

# **STANDING ORDERS OF THE PORTSMOUTH DIOCESAN SYNOD**

# CONTENTS

	PAGE
<b>INTRODUCTION TO DIOCESAN SYNOD .....</b>	<b>4 - 6</b>
<b>PORTSMOUTH DIOCESAN SYNOD STANDING ORDERS .....</b>	<b>7 - 30</b>
○ <b>Introduction .....</b>	<b>7</b>
- General .....	7
○ <b>Membership .....</b>	<b>7 - 8</b>
- Roll of members .....	7
- Procedure for co-options .....	7
- Election of lay and clerical representatives .....	7
- Retirement of co-opted and nominated members .....	7
- Participation by non-members .....	8
○ <b>President .....</b>	<b>8</b>
○ <b>Vice-presidents .....</b>	<b>8</b>
- Election of vice-presidents .....	8
○ <b>Chair of meeting .....</b>	<b>8</b>
- Meetings of the Synod .....	8
- Separate meetings of the houses .....	8
- Powers of the chair .....	8
○ <b>Officers .....</b>	<b>8 - 9</b>
- Secretary .....	8
- Assistant Secretary .....	9
- Registrar .....	9
- Terms of appointment .....	9
○ <b>Meetings of Synod .....</b>	<b>9 - 10</b>
- By whom convened .....	9
- When and where held .....	9
- Meetings by request .....	9
- Notice of ordinary meetings .....	9
- Notice of special meetings .....	10
- Form of notice .....	10
○ <b>Separate meetings of the houses .....</b>	<b>10</b>
- When and where held .....	10
○ <b>Agenda .....</b>	<b>10 - 11</b>
- Content .....	10
- Circulation .....	10
- Business permitted to be considered .....	10
- Order of business .....	11
- Varying the order of business .....	11
○ <b>Notice of business .....</b>	<b>11 - 12</b>
- Form of notice .....	11
- Length of notice .....	11
- When not required .....	11 - 12
○ <b>General rules of debate.....</b>	<b>12 - 15</b>
- Quorum .....	12
- Order of speeches and closure .....	12
- Matters of order .....	13
- Personal explanations .....	13
- Speaking to motions .....	13 - 14

-	Length of speeches .....	14
-	Reconsideration .....	14
-	Division .....	14
-	Special powers of the chair .....	14
-	Following motions .....	15
-	Private members motions .....	15
○	<b>Amendments.....</b>	<b>15 - 16</b>
-	When permitted .....	15
-	When not permitted .....	15 - 16
-	Amendments to amendments .....	16
-	Delivery in writing .....	16
-	Form of amendments .....	16
-	Content .....	16
-	Order by consideration .....	16
○	<b>Procedural motions .....</b>	<b>16 - 19</b>
-	Content .....	16 - 17
-	When not permitted .....	17
-	Reference-back motions not permitted .....	17
-	Next business .....	17
-	Adjournment of the synod .....	18
-	Adjournment of debate .....	18
-	The closure .....	18
-	Speech limit .....	18 - 19
-	Suspension of standing orders .....	19
○	<b>Voting .....</b>	<b>19 - 20</b>
-	Assent of three houses .....	19
-	Procedure for decisions .....	19
-	Matters referred under article 8 .....	19
-	Voting by houses .....	19
-	Majority required for decisions .....	20
-	Equal voting in house of bishops .....	20
-	Opinion of president .....	20
-	Voting rights of the chair .....	20
-	Mode of voting .....	20
-	Requests for separate voting .....	20
-	Procedure for count of hands .....	20
○	<b>Questions .....</b>	<b>20 - 21</b>
-	To whom addressed .....	20 - 21
-	Content .....	21
-	Persons authorised to reply .....	21
○	<b>The Bishop's Council and Standing Committee .....</b>	<b>21 - 23</b>
-	Composition .....	21
-	Elections to Bishop's Council .....	22
-	Officers .....	22
-	Functions .....	22 - 23
○	<b>Other committees .....</b>	<b>23 - 24</b>
-	Establishment of committees .....	23
-	Election to and membership of committees and sub committees .....	24
-	Casual vacancies .....	24
-	Directions by Bishop's Council .....	24
○	<b>Procedure of committees .....</b>	<b>24 - 25</b>
-	Chairs .....	24

-	Quorum .....	24
-	Voting .....	24 - 25
-	Reports .....	25
-	General .....	25
o	<b>Representation on other bodies .....</b>	<b>25</b>
o	<b>Doctrinal matters and forms of service .....</b>	<b>25</b>
-	Requirement of early circulation.....	25
o	<b>References by the General Synod .....</b>	<b>25 - 26</b>
-	When considered .....	25
-	Prior notice and documents required .....	25 - 26
-	Consultations within the Diocese of Portsmouth .....	26
-	Procedure of debate .....	26
-	Report on result .....	26
o	<b>References by the Diocesan Synod to Deanery Synods and Parishes .....</b>	<b>26 - 27</b>
-	Matters referable .....	26
-	Report on proposal to refer matters .....	27
-	Circulation of reference .....	27
-	Form and date of reply .....	27
-	Report on replies received .....	27
o	<b>Matters raised by deanery synods and parochial church councils and meetings .....</b>	<b>27</b>
-	By deanery synods .....	27
-	By parochial church councils and meetings .....	27
-	Notice to diocesan synod .....	27
o	<b>Finance .....</b>	<b>28 - 29</b>
-	The Diocesan Board of Finance.....	28
-	The diocesan budget .....	28
-	Conduct of financial business .....	28 - 29
-	Parish share .....	29
o	<b>General provisions .....</b>	<b>29 - 30</b>
-	Admission of press and public .....	29
-	Periods of notice .....	30
-	Procedural defects .....	30
-	Amendment of standing orders .....	30
	<b>ANNEX A .....</b>	<b>31</b>
	<b>PORTSMOUTH DIOCESAN SYNOD RULES FOR DEANERY SYNODS .....</b>	<b>32 - 42</b>

# 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 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;

- (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 (SO26 & SO27);
- (ii) from General Synod;
- (iii) from a deanery synod (SO27);
- (iv) by an individual member of synod, provided the motion is supported by the signatures of 20 members (SO27 & SO54).

### ***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) (SO59). The alteration should not be such as to constitute a direct negative of the motion (SO60), 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 (SO82 & SO83).

# PORTSMOUTH DIOCESAN SYNOD

## STANDING ORDERS OF THE DIOCESAN SYNOD

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

### INTRODUCTION

#### **GENERAL**

1. These orders replace those issued in 1999. They follow broadly the order of Model Standing Orders for Diocesan Synods issued by General Synod. Nothing in them overrides the instructions contained in the Church Representation Rules (2006) 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**

2. The composition and membership of the Diocesan Synod shall be as contained in Annex A to these standing orders.
3. 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**

4. 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**

5. 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.

#### **RETIREMENT OF CO-OPTED AND NOMINATED MEMBERS**

6. 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.



## ***PARTICIPATION BY NON-MEMBERS***

7. 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**

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

## **VICE-PRESIDENTS**

### ***ELECTION OF VICE-PRESIDENTS***

9. 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 an equality of votes the decision shall be taken by lot.

## **CHAIR OF MEETING**

### ***MEETINGS OF THE SYNOD***

10. 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***

11. 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***

12. 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***

13. 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.

### ***ASSISTANT SECRETARY***

- 14. The Bishop's Council may appoint an assistant secretary.

### ***REGISTRAR***

- 15. 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***

- 16. 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***

- 17. The synod shall meet upon the summons of the president.

### ***WHEN AND WHERE HELD***

- 18. 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. \*

---

\* The statutory minimum number of meetings in each year is one in the case of a diocese in which area synods have been constituted in accordance with s.17 of the Dioceses Measure 1978, and two in the case of any other diocese : Church Representation Rule 34(1) (c).

---

### ***MEETINGS BY REQUEST***

- 19. 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***

- 20. 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***

21. 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.

## ***FORM OF NOTICE***

22. Every notice under SO20 & SO21 shall be in writing and signed by the secretary.

## **SEPARATE MEETINGS OF THE HOUSES**

### ***WHEN AND WHERE HELD***

23. Either 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 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**

### ***CONTENT***

24. 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 (SO29 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***

25. The secretary shall 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***

26. 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**

27. 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 SO54.

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**

28. 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**

29. Except in the case of SO21, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand or by post not later than the period before the meeting which is specified in SO30.

### **LENGTH OF NOTICE**

30. 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**

31. 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 SO66 or SO67 to a specified time or meeting;
- (iv) a procedural motion specified in SO62 (subject as provided in that standing order);
- (v) a supplementary question under SO83.

## **GENERAL RULES OF DEBATE**

### ***QUORUM***

- 32. 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 SO66.
- 33. 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.
- 34. If a quorum is not present, synod may not suspend standing orders to allow for the continuation of debate.
- 35. 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***

- 36. The chair shall determine the order of speaking and, except as provided for in SO39, SO41 & SO42, no member shall speak unless called by the chair.
- 37. The chair shall seek to determine the order of speeches to ensure balance in debate and equity of opportunity for each house.
- 38. The chair may close debate and require that any motion shall be put to the vote at any time.
- 39. 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***

40. 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.
41. 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***

42. 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 strictly personal concern.

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***

43. 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.
44. 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.

45. 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.

46. A motion or amendment, once moved, may be withdrawn by the mover at his or her request unless any member objects.
47. Except as provided for in SO39, SO41, SO42 & SO62 no member 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.
48. 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 SO41 & SO42;
  - (iv) with the permission of the chair and the consent of the synod.

### ***LENGTH OF SPEECHES***

49. 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***

50. 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.

### ***DIVISION***

51. 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***

52. 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 standing order 27;
  - (iii) close the debate on any motion at the hour appointed in accordance with SO27,

whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 68(ii) shall apply.

### ***FOLLOWING MOTIONS***

53. 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 the next meeting of the agenda planning sub-committee.

### ***PRIVATE MEMBERS MOTIONS***

54. 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.

## **AMENDMENTS**

### ***WHEN PERMITTED***

55. Except as provided in SO56 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***

56. Amendments to the following shall not be permitted:
- (i) a procedural motion under SO62;



- (ii) a motion to receive the report of a committee under SO105 & SO106;
- (iii) a motion under SO113(a) in reply to any question referred by the General Synod.

### **AMENDMENTS TO AMENDMENTS**

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

### **DELIVERY IN WRITING**

58. 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**

59. 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**

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

### **ORDER OF CONSIDERATION**

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

## **PROCEDURAL MOTIONS**

### **CONTENT**

62. 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 117(c), to the regulations in Article 54.
- (vii) A motion to vary the order of business;
- (viii) A motion to suspend a standing order.

### ***WHEN NOT PERMITTED***

63. 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***

64. 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***

65. 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 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***

66. 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 SO18.
- (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***

67. SO66 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***

68. 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.

## ***SPEECH LIMIT***

69. 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 SO49, 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***

- 70. 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***

- 71. 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***

- 72. 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***

- 73. 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***

- 74. 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 SO72.

### ***MAJORITY REQUIRED FOR DECISIONS***

75. 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 SO71, 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***

76. 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***

77. 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***

78. 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***

79. 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***

80. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under SO71 (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***

81. 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***

82. Subject to due notice under SO29 & SO30 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;

provided that the person asked may, without reason given, refuse to answer that question.

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

### **CONTENT**

84. 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**

85. 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.

## **THE BISHOP'S COUNCIL AND STANDING COMMITTEE**

### **COMPOSITION**

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

#### *Ex Officio Members*

- The President
- The Vice Presidents (chair of the house of clergy and chair of the house of laity)
- The Dean
- The Archdeacons
- The Diocesan Secretary

#### *Elected Members*

- Eight from the House of Clergy
- Fourteen 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.

## **ELECTIONS TO BISHOP'S COUNCIL**

87. 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.
88. 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.

## **OFFICERS**

89. 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.

## **FUNCTIONS**

90. The functions of the Bishops Council shall be:
- (i) to plan the business of the synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
  - (ii) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
  - (iii) to advise the president on any matters which he may refer to the council;
  - (iv) to transact the business of the synod when it is not in session;

- (v) to act as the diocesan Board of Finance (see SO123 – SO133) and including duties as Catherington House Trustees, (the agenda should clearly indicate when that body is acting in its statutory role);
- (vi) to act as the Diocesan Mission and Pastoral Committee, the Diocesan Parsonages Board, the Council for Social Responsibility and Trustees of the Council for Social Responsibility;
- (vii) to hold all boards committees and forums accountable for their work and to provide an annual report to synod of that work;
- (viii) to work with deanery standing committees on the communication of diocesan issues and the understanding of deanery issues;
- (ix) to monitor the Mission Development and Stewardship Cycles within the diocese, preparing for synod each year a strategic analysis of deanery issues and proposals for synod to consider;
- (x) to report to each meeting of the Diocesan Synod on its stewardship;
- (xi) to be responsible for overseeing the diocesan child protection policy;
- (xii) to oversee and receive reports from the following groups, boards and forums:
  - Forum for Mission & Discipleship
  - Forum for Mission & Society
  - Board of Education
  - Property Sub Committee
  - Organisation Sub Committee
  - The Diocesan Finance Committee
  - The Diocesan Kairos Group
  - The Lay Staff Conditions of Service and Remuneration Sub Committee
- (xiii) to carry out such other functions as the synod may delegate to it.

## **OTHER COMMITTEES**

### ***ESTABLISHMENT OF COMMITTEES***

91. 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.
92. 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.
93. Every committee constituted by synod may appoint sub-committees for any purpose encompassed by its constitution.
94. The Bishop's Council may constitute limited life sub-committees to undertake specific functions on behalf of the Council.



95. The Bishop's Council may at any time dissolve a committee or sub-committee and, notwithstanding SO96, may alter the number of members of any committee or sub-committee.

### ***ELECTION TO AND MEMBERSHIP OF COMMITTEES AND SUB COMMITTEES***

96. The number of members of any committee or sub committee shall be determined by the body by which it has been constituted.
97. Election to the membership of any committee shall require a proposer and seconder who shall be qualified electors. Nominations shall be in writing, shall contain signed evidence of the candidate's willingness to serve and shall be delivered to the diocesan secretary within such period as he or she shall specify (being not less than ten working days).
98. Election shall be by postal ballot conducted by the diocesan secretary in accordance with the rules made by General Synod under Church Representation Rule 39 and at that time in force.
99. Election to sub-committees shall be as determined by the superior committee, or in the case of the Bishop's Council sub-committees, by that Council.

### ***CASUAL VACANCIES***

100. A casual vacancy in the office of any member other than an ex-officio or co-opted 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.

### ***DIRECTIONS BY BISHOP'S COUNCIL***

101. 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***

102. 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***

103. 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***

104. 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.

## ***REPORTS***

105. Every committee and sub-committee shall prepare a report to its superior body on its activities each year or more frequently should synod or Bishop's Council so determine.
106. The report should be presented by a member of the committee or sub-committee on the motion 'that this report be received'. The carrying of this motion shall not be deemed to commit the superior body to accept or implement any particular matter within the report.

## ***GENERAL***

107. 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**

108. 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***

109. If notice is given of a motion, whether or not under SO113, 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***

110. 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***

111. 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***

112. 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.

### ***PROCEDURE OF DEBATE***

113. (a) 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 SO74. If the motion is defeated, the question shall be decided in the negative.
- (b) 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.
- (c) 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***

114. 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.

## **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

### ***MATTERS REFERABLE***

115. 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***

116. 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***

117. The secretary of the Diocesan Synod shall send a copy of any resolution under SO115 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***

118. Subject to any direction by the Diocesan Synod, where a reference under SO115 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***

119. 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.

# **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS**

## ***BY DEANERY SYNODS***

120. 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***

121. 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***

122. Notice of a motion to be moved in the Diocesan Synod under SO120 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.

# **FINANCE**

## ***THE DIOCESAN BOARD OF FINANCE***

123. A diocesan board of finance shall be constituted under the provisions of the Diocesan Boards of Finance Measure 1925.
124. 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.
125. The board shall be the diocesan authority for the purposes of the Parochial Church Councils (Powers) Measure 1956.
126. 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***

127. 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.
128. 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***

129. 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.
130. 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.
131. (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.
- (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 authorizes 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.

132. 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***

- 133. (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.

## **GENERAL PROVISIONS**

### ***ADMISSION OF PRESS AND PUBLIC***

- 134. (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***

135. 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***

136. 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***

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

*Revised 2006*

**THE COMPOSITION AND MEMBERSHIP  
OF THE DIOCESAN SYNOD**

The Diocesan Synod shall consist of:

*Ex Officio Members*

- The Bishop
- The Dean
- The Archdeacon of the Isle of Wight
- The Archdeacon of the Meon
- The Archdeacon of Portsdown
- The Chancellor of the Diocese
- The Chairman of the Diocesan Advisory Committee for the Care of Churches
- General Synod Members

*Bishop's Nominees*

- 10 clergy or lay nominees

*Elected*

Both clergy and lay representatives from each deanery, elected according to a formula agreed by Synod in advance in accordance with rule 25 of the Church Representation Rules 2006.

*Ecumenical Observers*

- Representatives from the Baptist, Roman Catholic and URC churches in Portsmouth

*Staff*

- The Synod Secretary
- The Diocesan Registrar



# PORTSMOUTH DIOCESAN SYNOD

## RULES FOR DEANERY SYNODS

- i. Please read Rules 1 - 4 in conjunction with the relevant sections of the Church Representation Rules.
- ii. Please accept that where "he" is written, "he/she" is implied.

### MEMBERSHIP

#### **GENERAL**

1. The membership of the Synod shall be constituted in accordance with the rules in the current (1997) edition of Church Representation Rules, to which reference should be made (CRR 24) on questions concerning the classes of membership in the House of Clergy (ex-officio, co-opted, one retired clerk) and in the House of Laity (elected, ex-officio, co-opted).

#### **PROCEDURE FOR CO-OPTIONS**

2. The co-option of additional members, within the numbers permitted under CRR 24 (7), shall be by resolution of the respective house passed on a motion moved either on behalf, or by permission, of the standing committee of the deanery synod.

Unless the House concerned fixes a shorter period of office, co-opted members shall retire on 31 May in the year of the triennial elections.

#### **ELECTION OF LAY REPRESENTATIVES**

3. Lay parochial representatives shall be elected every three years in accordance with CRR 25, in such numbers per parish as shall have been determined by the diocesan synod (CRR 25 (2)) and communicated to each PCC Secretary by the Diocesan Synod Secretary (CRR 25 (3)).

#### **ROLL OF MEMBERS**

4. The Secretary shall keep a roll of the members of the synod constantly up to date, including the name, address and parish of any person notified to him 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 29) of the names and 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 chairmen or the standing committee;
  - (v) a diocesan member of the General Synod appointed, by the Bishop's Council, in a liaison capacity, to attend deanery synod meetings where no member of the deanery synod is himself/herself a member of the General Synod. (Such person shall be entitled to receive copies of notices and other documents circulated to full members of the deanery synod).

## **THE JOINT CHAIRMEN**

### ***GENERAL***

6. There shall be joint chairmen of the deanery synod, being the rural 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 chairman unless he resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which his successor is elected.

### ***ELECTION OF LAY JOINT CHAIRMAN***

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 chairman. A member of the house appointed by the rural dean shall act as chairman 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 chairmen 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 chairman shall preside. If both are absent, the meeting shall elect a chairman.

### ***SEPARATE MEETINGS OF THE HOUSES***

9. The joint chairmen 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 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 chairmen, the secretary, the treasurer and not more than six other persons, the latter to be elected by the members of each house in equal numbers from among their membership. This committee shall have no power to co-opt additional members but may invite non-members to attend for advisory purposes.

### ***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 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, a Pastoral Committee and other additional committees with such chairmen, membership, term of office, functions, mode of appointment, and other procedure as it thinks fit.

## **PROCEDURE OF COMMITTEES**

15. Subject to these rules, and any resolution of the synod, the chairmanship 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 chairmen 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 chairmen 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 chairmen may approve, provided that not less than six weeks before each meeting a notice signed by the secretary specifying any business proposed to be transacted thereat and inviting other business shall be sent to every member.

### ***SPECIAL MEETINGS***

19. In the case of sudden emergency or other special circumstances, the joint chairmen 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.

### ***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 consistently 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.

### ***REPORT ON PROCEEDINGS OF SYNOD***

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

### ***ADDRESSES ETC UNACCOMPANIED BY FORMAL MOTION***

24. Either of the joint chairmen 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 chairmen 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 chairman at his discretion, or by a resolution of the synod to be seconded but put without debate.

### ***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 chairman or by resolution of the synod but a copy shall, if the chairman 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 CHAIRMAN***

29. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who presides. (See also Rule 37.)

## ***CIRCULATION OF MINUTES***

30. Following the meeting, the secretary shall prepare minutes and following their approval by the joint chairmen 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 chairman 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 chairman'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 his name being called, chooses not to move it another member may do so in his stead.

### ***OPPORTUNITY FOR QUESTIONS***

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

### ***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 chairman may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to him 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 rule 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 his 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 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 (see rule 24);
  - (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 rule 36 when that rule is declared by the chairman 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 chairman may at any time impose a limit on the length of speeches and may vary or revoke such limit; provided that he shall inform members of each ruling, which shall not be open to question.

### **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 rule 56(a), on a question referred by the diocesan synod;
  - (iii) another amendment.

## **ORDER OF CONSIDERATION**

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

## **PROCEDURAL MOTIONS**

### **CONTENT**

44. With the consent of the chairman 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 44 (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 chairman permits further speeches, a brief reply by the mover of the original motion or, failing him, 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.

### **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 chairman 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 chairman shall order a count on a vote by houses or if a member so requests either before or immediately after the result is announced;
  - (ii) the chairman may at his discretion order a count on any other vote.

### ***RECORDING VOTES***

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

## **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. (a) 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.
- (b) 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.
- (c) 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 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 PRESS AND PUBLIC***

61. 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 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.

*Revised 1999*