

## HEREFORD DIOCESAN SYNOD

### RULES FOR THE CONSTITUTION AND CONDUCT OF DEANERY SYNODS

In accordance with the Church Representation Rules (CRR) part 3 rule 26(1)

#### **Functions of the Deanery Synod**

1. The functions of the Deanery Synod shall include:

- (a) To consider matters concerning the Church of England and to make provision for such matters in relation to their deanery and to consider and express their opinion on any other matters of religious or public interest;
- (b) To bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
- (c) To make known and as far as appropriate put into effect any provision made by the Diocesan Synod;
- (d) To consider the business of the Diocesan Synod and particularly any matters referred to that Synod by the General Synod and sound parochial opinion whenever they are required or consider it appropriate to do so;
- (e) To raise such matters as the deanery synod consider appropriate with the Diocesan Synod;
- (f) To exercise any function in relation to the parishes of the deanery delegated by the Diocesan Synod;
- (g) To encourage Parochial Church Councils to be as generous as possible when deciding their annual Parish Offer to help ensure a continuing stipendiary ministry.

#### **Constitution**

2. The Deanery Synod shall consist of:

- (a) The House of Clergy
- (b) The House of Laity

## **The House of Clergy**

3. The House of Clergy shall consist of:

- (a) The clerks in Holy Orders beneficed in or licensed to any parish in the deanery.
- (b) Any clerks in Holy Orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967.
- (c) All clerical members of the General Synod or Diocesan Synod resident in the deanery.
- (d) Such other clerks in Holy Orders holding the Bishop's Licence to work throughout the Diocese or in more than one deanery and resident in the deanery, subject to any directions which may be given by the members of the House of Clergy of the Bishop's Council that, having regard to the number of parochial and non-parochial clergy in the deanery, such clerk shall have membership of a specified deanery synod other than the deanery where he resides, provided that no person shall thereby be a member of more than one deanery synod in the Dioceses.
- (e) One or more clerks in Holy Orders holding permission to officiate in the diocese who are resident in the deanery or who have habitually attended public worship in a parish in the deanery during the preceding six months. One clerk may be elected or chosen for every ten retired clerks or part thereof, elected or chosen in such manner as may be approved by the Bishop, by and from such clerks. Other clerks in Holy Orders who may be co-opted, provided that their number shall not exceed five per cent of the total numbers of the House, or three, whichever is the greater.

## **The House of Laity**

4. Subject to the provisions of the Church Representation Rules part 3 rule 16, the House of Laity shall consist of:

- (a) The parochial representatives elected to the synod by the annual meetings of the parishes of the deanery.
- (b) Any lay members of the General Synod or Diocesan Synod whose names are entered on the roll of any parish in the deanery.
- (c) Representatives from any community of persons in the deanery who are in the spiritual care of a chaplain licensed by the Bishop, being actual communicant members of the Church of England of sixteen years and upwards chosen in such a manner as may be approved by the Bishop by and from members of that community.
- (d) The Deaconesses and lay workers licensed by the Bishop to work in any part of the deanery.
- (e) Such other Deaconesses or lay workers holding the Bishop's Licence to work throughout the Diocese or in more than one Deanery and resident in the deanery, subject to any direction which may be given by the members of The House of Laity of The Bishop's Council that, having regard to the number of Deaconesses or lay

workers in the Deanery, such persons shall have membership of a specified deanery Synod other than the deanery where they reside provided that no person shall thereby be a member of more than one deanery synod in the Diocese.

(f) Additional members who are actual communicant members of the Church of England of sixteen years and upwards may be co-opted provided that their number shall not exceed five per cent of the total members of the House, or three, whichever is the greater.

### **Election and Choice of Members**

5. (a) The parochial representatives of the laity elected by Annual Meetings shall be so elected every three years and shall hold office for a term of three years beginning with 1st July next following their election. Co-opted members shall retire on 30th June in the year of the triennial elections.

(b) The numbers to be elected are determined by the Diocesan Synod and certified to the secretary of each parochial church council not later than 31st December in the year preceding any election.

(c) The Diocesan Synod shall exercise their powers under the said rules so as to secure that the total number of members of any Deanery Synod in the Diocese shall not be more than 150, including the maximum number of members who may be co-opted by each House, and, so far as practicable, shall not be less than 50.

### **Numbers**

6. The numbers of parochial representatives of the laity elected to deanery synod shall be related to the numbers of names on the electoral rolls of the parishes as certified by the respective electoral roll officers to the Secretary of the Diocesan Synod. The numbers to be elected by each parish in relation to the elective roll numbers shall be as determined by Diocesan Synod in the year preceding the election.

### **Cathedral Representation**

7. (a) House of Clergy - The Dean of the Cathedral, the residentiary and non-residentiary Canons and other ministers of the Cathedral Church shall be ex-officio members of the House of Clergy of the Hereford Deanery Synod.

(b) House of Laity - All lay persons who are declared by the Dean to be habitual worshippers at the Cathedral Church and whose names are not entered on the roll of any parish and who are actual communicants of eighteen years and upwards are eligible for election to the House of Laity of the Hereford Deanery Synod and shall be represented on the same scale as in Rule 6 above.

### **List of members to be given to diocesan electoral registration officer** [CRR 20]

8(1) The secretary of each Deanery Synod must, after the election of the parochial representatives of the laity to the synod but no later than the next following 1 July, give the diocesan electoral registration officer –

(a) a list of the names and addresses of the members of the House of Clergy of that synod, specifying for each member the category of membership, and

(b) a list of the names and addresses of the members of the House of Laity of that synod, specifying for each member the category of membership.

(2) If a person is co-opted to either house of a Deanery Synod the Secretary of the synod must give the Diocesan Electoral Registration Officer the name and address of the person.

(3) The Secretary of each Deanery Synod must give the Diocesan Electoral Registration Officer details of any subsequent changes to the membership of the House of Clergy or the House of Laity of that synod.

### **Joint Chairs**

9. (a) There shall be Joint Chairs of the Deanery Synod, being the Rural Dean and a member of the House of Laity elected triennially after each election by that House; provided that during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone.

(b) Before the second meeting of the synod after any triennial election or in the event of a vacancy in the office, the House of Laity shall hold a special meeting to elect the lay Joint Chair. A member of the house appointed by the Rural Dean shall act as Chair for that meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

(c) The Joint Chairs shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business on the agenda of the Synod. If either is absent or incapacitated, the other Joint Chair shall preside. If both are absent or incapacitated, the meeting shall elect a chair.

### **Officers**

10. At the second meeting after each triennial election, the Synod shall appoint a Secretary and a Treasurer. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

### **Participation of Non-Members**

11. The following shall have the right to attend and speak but not to make any motion or amendment or to vote in the synod:

(a) The Bishop or duly appointed Commissary;

(b) The Archdeacon;

(c) The Registrar of the Diocese

(d) Visitors invited by either of the Joint Chairs or the Standing Committee;

12. 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 and whose names are entered on the roll of any parish in the Diocese. The names and addresses of such persons shall be notified by the Secretary of the

Diocesan Synod to the relevant Deanery Synod Secretary. 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.

### **Casual Vacancies**

13. Casual vacancies shall be filled by election in the Parochial Church Council and a person so elected shall hold office only for the unexpired portion of the term of office of the person he replaces. The name and address of the person selected to fill the casual vacancy shall be notified by the Parochial Church Council Secretary to the relevant Deanery Synod Secretary immediately after the election.

### **Resignations**

14. Persons holding office under these rules may resign at will. The resignation shall be notified in writing to the relevant Parochial Church Council Secretary and, in the case of a member of the Deanery Synod Standing Committee, to the Deanery Synod Secretary.

### **Standing Committee**

15. There shall be a Standing Committee of the synod which can be referred to as the Deanery Leadership Team. The membership consists of the Joint Chairs, Secretary, Treasurer and such additional persons as the synod itself shall determine elected by the members of each house in equal numbers with the intent that every benefice has only one person on the committee, where this is desirable and achievable, from among their members. This committee shall have no power to co-opt additional members.

16. Elected members shall retire on the election of their successors or on ceasing to be qualified. Elections shall be triennial and shall be held at the latest at the second meeting of the newly elected synod.

17. The functions of the Standing Committee shall be to ensure the promotion in the deanery of the whole mission of the Church, pastoral, evangelistic, social and ecumenical; to initiate and advise on proposals; to ensure that members 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; and to make such appointments and do such other things as the synod may delegate to it.

18. The Standing Committee may appoint sub-committees or working groups, which may include other synod members, to initiate and/or advise on matters for consideration by the Standing Committee or Deanery Synod.

### **Meetings**

19. The synod shall hold two meetings at least in every year at such times and places as the Joint Chairmen shall decide after consulting with the Standing Committee.

20. The Joint Chairs may summon a meeting of the synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than 15 members of the synod such members may forthwith summon a meeting.

21. The date, time and place of ordinary meetings of the synod, shall be announced to members as soon as arranged in such a manner as the Joint Chairs may approve. Except as provided in rule 22, notice shall not be less than four weeks.

22. In the case of sudden emergency or other special circumstances the Joint Chairs may summon a special meeting at not less than one week's notice but the quorum required for business at such meetings shall be a majority of the members of each house and only business specified on the agenda may be transacted.

### **Notice of Business**

23. The Secretary shall post or deliver an agenda paper to every member two weeks at least before a meeting or in the case of a meeting called at less than two weeks notice at the same time as the notice.

24. Every agenda shall include the approval as a correct record not only of the minutes of the last meeting but also, unless it consists of those minutes, of a report by the Standing Committee of the proceedings of that meeting for circulation to parochial church members.

25. Any member may submit at any time a notice of business for the synod. Such notice of business shall be in writing, signed and delivered to the Secretary with a request it be included on the agenda for the next meeting. The notice shall be considered for inclusion in the agenda at the next meeting of the Standing Committee.

### **Minutes**

26. The Secretary shall prepare the minutes of every meeting which shall be circulated to members and as provided for in Rule 33. The names of those attending each meeting shall be recorded, which can be in a separate register.

### **Quorum**

27. Except as provided in Rule 22, 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.

### **General Rules of Debate**

28. Each deanery synod shall set its own General Rules of Debate but the following rules shall be included:

- (a) Immediately after a motion has been moved and seconded the Chair may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.
- (b) 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 or the consent of the synod.
- (c) The Chair may at any time for so long as he or she thinks that the purposes of the synod would be more usefully served by a general discussion 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 Chair under Rule 35 but no motion or amendment shall be moved or put to the vote during such discussion.

(d) An amendment shall be relevant to and shall not have the effect of negating the motion. Before it is moved a copy of the amendment in writing shall be delivered to the Secretary unless this requirement is dispensed with by the Chair.

(e) No amendment shall be moved to:

- i. a motion to receive a report of a committee;
- ii. a motion requiring an answer Yes or No on a question referred by the Diocesan Synod;
- iii. another amendment.

## **Voting**

29. Voting shall be by houses in the following cases:

- (a) If the Chair so rules;
- (b) If not fewer than five members so request;
- (c) On a matter referred by the Diocesan Synod.

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

31. Unless otherwise provided in these rules, voting shall be by show of hands without a count except that:

- (a) The Chair shall order a count on a vote by houses or if a member so requests either before or immediately after the result is announced;
- (b) The Chair may at his/her discretion order a count on any other vote.

32. The numbers of those voting for and against a motion or abstaining shall be recorded in the Minutes. Any member of the synod shall be entitled to require that the Minutes contain a record of the manner in which his/her vote was cast on any resolution.

33. 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. Such a report may be in the form of the minutes.

34. Any parochial church council or parochial church meeting in the deanery may, with the consent of the Deanery Standing Committee, on a motion moved by a member representing that parish, bring before the Deanery Synod any matter either 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 matters before that Synod on behalf of the Deanery Synod in accordance with Diocesan Synod Standing Orders. Subject to any direction by the Deanery Synod, the Standing Committee shall appoint such representative.

35. The Chair 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 Chair under Rule 28.(d)

36. The Standing Committee shall not later than 31st July in each year submit to the synod-

- (a) A report and audited or independently examined accounts for the preceding financial year;
- (b) A statement showing the estimated expenditure of the synod during the next financial year;
- (c) Proposals for raising the income required to meet such expenditure.