

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.

