

BRISTOL DIOCESAN SYNOD

STANDING ORDERS

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STANDING ORDERS FOR BRISTOL DIOCESAN SYNOD

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BRISTOL DIOCESAN SYNOD

STANDING ORDERS

MEMBERSHIP OF THE SYNOD

- 1 The Diocesan Synod shall consist of three authorities; a House of Bishops, a House of Clergy and a House of Laity. The diocesan bishop shall be President.
- 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 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 Standing Order 2 above
 - (ii) the dean of the cathedral
 - (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, excluding the registrar of the diocese (if so elected) (These are the members of the House of Clergy of the General Synod.)
 - (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)
 - (vii) the Chair of The Bristol Diocesan Board of Finance Limited (company number: 00156243) (if in Holy Orders)
 - (viii) the Chair of the Diocesan Advisory Committee (if in Holy Orders)

- B Not more than 100 members elected by the houses of clergy of the deanery synods in the diocese in accordance with the Rules; and
 - C Not more than 5 members (being clerks in Holy Orders) co-opted by the House of Clergy of the Diocesan Synod.
- 4 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 Chair of The Bristol Diocesan Board of Finance Limited (company number: 00156243) (if not in Holy Orders)
 - (iii) the Chair of the Diocesan Advisory Committee (if not in Holy Orders)
 - (iv) the members elected from the diocese to the House of Laity of the General Synod, excluding the registrar of the diocese (if so elected)
 - (v) 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 Not more than 100 members elected by the houses of laity of the deanery synods in the diocese in accordance with the Rules; and
 - C Not more than 5 members co-opted by the House of Laity of the Diocesan Synod, who shall be actual communicant members of the Church of England of eighteen years or upwards.
- 5 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 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, they shall choose the parochial church council of which they are to be a member

Procedure for Co-options

- 6 The Standing Committee shall have the right to nominate persons for co-option by the House of Clergy or the House of Laity. Subject thereto, any member of

the House of Clergy or the House of Laity may at any time propose for co-option to that House a suitably qualified person, whose nomination shall be seconded by another member of that House. Nominations shall be in writing and shall be signed by the proposer and the seconder and by the person to be nominated and shall be delivered to the Secretary 28 days before the next meeting of the Diocesan Synod. The decision shall be by a simple majority of the House concerned at its next meeting.

Roll of Members

- 7 The secretary shall keep a roll of members of the Diocesan Synod constantly up to date.

Participation by Non-Members

- 8 Any visitor attending by invitation of the President may, with the permission of the Chair, address the Diocesan Synod, but shall have no right to move any motion or amendment, or to vote.

CASUAL VACANCIES

- 9 Where a casual vacancy among members of the Diocesan Synod elected by either house of a deanery synod occurs, the vacancy may be filled by the election by that House of a person qualified to be so elected, and a meeting of the members of that House who are electors may be held for that purpose.

TERM OF OFFICE OF CO-OPTED AND NOMINATED MEMBERS

- 10 Unless the House concerned or the President, as the case may be, fixes a shorter period of office, co-opted and nominated members of the Diocesan Synod shall retire on the same date as the elected members.
- 10A. The Chairs of the Houses of Laity and Clergy can only serve 3 consecutive terms as Chair and shall only be able to stand for election as Chair again after a further three year period has expired.

THE PRESIDENT AND VICE-PRESIDENTS

Functions of the President

- 11 It shall be the duty of the bishop to consult with the Diocesan Synod on matters of general concern and importance to the diocese.
- 1 In the carrying out of the Rules and these Standing Orders the bishop of the diocese shall have power:
- (a) to make provision for any matter not herein provided for;
 - (b) to appoint a person to do any act in respect of which there has been any neglect or default on the part of any person or body charged with any duty under the Rules or these Standing Orders;
 - (c) so far as may be necessary for the purpose of giving effect to the intention of these Standing Orders, to extend or alter the time for holding any meeting or election or to modify the procedure laid down by the Rules and these Standing Orders in connection therewith;
 - (d) in any case in which any difficulties arise, to give any directions which they may consider expedient for the purpose of removing the difficulty
- 2 The powers of the bishop under this rule shall not enable them:
- (a) to validate anything that was invalid at the time when it was done;
 - (b) to give any direction that is contrary to any resolution of the General Synod

Election of Vice-Presidents

- 12 Before the first meeting of the Diocesan Synod after the triennial elections and where a 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 Diocesan 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.

CHAIR OF MEETING

Meetings of the Diocesan Synod

- 13 The President, unless on any occasion they nominate one of the vice-presidents or another member to take the chair, shall be Chair at meetings of the Diocesan Synod.

Separate Meeting of the House

- 14 The President and each vice-President shall be Chair of the House of which they are a member, but need not preside over its meetings.

Powers of Chair

- 15 Subject to these Standing Orders and the directions of the President, the procedure of the Diocesan Synod and its houses shall be regulated by the respective Chair of each.

OFFICERS OF THE DIOCESAN SYNOD

Secretary and Assistant Secretary

- 16 (a) The Diocesan Secretary shall be secretary to the Diocesan Synod.
(b) The Standing Committee may also appoint an assistant secretary.
(c) The responsibilities of the secretary and assistant secretary shall be determined by the Standing Committee.

Registrar

- 17 The registrar, or, in the event of their absence or incapacity, the deputy registrar where appointed, shall be the legal adviser to the Diocesan Synod and when required shall attend the meetings of the Synod its houses and the Standing Committee.

Terms of Appointment

- 18 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 DIOCESAN SYNOD

Functions of the Diocesan Synod

- 19 1 (a) To consider matters concerning the Church of England and to make provision for such matters in relation to the 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 they may consult the Diocesan 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;

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

- 2 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.
- 3 The General Synod may by Canon or Regulation extend, amend or further define the functions of the Diocesan Synod, and if any question arises as to whether any matter falls within the functions of the Diocesan Synod as laid down by rule 24 or any such Canon or Regulation relating to that rule, it shall be decided by the bishop.

By Whom Convened

- 20 The Synod shall meet upon the summons of the President

When and Where Held

- 21 The President shall summon not less than two meetings in each year at such times and places as they shall direct after consulting the Standing Committee.
- 21A. A reference to a meeting of the Diocesan Synod includes a reference to a meeting which persons may attend, speak at, vote in, or otherwise participate in without all of the persons, or without any of the persons, being together in the same place.
- 21B. A reference to a place where a meeting of the Diocesan Synod is held, or is to be held, includes a reference to more than one place, including electronic, digital or virtual locations, web addresses or conference call telephone numbers.

- 21C. A person is to be regarded as present at a meeting of the Diocesan Synod at any given time if the person is at that time able to hear and be heard, and where practicable see and be seen, by the other persons present. For those members of Diocesan Synod who are not able to hear, see or make themselves heard, reasonable adjustments will be made on a per meeting basis to ensure they are able to full participate in meetings of Diocesan Synod.
- 21D. A vote, whether of the whole Diocesan Synod or by Houses, may be taken by such electronic method of voting as may be determined by the bishop, the Chair of the House of Clergy and the Chair of the House of Laity acting jointly.
- 21E. A reference in these Standing Orders to being present at a meeting of the Diocesan Synod includes a reference to being present by electronic means, including by telephone conference, video conference, live webcast and live interactive streaming.
- 21F. Whether to hold a meeting virtually under these Standing Orders shall be determined by the Standing Committee on a case-by-case basis.

Meetings by Request

- 22 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.

Notice of Ordinary Meetings

- 23 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 six 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 every member and to both chairmen of every deanery synod in the diocese.

Notice of Special Meeting

- 24 In case of sudden emergency or other special circumstances a meeting may be convened at not less than seven days notice, but the quorum for the 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.

Form of Notice

- 25 Every notice under Standing Orders 23 and 24 shall be in writing and signed by the secretary.

SEPARATE MEETINGS OF THE HOUSES

When and Where Held

- 26 Each House shall meet separately when:
- (i) It is required so to do under these Standing Orders
 - (ii) It has been so decided in accordance with its own Standing Orders
 - (iii) The Chair of the House has so directed; or
 - (iv) 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 the meeting.

AGENDA

Content

- 27 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, specify 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

- 28 The secretary shall post or deliver an agenda paper to every member 14 days at least before a meeting or, in the case of a special meeting called at less than 14 days notice, at the same time as the notice.

Business Permitted to be Considered

- 29 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

- 30 In considering the order of business the Standing Committee shall give special consideration to items:
- (i) brought before the Synod at the request or direction of the President;
 - (ii) 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

- 31 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

- 32 Subject to standing order 24 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 electronic means not later than the period before the meeting which is specified in Standing Order 33.

Length of Notice

- 33 The following periods of notice shall be required:
- | | |
|--|---------|
| New business for the agenda | 35 days |
| Motions and amendments arising from the agenda | 7 days |
| Questions under standing order 70 | 7 days |

When Not Required

- 34 Notice of the following business shall not be required:
- (i) a motion or amendment moved by permission of the Chair, provided that the full text of such motion or amendment, except by permission of the Chair, shall be handed to the secretary before it is moved;

- (ii) business adjourned under standing order 61 and 62 to a specified time or meeting;
 - (iii) a procedural motion specified in standing order 58 (subject as provided in that standing order);
 - (iv) a supplementary question by a member who has asked a question under standing order 77.
- 34A. Minutes of the meetings of Synod shall be kept by the Secretary and shall be circulated to Synod members following a meeting for any amendments/corrections to be noted. Any such amendments/corrections shall be notified to the Secretary no more than 21 days after the minutes have been circulated and the consolidated minutes shall be notified to the Synod at its next meeting.

GENERAL RULES OF DEBATE

Quorum

- 35 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 61 or of a debate under standing order 62.

If Quorum not Present

- 36 If a quorum is not present, the Chair shall adjourn the Synod until such time as they 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. On confirmation that a quorum is present it 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.
- 36A The conduct of business of the Synod shall be in accordance with these Standing Orders, and shall follow one of the following procedures:
- i. Formal debate, including amendments
Function objective: decision making or expressing a collective opinion
 - ii. Informal Discussion (for example, to collect ideas and comments which may include roundtable or small groups)
Function objective: consultation and advising
 - iii. Presentation which may be followed by questions and answers (for example, about developments and initiatives taking place in the administration and missional work of the Diocese)
Function objective: to better inform the Synod to perform its functions

- iv. For information
Function objective: to ensure Synod is fully aware of current issues within the Diocese

- 36B. Subject to any legal requirement for a particular procedure to be followed (for example, consideration and formal debate on matters referred under Article 8 of the constitution of General Synod), those submitting items for inclusion on the agenda should indicate which procedure as outlined in Standing Order 36A is in their opinion the most appropriate to be followed in any particular case, however the Chair, taking into account any advice given by the Standing Committee, shall determine in each case the relevant procedure to be followed for each agenda item, or part thereof

Order of Speeches

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

Breach of Order

- 38 The Chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition or arguments previously put forward by the same or any other member, unbecoming language, reading a speech without permission of the Chair, disregard of the authority of the Chair, or any other breach of order, and may order the member to end any speech which they are making.

Points of Order

- 39 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 they have to say in the form of a succinct question.

Personal Explanations

- 40 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 they have 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 the 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

- 41 Save as provided in Standing Orders 39 and 40 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 Chair on a point of order or the admissibility of a personal explanation shall not be open to question.

Speaking to a Motion

- 42 A member shall not speak unless upon a motion or amendment save as provided in Standing Orders 39, 40 and 76.

Speaking more than Once

- 43 A member shall not speak more than once upon the same question except:
- (i) as provided in Standing Orders 39 and 40;
 - (ii) by permission of the Chair;
 - (iii) the mover of a motion (but not an amendment) may reply but such reply shall not introduce any new matter and shall close the debate;
 - (iv) the mover of an amendment to a standing order may speak twice.

Length of Speeches

- 44 Save as provided in these Standing Orders, no speech shall exceed three 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 they shall inform the Synod of their ruling, which shall not be open to debate or question.

Moving Motions or Amendments

- 45
- (a) Every matter debated in the Synod shall have been moved by a member. A motion does not need to be seconded unless the Chair so requires.
 - (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 some other member in their stead.
 - (c) An amendment may only be debated and voted upon with the support of at least fifteen members.

Withdrawal

- 46 A motion or amendment, once moved, may be withdrawn by the mover or at their request unless more than five members object.

Reconsideration and Rescission

- 47 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 of the Standing Committee.

Division

- 48 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

- 49 No motion shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

Special Powers of Chair

- 50 Unless the Synod otherwise provides, the Chair shall:
- (i) adjourn the Synod at the hours fixed in accordance with these Standing Orders;
 - (ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 30;
 - (iii) close the debate on any motion at the hour appointed in accordance with standing order 30, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 63 (ii) shall apply.

AMENDMENTS

When Permitted

- 51 Except as provided in standing order 52 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

- 52 Amendments to the following shall not be permitted:

- (i) a procedural motion under standing order 58
- (ii) a motion to receive the report of a committee under standing order 96.
- (iii) a motion under standing order 103 (a) in reply to any question referred by the General Synod.

Amendments to Amendments

- 53 No amendment may be moved to an amendment, except by permission of the Chair.

Delivery in Writing

- 54 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

- 55 An amendment may be made:
- (i) by leaving out words; or
 - (ii) by leaving out words in order to insert other words; or:
 - (ii) by inserting or adding words.

Content

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

Order of Consideration

- 57 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 their permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

58 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:

- (i) "That the Synod do pass to the next business" ("next business");
- (ii) "That the Synod do now adjourn" ("adjournment of the Synod");
- (iii) "That the debate be now adjourned" ("adjournment of debate");
- (iv) "That the debate be now closed" ("closure");
- (v.) "That all further speeches on this question be limited tominutes" ("speech limit");
- (vi) A motion to vary the order of business;
- (vii) A motion to suspend a standing order

When Not Permitted

59 A motion shall not be moved:

- (i) for next business, the closure or a speech limit on any question referred by the General Synod to the Diocesan Synod;
- (ii) for next business on an amendment or another procedural motion.

Next Business

60 The following rules of debate shall apply:

- (i) 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".
- (ii) A motion for next business shall take precedence over all amendments of which notice has been given.
- (iii) 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.
- (iv) If negatived, such motion shall not be moved again on the original motion unless that motion be substantially amended.

- (v) During discussion on a motion "That the Synod do pass to the next business before the question is put" it shall not be in order to debate the merits of the original question.

Adjournment of the Synod

61 The following rules of debate shall apply:

- (i) 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.
- (ii) 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.
- (iii) If the motion to adjourn is carried and the 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 21.
- (iv) Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting.
- (v) 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

62 Standing order 61 shall, unless the context otherwise requires, apply also to this motion except that:

- (i) 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.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

The Closure

63 The following rules of debate shall apply:

- (i) If such motion is permitted by the Chair, it shall be put forthwith without discussion.

- (ii) 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

64 The following rules of debate shall apply:

- (i) If this motion is permitted by the Chair, it shall be put forthwith without discussion.
- (ii) Notwithstanding the time limits imposed by standing order 44, 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 they 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 their ruling and in exercising their discretion shall have particular regard to any member who has a right of reply to the debate.

Suspension of Standing Orders

65 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 motions 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

66 Subject to the next two 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 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 bishop.

Procedure for Decisions

67 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; 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: such requirement shall be given or made either before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

Matters Referred Under Article 8

- 68 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

- 69 A separate vote of each House shall be taken:
- (i) on any question referred by the General Synod to the Diocesan Synod;
 - (ii) on any other question, (except a question relating to the conduct of business) where this is required under Standing Order 67.

Majority Required for Decisions

- 70 Subject to any statutory requirements and to standing order 65, 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 66, require the votes of a majority of all the members of each House present and voting.

Equal Voting in House of Bishops

- 71 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

- 72 The President shall have a right to require that their opinion on any question shall be recorded in the minutes.

Voting Rights of Chair

- 73 The Chair (subject to the rights of the President when they are Chair) shall have the same voting rights as other members and shall have no second or casting vote.

Mode of Voting

- 74 The Chair on putting any question to the vote shall take a show of hands, the result of which as announced by them shall be conclusive, and may at their discretion order the hands to be counted and shall do so on a vote by houses.

Procedure for Count of Hands

- 75 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

- 76 Subject to due notice under Standing Orders 32 and 33 a question may be asked of:

- (i) any officer of the Diocesan Synod referred to in these Standing Orders;
- (ii) 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. 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. A member may indicate that a written answer to a question is acceptable, in which case the written answer shall be displayed at the Synod, and shall be included in the Synod minutes issued to members.

Content

- 77 A question, if addressed to an officer, shall relate to the duties assigned to them 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 be otherwise in order.

Persons Authorised to Reply

- 78 If the person of whom the question is asked is a member or officer of the Synod they shall reply personally and, if not, the reply may be given by one of its members nominated by the President; provided that:

- (i) the President may instruct the secretary to reply on their behalf;
 - (iii) a member who is absent may authorise another member to deputise for them.
- 78A. The President, in consultation with the Chair, shall invite one or more speakers to present any item on the agenda allocated for informal discussion in accordance with Standing Order 36A(ii).
- 78B. The Chair of Synod will explain the procedure and timing to Synod, including any particular instructions for the small group (usually table) discussions which will follow.
- 78C. Comments and/or ideas from Synod members will be either invited from the floor or collected in writing from each small group (usually table) at the Chair's discretion. Where participation is invited from the floor, Standing Orders 37 and 38 will apply and a time limit as determined by the Chair for contributions from the floor shall be observed.
- 78D. The President, in consultation with the Chair, shall invite one or more speakers to present any item on the agenda allocated for presentation followed by an opportunity for informal questions and answers in accordance with Standing Order 36A(iii).
- 78E. Following any presentation made under this Standing Order, the Chair may invite members of the Synod to ask informal questions, which must clearly relate to the subject or content of the presentation, of the speaker or other people present identified by the Chair.
- 78F. The Chair in their sole discretion shall determine how to conduct the question and answer session as appropriate in the circumstances

BISHOP'S COUNCIL AND STANDING COMMITTEE

Composition

- 79 There shall be a Bishop's Council and Standing Committee (in these Standing Orders referred to as 'the Standing Committee') which shall be constituted in accordance with the following provisions:

A Ex Officio Members

The following persons shall be ex officio members of the Standing Committee:

- (a) The President
- (b) The suffragan bishop
- (c) The archdeacons
- (d) The dean

- (e) The Vice-Presidents
- (f) The Chair of the Diocesan Board of Finance
- (g) The Vice-Chair of the Diocesan Board of Finance (if not a member of the standing committee by virtue of election thereto under Part B of this standing order)

B Elected Members

The following persons shall be elected members of the Standing Committee:

- (a) Clergy
2 members of the House of Clergy of the Diocesan Synod elected by that House:

Provided that the persons so elected shall ensure that each archdeaconry is represented on Standing Committee by at least three members drawn from either the elected members of Standing Committee (clergy or lay) or the Vice Presidents. For these purposes a person is representative of an archdeaconry if they are a member of Diocesan Synod by virtue of an election thereto by a deanery synod in that archdeaconry.

If an election result fails to comply with the foregoing proviso, the presiding officer shall declare the number of vacancies remaining to be filled. As soon as practicable thereafter there shall be a further election to fill those vacancies from duly qualified candidates.

- (b) Laity
5 members of the House of Laity of the Diocesan Synod, elected by that House:

Provided that the persons so elected shall ensure that each archdeaconry is represented on Standing Committee by at least three members drawn from either the elected members of Standing Committee (clergy or lay) or the Vice Presidents. For these purposes a person is representative of an archdeaconry if they are a member of Diocesan Synod by virtue of an election thereto by a deanery synod in that archdeaconry.

If an election result fails to comply with the foregoing proviso, the presiding officer shall declare the number of vacancies remaining to be filled. As soon as practicable thereafter there shall be a further election to fill those vacancies from duly qualified candidates.

C Co-opted Members

The Standing Committee may co-opt not more than two members of the Diocesan Synod to become members of the Standing Committee each for such term (not exceeding beyond the triennial elections next following the co-option) as may be determined by the Standing Committee when co-

opting provided that this power shall not be exercised so as to cause the number of clerical members of the Standing Committee to exceed the number of lay members thereof.

Elections to Standing Committee

- 80 A The elected members of the committee shall be elected by the House of which each is a member, as soon as practicable after the first meeting of the new Diocesan 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 88-92.

An elected, appointed or nominated member who fails to attend three consecutive meetings shall forthwith cease to be a member, unless, after consultation with the two Vice Presidents, the President determines otherwise. With these exceptions elected, appointed or nominated members shall comply at all times with the relevant membership requirements.

Casual Vacancies

- B Elections to fill casual vacancies among persons elected under these Standing Orders shall be conducted in the same manner as ordinary elections and shall be held as soon as reasonable after the vacancy has occurred; provided that a vacancy which occurs within six months before the next triennial elections to the Diocesan Synod need not be filled.

Officers

- 81 The officers of the committee shall be as follows:
- (i) The President of the Diocesan Synod shall be Chair.
 - (iii) A member of the Standing Committee nominated by the President with the consent of the Standing Committee shall be Vice-Chair.
 - (iii) The secretary of the Synod shall be secretary.

Functions

- 82 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;
 - (iv) to advise the President on any matters on which they may consult the committee;
 - (v) subject to the directions of the Synod, to transact the business of the Synod when it is not in session;
 - (vi) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod and these Standing Orders;
 - (vi) to carry out such other functions as the Synod may delegate to it or as may be provided by the Rules or any Measure or Canon

OTHER COMMITTEES

Statutory Committees

- 83 The Diocesan 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

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

Membership of Committees

- 85 Subject to any directions of the Diocesan Synod and to any statutory provision, the Standing Committee shall determine the number of the members of any committee constituted under these rules and whether they shall be ex-officio appointed or elected. A committee may include persons who are not members of the Diocesan Synod; provided that a majority of the members of the committee shall be members of the Diocesan Synod. The President or a member

nominated by them, being either the suffragan bishop or an archdeacon, shall be a member of every committee.

Duration of Committee

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

Sub-Committees

- 87 Every committee constituted by the Diocesan Synod may appoint sub-committees for such purposes as it thinks fit.

Electors

- 88 Any elected members of a committee shall be elected by the whole Diocesan Synod as provided by standing order 91 without distinction as to Houses unless either the Diocesan Synod or the Standing Committee has directed that they shall be elected by Houses.

Nominations for Election to Committees

- 89 (a) No person whether clerical or lay who is a salaried worker of the Bristol Diocesan Board of Finance Limited shall be eligible to stand for election to the Standing Committee or as a member of the Bristol Diocesan Board of Finance Limited.
- (b) Nominations for election to committees shall be in writing and signed by a proposer and seconder who shall be qualified electors and accompanied by signed evidence of the candidate's willingness to serve. Nominations shall be delivered to the secretary within such period (not less than 14 days) as they shall specify. In addition the Standing Committee may, except in an election to itself, collectively nominate candidates. 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

- 90 (a) The names of the candidates shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the secretary within such period (not being less than 14 days) as they 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 Diocesan Synod or Standing Committee has directed that the election shall be conducted upon the principle of proportional representation, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 33 (4) and for the time being in force shall be used.

Casual Vacancies

- 91 A casual vacancy in the membership of a committee 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 Diocesan Synod need not be filled.

Directions by Standing Committee

- 92 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

Chairmen

- 93 If the President is a member of a committee they shall be Chair thereof if they so elect. If they do not elect to be Chair, then subject to any direction by the Diocesan Synod, the Standing Committee shall appoint a named Chair at the same time as a committee is established. If the Chair is absent from any meeting, the members shall elect a Chair for that meeting from among those present at that meeting.

Quorum

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

Voting

- 95 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 or casting vote.

Reports

- 96 Every committee shall report to the Diocesan Synod 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 Diocesan Synod to the acceptance of any matter in the report.

General

- 97 Subject to these Standing Orders and the Rules and to any directions by the Diocesan Synod or the Standing Committee, a committee shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

- 98 The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the Diocesan 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

- 99 If notice is given of a motion, whether or not under standing order 103, 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 Diocesan Synod; provided that, save by permission of the Chair and the consent of the Diocesan 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 Diocesan Synod.

REFERENCES BY THE GENERAL SYNOD

When Considered

- 100 When a reference is received from the General Synod, whether under Article 8 of the constitution of that Diocesan 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

- 101 Unless the Standing Committee decide to the contrary :
- (i) members of the Diocesan Synod shall receive at least three months' notice of the reference; and
 - (ii) 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

- 102 The Diocesan Synod, before voting on a reference, may refer it or any question arising from it to the deanery synods and/or parochial church councils or parochial church meetings in the diocese for the expression of their views.

Procedure of Debate

- 103 (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 69. 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.
- (c) 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

- 104 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 general of the General Synod.

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters Referable

- 105 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:
- (i) to express an opinion on or to record approval or disapproval of any matter; or
 - (ii) to supply information within their knowledge; or
 - (iii) 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

- 106 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

- 107 The secretary of the Diocesan Synod shall send a copy of any resolution under standing order 105 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

- 108 Subject to any direction by the Diocesan Synod, where a reference under standing order 105 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

- 109 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, on the outcome of the reference.

MATTERS RAISED BY DEANERY SYNODS & PAROCHIAL CHURCH COUNCILS AND MEETINGS

By deanery synods

- 110 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

- 111 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

- 112 Notice of a motion to be moved in the Diocesan Synod under standing order 110 shall be given by the secretary or a member of the Diocesan Synod duly authorised for the purpose to the secretary of the Diocesan Synod.

FINANCIAL BUSINESS

Duties of Diocesan Board of Finance

- 113 The Diocesan Board of Finance of the diocese (in these Standing Orders referred to as 'the DBF') as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Diocesan Synod and responsible for the custody and management of the Diocesan Synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

Duties of Standing Committee

- 114 The Standing Committee shall be responsible for advising the President and the Diocesan Synod on the determination of priorities in the allocation of any funds at the disposal of the Diocesan Synod. Subject to the memorandum and articles of

association of the Board the Standing Committee shall also act as the directors of the board, (hereinafter in that capacity referred to as the Board.)

Preparation of Annual Accounts and Draft Budget

- 115 The Standing Committee shall receive and approve such Annual Reports and Accounts as are prescribed by company and charity law and make to Diocesan Synod such if any recommendations as it thinks fit.

Presentation of Annual Accounts and Draft Budget

- 116 A The DBF shall not later than the 31st July each year confirm to Diocesan Synod such Annual Reports and Accounts for the preceding year as are prescribed by company and charity law and have been laid before it in General Meeting.

Presentation of Budget

- B Not later than the 30th November in each year the DBF shall present to the Diocesan Synod for approval the budget for the following year . The Budget shall provide for the expenditure required by every Committee and other body responsible to the Diocesan Synod.

Special Votes of Expenditure

- 117 If the Board during any financial year either:
- (i) 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
 - (ii) is so instructed by the Diocesan Synod:
- the Board shall submit at any meeting of the Diocesan Synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met.

Expenditure in Excess of Votes

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

Notice of Proposals Involving Expenditure

- 119 Except with the consent of the Standing Committee, no motion involving expenditure shall be put to the vote unless thirty-five days notice of motion has been given to the Standing Committee and the Board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

Form of Money Resolutions

- 120 The DBF 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)"; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

Persons Authorised to Move Money Resolutions

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

Inadmissible Amendments to Money Resolutions

- 122 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

- 123 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

- 124 Subject to any directions by the Diocesan Synod or the Standing Committee, representatives of the press and members of the public may attend meetings of the Diocesan Synod but may not take any part in the proceedings, except that any member of the Diocesan 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 Diocesan Synod. If the motion is carried, the Chair shall request the representatives of the press and the public to withdraw.

Periods of Notice

- 125 Any period of notice required by these Standing Orders shall be deemed to consist of clear days or weeks, not including the date of dispatch and the date of the event before which the notice must be delivered.

Procedural Defects

- 126 A meeting of the Diocesan 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.

Electronic Communications

- 126a All notices of meetings, reports, budgets, accounts and all other communications by and to the Diocesan Synod and the Committees of the Diocesan Synod may be transmitted electronically and all such communications shall be taken as given and sent if transmitted to such address as may for the time being be notified to the Diocesan Synod for that purpose by each of the members.

Amendment of Standing Orders

- 127 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 Diocesan Synod orally or in writing as it thinks fit on the implication of each proposed amendment.

INTERPRETATION

- 128 In these Standing Orders the expression 'the Rules' or 'Rule' shall mean the Church Representation Rules or one of them and other expressions shall have the meanings assigned to them by the Rules or the Synodical Government Measure 1969 ('the Measure')

Amended by Mr Bruce Finnermore (Chair of the House of Laity) and The Revd Trudie Wigley (Chair of the House of Clergy) on 31 October 2023.

**Appendix:
Guidelines to Accompany the Standing Orders of the Bristol Diocesan Synod**

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 they may consult the Diocesan 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.

As we come to Diocesan Synod, some words from Pope Francis are helpful. He shares that synod “gives us the grace to move forward together, to listen to one another and to embark on a discernment of the times in which we are living”. He stresses that synod is not a parliament nor an opinion poll, but an expression of church: “if the spirit is not present there will be no synod”. Celebrating a Synod means walking on the same road, walking together. Let us look at Jesus (Mark 10:17): First, he *encounters* the rich man on the road; he then *listens* to his questions, and finally he helps him *discern* what he must do to inherit eternal life. *Encounter, listen and discern* – these three verbs characterise the Synod. *Pope Francis*

In the light of this, we have set out below certain principles governing the conduct of all our meetings as Diocesan Synod:

1. All meetings must be conducted in a transparent, robust and fair manner in a spirit of Christian grace.
2. We are the body of Christ and will seek to work in a collaborative and

inclusive way at all times.

3. We are committed to the Diocesan values of openness, generosity, creativity and bravery and will seek to reflect these in our interactions and decisions.
4. We are committed to upholding Synodical government as instituted by the national Church of England. Diocesan Synod Standing Orders determine membership, voting rights, election procedures, notice of meeting, committee procedures and General Synod business.
5. The Chair is responsible for the conduct of a meeting, but is accountable, and must be both flexible and responsive.
6. The Chair must strive to ensure a balanced debate – where everybody has a voice - and manage the business of the meeting, and speakers, to time.
7. Any subject being debated and its desired outcome must be clearly stated.
8. The Bishop's Council, as the standing committee of Diocesan Synod, is responsible for finance but is accountable to Diocesan Synod as “shareholders”. Diocesan Synod must receive the annual accounts, approve the annual budget and appoint auditors at the AGM of the DBF.
9. Diocesan Synod may not authorise or direct any expenditure without the agreement of Bishop's Council.
10. Items raised by deanery synods will take precedence in Agenda Planning, providing the Agenda Committee has had time to review it.
11. Private member’s items will be reviewed by the Agenda Committee which will make an appropriate recommendation about moving the item forward to Diocesan Synod.
12. Members of Diocesan Synod may query the decisions of the Agenda Committee.

In addition to the above, we have set out below some explanations of how Diocesan Synod operates to offer some clarity:

1. Speaking in the Diocesan Synod (Standing Order 37)

In normal circumstances, the Chair will call only upon a member who

has their hand raised and will endeavour to ensure that equal opportunity is given to those supporting and those opposing the motion and to those from different parts of the Diocese. A member who speaks should begin by announcing clearly their name and Deanery (or other qualification for membership of the Diocesan Synod).

2. Raising Points of Order (Standing Order 39)

A member who wishes to raise a Point of Order may interrupt another speaker to do so. The member interrupting should however indicate at once the number of the Order which they believe may have been breached and draw the attention of the Chair to the alleged breach by way of a question, e.g. "A point of order, Chair. Is the speaker not in breach of Standing Order 44, their speech having exceeded ten minutes?"

3. Procedural Motions

Points of Order should be clearly distinguished from Procedural Motions (Standing Order 58). A member wishing to move a Procedural Motion may not interrupt a speaker. They should stand in their place immediately once the speaker has sat down and, without waiting to be called, ask the Chair for consent to move the Procedural Motion they desire,

e.g. "My Lord President/ Madam Chair, will you allow a motion that the debate now be closed?"

4. The effects of the procedural motions are set out in Standing Orders 60 to 64 and should be studied carefully before a Procedural Motion is submitted by a member or allowed by the Chair. The Standing Orders do not allow a "reference back" as a Procedural Motion, but an amendment under Standing Order 51 may refer a matter to a designated person or body for clarification or further work. Under Standing Order 123 a resolution to approve the budget may be referred back to the Executive for further consideration.

5. It should be noted that, under Standing Order 59,

(i) motion for next business, the closure, or a speech limit may not be moved on any question referred by the General Synod to the Diocesan Synod and

(ii) a motion for next business may not be moved when an

amendment or another Procedural Motion is under consideration.

6. Form of debate

Under Standing Order 45(a) every matter debated in the Diocesan Synod has to be moved by a member. The mover of the motion has (under Standing Order 43(iii)) a right to reply at the conclusion of the debate. No other speaker may speak more than once, except as may be permitted under Standing Order 43. This reflects the normal procedure for debate in the Diocesan Synod under which it rests with any who are not satisfied with a particular motion to introduce amendments or to speak and vote against the motion: there is no obligation on the part of the Standing Committee or anyone else to take steps to see that arguments against the motion are presented to the Diocesan Synod. This procedure is a reminder that the Diocesan Synod is a body charged with functions which require it "to make provision for" certain matters and "to advise the Bishop" or "to express their opinion on" others. Members ought therefore to strive to reach a common mind and, as appropriate, to make clear decisions or to give positive advice.

7. Nevertheless, Standing Orders 43, 44, 45, 58 and 64 are not so restrictive as to prevent the adoption for particular occasions of the procedure generally known as the "structured debate", in which both the proposer and a designated "opposer" of a motion enjoy equal rights of presentation and reply. The Standing Committee believe that this procedure should be reserved strictly for use, at their discretion, in connection with a limited range of matters on which they judge it to be essential for the Diocesan Synod to have heard divergent views competently and fully expounded before they divide. In connection with any matter which the Council are persuaded warrants this exceptional procedure, they will arrange accordingly before the Diocesan Synod meets and, under Standing Order 43(v)¹, give their prior consent for the "opposer" to speak more than once, i.e. to have a "right of reply". They will also ask the Chair to exercise their discretion under Standing Orders 44 and 64 in such a way as to allow the proposer and the "opposer" the same length of time for reply.

8. Casual vacancies (Standing Order 9)

¹ If the proposed amendment to SO 43 is approved

Members should know that a casual vacancy will occur in the following circumstances:

a. Diocesan Synod:

- (i) A lay member who ceases to be on the roll of any parish in the Deanery loses their seat. However, if on the roll of another parish in the diocese, they can keep the seat if BEFORE THE VACANCY OCCURS the lay members of the Standing Committee of the electing deanery synod so resolve.
- (ii) A clergyperson moving to another Diocese loses their seat. A clergyperson who retires loses their seat unless they continue to hold a prebendal stall in the Cathedral and remains within the Deanery that elected them. If a clergyperson moves to another Deanery (i.e. continues to work in the Diocese) they lose their seat unless BEFORE THE VACANCY OCCURS the clerical members of the Standing Committee of the electing deanery synod resolve that they may retain their seat.

b. Standing Committee

A member elected by the Diocesan Synod loses their seat if they cease to be a member of the Diocesan Synod or on the election of their successor.

9. Questions

An order paper will be provided at each meeting of the Diocesan Synod detailing questions asked and the replies, if a written answer is being given.

10. Informal debates and presentations

The Standing Orders provide for different forms of debate to reflect the different tasks in front of Diocesan Synod as well as the need, on occasion, to have a meeting which receives information rather than a traditional formal debate on an issue. The Standing Orders allow for different types of debate to be used in Diocesan Synod and for those proposing business to have a role in determining which type of debate is best suited for the proposed topic.

- 11.** The Standing Committee will plan the business of the Diocesan Synod accordingly and ensure that members are suitably advised of what is proposed and any consequent requirements.