

**DIOCESAN GOVERNANCE ORDINANCE 2008 AMENDING ORDINANCE
(SYNOD STANDING ORDERS No.3) 2020
Ordinance No. 16 of 2020**

An Ordinance to amend the Standing Orders for Synods of the Diocese of Grafton.

PREAMBLE

Whereas the Standing Orders of Synod are contained in the First Schedule of the Diocesan Governance Ordinance 2008 ("the principal Ordinance"); and

Whereas it is desirable to have the Ordinance amended with respect to the arrangements for, and the conduct of, a Synod;

Therefore, the Bishop, Clergy and Laity of the Diocese of Grafton, assembled as the Synod, decree as follows:

AMENDMENTS

1. Replace the First Schedule – Synod Standing Orders in the principal Ordinance with the Schedule to this Ordinance.

COMMENCEMENT

2. This Ordinance shall come into effect upon the latter of the assent of the Bishop or the conclusion of the First Session of the Thirty Seventh Synod.

SHORT TITLE

This Ordinance may be cited as the Synod Standing Orders Amending Ordinance No.3 2020.

ASSENT


We hereby certify that this Ordinance was passed by Synod on the Twentieth sixth day of September, 2020 and that the Ordinance as printed is in accordance with the Ordinance as passed.


.....
Chair of Committees


.....
Registrar

I assent to this Ordinance.


.....
Bishop


.....
Date

SCHEDULE

FIRST SCHEDULE - SYNOD STANDING ORDERS

PART A - SYNOD MEETINGS

Notice of Meeting of Synod

- 1.1. When the Bishop convenes a session of the Synod the Registrar shall, subject to clause 1.2, cause to be forwarded to each member of the Synod not less than 14 days before the first sitting-day of the session
- (a) notice of the time and place fixed for the sitting;
 - (b) a copy of the agenda for the first sitting-day of the session;
 - (c) a copy of each of the reports and accounts required by these Standing Orders, by Ordinance or by resolution of the Synod to be laid before the Synod that are then available;
 - (d) a copy of any other report that has been furnished to the Registrar for laying before Synod; and
 - (e) a copy of each Bill included on the agenda.
- 1.2 When the Bishop has convened a session of the Synod under clause 42.4 of Chapter 7 of this Ordinance, the Registrar shall, when considering subclause 1.1 (c) above, confine those matters to be provided to those pertaining to the particular business of that session of Synod.
- 1.3 Where these Standing Orders require business papers, including reports, motions and canons, to be sent or circulated to members, or the Registrar considers it expedient to provide information to members, that information may be provided to members by:
- (a) if the member so nominates, an electronic means by which the member is notified the information is available to be accessed by an electronic means (e.g. being available on a website or app); or
 - (b) by email to an email address provided by the member for that purpose; or
 - (c) prepaid post addressed to the member's address on the Synod roll.

Use of Information

- 1A.1 All material provided to members of Synod under clauses 1.1 and 1.2 of these Standing Orders is provided for the member's information to allow the member to prepare for participation in the business of the Synod. In doing so, a member may discuss the information within this material with other members of Synod or a Member of the Church in this Diocese, except that:
- (a) any material marked 'Confidential' shall not be discussed with or revealed to a person who is not a member of the Synod; and
 - (b) no material or part of any material shall be provided to any media outlet, social media platform or other distribution mechanism; and
 - (c) the member is responsible to take reasonable efforts to prevent an infringement of (a) and (b) above.
- 1A.2 Any variation to the provisions of clause 1A.1 of these Standing Orders requires the express permission of the Bishop.

- 1A.3 Following the adjournment of a session of Synod, members may use any of the materials received as a member of Synod, except those marked 'Confidential', to report on the Synod to members of their Ministry Unit and otherwise for the good conduct of the affairs of the Church in this Diocese.
- 1A.4 Following the adjournment of a session of Synod, members may engage with or respond to any report or comment regarding the business of the Synod, including a report or comment made by or through a media outlet or on a social media platform, but the member shall not purport to be a representative of the Synod or the Diocese and shall not disclose information made available to them as a member of Synod except for information that has already been openly published by the Bishop, Registrar or other person authorised by the Bishop.

Members' Personal Information

- 1B.1 Personal information gathered from members for the purpose of meeting the requirements of these Standing Orders will be confined to the information necessary for that purpose and will not be used for other purposes. Possible uses may include:
- (a) Providing a list of members, house and Ministry Unit for the information of members of the Synod; and
 - (b) Displaying information concerning candidates for elections to be held at that session; and
 - (c) Inclusion of the member's image in a photograph taken at the Synod venue and subsequently published.
- 1B.2 Any member who personally requires a variation of the provisions of clause 1B.1 may apply to the Bishop at least 21 days prior to a sitting of Synod for the protection of their personal information or image. The Bishop shall consider any such request with regard to the circumstances of the request.

Members Providing Information

- 1C.1 Where these Standing Orders require a member to provide information in writing, including notices of motion and notices of amendments to motions or canons (but not nominations for elections), the member may provide that information:
- (a) if the Registrar so nominates, by another electronic means; or
 - (b) by email to an email address provided by the Registrar for that purpose; or
 - (c) in writing on paper signed by the member.

Hours of Meeting

- 2.1 Unless the Synod otherwise orders, on a day other than the first day of a session the Synod shall meet at 9am.
- 2.2 If before the expiration of half an hour after the time fixed for a sitting there is not a quorum present, the President shall adjourn the Synod either to a later hour of the same day or to the next day of sitting and if, on that next day, there is not a quorum present before the expiration of half an hour after the time fixed for the sitting the President shall adjourn the Synod sine die.

Recording of Attendance at Synod

- 2A.1 On each day of sitting of the Synod each member who is present shall complete their Attendance Slip for that day and lodge it in the box provided.

- 2A.2 The President may require lay members to sign any declarations that may be required under the Constitution of the Church in New South Wales before participating in the business of Synod.

Quorum

- 3.1 The President, ten clerical members and twenty lay members shall form a quorum of the Synod.
- 3.2 If it is determined as a result of a division or of a count of the Synod that there is not a quorum present, the President shall adjourn the Synod for up to thirty minutes to seek a quorum. If no quorum is then present, the President shall adjourn the Synod until a later hour of the same day or to the next day of sitting.
- 3.3 *(Deleted 2020)*

Suspension of Sittings

- 4.1 At its first sitting the Synod shall determine on motion without notice the hours at which each sitting will be suspended.
- 4.2 The President may, without motion being made, suspend a sitting of the Synod for a period of up to 30 minutes.

Meetings of Synod

- 5.1 The members of the Synod shall meet in one chamber.
- 5.2 A meeting of the Synod is, subject to the next succeeding sub-clause, open to the public.
- 5.3 The President shall, at any time, upon request by five members, close the proceedings to the public.
- 5.4 Where the public have been ordered to withdraw, they shall be re-admitted when the item of business before the Synod at the time when they were ordered to withdraw has been disposed of or adjourned.

Health and Safety Provisions

- 5A.1 For the purpose of the protection of members of the Synod and others from communicable diseases, the Bishop-in-Council may approve protocols for any or all of the following:
- (a) the screening of members of the Synod and visitors for admission into the synod venue
 - (b) the exclusion of any persons, or category of persons, who are not members of the Synod
 - (c) practices in the venue for the maintenance of health and safety.
- 5A.2 A member of Synod or any other person may be excluded from the Synod venue, for part or all of the session, where such action is in accordance with the approved screening protocol.
- 5A.3 A member of Synod failing to adhere to the protocols for practices in the venue for the maintenance of health and safety has committed disorderly conduct which shall be considered under clause 33.1 of the Schedule.

Officers of the Synod

- 6.1 The Officers of the Synod are -
- (a) the Chair of Committees, and a Deputy Chair of Committees;
 - (b) the Clerk of Committees and
 - (c) two Synod Secretaries, one of whom shall be a clerical member of Synod and the other a lay member of Synod.
- 6.2 The Officers shall be elected at the commencement of the first session of a Synod.
- 6.3 An Officer holds office, unless the officer resigns office by notice in writing to the President, or ceases to be a member of the Synod, until the commencement of the first session of the next Synod.
- 6.4 Subject to clause 6.6, where an Officer resigns or ceases to be a member of the Synod, the Synod shall, at the commencement of its next sitting, elect a member to fill the vacancy.
- 6.5 The Synod may elect a member to deputise for the Clerk of Committees, or the Clerical Secretary or the Lay Secretary. Such appointment shall be for that session of Synod.
- 6.6 Where the Chair of Committees resigns or ceases to be a member of the Synod, the Bishop-in-Council shall appoint a member of Synod to fill the vacancy until the commencement of the next session of Synod, at which Synod shall elect a member to fill the vacancy.

Duties of the Secretaries

- 7.1 It is the duty of the Secretaries to ensure that:
- (a) minutes of the proceedings of the Synod, except when in Committee of the Whole, are taken;
 - (b) all Ordinances and Motions passed by the Synod are recorded;
 - (c) all reports and other papers so required are laid on the table of the Synod;
 - (d) the Notice Paper for each sitting day of Synod other than the first day of a session of the Synod, is prepared and available to members;
 - (e) the members' Attendance Slips for each sitting day are recorded on a Synod roll;
 - (f) for any election ballot papers are duly prepared and issued and the election is properly conducted,
 - (g) they certify the result of any election; and
 - (h) that all minutes, records and other documents of the Synod are given into the custody of the Registrar at the conclusion of the session.

Duties of the Registrar

- 8.1 The Registrar has the custody of the books, papers, minutes and records of the Synod.

Members Conduct

- 9.1 *(Deleted 2020)*
- 9.2 *(Deleted 2020)*
- 9.3 *(Deleted 2020)*
- 9.4 *(Deleted 2020)*

- 9.5 Members shall conduct themselves with care and respect for each other and a desire for the welfare of Christ's church. Particular notice shall be taken of "Being Together" (*General Synod Resolution 45/14*) as a benchmark for words and actions from members during the course of a session.

"Faithfulness in Service" provides further guidance for Synod to be conducted in an environment where *"the physical, emotional and spiritual welfare and safety of all people, particularly within its own community"* is created. Members shall take particular notice of Section 6 relating to "Personal Behaviour".

Acting President

- 10.1 The President may, at any time, without motion being made, request a member of Synod to take the chair as Acting President of the Synod during the President's temporary absence from the sitting.
- 10.2 An Acting President has all the powers, and shall exercise all the functions, of the President under these Standing Orders during the absence of the President from the sitting.

Elections and Qualifications Committee

- 10A.1 At the first session of each Synod, the Synod shall elect an Elections and Qualifications Committee.
- 10A.2 The Elections and Qualifications Committee shall consist of not more than five members of Synod, including at least one Clerical and one Lay member.
- 10A.3 A member of the Elections and Qualifications Committee holds office, unless the member resigns the office by notice in writing to the President or ceases to be a member of the Synod, until the first session of the next Synod.
- 10A.4 Where a vacancy occurs in the Elections and Qualifications Committee, the Synod shall, at the commencement of its next sitting, elect a member to fill the vacancy.
- 10B.1 The Elections and Qualifications Committee shall inquire into and report upon all questions which shall be referred to it by Synod respecting the validity of any election or return of any member (including their election or return to any office by the Synod), and also respecting the qualification or disqualification of any person who has been returned as a member of the Synod to be so returned or to hold an office which is elected by the Synod.
- 10B.2 The Elections and Qualifications Committee may sit, if it thinks fit, while the Synod is sitting.
- 10B.3 The Elections and Qualifications Committee when inquiring into matters referred to it, may receive the best evidence it can procure or which is laid before it, whether it be such as would be admitted in cases at law or not and it may reject any evidence tendered to it which it may see fit to reject.

- 10B.4 The Elections and Qualifications Committee shall report the result of its inquiries to the Synod and shall report whether it finds that the election or return of the member whose case has been referred to it is valid or whether that person is qualified as the case may be, whereupon it shall be competent to move forthwith, without notice, or on any subsequent day, pursuant to notice, that the report be adopted.
- 10B.5 Upon the motion for the adoption of the report it shall be competent to substitute for it by way of amendment such resolution in respect to the matter referred to the Elections and Qualifications Committee as to the Synod shall seem proper, provided that such resolution shall state distinctly that the election or return of the member is or is not valid, or that the person is qualified or disqualified to be such member as the case may be. If by such resolution or by the adoption of the report, it be determined by the Synod that the member has not been properly elected or returned or that the person is not qualified to be a member, the person shall not henceforth sit (unless re-elected) as a member of Synod and that person's seat shall be declared vacant, but if the contrary be determined the member may forthwith may resume their seat.
- 10B.6 No member of the Elections and Qualifications Committee whose case has been directed to be referred to the Elections and Qualifications Committee, and is still undecided, shall sit thereon until their case shall have been finally dealt with by Synod.
- 10B.7 Nothing herein contained shall prevent the Bishop, if aware of any proceedings at any election which shall in the Bishop's opinion invalidate the return of any member, from referring such matter for the decision of the Elections and Qualifications Committee.

Minutes Committee

- 11.1 At the first session of each Synod, the Synod shall elect a Minutes Committee to scrutinise the minutes of each sitting and certify whether or not the minutes are correct.
- 11.2 The Minutes Committee shall consist of three members.
- 11.3 A member of the Minutes Committee holds office, unless the member resigns the office by notice in writing to the President or ceases to be a member of the Synod, until the first session of the next Synod.
- 11.4 Where a vacancy occurs in the Minutes Committee, the Synod shall, at the commencement of its next sitting, elect a member to fill the vacancy.
- 11.5 The President shall, at each sitting of a session of the Synod other than the first sitting of the session, report whether or not the minutes have been duly certified by the Minutes Committee to be correct and, where the minutes have been so certified to be correct, they shall be taken to have been confirmed by the Synod.
- 11.6 The minutes of the Synod's last sitting shall be certified by the Minutes Committee which shall forward its certification to the next meeting of Bishop-in-Council for adoption.

Recording of Synod

- 11A.1 No person may make an audio or video recording of any part of the proceedings of a session of Synod without the approval of the Synod.

11A.2 Any person wishing to make an audio or video recording of the Synod shall submit their request to a Secretary of the Synod. The President may either reject the request or submit it to a vote of the Synod, at a time of the President's choosing.

PART B - ORDER OF BUSINESS

Order of Business for First Sitting Day

12.1 The order of business for the first sitting-day of a session of Synod, except as convened under clause 42.4 of Chapter 7 of this Ordinance, is as follows:

- (a) Prayers;
- (b) Calling the Roll of Members of Synod
- (c) Receiving the apologies;
- (d) Election of Officers of Synod (if necessary);
- (e) Election of the Members of the Minutes Committee (if necessary);
- (f) Election of the Elections and Qualifications Committee (if necessary);
- (g) The President's Address;
- (h) Reports and Accounts required by these Standing Orders, by Ordinance or by a resolution of Synod to be laid before Synod to be laid on the table;
- (i) Petitions;
- (j) Notices of Questions;
- (k) Notices of Motion;
- (l) Formal Motions;
- (m) Adoption of the audited annual Financial Statements of Bishop-in-Council, The Corporate Trustees and Anglican Funds Grafton Diocese
- (n) Consideration of the Diocesan Budget;
- (o) Motions relating to the reports and annual Financial Statements laid on the table;
- (p) Introduction of Bills having the approval of Bishop-in-Council to be introduced;
- (q) Introduction of other Bills;
- (r) Motions;
- (s) Such other Business as the President or Synod may by Motion determine.

12.2 The order of business for the first sitting-day of a session of Synod convened under clause 42.4 of Chapter 7 of this Ordinance is as follows:

- (a) Prayers;
- (b) Calling the Roll of Members of Synod
- (c) Receiving the apologies;
- (d) Election of Officers of Synod (if necessary);
- (e) Election of the Members of the Minutes Committee (if necessary);
- (f) Election of the Elections and Qualifications Committee (if necessary);
- (g) The President's Address;
- (h) Notices of Questions pertaining to the particular business of the Synod;
- (i) Notices of Motion pertaining to the particular business of the Synod;
- (j) Formal Motions;
- (k) Introduction of Bills having the approval of Bishop-in-Council to be introduced;
- (l) Motions pertaining to the particular business of the Synod;
- (m) Such other Business as the President may determine.

12.3 During the first sitting-day of any session in which elections are to be held Synod shall determine on motion without notice the time at which nominations shall open and close and the time(s) at which voting shall take place.

12.4 *(Deleted 2020)*

Order of Business for Subsequent Days

- 13.1 Subject to the next succeeding sub-clause, orders of the day and motions, respectively, shall be listed in the order of business for the second or a subsequent day of a session in such order as the President, or Acting President, and the Secretaries consider most convenient.
- 13.2 Where the Synod has directed that an Order of the Day or Motion be taken at a particular time or following a specified matter, the order or motion shall be listed on the Order of Business accordingly.

Reports and Accounts to be laid before Synod

- 14.1 The following reports and accounts shall be laid before Synod during each ordinary annual session of the Synod:
- (a) a report of the work of Bishop-in-Council since the last ordinary session of Synod;
 - (b) a report of Bishop-in-Council concerning its exercise since the last ordinary annual session of Synod of any powers of management conferred on it by Section 24 of the Anglican Church of Australia Trust Property Act 1917;
 - (c) a report of the work of The Corporate Trustees since their last report to Synod;
 - (d) the Financial Accounts of each fund under the control of Synod, Bishop-in-Council or The Corporate Trustees; and
 - (e) reports on the work of such of the Ministry Units, bodies, entities and committees of the Diocese as the Bishop or Synod by Ordinance determines.
- 14.2 The Registrar shall provide copies of the reports and accounts referred to in the last preceding sub-rule, as well as of any other report furnished to the Registrar for laying before the Synod, to each member of Synod and, where appropriate, such shall be included in the Diocesan Year Book.
- 14.3 All reports as provided under 14.2 shall be taken as read and received provided however that any member of the Synod may thereupon move that a particular report be not received, which motion shall forthwith be debated and if passed, such report shall not be received and shall not form any part of the record of Synod.

Notices of Motion

- 15.1 A notice of motion, including a notice of motion for leave to introduce a Bill, shall not be included on the agenda for the first day of a session unless the notice is received by the Registrar not less than 21 days before the first sitting day of the session. The proposer of the motion may supply to the Registrar by the closing date for notices of motion an explanation paper limited to 150 words which shall be included in the Books of Synod and circulated to members.
- 15.2 A notice of motion submitted for a session of Synod convened under clause 42.4 of Chapter 7 of this Ordinance shall pertain to the business specified in the Summons for that session.
- 15.3 A notice of motion that is considered libellous, vitriolic or malicious, deliberately misrepresentative, or similar may be excluded from the Business Paper by the Bishop.
- 15.4 Motions for which less than 21 days' notice before the first sitting day of a session have been given shall not be included on the agenda unless:

- (a) Upon notices of motion being called for by the President the mover reads the proposed motion and succinctly gives reasons why the motion should be placed on the agenda; and
- (b) Synod on motion without notice immediately resolves that such proposed motion should be placed on the agenda.

15.5 Notices of motion given on the last day of a session, and which have received approval under clause 15.4 above shall be dealt with as if they were included on the agenda for that day.

Motions Involving Expenditure

15A.1 A notice of motion that would, if passed, have the effect of increasing diocesan expenditure or reducing diocesan income is not to be included on the order of business for a day unless it complies with 15A.2.

15A.2 A notice of motion to which clause 15A.1 applies must either set out, or be accompanied by a paper which sets out, a proposed source of funding to offset the effect of the motion on diocesan finances.

15A.3 A notice of motion to which clause 15A.1 applies must be disposed of before a final vote is taken on the motion relating to the budget paper in respect of the upcoming financial year.

Formal Motions

16.1 Before the Orders of the Day or motions are proceeded with the President at each sitting shall call over all the motions on the business paper and any motion may be taken as a formal motion unless

- (a) the President determines the motion should not be taken formally, or
- (b) someone other than the mover or the seconder calls "Object" whereupon, at the President's discretion, the President may request the objector to state their name and state succinctly that they intend in relation to the motion to oppose it, or to seek to amend it, or to seek further information in relation to it.

16.2 If a motion is to be taken formally, the mover may address the Synod for no longer than three minutes (with no extension) in relation to the motion, after which the motion shall be put forthwith without debate.

16.3 Where a motion is not to be taken formally and, in the opinion of the President, the business of Synod may benefit from interested members meeting "in a huddle" as described in clauses 47.2 to 47.4 of these Standing Orders, the President may instruct the mover of the motion to find a suitable time and place for a huddle or give specific directions in that regard, as the President sees fit.

Notice of Bills for Ordinances

17.1 A motion for leave to introduce a Bill shall not be moved during a session unless a copy of the Bill had been received by the Registrar not less than 21 days before the first sitting.

PART C - PETITIONS

Petitions

- 18.1 A petition may be in writing or in type and must be legible.
- 18.2 A petition shall contain a succinct statement of its purpose and conclude with a prayer (a succinct statement of the action or prohibition sought).
- 18.3 A petition shall be signed by at least one person on the sheet on which the petition is inscribed and shall contain their name and address.
- 18.4 A petition shall be signed by the persons, with their own hands, whose names and addresses are appended to it on the petition or on a sheet containing the prayer.
- 18.5 A petition shall not have attached to it, or be accompanied by, a letter or any other document.

Petition to be Respectful

- 19.1 A petition shall not be received if, in the opinion of the President it is not respectful, decorous and temperate in its language.

Presentation

- 20.1 The member presenting a petition shall be acquainted with its contents and sign the petition at the top thereof before presenting it.
- 20.2 Upon presenting a petition, the member -
 - (a) shall state from whom it comes, its material allegations and its prayer(s) and
 - (b) may require it to be read by one of the Synod Secretaries.

Motion to Receive the Petition

- 21.1 Upon the presentation of a petition, the member presenting it shall move, without notice, that the petition be received.
- 21.2 No other motion relating to the petition may be moved without notice.

PART D - ELECTIONS

Application

22.1 Unless the Synod otherwise orders, this Part does not apply to the election of officers of the Synod.

Notice of Elections

23.1 The Registrar shall cause notice of each election due to be held at a Synod session to be given to each member of the Synod with the agenda for the first sitting-day of the session.

Nominations

24.1 Any two or more members of Synod may, by writing under their hands, nominate a person or persons not exceeding the number of persons required to be elected, being a person or persons duly qualified to be elected to the office, for election.

24.2 A nomination -

- (a) shall have, in respect of the person or each person nominated for the election, the consent of the person nominated for the election written on it and signed by the nominee or bear a certificate, signed by one of the nominators, certifying that the person has consented to be nominated for the election; and
- (b) shall be delivered to a Synod Secretary not later than the time Synod has determined for the close of nominations.

24.3 If the number of persons nominated is not sufficient to fill the vacancies, the President may extend the time for nominations and call for further nominations.

24.4 If the number of persons nominated is not greater than the number to be elected, the President shall declare the persons nominated to be elected but, in any other case, the Synod Secretaries shall conduct a ballot.

24.4 If a vacancy is not filled at Synod, Bishop-in-Council is hereby empowered to fill the vacancy by appropriate nomination or election process.

Voting

25.1 Where a ballot is to be held -

- (a) the Synod shall, by resolution, appoint persons, who need not be members of the Synod, to be tellers;
- (b) the Synod Secretaries shall notify the names of the persons nominated to the members of Synod;
- (c) voting shall take place at times determined by Synod;
- (d) the Synod Secretaries shall cause ballot papers containing the names of those nominated in alphabetical order of surname to be issued to the persons entitled to vote and record the persons to whom they are issued;
- (e) a voter to whom a ballot paper for an election is issued is not entitled to receive another ballot paper for the election unless the person surrenders to a Secretary the ballot paper first issued; and
- (f) a voter shall vote by marking a tick or a cross on the ballot paper opposite to the name of each person for whom the voter desires to vote and depositing the ballot paper in a locked box provided for receiving ballot papers. A voter may place no more ticks and crosses on the ballot paper than there are positions to be filled.

Counting of Votes

- 26.1 The tellers shall, after the close of the poll, remove the ballot papers from the locked box in which they were placed and check each ballot paper for formality.
- 26.2 In the process of examining and counting ballot papers, the tellers shall ensure that they do not add any marks to, or remove any marks from, a ballot paper, whether considered formal or informal.
- 26.3 The tellers shall determine as informal a ballot paper that
 - (a) does not appear to have been duly issued; or
 - (b) records votes for a greater number of persons than the number required to be elected; or
 - (c) is not marked in accordance with this Part.
- 26.4 The tellers shall count the number of votes duly cast for each candidate and report the result of the ballot to the Secretaries for certification and reporting to the President.
- 26.5 The tellers shall ensure that all ballot papers, whether considered formal or informal, are returned to the custody of the Secretaries when the count has been completed.
- 26.6 If two or more candidates receive the same number of votes but there are vacancies for some only of those candidates a new ballot to fill those vacancies shall be held among the candidates who received that equal number of votes.
- 26.7 The President shall report at a convenient time the result of any completed ballot to the Synod.

PART E - RULES OF DEBATE

Members to Stand

27.1 A member shall stand when speaking, and address the President and Members of Synod.

President's Privileges

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

When the President rises, a member speaking shall resume the member's seat and all members other than the President shall remain seated until the President is seated.

Questions of Order

29.1 A question of order shall be determined by the President whose determination is final unless altered by a vote of the Synod upon a motion moved without notice forthwith after the determination.

29.2 A member may speak to a point of order.

Length of Speeches

30.1 Unless the Synod otherwise orders, the following time limits apply to speeches in the Synod –

- a) Motion other than a formal motion or a motion to adopt a report or a procedural motion-

Person	Time (minutes)
Mover	7
Other Speaker	4
Mover in Reply	3

- b) Formal motion -

Person	Time (minutes)
Mover	3 (no extension)

- c) Motion to adopt a report specified in clause 14 of these Standing Orders

Person	Time (minutes)
Mover	8
Other Speaker	4
Mover in Reply	3

- d) Motion to adopt any other report -

Person	Time (minutes)
Mover	5
Other Speaker	3
Mover in Reply	3

- e) Procedural motion -

Person	Time (minutes)
Any Speaker	2

- 30.2 The Synod may, except in the case of formal motions, on motion put without notice or debate, extend the time allowed to a speaker.

Limitation on Debate

- 31.1 At any time during a debate on a motion, but not so as to interrupt a member who is speaking, a member who has not spoken may, without notice, ask the President "Whether in the opinion of the President the motion has been sufficiently debated?".
- 31.2 If, upon being asked the question, or at any other time, the President is of the opinion that the motion has been sufficiently debated, the President shall so inform the Synod.
- 31.3 Where the President informs the Synod that the motion has been sufficiently debated, a member who has not spoken may move, without notice, "that the motion be now put".
- 31.4 Upon such a motion being moved and seconded, the President shall put the motion without further debate.
- 31.5 If the motion "that the motion be now put" is carried, the President shall afford the mover of the motion an opportunity to reply, or, if the mover does not wish to reply, forthwith put the motion to the vote.

Speeches to deal only with the Motion under debate

- 32.1 The President shall call to order any member who, in the opinion of the President, is digressing from the subject matter under discussion or who makes personal reflections on, or imputes improper motives to, another member.
- 32.2 A member shall not interrupt a speaker except to raise a point of order or when expressly permitted to do so by these Standing Orders.

Disorderly or Inappropriate Conduct

- 33.1 If, in the opinion of the President, a member -
- (a) persistently digresses from the subject matter under discussion; or
 - (b) is guilty of disorderly conduct; or
 - (c) fails to conduct themselves as required by clause 9.5 of these Standing Orders;
- the President shall report the member to the Synod, which may suspend the member for the remainder of the session or a part of the session if the motion to do so is passed by a two thirds majority of the Synod voting collectively.
- 33.2 The President shall not report a member to the Synod for disorderly or inappropriate conduct unless the President has afforded the member an opportunity to withdraw any improper remarks made or otherwise apologise for the conduct and the member has refused to do so.

Adjournment of Debate

- 34.1 Where the debate on a motion is adjourned and made an Order of the Day for a future sitting, the Synod may, upon motion made without notice and put without debate, determine that the resumption of the debate take preference over all or any motions or other Orders of the Day for that sitting.

Right of Reply

- 35.1 A member shall not speak more than once on the motion to which the motion relates, except where, with the permission of the President, the member makes a personal explanation.
- 35.2 Where an amendment has been moved to a motion, a member who spoke on the motion before the amendment was moved may speak, once only, to the amendment.
- 35.3 A member, not being a member to whom the last preceding sub-clause applies, who speaks after an amendment has been moved to a motion may address both the original motion and the amendment but is not entitled to speak a second time to the motion or the amendment.
- 35.4 The mover of a motion (not being the mover of an amendment to a motion), may, speak a second time in reply.
- 35.5 When the mover of a motion has spoken in reply, the motion shall be put without further debate.

Motions to be seconded

- 36.1 A motion shall not be discussed or entered in the minutes unless it is seconded.
- 36.2 A member may second a motion pro forma and shall not be considered to have spoken on the motion by doing so.
- 36.3 *(Deleted 2020)*

Notice to be given of Motion

- 37.1 Except with the leave of Synod, or as otherwise provided in these Standing Orders, a motion shall not be moved unless Notice of the motion was duly given before the commencement of the session or on a previous day of sitting.

Order of Motions

- 38.1 Unless the President or the Synod otherwise orders, motions shall be taken on a sitting day in the order in which they are listed on the agenda for the day.
- 38.2 If a motion is not moved, or is not postponed by leave of the Synod, when it is due to be moved, the motion shall be deemed to have lapsed.

Calling for Notices of Motion, Questions and Petitions

- 39.1 The President shall at least once a day ask if there are any Notices of Motion, or Questions, or Petitions for presentation. The President shall provide an answer to any questions asked later in the session.
- 39.2 Any question a member proposes to ask shall be in written form and a copy lodged with the President before the sitting at which the member seeks to ask the question.
- 39.3 Where, in the President's opinion, the question is considered to not be respectful, decorous or in temperate language or is considered to be libellous, vitriolic or malicious, deliberately misrepresentative, or similar, the President shall advise the member that permission will not be given for the question to be asked as written.

Amendments

- 40.1 An amendment shall not be put unless it is seconded and a written copy of the amendment handed to a Synod Secretary.
- 40.2 Subject to the next succeeding clause, an amendment shall be in one of the following forms:
- (a) if the object of the amendment is to substitute a new motion for the motion moved, the amendment shall be "that all words after the word 'that' in the motion be omitted with a view to the insertion of the following words in their stead ...";
 - (b) if the object of the amendment is to alter the motion by omitting certain words only and inserting other words in their stead - the amendment shall be "that the word (or words).... be omitted with a view to inserting the following word (or words) in its (or their) stead...";
 - (c) if the object of the amendment is to alter the motion by omitting certain words only - the amendment shall be "that the words be omitted"; and
 - (d) if the object of the amendment is to alter the motion by inserting or adding certain words to it - the amendment shall be "that the words be inserted after the word.... (or added at the end)".
- 40.3 *(Deleted 2020)*
- 40.4 Where an amendment that certain words be omitted is lost, a further amendment proposing the omission of those words or any of them is out of order.
- 40.5 Where an amendment that certain words be inserted or added is lost, an amendment may be moved for the insertion or addition of other words.
- 40.6 An amendment to a motion shall be disposed of before another amendment to the motion is moved.
- 40.7 *(Deleted 2020)*

Certain Amendments Not in Order

- 41.1 An amendment shall not be moved to a motion:
- (a) if it is not relevant to the subject matter of the motion; or
 - (b) if it would result in the motion as proposed to be amended being the opposite of the motion.

Closure of Debate without Decision

- 42.1 When it is desired to avoid or postpone a decision on a motion a member may move, without notice, "that the Synod proceed to the next item of business".
- 42.2 When moved, that motion shall be put without debate, and if agreed to, the Synod shall proceed forthwith to the next item of business.

Motions, how resolved

- 43.1 Subject to the next succeeding sub-clauses, a motion shall be resolved on the voices or by show of hands according to whether in the President's opinion, there is a majority voting "aye" or "no". If a count is required, the President shall appoint tellers to conduct such.

- 43.2 If the President, or twenty or more members, so require, voting may be by ballot. The President shall set a time for voting to take place, appoint tellers to count the votes, and shall adjourn debate on the motion.

The Secretaries shall:

- (a) prepare a ballot paper containing the words of the motion and provision of voting squares for "YES" and "NO",
- (b) distribute a ballot paper to each member, marking the member's name on a roll;
- (c) provide ballot boxes in which members may lodge their vote;
- (d) arrange for the tellers to count the ballot papers at the close of the poll;
- (e) report the result of the ballot to the President.

The result shall be resolved on the majority voting "yes" or "no" and, at a time determined by the President, the President shall advise Synod of the result of the ballot.

- 43.3 If the result of a vote held under clause 43.1 is determined by less than five votes and ten or more members so require, a division shall be held on the motion and the motion shall be decided according to the result of the division.

- 43.4 If a division is to be held -

- (a) the President shall put the question and, after a lapse of two minutes, shall direct the members then present to divide, "Ayes" to move to the right and the "Noes" to the left of the chair.
- (b) the President shall appoint tellers for each side;
- (c) the tellers shall count the votes for each side and report the count to the President; and
- (d) the President shall declare the result of the division, including the numbers voting for and against the question collectively, the result being resolved on the majority voting "Aye" or "No".
- (e) (Deleted 2020)

- 43.5 If ten or more members require a vote by orders or houses, the vote may be taken by a show of hands or a division or a ballot, such being determined by the President.

- (a) If a ballot is to be held it shall be conducted in the manner prescribed in sub-clauses 43.2 (a) to (e).
- (b) If the vote is by a show of hands, it will be conducted of first only the lay members and then only the clergy members (other than the Bishop) of the Synod, with the counts for each House being reported to the President.
- (c) If the vote is by a division, it will be conducted of first only the lay members and then only the clergy members (other than the Bishop) of the Synod, in the manner as described in sub-clauses 43.4(a), (b) and (c) above with the counts for each House being reported to the President.

- 43.6 Where a vote by Houses is taken, the question shall not be taken to be resolved in the affirmative unless a majority of the members voting in each House vote in favour of the question.

Divisions

44.1 Where a division is to be held:

- (a) a member may not leave the chamber after the President has directed members to divide;
- (b) a member may enter the chamber within two minutes of the President putting the motion and advising of the division; and
- (c) after the President has appointed the tellers, a member other than a may not change his or her place in the chamber until after the tellers have counted the votes.

Withdrawal of Motion

45.1 A motion may, with the leave of the Synod, be withdrawn by the mover.

Motion previously Dealt With

46.1 A matter that has been dealt with by the Synod at a session shall not be the subject of a further motion during that session.

Adjournment – Including for Separate Consideration by Interested Members (*a Huddle*)

47.1 A motion to adjourn the debate on a motion or to adjourn the Synod may be moved at any time without notice but not so as to interrupt a member who is speaking.

47.2 The Synod may, by motion without notice, adjourn debate on a motion to allow the motion to be considered separately by members interested in its subject matter.

47.3 Members who indicate their interest to the President in taking part in such a discussion by rising in their places when called on to do so, may meet separately to discuss the motion, whether during a sitting of the Synod or not.

47.4 If those members, or a majority of them, reach agreement with the mover of the motion on the text of that motion and so advise the Secretaries, the text as so agreed is taken to be the text of the motion for the further consideration by the Synod.

President (Bishop) May Not Vote

48.1 The President may not vote on any motion before the Synod or at any election at the Synod.

Suspension of Standing Order

49.1 A matter or thing may be done by or in the Synod notwithstanding the provision of a Standing Order if -

- (a) it is done by leave of the Synod without dissentient voice; or
- (b) the provision of the Standing Order is suspended
 - (i) upon motion moved on notice; or
 - (ii) upon motion moved without notice, there being ten or less members voting against the motion.

Need for Motion Before the Chair

50.1 When no motion is before Synod, no member shall be at liberty to speak unless the member intends to conclude by moving a motion and any member rising to move a motion of which notice has not been given shall when called upon by the President forthwith state what motion it is intended to move.

Electronic Voting

50A.1 Despite any other provisions of this PART E:

- (a) the Bishop-in-Council may approve a method of voting using electronic or digital devices or systems and may at any time withdraw that approval;
- (b) any vote to be taken in accordance with clauses 43.1 to 43.6 of these Standing Orders will be taken first on the voices under clause 43.2;
- (c) any other vote to be taken must be taken by using the voting method which remains approved by the Bishop-in-Council unless a majority of the members present and voting collectively resolve otherwise on a motion by any member (which may be given without notice), provided that ten members stand in their places to support the mover; and
- (d) the Secretaries shall report the voting outcome produced by the voting method to the President or Chair of Committees, who shall declare the outcome to the Synod or Committee.

50A.2 The Bishop-in-Council may only approve a method of voting using electronic or digital devices or systems if that method incorporates a system which:

- (a) is capable of recording a vote for or against and of identifying the house of the voter;
- (b) prevents a member from voting more than once on the same matter; and
- (c) can only be accessed by members who are on the floor of Synod and has adequate security mechanisms to prevent any person who is not a member from casting a vote;
- (d) records and tallies votes anonymously; and
- (e) is able to be audited to ensure that votes are taken in accordance with the Standing Orders.

50A.3 The President or Chair of Committees (if the vote is in Committee) may for any vote to be taken rule that the approved method not be used if the President or the Chair of Committees (as applicable) is satisfied that the approved method may not produce an accurate voting outcome for any reason, including because of technical difficulties. In such a case, the vote will be taken in accordance with clauses 43.1 to 43.6 of these Standing Orders as applicable.

PART F - COMMITTEE OF THE WHOLE

Committee of the Whole

51.1 The Synod shall, upon motion moved without notice, or, as provided by the Standing Orders, without motion, sit as a Committee of the Whole to consider a matter.

Chair and Clerk of Committees

52.1 When the Synod is sitting as a Committee of the Whole -

- (a) the Chair of Committees (the Chair) shall preside unless the provisions of clause 53.1 prevail and provided however that the President may preside in Committee if he or she shall so desire;
- (b) the Chair has a casting but not a deliberative vote; and
- (c) the Clerk of Committees shall keep minutes of the proceedings of the Committee and a record of the matters agreed to by the Committee.

Deputy Chair

53.1 In the case of the absence of the Chair, or by arrangement between the Chair and a Deputy Chair, a Deputy Chair shall act. In the case of absence, inability or unwillingness to act of any Deputy Chair, a member whom the Committee shall appoint shall act.

53.2 An Acting Chair has all the powers and shall exercise all the functions of the Chair under these Standing Orders, including a casting vote.

Quorum

54.1 The quorum in Committee of the Whole is the same as the quorum of the Synod.

54.2 If, while the Synod is sitting as a Committee of the Whole, notice is taken that there is not a quorum present, the Chair shall leave the chair and report that fact to the President.

Motions in Committee

55.1 A motion moved in Committee of the Whole need not be seconded.

Speaking in Committee

56.1 A member may speak more than once on a motion before the Committee of the Whole.

Length of Speeches

57.1 Unless the Committee otherwise orders, a member shall not speak for more than five minutes on any one occasion before the Committee of the Whole.

58.1 (Clause Deleted 2012)

Clauses 27-50 to apply in Committee

59.1 Except to the extent to which they are inconsistent with this Part, clauses 27-50 of these Standing Orders apply to proceedings in Committee of the Whole as if references to the President were read as reference to the Chair and references to Synod were read as references to the Committee.

59.2 The Committee may not suspend a member.

PART G - ORDINANCES

Leave to Introduce a Bill

- 60.1 A bill for a proposed Ordinance shall not be considered by the Synod unless its introduction has been approved
- (a) by Bishop-in-Council, or
 - (b) by resolution of the Synod by way of a motion for leave to introduce a bill for an Ordinance.

Consideration by the Synod

- 61.1 At the time of moving a motion that a bill be approved in principle the mover may seek the leave of the Synod to introduce the bill with amendments to the bill as circulated to each member. If such leave is given the bill as so introduced shall be the bill to be debated.
- 61.2 When a motion that a bill be approved in principle has been moved and spoken to by the mover and seconded, the President shall ask if any member or members wish to ask the mover or seconder any question or questions to assist members to elucidate the purpose and intended effect of the bill, and any member may then ask any such question which may thereupon be answered by the mover or seconder. Further such questions may be asked and answered until the President announces that the debate shall proceed.
- 61.3 A person who has asked or answered a question during the period referred to in paragraph 61.2 shall not, for the purpose of the ensuing debate, be deemed to have spoken on the motion by virtue only of having asked or answered such question.
- 61.4 After the President shall have announced that the debate shall proceed, the general principle of the bill shall be debated.
- 61.5 If the motion that the bill be approved in principle be decided in the negative the bill shall lapse.
- 61.6 When the Synod has agreed to a motion that a bill be approved in principle, the President shall ask if any member wishes to debate the bill in Committee.
- 61.7 If any member shall answer "Yes" then the Synod shall, without motion being moved, forthwith be deemed to have resolved itself into Committee to consider the bill in detail, unless the Synod resolves that consideration of the bill by the Committee be an order of the day for another time.
- 61.8 If no member shall answer "Yes", the motion that the bill do now pass may be moved forthwith without notice or may be made an order of the day for another time.
- 61.9 If a bill is considered in Committee, the Chair may allow the bill to be considered:
- (a) as a whole;
 - (b) clause by clause;
 - (c) by groups of clauses or by groups of clauses and single clauses; or
 - (d) in a manner which the Chair considers will best facilitate consideration of the amendments of the bill that are to be proposed.

- 61.10 In Committee if the bill is not taken as a whole:
- (a) the title and short title and the preamble (if any) are postponed until after the clauses have been agreed to; and
 - (b) the question shall be put by the Chair in respect of each clause or each group of clauses, as the case requires, that it be agreed to; and
 - (c) when the clauses have all been agreed to either with or without amendment, the question shall be put, first in respect of the preamble (if any) then in respect of the title and short title, that it be agreed to.
- 61.11 Upon the Committee completing its consideration of a bill:
- (a) the Synod shall be deemed to be reconvened and the Chair shall report to the President the bill as agreed by the Committee;
 - (b) the President shall, without a motion being moved, put to the Synod the question 'that the report be agreed to': which question shall be open to amendment that the bill, or a specified clause, be recommitted to the Committee to consider an amendment.
- 61.12 When the question that the report of the Chair be agreed to has been put to and passed by Synod, the motion that the bill do now pass may be moved forthwith without notice or made an order of the day for another time.
- 61.13 A motion that a bill do now pass shall be open to amendment that the bill, or a specified clause, be recommitted to the Committee to consider an amendment.
- 61.14 If a bill, or a clause of a bill, is recommitted to the Committee:
- (a) the Synod shall, without a motion being moved, forthwith be deemed to have resolved itself into Committee to consider the proposed amendment;
 - (b) the procedure in Committee shall, as nearly as practicable, be the same as the procedure following the passing of the motion that the bill be approved in principle except that the Committee shall consider only amendments relating to the purpose of its recommitment; and
 - (c) the procedure following completion of the consideration of the bill in Committee shall, as nearly as practicable, be the same as that following completion of consideration of the bill in Committee in the first instance.

Bishop's Assent

- 62.1 When the Synod has agreed that a bill do pass, the bill shall be presented to the Bishop to be signified whether or not the Bishop assents to it.

PART H - CONFERENCE PROCEDURE

Initiation by President

63. The President may, whether or not he or she has given notice to that effect, at any time during a session of the Synod determine that the Synod go into conference for the purpose of consultation on any matter and the Synod shall thereupon be in conference for such purpose.

Initiation by Synod

64. Any member of the Synod may upon notice duly given in accordance with this Ordinance move that the Synod desires to consult with the President on any matter specified in the notice of motion and upon the passing of such motion and if the President shall signify assent thereto the Synod shall thereupon be in conference for such purpose.

Procedure in Conference

65. Whilst the Synod is in conference:
- (a) The provisions of Part E of these Standing Orders other than clause 27.1 thereof shall not apply;
 - (b) Any person may speak for five minutes or such longer period as the President may allow;
 - (c) The President may permit any person to speak more than once;
 - (d) It shall not be necessary to have any motion before the conference and any motion if moved –
 - (i) Shall only be moved with leave of the President;
 - (ii) Shall be in such a form as to express the opinion of the conference on a particular matter; and
 - (iii) Shall not form any part of the record of the Synod.

Conclusion of Conference

66. A conference shall be concluded by:
- (a) The President so deciding; or
 - (b) By a resolution of the conference "That this conference be now concluded" which resolution may be moved at any time and if seconded may be debated provided however that no member may speak for more than one minute in such debate.