

# DIOCESE OF AUCKLAND

## STANDING ORDERS

### PART 1 – PRELIMINARY MATTERS

#### Definitions

#### DEFINITIONS

1 In these Standing Orders, unless the context otherwise requires:

*Agreed* means approved by Synod under the Synod Statute without dissent;

*Business* means any matter before Synod, which includes Legal Business;

*Carried* means approved by Synod by a Majority;

*Clerical Member* means a Member of the Synod who is an ordained Minister but is not an Episcopal Member;

*Episcopal Member* a Member of the Synod who is licensed as a Bishop;

*Explanatory Note* means a succinct statement setting out the general intention and effect of any Legal Business, to assist Members considering such Legal Business, but which may not purely advocacy material;

*Lay Member* means a Member of the Synod who is a lay person;

*Leave* means the approval of Voting Members to the action for which leave is sought, which approval must be:

- (a) by a Majority, if notice of intention to seek leave for that purpose was given on a previous day; or
- (b) unanimous in all other cases.

*Legal Business* means any motion (other than a Procedural Motion) or Legislation, and includes the Explanatory Note for that Legal Business;

*Legislation* means a bill, statute, or regulation, or any amendment to any bill, statute, or regulation;

*Majority* means a majority under the Synod Statute;

*Member* means any person entitled under the Synod Statute to attend the Synod with speaking rights;

*Passed* means Agreed or Carried;

*President* means the person, as determined under the Synod Statute, presiding over the Synod in Ordinary Session;

*Procedural Motion* means a motion relating to the procedure of Synod as provided for in these Standing Orders;

*Secretaries* means the Clerical Secretary and the Lay Secretary;

*Session* means each of the meetings (each spanning one or more days and one or more Sittings) of a Synod during a Synod Term;

*Sitting* means a part of a Session between adjournments;

*Synod* means the body elected under the Synod Statute, which meets for annual Sessions (and extraordinary Sessions as required) during the Synod Term;

*Synod Statute* means the Diocesan Synod Statute 2001 or such other legislation governing the composition and conduct of the Synod;

*Synod Term* means three years or such other period as may be specified under the Synod Statute;

*Voting Member* means any Member having voting rights under the Synod Statute.

### **Pre-Session Arrangements**

#### **60 DAYS' NOTICE TO DIOCESAN SECRETARY**

- 2 No Business may be brought before Synod unless, except as otherwise provided by these Standing Orders, written notice of the intention to introduce that Business has been given to the Diocesan Secretary at least 60 days before the commencement of the Session, together with a copy of the text of that Business and any Explanatory Note.

#### **COPIES TO MEMBERS**

- 3 The Diocesan Secretary must send to each Member a copy of:
  - 3.1 all Business of which notice under Standing Order 2 has been given (other than any Legal Business rejected by the Legal Business Committee under Standing Order 7(c)(vii)), as soon as possible after it has been considered by the Legal Business Committee and not less than 21 days prior to the opening day of each Session; and
  - 3.2 all reports and financial accounts to be received by Synod.

### **PART 2 – APPOINTMENTS**

#### **Synod Officers**

##### **OFFICERS OF SYNOD**

- 4 The officers of Synod are:

##### **Secretaries**

- (a) A Clerical Member (*Clerical Secretary*) and a Lay Member (*Lay Secretary*), whose duties are to record the proceedings of Synod, assist the President and the Diocesan Secretary with the conduct of the Synod, and otherwise as provided in these Standing Orders.
- (b) A Clerical Member (*Deputy Clerical Secretary*) and a Lay Member (*Deputy Lay Secretary*), whose duties are to assist the Secretaries as requested by them, and to assume the duties of the relevant Secretary in the event of absence or inability to act.

### **Committee Chairperson**

- (c) A Committee Chairperson (Chairperson), whose duties shall be to preside over Synod when it is sitting in Committee.
- (d) A Deputy Committee Chairperson, whose duties are to assist the Chairperson as requested, and assume the duties of the Chairperson in the event of absence or inability to act.
- (e) The Chairperson and Deputy Chairperson may be either Clerical or Lay Members.

### **Committee Clerk**

- (f) A Committee Clerk (*Clerk*), whose duties are to record the proceedings of Synod in Committee.
- (g) A Deputy Committee Clerk, whose duties are to assist the Clerk as requested, who will assume the duties of the Clerk in the event of absence or inability to act.
- (h) The Clerk and Deputy Clerk may be either Clerical or Lay Members.

## **APPOINTMENTS OF OFFICERS OF SYNOD**

5 The officers of Synod shall be appointed by motion moved by the President without debate:

- (a) during the first Sitting of the first Session of each Synod; or
- (b) if any vacancy arises during a Synod.

6 The officers of Synod hold office for a Synod Term, and until their successors have been appointed.

## **Synod Committees**

### **LEGAL BUSINESS COMMITTEE**

7 There will be a standing committee of Synod known as the "Legal Business Committee" as follows:

- (a) consisting of the Chancellor, the Chairperson and between 2 and 6 other persons (of whom at least a majority must be Members) appointed by Synod at the first Session of each Synod by motion moved by the President without debate;
- (b) the committee has the power to co-opt additional eligible persons and fill vacancies, up to the maximum membership under Standing Order 7(a);
- (c) the duties of the committee are to:
  - (i) recommend to the Diocesan Council the promotion of Legal Business to improve the current Legislation;
  - (ii) consider any Legal Business of which notice has been given;
  - (iii) consider the effect on existing Canons and Legislation of any Legal Business of which notice has been given;
  - (iv) assist any Member wishing to introduce Legal Business;
  - (v) confer with the promoter of any Legal Business and suggest any amendments or alterations thought desirable;
  - (vi) ensure that all Legal Business is drafted in gender-inclusive language;
  - (vii) reject or amend at their own discretion, or recommend to Synod the rejection or amendment of, any proposed Legal Business of which proper notice has not been given, or which contravenes the Constitution and Canons of General Synod, any legislation of this Diocese, the general law, or these Standing Orders;
  - (viii) ensure that all Legal Business has, where necessary, appropriate Explanatory Notes;
  - (ix) introduce or promote such Legal Business as is thought necessary or

desirable:

- (A) to facilitate the proper consideration of any Business;
  - (B) to implement any of the decisions of the Synod;
  - (C) consequential upon or arising out of Legal Business of which due notice has been given;
- 
- (x) report to the Synod on Legal Business before the Synod;
  - (xi) report to the Diocesan Council on the effect of all Legal Business passed by each Session of Synod and recommend any necessary action arising;
  - (xii) report to the Diocesan Council on any legislation passed by General Synod and any consequential Legal Business which may be necessary or desirable;
  - (xiii) assist the Diocesan Council, in the manner set out above, with any Legal Business proposed by Diocesan Council pursuant to its delegated powers to that effect;
  - (xiv) consider and report to Diocesan Council and Synod any matter relating to the practice and procedure of Synod; and
  - (xv) amend any defect or error in a statute in a manner that does not add to, diminish or otherwise affect the meaning of the statute;
  - (xvi) provide such other assistance or advice in relation to Legal Business as is requested by Diocesan Council and Synod.

#### **ORDER PAPER COMMITTEE**

8 There will be a standing committee of Synod known as the "Order Paper Committee" as follows:

- (a) consisting of between 2 and 4 persons (of whom at least a majority must be Members) appointed by Synod at the first Session of each Synod by motion moved by the President without debate;
- (b) the committee has the power to co-opt additional eligible persons and fill vacancies, up to the maximum membership under Standing Order 7(a);
- (c) the duties of the committee are to arrange the Order Paper for each day of the Session in accordance with these Standing Orders, including:
  - (i) to place matters for consideration by the Synod in the order of what in its opinion is their relative importance and urgency. In arranging the Order Paper the Committee shall take into consideration the sequence in which notices of motion shall have been received but shall not be bound to place them on the Order Paper strictly in such order;
  - (ii) to designate any item of Business as an Order of the Day to be dealt with at a stated day and time during the Session; and
  - (iii) to allocate fixed periods of time at Synod to particular items of Business;

#### **LENGTH OF OFFICE OF COMMITTEE MEMBERS**

9 The members of standing committees of Synod hold office for a Synod Term, and until their successors have been appointed.

#### **EX OFFICIO MEMBERS**

10 The President and Diocesan Secretary are ex officio members of all standing committees of Synod.

## **Other Appointments**

### **OTHER APPOINTMENTS**

- 11 On the first day of each Session, Synod shall appoint:
- (a) Auditors for the Diocesan Council financial accounts;
  - (b) Any other trustees, representatives, members, officers or committees whose election or appointment is provided for in accordance with the provisions of any Statute, Canon or Resolution except where such appointment or election is required to take place at some other time.

## **PART 3 – PROCEEDINGS**

### **Modes of Conducting Business**

#### **MODES OF CONDUCTING BUSINESS**

- 12 Synod may operate in three modes:
- (a) in Conference Mode, when Part 5 will apply;
  - (b) in Committee, when Part 6 will apply; or
  - (c) Ordinary Session, when Part 7 will apply.
- 13 Synod will sit in Ordinary Session unless it is sitting in Committee or Conference Mode.

### **Introducing Business**

#### **INTRODUCTION OF BUSINESS**

- 14 No Member shall introduce any proposed Business except:
- (a) with notice, pursuant to Standing Order 2; or
  - (b) where the President rules that the proposed Business:
    - (i) is of urgency;
    - (ii) is of immediate public interest; or
    - (iii) has arisen out of Business of which notice has been given and that the notice required by Standing Order 2 could not reasonably have been given; or
  - (c) in accordance with the provisions of these Standing Orders.
- 15 Any proposed Business sought to be introduced pursuant to Standing Order 14(b) shall be read at the commencement of a Sitting and, together with an explanation as to the reasons for seeking to introduce the Business, shall be referred in writing to the President who, shall after consideration, later announce whether the Business shall be admitted or not and if so admitted shall be referred to the Order Paper Committee for inclusion in the Order Paper.
- 16 Any Business sought to be introduced may, with the consent of the Member giving notice, be introduced by any other Member.

#### **NOTICE OF AMENDMENT**

- 17 Any Member may, prior to the opening day of each Session, give to the Diocesan Secretary notice of their intention to move an amendment to any Motion of which notice

has been given.

- 18 Where possible the Diocesan Secretary shall send such notice of amendment to each Member but if this is not practicable, such notice of amendment shall be included in the Order Paper for the first day of the Session.
- 19 Any such amendment for which notice has been given pursuant to this Standing Order shall be considered during the debate on the original Motion sought to be amended and shall take priority over, and shall be considered and disposed of before, any other amendments to the original Motion are introduced, provided that where more than one such notice of amendment in respect of the named original Motion is received they shall be considered and disposed of in the order in which they were received.

### **Sitting Hours and Attendance**

#### **SUMMONS TO SPECIFY SITTING HOURS**

- 20 The President may, prior to the conclusion of each annual Session, announce the date of the next annual Session and shall not less than fourteen days before each Session of Synod issue a summons to each Member, specifying the days and hours of each Sitting of the Session.
- 21 Subject to a quorum being present, Synod shall sit during the hours specified by the President in the Summons provided that any Member speaking at the time when the Sitting should adjourn shall be permitted to complete their speech before the Sitting adjourns.

#### **ABSENCE OF MEMBERS**

- 22 Any Member who is unable to attend all or any part of a Session must notify the President.

#### **ATTENDANCE BOOK**

- 23 Members must record their attendance at each Session in an attendance book.

#### **QUORUM**

- 24 The Synod may not transact any business unless a quorum, as determined in the Synod Statute, is present.
- 25 If a quorum is not present within half an hour after the commencement of a Sitting, the President shall adjourn the meeting until the day and time appointed for the next Sitting.
- 26 If at any other time a Member requests that the Synod be counted, the President shall immediately ring the bell, and if after two minutes a quorum is not present, the Synod shall stand adjourned until the day and time appointed for the next Sitting.

#### **NON-MEMBERS**

- 27 The meetings of the Synod shall be open to the public, but the President may at any time order any non-Members to withdraw upon the request of any Member.

#### **ORDERS MEETING IN ONE CHAMBER**

- 28 The Synod shall meet for the transaction of business in the same chamber but the Clergy Members or Laity Members may at any time withdraw to a separate chamber for the purposes of deliberation on the request of any Member of that Order. The Order so withdrawing shall elect its own Chairperson. During such withdrawal Synod shall stand adjourned.

## **Sequence of Business**

### **ORDER OF PROCEEDINGS**

- 29 The proceedings of the Synod shall be conducted each day in the following order:
- (a) Opening prayers shall be led by the Synod Chaplain.
  - (b) The President shall make any announcements.
  - (c) Officers and Committees shall be appointed or elected.
  - (d) Questions shall be asked and answered.
  - (e) Motions sought to be introduced under Standing Order 14(b) shall be read.
  - (f) Reports and accounts shall be tabled and read (or if printed and circulated be taken as read). Any recommendations contained in any report of which notice has been given in accordance with Standing Order 2, shall be deemed to be a Motion of which due notice has been given.
  - (g) Business which is designated as an Order of the Day shall be taken into consideration at the time and day specified and subject to the provisions of these Standing Orders or any Statute shall then have precedence over all other business on the Order Paper.
  - (h) Any Business not disposed of at a previous Sitting shall be proceeded with.
  - (i) Business of which previous notice has been given shall be next dealt with in the sequence in which they appear in the Order Paper unless otherwise ordered by the Synod, except that Motions for appointment of select committees shall take precedence over all other motions.
- 30 An Order Paper will be prepared for each day showing, as far as can be ascertained at the commencement of that day's Sitting, the order of Business for that day. The Order Paper will state the Business (with page references to the Synod materials), sitting hours, any Orders of the Day and any fixed time periods, and the text of any Business not previously circulated to Members.

## **Leave and Order**

### **LEAVE**

- 31 Any Member seeking Leave shall request the President that Leave be sought and shall explain briefly the purpose for which such Leave is sought. The President shall then seek the Leave sought without further debate and without requiring a seconder.

### **CALLING TO ORDER**

- 32 Any Member called to order by the President shall resume their seat.

### **POINTS OF ORDER**

- 33 Any Member may rise to speak to a point of order and the Member previously speaking shall immediately resume their seat. The Member rising shall state without explanation the subject matter of their point of order.

## PART 4 – LEGAL BUSINESS

### Bills

#### PASSAGE OF BILLS

- 34 Bills, and amendments to statutes, may only be enacted by Synod sitting in Ordinary Session, except to the extent required by Standing Order 35(e).
- 35 No Bill shall be enacted by the Synod unless the following procedure is complied with:
- (a) The mover shall give notice pursuant to Standing Order 2;
  - (b) The Bill shall be considered by the Legal Business Committee pursuant to Standing Order 7;
  - (c) Copies (with explanatory notes) shall be sent to all Members pursuant to Standing Order 3;
  - (d) **Approval in Principle** Under the appropriate Order of the Day:
    - (i) The mover of the Bill shall introduce the Bill by explaining its background, effect and key provisions, and move that “the principle of Bill [#] be approved”. The seconder of the Bill may speak, or reserve the right to speak.
    - (ii) The principle of the Bill will be debated, without discussion of the detail of the Bill.
    - (iii) The mover may exercise their right of reply, and the seconder may speak if they have not already done so.
    - (iv) The motion shall then be put and, if carried
  - (e) **Approval in Detail :**
    - (i) Synod will immediately go into Committee to consider and either approve (with or without amendments, which may only be made in Committee) or reject the detail of the Bill.
    - (ii) After Synod has considered the detail of the Bill in Committee, the President will move that “the detail of Bill [#], as agreed by Synod in Committee, be approved”. The motion may be debated, in which case the mover may exercise a right of reply.
    - (iii) If carried, the passage of the Bill will be an Order of the Day for the last sitting day of that Session.
    - (iv) At any time prior to a Bill being passed, Synod may by motion without notice re-consider in Committee any part of the detail of that Bill.
  - (f) **Passage** Under the appropriate Order of the Day:
    - (i) The President will move that “all Bills that have been approved in detail now pass and become statutes”. The motion will be put without debate, unless any Member requires the motion be debated (in which case the mover of each bill may exercise a right of reply before the motion is put) and/or divided.
    - (ii) If a passage motion passes, each Bill to which the motion relates becomes a Statute and (subject to the Statute) takes immediate effect.



## **FORM OF BILL**

- 36 Every Bill or Regulation shall be prepared in such format as the Legal Business Committee shall from time to time specify.
- 37 Each Statute or Regulation passed by Synod will be recorded in writing and certified by the signature of the President as having been passed by the Synod on which the motion under Standing Order 35(f) is passed, and that certified document will be deemed to be the original record of that Statute or Regulation.

## **Motions**

### **PASSAGE OF MOTIONS**

- 38 Motions may only be passed by Synod sitting in Ordinary Session.

## **PART 5 – SYNOD IN CONFERENCE**

### **SYNOD GOING INTO CONFERENCE MODE**

- 39 Synod may move into in Conference Mode by motion to that effect, briefly indicating the matters to be considered in Conference Mode, and naming a person (who shall be the President unless another person is specified) who shall chair Synod in Conference Mode. Any such motion shall be moved and seconded without debate.

### **SYNOD PROCEDURE IN CONFERENCE MODE**

- 40 When Synod is in Conference Mode:
- (a) Synod may only consider the matters referred to in the motion under Standing Order 39;
  - (b) Synod may pass resolutions, in relation to those matters, which shall be as valid as if they had been passed in Ordinary Session; and
  - (c) The person chairing the Conference may determine the conduct of the Conference in relation to speaking times.

### **SYNOD RESUMING IN ORDINARY SESSION**

- 41 Synod may cease sitting in Conference Mode and resume sitting in Ordinary Session by motion to that effect, which shall be moved and seconded without debate, or by the expiry of the fixed period of time allocated for the Conference.

## **PART 6 – SYNOD IN COMMITTEE**

### **SYNOD GOING INTO COMMITTEE**

- 42 Synod may move into Committee by motion to that effect, briefly indicating the matters to be considered in Committee, and naming a person (who shall be the Chairperson unless another person is specified) who shall chair Synod in Committee. Any such motion shall be moved and seconded without debate.

### **SYNOD PROCEDURE IN COMMITTEE**

- 43 When Synod is in Committee:
- (a) Synod may only consider the matters referred to in the motion under Standing Order 42;
  - (b) Motions or amendment do not require a seconder;
  - (c) any Member may speak more than once, or propose more than one amendment, to the same question;

- (d) unless Synod in Committee agrees, no one speech shall exceed three minutes' duration;
- (e) these Standing Orders shall otherwise apply.

### **SYNOD RESUMING IN ORDINARY SESSION**

- 44 Synod may cease sitting in Committee and resume sitting in Ordinary Session by motion to that effect, which shall be moved and seconded without debate. Synod may, by further motion under Standing Order 42, resume sitting In Committee for further consideration of matters referred to in that motion.
- 45 If Synod has determined matters while sitting In Committee, the President shall, immediately after Synod resumes in Ordinary Session, move that "the resolutions of Synod in Committee be the resolutions of Synod".

## **PART 7 – GENERAL CONDUCT OF SYNOD IN ORDINARY SESSION**

### **Speaking Times and Manner of Presentation**

#### **ADDRESSING PRESIDENT**

- 46 Every Member when speaking shall stand and address the President.

#### **PRESIDENT TAKING PART**

- 47 The President may take part in any discussions at any time without leaving the Chair.

#### **TIME LIMIT**

- 48 The speech of the mover of a Motion shall not exceed 10 minutes and all other speeches relating to the matter shall not exceed 5 minutes PROVIDED however that upon Motion Without Notice any speaker may continue for such further time as Synod may permit.

#### **RELEVANCE**

- 49 Each speaker shall confine themselves to the subject matter of the debate and shall:
- (a) avoid needless repetition of other speakers' arguments;
  - (b) if requested by the President declare whether the speaker is speaking for or against the matter under discussion;
  - (c) not use offensive or unbecoming words or behaviour.

#### **MEMBERS TO SPEAK ONCE**

- 50 No Member shall speak more than once on the same question except:
- (a) In explanation thereof;
  - (b) The mover's right of reply;
  - (c) The seconder's speech that they may have reserved when seconding the Motion.

#### **MOTIONS TO BE SECONDED**

- 51 All Motions and amendments shall be seconded immediately after the mover's speech, except;
- (a) Motions and amendments proposed by the President;
  - (b) Where the leave of Synod is sought;
  - (c) Where the motion is designated as a presentation under Standing Order 52; and
  - (c) The Motion provided for in Standing Order 18.

## **PRESENTATIONS**

- 52 The President may designate any item of Business (other than Legislation) as a presentation for the purposes of these Standing Orders, in which case (despite anything to the contrary in these Standing Orders):
- (a) one or more non-Members named in the Order Paper in relation to that presentation may have speaking rights in relation to that presentation;
  - (b) the President may specify a maximum time period for the presentation;
  - (c) one or more Members may speak as part of the presentation;
  - (d) if the presentation is a motion, no seconder is required; and
  - (e) the presentation may utilise audio visual aids.

## **AUDIO VISUAL RESOURCES**

- 53 A member wishing to use audio visual aids in any speech to the Synod must first obtain the prior permission of the President and comply with any conditions on that permission.

## **Procedural Motions**

### **CLOSURE MOTION**

- 54 During a debate any Member who has not already spoken during the debate may (provided they do not interrupt another Member's speech) move without notice "That the motion be now put". The President may allow further opportunity for debate or call for a seconder of the Motion. If the Motion is seconded the President shall immediately put the Motion without discussion.
- 55 If the closure Motion is carried, the mover of the Motion under debate shall then be called upon to exercise their right of reply. After such right of reply has been exercised or waived, the Motion under debate shall be put forthwith without further discussion.
- 56 If the closure motion is lost, debate of the original Motion shall continue.

### **MOTION FOR ADJOURNMENT**

- 57 Any Member may move at any time by Motion without notice that Synod be adjourned. If seconded, such a Motion shall be put without discussion. If carried, Synod shall immediately stand adjourned until the time stated in the Motion or, in if no such time is stated, until the commencement of the next Sitting

## **Amendments to Motions**

### **ORIGINAL MOTION TO BE EXPLAINED FIRST**

- 58 An amendment may not be introduced before the Motion has been moved and seconded.

### **TEXT OF AMENDMENT**

- 59 A copy of every amendment, unless the President waives this requirement for amendments of a minor nature, shall be given in writing to the President and to the Secretaries immediately after it is introduced to the Synod.
- 60 No amendment, except of a minor nature, shall be proposed:
- (a) in any part of a Motion after a latter part has been amended or has been proposed to be amended unless the proposed amendment has been by Leave withdrawn or postponed.
  - (b) to be made in any words which the Synod has resolved shall stand part of, be inserted in, or added to, a Motion, except the addition of other words thereto.

### **MUST BE RELEVANT**

61 A proposed amendment must relate generally to the substance of the Motion sought to be amended.

### **SUBSEQUENT AMENDMENT**

62 When an amendment is under consideration by Synod, any Member may give notice of and read a second or other amendment, but such later amendments will not be debated until all previous amendments have been resolved. Any such amendment must also be provided in writing.

### **AMENDMENT OF AMENDMENT**

63 An amendment may not be amended unless and until it has become the substantive Motion.

### **AMENDED MOTION TO BE SUBMITTED**

64 A Motion which has been amended shall be submitted in its entirety to the vote of the Synod.

### **SPEAKING RIGHTS**

65 A Member who has already spoken to a Motion may not move or second an amendment to that Motion. A Member who has moved or seconded an amendment to a Motion may not move or second a further amendment to that Motion.

66 Any Member may speak once to an amendment, and may later speak later to the main Motion and may exercise any right of reply.

### **DEBATE CONFINED TO AMENDMENT**

67 The debate on any amendment shall be confined to that amendment.

### **Outcome**

### **DIVIDING MOTIONS**

68 A Member may require that any Motion or amendment containing more than one proposition be divided for the purpose of debating and/or for voting on each proposition separately. All propositions which have been separately Passed shall then be put again as a single Motion.

### **WITHDRAWING MOTIONS**

69 Except with Leave, no:

- (a) Motion may be withdrawn;
- (b) Motion may be amended or substituted until it has been moved and seconded.

### **NO MEMBER TO SPEAK AFTER QUESTION PUT**

70 No Member shall speak to any question after the debate on the same has been terminated either by a ruling of the President or on the voting.

## **MODES OF DISPOSING OF MATTERS**

- 71 All matters shall be disposed of by any one of the following means:
- (a) By being Passed, in which case the resolution shall take immediate effect unless it provides otherwise.
  - (b) By a Majority negative vote.
  - (c) By equality of votes, in which case the matter lapses.
  - (d) By being withdrawn by the leave of Synod.
  - (e) By the passing of a motion without notice, that Synod do now pass to the next business on the order paper, which Motion shall be put forthwith without any discussion.
  - (f) By the passing of a Motion referred to in Standing Order 73.
  - (g) By lapse in the case of Motions or amendments which have not been seconded.

## **MODES OF SUSPENDING MATTERS**

- 72 Any Business shall be suspended by an adjournment or the intervention of other business that has been set down as an Order for the Day or which is by these Standing Orders required to be introduced at a certain time, and that Business so suspended shall be resumed in accordance with Standing Order 29(h).
- 73 Any Business may be suspended by adjourning the debate thereon by Motion without notice and any Business so suspended shall be resumed in accordance with Standing Order 29(h) at such time as is prescribed in the Motion for such adjournment.
- 74 At the conclusion of any fixed period of time allocated for the consideration of any item of Business, the debate on that Business shall conclude and the mover and seconder shall exercise any right of reply before the question (if any) is put.

## **The General Debate**

### **GENERAL DEBATE**

- 75 On the last day of a Session, Synod will hold a General Debate, during which:
- (a) Synod will formally receive the various reports which have then been tabled; and
  - (b) Members may speak on any matter referred to in those reports which has not already been considered and determined by Synod.
- 76 The General Debate will be conducted in Ordinary Session and must be completed during the Sitting in which it was commenced.
- 77 During the General Debate, a speaker may discuss any subject (whether it was included in or omitted from any particular report) other than Business which has been disposed of earlier during the Session.
- 78 Members intending to speak in the General Debate must give notice to the President of that intention and the matter they wish to discuss.
- 79 Members speaking during the General Debate:
- (a) may speak for no more than 5 minutes on each occasion;
  - (b) shall announce the subject that they propose to discuss;
  - (c) may speak more than once provided that they do not speak twice on the same subject and they may not speak more than three times during the debate.
- 80 No one subject may be discussed by more than five speakers during the General Debate.

## **Select Committees & Commission**

### **SELECT COMMITTEES**

- 81 Synod may establish:
- (a) a Select Committee, consisting of Members, to consider any matter and report back to Synod during that Session; or
  - (b) a Commission, which will comprise Members and may include non-Members, to consider any matter and report back to Synod during the Session or to Diocesan Council after the Session.

### **APPOINTMENT OF COMMITTEE OR COMMISSION AND NAMES DECIDED SEPARATELY**

- 82 The Motion that a Select Committee or Commission be appointed and the Motion for the appointment of its members shall be decided separately.

### **MOTION FOR SELECT COMMITTEE OR COMMISSION**

- 83 A Motion for the appointment of a Select Committee or a Commission shall:
- (a) contain the names of the proposed Members;
  - (b) name a day and time before which the Committee or Commission shall present its report, which may be extended by the Synod following a request to that effect on or before the day and time originally named; and
  - (c) specify the terms of reference for the Select Committee or Commission.

### **MEETING PROCEDURE**

- 84 A Member named in the motion shall convene the first meeting of the Select Committee or Commission.
- 85 A quorum shall be a majority of the members of the the Select Committee or Commission.
- 86 Once convened, the Select Committee or Commission shall elect its own Chairperson (who must be a Member) from amongst its members, who shall have a deliberative as well as a casting vote.

### **REPORT**

- 87 Every report of a Select Committee or Commission shall be signed by the Chairperson or by some other member acting on the Chairperson's behalf. When the report has been read, no discussion shall take place on that report, but it shall be laid upon the table.

### **ACTION FOLLOWING REPORT**

- 88 Notice shall be given on a preceding day of any Motion that the report be printed or that action arising out of the report be taken. The Synod may direct that a report be referred back to the Committee or Commission for further consideration.

## **Questions and Answers**

### **NOTICE OF QUESTIONS**

- 89 A Member may ask a question of the President, who may either answer the question or direct it to another person for answer. All questions must be read by the Member, without explanation or comment, at the time appointed for questions. and written copies provided to the President and Secretaries. The President shall ensure that all questions asked during a Session are answered during that Session. The answer to any question shall be read by the person answering it, and provided in writing to the Member requesting it.

## **RECORDING OF QUESTIONS AND ANSWERS**

90 A question and the answer to it shall not be recorded in the Proceedings unless so ordered by the Synod on Motion Without Notice.

## **PART 8 – VOTING**

### **VOTING ON VOICES AND HANDS**

91 Notwithstanding the requirements of the Synod Statute, the President may declare any vote passed or lost upon the voices PROVIDED THAT:

- (a) if the President is unable to decide upon the voices the President may direct that the votes be counted by a show of hands; and
- (b) if the President is unable to decide upon the voices or following a show of hands, the President may direct that the votes be counted under Standing Order 92 or that a paper ballot be conducted in the manner provided for elections under the Elections and General Synod Representation Statute 2010, with all necessary adjustments; and
- (c) any Member may demand that the votes be counted or that a paper ballot be conducted, in the same manner as under Standing Order 91(b).

### **COUNTING OF VOTES**

92 Where the votes are to be counted:

- (a) the President shall direct the Voting Members:
  - (i) the Clerical Members voting "aye" stand in their places;
  - (ii) the Clerical Members voting "no" stand in their places;
  - (iii) the Lay Members voting "aye" stand in their places;
  - (iv) the Lay Members voting "no" stand in their places;
  - (v) the Episcopal Members voting "aye" stand in their places; and
  - (vi) the Episcopal Members voting "no" stand in their places;
- (b) Every Voting Member present shall be required to vote;
- (c) The Secretaries of Synod shall count the number of Voting Members of each order voting "aye" and "no" and shall report the numbers to the President;
- (d) The President shall announce the result of such voting and if requested by no fewer than six Members direct the numbers of episcopal, clerical and lay votes respectively for and against the Motion be recorded in the Minutes.

### **RESULT OF VOTE**

93 Unless:

- (a) a count is demanded under Standing Order 91(c) immediately following the declaration of the result of the vote; or
- (b) a division is demanded under Standing Order 95 immediately following the declaration of the result of the vote;

the President's declaration of the result under Standing Order 91 or 92 (as the case may be) and an entry in the Minutes of the Synod to that effect will be final and conclusive.

94 An entry in the Minutes of the Synod to that effect will be final and conclusive evidence of the fact that such resolution was Passed, without proof of the number of votes cast in favour or against such resolution, except where a result is required to be Passed by a particular majority.

## **DIVISION**

- 95 Any Member may demand a division, even if the votes have already been counted, in which case:
- (a) the President shall announce the division and close the doors of Synod after one minute has passed, and no Member shall be permitted to enter or leave the Chamber until the result of the division has been declared; and
  - (b) When the doors have been closed, the President shall put the question and Standing Orders 91 and 92 will apply.
- 96 If a division is again demanded, the secretaries shall call the names of the Voting Members in turn, each Voting Member then present shall answer "aye" or "no" when their name is called and the secretaries shall record that answer against that Voting Member's name.
- 97 When the President has received the division lists the President shall declare the result of the division. Separate lists of the names of Voting Members voting for and against a Motion in a division shall be recorded in the Proceedings after a request to that effect signed by no fewer than six Members is made in writing to the President before the adjournment of the Sitting.

## **PART 9– FORMAL MATTERS**

### **Proceedings**

#### **PROCEEDINGS**

- 98 The Secretaries will keep a record of the proceedings of Synod when in Ordinary Session, including the introduction, amendment and final disposition of all Legal Business.
- 99 The Committee Clerk will keep a record of the proceedings of Synod when in Committee.
- 100 The Secretaries may, with the approval of the President, make any corrections to the proceedings of Synod, or to the final form of any Legal Business that has been Passed, to correct any grammatical, numbering, cross-reference, formatting or similar errors.

#### **COPIES OF DOCUMENTS**

- 101 The Secretaries may permit copies to be taken of all documents laid before the Synod, and of all resolutions and other proceedings recorded in the Proceedings.

#### **PUBLICATION IN YEAR BOOK**

- 102 The Proceedings of the Synod, including the text of all Legal Business passed, shall be printed and published in the Year Book of the Diocese.

### **Operation of Standing Orders**

#### **SUSPENSION**

- 103 These Standing Orders may at any time be suspended by Leave:
- (a) Sought by Motion, of which notice has been given on a preceding day, which is Carried;
  - (b) In the case of Standing Order 20 and in respect of the days or hours of each Sitting of this Session on Motion Without Notice, which is Carried; or
  - (c) Sought by Motion Without Notice, which is Agreed.



**MOTION FOR SUSPENSION NOT TO BE DEBATED**

104 Any motion under Standing Order 103 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 of the introduction of any matter other than that specified in the Motion.

**ALTERING OR ANNULLING STANDING ORDERS**

105 No Motion for enacting, amending or repealing any Standing Order shall be entertained before the second day after the notice of such proposal has been given; and every such proposal shall be considered by Synod in Committee before it is submitted to the vote of the Synod.

**WANT OF FORM**

106 Any failure to comply with these Standing Orders shall not invalidate any Business unless such defect is drawn to the attention of the President before the conclusion of the Session at which the defect arose or occurred.

**CASES NOT PROVIDED FOR**

107 Any matter not provided for by these Standing Orders shall be decided by the President, whose decision shall be final.

I certify that these Standing Orders were adopted by the Diocesan Synod on the 7th day of September 2013.

.....  
President