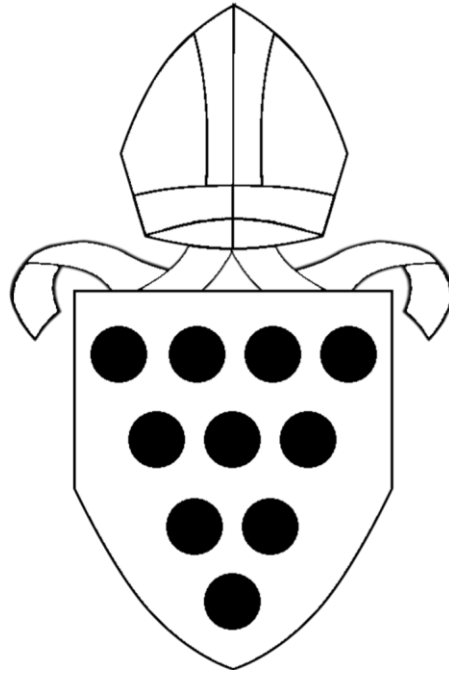


# WORCESTER DIOCESAN SYNOD



## STANDING ORDERS for DIOCESAN AND DEANERY SYNODS

October 1997  
(amended March 2015 and March 2021)

# INDEX

## DIOCESAN SYNOD

|                                      | References are to pages<br>and (paragraphs)                          |
|--------------------------------------|--|
| Adjournment                          | 14 – 15 (55, 56)   |
| Agenda                               | 9 (19-24)  |
| Amendments                           | 12 (39 – 40), 13 (45 – 51), 26 (119, 120,<br>124)                    |
| Bishop's Nominees                    | 3(6)   |
| Bishop's Council                     | 19, 20 (77 – 79)   |
| Budget                               | 25 (114-115)   |
| Business                             | 9 - 10 (22-27)   |
| Chair                                | 6,7 (5-8), 12 (44), 17 (67),   |
| Closure                              | 15 (57)  |
| Committees                           | 19,20, 21 (78-86)  |
| Committee Procedure                  | 22, 23 (90-95)   |
| Co-options                           | 2 (2,4c), 2(5)(iv), 6 (2,4) 19 (76)                                  |
| Debate General Rules                 | 10 (28) – 12 (44)  |
| Doctrinal Matters                    | 23 (96)  |
| Elections to Synod                   | 3 (1-9), 4 (1-10), 27, Appendix A, Page 28                           |
| Elections to Committees              | 21, 22 (83-87) Appendix A, Page 28                                   |
| Financial Business                   | 25, 26, (111 – 120)  |
| Forms of Service or Ceremonies       | 23 (96)  |
| Functions                            | 20 (79)  |
| General Synod, reference by Houses   | 23, 24 (97-101)  |
| Interruption                         | 11 (32-34)   |
| Legal Adviser                        | 7 (11)   |
| Matters raised by Subordinate Bodies | 24, 25 (102 – 109)   |
| Meetings                             | 8 (13 – 18)  |
| Membership                           | 2 – 5 (2 – 4), 21 (82)   |
| Members co-opted                     | 2(4c, 5a+iv), 3(5c), 4(8), 6(4), 19(76a, c)<br>22(88), 29(7), 30(6b) |
| Members – nominated                  | 4 (4)  |
| Motions/Proposals                    | 11(36), 12(39-43), 14-15(52-59), 26(117-<br>120)                     |
| Next business                        | 14 (54)  |
| Notice of Business                   | 10, (25-27) 25 (109)   |
| Order of Business                    | 9 (23, 24)   |
| Officers                             | 7 (9-12) 19 (76)   |
| Order, Breach of                     | 11 (31)  |
| Personal Explanation                 | 11 (33)  |
| Point of Order                       | 11 (32)  |

|  |   |
|--|---|
| Powers of the Chair                              | 7 (8)   |
| President  | 2(2(3)), 6(3-5), 7(6-8), 8(13-15), 9(22-23), 16(60, 61, 66), 17(67, 69, 73), 19(76, 78), 20(79), 21(82), 22(90), 24(101), 25(110) |
| Press and Public                                 | 26 (121)  |
| Procedure  | 7 (8), 22, (90-96), 26 (123)  |
| Procedural Motions                               | 14(52-55), 15 (56-59)   |
| Questions  | 17 (71-73)  |
| Quorum   | 10(28, 29) 22 (91)  |
| Reference by Diocesan Synod to Deanery Synod/PCC | 24 (102 – 104)  |
| Reference by General Synod to Diocesan Synod     | 23(97 – 100)  |
| Reports  | 22 (93), 25(113 -116)   |
| Representation on other bodies                   | 23 (95)   |
| Roll of Members                                  | 6 (1)   |
| Ruling of the Chair                              | 11 (35)   |
| Secretary and Asst Secretary                     | 7 (9-10)  |
| Speeches   | 11(30-37) 15 (57-58)  |
| Standing Orders –Amendment                       | 26 (124)  |
| Standing Orders – Suspension                     | 15 (59)   |
| Sub-Committees                                   | 21 (84)   |
| Term of Office                                   | 6 (4)   |
| Term of Appointment                              | 7 (12)  |
| Time Limit-for Speeches                          | 12 (38)   |
| Time Limit – for Notice of Business              | 10 (26)   |
| Vice Presidents                                  | 6 (5)   |
| Visitors   | 6 (3)   |
| Voting   | 16(60-66), 17(70), 22(87, 92)   |

## **DEANERY SYNOD**

|                    |            |
|--------------------|------------|
| Chair              | 31 (1-2)   |
| Elections          | 30 (1-6)   |
| Functions          | 28 (1-3)   |
| General            | 32 (13)    |
| Meetings           | 32 (6-7)   |
| Membership         | 28, 29,30, |
| Officers           | 31(3)      |
| Reports to PCC     | 32(12)     |
| Rules, General     | 32(13)     |
| Standing Committee | 31(4,5)    |
| Voting             | 32 (8-11)  |

# DIOCESAN SYNOD

## A. FUNCTIONS

### (SYNODICAL GOVERNMENT MEASURE 1969 Section 4)

*Correct as of 1<sup>st</sup> January 2021*

#### **I. Constitution and functions of Diocesan Synods.**

- (1) Diocesan synods shall be constituted for all dioceses in accordance with Part IV of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4.
- (2) The functions of the diocesan synod shall be -
  - (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their diocese, and to consider and express their opinion on any other matters of religious or public interest;
  - (b) to advise the bishop on any matters on which he may consult the synod;
  - (c) to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution;
  - (d) to consider proposals for the annual budget for the diocese and to approve or disapprove them;
  - (e) to consider the annual accounts of the diocesan board of finance of the diocese.  
Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.
- (3) It shall be the duty of the bishop to consult with the diocesan synod on matters of general concern and importance to the diocese.
- (4) Except as may be provided by standing orders or directions of the diocesan synod, the advisory and consultative functions of the synod under subsections (2)(b) and (3) of this section may be discharged on behalf of the synod by the bishops council and standing committee appointed in accordance with the standing orders of the diocesan synod under Rule 44 of the Church Representation Rules contained in Schedule 3 to this Measure, but either the bishop or the body so appointed may require any matter to be referred to the synod.
- (5) The diocesan synod shall keep the deanery synods of the diocese informed of the policies and problems of the diocese and of the business which is to come before meetings of the diocesan synod, and may delegate executive functions to deanery synods; and shall keep themselves informed, through the deanery synods, of events and opinion in the parishes, and shall give opportunities for discussing at meetings of the diocesan synod matters raised by deanery synods and parochial church councils.
- (6) The General Synod may by Canon or Regulation extend, amend or further define the functions of diocesan synods, and if any question arises as to whether any matter falls within the functions of a diocesan synod as laid down by subsection (2) of this section or any such Canon or Regulation relating to that subsection, it shall be decided by the bishop.

**B. MEMBERSHIP & ELECTIONS**  
**THE CHURCH REPRESENTATION RULES**  
**(SCHEDULE 3 to the SYNODICAL**  
**GOVERNMENT MEASURE 1969)**

*Correct as of 1<sup>st</sup> January 2021*

**2. Membership of Diocesan Synods**

- (1) A diocesan synod shall consist of a house of bishops, a house of clergy and a house of laity.
- (2) The members of the house of bishops shall consist of the bishop of the diocese, every suffragan bishop of the diocese and such other person or persons, being a person or persons in episcopal orders working in the diocese, as the bishop of the diocese, with the concurrence of the archbishop of the province, may nominate.
- (3) The bishop of the diocese shall be the president of the diocesan synod.
- (4) The members of the house of clergy shall consist of -
  - (a) the following ex-officio members, that is to say -
    - (i) any person or persons in episcopal orders nominated by the bishop of the diocese, other than a suffragan bishop or a person nominated under paragraph (2) of this rule;
    - (ii) the dean or provost of the cathedral (including in appropriate dioceses, ...);
    - (iii) the archdeacons;
    - (iv) the proctors elected from the diocese or from any university in the diocese (...) to the Lower House of the Convocation of the Province, ... ;
    - (v) any other member of that House, being the person chosen by and from among the clerical members of religious communities in the Province, who resides in the diocese;
    - (vi) the chancellor of the diocese (if in Holy Orders); and
    - (vii) the chairman of the diocesan board of finance and the chairman of the diocesan advisory committee (if in Holy Orders);
  - (b) members elected by the houses of clergy of the deanery synods in the diocese in accordance with the next following rules; and
  - (c) not more than five members (being clerks in Holy Orders) co-opted by the house of clergy of the diocesan synod.
- (5) The members of the house of laity shall consist of -
  - (a) the following ex-officio members, that is to say -
    - (i) the chancellor of the diocese (if not in Holy Orders);
    - (ii) the chairman of the diocesan board of finance and the chairman of the diocesan advisory committee (if not in Holy Orders);
    - (iii) the members elected from the diocese to the House of Laity of the General Synod,
    - (iv) any other member of that House, being an ex-officio or co-opted member of the House of Laity of the General Synod or a person chosen by and from among the lay members of religious communities in the Province, who resides in the diocese;

- (b) members elected by the houses of laity of the deanery synods in the diocese in accordance with the next following rules; and
  - (c) not more than five members co-opted by the house of laity of the diocesan synod, who shall be actual communicants of sixteen years or upwards.
- (6) The bishop of the diocese may nominate ten additional members of the diocesan synod, who may be of the clergy or the laity and shall be members of the appropriate house. Except in regard to their appointment the nominated members shall have the same rights and be subject to the same rules as elected members. Where necessary the bishop's council and standing committee shall designate the deanery synod of which the nominated member shall be a member and, where a nominated lay person is on more than one electoral roll, he shall choose the parochial church council of which he is to be a member.
- (7) No person shall be entitled to be a member of more than one diocesan synod at the same time except -
- (a) the chancellor of the diocese;
  - (b) a suffragan bishop appointed to act as a provincial episcopal visitor for the purposes of the Episcopal Ministry Act of Synod 1993 who, in addition to membership of the diocesan synod of the diocese of which he is suffragan, may be invited by the bishop of the diocese where he resides to be a member of that diocesan synod in accordance with paragraph (2) or paragraph (4)(a)(i) of this rule provided that he shall exercise his vote on a matter referred by the General Synod under Article 8 of the Constitution<sup>3</sup> only in the diocesan synod of the diocese of which he is suffragan.
- (8) The registrar of the diocese and any deputy registrar of the diocesan synod shall be disqualified from standing for election to the diocesan synod or from being a nominated, co-opted or ex-officio member of that synod.

### **3. Elections of Members of Diocesan Synods by Deanery Synods**

- (1) The elections of members of the diocesan synods by the houses of clergy and laity of the deanery synods in the diocese shall take place every three years, and the members so elected shall hold office for a term of three years beginning with the 1st August next following their election.
- (2) Any clerk in Holy Orders who is a member of the deanery synod ... shall be qualified to be so elected by the house of clergy of a deanery synod, and the electors shall be those whose names and addresses are recorded in the register of clerical electors being the persons referred to in rule 24(2) and not including the persons co-opted to the deanery synod under rule 24(7).  
Provided that no clerk shall stand for election by more than one deanery synod.
- (3) Subject to the provisions of rule 1(4), any lay person who is an actual communicant as defined in rule 54(1) of sixteen years or upwards and whose name is entered on the roll of any parish in the deanery or who is on the community roll or, ... shall be qualified to be so elected by the house of laity of a deanery synod, and the electors shall be those whose names and addresses are recorded in the register of lay electors other than persons co-opted to the deanery synod under rule 24(7).

- (4) The qualifying date for electors under paragraphs (2) and (3) of this rule and when a casual vacancy is being filled shall be 6.00 a.m. on the date on which the nomination papers are issued in accordance with rule 32(4).
- (5) The register of clerical electors and the register of lay electors shall be open to inspection at the diocesan office and any errors and omissions in the list may be corrected until the close of nominations. Thereafter no names may be added or removed until the declaration of the result of the election and those persons whose names are entered in the register shall be the qualified electors entitled to vote in that election.
- (6) The diocesan synod shall, not later than the 31st December in the year preceding any such election, determine the numbers of members to be so elected by the houses of the several deanery synods in the diocese, and the numbers shall -
  - (a) in the case of elections by the houses of clergy, be related to the numbers of members of those houses in the respective deanery synods;
  - (b) in the case of elections by the houses of laity, be related to the total numbers of names on the rolls of the parishes in the respective deaneries as certified ... under rule 4:

Provided that at least two members shall be elected by each house of every deanery synod.

- (7) For the purpose of such determination by the diocesan synod, the secretary of every deanery synod shall, not later than the 1st June, certify to the secretary of the diocesan synod the number of members of the house of clergy of the synod as at the 30th April.
- (8) The diocesan synod shall so exercise their powers under this rule as to secure that the number of members of the synod is not less than 100 and not more than 270 and that the numbers of the houses of clergy and laity are approximately equal.

For the avoidance of doubt it is hereby declared that the number 270 specified in this paragraph includes the maximum number of members who may be co-opted by each house or nominated by the bishop.

- (9) Not later than the 31st December in each year preceding any such elections, the secretary of the diocesan synod shall certify to the secretary of every deanery synod the numbers determined under this rule for that deanery synod.

#### **4.**

- (1) Elections of members of the diocesan synod by the houses of the deanery synods shall be completed by the 15th day of July, the period and dates of the election being fixed by the bishop of the diocese and communicated to the secretaries of the deanery synods.
- (2) The bishop shall appoint the presiding officers for the elections by the houses of the deanery synods, provided that no person shall be appointed as a presiding officer for an election by a house ... of which he is a member. The expenses of elections shall be paid out of diocesan funds.
- (3) The diocesan electoral registration officer shall furnish the presiding officer with the names and addresses of the qualified electors and the presiding officer shall ensure that the persons qualified to nominate and vote in elections to the diocesan synod, and only

such persons, shall be sent or given nomination and voting papers in respect of the said election at the address entered against their names in the register of electors.

- (4) Every candidate must be nominated and seconded by a qualified elector. A notice in the form set out in section 5 of Appendix I indicating the number of seats to be filled and inviting nominations shall be despatched to every elector together with a form of nomination in the form set out in section 6 of Appendix I shall be delivered either by post, by email or in person to the presiding officer of the area within such period, being a period of not less than twenty-one days ending on a date specified by the presiding officer, provided that where a nomination paper has been sent by email the name of the candidate shall not appear on the voting paper unless the original nomination paper has been received by the presiding officer within three days of the closing date for nominations. The nomination form shall be accompanied by a statement signed by the candidate stating his willingness to serve if elected and, if he so desires, setting out in not more than 100 words a factual statement for circulation with the voting papers of the candidate's professional qualifications, present office and any relevant past experience.
- (5) It shall be the duty of the presiding officer -
  - (a) to scrutinise nomination papers as soon as they have been lodged and shall, without delay, inform the candidate concerned whether the nomination is valid. Where the nomination is invalid the presiding officer shall give his reasons for so ruling and if, by the close of the nomination period, no valid nomination is received, the candidate shall be excluded from the election;
  - (b) to supply free of charge to a duly nominated candidate in the election one copy of the names and addresses of the qualified electors within seven days of receiving his written request.
- (6) If more candidates are nominated than there are seats to be filled the names of the candidates nominated shall be circulated on a voting paper in the form set out either in section 7 or in section 8 of Appendix I to every qualified elector. The diocesan synod shall, not later than the 31st December in each year preceding any such election as is referred to in rule 31, make a determination as to which form of voting paper is to be used by the deaneries in that election, and that determination shall apply to any election to fill a casual vacancy which occurs during the next ensuing three years.
- (7) The voting paper marked and, on the reverse thereof, signed by the elector and with his full name written shall be returnable to the presiding officer within such period not being less than fourteen days as he shall specify ... No vote shall be counted if given on a voting paper not in accordance with this paragraph.
- (8) Where voting papers in the form set out in section 7 of Appendix I have been used and owing to an equality of votes an election is not decided, the decision between the persons for whom the equal number of votes have been cast shall be taken by lot by the presiding officer.
- (9) Where voting papers in the form set out in section 8 of Appendix I are used, the election shall be conducted under rules, with the necessary modifications, made by the General Synod under rule 39(7) and for the time being in force.
- (10) A return of the result of the election shall be sent by the presiding officer to the secretary of the diocesan synod and a statement of the result shall be sent by the presiding officer to every candidate not later than the 1st August in each election year.



## **C. STANDING ORDERS**

### **MEMBERSHIP OF THE SYNOD**

#### **Roll of members**

1. The secretary shall keep a roll of the members of the synod constantly up to date.

#### **Procedure for co-options**

2. The standing committee constituted under standing order 76 shall have the right to nominate persons for co-option by the house of clergy or the house of laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective houses. (Note: It was decided in 1976 by the Standing Committee that any 3 members of either house may nominate a person for co-option).

#### **Participation by non-members**

3. Any visitor by invitation of the president may, with permission of the chair address the synod but shall have no right to move any motion or amendment or to vote.

### **TERM OF OFFICE**

#### **Co-opted and nominated members**

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

### **THE PRESIDENT AND VICE-PRESIDENTS**

#### **Election of Vice-Presidents**

5. Before the first meeting of the synod after the triennial elections and, where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the houses of clergy and laity or, where appropriate, the one house concerned, shall hold a special meeting to elect one of its members to be a vice president of the synod. A member of the appropriate house appointed by the president shall act as chair for such meeting. Whoever so presides shall have a vote in the election and in the case of an equality of votes the decision shall be taken by lot. After the election of its vice president the House may elect a person to act at a meeting of that house in the absence of the vice-president.

## **CHAIR OF MEETING**

### **Meetings of the Synod**

6. The president, unless on any occasion s/he nominates one of the vice-presidents or another member to take the chair; shall chair meetings of the synod.

### **SEPARATE MEETINGS OF THE HOUSES**

7. The president and each vice-president shall be chair of the house of which s/he is a member but need not preside over its meetings.

### **POWERS OF CHAIR**

8. Subject to these standing orders and the directions of the president, the procedure of the synod and its houses shall be regulated by the respective chair of each.

## **OFFICERS**

### **Secretary**

9. The Secretary to the Synod will be the Diocesan Secretary who shall:-
  - (a) be responsible for the administrative arrangements for meetings of the synod;
  - (b) be in attendance at such meetings;
  - (c) prepare the draft agenda papers and minutes of the synod;
  - (d) act as secretary of the standing committee;
  - (e) perform such other duties as the synod shall assign to the Secretary

### **Assistant Secretary**

10. The houses of clergy and laity shall appoint a secretary from among their respective members. The persons so appointed shall each be an assistant secretary of the synod.

### **Registrar**

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

### **Terms of appointment**

12. Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the standing committee.

## **MEETINGS OF THE SYNOD**

### **By whom convened**

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

### **When and where held**

14. The president shall summon not less than two meetings in each year at such times and places as s/he shall direct after consulting the standing committee. Meetings may be held by telephone or video conference at the direction of the president.

### **Meetings by request**

15. If either the standing committee by resolution so requests or if the president receives a requisition for that purpose signed by not less than thirty members the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or request unless a later date was specified in the resolution or request.

### **Notice of meetings**

16. The date, time and place of meetings of the synod, when fixed, shall be announced to members as soon as possible by the Secretary in writing or by e-mail.

### **Notice of special meeting**

17. In the case of sudden emergency or other special circumstances a meeting may be convened at not less than seven days' notice but the quorum for transaction of any business at such a meeting shall be a majority of the members of each house and only business specified in the notice may be transacted.

## **SEPARATE MEETINGS OF THE HOUSES**

### **When and where held**

18. Each house shall meet separately when:
- (a) It is required so to do under these standing orders;
  - (b) it has so decided in accordance with its own standing orders;
  - (c) the chair of the house has so directed; or
  - (d) the synod has so directed

and subject to any directions by the synod or the house concerned, the date, time and place of any separate meeting shall be fixed by the chair of that House.

# **AGENDA**

## **Content**

19. Subject to these standing orders and any resolution of the synod and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that synod, the standing committee shall settle the agenda for each of its meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

## **Circulation**

20. The secretary shall post or deliver an agenda paper to every member 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the notice. This will be by e-mail unless the member opts to receive physical copies of the papers either instead or in addition..
21. Proof that an envelope containing a notice or agenda paper was properly addressed, prepaid and posted shall be conclusive evidence that the notice or agenda paper was sent. Proof that a notice or agenda paper contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice or agenda paper was sent.

## **Business permitted to be considered**

22. Save for urgent or other specially important business added thereto by direction of the president, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

## **Order of business**

23. In considering the order of business the standing committee shall give special consideration to items:
  - (a) brought before the synod at the request or direction of the president;
  - (b) referred to the diocesan synod by the General Synod or by a deanery synod in the diocese;

and may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where it considers this to be necessary.

## **Varying the order of business**

24. The order of business may be varied by resolution of the synod or, unless any member objects, by the chair.

## **NOTICE OF BUSINESS**

### **Form of notice**

25. Subject to standing order 17 notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand, by post or by e-mail not later than the period before the meeting which is specified in standing order 26.

### **Length of notice**

26. The following periods of notice shall be required:-
- |                                   |         |
|-----------------------------------|---------|
| Motions arising from the agenda   | 10 days |
| Questions under standing order 71 | 7 days  |

### **When not required**

27. Notice of the following business shall not be required:
- (a) a motion moved by permission of the chair, provided that, unless the chair otherwise permits, the full text of such motion shall be made available to members in a notice paper before it is moved;
  - (b) any amendment to a motion, provided that:
    - (i) if the mover of the amendment has previously spoken on the motion s/he shall move any amendment thereto formally and without speech; and
    - (ii) where no agenda or notice paper contained the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the Chair.
  - (c) business adjourned under standing order 55 and 56 to a specified time or meeting;
  - (d) a procedural motion specified in standing order 52 (subject as provided in that standing order);
  - (e) a supplementary question by a member who has asked a question under standing order 71.

## **GENERAL RULES OF DEBATE**

### **Quorum**

28. One third of the members of each house shall form a quorum of the synod which shall be necessary for the consideration of all business except the adjournment of the synod under standing order 55 or of a debate under standing order 56.

### **If quorum not present**

29. If a quorum is not present, the chair shall adjourn the synod until such time as s/he shall determine. Any member may call the attention of the chair to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and its shall not be in order to query again the presence of a quorum until after the chair has conclusively announced the result of the vote on that question.

### **Order of speeches**

30. The chair shall call upon members who desire to speak and may require them to give their names to the secretary in writing. The chair shall also determine the order in which they speak.

### **Breach of order**

31. The chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chair, or any other breach of order, and may order the member to end any speech which s/he is making.

### **Points of Order**

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

### **Personal explanations**

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

### **Interruptions otherwise not permitted**

34. Save as provided in standing orders 32 and 33 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question.

### **Ruling of the chair**

35. The ruling of the chair on a point of order or the admissibility of a personal explanation shall not be open to question.

### **Speaking to a motion**

36. A member shall not speak unless upon a motion or amendment save as provided in standing orders 32, 33 and 71.

### **Speaking more than once**

37. A member shall not speak more than once upon the same question, except:
- (a) as provided in standing orders 32 and 33;
  - (b) by permission of the chair and with the consent of the synod;
  - (c) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
  - (d) the mover of an amendment to a standing order may speak twice.

### **Length of speeches**

38. Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the chair may at any time lengthen or shorten either of these periods; provided that s/he shall inform the synod of his/her ruling, which shall not be open to debate or question.

### **Moving motions or amendments**

39. (a) Every motion debated in the synod shall be moved by a member.  
(b) A motion or amendment which, when called by the chair, is not moved by the member who has given notice thereof may be moved by any other member in his/her stead.

### **Withdrawal**

40. A motion or amendment, once moved, may be withdrawn by the mover or at his/her request unless any member objects.

### **Reconsideration and rescission**

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

### **Division of text**

42. The chair may, with the consent of the mover, divide any motion or amendment in such manner as to enable the synod to express its judgement separately upon each part of the motion or amendment so divided.

### **Reference-back motions not permitted**

43. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee. No amendment shall be moved for the reference back of any matter referred by the General Synod to the diocesan synod.

### **Special powers of chair**

44. Unless the synod otherwise provides, the chair shall:
- (a) adjourn the synod at the hours fixed in accordance with these standing orders;
  - (b) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 23;
  - (c) close the debate on any motion at the hour appointed in accordance with standing order 23, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 57(ii) shall apply.

## **AMENDMENTS**

### **When permitted**

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

### **When not permitted**

46. Amendments to the following shall not be permitted:
- (a) a procedural motion under standing order 52;
  - (b) a motion to receive the report of a committee under standing order 94;
  - (c) a motion under standing order 99(a) in reply to any question referred by the General Synod.

### **Amendments to amendments**

47. No amendment may be moved to any amendment, except by permission of the chair.

### **Delivery in writing**

48. Before an amendment is moved a copy thereof in writing shall be delivered to the secretary, unless this requirement is dispensed with by the chair.

### **Form of amendments**

49. An amendment may be made:
- (a) by leaving out words; or
  - (b) by leaving out words in order to insert other words; or
  - (c) by inserting or adding words

### **Content**

50. An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

### **Order of consideration**

51. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the chair. By his/her permission during the debate on an amendment, other amendments may be discussed but not moved.



## **PROCEDURAL MOTIONS**

### **Content**

- 52.** Subject to these standing orders, the following procedural motions may, with the consent of the chair, be moved with or without notice but not so as to interrupt the speech of any member:
- (a) "That the synod do pass to the next business" ("next business");
  - (b) "That the synod do now adjourn" ("Adjournment of the synod");
  - (c) "That the debate be now adjourned" ("adjournment of debate");
  - (d) "That the debate be now closed" ("closure");
  - (e) "That all further speeches on this question be limited to..... minutes" ("speech limit");
  - (f) A motion to vary the order of business;
  - (g) A motion to suspend all or part of standing orders.

### **When not permitted**

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

### **Next business**

- 54.** The following rules of debate shall apply:
- (a) The motion may be moved either in the form "That the synod do forthwith pass to the next business" or in the form "That the synod do pass to the next business before the question is put".
  - (b) A motion for next business shall take precedence over all amendments of which notice has been given.
  - (c) If such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same meeting of the synod.
  - (d) If negatived, such motion shall not be moved again on the original motion unless that motion be substantially amended.
  - (e) During discussion on a motion "That the synod do pass to the next business before the question is put" it shall be in order to debate the merits of the original question.

### **Adjournment of the synod**

- 55.** The following rules of debate shall apply:
- (a) The motion to adjourn may but need not specify a time for the next sitting of the synod or the resumption of the business interrupted.
  - (b) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.
  - (c) If the motion to adjourn is carried and the diocesan synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with standing order 14.

- (d) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- (e) If negatived, the adjournment of the synod shall not be moved again, except by permission of the chair, until a further hour has elapsed.

### **Adjournment of debate**

- 56.** Standing order 55 shall, unless the context otherwise requires, apply also to this motion except that:
- (a) If such motion is carried and the synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee.
  - (b) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

### **The closure**

- 57.** The following rules of debate shall apply:
- (a) If such motion is permitted by the chair, it shall be put forthwith without discussion.
  - (b) If the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply, and the motion or amendment shall be put without further debate.

### **Speech limit**

- 58.** The following rules of debate shall apply:
- (a) If this motion is permitted by the chair, it shall be put forthwith without discussion.
  - (b) Notwithstanding the time limits imposed by standing order 38, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chair may, for any special reason of which s/he shall be the sole judge allow a longer or shorter time to any member; provided that when so doing the chair shall inform members of his/her ruling and in exercising his/her discretion shall have particular regard to any member who has a right of reply to the debate.

### **Suspension of standing orders**

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

## **VOTING**

### **Assent of three houses**

- 60.** Subject to the two next following standing orders, nothing shall be deemed to have the assent of the diocesan synod unless the three houses which constitute the synod have assented thereto, but if in the case of a particular question (except a matter referred to the diocesan synod by the General Synod under the provision of Article 8 of the Constitution of that Synod) the president (if present) so directs, that question shall be deemed to have the assent of the house of bishops only if the majority of the members of that house who assent thereto includes the president.

### **Procedure for decisions**

- 61.** Questions relating only to the conduct of business shall be decided by the votes of all the members of the diocesan synod present and voting, and every other question shall be decided in like manner, the assent of the three houses being presumed, unless the president (if present) requires, or any ten members require, that a separate vote of each house be taken.

### **Matters referred under Article 8**

- 62.** If the votes of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

### **Voting by houses**

- 63.** A separate vote of each house shall be taken:
- (a) on any question referred by the General Synod to the diocesan synod;
  - (b) on any other question (except a question relating only to the conduct of business) where this is required under standing order 61.

### **Majority required for decisions**

- 64.** Subject to any statutory requirements, decision of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 60, require the votes of a majority of all the members of each house present and voting; provided that a motion to suspend a standing order shall require the votes of at least three fourths of the members of the synod present and voting.

### **Equal voting in house of bishops**

- 65.** Where there is an equal division of votes in the house of bishops, the president shall have a second or casting vote.

### **Opinion of president**

- 66.** The president shall have a right to require that his/her opinion on any question shall be recorded in the minutes.

### **Voting rights of chair**

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

### **Mode of voting**

68. The chair on putting any question to the vote shall take a show of hands, the result of which as announced by him/her shall be conclusive. S/he may at his discretion order the hands to be counted and shall do so on a vote by houses.

### **Requests for separate voting**

69. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 60 (that his/her assent shall be necessary to carry a proposal in the house of bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

### **Procedure for count of hands**

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

## **QUESTIONS**

### **To whom addressed**

71. Subject to due notice under standing orders 25 and 26 a question may be asked of;\_
- (a) any officer of the diocesan synod referred to in these standing orders;
  - (b) the chair of any body constituted by the synod or on which the synod is represented

provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at anyone meeting and a member who has asked a question may ask one supplementary question in respect of each such original question.

### **Content**

72. A question, if addressed to an officer, shall relate to the duties assigned to him/her and, if addressed to the chair of any body, to the business of that body. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and shall otherwise be in order.

### **Persons authorised to reply**

73. If the person of whom the question is asked is a member or officer of the synod s/he shall reply personally and, if not a member, the reply may be given by a synod member nominated by the president; provided that:
- (a) the president may instruct the secretary to reply on his/her behalf;
  - (b) a member who is absent may authorise another member to deputise for him/her.

## **Minutes**

- 74.** The Secretary shall be responsible for the production of minutes of meetings of the synod in accordance with the following protocol that minutes be confined to recording:
- Date, location and numbers of attendance at meetings.
  - Declarations of Conflicts of Interest.
  - List of information (typically, papers circulated with the agenda or at the meeting) made available to the meeting on the item.
  - Exceptionally it may be necessary to record the salient points of new key information which emerged at the meeting.
  - The decisions taken (including, at the meetings of the Diocesan Synod, amendments.) with action points identified (by whom and by when).
- 75.** The Secretary shall be responsible for keeping a record of the names of members attending each meeting.

# THE BISHOP'S COUNCIL OF TRUSTEES AND STANDING COMMITTEE

## Composition

- 76.** The bishop's council of trustees and standing committee (in these standing orders referred to as "the standing committee") shall consist of:

### Ex-officio members

The President  
The Vice Presidents of the Diocesan Synod  
The Suffragan Bishop  
The Dean  
The Archdeacons  
The Chairs of the Diocesan Board of Finance, the Diocesan Board of Education and of such other diocesan bodies as the synod from time to time shall designate.  
The Deputy Chair of the DBF

### Elected members

The following persons elected from among the members of the synod:

3 clergy

4 lay people

subject to no more than two clergy and no more than two lay people being elected from the same deanery.

### Co-opted members

Up to 4 members as necessary to:

- (a) ensure that with the elected members each deanery synod is represented (Greater Dudley deanery by at least two members)
- (b) bring about diversity amongst the committee
- (c) ensure that appropriate skills and experience are represented on the committee subject always to there being a majority of lay elected and co-opted members.

### Elections to standing committee

- 77.** The elected members of the committee shall be elected by the house of which each is a member, as soon as practicable after the election of a new synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing orders 85-89. The secretary and assistant secretaries of the synod shall not be eligible for election.

### Officers

- 78.** The officers of the standing committee shall be as follows:
- (a) The president of the synod shall be chair.
  - (b) The vice presidents of the synod shall be vice chairs of the committee.
  - (c) The secretary of the synod shall be secretary.
  - (d) The assistant secretaries of the synod shall be assistants to the secretary.

## **Functions**

**79.** The functions of the standing committee shall be:

- (a) to advise the president;
- (b) to plan the business of the Synod, to prepare its agenda and to initiate proposals for action by Synod;
- (c) to take a strategic overview of mission, ministry, strategy and finances and advise synod on matters of policy and forward planning for the diocese;
- (d) to advise synod on the resources available to the diocese and on their deployment, including recommending to the synod annually a financial budget for approval;
- (e) to have oversight of Diocesan Governance and its effectiveness, including to co-ordinate the activities of boards and committees;
- (f) subject to the directions of the synod, to transact the business of the synod when it is not in session;
- (g) to appoint the Diocesan Electoral Registration Officer.

### **Mission and Pastoral Matters:**

To act as the Diocesan Mission & Pastoral Committee, as specified by the Mission & Pastoral Measure 2011 (as amended);

### **Diocesan Parsonages Board**

To act as the Diocesan Parsonages Board.

### **Diocesan Board of Finance:**

To undertake the functions of the directors and trustees of a charitable limited company under the Memorandum and Articles of Association of the DBF;

# OTHER COMMITTEES

## **Statutory committees**

80. The synod shall establish such committees or other bodies as may be required by law (to be known as "statutory committees") with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these standing orders shall apply to such committees or other bodies.

## **Committees other than statutory committees**

81. The synod may at any time constitute such other committees as in the opinion of the synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the synod as it thinks fit.

## **Membership of Boards and committees**

82. Subject to any directions of the synod and to any statutory provision, the standing committee shall determine the number of the members of a Board or committee and whether they shall be appointed or elected. The president or a member nominated by him/her, being either a suffragan bishop or an archdeacon, shall be a member of every committee constituted by synod.

## **Composition, duration and dissolution of Boards or committees**

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

## **Sub-committees**

84. Every committee constituted by the synod may appoint sub-committees for such purposes as it thinks fit.

## **Electors**

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

## **Nominations for election to committees**

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



### **Voting in elections**

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

### **Casual vacancies**

88. A casual vacancy in the office of any member other than an ex officio or co-opted member shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months before the next triennial elections to the synod need not be filled.

### **Directions by standing committee**

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

## **PROCEDURE OF COMMITTEES**

### **Chairs**

90. Except for the Board of Education, where the provisions of the Measure apply, the chairs of the committees shall be appointed by the president from among the membership of the particular committee or otherwise. In the absence of the chair, a chair for that meeting may be elected.

### **Quorum**

91. Not less than one third of the total members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

### **Voting**

92. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the chair shall have a second and casting vote.

### **Reports**

93. Every committee shall report at such times and in accordance with such procedure as may be determined by the standing committee.

### **General**

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

## **REPRESENTATION ON OTHER BODIES**

- 95.** The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the synod but on which it is required or permitted to be represented shall be determined in each case by the standing committee.

## **DOCTRINAL MATTERS AND FORMS OF SERVICE**

### **Requirement of early circulation**

- 96.** If notice is given of a motion, whether or not under standing order 98, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the standing committee shall include it on the agenda of the earliest convenient meeting of the synod; provided that, save by permission of the chair and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent to members at least three months before it is finally voted on by the synod. For the purpose of this standing order the consent of the synod shall not be deemed to have been given unless in the opinion of the chair a large majority of these present and voting has agreed.

## **REFERENCES BY THE GENERAL SYNOD**

### **When considered**

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

### **Prior notice and documents required**

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

### **Consultations within the diocese**

- 99.** The diocesan synod, before voting on a reference, may refer any questions arising from it to the deanery synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

### **Procedure of debate**

- 100.** (a) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 63. If the motion is defeated, the question shall be decided in the negative.

(b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.

When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

#### **Report on result**

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

### **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

#### **Matters referable**

- 102.** The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:
- (a) to express an opinion on or to record approval or disapproval of any matter; or
  - (b) to supply information within their knowledge; or
  - (c) to exercise any other functions within their competence; and to report to the diocesan synod by a specified date.

#### **Report on proposal to refer matters**

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

#### **Circulation of reference**

- 104.** The secretary of the diocesan synod shall send a copy of any resolution under standing order 103 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the standing committee may direct.

#### **Form and date of reply**

- 105.** Subject to any direction by the diocesan synod, where a reference under standing order 103 invites approval or disapproval; of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the standing committee and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the diocesan synod.

#### **Report on replies received**

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

## **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS**

### **By deanery synods**

- 107.** A deanery synod may, on a motion moved by a member of the diocesan synod who represents that deanery, bring before the diocesan synod any question of general Church interest or affecting the deanery or any parish within the deanery.

### **By parochial church councils and meetings**

- 108.** A parochial church council or parochial church meeting may, on a motion moved on its behalf in the deanery synod by a member of that synod who represents the particular council or meeting, request the deanery synod to take appropriate action under the last preceding standing order.

### **Notice to diocesan synod**

- 109.** Notice of a motion to be moved in the diocesan synod under standing order 108 shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the secretary of the diocesan synod.

## **FINANCIAL BUSINESS**

### **Duties of standing committee**

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

### **The Diocesan Board of Finance**

- 111.** The Diocesan Board of Finance (in this section referred to as "the Board") shall be responsible for the custody and management of the synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.
- 112.** The Board shall not later than 1st June in every year submit to the Standing Committee a financial report for the preceding year ended on 31st December
- 113.** Not later than 15th July in every year the standing committee shall present to the synod the accounts for the preceding year together with a report on the activities within the diocese during that year.
- 114.** Not later than 15th November in every year the standing committee shall present to the synod the budget for the following year, with indicative budgets for the following two years, having considered the recommendations made to them by the Board.
- 115.** In presenting the accounts for the preceding year the standing committee shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible.
- 116.** Except with the consent of the standing committee or their authorised representatives in the synod, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the standing committee so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

- I 17. The Board shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money resolution"): "That the synod authorise (or direct) the Board to expend a sum not exceeding (a named sum)", provided that no amendment which would make a motion take the form of a money resolution shall be in order.
- I 18. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the standing committee.
- I 19. Save by consent of the Board, an amendment (other than an amendment moved by a member on behalf of the standing committee) shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise.
- I 20. A money resolution may be so amended as to provide that the motion be referred back to the standing committee for further consideration.

## **GENERAL PROVISIONS**

### **Admission of Press and public**

- I 21. Subject to any directions by the synod or the standing committee any member of the synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the synod. If the motion is carried, the chair shall request the representatives of the Press and the public to withdraw.

### **Periods of notice**

- I 22. Any period of notice required by these standing orders shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

### **Procedural defects**

- I 23. A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

### **Amendment of standing orders**

- I 24. A motion for the amendment of these standing orders shall not be moved before it has been considered by the standing committee. The standing committee shall report to the synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.

# APPENDIX A

## ELECTIONS BY DEANERY SYNODS TO DIOCESAN SYNOD BOARDS AND COMMITTEES

1. Each deanery synod shall triennially elect representatives to such diocesan boards and committees as shall exist at that time, such representatives to be:
  - (a) in the case of clergy from among those who form the house of clergy of the deanery synod
  - (b) in the case of lay persons from among those whose names are on the electoral roll of any parish which forms part of the deanery or, in the case of the Worcester deanery only, from among those whose names are on the roll of habitual worshippers at the Cathedral Church provided always that any such representative who ceases to hold the above mentioned qualifications for elections shall be deemed to have vacated his/her seat on the committee concerned.
2. At every such election the Presiding Officer shall be the Lay Joint Chair of the deanery synod or such other member of the deanery synod as the Area Dean shall appoint.
3. Nomination and election shall in every case be general i.e. by all members, clerical and lay, of the deanery synod.
4. The Presiding Officer shall issue nomination papers to deanery synod members requiring the nomination (duly seconded, and signed by the person nominated evidencing consent to serve) to be returned to the Presiding Officer by a specified date which shall not be less than twenty one days after the nomination papers were issued by him/her.
5. If more candidates are nominated than there are members to be elected, then an election shall be conducted by voting papers. The Presiding Officer shall within fourteen days of the last date for return of nomination papers send voting papers to deanery synod members. Such papers shall contain the names, addresses and parishes of the candidates and the number of members to be elected and shall specify an address to which the voting papers shall be returned and the date (not being less than twenty one days after the voting papers were issued) on or before which the voting papers must be returned.
6. At every election, each elector shall have as many votes as there are members to be elected, but may not give more than one vote to anyone candidate. In the case of an equality of votes the decision shall be taken by lot.
7. No person may be elected by a deanery synod to more than two diocesan synod committees.
8. The Presiding Officer shall communicate the result of the election to the Diocesan Secretary and to the Secretary of the board or committee concerned.

9. Casual vacancies shall be filled as soon as may be practicable by election in like manner provided always that at the discretion of the Area Dean or chair of the meeting, if s/he is not present they may be filled by nomination, seconding, and showing of hands at a synod meeting.

## **DEANERY SYNODS**

### **A FUNCTIONS (SGM 1969, Section 5)**

*(Correct as of 1<sup>st</sup> January 2021)*

1. The functions of a deanery synod shall be—
  - (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
  - (b) to bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - (c) to make known and so far as appropriate put into effect any provision made by the diocesan synod;
  - (d) to consider the business of the diocesan synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
  - (e) to raise such matters as the deanery synod consider appropriate with the diocesan synod:

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

2. If the diocesan synod delegate to deanery synods functions in relation to the parishes of their deaneries, and in particular the determination of parochial shares in quotas allocated to the deaneries, the deanery synod shall exercise those functions. In this subsection “quota” means an amount to be subscribed to the expenditure authorised by diocesan synods.
3. The General Synod may by Canon or Regulation extend, amend or further define the functions of deanery synods.

### **B MEMBERSHIP (SGM 1969, Schedule 3)**

1. A deanery synod shall consist of a house of clergy and a house of laity.
2. The members of the house of clergy of a deanery synod shall consist of -
  - (a) the clerks in Holy Orders beneficed in or licensed to any parish in the deanery;
  - (b) any clerks in Holy Orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967;
  - (c) any clerical members of the General Synod or diocesan synod resident in the deanery;

- (d) such other clerks in Holy Orders holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the house of clergy of the bishop's council that, having regard to the number of parochial and non-parochial clergy in the deanery, such clerk shall have membership of a specified deanery synod other than the deanery where s/he resides provided that no person shall thereby be a member of more than one deanery synod in the diocese;
  - (e) one or more clerks in Holy Orders holding permission to officiate in the diocese who are resident in the deanery or who have habitually attended public worship in a parish in the deanery during the preceding six months. One clerk may be elected or chosen for every ten such clerks or part thereof, elected or chosen in such manner as may be approved by the bishop by and from such clerks.
3. Where an extra parochial place is not in a deanery it shall be deemed for the purposes of these rules to belong to the deanery which it abuts and if there is any doubt in the matter a determination shall be made by the bishop's council and standing committee.
  4. For the purposes of paragraph 2(e) of this rule the relevant date shall be the 31st December in the year immediately preceding any election of the parochial representatives of the laity, and as soon as possible after that date the rural dean of the deanery shall inform the bishop of the number of clerks in Holy Orders who are qualified for membership of the deanery synod by virtue of that sub-paragraph.
  5. Not later than the 1st July following the election of parochial representatives of the laity to the deanery synod the secretary of the said synod shall send to the diocesan electoral registration officer appointed in accordance with rule 29 a list of the names and addresses of the members of the house of clergy, specifying the class of membership, and shall keep the said officer informed of subsequent changes in membership.
  6. Subject to the provisions of rule 1(4), the members of the house of laity of a deanery synod shall consist of the following persons, that is to say -
    - (a) the parochial representatives elected to the synod by the annual meetings of the parishes of the deanery;
    - (b) any lay members of the General Synod or a diocesan synod whose names are entered on the roll of any parish in the deanery;
    - (c) if in the opinion of the bishop of the diocese any community of persons in the deanery who are in the spiritual care of a chaplain licensed by the bishop should be represented in that house, one lay person, being an actual communicant member of the Church of England of sixteen years or upwards, chosen in such manner as may be approved by the bishop by and from among the members of that community;
    - (d) the deaconesses and lay workers licensed by the bishop to work in any part of the deanery;
    - (e) such other deaconesses or lay workers holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the House of Laity of the bishop's council that, having regard to the number of deaconesses or lay workers in the deanery, such person shall have membership of a specified deanery synod other than the deanery where they reside provided that no person shall thereby be a member of more than one deanery synod in the diocese.
  7. The house of clergy and house of laity of a deanery synod may co-opt additional members of their respective houses, being clerks in Holy Orders or, as the case may be, lay



persons who shall be actual communicant members of the Church of England of sixteen years or upwards:

Provided that the number of members co-opted by either house shall not exceed five per cent of the total number of members of that house or three, whichever is the greater.

## **C ELECTION AND CHOICE OF MEMBERS**

1. The parochial representatives of the laity elected by annual meetings shall be so elected every three years, and shall hold office for a term of three years beginning with the 1st June next following their election.
2. The numbers to be so elected from the several parishes shall be determined by resolution of the diocesan synod not later than the 31st December in the year preceding any such elections, and those numbers shall be calculated by reference to the numbers of names on the rolls of the parishes as certified ... under rule 4 or the number of parish churches or districts in each parish or a combination of both such methods, in each case in such manner as the diocesan synod shall determine provided that such resolution shall not make it possible for a parish with fewer than twenty-six names on the roll to have more than one representative.
3. Not later than the 31st December in the year preceding any such elections, the secretary of the diocesan synod shall certify to the secretary of each parochial church council the number of such representatives to be elected at the annual meeting of the parish ... and shall send to the secretary of each deanery synod copies of the certificates and information relating to the parishes of the deanery.
4. Any person to be chosen as mentioned in rule 24(2)(e) or 24(6)(c) shall be so chosen every three years and shall hold office for a term of three years beginning with the 1st June next following the date on which s/he is so chosen.
5. A direction by the appropriate members of the bishop's council making provision under rule 24(2)(d) or 24(6)(e) for the membership of the clerks in Holy Orders or the deaconesses or lay workers therein mentioned may provide for the choice by a class of such persons of some of their number to be members, and for the term of office of persons so chosen.
6. The diocesan synod shall exercise their powers under this and the last preceding rule so as to secure that the total number of members of any deanery synod in the diocese shall not be more than 150 and, so far as practicable, shall not be less than 50:
  - (a) Provided that the maximum number of 150 may be exceeded for the purpose of securing that the house of laity is not less in number than the house of clergy.
  - (b) For the avoidance of doubt it is hereby declared that the number of 150 specified in this paragraph includes the maximum number of members who may be co-opted by each house.
  - (c) (The Cathedral is represented on the Worcester Deanery Synod in accordance with resolutions passed on the 14th November 1969 and the 29<sup>th</sup> February 2020).

## **D STANDING ORDERS**

### **THE JOINT CHAIRS**

#### **General**

1. There shall be joint chairs of the deanery synod, being the Area Dean and a member of the house of laity elected triennially by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chair unless s/he resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which his/her successor is elected.

#### **Election of lay joint chairs**

2. Before the first meeting of the synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a special meeting to elect the lay joint chair. A member of the house appointed by the Area Dean shall act as chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## **OFFICERS**

#### **Appointment and terms of office**

3. At the first meeting after each triennial election the synod shall appoint a secretary, and a treasurer. The persons so appointed, unless they resign or cease to be qualified shall serve until the conclusion of the meeting at which their successors are appointed.

## **STANDING COMMITTEE**

#### **Membership**

4. There shall be a standing committee of the synod which shall also serve as the Deanery Leadership Team. It shall consist of the joint chairs, secretary, treasurer, any sub-deans and not more than three additional persons whose appointment shall be confirmed by the synod.

#### **Functions of standing committee**

5. The functions of the standing committee shall be to:
  - (a) initiate and advise on proposals;
  - (b) ensure that members are adequately informed on question raised and other matters of importance to the deanery;
  - (c) prepare the agenda;
  - (d) transact the business of the synod between meetings;
  - (e) make such appointments and do such other things as the synod may delegate to it;

## **MEETINGS OF THE SYNOD**

### **Meetings required annually**

6. The synod shall hold two meetings at least in every year at such times and places as the joint chairs shall decide after consulting with the standing committee. and taking account of the dates fixed for meetings of the diocesan synod.

### **Other meetings**

7. The joint chairs may summon a meeting of the synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 20 members of the synod such members may forthwith summon a meeting.

## **VOTING**

### **General**

8. Decision shall be taken by a majority of the members of the synod present and voting, except that a separate vote of each house shall be taken in the following cases:
  - (a) if the chair so rules;
  - (b) if not fewer than five members so request.

### **Votes by houses**

9. On a vote by houses, decision of the synod shall be taken by a majority of the members of each house present and voting.

### **Mode of voting**

10. Unless otherwise provided in these rules, voting shall be by show of hands without a count, except that:
  - (a) the chair shall order a count on a vote by houses or if a member so requests either before or immediately after the result is announced;
  - (b) the chair may at his/her discretion order a count on any other vote.

### **Recording votes**

11. The voting on a vote by houses shall be recorded in the minutes.

### **Reports by the Deanery Synod to Parochial Church Councils**

12. After a meeting of the deanery synod the secretary shall circulate to the secretaries of the parochial church councils in the deanery a report approved by the standing committee of the proceedings of that meeting. Such report may be in the form of the minutes.

## **GENERAL**

13. Save as provided in rules 1 to 12 the rules relating to Diocesan Synod shall apply to Deanery Synods.