The annual residential meeting**

14 The synod shall meet once a year in residential session at such time and place as the president shall direct after consulting the standing committee. The annual residential meeting shall include such formal and informal sessions as the president,

after consultation with the standing committee, shall determine.

The procedures set out in standing orders 22 - 69 shall apply to formal sessions. The president, in consultation with the vice-presidents, shall determine the procedure for informal sessions.

#### **Notice of ordinary meetings**

15 The dates, times and place of the annual residential meeting of the synod shall be announced to members not less than four calendar months beforehand in such manner as the president shall approve. Not less than six weeks before the annual residential meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be posted faxed or otherwise delivered to every member and to

the chairmen of both houses of every archdeaconry or deanery synod in the diocese.

#### **Meetings by request**

16 If either the standing committee by resolution so requests or if the president receives a requisition for that purpose signed by not less than thirty members the president shall summon a meeting of the synod which shall be held within twelve weeks following the resolution or request unless a later date was specified in the resolution or request. Provided that no such meeting shall be held within the twenty weeks before the date fixed for the annual residential meeting. Not less than six weeks before such a meeting a notice thereof specifying the date, time and place and the business proposed to be transacted thereat and inviting other business, shall be posted, faxed, or otherwise delivered to every member and to the chairmen of both houses of every archdeaconry or deanery synod in the diocese.

#### **Emergency Business**

17 The size of the diocese is such that the usual provision for a special meeting in case of sudden emergency or other special circumstances is not possible. In such circumstances a meeting of the standing committee may be convened at not less than 14 days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the members of the committee in each of the houses of clergy and laity of the synod and only business specified in the notice may be transacted. In such a case copies of the notice convening the meeting of the standing committee and of other appropriate papers shall be posted, faxed, or otherwise delivered to all members of the synod so that they may send comment on the business to the chairman of the house of which they are members. The chairman of each house shall report all such comment to the standing committee.

#### **Form of notice**

18 Every notice under standing orders 15 and 16 shall be in writing and signed by the secretary.

## **SEPARATE MEETINGS OF THE HOUSES**

#### **When and where held**

19 Each house shall meet separately when:

- (i) it is required so to do under these standing orders;
- (ii) it has so decided in accordance with its own standing orders;
- (iii) the chairman of the house has so directed; or
- (iv) the synod has so directed.

And subject to any directions by the synod or the house concerned, the date, time and place of any separate meeting shall be fixed by the chairman of that meeting.

## **AGENDA OF SYNOD MEETINGS**

#### **Content**

20 Subject to these standing orders and any resolution of the synod, and without prejudice to

the rights of individual members to a reasonable opportunity within the time available of bringing matters before that synod, the president, after consultation with the standing committee, shall settle the agenda for each of its meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

### **Circulation**

21 The secretary shall post, fax or deliver an agenda paper to every member 21 days at least before a meeting.

### **Business permitted to be considered**

22 Save for urgent or other specially important business added thereto by direction of the president, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

### **Order of business**

23 In considering the order of business the president shall give special consideration to items referred to the diocesan synod by the General Synod or by an archdeaconry or deanery synod in the diocese. The President may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where this is considered to be necessary.

### **Varying the order of business**

24 The order of business set out in the agenda may be varied by resolution of the synod or, unless the president or any other member objects, by the chairman of a session.

## **NOTICE OF BUSINESS FOR FORMAL SESSIONS**

### **Form of notice**

25 Notice of any business for the formal sessions of the annual residential meeting of the synod shall be in writing signed and delivered to the secretary by hand, by fax or by post not later than the period before the meeting which is specified in standing order 26.

### **Length of notice**

26 The following periods of notice shall be required:-

New business for the agenda 35 days

Motions arising from the agenda 7 days

Questions under standing order 70 7 days

### **When not required**

27 Notice of the following business shall not be required:

(i) a motion moved by permission of the chairman provided that, unless the chairman otherwise permits, the full text of such motion shall be made available to members in writing before it is moved;

(ii) an amendment to a motion, provided that:

(a) if the mover of the amendment has previously spoken on the motion, the amendment shall be moved formally and without speech; and

(b) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the chairman.

(iii) business adjourned under standing order 54 or 55 to a specified time or meeting;

(iv) a procedural motion specified in standing order 51 (subject as provided in that standing order);

(v) a supplementary question by a member who has asked a question under standing order 69.

## GENERAL RULES OF DEBATE FOR FORMAL SESSIONS

### **Quorum**

28 One third of the members of each house shall form a quorum of the synod which shall be necessary for the consideration of all business except the adjournment of the synod under standing order 54 or of a debate under standing order 55.

### **If quorum not present**

29 If a quorum is not present, the chairman shall adjourn the session of the synod until such time as shall be determined. Any member may call the attention of the chairman to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the chairman has conclusively announced the result of the vote on that question.

### **Order of speeches**

30 The chairman shall call upon members who desire to speak and may require them to give their names to the secretary in writing. The chairman shall also determine the order in which they speak.

### **Breach of order**

31 The chairman shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may order the member to end any speech which is being made.

### **Points of order**

32 A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall do so in the form of a succinct question.

### **Personal explanations**

33 A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what was said, or to explain some matter of strictly personal concern, and for this purpose, may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the chairman the debate is likely to benefit from such an explanation.

### **Interruptions otherwise not permitted**

34 Save as provided in standing orders 32 and 33 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question. The ruling of the chairman on a point of order or the admissibility of a personal explanation shall not be open to question.

### **Speaking to a motion**

35 A member shall not speak unless upon a motion or amendment save as provided in standing orders 32,33 and 70.

### **Speaking more than once**

36 A member shall not speak more than once upon the same question, except:-

- (i) as provided in standing orders 32 and 33;
- (ii) by permission of the chairman and with the consent of the synod;
- (iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
- (iv) the mover of an amendment to a standing order may speak twice.

### **Length of speeches**

37 Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the chairman may at any time lengthen or shorten either of these periods; provided that the synod be informed of the ruling, which shall not be open to debate or question.

### **Moving motions or amendments**

38 The following rules shall apply

- (i) Every matter debated in the synod shall have been moved by a member.
- (ii) A motion or amendment which, when called by the chairman, is not moved by the member who has given notice thereof may be moved by any other member instead.

### **Withdrawal**

39 A motion or amendment, once moved, may be withdrawn by the mover or at the mover's request unless any member objects.

### **Reconsideration and rescission**

40 No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without leave by the standing committee.

### **Division of text**

41 The chairman may, with the consent of the mover, divide any motion or amendment in such manner as to enable the synod to express its judgement separately upon each part of the motion or amendment so divided.

### **Reference-back motions not permitted**

42 During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee. No amendment shall be moved for the reference back of any matter referred by the General Synod to the diocesan synod.

### **Special powers of chairman of a session**

43 Unless the synod otherwise provides, the chairman of a session shall

- (i) adjourn the session of the synod at the hours fixed in accordance with these standing orders;
- (ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 23;
- (iii) close the debate on any motion at the hour appointed in accordance with standing order 23, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 56 (ii) shall apply.

## **AMENDMENTS DURING FORMAL SESSIONS OF THE SYNOD**

### **When permitted**

44 Except as provided in standing order 45 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

### **When not permitted**

45 Amendments to the following shall not be permitted:-

- (i) a procedural motion under standing order 51;
- (ii) a motion to receive the report of a committee under standing order 87;
- (iii) a motion under standing order 94(i) in reply to any question referred by the General Synod.

### **Amendments to amendments**

46 No amendment may be moved to an amendment, except by permission of the chairman.

### **Delivery in Writing**

47 Before an amendment is moved, a copy thereof in writing shall be delivered to the secretary, unless this requirement is dispensed with by the chairman.

### **Form of amendments**

48 An amendment may be made:

- (i) by leaving out words; or
- (ii) by leaving out words in order to insert other words; or
- (iii) by inserting or adding words.

## **Content**

49 An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

## **Order of consideration**

50 Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the chairman. By the chairman's permission, during the debate on an amendment, other amendments may be discussed but not moved.

## **PROCEDURAL MOTIONS DURING FORMAL SESSIONS**

### **Content**

51 Subject to these standing orders, the following procedural motions may, with the consent of the chairman, be moved with or without notice but not so as to interrupt the speech of any member:

- (i) "That the synod do pass to the next business" ("next business");
- (ii) "That the synod do now adjourn" ("adjournment of the synod");
- (iii) "That the debate be now adjourned" ("adjournment of debate");
- (iv) "That the debate be now closed" ("closure");
- (v) "That all further speeches on this question be limited to ..... minutes" ("speech limit");
- (vi) A motion to vary the order of business;
- (vii) A motion to suspend a standing order.

### **When not permitted**

52 A motion shall not be moved:-

- (i) for next business, closure, or a speech limit on any question referred by the General Synod to the diocesan synod;
- (ii) for next business on an amendment or another procedural motion.

### **Next business**

53 The following rules of debate shall apply:

- (i) The motion may be moved either in the form "That the synod do forthwith pass to the next business" or in the form "That the synod do pass to the next business before the question is put".

(ii) A motion for next business shall take precedence over all amendments of which notice has been given.

(iii) If such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same meeting of the synod.

(iv) If not carried, such motion shall not be moved again on the original motion unless that motion be substantially amended.

(v) During discussion on a motion "That the synod do pass to the next business before the question is put" it shall be in order to debate the merits of the original question.

### **Adjournment of the synod**

54 The following rules of debate shall apply:-

(i) The motion to adjourn may but need not specify a time for the resumption of the business interrupted.

(ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.

(iii) If the motion to adjourn is carried the session shall be concluded and the synod shall resume at the next time specified in the agenda, or, failing such specification, at such time as the president shall direct.

(iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next session.

(v) If not carried, the adjournment of the synod shall not be moved again, except by permission



of the chairman, until a further hour has elapsed.

#### **Adjournment of debate**

55 Standing order 54 shall, unless the context otherwise requires, apply also to this motion except that:-

(i) If such motion is carried and the synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee.

(ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned

#### **The Closure**

56 The following rules of debate shall apply:-

(i) If such motion is permitted by the chairman, it shall be put forthwith without discussion.

(ii) If the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply, and the motion or amendment shall be put without further debate.

#### **Speech limit**

57 The following rules of debate shall apply:

(i) If this motion is permitted by the chairman, it shall be put forthwith without discussion.

(ii) Notwithstanding the time limits imposed by standing order 37, on this motion being carried, no speech shall exceed the number of minutes specified therein, but a longer or shorter time may be allowed to any member for any special reason of which the chairman shall be the sole judge; provided that when so doing the chairman shall inform members of the ruling and in exercising this discretion shall have particular regard to any member who has a right of reply to the debate.

#### **Suspension of standing orders during formal sessions**

58 After notice or, by permission of the chairman, without notice a member may move that a standing order be suspended during a particular debate or session.

Such a motion shall not be deemed to have been carried unless at least three-fourths of those members present and voting are in favour.

## **VOTING DURING FORMAL SESSIONS**

#### **Assent of three houses**

59 Subject to the two next following standing orders, nothing shall be deemed to have the assent of the diocesan synod unless the three houses which constitute the synod have assented thereto, but if in the case of a particular question (except a matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod) the president (if present) so directs, that question shall be deemed to have the assent of the

house of bishops only if the majority of the members of that house who assent thereto includes the president.

#### **Procedure for decisions**

60 Questions relating only to the conduct of business shall be decided by the votes of all the members of the diocesan synod present and voting, and every other question shall be decided in like manner, the assent of the three houses being presumed, unless the president (if present) requires, or any ten members require, that a separate vote of each house be taken.

#### **Matters referred under Article 8 of the Constitution of the General Synod**

61 If the vote of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

#### **Voting by houses**

62 A separate vote of each house shall be taken:

(i) on any question referred by the General Synod to the diocesan synod;

(ii) on any other question (except a question relating only to the conduct of business) where this is required under standing order 60.

#### **Majority required for decisions**

63 Subject to any statutory requirements, decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 60, require the votes of a majority of all the members of each house present and voting; provided that a motion to suspend a standing order shall require the votes of at least three-fourths of the members of the synod present and voting.

#### **Equal voting in house of bishops**

64 Where there is an equal division of votes in the house of bishops, the president shall have a second or casting vote.

#### **Opinion of president**

65 The president shall have a right to require that the president's opinion on any question shall be recorded in the minutes.

#### **Voting rights of chairman**

66 The chairman (subject to the rights of the president when acting as chairman) shall have the same voting rights as other members and shall have no second or casting vote.

#### **Mode of voting**

67 The chairman on putting any question to the vote shall take a show of hands and declare the result, the announcement of which shall be conclusive; the chairman has the discretion to order the hands to be counted and that shall be done on a vote by houses.

#### **Requests for separate voting**

68 Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 59 (that the president's assent shall be necessary to carry a proposal in the house of bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

#### **Procedure for count of hands**

69 The counting of hands on a separate vote of each house shall be conducted in accordance with instructions to be issued from time to time by the standing committee, and, subject thereto, the administrative arrangements for each count shall be made by the secretary under the direction of the chairman.

## **QUESTIONS**

#### **To whom addressed**

70 Subject to due notice under standing orders 25 and 26 a question may be asked of:

- (i) any officer of the diocesan synod referred to in these standing orders;
- (ii) the chairman of any body constituted by the synod or on which it is represented;
- (iii) an archdeacon; provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting and a member who has asked a question may ask one supplementary question in respect of each such original question.

#### **Content**

71 A question, if addressed to an officer, shall relate to the duties assigned to that officer, if addressed to the chairman of any body, to the business of that body, if to an archdeacon to the archdeaconry. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and shall be otherwise in order.

#### **Persons authorized to reply**

72 A member or officer of the synod when asked the question shall reply in person and, if not,

the reply may be given by a member of the synod nominated by the president; provided that:

- (i) the president may instruct the secretary to reply on the president's behalf;
- (ii) another member may be authorized to deputise for a member who is absent.

## THE STANDING COMMITTEE

### Composition

73 The standing committee is constituted by paragraph 38 of the constitution of the diocese. It has the following members: ex officio members: The president; the vice-presidents; the suffragan bishop(s); and the chairman of the diocesan board of finance; elected members: one clerk in holy orders and one lay person from each archdeaconry elected as is provided in subparagraph 38 (a) (v) of the constitution of the diocese.

### Officers of the standing committee

74 The officers of the standing committee shall be as follows:-

- (i) The president of the synod shall be chairman.
- (ii) The vice presidents of the synod shall be vice-chairmen of the committee.
- (iii) The secretary of the synod shall be secretary.

### Functions

75 The functions of the standing committee shall, in addition to those provided in paragraph 38 of the constitution of the diocese, be:

- (i) to plan the business of the synod, to prepare the agenda for its sessions, and to circulate it to members
- (ii) to assemble information about matters for discussion;
- (iii) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
- (iv) to advise the president on any matters which the president may refer to the committee;
- (v) subject to the directions of the synod, to transact the business of the synod when it is not in session;
- (vi) to appoint members of committees or nominate members for election to committees, subject to the directions of the synod;
- (vii) to carry out such other functions as the synod may delegate to it.

### Term of Office

76 Elected members of the Standing Committee shall be chosen as soon as possible after the triennial elections to the diocesan synod. They shall hold office for three years from 1 November following the triennial elections.

## OTHER COMMITTEES

### Committees of the Synod

77 The synod may at any time constitute such committees as in the opinion of the synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the synod as it thinks fit.

### Membership of committees

78 Subject to any directions of the synod, the standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the synod; provided that a majority of the members of the committee shall be members of the synod. The president or a member nominated by the president, being either a suffragan bishop, a vicar general or an archdeacon, shall be a member of every committee.

### Duration of membership

79 The standing committee may, subject to these standing orders and any resolution of the synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

### Sub-committees

80 Every committee constituted by the synod may appoint sub-committees for such purposes as it thinks fit.

### **Elections to Committees**

81 Elections of members of a committee of the synod may take place either:

(i) by a vote of which notice has been given in the agenda for a residential meeting of the synod; or

(ii) by postal vote in such manner as the standing committee, or failing that, the president shall direct.

### **Casual vacancies in committees**

82 A casual vacancy in the office of an elected member of a committee shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months before the next triennial elections to the synod need not be filled.

### **Directions by standing committee**

83 The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the standing committee, or failing that by the president.

## **PROCEDURE OF COMMITTEES**

### **Chairmen of Committees**

84 When acting as a member of a committee the president may elect to be its chairman or, where this is not the case, the committee shall, subject to any direction by the synod or the standing committee, elect at its first meeting a chairman from among its own members. In the absence of the chairman, a chairman for that meeting may be similarly elected.

### **Quorum of Committees**

85 Not less than one-third of the total members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

### **Voting in Committees**

86 Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the chairman shall have a second or casting vote.

### **Reports of Committees**

87 Every committee shall report to the synod at such times and in accordance with such procedure as may be determined by the standing committee; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion "That this report be received". No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the synod to the acceptance of any matter in the report.

### **General Rules for Committees**

88 Subject to these standing orders and to any directions by the synod or the standing committee, a committee shall have power to determine its own procedure.

## **REPRESENTATION OF THE SYNOD ON OTHER BODIES**

89 The procedure for appointing or electing representatives to serve on any committees or other bodies which are not responsible to the synod but on which it is required or permitted to be represented shall be determined in each case by the standing committee.

## DOCTRINAL MATTERS AND FORMS OF SERVICE

### **Requirement of early circulation**

90 If notice is given of a motion, whether or not under standing order 94, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the standing committee shall include it on the agenda of the earliest convenient meeting of the synod; provided that, save by permission of the chairman and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent to members at least three months before it is finally voted on by the synod. For the purpose of this standing order the consent of the synod shall not be deemed to have been given unless in the opinion of the chairman, a large majority of those present and voting has agreed.

## REFERENCES BY THE GENERAL SYNOD

### **When considered**

91 When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the standing committee shall include it on the agenda of such meeting of the diocesan synod as the committee may consider appropriate.

Provided that if the time limit imposed by the General Synod requires the Standing Committee may, under the Diocese in Europe Measure 1980, determine the response of the diocese to such a reference.

### **Notice of Reference**

92 Unless the standing committee decide to the contrary for any reason:

(i) members of the diocesan synod shall receive at least three months' notice of the reference; and

(ii) a report or other document prepared by or on behalf of either the General Synod or the standing committee of the diocesan synod shall be circulated.

This requirement shall apply whether the synod or the standing committee is to determine the response of the diocese.

### **Consultations within the diocese**

93 The standing committee, or the president and vice-presidents acting on its behalf, may refer any question arising from a reference from the General Synod to the archdeaconry and deanery synods or church councils or church meetings in the diocese for the expression of their views.

### **Procedure of debate**

94 The following procedure shall be followed:

(i) when the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan

synod (or the standing committee) as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 62. If the motion is defeated, the question shall be decided in the negative;

(ii) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee or a sub-committee thereof and amendments to such a motion shall be in order;

(iii) when all motions under the foregoing paragraphs (i) and (ii) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

### **Report on result**

95 The decisions on such motions and on any related motions not specifically included in the reference, together with any opinion recorded by the president and the number of votes cast in each house, shall be reported by the secretary of the diocesan synod to the secretary of the General Synod.

## ARCHDEACONRY & DEANERY SYNOD AND CHAPLAINCIES

### **Matters referable**

96 The diocesan synod may on the motion of any member invite archdeaconry and deanery synods, or church councils, or church meetings in the diocese:-

- (i) to express an opinion on or to record approval or disapproval of any matter; or
- (ii) to supply information within their knowledge; or
- (iii) to exercise any other functions within their competence; and to report to the diocesan synod by a specified date.

### **Report on proposal to refer matters**

97 The standing committee shall report to the diocesan synod on any proposal under the last preceding standing order and, if necessary, consideration of such proposal shall be postponed or adjourned until the standing committee has so reported.

### **Circulation of reference**

98 The secretary of the diocesan synod shall send a copy of any resolution under standing order 96 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the standing committee may direct.

### **Form and date of reply**

99 Subject to any direction by the diocesan synod, where a reference under standing order 96 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the standing committee and shall be informed of the date for reply which shall be not less than six months later than the date of the resolution by the diocesan synod.

### **Report on replies received**

100 At the next meeting of the diocesan synod after the period for replies has expired, the standing committee shall report, orally or in writing as it thinks fit, on the outcome of the reference.

## MATTERS RAISED BY ARCHDEACONRY AND DEANERY SYNODS AND BY CHURCH COUNCILS AND MEETINGS

### **By archdeaconry and deanery synods**

101 An archdeaconry or deanery synod may, on a motion moved by a member of the diocesan synod who represents that archdeaconry or deanery, bring before the diocesan synod any question of general Church interest or affecting the archdeaconry or deanery or any chaplaincy within the archdeaconry or deanery.

### **By church councils and meetings**

102 A church council or church meeting may, on a motion moved on its behalf in the archdeaconry or deanery synod by a member of that synod who represents the particular council or meeting, request the archdeaconry or deanery synod to take appropriate action under the last preceding standing order.

### **Notice to diocesan synod**

103 Notice of a motion to be moved in the diocesan synod under standing order 101 shall be given by the secretary or a member of the archdeaconry or deanery synod duly authorized for the purpose to the secretary of the diocesan synod not less than thirty-five days before the next annual residential meeting of the diocesan synod.

## FINANCIAL BUSINESS

### **The diocesan board of finance**

104 Under subparagraph 44 (a) of the constitution of the diocese the members of the diocesan synod are the members of the Board of Finance of the diocese.

### **Annual meeting of the board of finance**

105 The annual meeting of the members of the synod as the diocesan board of finance shall be held during the residential meeting of the synod.

The Chairman of the Board of Finance or, in case of incapacity or absence, a vice-chairman elected by the directors, or failing that, a member elected by the meeting shall be chairman of this annual meeting.

### **The directors of the board of finance**

106 The directors of the board of finance are as provided by sub-paragraph 44 (b) of the constitution of the diocese.

The directors shall be the financial executive of the synod and responsible for the custody and management of the synod's funds and the employment of all persons in receipt of salaries paid directly from those funds. The directors shall be responsible for advising the president and the synod on the determination of priorities in the allocation of any funds at the disposal of the synod.

### **Preparation of annual accounts**

107 The chairman of the board of finance shall not later than 31 March in each year submit to the president and vice-presidents of the synod a report and accounts for the preceding financial year ended on 31 December. The president and vice presidents may make to the directors such recommendations thereon as they think fit.

### **Presentation of annual accounts**

108 The directors shall present to the annual meeting of the board of finance the accounts for the preceding year.

### **Presentation of financial forecast for the following year**

109 The chairman of the board, or another director on the chairman's behalf, shall present to the annual meeting of the board a forecast of the income and expenditure required for the work of the synod in the following financial year. The members may make such recommendations thereon as they think fit. The forecast together with any recommendations made on it shall be circulated to all members of the diocesan synod and to the chairmen of both houses of every archdeaconry and deanery synod in the diocese.

### **Presentation of annual budget**

110 Not later than 31 October the chairman of the board shall present to the directors for their approval a budget for the following year based on the forecast and recommendations made at the annual meeting. The budget as approved by the directors shall be circulated to all members of the diocesan synod and to the chairmen of both houses of every archdeaconry and deanery synod in the diocese.

### **Special votes of expenditure**

111 If during any financial year either

(i) the chairman anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorized policies have risen or because new policies have been authorized since the budget, or

(ii) the president and vice-presidents of the synod so instruct; the chairman shall submit to the directors before the end of that financial year a supplementary budget together with recommendations as to how the additional expenditure can be met.

### **Expenditure in excess of votes**

112 In presenting the accounts for the preceding year to the annual meeting the directors shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with the directors' comments and recommendations.

### **Notice of proposals involving expenditure**

113 Except with the consent of the directors or their authorized representatives in the synod, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the directors, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

### **Form of money resolutions**

114 The directors shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money

resolution"): "That the synod authorize [or direct] the directors of the diocesan board of finance to expend a sum not exceeding [a named sum]"; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

**Persons authorized to move money resolutions**

115 No motion framed as a money resolution shall be moved otherwise than by a member authorized by the directors.

**Inadmissible amendments to money resolutions**

116 Save by consent of the directors, an amendment shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorize.

**Reference back of money resolutions**

117 A money resolution may be so amended as to provide that the motion be referred back to the directors for further consideration.

## **GENERAL PROVISIONS**

**Admission of press and public**

118 Subject to any directions by the synod or the standing committee, any member of the synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the synod. If the motion is carried, the chairman shall request the representatives of the Press and the public to withdraw.

**Periods of notice**

119 Any period of notice required by these standing orders shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

**Procedural defects**

120 A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

**Amendment of standing orders**

121 A motion for the amendment of these standing orders shall not be moved before it has been considered by the standing committee. The standing committee shall report to the synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.

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