

STANDING ORDERS OF THE PORTSMOUTH DIOCESAN SYNOD

Revised 2025

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CONTENTS

CONTENTS.....	2
INTRODUCTION TO DIOCESAN SYNOD	7
THE DIOCESAN SYNOD	7
BISHOP'S COUNCIL.....	7
<i>PURPOSE.....</i>	7
<i>PROCEDURE AT MEETINGS.....</i>	8
DEFINITIONS & PROCESS.....	8
<i>MOTION.....</i>	8
<i>AMENDMENT (a proposed alteration in the terms of a motion).....</i>	9
<i>SUBSTANTIVE MOTIONS.....</i>	9
<i>FOLLOWING MOTION (a further motion arising out of business specified in the agenda).....</i>	9
<i>QUESTIONS.....</i>	9
PORTSMOUTH DIOCESAN SYNOD	10
STANDING ORDERS OF THE DIOCESAN SYNOD.....	10
INTRODUCTION	10
<i>GENERAL.....</i>	10
MEMBERSHIP.....	10
<i>ROLL OF MEMBERS.....</i>	10
<i>PROCEDURE FOR CO-OPTIONS.....</i>	10
<i>ELECTION OF LAY AND CLERICAL REPRESENTATIVES.....</i>	10
<i>RETIREMENT OF CO-OPTED AND NOMINATED MEMBERS.....</i>	10
<i>PARTICIPATION BY NON-MEMBERS.....</i>	11
<i>PRESIDENT.....</i>	11
<i>VICE-PRESIDENTS.....</i>	11
CHAIR OF MEETING.....	11
<i>MEETINGS OF THE SYNOD.....</i>	11
SEPARATE MEETINGS OF THE HOUSES	11
POWERS OF THE CHAIR.....	11
OFFICERS.....	11
<i>SECRETARY</i>	11
<i>ASSISTANT SECRETARY</i>	12
<i>REGISTRAR.....</i>	12
TERMS OF APPOINTMENT	12
MEETINGS OF THE SYNOD	12
<i>BY WHOM CONVENED</i>	12
<i>WHEN AND WHERE HELD</i>	12
<i>MEETINGS BY REQUEST.....</i>	12
<i>NOTICE OF ORDINARY MEETINGS.....</i>	12
<i>NOTICE OF SPECIAL MEETINGS</i>	12
<i>FORM OF NOTICE</i>	13
SEPARATE MEETINGS OF THE HOUSES	13
<i>WHEN AND WHERE HELD</i>	13
<i>AGENDA.....</i>	13

Jesus-centred, Kingdom-seeking

<i>CIRCULATION</i>	13
<i>BUSINESS PERMITTED TO BE CONSIDERED</i>	13
<i>ORDER OF BUSINESS</i>	13
<i>VARYING THE ORDER OF BUSINESS</i>	14
<i>NOTICE OF BUSINESS</i>	14
<i>GENERAL RULES OF DEBATE</i>	14
<i>ORDER OF SPEECHES & CLOSURE</i>	15
<i>MATTERS OF ORDER</i>	15
<i>PERSONAL EXPLANATIONS</i>	15
<i>SPEAKING TO MOTIONS</i>	16
<i>LENGTH OF SPEECHES</i>	16
<i>RECONSIDERATION</i>	16
<i>DIVISION</i>	17
<i>SPECIAL POWERS OF THE CHAIR</i>	17
<i>FOLLOWING MOTIONS</i>	17
<i>PRIVATE MEMBERS MOTIONS</i>	17
GENERAL DISCUSSIONS	18
<i>AMENDMENTS</i>	18
<i>PROCEDURAL MOTIONS</i>	19
<i>NEXT BUSINESS</i>	19
<i>ADJOURNMENT OF THE SYNOD</i>	20
<i>ADJOURNMENT OF DEBATE</i>	20
<i>THE CLOSURE</i>	20
<i>SPEECH LIMIT</i>	21
<i>SUSPENSION OF STANDING ORDERS</i>	21
<i>VOTING</i>	21
<i>QUESTIONS</i>	22
THE BISHOP'S COUNCIL AND STANDING COMMITTEE	24
COMPOSITION	24
<i>Ex Officio Members</i>	24
<i>Elected Members</i>	24
<i>Nominated Members</i>	24
ELECTIONS TO BISHOP'S COUNCIL	24
<i>OFFICERS</i>	25
<i>ADVISERS</i>	25
FUNCTIONS	25
CASUAL VACANCIES	26
QUORUM	26
PROCEDURE	26
<i>BUSINESS BY CORRESPONDENCE/EMAIL</i>	26
OTHER COMMITTEES	26
<i>ESTABLISHMENT OF COMMITTEES</i>	26
<i>ELECTION TO, AND MEMBERSHIP OF COMMITTEES AND SUB COMMITTEES</i>	27
DIRECTIONS BY BISHOP'S COUNCIL	27
PROCEDURE OF COMMITTEES	27
<i>CHAIRS OF COMMITTEES</i>	27

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QUORUM OF COMMITTEES	27
VOTING IN COMMITTEES	27
REPORTS OF COMMITTEES.....	28
GENERAL	28
REPRESENTATION ON OTHER BODIES	28
DOCTRINAL MATTERS AND FORMS OF SERVICE	28
REQUIREMENT OF EARLY CIRCULATION	28
REFERENCES BY THE GENERAL SYNOD.....	28
PRIOR NOTICE AND DOCUMENTS REQUIRED	28
CONSULTATIONS WITHIN THE DIOCESE.....	28
PROCEDURE OF DEBATE.....	29
REPORT ON RESULT.....	29
REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES	30
MATTERS REFERABLE.....	30
REPORT ON PROPOSAL TO REFER MATTERS.....	30
CIRCULATION OF REFERENCE	30
FORM AND DATE OF REPLY	30
REPORT ON REPLIES RECEIVED	30
MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS	31
BY DEANERY SYNODS	31
BY PAROCHIAL CHURCH COUNCILS AND MEETINGS.....	31
NOTICE TO DIOCESAN SYNOD.....	31
FINANCE.....	32
THE DIOCESAN BOARD OF FINANCE	32
THE DIOCESAN BUDGET.....	32
CONDUCT OF FINANCIAL BUSINESS.....	32
PARISH SHARE.....	33
GENERAL PROVISIONS	34
PERIODS OF NOTICE	34
PROCEDURAL DEFECTS	34
AMENDMENT OF STANDING ORDERS	34
ANNEX: DIOCESAN SYNOD - DOCUMENT VERSION CONTROL.....	35
PORTSMOUTH DIOCESAN SYNOD RULES FOR DEANERY SYNODS	36
MEMBERSHIP.....	36
GENERAL.....	36
PROCEDURE FOR CO-OPTIONS	36
ELECTION OF LAY REPRESENTATIVES	36
ROLL OF MEMBERS.....	36
NON-MEMBERS: PARTICIPATION IN SYNOD MEETINGS.....	36
THE JOINT CHAIRS	37
GENERAL.....	37

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<i>ELECTION OF LAY JOINT CHAIR</i>	37
<i>CHAIRING AT SYNOD MEETINGS</i>	37
<i>SEPARATE MEETINGS OF THE HOUSES</i>	37
OFFICERS.....	37
<i>APPOINTMENT AND TERM OF OFFICE</i>	37
STANDING COMMITTEE	37
<i>MEMBERSHIP</i>	37
<i>ELECTED MEMBERS</i>	37
<i>FUNCTIONS OF THE COMMITTEE</i>	38
OTHER COMMITTEES	38
PROCEDURE OF COMMITTEES.....	38
MEETINGS OF THE SYNOD	38
<i>ADDITIONAL MEETINGS</i>	38
<i>NOTICE OF ORDINARY MEETINGS</i>	38
<i>SPECIAL MEETINGS</i>	38
<i>SEPARATE MEETINGS OF THE HOUSES</i>	39
AGENDA.....	39
<i>CONTENT</i>	39
<i>CIRCULATION</i>	39
<i>REPORT ON PROCEEDINGS OF SYNOD</i>	39
<i>ADDRESSES ETC UNACCOMPANIED BY FORMAL MOTION</i>	39
<i>BUSINESS PERMITTED TO BE CONSIDERED</i>	39
<i>VARYING THE ORDER OF BUSINESS</i>	39
<i>GIVING NOTICE OF BUSINESS</i>	40
<i>PERIODS OF NOTICE</i>	40
CONDUCT OF MEETING	40
<i>GENERAL CONSIDERATIONS</i>	40
GENERAL RULES OF DEBATE	40
<i>MOVING INSTEAD OF ANOTHER MEMBER</i>	40
<i>OPPORTUNITY FOR QUESTIONS</i>	40
<i>ONE MOTION AT A TIME</i>	41
<i>RECONSIDERING AND RESCINDING</i>	41
<i>SPEAKING MORE THAN ONCE</i>	41
GENERAL DISCUSSIONS.....	41
SPEAKING.....	41
<i>LENGTH OF SPEECHES</i>	41
WITHDRAWAL.....	42
AMENDMENTS.....	42
<i>CONTENT</i>	42
<i>ORDER OF CONSIDERATION</i>	42
PROCEDURAL MOTIONS.....	42
<i>CONTENT</i>	42
MOTIONS UNDER RULE 44 (III) - (IV)	42
AMENDMENTS AND OTHER PROCEDURAL MOTIONS	42
EFFECT OF PROCEDURAL RESOLUTIONS.....	43
ADJOURNING AMENDMENTS	43
RESUMPTION OF BUSINESS INTERRUPTED	43

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VOTING	43
<i>GENERAL</i>	43
<i>VOTES BY HOUSES</i>	43
<i>MODE OF VOTING</i>	43
<i>RECORDING VOTES</i>	43
REFERENCES BY THE DIOCESAN SYNOD	44
<i>WHEN CONSIDERED</i>	44
<i>PRIOR NOTICE AND DOCUMENTS REQUIRED</i>	44
PROCEDURE OF DEBATE	44
REPORT ON RESULT	44
CONSULTATIONS WITHIN THE DEANERY	44
MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS	44
FINANCE	45
GENERAL PROVISIONS	45
<i>ADMISSION OF MEMBERS OF THE PUBLIC (Non Synod members)</i>	45
PROCEDURAL DEFECTS	45
VARIATION OF RULES MADE BY DIOCESAN SYNOD	45
ANNEX B: DEANERY SYNOD - DOCUMENT VERSION CONTROL	46

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INTRODUCTION TO DIOCESAN SYNOD

A "synod" is "a council for debates or government". The word comes from syn- "together" + hodos "a going, a way", and implies a coming together in order to reach a common mind. Synodical Government was introduced by the Church of England in 1970 with a view to increasing lay participation in the decision-making processes of the Church. Government by synod is government by common consent – bishops, clergy and laity together - and should reflect the belief that the Spirit is given to all God's people. The Church of England is therefore sometimes described as 'episcopally led and synodically governed'.

In the Church of England, Synodical Government operates at four levels – the Parochial Church Council, the Deanery Synod, the Diocesan Synod and the General Synod. Parishes at their Annual General Meeting elect representatives to the Deanery Synods. The members of the Deanery Synods elect members of the laity and clergy to the Diocesan Synod. These members together with the Diocesan Bishop, the ex-officio, co-opted and nominated members make up the Diocesan Synod.

THE DIOCESAN SYNOD

There are three constituent parts to a Diocesan Synod: the House of Bishops, the House of Laity and the House of Clergy.

In Portsmouth, there is (usually) only one member of the House of Bishops, which highlights the Diocesan Bishop's role in calling the synod together as its President. The Houses of Laity and Clergy each elect their own chair who not only then takes part in the chairing of the full Synod but also has specific responsibilities in relation to calling a separate meeting of his or her particular House and, in addition, sits ex-officio on the Bishop's Council, the Agenda Planning Sub-Committee and the Vacancy-in-See Committee.

Usually, all three Houses meet together and vote as one Synod except that for special purposes they may meet and/or vote separately.

BISHOP'S COUNCIL

The Bishop's Council is the standing committee of Diocesan Synod. Its members are also the directors of the Diocesan Board of Finance. The Council also operates as the Diocesan Mission and Pastoral Committee and the Diocesan Parsonages Board.

PURPOSE

The Diocesan Synod's work includes the following areas:

- (i) It is responsible for the Mission Development and Stewardship Cycles within the diocese, discussing recommendations and agreeing action.
- (ii) It makes provision for matters concerning the Church of England in the diocese.
- (iii) It advises the Diocesan Bishop on any matter about which the Bishop wishes to consult it.
- (iv) It gives an opinion on matters about which General Synod consults it.

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- (v) It communicates diocesan policies and concerns to the parishes through the Deanery Synods.
- (vi) It listens and responds to the views and concerns expressed by parishes at deanery synods.
- (vii) It debates and may express an opinion upon any matter of religious or public interest it so wishes.

PROCEDURE AT MEETINGS

To facilitate orderly and wide debate, the business of the synod is conducted in accordance with an official set of rules called standing orders.

At meetings of synod each member may:

- (i) speak once to any motion if called by the chair.
- (ii) move amendments to motions.
- (iii) move procedural motions.
- (iv) call for a count by houses.
- (v) ask questions and receive an answer to each (with the possibility of a supplementary).
- (vi) move motions on behalf of his/her deanery synod or as a private member.

DEFINITIONS & PROCESS

MOTION

A proposition submitted for debate. Once carried by the meeting it becomes a resolution of the synod.

Motions should propose definite action and not be framed in the negative. They need to be submitted to the synod secretary in advance of the meeting (SO30). A motion is accepted for discussion only after it has been moved and seconded.

Motions may be brought before the synod:

- (i) at the request and discretion of the president (SO28).
- (ii) from General Synod.
- (iii) from a deanery synod (SO28).
- (iv) by an individual member of synod, provided the motion is supported by the signatures of 20 members (SO28 & SO54).
- (v) How to introduce new business – form of notice (SO30).
- (vi) Private members motions (SO55).

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AMENDMENT (a proposed alteration in the terms of a motion)

It should take the form of omitting, substituting or inserting words in the original motion (or amendment) (SO61). The alteration should not be such as to constitute a direct negative of the motion (SO62), for the same result could be achieved by an adverse vote, neither should it be beyond the scope of the original motion or attempt to open previously settled business.

When an amendment is moved it takes priority over the original motion and must be voted on before the original motion can be put. Should there be several amendments, they must be considered in the order in which they affect the original motion, and each must be disposed of separately. If the amendment be lost, the original motion is revived, and this is subject to further amendment until such time as all the amendments have been disposed of.

SUBSTANTIVE MOTIONS

When amendments have been disposed of by the chair they are, if passed, incorporated in the original motion in the form of a substantive motion and this must be put to the vote. It may happen that an amendment has been approved but when the motion is put to the meeting in the form of a substantive motion it is lost. The effect of such procedure is to dispose of the whole question under discussion.

FOLLOWING MOTION (a further motion arising out of business specified in the agenda)

Such a motion should be submitted to the chair in writing and will be subject to the time allowed in the agenda for the consideration of that business. If, in the opinion of the chair the motion is not of a contentious nature and there appears to be unanimity in the meeting, the chair may put such a motion to the vote without debate. If, however, in the opinion of the chair, the motion is contentious and will require more time than the agenda allows, the following motion will be referred to the next meeting of the agenda planning sub-committee.

QUESTIONS

Members may put up to two questions at any one meeting to an officer of the synod or the chair of a body linked with the synod. Due notice of seven days must be given. The member may ask one supplementary question, and up to two further supplementary questions may be asked by other members at the discretion of the chair (SO48).

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PORTSMOUTH DIOCESAN SYNOD

STANDING ORDERS OF THE DIOCESAN SYNOD

Please read SO 1 - 5 in conjunction with the relevant sections of the Church Representation Rules.

INTRODUCTION

GENERAL

1. These orders replace those issued in 2023. They follow broadly the order of Model Standing Orders for Diocesan Synods issued by General Synod. These orders are made by Diocesan Synod in accordance with Rule 44 of the Church Representation Rules (that is, Schedule 3 of the Synodical Government Measure 1969, as amended). Reference should also be made to the provisions of Part 4 of the Church Representation Rules.
2. Nothing in them overrides the instructions contained in the Church Representation Rules which are authorised as Schedule 3 of the Synodical Government Measure 1969 (as amended) and are the basis for the conduct and direction of the Synod.

MEMBERSHIP

ROLL OF MEMBERS

3. The composition and membership of the Diocesan Synod is definitively set out in Rules 29 to 34 of Church Representation Rules.
4. The Secretary shall keep a roll of synod members and their status, i.e. ex-officio, elected, co-opted or nominated, constantly up to date.

PROCEDURE FOR CO-OPTIONS

5. The Bishop's Council shall have the right to nominate persons for co-option by the house of clergy or the house of laity or otherwise to determine who else may nominate such persons, but in other respects the procedure for co-opting members shall be determined by the respective houses.

ELECTION OF LAY AND CLERICAL REPRESENTATIVES

6. Lay and clerical representatives shall be elected every three years in such numbers per deanery as shall have been determined by the Diocesan Synod and communicated to each deanery secretary by the Diocesan Synod secretary. Co-opted and nominated members shall retire on the last date for the return of results of the triennial elections. Full details are set out in Rules 35 – 42 of the Church Representation Rules.

RETIREMENT OF CO-OPTED AND NOMINATED MEMBERS

7. Unless the house concerned or the president, as the case may be, fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial election.

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PARTICIPATION BY NON-MEMBERS

8. Any visitor by invitation of the president may, with the permission of the chair, address the synod but shall have no right to move any motion or amendment or vote.

PRESIDENT

9. The Bishop of the diocese shall be the president of the synod.

VICE-PRESIDENTS

ELECTION OF VICE-PRESIDENTS

10. Before the first meeting of the synod after the triennial elections and, where a casual vacancy occurs, as soon as reasonably practicable thereafter, 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 chair for such meeting. Whoever so presides shall have a vote in the election and in the case of equality of votes the decision shall be taken by lot.

CHAIR OF MEETING

MEETINGS OF THE SYNOD

11. The president or one of the vice-presidents shall be chair for all or part of every meeting of the synod.

SEPARATE MEETINGS OF THE HOUSES

12. Each vice-president shall be chair of the house of which he or she is a member but need not preside over its meeting, in which case a chair is appointed by the members present.

POWERS OF THE CHAIR

13. 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 chair of each.

OFFICERS

SECRETARY

14. The synod shall appoint a secretary, clergy or lay, 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 Bishop's Council.
 - (v) perform such other duties as the synod shall assign to him or her.

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ASSISTANT SECRETARY

15. The Bishop's Council may appoint an assistant secretary.

REGISTRAR

16. The Registrar of the diocese shall be the legal adviser to the synod and may appoint a deputy. One of them, when required, shall attend meetings of the synod, its houses and the Bishop's Council.

TERMS OF APPOINTMENT

17. 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 Bishop's Council.

MEETINGS OF THE SYNOD

BY WHOM CONVENED

18. The synod shall meet upon the summons of the president.

WHEN AND WHERE HELD

19. The president shall summon no fewer than two meetings in each year at such times and places as he or she shall direct after consulting the Bishop's Council.¹

MEETINGS BY REQUEST

20. If either the Bishop's Council by resolution so requests or if the president receives a requisition for that purpose signed by no fewer than thirty members the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or request unless a later date was specified in the resolution or request.

NOTICE OF ORDINARY MEETINGS

21. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such manner as the president shall approve.

NOTICE OF SPECIAL MEETINGS

22. In case of sudden emergency or other special circumstances a meeting may be convened at not less than seven days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the members of each house and only business specified in the notice may be transacted.

¹ *The statutory minimum number of meetings in each year is two (see rule 44(2)(d) of the Church Representation Rules).*

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FORM OF NOTICE

23. Every notice under SO21 & SO22 shall be by email (and by hard copy for those who request this).

SEPARATE MEETINGS OF THE HOUSES

WHEN AND WHERE HELD

24. Either house shall meet separately when:
- (i) It is required to do under these standing orders.
 - (ii) It has so decided in accordance with its own standing orders.
 - (iii) The chair of the house has so directed.
 - (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 chair of that meeting.

AGENDA

25. Subject to these standing orders and any resolution of the synod, and without prejudice to the rights of individual members to a reasonable opportunity of bringing matters before that synod (SO30 refers), the Bishop's Council 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

26. The secretary shall email, post or deliver an agenda paper to every member twenty-one days at least before a meeting or, in the case of a special meeting called at less than twenty-one days' notice, at the same time as the notice.

BUSINESS PERMITTED TO BE CONSIDERED

27. Nothing shall be considered at a meeting of the synod except business on or arising from the agenda, but the president may direct that urgent or other specially important business may be added to the agenda.

ORDER OF BUSINESS

28. In considering the order of business the Bishop's Council shall give special consideration and priority to items:
- (i) brought before the synod at the request or direction of the president.
 - (ii) referred to the Diocesan Synod by the General Synod or by a deanery synod in the diocese.
 - (iii) items tabled by a private member and supported by the signature of twenty members in accordance with SO55.

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and 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 it considers this to be necessary.

VARYING THE ORDER OF BUSINESS

29. The order of business may be varied by resolution of the synod or, unless any member objects, by the chair.

NOTICE OF BUSINESS

FORM OF NOTICE

30. Except in the case of SO22, notice of any business for a meeting of the synod shall be by email (and by hard copy for those who request this) sent by the diocesan secretary not later than the period before the meeting which is specified in SO31.

LENGTH OF NOTICE

31. The following periods of notice shall be required:

(i)	New business for the agenda	35 days
(ii)	Private members motions	35 days
(iii)	Motions arising from the agenda	7 days
(iv)	Questions under standing order 82	7 days

WHEN NOT REQUIRED

32. Notice of the following business shall not be required:

- (i) a motion moved by permission of the chair, provided that, unless the chair otherwise permits, the full text of such motion shall be made available to members in a notice paper 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 he or she shall move any amendment thereto formally and without speech.
 - (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 chair.
- (iii) business adjourned under SO68 or SO69 to a specified time or meeting.
- (iv) a procedural motion specified in SO64 (subject as provided in that standing order).
- (v) a supplementary question under SO85.

GENERAL RULES OF DEBATE

QUORUM

33. The president (or a duly appointed commissary) and one third of members of each of the house of clergy and the house of laity shall form a quorum of the synod. If a quorum is not present, no business of the synod shall be conducted except for a motion to adjourn the synod under SO68.

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34. If the attention of the chair is called to, or if he or she notes, the apparent lack of a quorum of members, a count of members present in the meeting room shall be taken after three minutes to ascertain whether or not a quorum is present.
35. If a quorum is not present, synod may not suspend standing orders to allow for the continuation of debate.
36. The lack of a quorum shall not invalidate a vote unless the attention of the chair has been drawn to, or he or she has noted and stated, the apparent lack of a quorum before the question is put.

ORDER OF SPEECHES & CLOSURE

37. The chair shall determine the order of speaking and, except as provided for in SO40, SO42 & SO43, no member shall speak unless called by the chair.
38. The chair shall seek to determine the order of speeches to ensure balance in debate and equity of opportunity for each house.
39. The chair may close debate and require that any motion shall be put to the vote at any time.
40. Any member may propose a procedural motion that debate be closed and that a motion shall be put. A member may only do so at the end of a contribution by another member and may not interrupt to propose the procedural motion for closure. The procedural motion shall immediately be put without discussion.

MATTERS OF ORDER

41. The chair may call a member to order for discourtesy, irrelevance, tedious repetition or any breach of standing orders and may require the member to stop speaking forthwith.
42. A member may raise a point of order at any time by standing and stating that he or she wishes to make a point of order. Points of order must deal only with the conduct or procedure of the debate. These are that:
 - (i) The speaker is deviating from the subject of debate.
 - (ii) The speaker is not showing courtesy to the chair or to other members.
 - (iii) The speaker is infringing standing orders.
 - (iv) The time allowed to speakers should be reduced in order to expedite the business of synod.

Points of order must be expressed as a succinct question to the chair. The ruling of the chair on a point of order shall not be open to question.

PERSONAL EXPLANATIONS

43. A member may request the chair's permission to intervene in a debate to:
 - (i) correct an important error or misunderstanding of fact.
 - (ii) explain a matter of strict personal concern.

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The chair may allow such an intervention as an interruption of a speech or as a statement after a speech if in the chair's opinion the debate is likely to benefit from such an intervention. The ruling of the chair on the admissibility of an intervention shall not be open to question.

SPEAKING TO MOTIONS

44. No member shall be heard by synod unless he or she informs the synod of his or her name and constituency and states whether he or she is speaking as a member of synod or as a diocesan officer.
45. Every matter debated in synod shall have been moved and seconded except that no seconder shall be required for:
 - (i) Motions moved by the chair.
 - (ii) Motions moved by a member on behalf of a committee and in relation to a report of that committee.

Procedural motions shall be seconded without a supporting speech.

46. In the absence of a member who has given notice of any motion, that motion may be moved by another member in his or her stead.
47. A motion or amendment, once moved, may be withdrawn by the mover at his or her request unless any member objects.
48. Except as provided for in SO40, SO42, SO43 & SO64 no members shall speak other than to address the motion, an amendment, or a subject on the agenda of the meeting which has been opened for question or debate by the chair.
49. A member shall not speak more than once on the same motion except:
 - (i) that the mover of a motion may reply at the end of the debate but may not introduce any new matter at that time.
 - (ii) that the mover of an amendment to a standing order, but no other amendment, may speak twice.
 - (iii) as provided for in SO42 & SO43.
 - (iv) with the permission of the chair and the consent of the synod.

LENGTH OF SPEECHES

50. Except for the presentation of the budget or following a ruling by the chair, the member introducing a report or motion may speak for no more than ten minutes on the question and other members no more than five minutes. The chair may at any time lengthen or shorten the time allowed for speeches provided that he or she shall inform the synod of his or her ruling, which shall not be open to debate or question.

RECONSIDERATION

51. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the same preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the consent of the Bishop's Council.

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DIVISION

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

SPECIAL POWERS OF THE CHAIR

53. Unless the synod otherwise provides, the chair shall:
- (i) adjourn 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 SO28.
 - (iii) close the debate on any motion at the hour appointed in accordance with SO28, whether or not there are other members who still desire to speak, and thereupon the provisions of SO 70(ii) shall apply.

FOLLOWING MOTIONS

54. A Following Motion, arising out of business specified in the agenda, should be submitted to the chair in writing and will be subject to the time allowed in the agenda for the consideration of that business. If, in the opinion of the chair, the motion is not of a contentious nature and there appears to be unanimity in the meeting, the chair may put such a motion to the vote without debate. If, however, in the opinion of the chair, the motion is contentious and will require more time than the agenda allows, the following motion will be referred to at the next meeting of the agenda planning sub-committee.

PRIVATE MEMBERS MOTIONS

55. Business may also be introduced for debate in the Diocesan Synod by individual members, by means of private members' motions:
- (i) The mover of any such motion must ascertain the likely cost of its implementation from the appropriate diocesan department and include it as a footnote.
 - (ii) The text must be notified to the synod secretary not fewer than thirty-five days before the next meeting of synod.
 - (iii) If the motion is supported by the signatures of twenty or more members of the synod, it will be considered for inclusion on a Synod agenda at the earliest opportunity.
 - (iv) If the motion is not supported by the signature of twenty or more members of the synod, it will be published as an appendix to the agenda and shall be displayed at up to two meetings of synod for members to support by adding their signature.
 - (v) The agenda planning sub-committee may decide that the motion should first be referred to the Bishop's Council.

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GENERAL DISCUSSIONS

56. The chairman presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:

- (i) an address or the presentation of a paper by a member or a visiting speaker.
- (ii) a general discussion permitted by the chairman in the belief that such would more usefully serve the purposes of the synod. During such discussion no motion or amendment shall be moved or put to the vote, and the number of speeches made by any member while it continues shall be disregarded for the purpose of SO 49 (no member may speak more than once in a debate) when that rule is declared by the chairman to be again in force.

AMENDMENTS

WHEN PERMITTED

57. Except as provided in SO58, any member may move an amendment to a motion which has been duly moved and seconded, and such amendment shall be disposed of before that motion is put or any further amendment is moved.

WHEN NOT PERMITTED

58. Amendments to the following shall not be permitted:

- (i) a procedural motion under SO 64.
- (ii) a motion to receive the report of a committee under SO112.
- (iii) a motion under SO 120 in reply to any question referred by the General Synod.

AMENDMENTS TO AMENDMENTS

59. No amendment may be moved to an amendment, except by permission of the chair.

DELIVERY IN WRITING

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

FORM OF AMENDMENTS

61. An amendment may be made:

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

CONTENT

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

ORDER OF CONSIDERATION

63. 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 chair. By his or her

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permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

CONTENT

64. Subject to these standing orders, the following procedural motions may, with the consent of the chair, 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 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) "That the be referred back" ("reference back") but subject, save in the case of Article 119(c), to the regulations in SO 66.
 - (vii) A motion to vary the order of business.
 - (viii) A motion to suspend a standing order.

WHEN NOT PERMITTED

65. A motion shall not be moved:
- (i) for next business, the 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.

REFERENCE-BACK MOTIONS NOT PERMITTED

66. 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 Bishop's Council. No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

NEXT BUSINESS

67. 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.

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- (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 negatived, 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

68. The following rules of debate shall apply:

- (i) The motion to adjourn may but need not specify a time for the next sitting of the synod or 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, but the chair shall have power to relax this rule.
- (iii) If the motion to adjourn is carried and the Diocesan Synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with SO 19.
- (iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.

If negatived, the adjournment of the synod shall not be moved again, except by permission of the chair, until a further hour has elapsed.

ADJOURNMENT OF DEBATE

69. SO 68 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 Bishop's Council.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

THE CLOSURE

70. The following rules of debate shall apply:

- (i) If such motion is permitted by the chair, 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.

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SPEECH LIMIT

71. The following rules of debate shall apply:

- (i) If this motion is permitted by the chair, it shall be put forthwith without discussion.
- (ii) Notwithstanding the time limits imposed by SO 50, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chair may, for any special reason of which he or she shall be the sole judge, allow a longer or shorter time to any member; provided that when so doing the chair shall inform members of his or her ruling and in exercising his or her discretion shall have particular regard to any member who has a right of reply to the debate.

SUSPENSION OF STANDING ORDERS

72. After notice or, by permission of the chair, without notice a member may move that a standing order be suspended for a stated period during a particular debate or meeting. Such motion shall not be deemed to have been carried unless at least three-fourths of those members present and voting are in favour.

VOTING

ASSENT OF THREE HOUSES

73. 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

74. 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

75. If the votes 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

76. 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 SO 74.

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MAJORITY REQUIRED FOR DECISIONS

77. 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 SO 73, 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

78. 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

79. The president shall have a right to require that his opinion on any question shall be recorded in the minutes.

VOTING RIGHTS OF THE CHAIR

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

MODE OF VOTING

81. The chair on putting any question to the vote shall take a show of hands, the result of which as announced by him or her shall be conclusive and may at his or her discretion order the hands to be counted and shall do so on a vote by houses.

REQUESTS FOR SEPARATE VOTING

82. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under SO73 (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

83. 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 Bishop's Council, and, subject thereto, the administrative arrangements for each count shall be made by the secretary under the direction of the chair.

QUESTIONS

TO WHOM ADDRESSED

84. Subject to due notice under SO30 & SO31 a question may be asked of:
- (i) any officer of the Diocesan Synod referred to in these standing orders.
 - (ii) the chair of any body constituted by or reporting to the synod.

If the Officer or Chair to whom the question is addressed is not available to answer the question the President shall nominate a suitable person to give a response.

85. 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

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original question. Up to two further succinct supplementary questions from other members may be taken at the discretion of the chair.

CONTENT

86. A question, if addressed to an officer, shall relate to the duties assigned to him or her and, if addressed to the chair of any body, to the business of that body. 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 AUTHORISED TO REPLY

87. If the person of whom the question is asked is a member or officer of the synod he or she shall reply personally and, if not, the reply may be given by one of its members nominated by the president; provided that:
- (i) the president may instruct the secretary to reply.
 - (ii) a member who is absent may authorise another member to deputise for him or her.

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THE BISHOP'S COUNCIL AND STANDING COMMITTEE

COMPOSITION

88. The Bishop's Council and Standing Committee (in these standing orders referred to as the "Bishop's Council") shall consist of:

Ex Officio Members

- i. The President
- ii. The Vice Presidents (chair of the house of clergy and chair of the house of laity)
- iii. The Dean
- iv. The Archdeacons
- v. The Diocesan Secretary

Elected Members

- i. Seven from the House of Clergy
- ii. Eleven from the House of Laity

Nominated Members

One person (not necessarily a member of the synod) nominated by the president to ensure the correct legal balance between clergy and laity.

Elected Representatives of the Diocese on General Synod

All elected representatives of the Diocese on General Synod shall normally be in attendance at meetings of the Bishop's Council. They will have speaking, but not voting rights; unless they are otherwise eligible members of the Council.

ELECTIONS TO BISHOP'S COUNCIL

89. The elected members of the council shall be elected by the house of which each is a member, as soon as practicable after the election of a new synod and shall retire on the election of their successors or on ceasing to be qualified.

90. Lists of nominees, from the houses of clergy and laity, shall be produced and divided by deanery. Synod members shall vote by houses for their preferred clergy or lay candidates.

One clergy and one lay representative per deanery shall be elected and the remaining lay places shall be allocated to those candidates with the largest number of votes who are not already filling deanery places.

If a deanery does not have a nominated clergy or lay representative, that place shall be allocated to the appropriate clergy or lay candidate with the next largest number of votes.

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OFFICERS

91. The officers of the council shall be as follows:
- i. The president of the synod shall be chair.
 - ii. The vice-presidents of the synod shall be vice-chairs.
 - iii. The secretary of the synod shall be secretary.

ADVISERS

92. The Bishop's Council shall have power to appoint persons who have appropriate expertise to provide advice on any of its functions.

FUNCTIONS

93. The functions of the Bishops Council shall be:
- To discharge the advisory and consultative functions of the synod on behalf of the synod (subject to any directions of the synod, and subject to either the bishop or the Bishop's Council requiring the matter to be referred to synod).
 - To plan the business of the synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion.
 - To initiate proposals for action by the synod and to advise it on matters of policy which are placed before it.
 - To advise the president on any matters which they may refer to the council.
 - To transact the business of the synod when it is not in session.
 - To act as the Diocesan Board of Finance (see SO 129 – SO134) with members acting as Directors and Trustees of the Diocesan Board of Finance, a limited company and registered charity, and associated trusts.
 - To act as the Diocesan Mission and Pastoral Committee and as the Diocesan Parsonages Board.
 - To nominate members as required for Boards, Committees and Working Groups.
 - To hold all board, committees and teams accountable for their work and to provide reports to Synod of that work as appropriate.
 - To ensure good communication with deanery standing committees on diocesan issues and promote understanding of deanery issues.
 - To report to each meeting of the Diocesan Synod on its work to provide strategy and oversight and support the mission in the Parishes and Community.
 - To be responsible for overseeing the Diocesan Safeguarding policy.
 - To carry out such other functions as the synod may delegate to it.

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CASUAL VACANCIES

94. A casual vacancy in the office of any member other than an ex-officio or nominated member 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.

QUORUM

95. Not less than one third of the total members of shall form a quorum and this will include both Lay and Clergy members. If either group is not represented, then the meeting will be suspended.

PROCEDURE

96. The Bishop's Council shall have power to regulate its own procedures.

BUSINESS BY CORRESPONDENCE/EMAIL

97. Either the Chair or a Vice Chair of the Bishop's Council may, if he or she considers that any business can properly be conducted by correspondence, instruct the secretary of the Council to send proposals requiring the approval of members to each voting member of the Bishop's Council.

Unless objection to the proposals is received from members in such numbers and within such period from the date of their being sent as the chair or Vice Chair may specify, the proposals are to be treated at the end of that period as approved by the Council as if they had been approved at a duly convened meeting.

Where proposals are circulated under this Rule for approval, the secretary must report to the next meeting of the Bishop's Council:

- (i) whether the proposals were approved, and
- (ii) if objections to the proposals were received, the number of members from whom they were received.

If more than a third of the members of the Bishop's Council request a debate on the proposals then the matter shall be deferred to the next meeting of the Council.

OTHER COMMITTEES

ESTABLISHMENT OF COMMITTEES

98. The synod shall establish such committees or other bodies as may be required by law (to be known as 'Statutory Committees') with such membership, functions and procedures as may be prescribed in the relevant enactment.
99. The synod may at any time constitute such other committees as it considers necessary or desirable and may delegate to such committees such functions as it thinks fit.

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100. Every committee constituted by synod may appoint sub-committees for any purpose encompassed by its constitution.
101. The Bishop's Council may constitute limited life sub-committees to undertake specific functions on behalf of the Council.
102. The Bishop's Council may at any time dissolve a committee or sub-committee and, notwithstanding SO99, may alter the number of members of any committee or sub-committee.

ELECTION TO, AND MEMBERSHIP OF COMMITTEES AND SUB COMMITTEES

103. The number of members of any committee or sub-committee shall be determined by the Terms of Reference as agreed by Bishops Council.
104. Election to the membership of any committee shall be determined by the Terms of Reference.
105. The treatment of casual vacancies in the membership of any committee or sub-committee shall be determined by the Terms of Reference.
106. Each committee or sub-committee will have a Bishops Council representative, either as a full member or as an observer, as per the Terms of Reference.
107. Election to sub-committees shall be as determined by the superior committee.

DIRECTIONS BY BISHOP'S COUNCIL

108. The conduct of elections to committees shall, subject to these standing orders, be in accordance with any direction by the Bishop's Council.

PROCEDURE OF COMMITTEES

CHAIRS OF COMMITTEES

109. Unless otherwise determined by the Terms of Reference, where the president is a member of a committee, the president shall be chair thereof, if the president so elects. If the president does not elect to be chair, the committee shall, subject to any direction by the synod or the Bishop's Council, at its first meeting elect a chair from among its own members. In the absence of the chair, a chair for that meeting may be similarly elected.

QUORUM OF COMMITTEES

110. Unless otherwise determined by the Terms of Reference, 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

111. 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 chair shall have a second or casting vote.

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REPORTS OF COMMITTEES

112. Every committee and sub-committee shall prepare minutes to be distributed as papers of interest at the next possible meeting of Bishop's Council.

GENERAL

113. Subject to these standing orders and to any directions by the synod or the Bishop's Council, a committee shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

114. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the synod but on which it is required or permitted to be represented shall be determined in each case by the Bishop's Council.

DOCTRINAL MATTERS AND FORMS OF SERVICE

REQUIREMENT OF EARLY CIRCULATION

115. If notice is given of a motion, whether or not under SO116, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the Bishop's Council shall include it on the agenda of the earliest convenient meeting of the synod; provided that, save by permission of the chair and the consent of the synod, copies of such motion, together with a report thereon by the Bishop's Council, shall be sent to members at least three months before it is finally voted on by the synod.

REFERENCES BY THE GENERAL SYNOD

WHEN CONSIDERED

116. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the Bishop's Council shall include it on the agenda of such meeting of the Diocesan Synod as the council may consider appropriate.

PRIOR NOTICE AND DOCUMENTS REQUIRED

117. Unless the Bishop's Council 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 Bishop's Council, shall be circulated.

CONSULTATIONS WITHIN THE DIOCESE

118. The Diocesan Synod, before voting on a reference, may refer any question arising from it to the deanery synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

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PROCEDURE OF DEBATE

119. (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 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 SO 76. 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 Bishop's Council and amendments to such a motion shall be in order.
- (iii) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising there from may, if otherwise in order, be moved by any member.

REPORT ON RESULT

120. The decision 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.

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REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

MATTERS REFERABLE

121. The Diocesan Synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:
- (i) to express an opinion on or to record approval or disapproval of any matter.
 - (ii) to supply information within their knowledge.
 - (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

122. The Bishop's Council 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 Bishop's Council has so reported.

CIRCULATION OF REFERENCE

123. The secretary of the Diocesan Synod shall send a copy of any resolution under SO 121 to the secretary of each body concerned, together with such instructions and other information as the Diocesan Synod or the Bishop's Council may direct.

FORM AND DATE OF REPLY

124. Subject to any direction by the Diocesan Synod, where a reference under SO 121 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 Bishop's Council and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Diocesan Synod.

REPORT ON REPLIES RECEIVED

125. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Bishop's Council shall report, orally or in writing as it thinks fit, on the outcome of the reference.

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MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

BY DEANERY SYNODS

126. A deanery synod may, on a motion moved by a member of the Diocesan Synod who represents that deanery, bring before the Diocesan Synod any question of general Church interest or affecting the deanery or any parish within the deanery.

BY PAROCHIAL CHURCH COUNCILS AND MEETINGS

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

NOTICE TO DIOCESAN SYNOD

128. Notice of a motion to be moved in the Diocesan Synod under SO126 shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the secretary of the Diocesan Synod.

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FINANCE

THE DIOCESAN BOARD OF FINANCE

129. A diocesan board of finance shall be constituted under the provisions of the Diocesan Boards of Finance Measure 1925.
130. The diocesan board of finance (hereinafter referred to as the board) shall act as a committee of the synod, and shall be registered as a company under the Companies Act 1985, and shall have such general powers and duties and shall be constituted in such manner as its memorandum and articles of association prescribe, and shall in the exercise of such powers and duties comply with such directions as may from time to time be given by the synod, provided always that such directions shall be in accordance with the said memorandum and articles.
131. The board shall be the diocesan authority for the purposes of the Parochial Church Councils (Powers) Measure 1956.
132. The members of the diocesan board of finance shall be deemed to hold office from the beginning of the first general meeting of the board following the first session of a new Diocesan Synod until the beginning of the corresponding meeting of the board following the next election to the Diocesan Synod.

THE DIOCESAN BUDGET

133. The board shall in each year prepare a budget for the ensuing year showing the proposed allocation of funds to each of its committees, the parish share required for the purposes of the General Synod, and grants to be made to any diocesan boards, councils or committees, and indicating the total amount proposed to be raised within the diocese as the diocesan parish share.
134. The budget as finally approved by the board shall be submitted to a session of the Diocesan Synod to be held not later than 15 November in the year preceding that to which it applies.

CONDUCT OF FINANCIAL BUSINESS

135. The board shall be the financial executive of the synod and responsible for the custody and management of all funds raised under the authority of the synod. It shall be responsible for the terms of employment and conditions of service of all persons in receipt of salaries paid wholly from those funds, except when the board or council employing such persons shall have been separately incorporated.
136. The Bishop's Council may advise the president and the synod on the determination of priorities in the allocation of any funds to be placed at the disposal of the synod.
137. (a) The approval of the budget by the Diocesan Synod shall be taken as approval for the expenditure of sums not exceeding those shown against each board, council, committee or department.

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(b) The resolutions to be moved authorising the expenditure under the budget and the raising of the parish share shall be moved by the chair of the board or his or her deputy, and shall be in the following form:

(i) That the synod approves the budget submitted by the diocesan board of finance for the year ending

(ii) That the synod authorises the board to raise the sum of £ in parish share from the parishes for the year ending

(c) Save by the consent of the board an amendment to the budget resolution shall be out of order if its effect is to increase the expenditure on any vote; but an amendment may be moved to refer back to the board any vote therein.

(d) If the board during any financial year anticipates that expenditure sanctioned by the budget for that year will be substantially inadequate the board shall submit to the synod at any meeting before the end of that financial year a supplementary budget together with recommendations as to how the extra expenditure is to be met.

(e) Except as provided in this standing order, or with the consent of the board or its representative in the synod, no motion shall be put to the vote authorising expenditure beyond that approved in the budget unless 35 days' notice of the motion has been given to the secretary to the board.

138. The board shall submit its annual report and accounts to a meeting of the synod to be held not later than 30 June in the following year. Copies of the report and accounts as so submitted shall be sent, following the synod meeting, to deaneries for distribution to parochial church councils. Copies of the full accounts shall be available for inspection, with notice, in the Diocesan Office.

PARISH SHARE

139. (a) The board shall, when the budget and parish share have been approved by the Diocesan Synod, divide the sum to be raised as parish share among the various deaneries in such proportions as it thinks suitable, and after this amount has been apportioned among the parishes in each deanery on any basis approved by the deanery synod, such apportionment shall be submitted to the board.

(b) Subject to any directions which may from time to time be given by the diocesan synod, the board may prescribe in its standing orders the detailed procedure to be adopted in regard to the apportionment and collection of parish share.

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GENERAL PROVISIONS

ADMISSION OF PRESS AND PUBLIC

140. (a) Members of the public, including representatives of the press, shall be admitted to all meetings of the synod.

(b) Subject to any directions by the synod or the Bishop's Council, 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 chair shall request the representatives of the Press and public to withdraw.

PERIODS OF NOTICE

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

PROCEDURAL DEFECTS

142. 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

143. A motion for the amendment of these standing orders shall not be moved before it has been considered by the Bishop's Council.

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ANNEX: DIOCESAN SYNOD - DOCUMENT VERSION CONTROL

Date	Content changed	Approved by
2025		
Oct 2025	SO 1 – updated legislation and review date of document UPDATE	Ven Bob White
Oct 2025	SO 23 – allows for email correspondence cross ref with SO95 UPDATE	Ven Bob White
Oct 2025	SO 26 – allows for email correspondence UPDATE	Ven Bob White
Oct 2025	SO 30 – updated to allow for e-mail correspondence AMENDMENT	Ven Bob White
Oct 2023	SO 88 – Headline changes to The Bishops Council & Standing Committee – 15 standing orders – paper from BC & Standing Committee. ADDITION/AMENDMENT	Ven Bob White
Oct 2025	SO 97 – Business by correspondence/email – key update NEW INSERTION	Ven Bob White
2023		
Oct 2023	SO 56 – General Discussions – Chairperson presiding determines procedure for items not in motion or amendment. NEW INSERTION	Ven Bob White
Oct 2023	SO 103 – 107 – Election to/Membership Committees UPDATES	Ven Bob White
Oct 2023	SO 108 – Casual Vacancies dialogue removed AMENDMENT	Ven Bob White
Oct 2023	SO 112 – Reports of Committees – motions section removed AMENDMENT	Ven Bob White

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PORTSMOUTH DIOCESAN SYNOD RULES FOR DEANERY SYNODS

Please read Rules 1 - 4 in conjunction with the relevant sections of the Church Representation Rules.²

MEMBERSHIP

GENERAL

1. The membership of the Synod shall be constituted in accordance with the rules in the Church Representation Rules as amended.¹ Reference should be made to Part 3 of the rules on questions concerning the classes of membership in the House of Clergy and in the House of Laity.

PROCEDURE FOR CO-OPTIONS

2. The co-option of additional members, within the numbers permitted under CRR 15 and 16, shall be by resolution of the respective house.

ELECTION OF LAY REPRESENTATIVES

3. Lay parochial representatives shall be elected every three years in accordance with CRR 19, in such numbers per parish as shall have been determined by the diocesan synod (CRR 19 (2)) and communicated to each PCC Secretary by the Diocesan Synod Secretary (CRR 19 (4)).

ROLL OF MEMBERS

4. The Secretary shall keep a roll of the members of the synod constantly up to date, including the name, address, e-mail address and parish of any person notified to them by the Diocesan Synod Secretary as qualified for ex-officio membership of deanery synod by virtue of membership of the General Synod or diocesan synod.

The Secretary shall inform the Diocesan Electoral Registration Officer (CRR 27) of the names, addresses and e-mail addresses of all members when a new synod is formed each third year, and keep the DERO informed of changes.

NON-MEMBERS: PARTICIPATION IN SYNOD MEETINGS

5. The following shall have the right to attend and speak but not to move any motion, or to vote:
 - (i) The bishop (or a duly appointed commissary)
 - (ii) The archdeacon
 - (iii) The diocesan registrar
 - (iv) Visitors invited by either of the joint chairs or the standing committee

² The Church Representation Rules are set out in Schedule 3 of the Synodical Government Measure 1969 as amended, available online or from Church House Publishing

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THE JOINT CHAIRS

GENERAL

6. There shall be joint chairs of the deanery synod, being the area dean and a member of the house of laity elected triennially by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chair unless they resign or cease to be qualified shall continue in office until the commencement of the meeting at which their successor is elected.

ELECTION OF LAY JOINT CHAIR

7. Before the first meeting of the synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a special meeting to elect the lay joint chair. A member of the house appointed by the area dean shall act as chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

CHAIRING AT SYNOD MEETINGS

8. The joint chairs shall agree between them who shall chair each meeting of the deanery synod or particular items of business in the agenda. If either is absent, the other chair shall preside. If both are absent, the meeting shall elect a chair.

SEPARATE MEETINGS OF THE HOUSES

9. The joint chairs shall preside over any separate meetings of their respective houses, but if either is absent a member of the house chosen by the members present will take the chair.

OFFICERS

APPOINTMENT AND TERM OF OFFICE

10. At the first meeting after each triennial election or in the event of a vacancy in the office the synod shall appoint a secretary and treasurer. The persons so appointed, unless they resign or are removed from office, shall serve until the conclusion of the meeting at which their successors are appointed.

STANDING COMMITTEE

MEMBERSHIP

11. There shall be a standing committee of the synod consisting of the joint chairs, the secretary and the treasurer. The standing committee may also include up to 8 additional persons, elected by the members of each house in equal numbers from among their membership at a number to be determined by the Deanery.

ELECTED MEMBERS

12. Elections shall be triennial, at the first meeting of the synod in a new triennium. Voting shall be by houses and procedure otherwise the same, with essential modifications, as

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for elections at an annual parochial church meeting. The outgoing standing committee shall make no nominations.

FUNCTIONS OF THE COMMITTEE

13. The functions of the standing committee shall be to initiate and advise on proposals; to ensure that synod members are adequately informed on questions raised and other matters of importance to the deanery; to prepare the agenda; to transact the business of the synod between meetings; and to make such appointments and do such other things as the synod may delegate to it.

OTHER COMMITTEES

14. The synod shall constitute a Finance Committee, and Pastoral Committee and other additional committees with such chairs, membership, term of office, functions, mode of appointment, and other procedure as it thinks fit. The Standing Committee may be appointed to function as the Finance Committee or the Pastoral Committee.

PROCEDURE OF COMMITTEES

15. Subject to these rules, and any resolution of the synod, the chairing and the procedure of a committee, including the standing committee, shall be determined by itself.

MEETINGS OF THE SYNOD

16. The synod shall hold at least two meetings every year at such times and places as the joint chairs shall decide after consulting with the standing committee and taking account of the dates fixed for meetings of the diocesan synod.

ADDITIONAL MEETINGS

17. The joint chairs may summon a meeting of the synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 20 members of the synod, such members may forthwith summon a meeting.

NOTICE OF ORDINARY MEETINGS

18. The date, time and place of ordinary meetings of the synod, when fixed shall be announced to members as soon as possible in such manner as the joint chairs may approve, provided that not less than six weeks before each meeting a notice is sent by the secretary to every member inviting suggestions of business.

SPECIAL MEETINGS

19. In the case of sudden emergency or other special circumstances, the joint chairs may summon a special meeting at not less than one week's notice but the quorum required for business at such meeting shall be a majority of the members of each house and only business specified on the agenda may be transacted.

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SEPARATE MEETINGS OF THE HOUSES

20. Either house shall sit and vote separately if the deanery synod so resolves, the house itself so decides, or these rules or the rules of the house so provide. Each house may determine its own procedure consistent with these rules.

AGENDA

CONTENT

21. Without prejudice to the rights of individual members to a reasonable opportunity of bringing matters before the synod, the standing committee shall settle the agenda for each synod meeting, noting specifically any business of the diocesan synod which is of concern to the deanery synod, and particularly any matters referred to the diocesan synod by the General Synod.

CIRCULATION

22. The secretary shall send an agenda paper to every member two weeks at least before a meeting, or, in the case of a meeting called at less than two weeks' notice, at the same time as the notice of the meeting.

REPORT ON PROCEEDINGS OF SYNOD

23. Every agenda shall include a proposal for the approval, as a correct record, of the draft minutes of the last meeting which shall have been approved by the joint chairs before circulation to synod members.

ADDRESSES ETC UNACCOMPANIED BY FORMAL MOTION

24.

Either of the joint chairs or, with the consent of the standing committee, any other member, may give notice for the agenda of a subject for an address, paper or general discussion not accompanied by a formal motion. An address or paper may be given by the members signing the notice or by a visiting speaker, and then be followed by a general discussion, if the standing committee so decides.

BUSINESS PERMITTED TO BE CONSIDERED

25. Nothing shall be considered at a meeting of the synod except business on or arising from the agenda; provided that at the request or by the consent of both joint chairs urgent matters may be considered but not decided by the synod.

VARYING THE ORDER OF BUSINESS

26. The order of business may be varied by the chair at their discretion, or by a resolution of the synod to be seconded but put without debate.

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GIVING NOTICE OF BUSINESS

27. Following the secretary's invitation to members, not later than 6 weeks before a meeting, (see Rule 18) to propose items of business, any such items representing new business must be received by the secretary not later than 4 weeks before the meeting.

Following the circulation of the agenda, not later than 2 weeks before a meeting, (see rule 22), any motions and amendments arising from the agenda must be received by the secretary not later than one week before the meeting. However, notice of such motion and amendments may be dispensed with by permission of the chair or by resolution of the synod but a copy shall, if the chair so requests, be signed and delivered to the secretary.

PERIODS OF NOTICE

28. Any period of notice required by these rules shall be deemed to consist of clear days or weeks not including the date of dispatch and the date of the event before which the notice must be delivered.

CONDUCT OF MEETING

GENERAL CONSIDERATIONS

POWERS OF THE CHAIR

29. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who chairs. (See also SO38.)

CIRCULATION OF MINUTES

30. Following the meeting, the secretary shall prepare draft minutes and following their approval by the joint chairs shall circulate them to members with a record of the names of those attending.

QUORUM

31. Except as provided in Rule 19 a quorum shall be one-third of the members of each house of the synod. Unless at least a quorum is present, no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

The chair shall, if requested by any member, take a count of the members present, and shall adjourn the meeting if a quorum is wanting. No decision of the synod shall be invalidated by the absence of a quorum unless the chair's attention is called thereto immediately upon the vote being taken.

GENERAL RULES OF DEBATE

MOVING INSTEAD OF ANOTHER MEMBER

32. If the member who gave notice of a motion or amendment, on their name being called, chooses not to move it another member may do so in their stead.

OPPORTUNITY FOR QUESTIONS

33. Immediately after a motion has been moved and seconded the chair may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.

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ONE MOTION AT A TIME

34. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under rule 44 and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the chair may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to them that this course would facilitate the proper conduct of the synod's business.

RECONSIDERING AND RESCINDING

35. No motion or amendment to the same effect as or dependent on one which has been rejected within the proceeding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the agreement of the standing committee or the consent of the synod.

SPEAKING MORE THAN ONCE

36. Subject to SO 37, no member shall speak more than once on a motion or amendment under debate except that:
- (i) The mover of a motion shall have a right of reply to the debate on their motion.
 - (ii) A speech on an amendment shall not be deemed a speech on the main motion.
 - (iii) A point of order or a personal explanation may be made at any time whether or not another member is interrupted.

GENERAL DISCUSSIONS

37. The chair presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:-
- i. An address or the presentation of a paper by a member or a visiting speaker.
 - ii. A general discussion permitted by the chair in the belief that such would more usefully serve the purposes of the synod. During such discussion no motion or amendment shall be moved or put to the vote, and the number of speeches made by any member while it continues shall be disregarded for the purpose of rule 36 (no member may speak more than once in a debate) when that rule is declared by the chair to be again in force.

SPEAKING

38. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

LENGTH OF SPEECHES

39. The chair may at any time impose a limit on the length of speeches and may vary or revoke such limit; provided that they shall inform members of each ruling, which shall not be open to question.

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WITHDRAWAL

40. A motion or amendment which has been moved may be withdrawn by the mover with the consent of the synod.

AMENDMENTS

CONTENT

41. An amendment shall be relevant to and shall not have the effect of negating the motion.
42. No amendment shall be moved to:
- (i) a motion to receive the report of a committee.
 - (ii) a motion, under SO56(i), on a question referred by the diocesan synod.
 - (iii) another amendment.

ORDER OF CONSIDERATION

43. Unless the chair rules otherwise, amendments shall be moved in the order in which they affect the motion.

PROCEDURAL MOTIONS

CONTENT

44. With the consent of the chair the following procedural motions may be moved with or without notice; but so as not to interrupt the speech of any member:
- (i) that the synod be now adjourned.
 - (ii) that the debate be now adjourned.
 - (iii) that the synod do now pass to the next business.
 - (iv) that the debate be closed.
 - (v) that the matter under discussion be referred back.

MOTIONS UNDER RULE 4 (iii) - (iv)

45. In the case of the motions mentioned in rule 44 (iii) and (iv):
- (i) such motion shall not be moved on any question referred by the General Synod.
 - (ii) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the chair permits further speeches, a brief reply by the mover of the original motion or, failing them one other member.

AMENDMENTS AND OTHER PROCEDURAL MOTIONS

46. The adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business shall not be so moved.

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EFFECT OF PROCEDURAL RESOLUTIONS

47. In the event of any procedural motion being passed, the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed the mover thereof shall have a right to reply before the matter is put to the vote.

ADJOURNING AMENDMENTS

48. The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

RESUMPTION OF BUSINESS INTERRUPTED

49. Unless otherwise resolved, business interrupted by an adjournment of the synod shall be resumed at the next meeting, and on an adjournment of debate, if and when the standing committee so decides.

VOTING

GENERAL

50. Decisions shall be taken by a majority of the members of the synod present and voting, except that a separate vote of each house shall be taken in the following cases :-
- (i) If the chair so rules.
 - (ii) If not fewer than five members so request.
 - (iii) On any matter referred by the diocesan synod, unless the diocesan synod shall have directed otherwise.

VOTES BY HOUSES

51. On a vote by houses, decisions of the synod shall be taken by a majority of the members of each house present and voting.

MODE OF VOTING

52. Unless otherwise provided in these rules, voting shall be by show of hands without a count, except that:
- (i) The chair shall order a count on a vote by houses or if a member requests either before or immediately after the result is announced.
 - (ii) The chair may at their discretion order a count on any other vote.

RECORDING VOTES

53. The voting on a vote by houses shall be recorded in the minutes.

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REFERENCES BY THE DIOCESAN SYNOD

WHEN CONSIDERED

54. References by the diocesan synod shall be included in the agenda of such meeting as the standing committee shall consider appropriate. –

PRIOR NOTICE AND DOCUMENTS REQUIRED

55. Unless the standing committee otherwise decides:
- (i) At least 28 days' notice of any matter referred shall be given to every member.
 - (ii) A report or other document prepared by or on behalf of the General Synod, diocesan synod or standing committee shall be circulated.

PROCEDURE OF DEBATE

- 56.
- (i) When the reference by the diocesan synod is in the form of a question requiring the answer YES or NO, the question shall be put to the deanery synod 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 rule 50. 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 and amendments to such a motion shall be in order.
 - (iii) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising there from may, if otherwise in order, be moved by any member.

REPORT ON RESULT

57. The decisions (together with the number of votes in each house) on every matter referred and on every additional motion shall be reported by the secretary of the deanery synod to the secretary of the diocesan synod.

CONSULTATIONS WITHIN THE DEANERY

58. Subject to any timetable laid down by the diocesan synod, the deanery synod before voting on a reference may refer any question to the parochial church councils or parochial church meetings in the deanery.

MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS

59. Any parochial church council or parochial church meeting in the deanery may, on a motion moved by a member representing that parish, bring before the deanery synod any matter either of general Church interest or affecting that parish and may move that a representative of the deanery synod on the diocesan synod be instructed to bring

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such matter before that synod on behalf of the deanery synod. Subject to any direction by the deanery synod, the standing committee shall appoint such representative.

FINANCE

60. The standing committee shall in each year submit to the synod :-
- (i) a report and audited accounts for the preceding financial year.
 - (ii) a statement showing the estimated expenditure of the synod during the next financial year.
 - (iii) proposals for raising the income required to meet such expenditure.

GENERAL PROVISIONS

ADMISSION OF MEMBERS OF THE PUBLIC (Non Synod members)

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

PROCEDURAL DEFECTS

62. 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.

VARIATION OF RULES MADE BY DIOCESAN SYNOD

63. Any of these rules which have been made by the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.

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ANNEX B: DEANERY SYNOD - DOCUMENT VERSION CONTROL

Date	Content changed	Approved by
2023		
Oct 2023	SO5 - Removed (e) relating to GS Members as it is covered by (iv) REMOVAL	Ven Bob White
Oct 2023	SO 11 - Changes the requirement for the Deanery Standing Committee to be 6 members other than the 'officers' to allow for Officers, and up to 8 additional elected members. Allows the Standing Committee power to co-opt Bishop's Council members from the Deanery to be members. This strengthens the links between the structures of Deanery and Diocese. AMENDMENT	Ven Bob White
Oct 2023	SO 14 - Allows, if desired, for the Standing Committee to also function as the Finance and/or Pastoral Committee AMENDMENT	Ven Bob White
Oct 2023	SO 61 - Removes specific reference to representatives of the Press – as they are covered by being members of the 'public' i.e. non-members AMENDMENT	Ven Bob White

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