STANDING ORDERS

PART 1 – GENERAL PROVISIONS

1A – DEFINITIONS

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

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

Bill means an item of Business as defined in Part 3B;

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 in the House of Clergy.

Constitution and Canons means the Constitution Te Pouhere of the Anglican Church of Aotearoa New Zealand and Polynesia and the Canons of General Synod Te Hinota Whanui;

Dialogue means an item of Business as defined in Part 3C;

Episcopal Member a Member of the Synod who is in the House of Bishops;

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 advocate any outcome;

Lay Member means a Member of the Synod who is in the House of Laity;

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

(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 Bill or Motion (other than a Procedural Motion), and includes the Explanatory Note for that Legal Business;

Majority means a majority under the Synod Statute;

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

Motion means, unless otherwise defined, an item of Business as defined in Part 3D;

Motion Without Notice means a motion, as provided for in these Standing Orders, that does not need to meet the requirements for giving notice that might otherwise apply;

Order Paper means the document outlining the order and timing of the Business of Synod at any given Session, as determined by the Synodal Committee in accordance with these Standing Orders;

Order of the Day means any item on the Order Paper designated for a specific date and time;

Passed means Agreed or Carried;

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

Presentation means an item of Business as defined in Part 3E;

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 2026 or such other legislation governing the composition and conduct of the Synod;

Standing Orders means this document, issued pursuant to the Diocesan Synod Statute 2026, and *Standing Order* means a reference to the specific clause there within;

Statute means any statute of the diocese, including the Diocesan Synod Statute 2026;

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.

1B – OPERATION OF STANDING ORDERS

Suspension

2 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 Passed;

b. in the case of Standing Order 58 and in respect of the days or hours of each Sitting of this Session on Motion Without Notice, which is Passed; or

c. sought by Motion Without Notice, which is Agreed.

3 Any motion under Standing Order 2 shall state the purpose for which the suspension is desired, and shall, if seconded, be put without debate. The suspension, if granted, shall not allow for the introduction of any matter other than that specified in the Motion.

Changes to Standing Orders

4 No Motion for enacting, amending or repealing any Standing Order shall be entertained on the same day of notice of such proposal being 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

5 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

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

PART 2 – APPOINTMENTS

2A – SYNOD OFFICERS

7 Officers of Synod under Part 2A shall be appointed by Procedural 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.

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

Committee Chairperson

9 The duties of the Committee Chairperson are to preside over Synod when it is sitting in Committee and otherwise act as provided in these Standing Orders.

10 Synod shall appoint:

a. a Committee Chairperson, to take primary responsibility for the duties in Standing Order 9.

b. a Deputy Committee Chairperson, whose duties are to assist the Committee Chairperson as requested, and assume the duties of the Committee Chairperson in the event of absence or inability to act.

11 The Committee Chairperson and Deputy Committee Chairperson may be either a Clerical Member or a Lay Member.

Secretaries

12 The duties of the secretaries are to record the proceedings of Synod, assist the President and the Diocesan Secretary with the conduct of the Synod, and otherwise act as provided in these Standing Orders.

13 Synod shall appoint:

a. one Clerical Member (Clerical Secretary) and one Lay Member (Lay Secretary), to take primary responsibility for the duties in Standing Order 12; and

b. one Clerical Member (Deputy Clerical Secretary) and one Lay Member (Deputy Lay Secretary), to support the respective Secretary and assume duties in the event of absence or inability to act.

2B – SYNOD COMMITTEES

14 The members of Synod Committees hold office for a Synod Term, and until their successors have been appointed.

15 The President is an ex officio member of all Synod Committees.

Legal Business Committee

16 The members of the Legal Business Committee will be:
   a. the Bishop, or a person delegated by them, who will be chairperson;
   b. the Chancellor;
   c. the Diocesan Secretary; and
   d. between two and six people (a majority of whom must be members of Synod), appointed by Synod at the first Session of each Synod by Procedural Motion moved by the President without debate.

17 The Legal Business Committee has the power to co-opt members and fill vacancies.

18 The duties of the Legal Business Committee are to:
   a. recommend to the Diocesan Council the promotion of Bills to improve the current statutory arrangements of the diocese;
   b. assist any Member wishing to introduce Business;
   c. introduce or promote such Business as is thought necessary or desirable:
      i. to facilitate the proper consideration of any Business;
      ii. to implement any of the decisions of the Synod;
      iii. consequential upon or arising out of Business of which due notice has been given;
   d. review, enact and repeal Standing Resolutions, as required by the Synod Statute;
   e. report to the Synod on Legal Business before the Synod;
   f. report to the Diocesan Council on the effect of all Legal Business passed by each Session of Synod and recommend any necessary action arising;
   g. report to the Diocesan Council on any legislation passed by General Synod Te Hinota Whanui and any consequential Legal Business which may be necessary or desirable;
   h. assist the Diocesan Council with any Legal Business proposed by Diocesan Council pursuant to its delegated powers to that effect;
   i. consider and report to Diocesan Council and Synod any matter relating to the practice and procedure of Synod; and
   j. 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;
   k. provide such other assistance or advice in relation to Legal Business as is requested by Diocesan Council and Synod; and
   l. fulfil any other duty outlined in these Standing Orders.

Synodal Committee

19 The members of the Synodal Committee will be:
   a. the Bishop, or a person delegated by them, who will be chairperson;
   b. the Diocesan Secretary;
   c. between 2 and 4 Members, appointed by Diocesan Council.

20 The duties of the Synodal Committee are to:
   a. undertake relevant responsibilities outlined in these Standing Orders;
   b. determine a process by which submissions for Dialogue and Presentations will be selected and prioritised at the next or subsequent Sessions; and,
   c. arrange the Order Paper 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 shall have been received but shall not be bound to place them on the Order Paper strictly in such order;

ii. to prioritise Legal Business in order that it can be properly addressed during the Session;
iii. 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
iv. to allocate fixed periods of time at Synod to particular items of Business.

Other Appointments

21 On the first day of each Session, Synod shall appoint, by Procedural Motion:
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 the Constitution and Canon, or any Statute, except where such appointment or election is required to take place at some other time.

PART 3 – BUSINESS

3A – SUBMISSION OF BUSINESS

22 Any two members of Synod may, by moving and seconding, submit Business for the Synod:
a. a Bill, to be subject to Part 3B;
b. a subject or theme for Dialogue, to be subject to Part 3C;
c. a Motion, to be subject to Part 3D; or
d. a Presentation, to be subject to Part 3E.

23 Written notice of Business in Standing Order 22 is to be given to the Diocesan Secretary not less than 60 days before the commencement of the session at which it is to be addressed, together with a copy of the text of that business and any explanatory notes.

24 Following the deadline in Standing Order 23, the Diocesan Secretary will forward all submissions of Business to the Legal Business Committee; who will review all submissions and;
a. receive business that meets the criteria set out in this part.
b. reject or amend at their own discretion, or recommend to Synod the rejection or amendment of, any proposed Business of which proper notice has not been given, or which contravenes the Constitution and Canons, any Statute of this Diocese, the general law, or these Standing Orders;
c. reassign any proposed Business not meeting the criteria for the category of Business proposed, and receiving it in the category that would in its sole discretion most properly suit.

25 With respect to Legal Business received, the Legal Business Committee will then:
a. consider the effect on existing Statutes of any Legal Business of which notice has been given;
b. confer with the promoter and suggest any amendments or alterations thought desirable;
c. ensure that such Legal Business is drafted in gender-inclusive language; and
d. ensure that all Legal Business has, where necessary, appropriate Explanatory Notes.

Copies to Members

26 Not less than 45 days prior to the opening day of each Session, the Diocesan Secretary shall provide each Member with a copy of the text of all Bills received under Standing Order 24.

27 Not less than 21 days prior to the opening day of each Session, the Diocesan Secretary shall provide each Member with:
a. the text of all Bills following the Initial Committee Stage in Part 4A;

b. the text of all Motions and information relating to all other Business approved by the Synodal Committee to appear on the Order Paper; and,

c. all reports and financial accounts, to be received by Synod.

28 Any information relating to the Business of Synod may be provided in electronic form.

Notice of Amendment

29 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. 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.

30 Any such amendment for which notice has been given pursuant to Standing Order 29 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.

Introduction of Further Business at Synod

31 Business may only be introduced after the deadline in Standing Order 23 where the President rules that the proposed Business:

a. is of urgency;

b. is of immediate public interest;

c. has arisen out of Business of which notice has been properly given and that the notice required by Standing Order 23 could not reasonably have been given; or

d. is in accordance with the provisions of these Standing Orders.

32 Any proposed Business sought to be introduced under to Standing Order 31 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 Synodal Committee for inclusion in the Order Paper.

33 Any Business sought to be introduced may, with the consent of the Member giving notice, be introduced by any other Member.

3B – BILLS

34 A Bill is Business that, following its passage, enacts, repeals or amends one or more Statutes.

35 No Bill shall be enacted by the Synod unless;

a. notice pursuant to Standing Order 23 has been given;

b. the Bill shall be considered and received by the Legal Business Committee pursuant to Standing Order 24;

c. the stages outlined in Part 3B have been followed, as required.

Consultation Stage

36 The Legal Business Committee will facilitate a consultation meeting to consider any Bills received in Standing Order 24, and provide feedback to the mover of each Bill.

37 The consultation meeting will take place not less than 30 days prior to the session of Synod, and

a. the Diocesan Manager will give not less than 15 days notice to all Members, providing the time, date and meeting details for the meeting; and,

b. all Members are invited to attend and speak, with no quorum required.

38 The mover of each Bill, having considered any feedback provided, may amend the text of the bill and submit that text to the Legal Business Committee for final review.

39 The text of the Bill (as amended) shall be provided to Members under Standing Order 27.

Principle Stage

40 The Principle Stage will consider the Bill as a whole in Ordinary Session.

a. The mover of the Bill shall speak to 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.

b. The principle of the Bill will be debated, without discussion of the detail of the Bill.

c. The mover may exercise their right of reply, and the seconder may speak if they have not already done so.

d. The motion shall then be put and, if Passed the Passage of the Bill will be an Order of the Day for the last sitting day of that Session.

Committee Stage

41 During the Principle Stage, any Member may call for Synod to meet in Committee to consider and amend the detail of any Bill.

42 Where a Member calls for Synod to meet in Committee, Synod will move into Committee following the passing of the motion in Standing Order 40d.

43 In Committee, Synod will consider and either approve (with or without amendments, which may only be made in Committee) or reject any detail of the Bill.

44 At any time prior to the Passage of a Bill, Synod may by Motion Without Notice re-consider in Committee any part of the detail of that Bill.

Passage

45 The Passage of all Bills will take place under the appropriate Order of the Day:

a. The President will move that "all Bills that have been approved in detail now pass and become statutes".

b. If a passage motion passes, each Bill to which the motion relates becomes a Statute and (unless otherwise stated) takes immediate effect.

Form of Bill

46 Every Bill shall be prepared in such format as the Legal Business Committee shall from time to time specify.

47 Each Statute passed by Synod will be recorded in writing and certified by the signature of the President, and that certified document will be deemed to be the original record of that Statute.

3C – DIALOGUE

48 Synodal dialogue (Dialogue) is a way of approaching subjects or themes of interest or importance to the diocese:

a. that promotes listening and reflection;

b. in which Members are encouraged to listen, speak and engage;

c. where Members seek to come to a mind together on a matter; and

d. where structures of conversation can be tailored to the subject or theme at hand:

without the requirement to fulfil the outcomes associated with Legal Business.

49 Dialogue is to be addressed in Conference.

50 Subjects and themes for Dialogue may be proposed by:
   a. the Bishop;
   b. the Diocesan Council;
   c. the Episcopal Team; or
   d. members of Synod, under clause 22.

51 Following the deadline in Standing Order 23, the Legal Business Committee will refer all submissions for Dialogue to the Synodal Committee for consideration. The Synodal Committee shall then apply the process outlined in Standing Order 20b to select theme(s) for Dialogue for the Order Paper at the Session.

52 During the course of any Dialogue, the Chair may seek Leave to:
   a. propose a Motion without Notice; or
   b. nominate a person or people, to propose a Motion without Notice:

   to be added to the Order Paper or referred to a further session of Synod.

3D – MOTIONS

53 A Motion is Business that, when Passed, becomes a resolution to;
   a. articulate a view of the diocese on a matter;
   b. direct a specific action;
   c. enact a policy of the Diocese that is otherwise not required to be included in a Statute;
   d. assent to a matter referred to the Synod by General Synod Te Hinota Whanui;
   e. enact or repeal standing resolutions pursuant to the Synod Statute; or
   f. modify these Standing Orders.

54 Motions are to be addressed in Ordinary Session.

3E – PRESENTATIONS

55 A presentation provides the opportunity for Synod to be provided with information relevant to the life of the Diocese.

56 Presentations are to be made in Ordinary Session. Despite anything to the contrary in these Standing Orders:
   a. one or more people are not 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; and,
   c. one or more Members may speak as part of the Presentation, as the sole discretion of the President.

57 Following the deadline in Standing Order 23, the Legal Business Committee will refer all submissions for Presentations to the Synodal Committee for consideration. The Synodal Committee shall then apply the process outlined in Standing Order 20b to select Presentation(s) for the Order Paper at the Session.

PART 4 – PROCEEDINGS

4A - GENERAL

Summons to Specify Sitting Hours

58 The President may, prior to the conclusion of each annual Session, announce the date of the next annual Session and shall not less than 21 days before each Session of Synod issue a summons to each Member, specifying the days and hours of each Sitting of the Session.

59 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.

Attendance Book

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

Absence of Members

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

Quorum

62 The Synod may not transact any business unless the quorum determined in the Synod Statute is present.

63 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.

64 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

65 Subject to Standing Order 66, meetings of the Synod shall be open to the public.

66 Any member may seek Leave that non-members withdraw.

Orders Meeting in One Chamber

67 Subject to Standing Order 68, the Synod shall meet for the transaction of all Business in the same chamber.

68 Any member of the House of Clergy or the House of Laity may, by Motion without Notice, ask for their respective house to withdraw to a separate chamber for the purposes of deliberation. The outcome of that Motion Without Notice will be determined by that House alone.

a. The Order so withdrawing shall elect its own Chairperson.

b. During such withdrawal Synod shall stand adjourned.

Order of Proceedings

69 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 and/or Diocesan Secretary shall make any announcements.

c. Officers and committees shall be appointed or elected, as required.

d. Questions shall be asked and answered.

e. Business sought to be introduced under Standing Order 31 shall be read.

f. Reports and accounts shall be tabled and read (or, if circulated, be taken as read). Any recommendations contained in any report of which notice has been given in accordance with Standing Order 23, 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.

j. Closing prayers shall be led by the Synod Chaplain.

70 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 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.

a. The initial Order Paper will be determined by the Synodal Committee, prior to the commencement of the Session, in accordance with Standing Order 20c.

b. The President (or delegate), in consultation with the Diocesan Manager (or delegate) may, following the commencement of the Session, amend or further determine the Order Paper for each day or Sitting.

Modes of Conducting Business

71 Synod may operate in three modes:

a. in Ordinary Session, when Part 5 will apply;

b. in Conference, when Part 6 will apply; or

c. in Committee, when Part 7 will apply.

72 Synod will sit in Ordinary Session unless it is sitting in Committee or Conference Mode.

4B – LEAVE AND ORDER

Leave

73 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

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

Points Of Order

75 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.

Questions and Answers

76 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.

77 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 5 – GENERAL CONDUCT OF SYNOD IN ORDINARY SESSION

5A – SPEAKING TIMES AND MANNER OF PRESENTATION

Addressing President

78 Every Member when speaking shall stand and address the President.

President taking part

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

Time Limit

80 Subject to Standing Order 81, 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

81 Any speaker may seek Leave to continue for such further time as Synod may permit.

Relevance

82 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; and

c. not use offensive or unbecoming words or behaviour.

Members to speak once

83 No Member shall speak more than once on the same question except:

a. in explanation thereof;

b. the mover's right of reply; or

c. the seconder's speech that they may have reserved when seconding the Motion.

Motions to be seconded

84 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 is sought; or

c. the Motion provided for in Standing Order 29.

Audio Visual Resources

85 Member may use audio visual aids in any speech to the Synod. Such aids must comply with any regulations or requirements set from time to time by the Order Paper Committee.

5B – PROCEDURAL MOTIONS

Closure Motion

86 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.

87 If the closure Motion is Passed, 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.

88 If the closure motion is lost, debate of the original Motion shall continue.

Motion For Adjournment

89 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 Passed, 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

5C – AMENDMENTS TO MOTIONS

Original Motion to be Explained First

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

Text Of Amendment

91 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.

92 No amendment, except of a minor nature, shall be proposed:

a. in any part of a Motion after a later 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

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

Subsequent Amendment

94 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

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

Amended Motion to be Submitted

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

Speaking Rights

97 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.

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

Debate Confined To Amendment

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

5D – OUTCOME

Dividing Motions

100 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

101 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

102 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

103 All matters shall be disposed of by:

a. being Passed, in which case the resolution shall take immediate effect unless it provides otherwise;

b. a Majority negative vote;

c. equality of votes, in which case the matter lapses;

d. being withdrawn by the Leave of Synod;

e. 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. the passing of a Motion referred to in Standing Order 105; or

g. lapse in the case of Motions or amendments which have not been seconded.

Modes of Suspending Matters

104 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 69h.

105 Any Business may be suspended by adjourning the debate by Motion Without Notice and any Business so suspended shall be resumed in accordance with Standing Order 69h at such time as is prescribed in the Motion for such adjournment.

106 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.

PART 6 – SYNOD IN CONFERENCE

Synod Going Into Conference

107 Synod will move into in Conference:

a. to conduct Dialogue, in accordance with Part 3C; or

b. by motion to that effect, briefly indicating the matters to be considered in Conference, and naming a person (who shall be the President unless another person is specified) who shall chair Synod in Conference.

i. Any such motion shall be moved and seconded without debate.

ii. Synod may only consider the matters referred to in the motion.

Synod Procedure in Conference

108 When Synod is in Conference:

a. Synod may pass resolutions, in relation to those matters, which shall be as valid as if they had been passed in Ordinary Session; and

b. The person chairing the Conference may determine the conduct of the Conference in relation to speaking times.

Synod Resuming in Ordinary Session

109 Synod may cease sitting in Conference Mode and resume sitting in Ordinary Session by Motion Without Notice 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 7 – SYNOD IN COMMITTEE

Synod Going Into Committee

110 Synod will move into Committee

a. as directed in any part of these Standing Orders; or

b. by Motion to that effect, briefly indicating the matters to be considered in Committee, and naming a person (who shall be the Committee 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

111 When Synod is in Committee:

a. Synod may only consider the matters referred to in the Motion under Standing Order 110;

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. Standing Orders shall otherwise apply.

Synod Resuming In Ordinary Session

112 Synod may cease sitting in Committee and resume sitting in Ordinary Session by Motion Without Notice to that effect, which shall be moved and seconded without debate. Synod may, by further motion under Standing Order 110, resume sitting In Committee for further consideration of matters referred to in that motion.

113 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 8 – VOTING

Voting On Voices and Hands

114 Notwithstanding the requirements of the Synod Statute, the President may declare any vote Passed or Lost upon the voice, 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;

b. if the President is unable to decide upon the voices or from a show of hands, the President may direct that the votes be counted under Standing Order 115; and

c. any Member may demand that the votes be counted under Standing Order 115.

Counting of Votes

115 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 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 results be recorded in the Minutes.

Result Of Vote

116 The President's declaration of the result under Standing Orders 114 and 115 (as the case may be) and an entry in the Minutes of the Synod to that effect will be final and conclusive, unless a count is demanded under Standing Order 114c immediately following the declaration of the result of the vote.

117 An entry in the Proceedings of the Synod to that effect will be final and conclusive evidence of the fact that such resolution was Passed or Lost, 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.

PART 9– FORMAL MATTERS

9A – PROCEEDINGS

Proceedings

118 The Secretaries will keep a record of the Proceedings of Synod when in Ordinary Session and in Committee, including the introduction, amendment and final disposition of all Legal Business.

119 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

120 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

121 The Diocesan Secretary shall ensure that the Proceedings of the Synod (unless they are the Proceedings of an Electoral College), including the text of all Legal Business passed, are:

a. provided directly to all Members;

b. made accessible to the Diocese; and

c. lodged in archives alongside the Year Book or other papers for that Session.