



## Rules for the Deanery Synod

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### MEMBERSHIP OF THE SYNOD

#### Roll of Members

1. The secretary shall keep a roll of the members of the synod constantly up to date, including the name, address and parish of any person notified to him or her by the secretary of the diocesan synod and qualified as an ex officio member.

#### Co-opted members

2. The co-option of additional members shall be by resolution of either house passed on a motion moved in accordance with rule 24 (7) of the Church Representation Rules. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31<sup>st</sup> day of May in the year of the triennial elections.

#### Participation by non-members

3. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the synod:-
  - a) the bishop or a duly appointed commissary;
  - b) the archdeacon;
  - c) the registrar of the diocese;
  - d) visitors invited by either of the joint chairpersons or the standing committee;
  - e) persons appointed by the standing committee of the diocesan synod under Rule 4;
  - f) an officer of deanery synod who is not a member of deanery synod.

#### Members of General Synod appointed to attend meetings

4. If there is no member of the deanery synod who is a member of the general synod, the standing committee of the diocesan synod shall, if it thinks fit, appoint for the purposes of this rule one or more members of the general synod who represent the diocese. Such persons shall be entitled to receive copies of notices and other documents circulated to full members of the deanery synod and to attend and speak at its meetings but not to move any motion or amendment or to vote.

## THE JOINT CHAIRPERSONS

### General

5. There shall be joint chairpersons of the deanery synod, being the area dean and a member of the house of laity elected triennially by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chairperson unless s/he resigns or ceases to be qualified shall continue in office until the commencement of the meeting following the special meeting at which successors are elected.

### Election of lay chairperson

6. Before the first meeting of the synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a separate meeting to elect the lay chairperson, which shall be by ballot at the meeting. A member of that house appointed by the area dean shall act as chairperson for such meeting. Whoever so presides shall have a vote but no casting vote in the elections and in the case of an equality of votes the decision shall be taken by lot.

## CHAIRPERSON OF MEETING

### Meetings of the synod

7. The joint chairpersons shall agree between them who shall chair each meeting of the deanery synod or particular items of business in the agenda of the synod. If either is absent, the other shall preside. If both are absent, the meeting shall elect a chairperson.

### Separate meetings of the houses

8. The joint chairpersons shall preside over separate meetings of their respective houses. The assistant area dean, if appointed, shall preside over separate meetings of the house of clergy in the absence of the area dean. If all are absent a member of the house chosen by the members shall take the chair.

## OFFICERS

### Appointment and term of office

9. At the first meeting after each triennial election the synod shall appoint a secretary and a treasurer, neither of whom need necessarily be a member of the synod. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

## STANDING COMMITTEE

### Membership

10. There shall be a standing and pastoral committee of the synod (in these Rules referred to as the standing committee) consisting of the joint chairpersons, the assistant area dean, if appointed, the secretary, the treasurer and an equal number

of persons from each house duly elected in accordance with Rule 11. This committee shall have no power to co-opt additional members.

#### Elections to the Standing Committee

11.

- a) Elected members shall retire on the election of their successors or on ceasing to be qualified;
- b) Elections shall take place as soon as possible after the triennial elections to the synod;
- c) Voting shall be by houses;
- d) Subject to paragraph (e) below, not later than the 31st day of May in the year of the triennial elections, the synod shall decide whether the next elections shall be conducted at a meeting, using the same procedure with essential modifications as for election at an annual parochial church meeting, by post or electronic means, using the same procedure with essential modifications as for elections to the diocesan synod;
- e) Elections shall be by simple majority unless, not later than the said 31st May, the synod shall have determined that the method of the single transferable vote under the regulations in that behalf as from time to time in force shall apply.

#### Functions of committee

12. The functions of the standing committee shall be to initiate and advise on proposals; to ensure that members of the synod are adequately informed on questions raised and other matters of importance to the deanery; to prepare the agenda; to transact the business of the synod between meetings; to give advice to the Diocesan Mission & Pastoral Committee and to make such appointments and do such other things as the synod may delegate to it.

#### OTHER COMMITTEES

13. The synod may constitute additional committees with such chairpersons, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

#### PROCEDURE OF COMMITTEES

##### By whom determined

14. Subject to these rules and to any resolution of the synod, the chairpersons and other procedure of a committee, including the standing committee shall be determined by itself.

#### MEETINGS OF THE SYNOD

##### Ordinary meetings

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

### Special meetings

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

### Notice of ordinary meetings

17. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such a manner as the joint chairpersons may approve.

### Special meetings

18. In the case of sudden emergency or other special circumstances the joint chairpersons may summon a special meeting at not less than 7 days' notice but the quorum required for business at such meetings shall be a majority of members of each house. The notice convening the special meeting must include the date, time, place and agenda of the meeting and only business specified on the agenda may be transacted.

## SEPARATE MEETINGS OF THE HOUSES

### When held

19. Either house shall sit and vote separately if the deanery synod so resolves, the house itself so decides or these rules or the rules of the house so provide. Each house may determine its own procedure consistently with these rules. No business, except as authorised in these rules, conducted by a single house of synod has authority over the whole synod.

## AGENDA

### Content

20. Subject to these rules and to 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 the synod, the standing committee shall settle the agenda for each of the meetings of the synod, specifying therein all business:-
  - a) of which due notice has been received and which is in order;
  - b) of an earlier meeting not disposed of or withdrawn;
  - c) of the diocesan synod which is of concern to the deanery synod, and particularly any matters referred to the diocesan synod by the general synod; and shall determine the order in which the business on the agenda shall be considered.

### Circulation

21. The secretary shall deliver an agenda paper to every member 7 days at least before a meeting, by hand, post or electronic means.

### Report on proceedings

22. Every agenda shall include the approval as a correct record of the minutes of the last meeting and also, unless it consists of those minutes, of a report by the standing

committee of the proceedings of that meeting as circulated, or intended for circulation to parochial church councils in accordance with Rule 65.

#### Addresses, papers and discussions

23. Either of the joint chairpersons or, with the consent of the standing committee, any other member, may give notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the member signing the notice or by a visiting speaker invited in accordance with Rule 3 (d), and then be followed by a general discussion, if the standing committee so decides.

#### Business permitted to be considered

24. Nothing shall be considered at a meeting of the synod except business on or arising from the agenda; provided that at the request or by consent of both joint chairpersons urgent matters may be considered but not decided by the synod.

#### Varying the order of business

25. The order of business may be varied by the chairperson at his/her discretion, or by a resolution of the synod to be put without debate.

### NOTICE OF BUSINESS

#### General

26. Notice of any business for a meeting of the synod shall be in writing and delivered to the secretary by hand, post or electronic means not later than the period before the meeting which is required by these rules.

#### Length of notice

27. Subject to Rule 18, the following periods of notice are required:

New business for the agenda	21 days
Motions and amendments arising from the agenda	7 days

#### Dispensing powers

28. Notice of a motion arising from the agenda or of an amendment may be dispensed with by the permission of the chairperson or by resolution of the synod, but a copy shall, if the chairperson so requests, be signed and delivered to the secretary.

#### Procedural motions

29. A procedural motion mentioned in these rules may be moved without notice, unless express provision is made to the contrary.

### POWERS OF CHAIRPERSON

#### Procedure

30. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who presides.

## MINUTES

### Circulation

31. The secretary shall prepare minutes of every meeting which shall be circulated to members and shall record the names of those attending.

## QUORUM

### One-third of each house

32. Except as provided in Rule 18, a quorum shall be one-third of the members of each house of the synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

### If quorum not present

33. The chairperson shall, if requested by any member take a count of the members present and shall adjourn the meeting if a quorum is wanting. No decision of the synod shall be invalidated by the absence of a quorum unless the chairperson's attention is called thereto immediately upon the vote being taken.

## GENERAL RULES OF DEBATE

### Seconding

34. Seconding is not required.

### Moving instead of another member

35. If the member who gave notice of a motion or amendment, on his/her name being called, chooses not to move it another member may do so in his/her stead.

### Opportunity for questions

36. Immediately after a motion has been moved the chairperson may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.

### One motion at a time

37. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 49 and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the chairperson may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to him or her that this course would facilitate the proper conduct of the synod's business.

### Personal explanations

38. A member may ask permission of the chairperson presiding to interrupt a debate to make a personal explanation but only to correct an important misunderstanding or misrepresentation of fact during a debate with regard to what s/he has said and for this purpose may interrupt another speaker.

#### Reconsideration and rescission

39. 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 the agreement of the standing committee and unless at least two-thirds of the members present and voting agree to the motion or amendment being moved.

#### Speaking more than once

40. Subject to rule 41, no member shall speak more than once on a motion or amendment under debate except that:-
- a) the mover of a motion shall have a right of reply to the debate on his/her motion;
  - b) a speech on an amendment shall not be deemed a speech on the main motion;
  - c) a point of order or a personal explanation may be made at any time whether or not another member is interrupted.

#### General discussions

41. The chairperson may at any time suspend rule 40 for so long as s/he thinks the purposes of the synod would be more usefully served by a general discussion and s/he may direct that such discussion shall be held in informal groups. A general discussion under this rule shall be conducted in accordance with procedure to be determined by the chairperson, but no motion or amendment shall be moved or put to the vote during such discussion.

#### Speaking

42. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

#### Length of speeches

43. The chairperson may at any time impose a limit of not more than three minutes on the length of speeches and may vary or revoke such limit; provided that s/he shall inform members of each ruling which shall not be open to question.

#### Withdrawal

44. A motion or amendment which has been moved may be withdrawn by the mover unless any member objects.

#### Division of text

45. The chairperson may, with the consent of the mover, so divide any motion or amendment as to enable the synod to vote separately upon each part.

### AMENDMENTS TO MOTIONS

#### Content

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

#### Moving

47. No amendment shall be moved to:-
- a) a motion to receive the report of a committee;

- b) a motion, under Rule 62 (a), on a question referred by the diocesan synod;
- c) another amendment.

#### Order of consideration

48. In the event that more than one amendment to a motion is moved they may at the chairperson's discretion all be discussed prior to being put to the vote in the order s/he determines. S/he may pay regard to:-
- a) the order in which the amendments were raised;
  - b) the sequence in which they affect the motion;
  - c) those with, in his/her opinion, a wider impact before those of detail;
- or such other criteria as in his/her opinion will enable synod best to express its mind.

#### PROCEDURAL MOTIONS

##### Content

49. With the consent of the chairperson the following procedural motions may be moved with or without notice, but not so as to interrupt the speech of any member:-
- a) that the synod be now adjourned;
  - b) that the debate be now adjourned;
  - c) that the synod do now pass to the next business;
  - d) that the debate be closed.

##### Motions under Rule 49 (c) and (d)

50. In the case of the motions mentioned in Rule 49 (c) and (d):-
- a) such motion shall not be moved on any question referred by the general or diocesan synod;
  - b) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the chairperson permits further speeches, a brief reply by the mover of the original motion or, failing him or her, one other member.

##### Amendments and other procedural motions

51. Adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business or to refer back shall not be so moved.

##### Effect of procedural motions

52. In the event of any procedural motion being passed, the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed the mover thereof shall have a right to reply before the matter is put to the vote.

##### Adjourning amendments

53. The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

##### Resumption of business interrupted

54. Unless otherwise resolved, business interrupted by an adjournment of the synod shall be resumed at the next meeting, and by an adjournment of debate, if and when the standing committee so decides.

#### Reference back

55. If a motion to remit specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee.

#### VOTING

##### General

56. Decisions shall be taken by a majority of the members of the synod present and voting, except that a separate vote of each house shall be taken in the following cases:-
- a) if the chairperson so rules;
  - b) if not fewer than five members so request;
  - c) on any matter referred by the diocesan synod.

##### Decisions of houses

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

##### Mode of voting

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

##### Recording votes

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

#### REFERENCES BY THE DIOCESAN SYNOD

##### When considered

60. References by the diocesan synod shall be included in the agenda of such meetings as the standing committee shall consider appropriate, taking account of any timetable laid down by diocesan synod.

##### Prior notice and documents required

61. Unless the standing committee otherwise decides:
- a) at least 21 days' notice of any matter referred shall be given to every member,
  - b) a report or other document prepared by or on behalf of the general synod, diocesan synod or standing committee shall be circulated.

##### Procedure of debate

- 62.
- a) When the reference by the diocesan synod is in the form of a question requiring the answer Yes or No, the question shall be put to the deanery 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 Rule 56. 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

- 63. The decisions (together with the number of votes in each house) on every matter referred and on every additional motion shall be reported by the secretary of the deanery synod to the secretary of the diocesan synod.

#### Consultations within the deanery

- 64. Subject to any timetable laid down by the diocesan synod, the deanery synod before voting on reference may refer to any question to the parochial church councils or parochial church meetings in the deanery.

### REPORTS BY THE DEANERY SYNOD TO PAROCHIAL CHURCH COUNCILS

#### Report of proceedings

- 65. Within six weeks after a meeting of the deanery synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report of the proceedings of that meeting approved by the standing committee. Such report may be in the form of the minutes.

### MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS

#### Mode of representation

- 66. Any parochial church council or parochial church meeting in the deanery may, on a motion moved by a member representing that parish, bring before the deanery synod any matter whether of general church interest or affecting that parish and may move that a representative of the deanery synod on the diocesan synod be instructed to bring such matter before that synod on behalf of the deanery synod. Subject to any directions by the deanery synod, the standing committee shall instruct such representative accordingly.

### ADDRESSES, PAPERS AND GENERAL DISCUSSIONS

#### Procedure determinable by chairperson

- 67. The chairperson presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:-
  - a) an address or the presentation of a paper, whether a report or other document, by a member or a visiting speaker;
  - b) a general discussion, whether or not introduced by such address or paper, including a discussion permitted by the chairperson under Rule 41.

## FINANCIAL BUSINESS

### Annual review

68. The standing committee shall not later than 31<sup>st</sup> March in each year submit to the synod:-

- a) a report and audited accounts for the preceding financial year;
- b) a statement showing the estimated expenditure of the synod during the current financial year;
- c) proposals for raising the income required to meet such expenditure.

## GENERAL PROVISIONS

### Admission of press and public

69. Members of the press and general public are welcome to attend synod meetings as observers. Subject to any directions by the synod or the standing committee, any member of the synod may move that the representatives of the press and members of the public shall withdraw during the whole or part of the business before the synod. If the motion is carried, the chairperson shall request the representatives of the press and members of the public to withdraw.

### Periods of notice

70. Any period of notice required by these rules shall be deemed to consist of clear days, not including the date of despatch and the date of the event before which the notice must be delivered.

### Procedural Defects

71. A meeting of the synod or of any of its committees that has itself been duly summoned shall by approving and authorising the signing of the minutes of the preceding meeting, validate the proceedings and that meeting notwithstanding any defect in the procedure for summoning or conducting that meeting; provided that if and when any such defect becomes known the secretary will, without undue delay, notify members (of the synod or the committee as the case may be) of the nature of such defect and of the meeting at which such minutes are due to be approved and invite comment (if any) upon such defect.

### Variation of rules made by diocesan synod

72. These rules having been authorised by the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.