

Standing Orders Ordinance, 1938

AN ORDINANCE.

To enact Standing Orders of the Synod of the Diocese of Grafton.

The Synod of the Diocese of Grafton in pursuance of the powers vested in the said Synod by the Constitutions for the management and good government of the Church of England within the State of New South Wales ordains directs and rules as follows:—

RESCISSION.

1. The Standing Orders of Synod hitherto in force are hereby rescinded.
2. The Standing Orders contained in the Schedule hereto and any amendments thereto from time to time duly made by the Synod shall be the Standing Orders of the Synod and shall be binding upon all members of the Synod.

SCHEDULE.

1. Thirty days' notice shall be given to members of the date fixed for every ordinary or special session of Synod.
2. An agenda paper and a copy of all reports and statements of accounts to be submitted to the Synod shall, so far as is possible, be forwarded to members at least fourteen days before the meeting of Synod.
3. No Ordinance shall be proceeded with in any session of Synod unless a printed or clearly typed draft of such Ordinance shall be forwarded to every member at least fourteen days before the meeting of Synod, provided, nevertheless, that the non receipt of his business papers by any member shall not invalidate the business of which proper notice has been given.
4. The Bishop in his mandate convening the Synod or otherwise shall notify members of any elections required by any Ordinance or Rule of Synod to be made in the Session of the Synod.
5. In case of the absence of the Bishop and his Commissary or if the See be vacant then in the absence of the Administrator the Senior Archdeacon present shall be President of the Synod.
6. All members shall meet for the discussion of business in one chamber, but either Clergy or Laity shall withdraw to a separate chamber for deliberation at the request of three of their number.
7. Unless otherwise ordered the Synod shall meet at 10 am. and continue to sit daily except on Sunday.

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8. Meetings of Synod shall be open to the public who shall have free access to the strangers' seats; but at the request of three members the President shall order strangers to withdraw, but the President shall have the power to sanction the readmission of strangers at any time thereafter after the question then before the house shall have been closed.

QUORUM.

9. At the first meeting of each Session of Synod the presence of not less than one-fourth of the members of each order shall be necessary to constitute a quorum. Except at the first meeting of each Session of Synod five Clerical and ten Lay members of the Synod exclusive of the President shall form a quorum.
10. If at the expiration of half an hour after the time fixed for meeting there be no quorum present the President shall adjourn the Synod to the next day of sitting or to a later hour on the same day and if no quorum be then present the Synod may be adjourned sine die.
11. If at any time during the progress of business on any member moving that the Synod be counted there be not a quorum the President shall adjourn the Synod until the next time of sitting.
12. A debate interrupted by such counting out may be resumed at the point where it was interrupted on motion upon notice.
13. In Committee of the whole the same quorum shall be required as in Synod and if at any time on any member moving that the Committee be counted there be not a quorum present the Chairman shall report to the President and ask leave to sit again.

OFFICERS OF SYNOD.

14. On the first day of the First Session of each Synod one Clerical and one Lay Secretary shall be elected and also a Chairman of Committee and two Deputy Chairmen. These officers shall be elected immediately after the reading of Prayers on motion without notice and shall hold office until the election of their successors.

DUTIES OF SECRETARIES.

15. The Secretaries shall prepare the Business Paper for each day of the Session of Synod, take Minutes of the proceedings and prepare and publish the report thereof. They shall also have charge of the record of all Rules and Ordinances passed by the Synod which shall be deposited for safe custody in the Diocesan Registry.

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**ORDER OF BUSINESS FOR THE FIRST DAY - EACH
SESSION OF SYNOD.**

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- (a) Holy Communion shall be celebrated at some convenient hour prior to the meeting of Synod.
- (b) Synod shall assemble at the place and time appointed. Prayers shall be read by the President. The List of Clerical and Lay Representatives shall be called over by the Registrar and those who have not presented their certificates of election and signed the required declaration shall then do so. All Lay Representatives are required to sign the attendance book once during each Session of Synod.
- (c) Apologies for absence shall be conveyed by the President and recorded in the Minutes.
- (d) Election of officers (if required).
- (e) The President shall lay on the table the names of those selected by him as a Committee of Elections and Qualifications.
- (f) The President shall deliver his address.
- (g) Petitions may be presented and read and on motion without notice received.
- (h) Reports—
 - (1) Bishop-in-Council.
 - (2) Diocesan Finance.
 - (3) Board of Education.
 - (4) Missionary.
 - (5) Other Committee Reports.
- (i) Notices of Questions given in writing.
- (j) Notices of Motions given in writing.
- (k) Ordinances promoted by Bishop-in-Council.
- (l) Ordinances promoted by members.
- (m) Presentation of the Budget with motion.
- (n) Business incidental to the Budget to be determined.
- (o) Presentation of the Missionary Budget with motion.
- (p) Allocation of quota contributions to the Missionary Budget.
- (q) At some time during the first day of each Session the President shall require the Synod to determine on motion without notice whether the Minutes shall be scrutinised by a Committee or that the Minutes be read at the appointed time. If it shall be determined that Scrutinisers are to do the work the election of the Committee shall take place forthwith.

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ORDER OF BUSINESS FOR EACH SUCCEEDING DAY.

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- (a) Prayers shall be read.
- (b) Reading of Minutes or if scrutinised by a Committee reading of Scrutinisers' certificate as to the correctness of the Minutes of the previous day provided that any member may demand that the Minutes or some particular part of them be read.
- (c) Questions.
- (d) Petitions.
- (e) Notices of Questions.
- (f) Notices of Motions.
- (g) Formal Motions. (See Section 20).
- (h) Orders of the Day.
- (i) Motions according to order of notice.
- (j) Elections (on the second day of Session).
- (k) On the last day of the Session the Minutes of the day shall be read and confirmed at the close of the Session or if so determined confirmed by a Committee specially elected by Synod for that purpose.

MOTIONS.

FORMAL MOTIONS.

18. Before the Orders of the Day or Motions are proceeded with the President at each sitting shall read over the Motions on the Business Paper and any Motion may be taken as a Formal Motion and shall be forthwith put without debate unless objection be taken thereto by the word "Object" being called.

NOTICE OF MOTION TO BE GIVEN.

19. After the first day of each Session no motion other than of a merely formal character shall be brought before the Synod or question asked except in pursuance of a notice in writing given on a previous day unless by leave of a majority of the members then present or as otherwise provided.

MOTIONS TO BE TAKEN IN ORDER.

20. Motions shall be taken in the order in which they stand and if not then made shall be considered as having lapsed unless postponed by order of the Synod.

21. Notices of Questions and of Motions given by any member in writing before 4 p.m. on the first day of each Session shall after that hour be deemed sufficient within the meaning of Standing Order 19 in lieu of notice given on the previous day. After the ordinary business of the Synod has concluded votes of thanks and other formal motions may be brought forward without previous notice.

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MOTIONS TO BE PUT BY THE PRESIDENT.

22. When a motion has been made and seconded a question thereupon shall be proposed by the President and at any time before the close of the debate any member may move an amendment.

WITHDRAWAL OF MOTIONS.

23. Any motion may be withdrawn by the mover with the permission of the Synod.

MOTIONS PREVIOUSLY DEALT WITH.

24. No subject which shall have been under the consideration of the Synod and disposed of shall be again brought forward during the Session.

25. No question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same Session.

SELECT COMMITTEES.

26. No Select Committee shall consist of less than five nor more than thirteen members and the notice of motion appointing such shall contain the names of the members proposed to serve on such Committee. It shall be in the power of any Member of Synod to propose any other name or names to serve on such Committee and all the names thus proposed with those in the original motion shall form a select list out of which such Committee shall be elected by ballot.

27. Notice of motion may be given for adding or substituting members of a Select Committee and such notice shall specify the names of such members. Notice may also be given for discharging a Select Committee.

28. In Select Committee three shall form a quorum.

29. Select Committees shall choose their own Chairman and unless directed specially to report to the Synod during the Session in which they are appointed shall have power to sit during the recess and to report at the next Session and every Select Committee shall be in existence until its report shall have been finally disposed of or the Synod has dissolved.

30. Every Select Committee appointed to report to the Synod at its next Session shall send in its report to the Bishop-in-Council at least forty days before the day of meeting of the Synod and if the Bishop-in-Council shall so determine the said report shall be printed and sent to all members of Synod at least twenty days before the day of meeting.

PETITIONS.

31. Petitions may be in writing or in type and must conclude with the prayer of the petitioners and be duly signed.

32. Petitions shall not be received which in the opinion of the President are disrespectful or couched in offensive language or which have been altered by erasure or interlineation.

33. A member presenting a petition must make himself acquainted with its contents and affix his name at the beginning thereof and shall state from whom it comes its material allegations and its prayer and may require that it be read by one of the Secretaries and the only question which shall be entertained by the Synod on its presentation shall be "That the petition be received."

RULES OF DEBATE.

34. Every member shall stand when speaking and address the President or when in Committee the Chairman.

35. The President may take part in debate without leaving the chair.

36. When the President rises in his place all other members shall be seated and continue sitting until he resumes his seat.

37. All questions of order shall be decided by the President and such decisions shall be final unless altered by a vote of the Synod forthwith. Any member may rise to a point of order but such point is not debatable.

38. The President shall confine each speaker to the subject matter of debate and it shall not be in order for a member to interrupt a speaker except through the President. This Standing Order shall be applied to Motions of Adjournment.

39. The President shall call to order any member who, in his opinion, is digressing from the subject matter of the question under discussion or who shall make personal reflections on or impute improper motives to any member.

40. If any member shall persist in such irrelevant remarks or shall in the judgment of the President be guilty of disorderly conduct the President may call upon him to make apology and if he refuse he shall be ordered to withdraw and the Synod shall take the case into consideration.

41. When no question is before the Synod no member shall be permitted to speak except to offer a personal explanation unless he intends to conclude with making a motion.

42. Except when in Committee of the whole Synod no member shall be allowed to speak more than once on the same question except in explanation. Provided that the mover of any question other than an amendment shall be allowed the right of reply and after the reply the question shall be forthwith put.

43. Any member formally seconding a Motion shall not be held to have spoken on the question.

44. Except in Committee no Motion unless seconded shall be further discussed nor shall any entry thereof be made in the Minutes.

45.—

- (a) On a motion that a Rule or Ordinance be read a second time the mover shall not speak for more than 30 minutes in support of the motion or 20 minutes in reply and other members shall not speak for more than 15 minutes each.
- (b) On other motions the mover shall not speak for more than 20 minutes in support of the motion or 10 minutes in reply and other members shall not speak for more than 10 minutes each.
- (c) In Committee a member shall not speak for more than 10 minutes at a time.

AMENDMENTS.

46. No amendment (except of a verbal character) shall be put from the Chair unless it be seconded and a copy thereof shall have been handed to the President.

47. Amendments shall be proposed in the following form:—
If the amendment be for the omission of words it shall be moved "that after the word . . ." (here shall be specified the last word which it is desired to retain) "such and such words be omitted" (the words to be specified), and if it is proposed to insert other words instead thereof there shall be added "with a view to substituting in lieu thereof" (here the words of the proposed amendment shall be specified). (2) The question shall then be that "the words proposed to be omitted be so omitted." If this be negatived the Chairman shall proceed with the reading of the clause and further amendments thereon may at any time be proposed. (3) If the words be omitted it shall be moved that the following be inserted (here the amendment before specified shall be proposed) and counter motions for the insertion of other words may be made provided that the first proposed amendment shall be first submitted to vote and others in order of proposal. (4) If no omission is proposed, but the insertion of words by way of addition it shall be moved "that after the word . . ." the following words be inserted" (here the words are to be specified) and it shall be competent to propose amendments on the words so submitted in the same manner as though they had formed part of the original clause.

48. The amended motion shall formally be submitted in its entirety to the vote of the Synod.

PREVIOUS QUESTION.

49. When it is desired to avoid or postpone a decision on any question it shall be competent for any member to move the previous question and it shall be put by the President: "Shall the Motion before the Synod be now entertained?" When the previous question is moved no other amendment can be moved until it is disposed of. The moving of the previous question shall not stop debate.

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QUESTION MAY BE SUPERSEDED.

50. A question may be superseded—

- (1) By the adjournment of the Synod on motion of a member "That the Synod do now adjourn."
- (2) By a motion "That the Synod proceed to the next business."
- (3) By the previous question, viz., "Shall the motion before the Synod be now entertained?" being proposed and negatived.
- (4) On notice being taken and it appearing that a quorum is not present. A Motion for "Proceeding to the next business" and also for "The previous question" may be superseded by the adjournment of the Synod.

MOTION—HOW RESOLVED.

51. A question shall be resolved by the majority of the voices, "Aye" or "No" or by a show of hands and the President shall state which side has the majority, but on demand being made by five members a division shall be taken.

ADJOURNMENT OF SYNOD OR DEBATE.

52. A motion for the adjournment of either the Synod or the Debate may be made at any time. Provided that no member shall be interrupted thereby while speaking.

53. An adjourned debate shall stand an Order of the Day for the next sitting and unless otherwise ordered shall take precedence.

DIVISIONS.

54. When a division is demanded the President shall put the question and after the lapse of two minutes shall direct the members then present to divide the "Ayes" to the right and the "Noes" to the left of the Chair and shall appoint Tellers from each side, whether the voting be collectively or by orders, and shall declare which has the majority of votes from a count of the members voting to be given him by the Tellers. Any five members may demand a Vote by Orders in the case of Rules and Ordinances. In all other cases the voting shall be collectively. If ten members shall so require the names shall be recorded.

55. Members may leave or enter the Synod during the two minutes which elapse before the division, but after the President commences to direct the members no member shall enter or leave the Synod until the division is concluded and after the appointment of Tellers, no member except the Tellers shall change his place from one side of the Chair to the other.

PROCEEDINGS IN COMMITTEE.

56. A motion made in Committee need not be seconded.

57. A motion of adjournment of Committee shall be "That the Chairman leave the chair, report progress, and ask leave

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to sit again." On such motion being carried the Chairman shall report to the Synod and ask leave accordingly.

58. In Committee of the whole the Chairman shall have a casting vote and otherwise shall exercise the same privileges as the President in Synod.

59. The Standing Orders shall so far as applicable be observed in Committee and the Chairman shall have the same authority as the President for the preservation of order.

60. In the absence of the Chairman, or if he be the member in charge of any Ordinance then under consideration, one of the Deputy Chairmen shall preside over the Committee and shall have all the powers of the Chairman.

ORDINANCES.

61. Notice of at least thirty days shall be given to the Bishop-in-Council of any Ordinance which is to be brought before the Synod by any member or Select Committee and the Bishop-in-Council shall cause a copy of every Ordinance which is to be submitted to the Synod to be sent to every member at least fourteen days before the day of meeting.

62. The first reading of Ordinances brought forward by the Bishop-in-Council shall stand an order of the day for the first day of each Session.

63.—

(a) Every Ordinance shall be introduced by a motion for leave to bring it in, specifying its general object; and except when introduced by request of the Bishop-in-Council shall bear the endorsement of at least six members of the Synod and the member having obtained leave shall hand in to the Secretaries fifty printed copies of the draft of the Ordinance and may immediately move that the Ordinance be read a first time.

(b) After an Ordinance has been read a first time a future time shall be immediately fixed on motion for its second reading.

(c) On every order for the reading of an Ordinance the Title only shall be read.

(d) After the second reading the Synod shall appoint a time which may be either the same or some future day for resolving itself into a Committee of the Whole for consideration of the Ordinance in detail.

(e) The Title and Preamble shall be postponed until all the clauses are finally passed.

(f) The Chairman shall put each clause by moving that the clause as printed stand part of the Bill.

(g) Each amended clause shall be read over by the Chairman and submitted in its entirety to the Committee and when a clause is to be finally determined upon the question shall be "that the clause as amended stand part of the Bill."

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(h) New clauses may be proposed and inserted in their proper places or may be postponed by desire of the Committee until all the original clauses have been considered.

(i) When all the clauses have passed it shall be competent to move "that clauses (the clauses to be enumerated) "be reconsidered for the purpose of substituting the following words (words to be specified) "in lieu of" (words to be specified) "or for the purpose of inserting or omitting such and such words."

(j) Any clauses of an Ordinance may be reconsidered more than once if done before the Preamble and Title are passed but when the Preamble and Title are passed it shall be immediately moved that the Chairman report the Ordinance with or without amendments.

(k) The Schedules to be annexed to an Ordinance shall be considered in the same manner as the clauses.

(l) When an Ordinance is reported the adoption of the report may be immediately moved or a future day appointed for that purpose.

(m) If the report be adopted the Ordinance shall be read a third time which shall be the final passing thereof.

64. No alterations shall be made in any Ordinance except in Committee of the Whole, but after being reported the whole Ordinance or any specified clauses thereof may be re-committed for that purpose by amendment on the proposal to adopt.

65. The only amendment that shall be permitted on the question that an Ordinance be read the third time shall be that the third reading be postponed until a certain time specified.

66. If the Ordinance be passed the Secretaries shall certify at the foot of the Ordinance the date of its passing and the Chairman of Committees shall certify that the Ordinance as printed is in accordance with the Ordinance as passed.

RULES OF SYNOD.

67. The foregoing Orders relative to Ordinances shall apply to all Rules of Synod the validity of which depends upon the assent of the Bishop being signified thereto under the 6th of the Constitution for the management and good government of the Church of England within the State of New South Wales.

MOTION MAY BE MADE AN ORDER OF THE DAY.

68. The Synod may order any motion of which due notice has been given to be an Order of the Day for a following day such Order to be made after notices of motion or at the close of the day's sitting.

SUSPENSION OF STANDING ORDERS.

69. Any Standing Order of the Synod may at any time be suspended on motion with notice. Any Standing Order may

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