

**STANDING ORDERS
OF THE DIOCESAN SYNOD
GENERAL CONDUCT OF BUSINESS**

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| <i>President</i> | 1. The Bishop of the Diocese is the President and has the right to delegate or share the task with the Regional Bishops: or the Commissary may preside. |
| <i>Quorum</i> | 2. If at the expiration of half an hour after the time appointed for a sitting there be not a quorum present namely, one-fourth of the clergy of the Diocese qualified to be members of the Diocesan Synod, not being less than four in number, and one-fourth of the lay members of Diocesan Synod, not being less than seven in number the President shall adjourn the meeting until the time appointed for the next sitting of Diocesan Synod. |
| <i>Counting the Synod</i> | 3. If at any time a member requests that the Diocesan Synod be counted, the President shall immediately ring the bell, and if at the expiry of two minutes there be not a quorum present the Diocesan Synod shall stand adjourned until the time appointed for the next sitting. |
| <i>Meetings Open to the Public</i> | 4. The meetings of the Diocesan Synod shall be open to the public, but the President shall at any time order strangers to withdraw, upon the request of any member. |
| <i>Hours of business</i> | 5. The Diocesan Synod shall decide at what times it will sit. |
| <i>Officers</i> | 6. The Diocesan Synod shall appoint a Chairperson of the Committee of the whole of the Diocesan Synod and two Secretaries, one Clerical and one Lay. At the same time, the Diocesan Synod shall appoint a Timekeeper in order to ensure that the time limits imposed by Standing Order 16 are properly observed. |
| <i>Duties</i> | 7. The Secretaries shall keep regular Minutes of the Proceedings of the Diocesan Synod, and have the custody of all books, papers, and documents appertaining to the Session, and at the close of the same hand them over to the Diocesan Registrar. |
| <i>Order of business</i> | 8. Proceedings of the Diocesan Synod shall be conducted in the following order:
(a) Prayers
(b) President's Address.
(c) Hours of Business.
(d) Minutes of the last Diocesan Synod shall be confirmed.
(e) Appointment of Officers and Committees of the Diocesan Synod.
(f) The first reading of Bills as circulated prior to the Diocesan Synod.
(g) Business of the Diocesan Synod to then continue in accordance with Order Paper. |

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RULES OF DEBATE

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| <i>President to decide questions of order</i> | 9. | All questions of order shall be decided by the President. |
| <i>Members to stand and address President</i> | 10. | Every member when speaking shall stand and address the President. |
| <i>Not to pass between President and a member speaking</i> | 11. | No member shall pass between the President and a member who is speaking. |
| <i>Point of Order</i> | 12. | Any member may rise at any time to speak to a Point of Order. |
| <i>Personal explanation</i> | 13. | By indulgence of the Diocesan Synod a member may explain matters of a personal nature although there is no question before the Diocesan Synod; but such matters may not be debated. |
| <i>Notice to be given of business</i> | 14. | Except as otherwise herein provided no member shall bring any motion before the Diocesan Synod unless that member (a) shall have evidence, except when otherwise determined by the Diocesan Synod, that the text of the motion has previously been approved at one of the Regional Conferences or by Standing Committee or by the Diocesan Planning Council/Cathedral Chapter and (b) shall not less than one month from the commencement of the session, have given to the Diocesan Registrar notice of such motion in writing, together with a short explanatory note thereon. The Diocesan Registrar shall, not less than fourteen days prior to the commencement of the session send to every member of the Diocesan Synod a copy of every such notice of motion as aforesaid, together with a copy of the explanatory note thereon. |
| <i>President to Confine Members to question</i> | 15. | It shall be the duty of the President to confine each speaker to the subject matter of debate; but it shall not be in order for any member to interrupt the speaker except through the medium of the President. |
| <i>Time Limit</i> | 16. | Except by the leave of the Diocesan Synod, given in each case, the speech of the mover of a resolution shall not exceed eight minutes the speech of the seconder shall not exceed four minutes and any subsequent speech on the motion shall not exceed four minutes. No speaker shall be given more than one extension of time of such duration as the Diocesan Synod may then decide. |
| <i>No member to speak twice</i> | 17. | The President shall call to order any member proceeding to speak more than once on the same question except in explanation. |

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- Exception** PROVIDED THAT the mover of any question not being an amendment, shall be allowed the liberty of reply, and that the seconder may reserve the right to speak to any period of the debate.
- President may speak** 18. The President may take part in the discussions of the Diocesan Synod without leaving the Chair.
- No member to speak after question has been put** 19. No member may speak to any question after the same has been put by the President and the voices have been given in the affirmative and negative thereon.
- Subject disposed of not to be proposed again** 20. When a subject has been under consideration of the Diocesan Synod and disposed of by a negative vote, or superseded under Standing Order No. 21, no subject that is the same in substance shall be brought forward during the same Session, nor shall Notice of Motion on any such subject be admissible.
- Question how superseded** 21. A question may be superseded by amendment or by a motion that the Diocesan Synod do now pass to the next business on the Order Paper; such Motion shall be forthwith put from the Chair without any discussion.
- Motion for adjournment always in order** 22. A Motion to adjourn the Diocesan Synod shall always be in order, and if seconded shall be forthwith put from the Chair, but no discussion shall take place thereon except in cases where the Motion shall be for adjournment for a longer period than the next sitting.
- Motion to lapse unless seconded** 23. If a Motion or Amendment which has been proposed be not seconded no further notice of it shall be taken and it shall not be entered in the Minutes of the Diocesan Synod.
- Motion shall not be withdrawn without leave** 24. After a Motion has been moved and seconded it shall be proposed by the President, and shall be in possession of the Diocesan Synod, and shall not be withdrawn without leave, such leave being granted without any negative voice.
- Motion withdrawn may be made again** 25. A Motion which has been by leave of the Diocesan Synod withdrawn may be made again during the same Session, with Notice duly given.
- Question may be answered** 26. Any Motion or Amendment containing more than one question shall be divided and each part put separately, and on the request of any member the part or parts agreed to shall again be put on a single Motion.
- Debate interrupted** 27. If a Debate be interrupted by the adjournment under Standing Order 5, or by proceedings under Standing Orders 12 or 13, the member in possession shall, on the resumption of the Debate, be allowed to continue speaking.

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AMENDMENTS

- Different forms of amendment*** 28. A Motion which is in possession of the Diocesan Synod may be amended by omitting certain words only, by omitting certain words in order to insert or add other words, or by inserting or adding words.
- Amendment to be given in writing to President*** 29. No amendment not being of a purely verbal nature shall be proposed from the Chair until it shall have been written and handed to the President.
- Amendment by omission*** 30. When an amendment is proposed to omit certain words the President shall put the question, that the words proposed to be omitted be so omitted.
- Amendment by insertion*** 31. When it is proposed to insert or add certain words the question shall be, that the words proposed to be inserted (or added) be so inserted (or added).
- Amendment by omitting words in order to insert others*** 32. When the Amendment proposed is to omit certain words in order to insert other words the question of omitting such words shall be first put as before directed, and if it be decided in the affirmative the question of inserting the words proposed shall be subsequently put; if the insertion of such words be negative it shall be in order to propose the insertion of other words.
- Words preceding an amendment not to be amended*** 33. No amendment except of a purely verbal nature may be proposed to any part of a Motion after a later part of the said Motion has been amended.
- Words affirmed as part of a motion not to be amended*** 34. No further amendment shall be proposed of any words after their inclusion in a Motion has been affirmed by a vote of the Diocesan Synod.
- Second amendment may be read*** 35. When an Amendment is under consideration by the Diocesan Synod it shall be in order for any member to read a second or other Amendment to the Diocesan Synod, but such Amendment shall not be debated until the first Amendment has been put and dealt with.
- Amendment on an amendment*** 36. No Amendment on an Amendment shall be in order until the latter Amendment has been seconded, and is being debated by the Diocesan Synod.
- Amended motion to be submitted to the Synod*** 37. A Motion which has been amended shall finally be submitted in its entirety to the vote of the Diocesan Synod.

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- Amendment superseding original motion to be submitted to Synod*** 38. When the Diocesan Synod has accepted an Amendment which entirely supersedes the original Motion such Amendment becomes the substantive Motion, and must be submitted to the vote of the Diocesan Synod in place of the submitted to original Motion.
- Member who has spoken to motion may not move amendment*** 39. No member who has already spoken to the Motion before the Diocesan Synod may move or second an Amendment thereto; nor may a member who has moved seconded an Amendment move or second a further Amendment to the same Motion.
- Debate to be confined to amendment before the Synod*** 40. When an Amendment is being considered by the Diocesan Synod the debate shall be confined to such Amendment.
- Member may speak to any Amendment and to the Motion*** 41. Any member may speak once to an Amendment before the Diocesan Synod, and the doing so shall not affect that Member's right to speak later to the main question, whether it be amended or not.

DIVISIONS

- Divisions how taken*** 42. Whenever a Division is called for the President shall ring the bell, and after an interval of three minutes the doors shall be closed and no member shall be permitted to enter or leave the chamber until after the result of the division has been declared. As soon as the doors have been closed for the purpose of the division the President shall a second time put the question and declare on the sound of voices on which side the majority lies. If no member demands a division on the second declaration of the result no division shall take place. But if a division be again demanded the President shall direct the ayes to pass into the lobby on the President's right and the noes into the lobby on the President's left.
- Members present at a division to vote*** 43. Every member present at the time of a division shall be required to vote.
- President to appoint tellers*** 44. The President shall appoint a clerical and a lay teller for each party for the purpose of taking votes of the clergy and laity and checking the division lists; the clerical teller voting aye shall act with the Lay teller voting no, and vice versa.
- Tellers to record their votes*** 45. The tellers shall first record their own votes and shall then take the votes of the other members present, first of the Clergy, then of the Laity.

- Division lists to be signed by the tellers*** 46. Each of the division lists shall be signed by the two tellers who have checked it, and delivered to the President.
- Votes of the Bishops*** 47. The votes of the Bishops shall be taken by the Diocesan Registrar who shall report the same to the President
- President to declare the result*** 48. When the President has received the division lists the President shall declare the result of the division.
- Request for record of names*** 49. The names of members voting in a division shall be recorded in the Minutes if a request to that effect signed by not less than six members be made in writing to the President before the adjournment of the sitting.

COMMITTEE OF THE WHOLE DIOCESAN SYNOD

- Motion to go into Committee*** 50. When any question is before the Diocesan Synod it shall be in order for any member to move without Notice that the Diocesan Synod go into Committee to consider the same. The Question that the Diocesan Synod go into Committee shall if seconded be put forthwith without debate.
- Chairperson to preside in committee*** 51. If the Motion to go into Committee be carried the President shall leave the Chair, and the Chairperson of Committee shall preside.
- Procedure in committee*** 52. The Orders of the Diocesan Synod shall where applicable govern procedure in committee. Provided that it shall not be necessary that a Motion or Amendment should be seconded. PROVIDED FURTHER that any member may speak more than once, or propose more than one Amendment, to the same question.
- Committee to consider only matter referred to it*** 53. The Committee may consider such matters only as have been referred to it by the Diocesan Synod.
- Report to Synod*** 54. When any matter referred to the Committee has been considered the Chairperson shall report the same to the Diocesan Synod.
- Motion to report*** 55. A Motion may be made during the proceedings of the Committee that the Chairperson do report progress and ask leave to sit again.
- Motion that Chairperson leave the chair*** 56. A Motion that the Chairperson do now leave the Chair will if carried supersede further proceedings of the Committee in respect of the question then under consideration, and the Diocesan Synod shall immediately resume.

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BILLS

57. Any Bill to be brought before Synod must be in the hands of the Diocesan Registrar not less than 42 days prior to the commencement of the Session of Synod at which it is to be considered.

The Diocesan Registrar will bring the Bill to a meeting of Standing Committee prior to Synod for inclusion in the agenda of Synod.

A copy of the Bill shall be sent to members of Synod together with any explanatory notes not less than three weeks prior to the commencement of the next session of Synod.

58. The President will introduce the Bills submitted to Synod at the commencement of the session of Synod and announce that they will be considered at a later set time in Synod.

59. At that time the purpose of the Bill is then considered by members of Synod. Synod may accept amendments to the Bill without going into Committee.

60. A motion may be passed that it is the wish of Synod that it go into Committee to consider the Bill in detail. The Chairperson of Committees will report the result of the consideration of the Bill in Committee to the President.

61. Following the consideration by members of Synod the Bill will then be either passed or declined by Synod. Confirmation of the Bill will be made later in the session of Synod, but before closure of that Synod.

62. The Bill once confirmed by Synod becomes a Statute of Synod and will be published in the Diocesan Code of Canons.

COMMISSIONS

Commission may be set up

63. Diocesan Synod may by resolution refer any matter to the consideration of a Commission which shall report thereon to the next Diocesan Synod.

Members of a Commission

64. Such Commission shall not necessarily consist solely of members of the Diocesan Synod.

Appointment of Convenor

65. The resolution setting up a Commission shall name one of the members thereof as Convenor, but the Commission shall elect its own chairperson.

MISCELLANEOUS

Copies of documents may be taken

66. In order to give publicity to the proceedings of the Diocesan Synod the Secretaries shall, unless otherwise ordered, be authorised to permit copies to be taken of all documents which may be laid before the Diocesan Synod and of all resolutions and other proceedings which may be recorded in the Minutes.

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***Motion for
Suspension of
Standing Orders***

67. Any Standing Order may be suspended on Motion without notice.

***Motion for
suspension not to
be debated***

68. A motion to suspend a Standing Order shall state the purpose for which the suspension is desired, and shall, if seconded, be put without debate; and the suspension, if granted, shall not allow the introduction of any matter other than that specified in the Motion.

***Altering or
annulling Standing
Orders***

69. Any proposal for enacting, amending or repealing any Standing Order of the Diocesan Synod shall go through the same process as any other resolution of the Diocesan Synod.