



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Standing Orders for The Diocesan Synod

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AMENDMENTS REGISTER

No.	DATE	AMENDMENT
1	NOV 2001	Length of Notice Standing Order 26: Motions and amendments arising from the agenda 10 days Questions under Standing Order 69 10 days
2	NOV 2003	Standing Order 5: End of Term of Office for Vice Presidents
3	JUN 2006	Standing Order 113 Form of Money Resolution in an Emergency
4	NOV 2009	Standing Order 72: Membership of the Bishop's Council and Mission and Pastoral Committee
5	JUNE 2018	Standing Order 72: Membership of the Bishop's Council and Mission and Pastoral Committee
6	OCT 2018	Comprehensive review of the Standing Orders, main changes summarised in paper DS(18)P35. Approved at Diocesan Synod 13 October 2018.
7	MAR 2019	Review of the Standing Orders of the House of Clergy and House of Laity – approved at Diocesan Synod 16 March 2019.

FOREWORD

Functions

Diocesan Synods were set up under the Synodical Government Measure 1969. Under the Measure their functions were defined as being:

1. 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;
2. to advise the Bishop on any matters on which he may consult the Synod;
3. 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.

The measure also stated that it was the duty of the Bishop to consult with the Diocesan Synod on matters of general concern and importance to the Diocese and S.4(5) of the Measure provided as follows:

The Diocesan Synod shall keep the Deanery Synods 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 opinions in the parishes, and shall give opportunities for discussing at meetings of the Diocesan Synod matters raised by Deanery Synods and Parochial Church Councils.

Composition

The Diocesan Synod consists of a House of Bishops, a House of Clergy and a House of Laity.

The members of the House of Bishops shall consist of the Bishop of the Diocese, the Suffragan Bishop and such other person or persons in Episcopal Orders in the Diocese as the Diocesan Bishop may, with the concurrence of the Archbishop of Canterbury, nominate. The Diocesan Bishop is the President of the Diocesan Synod.

In the event of a vacancy in the See, the Suffragan Bishop shall act as the President of the Diocesan Synod

The membership of the House of Clergy consists of:

1. members elected by the House of Clergy of Deanery Synods in the Diocese in accordance with the Church Representation Rules;
2. a maximum of five members co-opted by the House of Clergy of the Diocesan Synod;
3. certain ex-officio members including the Dean of the Cathedral, the Archdeacons and the Diocesan Representatives at General Synod.

The membership of the House of Laity consists of:

1. members elected by the House of Laity of the Deanery Synods in the Diocese in accordance with the Church Representation Rules;
2. a maximum of five members co-opted by the House of Laity of the Diocesan Synod;
3. certain ex-officio members including the Chair of the Diocesan Board of Finance and those elected to represent the Diocese in the House of Laity of General Synod.

In addition, the Diocesan Bishop may nominate up to 10 additional members of the Diocesan Synod who may be either Clergy or Laity. Elections to Diocesan Synod take place every three years.

ST EDMUNDSBURY AND IPSWICH DIOCESAN SYNOD

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.
 - 2.1 The Standing Committee constituted under Standing Order 72 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.
 - 2.2 The relevant House shall consider the co-option of persons so nominated at the next following meeting of the Synod

Participation by Non-Members

3.
 - 3.1 Any visitor by invitation of the President may, with the permission of the Chair, address the Synod but shall have no right to move any motion or amendment or to vote.
 - 3.2 The President may invite, either for a particular meeting of Synod or generally during the life of a Diocesan Synod, any officer of the diocese to attend who may speak at Synod but shall have no right to move any motion or amendment or to vote. The President shall inform the Synod of any such invitation.

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 31st July next following the triennial elections, but shall be eligible to be co-opted or nominated again in accordance with these standing orders.

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 practical 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 chair such a 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. The Vice Presidents' terms of office shall continue until immediately before the meeting to elect their successors.

A Vice-President shall also cease to hold office upon ceasing to be a member of Synod, except, in the case of elected members of Synod, where this occurs solely by the expiry of the three-year term of membership under the Church Representation Rules. A Vice-President may also resign by written notice to the President.

CHAIR OF MEETING

Meetings of the Synod

6. The President, unless on any occasion he or she 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 chair the House of which he or she is a member but need not preside over its meetings if and to the extent that standing orders of the Houses provide.

Powers of Persons Chairing the Meeting

8. Subject to these standing orders and the directions of the President, the procedure of the Synod and its Houses shall be regulated respectively by the person chairing each meeting.

OFFICERS

Secretary

9. The Synod shall appoint a Secretary, clergy or lay, and either salaried or honorary, who shall:
 - 9.1 be responsible for the administrative arrangements for meetings of the Synod;
 - 9.2 be in attendance at such meetings;
 - 9.3 prepare the draft agenda papers and minutes of the Synod;
 - 9.4 act as Secretary of the Standing Committee;
 - 9.5 perform such other duties as the Synod shall assign to him or her.
10. The Standing Committee may appoint an Assistant Secretary.

Registrar

11. The Registrar or in the event of his absence or incapacity the Deputy Registrar where appointed shall be the legal adviser and registrar 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 issued by notice under the President's hand (in either paper or electronic format) and circulated by the Secretary to members.

When and Where Held

14. The President shall summon not less than two meetings in each year at such times and places as the President shall direct after consulting the Standing Committee.

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 30 members, the President shall summon a meeting of the Synod which shall be held within 8 weeks following the resolution or request unless a later date was specified in the resolution or request.

Notice of Ordinary Meetings

16. The date time and place of Ordinary Meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the President shall approve; provided that not less than 6 weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be posted or delivered to the Area or Rural Dean and the Lay Chair of every Deanery Synod in the Diocese.

Notice of Special Meeting

17. In case of sudden emergency or other special circumstances, a meeting may be convened at not less than 7 days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the actual members of each House and only business specified in the notice may be transacted.

Form of Notice

18. Every notice under Standing Orders 16 and 17 shall be in writing and signed by the Secretary. Notices may be signed and delivered in an electronic or paper format.

SEPARATE MEETINGS OF THE HOUSES

When and Where Held

19. Each House shall meet separately when:
 - 19.1 it is required so to do under these Standing Orders;
 - 19.2 it has so decided in accordance with its own Standing Orders;
 - 19.3 the Chair of the House has so directed; or
 - 19.4 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 person entitled to chair that meeting.

Agenda and Conduct of Business

Agenda

20. Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the rights of individual members to bring a matter before the Synod by proposing a Private Member's Motion, the Standing Committee shall settle the agenda for each meeting of the Synod, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the said business shall be considered. The Standing Committee may at their discretion defer to a later Synod consideration of business of which due notice has been received and which is in order.

Circulation

21. The Secretary shall ensure an agenda is sent 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.

Business Permitted to be Considered

22. Save for urgent or other 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:
 - 23.1 brought before the Synod at the request or direction of the President;
 - 23.2 referred to the Diocesan Synod by the General Synod or by a Deanery Synod in the Diocese.

Varying the Order of Business

24.
 - 24.1 The order of business may be varied by resolution of the Synod, or, unless any member objects, by the person chairing the meeting.
 - 24.2 The Standing Committee or the Synod may also allot special times at which items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where this is considered to be necessary.

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 or by post or email or other electronic means 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:
 - 26.1 New business for the agenda - 28 days
 - 26.2 Motions and amendments arising from the agenda - 10 days
 - 26.3 Questions under Standing Order 69 -10 days

When Not Required

27. Notice of the following business shall not be required for:
 - 27.1 a motion moved by permission of the person chairing the meeting, provided that, unless he/she otherwise permits, the full text of such a motion shall be made available to members in a notice paper before it is moved:
 - 27.2 an amendment to a motion, provided that:
 - (i) if the mover of the amendment has previously spoken on the motion he/she shall move any amendment thereto formally and without making a further speech; and
 - (ii) where no agenda or notice paper containing the text of the amendment has been made available to members at the time the amendment is to be moved, such amendment may only be moved by permission of the person chairing the meeting.
 - 27.3 business adjourned under Standing Order 54 or 55 to a specified time or meeting;
 - 27.4 a procedural motion specified in Standing Order 50 (subject as provided in that Standing Order);
 - 27.5 a supplementary question authorised under Standing Order 69.5 by a member who has asked a question under Standing Order 69.
 - 27.6 A following motion under Standing Order 96.3

GENERAL RULES OF DEBATE

Quorum

28. One third of the actual 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 54 or of a debate under Standing Order 55.

If Quorum Not Present

29. If a quorum is not present, the person chairing the meeting shall adjourn the Synod until such time as he/she shall determine. If it is decided to adjourn the meeting to another day, the Secretary will inform members of the date, time and location of the adjourned meeting, such date, time and location to be fixed by the President.

Any member may call attention to the absence of a quorum at any time before the question is put on a motion or amendment by raising a point of order. If, on a count, it is established that a quorum is present, a quorum shall thereafter be deemed to be

present and it shall not be in order to query again the presence of a quorum until after the result of the vote on that question has been conclusively announced.

Order of Speeches

30. The person chairing the meeting shall call upon members who desire to speak and;
 - 30.1 may require them to give their names to the Secretary in writing; and
 - 30.2 shall determine the order in which they speak.

Breach of Order

31. The person chairing the meeting may 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 direct the member to end any speech which he or she 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 raising a point of order shall state the point of order as succinctly as possible. The decision of the person chairing the meeting on a point of order shall be conclusive.

Personal Explanations

33. A member may ask permission to interrupt a debate to make a personal explanation but only to correct an important misunderstanding or fact during that debate with regard to what he or she 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 person chairing the meeting 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. The ruling of the person chairing the meeting on a point of order or the admissibility of a personal explanation shall not be open to question.

Speeches to the Synod

- 35.1 A member shall not be entitled to speak on a motion or amendment save as provided by these Standing Orders.
- 35.2 A member of the General Synod may report on the past proceedings of that body and at the conclusion of his report other members of the General Synod shall have the right with the permission of the person chairing the meeting to comment on such report and a member of Diocesan Synod may with the permission of the person chairing the meeting ask the General Synod member a question on the Report.

- 35.3 Any officer of a Board or Committee of the Diocese may, with the permission of the President, make a presentation to Synod on the work of that Board or Committee, and a member of the Synod may with the permission of the person chairing the meeting ask a question on the report.

Speaking More Than Once

36. A member shall not speak more than once upon the same question, except:
- 36.1 as provided in Standing Orders 32 and 33;
 - 36.2 by permission of the person chairing the meeting and with the consent of the Synod;
 - 36.3 the mover of a motion (but not an amendment) may reply: such reply shall not introduce any new matter and shall close the debate:
 - 36.4 the mover of an amendment to a Standing Order may speak twice.

Length of Speeches

37. Save as provided in these Standing Orders, no speech shall exceed 10 minutes or, in the case of a member introducing a report, 15 minutes, but the person chairing the meeting may at any time lengthen or shorten either of these periods; either generally or in relation solely to a mover of a motion, or to a member introducing a report or a visitor invited by the President to address the Synod, provided that person chairing the meeting shall inform the Synod of his/her ruling, which shall not be open to debate or question.

Moving Motions or Amendments

- 38.1 Every matter debated in the Synod shall have been moved by a member, save that the person chairing the meeting may allow a member or members to speak to an amendment before it is formally moved.
- 38.2 A motion or amendment which, when called by the person chairing the meeting, is not moved by the member who has given notice thereof may be moved by some other member in his stead.

Withdrawal

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

Reconsideration and Rescission

40. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding 12 months and no motion to rescind a resolution passed within the same period shall be proposed without leave by the Standing Committee unless in either case a new Synod has been elected in the intervening period.

Division of Text

41. The person chairing the meeting may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to express its opinion separately upon each part of the motion or amendment so divided.

Reference Back Motions Not Permitted

42. 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 without the consent of the person chairing the meeting.
 - 42.1 Where a motion so amended is carried but specifies no one to whom the matter is referred, this question shall be decided by the Standing Committee but, if otherwise permissible, an amendment to this effect may be moved.
 - 42.2 No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

Special Powers of person chairing the meeting

43. Unless the Synod otherwise provides, the person chairing the meeting shall:
 - 43.1 adjourn the debate on any question at the time fixed for the commencement of other business in accordance with Standing Order 24.2.
 - 43.2 close the debate on any motion at the time appointed in accordance with Standing Order 24.2, whether or not there are other members who still desire to speak, and thereupon the provisions of Standing Order 56.2 shall apply.

AMENDMENTS

When Permitted

44. Except as provided in Standing Order 45 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

45. Amendments to the following shall not be permitted:
 - 45.1 procedural motion under Standing Order 51;
 - 45.2 motion to receive the report of a committee under Standing Order 89;
 - 45.3 a motion under Standing Order 96.1 in reply to any question referred by the General Synod

Amendments to Amendments

46. No amendment may be moved to an amendment, except by permission of the person chairing the meeting.

Delivery in Writing

47. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary, unless this requirement is dispensed with by the person chairing the meeting.

Form of Amendments

48. An amendment may be made:
 - 48.1 by leaving out words; or
 - 48.2 by leaving out words in order to insert other words; or

48.3 by inserting or adding words.

Content

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

Order of Consideration

50. 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 person chairing the meeting. By the permission of the Chair, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

51. Subject to these Standing Orders, the following procedural motions may, with the consent of the person chairing the meeting, be moved with or without notice, and with or without being seconded but not so as to interrupt the speech of any member:
- 51.1 'That the Synod do pass to the next business' ('next business');
 - 51.2 'That the Synod do now adjourn' ('adjournment of the Synod');
 - 51.3 'That the debate be now adjourned' ('adjournment of debate');
 - 51.4 'That the debate be now closed' ('closure'); Such a motion may be moved in relation to the debate on the motion, or on any amendment thereto.
 - 51.5 'That all further speeches on this question be limited to x minutes' ('speech limit');
 - 51.6 A motion to vary the order of business:
 - 51.7 A motion to suspend a Standing Order.

When Not Permitted

52. A motion shall not be moved:
- 52.1 for next business, closure, or a speech limit on any question referred by the General Synod to the Diocesan Synod;
 - 52.2 for next business on an amendment or another procedural motion.

Next Business

53. The following rules of debate shall apply-
- 53.1 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' with or without a request to the Standing Committee that further consideration be given to the matter before it is returned to the Synod for further debate.

- 53.2 A motion for next business shall take precedence over all amendments of which notice has been given.
- 53.3 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.
- 53.4 If such a motion is defeated, it shall not be moved again in relation to the same original motion unless that motion has been substantially amended.
- 53.5 During a debate 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

- 54. The following rules of debate shall apply:
 - 54.1 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.
 - 54.2 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.
 - 54.3 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.
 - 54.4 Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting.
 - 54.5 If a motion to adjourn is lost, the adjournment of the Synod shall not be moved again, except by permission of the person chairing the meeting, until a further hour has elapsed.

Adjournment of Debate

- 55. Standing Order 54 shall, unless the context otherwise requires, apply also to this motion except that:
 - 55.1 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.
 - 55.2 If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

Closure

- 56. The following rules of debate shall apply:
 - 56.1 If such motion is permitted by the person chairing the meeting, it shall be put to the vote forthwith without debate.
 - 56.2 If the motion for 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 then be put without further debate.

Speech Limit

57. If a motion for speech limit is permitted by the person chairing the meeting, it shall be put to the vote forthwith without discussion.
58. Notwithstanding the time limits imposed by Standing Order 37; on a motion for speech limit being carried, no speech shall extend the number of minutes specified therein, but the person chairing the meeting may, for any special reason of which he/she shall be the sole judge, allow a longer or shorter time to any member;
provided that when so doing the person chairing the meeting 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 person chairing the meeting, without notice, a member may move that a Standing Order be suspended during a particular debate or meeting. Such motions shall be deemed not to have been carried unless at least two-thirds of those members present and voting are in favour.

VOTING

Assent of Three Houses

60. Subject to the next two 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 provisions 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 vote 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:
 - 63.1 on any question referred by the General Synod to the Diocesan Synod;
 - 63.2 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, decisions 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 two-thirds of the members of the Synod present and voting.

Equal Voting in House of Bishops

- 64A Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote in votes in that House.

Opinion of President

- 64B The President shall have a right to require that his or her opinion on any question shall be recorded in the minutes.

Voting Rights of person chairing the meeting

65. The person chairing the meeting (subject to the rights of the President when he is the person chairing the meeting) shall have the same voting rights as other members and shall have no second or casting vote.

Mode of Voting

66. The person chairing the meeting 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 and may at his discretion order the hands to be counted and shall do so on a vote by Houses.

Requests for Separate Voting

67. 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 or 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

68. 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 person chairing the meeting provided that the person chairing the meeting may direct that:
- 68.1 the count for each House shall be conducted in separate rooms to avoid any undue influence being exercised by the vote of one House upon the others; and that
- 68.2 the votes of all three Houses should be taken before the results of the vote for any House is announced

QUESTIONS

To Whom Addressed

69. Subject to due notice under Standing Orders 25 and 26 a question may be asked of:
- 69.1 any officer of the Diocesan Synod referred to in these Standing Orders;
 - 69.2 the Chair of any body constituted by the Synod or on which it is represented; provided that the person asked may, without reason given, refuse to answer that question.
 - 69.3 any senior officer or member of the St Edmundsbury and Ipswich Diocesan Board of Finance or any of its boards or committees;
 - 69.4 any senior officer or member of the St Edmundsbury and Ipswich Diocesan Board of Education
 - 69.5 A member may ask up to two original questions at any one meeting and a member who has asked a question may ask one supplementary question in respect of each such original question. Other members of the Synod may with the permission of the person chairing the meeting also ask supplementary questions.

Content

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

Persons Authorised to Reply

71. If the person to whom the question is asked is a member or officer of the Synod he/she shall reply personally and, if not, the reply may be given by one of its members or another person, nominated by the President; provided that:
- 71.1 the President may instruct the Secretary to reply on his or her behalf;
 - 71.2 a member who is absent may authorise another member to deputise for him/her.

THE BISHOP'S COUNCIL AND STANDING COMMITTEE

Composition

72. The Bishop's Council and Standing Committee (in these Standing Orders referred to as the 'Standing Committee') shall consist of:
- 72.1 (i) The President
 - (ii) Any Suffragan Bishop of the diocese.
 - (iii) In the event of both the Diocesan and Suffragan Sees being vacant, any person in Bishop's Orders to whom authority has been delegated to act in place of the Diocesan Bishop during the vacancy.
 - (iv) The Chair of the House of Clergy of the Diocesan Synod
 - (v) The Chair of the House of Laity of the Diocesan Synod

- (vi) The Dean of St Edmundsbury
- (vii) The Archdeacons
- (viii) The Chair of the Diocesan Board of Finance
- (ix) The Treasurer of the Diocesan Board of Finance (who is also the Chair of the Finance and Investments Committee)
- (x) Three persons elected by and from among the members of the House of Clergy of the Diocesan Synod
- (xi) Six persons elected by and from among the members of the House of Laity of the Diocesan Synod

The President may also appoint to the Standing Committee (if the following bodies are not already represented by members of the Standing Committee):

- (xii) One person nominated by the Diocesan Board of Education
- (xiii) One person nominated by the Diocesan Advisory Committee.

72.2 The Standing Committee may co-opt up to three extra members.

72.3 The majority of the members of the Standing Committee shall be lay persons but subject thereto, the numbers of clergy and lay persons shall as nearly as possible be the same.

72.4 If a person elected under SO72.1(x) or (xi) becomes the Chair of the House of Clergy or Laity respectively, and thus an ex-officio member of the Standing Committee, a casual vacancy for an elected member shall be deemed to arise and his or her place shall be filled as provided by Standing Order 84.

73. The elected members of the Standing 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 81-85.

74. 74.1 The President of the Synod shall chair meetings of the Standing Committee.

74.2 The Suffragan Bishop shall chair meetings of the Standing Committee in the absence of the President, and in the absence of both the President and the Suffragan Bishop meetings of the Standing Committee shall be chaired by a member elected by the Standing Committee.

74.3 The Secretary of the Synod shall be Secretary.

Functions

75.1 The functions of the Standing Committee shall be:

- (i) to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
- (ii) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
- (iii) to advise the President on any matter which he may refer to the committee;
- (iv) subject to the directions of the Synod to transact the business of the Synod when it is not in session;
- (v) to appoint members of committees or nominate members for election to committees subject to the directions of the Synod;

- (vi) To serve as the members, directors and charitable trustees of the Diocesan Board of Finance;
 - (vii) To be the Diocesan Mission and Pastoral Committee in accordance with all statutory requirements applicable thereto;
 - (viii) to carry out such other functions as the Synod may delegate to it.
- 75.2 For the purpose of carrying out any of its functions the Standing Committee may appoint one or more sub-committees and may delegate to them such functions as it may determine.

The Chair of any such sub-committee shall be a member of the Standing Committee and a majority of the members of any such sub-committee shall be members of the Synod.

OTHER COMMITTEES

Statutory Committees

76. 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

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

Membership of Committees

78. Subject to any directions of the Synod and to any statutory provision, the Standing Committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the Synod, provided that a majority of the members of the committee shall be members of the Synod. The President or a member nominated by him, being either a Suffragan Bishop or an Archdeacon, shall be a member of every committee.

Duration of Membership

79. The Standing Committee may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a committee or alter the number of its members or its composition and shall determine the term of office of its members.

Sub-Committees

80. Every committee constituted by the Synod may appoint sub-committees for such purposes delegated to the parent committee as it thinks fit and may co-opt additional members to such sub-committee provided that the majority of the members of any such sub-committee shall be members of the parent committee.

Electors

81. 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, and save as provided by Standing Order 72.1 in respect of the elected members of the Standing Committee, they shall be elected by the whole Synod.

Nominations for Election to Committees

82. Every nomination shall require a proposer and seconder who shall be qualified electors, 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 he or she 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

- 83.1 The names of the candidates shall be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the Secretary within such a period (not being less than 14 days) as he or she shall specify.
- 83.2 Subject to paragraph 83.3 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 elections shall be decided by lot.
- 83.3 Where the Synod or Standing Committee has directed that the election shall be conducted by the single transferable vote system, the rules, with any necessary modifications, made by the General Synod under its standing orders and for the time being in force, shall be used.

Casual Vacancies

84. A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled within 6 months of the occurrence of the vacancy, provided that a vacancy which occurs within 6 months before the next triennial elections to the Synod need not be filled.

Directions by Standing Committee

85. 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

Chair

86. If the President is a member of a committee he or she shall be the person chairing meetings thereof if he or she so elects or, if he or she does not elect to be chair such meetings, the committee shall, subject to any direction by the Synod or the Standing Committee, at its first meeting elect a person to chair its meetings from among its own members. In the absence of the person elected to chair the meeting, an alternative member shall be elected to chair that meeting.

Quorum

87. The quorum for committee meetings shall be as follows:

- 87.1 For the Standing Committee; not less than one third of the current total members of the committee, of whom at least one shall be a person in Bishop's Orders, shall form a quorum.
- 87.2 For sub-committees of the Standing Committee and other committees; not less than one third of the current total members of a committee shall form a quorum (subject to a minimum of three members being present). No proceedings of the meeting shall be invalidated by any vacancy in the membership of the committee or by any defect in the qualification or election of any member thereof. A committee or sub-committee may act notwithstanding a vacancy in its membership.

For the avoidance of doubt a person abstaining on a vote shall be considered to be present for the purposes of establishing whether a quorum is present.

Voting

88. 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 person chairing the meeting shall have a second or casting vote.

Reports

89. Every committee shall report at such times and in accordance with such procedure as may be determined by the Standing Committee; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion 'That this report be received'. No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the Synod to the acceptance of any matter in the report.

General

90. 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

91. 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

92. If notice is given of a motion, whether or not under Standing Order 96, which raises any question touching on 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 the permission of the President 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 3 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 at least two thirds of those present and voting have agreed.

REFERENCES BY THE GENERAL SYNOD

When Considered

93. 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

94. Unless the Standing Committee decide to the contrary for any reason:
- 94.2 members of the Diocesan Synod shall receive at least 3 months' notice of the reference; and
- 94.3 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 with the notice.

Consultations Within the Diocese

95. The Diocesan Synod, before voting on a reference, may refer any question 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

- 96.1 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.
- 96.2 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.
- 96.3 When all motions under the foregoing paragraphs 96.1 and 96.2 have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on Result

97. 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

98. 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:

- 98.1 to express an opinion on or to record approval or disapproval of any matter or,
- 98.2 to supply information within their knowledge; or
- 98.3 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

- 99. Before a proposed motion under Standing Order 98 is considered by the Diocesan Synod, the Standing Committee shall consider the proposal and if it considers it to be desirable shall report to the Diocesan Synod with its recommendations on such proposal and, if necessary, consideration of such proposal shall be postponed or adjourned until the Standing Committee has so reported.

Circulation of Reference

- 100. The Secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 98 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

- 101. Subject to any direction by the Diocesan Synod, where a reference under Standing Order 98 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 3 months later than the date of the resolution by the Diocesan Synod.

Report on Replies Received

- 102. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Standing Committee shall report to the Synod, orally or in writing as it thinks fit, on the outcome of the reference.

MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCIL AND MEETINGS

By Deanery Synods

- 103. 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 with the deanery.

By Parochial Church Councils and Meetings

- 104. 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

105. Notice of a motion to be moved in the Diocesan Synod under Standing Order 103 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.

Private Members Motions

106. The Standing Committee, through the Secretary, shall afford facilities at each meeting of the Diocesan Synod for members to indicate, by signing a copy of each motion received by the Secretary of the Synod from private members under Standing Order 20, the order in which such motions should be considered by the Council for inclusion on the agenda for future meetings of the Synod, provided that:
- 106.1 In considering such motions for inclusion on agendas for future meetings of the Synod, the Standing Committee shall have regard to the number of signatures appended to each motion.
- 106.2 All such motions which attract fewer than 25 signatures after being available for signature at 3 consecutive meetings of the Synod shall be deemed to have fallen through lack of support.
- 106.3 All such motions which have not been debated by the end of the last meeting of the Synod before the triennial elections shall automatically fall but may be re-submitted by a member for consideration by the new Synod.

FINANCIAL BUSINESS

Duties of Standing Committee

107. 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.

Duties of Diocesan Board of Finance

108. The Diocesan Board of Finance of the Diocese (in these Standing Orders referred to as 'The Board') as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Synod and 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.

Preparation of Annual Accounts and Draft Budget

109. The Board shall, prior to their submission to the Synod, consider a report and accounts for the preceding financial year ended on 31 December and a draft budget for the following year. The Board may make to the Synod such recommendations thereon as it thinks fit.

Presentation of Annual Accounts and Budget

110. Not later than the 31 October in each year the Board shall present to the Synod accounts for the preceding year and the budget for the following year as approved by the Board. The budget shall provide for the expenditure required by every committee and other body responsible to the Synod, subject to any reductions made by the Board on grounds of priority or financial expediency.

Special Votes of Expenditure

111. If the Board during any financial year either

111.1 anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the budget, or

111.2 is so instructed by the Synod, the Board shall submit at any meeting of the Synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met and funded.

Expenditure in Excess of Votes

112. In presenting the accounts for the preceding year the Board shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with the Board's comments and recommendations as to how the excess expenditure shall be sanctioned.

Notice of Proposals Involving Expenditure

113. Except with the consent of the Standing Committee, no motion involving expenditure shall be put to the vote unless 35 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.

Form of Money Resolutions

114. Except with the authority of the President in cases of emergency (as determined by the President), 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 Diocesan Board of Finance to expend a sum not exceeding (a named sum)'.

Persons Authorised to Move Money Resolutions

115. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the Board.

Inadmissible Amendments to Money Resolutions

116. Save by consent of the Board, an amendment (other than an amendment moved by a member on behalf of the Board) 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.

Reference Back of Money Resolutions

117. A money resolution may be so amended as to provide that the motion be referred back to the Board for further consideration.

GENERAL PROVISIONS

Admission of Press and Public

118. Meetings of the Synod shall not be meetings to which members of the public or Press are entitled as of right to attend. 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 person

chairing the meeting shall request the representatives of the Press and the public to withdraw.

Periods of Notice

119. 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 or the date of the event to which the notice relates.

Procedural Defects

120. 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. No proceedings of the Synod shall be invalidated by any vacancy in the membership of the Synod or by any defect in the qualification or election of any member thereof.

Amendment of Standing Orders

121. 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. A register of amendments shall be kept by the Secretary showing the substance and date of any amendments made.

COMMUNICATIONS

- 122.1 If a person has provided an email address: any communication required or authorised to be given to that person by or under these Standing Orders may be sent to that email address.
- 122.2 A communication sent by email is to be treated as being in writing if it is received in a form which is legible and capable of being used for subsequent reference.
- 122.3 Where a communication is sent to a person by email at the most recent address provided by that person, it is to be treated as having been given to the person at the time at which it is sent.
- 122.4 Where a communication is sent to a person by post and addressed to that person at his or her last known address, it is to be treated as having been given to the person by the time at which it would be delivered in the ordinary course of post.

HOUSE OF CLERGY - STANDING ORDERS

(as agreed by the House of Clergy on 16 March 2019)

Application of Standing Orders of the Synod

1. Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, *mutatis mutandis*, as the procedure of the Synod.

Meetings of the House

2.
 - 2.1 The House shall meet separately when:
 - (i) the House has so decided; or
 - (ii) the Synod has so requested; or
 - (iii) it is convened by its Chair as provided in the next two paragraphs of this Standing Order; and (iv) immediately before the first meeting of Synod in each triennium.
 - 2.2 The Chair may convene the House after not less than fourteen days' notice.
 - 2.3 The Chair shall convene the House if so required by a notice in writing signed by not less than one-tenth of the members, and in that case shall give not less than 21 days' notice.
 - 2.4 Notice of a meeting of the House shall be given in writing to each member of the House, save that when the Synod is sitting notice may be given orally during a session of the Synod by the person chairing the Synod:

Standing Committee

3. The Standing Committee of the House shall consist of the Chair of the House of Clergy and the members of the Standing Committee of the Synod who are members of the House, which Committee shall settle the Agenda for meetings of the House.

Chair

4. The Chair of the House shall if present take the chair at meetings of the House and its Standing Committee, but may vacate the chair for a particular item of business if he or she so decides, in which case a member of the House elected by the members present shall chair the meeting.

Deputy Chair

5. During a vacancy in the office of the Chair or if he or she is absent or incapable of acting, a member elected by the members of the House as deputy Chair shall carry out the duties of the Chair.

Notice

6. The Standing Orders of the Diocesan Synod as to notice shall apply save that notice of new business should normally be given not later than 7 days before the day on which the House is to meet. Exceptionally, business which members wish to raise without notice may be considered if the person chairing the meeting and the House agree.

Communications with Other Houses

7. If the House requests that a communication be made orally to either or both of the other Houses of the Synod such communications shall be made by the person chairing the meeting accompanied by such other members being not less than two as he or she shall appoint.

Amendment of Standing Orders

8. No amendment to the Standing Orders of the House shall be made unless there has first been submitted to the House report on the proposal by its Standing Committee.

HOUSE OF LAITY - STANDING ORDERS

(as agreed by the House of Laity on 16 March 2019)

Application of Standing Orders of the Synod

1. Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, mutatis mutandis, as the procedure of the Synod.

Meetings of the House

2.
 - 2.1 The House shall meet separately when:
 - (i) the House has so decided; or
 - (ii) the Synod has so requested; or
 - (iii) it is convened by its Chair as provided in the next two paragraphs of this Standing Order; and (iv) immediately before the first meeting of Synod in each triennium.
 - 2.2 The Chair may convene the House after not less than fourteen days' notice.
 - 2.3 The Chair shall convene the House if so required by a notice in writing signed by not less than one-tenth of the members, and in that case shall give not less than 21 days' notice.
 - 2.4 Notice of a meeting of the House shall be given in writing to each member of the House, save that when the Synod is sitting notice may be given orally during a session of the Synod by the person chairing the Synod.

Standing Committee

3. The Standing Committee of the House shall consist of the Chair of the House of Laity and the members of the Standing Committee of the Synod who are members of the House, which Committee shall settle the Agenda for meetings of the House.

Chair

4. The Chair of the House shall if present take the chair at meetings of the House and its Standing Committee, but may vacate the chair for a particular item of business if he or she so decides, in which case a member of the House elected by the members present shall chair the meeting.

Deputy Chair

5. During a vacancy in the office of the Chair or if he or she is absent or incapable of acting, a member elected by the members of the House as deputy Chair shall carry out the duties of the Chair.

Notice

6. The Standing Orders of the Diocesan Synod as to notice shall apply save that notice of new business should normally be given not later than 7 days before the day on which the House is to meet. Exceptionally, business which members wish to raise without notice may be considered if the person chairing the meeting and the House agree.

Communications with Other Houses

7. If the House requests that a communication be made orally to either or both of the other Houses of the Synod such communications shall be made by the person chairing the meeting accompanied by such other members being not less than two as he or she shall appoint.

Amendment of Standing Orders

8. No amendment to the Standing Orders of the House shall be made unless there has first been submitted to the House a report on the proposal by its Standing Committee.

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