

WINCHESTER DIOCESAN SYNOD STANDING ORDERS

MEMBERSHIP

The Diocesan Synod shall consist of three Houses with the following membership.

The House of Bishops

1. The House of Bishops shall consist of the following members:
 - The Bishop of the Diocese (President of the Synod, ex-officio);
 - The Suffragan Bishops;
 - Other Bishops working in the Diocese nominated by the Bishop of the Diocese with the concurrence of the Archbishop of Canterbury).

The House of Clergy

2. a. The House of Clergy shall consist of the following members:
 - Bishops nominated by the Bishop of the Diocese, other than members of the House of Bishops;
 - The Dean of Winchester;
 - The Archdeacons;
 - The Dean of Jersey;
 - The Dean of Guernsey;
 - The Proctors elected to the Lower House of the Convocation of Canterbury, elected from or resident in the Diocese;
 - The Chancellor of the Diocese, if in Holy Orders;
 - The Chair of the Diocesan Board of Finance, if in Holy Orders;
 - The Chair of the Mission & Pastoral Committee, if in Holy Orders;
 - The Chair of the Diocesan Advisory Committee, if in Holy Orders;
 - The Chair of the Board of Education, if in Holy Orders;
 - Clerks in Holy Orders elected by the Houses of Clergy of the Deanery Synods;
 - Not more than five clerks in Holy Orders co-opted by the House of Clergy of the Diocesan Synod;
 - Not more than 5 clerks in Holy Orders nominated by the Bishop of the Diocese.

The clergy to be elected by the Houses of Clergy of the Deanery Synods shall be related in proportion to the numbers of members of those Houses in the respective Deanery Synods. The numbers to be elected shall be calculated in such manner so as to produce that number of clergy who, together with the ex-officio, the nominated, and the co-opted members, shall equate to **80** members so near as is possible.

2. b. No person shall be able to hold membership of the House of Clergy if they are employed by or under contract to the Diocesan Board of Finance.

House of Laity

3. a. The House of Laity shall consist of the following members:
- The Chancellor of the Diocese, if not in Holy Orders;
 - The Chair of the Diocesan Board of Finance, if not in Holy Orders;
 - The Chair of the Diocesan Advisory Committee, if not in Holy Orders;
 - The Chair of the Board of Education, if not in Holy Orders;
 - The lay persons elected to the House of Laity of the General Synod;
 - The lay persons elected by the House of Laity of the Deanery Synods;
 - Not more than five lay persons co-opted by the House of Laity of the Diocesan Synod;
 - Not more than 5 lay persons nomination by the Bishop of the Diocese.

The laity to be elected by the Houses of Laity of the Deanery Synods shall be related in proportion to the total numbers of names on the rolls of the parishes in the respective deaneries. The numbers to be elected shall be calculated in such manner so as to produce that number of laity who, together with the ex-officio, the nominated, and the co-opted members, shall equate to **80** members so near as is possible.

3. b. No person shall be able to hold membership of the House of Laity if they are employed by or under contract to the Diocesan Board of Finance.

Roll of Members

4. The Secretary shall keep a roll of the members of the synod constantly up to date.

Procedure for Co-options

5. The Standing Committee constituted under Standing Order 75 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. There shall be a maximum of 5 co-options in each House.

Participation by Non-members

6. Any visitor attending 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 to vote.

Co-opted and Nominated Members

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

Election of Vice-presidents

8. 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.

Meetings of the Synod

9. Meetings of the Synod shall be chaired by the President or one of the Vice-Presidents, as shall be determined by the President.

Separate Meetings of the Houses

10. The president and each vice-president shall be chair of the house of which they are a member but need not preside over its meetings if and to the extent that standing orders of the house so provide.

Powers of Chair

11. The Chair shall perform the functions assigned to them in these Standing Orders and shall regulate the proceedings and maintain order thereat, doing all such acts as are necessary for that purpose.

Secretary

12. The Secretary to the Synod will be the Diocesan Chief Executive, who shall:-
- (i) be responsible for the administrative arrangements for meetings of the synod;
 - (ii) be in attendance at such meetings;
 - (iii) prepare the draft agenda papers and minutes of the synod;
 - (iv) act as secretary of the standing committee;

Assistant Secretary

13. The Deputy Diocesan Secretary will be the Assistant Secretary to the Synod and may carry out the functions of Secretary as required.

Registrar

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

Terms of Appointment

15. 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 standing committee.

By Whom Convened

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

When and Where Held

17. The president shall summon not less than two meetings in each year at such times and places as they shall direct after consulting the standing committee.

Meetings by Request

18. If either the standing committee by resolution so requests or if the president receives a requisition for that purpose signed by not less than twenty-five members the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or request.

Notice of Ordinary Meetings

19. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in writing or by electronic mail by the Secretary; provided that not less than six weeks before each meeting a notice thereof specifying the general business proposed to be transacted thereat and inviting other business shall normally be posted on the Diocesan website.

Notice of Special Meeting

20. In case of sudden emergency or other special circumstances a meeting may be convened at not less than 7 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.

When and Where Held

21. Each house shall meet separately when:
- (i) it is required so to do under these standing orders;

- (ii) it has so decided in accordance with its own standing orders;
- (iii) the chair of the house has so directed; or
- (iv) the synod has so directed, and subject to any directions by the synod or the house concerned, the date, time and place of any separate meeting shall be fixed by the chair of that meeting.

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- 22.** Subject to any resolution of the Synod and to these Standing Orders, the Standing Committee shall settle the agenda for each group of sessions of the Synod, following recommendations from the Business Committee (specifying therein all items of business of which due notice has been received save any items excluded by the committee under this Standing Order) and shall determine the order in which such business shall be considered.

Circulation

- 23.** The secretary shall circulate an agenda to every member at least 21 days before a meeting. If a special meeting is called at less than 21 days' notice, the agenda to be circulated as soon as possible.

Business Permitted to Be Considered

- 24.** The President and Vice Presidents of Synod shall have the power to direct the addition to the agenda at any time of such urgent or other specially important business as seems to them desirable.
- 24A** Members can seek to bring motions to the Synod for discussion. For any such motion to be added to an agenda it will be necessary for at least 20 members to indicate their support for the motion not less than 35 days before the date of the Synod meeting.

Order of Business

- 25.** In considering the order of business the standing committee shall give special consideration 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) brought before the synod at the request of one or more of the Houses;
- 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

- 26.** The order of business maybe varied by resolution of the synod or, unless any member objects, by the chair.

Form of Notice

- 27.** Subject to Standing Order 19, notice of any business for a meeting of the synod shall be in writing and submitted to the Secretary not later than the period before the meeting which is specified in Standing Order 28.

Length of Notice

- 28.** The following periods of notice shall be required:-
- (i) New business for the agenda **35 days**
 - (ii) Motions and amendments arising from the agenda **7 days**
 - (iii) Questions under standing order 72, **7 days**
- 29.** Notice of the following business shall not be required:-
- (i) a motion or amendment moved by permission of the chair; provided that the full text of such motion or amendment, except by permission of the chair, shall be handed to the secretary before it is moved;
 - (ii) business adjourned under standing order 56 or 57 to a specified time or meeting;
 - (iii) a procedural motion specified in standing order 53;

- (iv) a supplementary question by a member who has asked a question under standing order 72.

Quorum

30. One-third of the members of each house shall form a quorum of the synod which shall be necessary for the consideration of all business except the adjournment of the synod under standing order 56 or of a debate under standing order 57.
31. If a quorum is not present, the chair shall adjourn the synod until such time as they shall determine. Any member may call the attention of the chair to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the chair has conclusively announced the result of the vote on that question.

Order of Speeches

32. The Chair shall call upon members who desire to speak. They shall also determine the order in which they speak.

Breach of Order

33. The chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, reading a speech without permission of the chair, disregard of the authority of the chair, or any other breach of order, and may order the member to end any speech which they is making.

Points of Order

34. A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what they has to say in the form of a succinct question.

Personal Explanations

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

Interruptions Otherwise Not Permitted

36. Save as provided in standing orders 34 and 35 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question. The ruling of the chair on a point of order or the admissibility of a personal explanation shall not be open to question.

Speaking to a Motion

37. A member shall not speak unless upon a motion or amendment save as provided in standing orders 34, 35 and 72.

Speaking More Than Once

38. A member shall not speak more than once upon the same question, except:-
- (i) as provided in standing orders 34 and 35;
 - (ii) by permission of the chair and with the consent of the synod;
 - (iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
 - (iv) the mover of an amendment to a standing order may speak twice.

Length of Speeches

39. The standard length of speeches shall not exceed ten minutes except where a member is introducing a report where the maximum length shall be fifteen minutes. However, the Chair may, at the start of a debate or at any point within it, direct that speech limits be changed. Once the Synod has been advised of this change it shall not be open to debate or question.

Moving Motions or Amendments

40. (a) Every matter debated in the synod shall have been moved by a member.
(b) A motion or amendment which, when called by the chair, is not moved by the member who has given notice thereof may be moved by some other member in their stead.

Withdrawal

41. A motion or amendment, once moved, may be withdrawn by the mover or at their request unless more than five members object.

Reconsideration and Rescission

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

Division of Motion

43. With the consent of the member moving a motion, the Chair may divide a motion to allow for Synod to express its judgement separately upon each part of the motion or amendment so divided.

Reference-Back Motions Not Permitted

44. Once a motion has been moved or is being discussed it shall not be in order to pass a further motion to refer the original motion back (or any recommendation that relates to it). However, it is permissible to amend the original motion in such a way to refer it back. If such an amendment does not specify to whom the motion shall be referred back to, the Standing Committee shall decide. It is not possible to amend any matter referred by the General Synod to the Diocesan Synod.

Special Powers of Chair

45. 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 25;
(iii) close the debate on any motion at the hour appointed in accordance with standing order 25, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 58(ii) shall apply.

AMENDMENTS

When Permitted

46. Except as provided in standing order 47 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

When Not Permitted

47. Amendments to the following shall not be permitted:-
(i) a procedural motion under standing order 53;
(ii) a motion to receive the report of a committee under standing order 89;
(iii) a motion under standing order 96(i) in reply to any question referred by the General Synod.

Amendments to Amendments

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

Delivery in Writing

49. 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

50. An amendment may be made:-
(i) by leaving out words; or
(ii) by leaving out words in order to insert other words; or
(iii) by inserting or adding words.

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51. An amendment shall be relevant to the original motion and shall not have the effect of negating the main motion or amendment.
52. 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 their permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

53. 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 the synod");
(iii) "That the debate be now adjourned" ("adjournment of debate");
(iv) 'That the question now be put to Synod to vote' ('move to vote').
(v) "That all further speeches on this question be limited to x minutes" ("speech limit");
(vi) A motion to vary the order of business;
(vii) A motion to suspend a standing order

When Not Permitted

54. A motion shall not be moved:-
(i) for next business, the adjournment or a speech limit on any question referred by the General Synod to the diocesan synod;
(ii) for next business on an amendment or another procedural motion.

Next Business

55. 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 negated, 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

56. 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, the Chair or the Secretary shall then have the right to reply and may speak for not more than three minutes.
- (iii) If the motion to adjourn is carried the date and time for the next meeting shall be appointed in accordance with Standing Order 16 unless specifically changed by the motion to adjourn.
- (iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- (v) If the motion is lost no member shall be able to move the motion again for at least one hour except by permission of the Chair.

Adjournment of Debate

57. Standing order 56 shall, unless the context otherwise requires, apply also to this motion except that:-

- (i) If such motion is carried and the synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

Move to Vote

58. (i) If such motion is permitted by the chair, it shall be put forthwith without discussion.
- (ii) If the motion is carried, the member, if any, who has a right of reply on the motion in question shall be given an opportunity to speak for not more than five minutes in reply. Following this, the motion or amendment shall be put without further debate and the vote taken.

Speech Limit

59. 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 Standing Order 39, 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 they shall be the sole judge, allow a member a longer or shorter time to speak; if the Chair chooses to do this they must inform the Synod of their decision and have particular regard to any member who has a right of reply to the debate.

Suspension of Standing Orders

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

VOTING

(Please refer to the Church Representation Rules for details of special majorities required in the houses of clergy and laity when voting on schemes either for the variation of membership of deanery synods [Rule 21] or diocesan synods [Rule 27], or for cathedral representation on deanery synods [Rule 22]).

Assent of Three Houses

61. 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 questions 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

62. 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

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

Voting by Houses

64. A separate vote of each house shall be taken:
(i) on any question referred by the General Synod to the Diocesan Synod;
(ii) on any other question (except a question relating only to the conduct of business) where this is required under standing order 62.

Majority Required for Decisions

65. Subject to any statutory requirements, decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 61, 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

66. 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

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

Voting Rights of Chair

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

Mode of Voting

69. The Chair on putting any question to the vote shall take a show of hands, the result of which, as announced by them, shall be conclusive. At the discretion of the Chair or if requested by at

least ten members the show of hands shall be counted.

Requests for Separate Voting

70. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 61 (that their 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

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

QUESTIONS

To Whom Addressed

72. Subject to due notice under standing orders 27 and 28 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 the synod or on which it is represented;
- provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting, and in respect of each original question three supplementary questions may be asked, the member who has asked the original question having the right to ask the first.

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73. A question, if addressed to an officer, shall relate to the duties assigned to them 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

74. If the person of whom the question is asked is a member or officer of the synod they 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 on their behalf;
 - (ii) a member who is absent may authorise another member to deputise for them.

THE SYNOD STANDING COMMITTEE

75. There shall be a standing committee of the Diocesan Synod which shall also be the Bishop's Council, the Diocesan Board of Finance, and the Diocesan Mission & Pastoral Committee. Whilst the membership shall be coterminous for all Groups, the voting rights of individual members shall differ depending on the type of business transacted.

Ex officio members (*able to vote on all items of business*)

- The Diocesan Bishop;
- The Chair of the Finance & Property Sub-Committee

Elected Members (*able to vote on all items of business*)

From amongst their own number in the appropriate house of the diocesan synod:-

- The House of Clergy – The elected Chair of the House of Clergy and two additional members;

- The House of Laity – The elected Chair of the House of Laity and four (of whom at least one shall be ordinarily resident in the Channel Islands) additional members;

Members of the Bishop's Staff Team (*able to vote on Bishop's Council & Standing Committee Business*)

- The Suffragan Bishops;
- The Diocesan Chief Executive;
- The Archdeacons of the Diocese*
- The Deans of the Channel Islands
- The Dean of Winchester

**In accordance with the Diocesan Pastoral & Mission Measure, the Archdeacons of Bournemouth and Winchester shall be full voting members of the Mission & Pastoral Committee as well. The Suffragan Bishops, as key leaders in mission shall also be full voting members of the Mission & Pastoral Committee.*

Elections to Standing Committee

76A The elected members of the committee shall be elected by the house of which each is a member, after the election of a new Synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing orders 82 - 85.

76B The numbers of elected representatives shown in standing order 75 should normally be determined in accordance with the following principles:-

- (i) DELETED
- (ii) The number of elected members of the committee shall exceed the ex officio members for the purposes of transacting statutory business of the Board of Finance
- (ii) The number of clerical and lay members of the committee, including ex officio members, shall, as far as possible, be equal for the purposes of transacting statutory business of the Board of Finance.

Officers

77. The officers of the committee shall be as follows:-

- (i) The president of the synod shall be chair.
- (ii) The Chair of the House of Laity and the Chair of the House of Clergy shall be the vice-chair.
- (iii) The secretary of the synod shall be the secretary.

Functions

78. The functions of the standing committee 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 they may refer to the committee;
- (iv) subject to the directions of the synod to transact the business of the synod when it is not in session;
- (v) to act as the Diocesan Mission & Pastoral Committee, as specified by the Pastoral & Mission Measure 2011 (as amended);
- (vi) Deleted
- (vii) to appoint members of committees or nominate members for election to committees, subject to the directions of the synod;
- (viii) to carry out such other functions as the synod may delegate to it.

Proceedings of the Standing Committee

- 78A** The members of the Standing Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of any equality of votes the chair of the meeting shall not have a second or casting vote. The Bishop may, or the secretary on the requisition of five members shall, at any time summon a meeting of the Standing Committee. It shall not be necessary to give notice of a meeting of the committee to any member thereof for the time being absent from the British Isles.
- 78B** The quorum necessary for the transaction of the business of the Standing Committee shall be one third of its total membership.
- 78C** The Standing Committee may appoint sub-committees to report and advise on any matters referred to them consisting of such of its members as it thinks fit; any sub-committee so formed shall conform to any regulations that may be imposed on it by the Standing Committee.
- 78D** The President may appoint a chair of a sub-committee or so far as **they have** not done so a sub-committee may elect a chair of its meetings, if no such chair is elected, or if at any meeting the chair is not present within five minutes after the time appointed for holding the same, the members of the sub-committee present may choose one of their members to be chair of the meeting.
- 78E** A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members of the sub-committee present, and in the case of an equality of votes the chair shall not have a second or casting vote.
- 78F** A resolution in writing, signed by all members of the Standing Committee for the time being entitled to receive notice of a meeting of the said committee shall be as valid and effectual as if it had been passed at a meeting of the said committee duly convened and held.

OTHER COMMITTEES

Statutory Committees

- 79.** 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 procedure as may be provided in the relevant enactment. Subject thereto, these standing orders shall apply to such committees or other bodies.

Committees Other Than Statutory Committees

- 80.** The synod may at any time constitute such other committees as in the opinion of the synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the synod as it thinks fit. The rules affecting membership and sub-committees are as follows:-

(i) Membership of Committees

Subject to any directions of the synod and to any statutory provision, the standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the synod;

(ii) Duration of Membership

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

(iii) Sub-Committees

Every committee constituted by the synod may appoint sub-committees for such purposes as

it thinks fit.

Electors

- 81.** Any elected member of a committee may be elected by the whole synod, or standing committee, without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the synod or the standing committee, they shall be elected by the whole synod.

Nominations for Election to Committees

- 82.** Every nomination shall require a proposer and seconder who shall be qualified electors but the standing committee may (except in an election to itself) collectively nominate candidates. Nominations which shall be in writing and accompanied by a clear indication of the candidate's willingness to serve shall be delivered to the secretary within such period (not being less than 14 days) as they shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

Voting in Elections

- 83.** (i) The names of the candidates shall be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the secretary within such period (not being less than 14 days) as they shall specify.
(ii) Subject to paragraph (iii) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes the election shall be decided by lot.
(iii) Where the synod or standing committee has directed that the election shall be conducted by the method of the single transferable vote, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 33(4) and for the time being in force, shall be used.

Casual Vacancies

- 84.** 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 **nine** months before the next triennial elections to the synod need not be filled.

Directions by Standing Committee

- 85.** The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the standing committee.

PROCEDURE OF OTHER SYNODICAL COMMITTEES

Chairs

- 86.** The president shall have the right to be, or to appoint, the chair of any Synodical committee, following consultation with the Standing Committee.

Quorum

- 87.** 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

- 88.** 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 and Minutes

- 89.** Every committee shall report at such times and in accordance with such procedure as may be determined by the standing committee; provided that each report shall be presented by a

member of the committee which is responsible for the report, on the motion "That this report be received". No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the synod to the acceptance of any matter in the report.

- 89A** All other committees, except those required otherwise by statute, shall make available for inspection the minutes (draft if not approved) of any meeting of its proceedings to any licensed member of the clergy in the diocese or to any lay person whose name appears on the electoral roll of any parish in the diocese.
- 89B** Specific items, which are determined by a committee during the course of its business as being confidential, shall be recorded separately in a confidential minute book which shall not be available for inspection or publication under rule 89A. In such a case the public minutes shall record the conduct of a confidential item of business recorded separately.

General

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

REPRESENTATION ON OTHER BODIES

- 91.** 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 standing committee.

DOCTRINAL MATTERS AND FORMS OF SERVICE

Requirement of Early Circulation

- 92.** If notice is given of a motion, whether or not under standing order 96, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the standing committee shall include it on the agenda of the earliest convenient meeting of the synod; provided that, save by permission of the chair and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent to members at least three months before it is finally voted on by the synod.

REFERENCES BY THE GENERAL SYNOD

When Considered

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

Prior Notice and Documents Required

- 94.** Unless the standing committee decides to the contrary for any reason:-
- (i) members of the diocesan synod shall receive at least three months' notice of the reference; and
 - (ii) a report or other document prepared by or on behalf of either the General Synod or the standing committee of the diocesan synod shall be circulated.

Consultations Within the Diocese

- 95.** 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

96. (i) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 64. If the motion is defeated the question shall be decided in the negative.
- (ii) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.
- (iii) When all motions under the foregoing paragraphs (i) and (ii) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on Result

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

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters Referable

98. 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 matters; or
- (ii) to supply information within their knowledge; or
- (iii) to exercise any other functions within their competence;
- and to report to the diocesan synod by a specified date.

Report on Proposal to Refer Matters

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

Circulation of Reference

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

Form and Date of Reply

101. Subject to any direction by the diocesan synod, where a reference under standing order 98 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the standing committee and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the diocesan synod.

Report on Replies Received

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

MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

By Deanery Synods

- 103.** 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

- 104.** 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

- 105.** Notice of a motion to be moved in the diocesan synod under standing order 103 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.

FINANCIAL BUSINESS

Duties of Standing Committee

- 106.** The standing committee shall be responsible for advising the president and the synod on the determination of priorities in the allocation of any funds at the disposal of the synod.

Duties of Diocesan Board of Finance

- 107.** Submission of annual accounts and budget.
- 108.** The standing committee shall, not later than 31st October in each year, submit to the synod a report and accounts for the preceding year ended on 31st December, and a budget for the following year. The budget shall provide for the expenditure required by every committee and other body responsible to the synod, subject to any variations made by the standing committee on the grounds of priority or financial expediency. The standing committee may make to the synod any recommendations on the accounts and the budget as it thinks fit.

Special Votes of Expenditure

- 109.** If the standing committee during any financial year either
- (i) anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the budget, or
 - (ii) is so instructed by the synod,
- the standing committee shall submit at any meeting of the synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met.

Expenditure in Excess of Votes

- 110.** In presenting the accounts for the preceding year the standing committee shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with the standing committee's comments and recommendations as to how the excess expenditure shall be sanctioned.

Notice of Proposals Involving Expenditure

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

Form of Money Resolutions

- 112.** The board shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a

“money resolution”): “That the synod authorises (or directs) the diocesan board of finance to expend a sum not exceeding (a named sum)”; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

Persons Authorised to Move Money Resolutions

- 113.** No motion framed as a money resolution shall be moved otherwise than by a member authorised by the standing committee.

Inadmissible Amendments to Money Resolutions

- 114.** Save by consent of the Standing Committee, an amendment (other than an amendment moved by a member on behalf of the Standing Committee) shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise, but if the sum mentioned is thought to be insufficient an amendment may be moved by any member to add the words *“but requests the Standing Committee to reconsider the budget with a view to making further provision for (some particular service)”* If such an amendment is carried the Standing Committee shall, if it thinks fit, in due course submit a Money Motion for a supplementary estimate.

Reference Back of Money Resolutions

- 115.** A money resolution may be so amended as to provide that the motion be referred back to the standing committee for further consideration.

GENERAL PROVISIONS

Admission of Press and Public

- 116.** 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 chair shall request the representatives of the Press and the public to withdraw.

Periods of Notice

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

Procedural Defects

- 118.** 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

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

END