

## **Guildford Diocesan Synod – Standing Orders**

As revised on 18<sup>th</sup> November 2006 (see DS 401)  
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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.
2. The Bishop's Council constituted under standing order 72 shall have the right to nominate persons for co-option by the house of clergy or the house of laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective house. The Bishop's Council shall have no right to vote nominees.

### Participation by non-members

3. Any visitor by invitation of the president may, with the permission of the chairman, address the synod but shall have no right to move any motion or amendment or to vote.

## TERM OF OFFICE

### Co-opted and nominated members

4. Unless the house concerned or the president, as the case may be, fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial elections.

## THE PRESIDENT AND VICE-PRESIDENTS

### Election of vice-presidents

5. Before the first meeting of the synod after the triennial elections and, where a casual vacancy occurs, as soon as reasonably 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 synod. A member of the appropriate house or the Diocesan Secretary appointed by the president shall act as chairman for such meeting. A member presiding shall have a vote in the election and in the case of an equality of votes the decision shall be taken by lot. A Vice President shall not serve more than two periods of three years (plus the remaining period till the next election in the case of a casual vacancy) without approval of the President.

## CHAIRMAN OF MEETING

### Meetings of the synod

6. The president, unless on any occasion he nominates one of the vice-presidents or, with their permission, another member to take the chair, shall be chairman at meetings of the synod.

### Separate meetings of the houses

7. The president and each vice-president shall be chairman of the house of which he is a member but need not preside over its meetings.

### Powers of chairman

8. Subject to these standing orders and the directions of the president, the procedure of the synod and its houses shall be regulated by the respective chairman of each.

## OFFICERS

### Secretary

9. The diocesan secretary shall be the secretary to the synod and shall:-
  - (i) be responsible for the administrative arrangements for meetings of the synod;
  - (ii) be in attendance at such meetings;
  - (iii) prepare the draft agenda papers and minutes of the synod;
  - (iv) act as secretary of the Bishop's Council;
  - (v) perform such other duties as the synod shall assign to him.

### Assistant secretary

10. The diocesan secretary may with the approval of the Bishop's Council appoint an assistant secretary(ies).

### Registrar

11. The registrar or in the event of his absence or incapacity the deputy registrar where appointed shall be the legal adviser to the synod and when required shall attend the meetings of the synod, its houses and the Bishop's Council.

### Terms of appointment

12. Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the Bishop's Council.

## MEETINGS OF THE SYNOD

### **By whom convened**

13. The synod shall meet upon the summons of the president.

### **When and where held**

14. The president shall summon not fewer than two meetings in each year at such times and places as he shall direct after consulting the Bishop's Council.

### **Meetings by request**

15. If either the Bishop's Council by resolution so requests or if the president receives a requisition for that purpose signed by not fewer than one fifth of the members the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or request unless a later date was specified in the resolution or request.

### **Notice of ordinary meetings**

16. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible and at least six weeks before each meeting in such manner as the president shall approve.

### **Notice of special meeting**

17. 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**

18. Every notice under standing orders 16 and 17 shall be in writing and signed by the secretary.

## SEPARATE MEETINGS OF THE HOUSES

### When and where held

19. Each house shall meet separately when:-
- (i) it is required so to do under these standing orders;
  - (ii) it has so decided in accordance with its own standing orders;
  - (iii) the chairman 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 chairman of that meeting.

## AGENDA

### Content

20. 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 Bishop's Council shall settle the agenda for each of its meetings, specifying 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

21. The secretary shall post or deliver an agenda paper to every member at least 21 days before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

### Business permitted to be considered

22. Save for urgent or other 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

23. In considering the order of business the Bishop's Council 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**

24. The order of business may be varied by resolution of the synod or, unless any member objects, by the chairman.

## **NOTICE OF BUSINESS**

### **Form of notice**

25. Subject to standing order 17, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand or by post or acknowledged email not later than the period before the meeting which is specified in standing order 26.

### **Length of notice**

26. The following periods of notice shall be required:-

New business for the agenda 2 business days before the meeting of the Bishop's Council immediately prior to the synod. Dates of these meetings will be available from the Diocesan Secretary

Motions arising from the agenda: 7 days

Questions under standing order 69: 7 days

The president may at his discretion reduce the above notice periods for any particular item/question and he may delegate this flexibility to the secretary.

### **When not required**

27. Notice of the following business shall not be required:-

- (i) a motion moved by permission of the president, provided that, unless the chairman otherwise permits, the full text of such motion shall be made available to members in a notice paper before it is moved;
- (ii) an amendment to a motion, provided that:-
  - (a) if the mover of the amendment has previously spoken on the motion

- he shall move any amendment thereto formally and without speech; and
- (b) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the chairman
- (iii) business adjourned under standing order 54 or 55 to a specified time or meeting;
  - (iv) a procedural motion specified in standing order 50 (subject as provided in that standing order);
  - (v) a supplementary question by a member who has asked a question under standing order 69

## GENERAL RULES OF DEBATE

### Quorum

28. 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 54 or of a debate under standing order 55.

### If quorum not present

29. If a quorum is not present and formal business remains on the agenda, the chairman shall adjourn the synod until such time as he shall determine. The synod meeting may continue to consider non-formal business. All matters referred by general synod shall be considered formal, and any other matters that the president after consulting with the members present shall deem to be formal. Any member may call the attention of the chairman to the absence of a quorum at any time before the question is put on a motion or amendment and the presence or absence of a quorum shall be settled by means of a count. A quorum shall thereafter be deemed to be present, or not, and it shall not be in order to query again the presence of a quorum until after the chairman has conclusively announced the result of the vote on that question, provided the voting figures show a quorum to have been present.

### Order of speeches

30. The chairman shall call upon members who desire to speak and may require them to give their names to the secretary in writing. He shall also determine the order in which they speak.

### **Breach of order**

31. The chairman shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may order the member to end any speech which he is making.

### **Points of order**

32. A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he has to say in the form of a succinct question. .

### **Personal explanations**

33. 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 he has said, or to explain some matter of strictly personal concern, and for this purpose, may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the chairman the debate is likely to benefit from such an explanation.

### **Interruptions otherwise not permitted**

34. Save as provided in standing orders 32 and 33 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question. The ruling of the chairman on a point of order or the admissibility of a personal explanation shall not be open to question.

### **Speaking to a motion**

35. A member shall not speak unless upon a motion or amendment save as provided in standing orders 32, 33 and 69.

### **Speaking more than once**

36. A member shall not speak more than once upon the same question, except:-
- (i) as provided in standing orders 32 and 33;
  - (ii) by permission of the chairman, and with the consent of the synod;



- (iii) the mover of a motion (or, with the consent of the chairman, if an amendment) may reply; 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**

37. Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the chairman may, before the speaker begins, lengthen or shorten either of these periods; provided that he shall inform the synod of his ruling, which shall not be open to debate or question.

### **Moving motions or amendments**

38. A motion or amendment which, when called by the chairman, is not moved by the member who has given notice thereof may be moved by any other member in his stead.

### **Withdrawal**

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

### **Reconsideration and rescission**

40. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without leave by the Bishop's Council or president.

### **Division of text**

41. The Chairman may, with the consent of the mover, divide any motion or amendment in such manner as to enable the synod to express its judgment separately upon each part of the motion or amendment so divided.

### **Reference-back motions not permitted**

- 41A. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but, if otherwise permissible, an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the Bishop's Council. No amendment shall be moved for the reference back of any matter referred by the General Synod to the diocesan synod.

### **Special powers of chairman**

42. Unless the synod otherwise provides, the chairman 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 23;
  - (iii) close the debate on any motion at the hour appointed in accordance with standing order 23, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 56(ii) shall apply.

## **AMENDMENTS**

### **When permitted**

43. Except as provided in standing order 44 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**

44. Amendments to the following shall not be permitted:-
- (i) a procedural motion under standing order 50;
  - (ii) a motion to receive the report of a committee under standing order 89;
  - (iii) a motion under standing order 96(a) in reply to any question referred by the General Synod.

### **Amendment to amendments**

45. No amendment may be moved to an amendment, except by permission of the chairman.

### **Delivery in writing**

46. Before an amendment is moved, a copy thereof in writing shall be delivered to the secretary, unless this requirement is dispensed with by the chairman.

### **Form of amendments**

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

### **Content**

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

### **Order of consideration**

49. 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, such amendments shall be moved and put to the vote in the order determined by the chairman. By his permission, during the debate on an amendment, other amendments may be discussed but not moved.

## **PROCEDURAL MOTIONS**

### **Content**

50. Subject to these standing orders, the following procedural motions may, with the consent of the chairman, 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 to . . . minutes" ("speech limit");
  - (vi) A motion to vary the order of business;
  - (vii) A motion to suspend a standing order.

### **When not permitted**

52. A motion shall not be moved:-
- (i) for next business or for the closure on any question referred by the General Synod to the diocesan synod against a time limit;
  - (ii) for next business on an amendment or another procedural motion;
  - (iii) for next business or adjournment of synod or debate on any motion declared as a business motion by the president.

### **Next business**

53. 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 be in order to debate the merits of the original question.

### **Adjournment of the synod**

54. 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 of contrary view 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 diocesan synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with standing order 14.
- (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 chairman, until a further hour has elapsed.
- (vi) If the motion for the adjournment is carried, the synod may dispose of any remaining business of the agenda paper to which no objection is voiced.

### **Adjournment of debate**

55. Standing order 54 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 Bishop's Council;
- (ii) if the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

### **The closure**

56. The following rules of debate shall apply.

- (i) If such motion is permitted by the chairman, 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**

57. The following rules of debate shall apply.

- (i) If this motion is permitted by the chairman, it shall be put forthwith without discussion.
- (ii) Notwithstanding the time limits imposed by standing order 37, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chairman may, for any special reason of which he shall be the sole judge, before a speaker begins allow a longer or shorter time to any member, provided that when so doing the chairman shall inform members of his ruling and in exercising his discretion shall have particular regard to any member who has a right of reply to the debate.

### **Suspension of standing order**

59. After notice or, by permission of the chairman, without notice a member may move that a standing order be suspended during a particular debate or meeting. Such motion 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**

60. Subject to the two next 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 president.

### **Procedure for decisions**

61. Questions relating only to the conduct of business shall be decided by the votes of all the members of the diocesan synod present and voting, and every other question shall be decided in like manner, the assent of the three houses being presumed, unless the president (if present) requires, or any ten members require, that a separate vote of each house be taken.

### **Matters referred under Article 8**

62. If the vote of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

### **Voting by houses**

63. A separate vote of each house shall be taken on any question referred by the General Synod to the diocesan synod.

### **Majority required for decisions**

64. Subject to any statutory requirements, decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 60, require the votes of a majority of all the members of each house present and voting; provided that a motion to suspend a standing order which has no statutory backing shall require the votes of at least three-fourths of the members of the synod present and voting and that a standing order which has statutory backing shall not be the subject of a motion to suspend.

### **Equal voting in house of bishops**

64A. Where there is an equal division of votes in the house of bishops, the president shall have

a second or casting vote.

### **Opinion of president**

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

### **Voting rights of chairman**

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

### **Mode of voting**

66. The chairman on putting any question to the vote shall take a show of hands, the result of which as announced by him shall be conclusive, and may at his discretion order the hands to be counted and shall do so on a vote by the houses.

### **Requests for separate voting**

67. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 60 that his assent shall be necessary to carry a proposal in the house of bishops, such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

### **Procedure for count of hands**

68. The administrative arrangements for each count shall be made by the secretary under the direction of the chairman.

## **QUESTIONS**

### **To whom addressed**

69. Subject to due notice under standing orders 25 and 26 a question may be asked of:-

- (i) any officer of the diocesan synod referred to in these standing orders;
- (ii) any *ex officio* member of Bishop's Council
- (iii) anyone who has management of a part of the synod's diocesan budget;
- (iv) the chairman 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 and a

member who has asked a question may ask one supplementary question in respect of each such original question. Thereafter, other members of the synod may, at the discretion of the chairman, ask one supplementary question arising therefrom.

### **Content**

70. A question, if addressed to an officer, shall relate to the duties assigned to him and, if addressed to the chairman 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**

71. If the person of whom the question is asked is a member or officer of the synod he 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 his behalf;
- (ii) a member who is absent may authorise another member or the secretary to deputise for him.

## **THE BISHOP'S COUNCIL**

### **Composition**

72. The bishop's council and standing committee (in these standing orders referred to as "the Bishop's Council") shall consist of:-

#### *Ex officio members*

The Bishop of Guildford (President)  
The Archdeacon of Surrey  
The Archdeacon of Dorking  
The Chairman of the Board of Finance

#### *Elected members*

The Chairman of the House of Clergy (Vice-President)  
The Chairman of the House of Laity (Vice-President)  
4 ordained persons having the Bishop's licence  
6 lay persons on the electoral roll of a parish in the diocese or declared by the Dean to a habitual worshiper at the Cathedral



### *Co-options*

The Council may co-opt up to 4 additional members

The Council in considering any co-options should consider how the Diocesan Board of Education will be represented on the Council

### *Nominations*

The Bishop may nominate up to 4 additional members two of whom shall be a Suffragan Bishop in the diocese or the Dean of the Cathedral in the diocese

## **Elections to Bishop's Council**

73. The elected members of the Bishop's Council shall be elected by the relevant house as soon as practicable after the election of a new synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing orders 81– 85.

## **Secretary**

74. The secretary of the synod shall be secretary.

## **Functions**

75. The functions of the Bishop's Council shall be:-
- (i) to plan the business of the synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
  - (ii) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
  - (iii) to advise the president on any matters which he may refer to the committee;
  - (iv) subject to the directions of the synod to transact the business of the synod when it is not in session;
  - (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the synod;
  - (vi) to be the Trustees and Directors of the Guildford Diocesan Board of Finance;
  - (vii) to propose annually to Synod a budget for the following year
  - (viii) to carry out such other functions as the synod may delegate to it.

## OTHER COMMITTEES

### Statutory committees

76. The synod shall establish such committees or other bodies as may be required by law (to be known as “statutory committees”) with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these standing orders shall apply to such committees or other bodies.

### Committees other than statutory committees

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

### Membership of committees

78. Subject to any directions of the synod and to any statutory provision, the Bishop’s Council shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the synod. The president or a member nominated by him shall be a member of every committee.

### Duration of membership

79. The Bishop’s Council may, subject to these standing orders and any resolution of the synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

### Sub-committees

80. Every committee constituted by the synod may appoint sub-committees for such purposes as it thinks fit.

### Electors

81. Any elected members of a committee may be elected by the whole synod without discrimination as to houses or by the three houses voting separately. In the absence of any directions by either the synod or the Bishop’s Council or of a statutory requirement, they shall be elected by whole synod.

### Nominations for election to committees

82. If Bishop’s Council so directs, every nomination shall require a proposer and seconder who shall be qualified electors but the Bishop’s Council may (except in an election to

itself) collectively nominate candidates. Nominations, which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve, shall be delivered to the secretary within such period (not being less than 14 days) as he shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

### **Voting in elections**

83. (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 he 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 synod or Bishop's Council has directed that the election shall be conducted by the method of the single transferable vote, 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**

84. A casual vacancy in the office of any member 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 synod need not be filled.

### **Directions by Bishop's Council**

85. The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the Bishop's Council.

## **PROCEDURE OF COMMITTEES**

### **Chairman**

86. If the president is a member of a committee including the Bishop's Council he shall be chairman thereof if he so elects or, if he does not elect to be chairman, he may appoint a member of the committee in his stead, subject to any direction by the synod. In the absence of a chairman, a chairman for that meeting may be elected by the members present.

### **Quorum**

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

### **Voting**

88. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the chairman shall have a second or casting vote.

### **Reports**

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

### **General**

90. Subject to these standing orders and to any directions by the synod or the Bishop's Council, a committee shall have power to determine its own procedure.

## **REPRESENTATION ON OTHER BODIES**

91. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the synod but on which it is required or permitted to be represented shall be determined in each case by the Bishop's Council.

## **DOCTRINAL MATTERS AND FORMS OF SERVICE**

### **Requirement of early circulation**

92. If notice is given of a motion, whether or not under standing order 96, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the Bishop's Council shall include it on the agenda of the earliest convenient meeting of the synod, provided that, save by permission of the president, copies of such motion, together with a report thereon by the Bishop's Council, shall be sent to members at least three months before it is finally voted on by the synod.

## REFERENCES BY THE GENERAL SYNOD

### When considered

93. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the Bishop's Council shall include it on the agenda of such meeting of the diocesan synod as the committee may consider appropriate.

### Prior notice and documents required

94. Unless the president decides to the contrary for any reason:-

- (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 Bishop's Council of the diocesan synod shall be circulated.

### Consultations within the diocese

95. The diocesan synod, before voting on a reference, may refer any question arising from it to the deanery synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

### Procedure of debate

96. (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 63. 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 Bishop's Council 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**

97. The decision on such motions and on any related motions not specifically included in the reference, together with any opinion recorded by the president and the number of votes cast in each house, shall be reported by the secretary of the diocesan synod to the secretary of the General Synod.

## **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

### **Matters referable**

98. The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:-
- (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
  - (iv) to report to the diocesan synod by a specified date.

### **Report on proposal to refer matters**

99. The Bishop's Council 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 Bishop's Council has so reported.

### **Circulation of reference**

100. The secretary of the diocesan synod shall send a copy of any resolution under standing order 98 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the Bishop's Council may direct.

### **Form and date of reply**

101. Subject to any direction by the diocesan synod, where a reference under standing order 98 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the Bishop's Council and shall be informed of the date for reply which shall, unless impractical, be not less than three months later than the date of the resolution by the diocesan synod.

### **Report on replies received**

102. At the earliest convenient meeting of the diocesan synod after the period for replies has

expired, the Bishop's Council shall report, orally or in writing as it thinks fit, on the outcome of the reference.

## MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

### **By deanery synods**

103. A deanery synod may, on a motion moved by a member of the diocesan synod who represents that deanery, bring before the diocesan synod any question of general Church interest or affecting the deanery or any parish within the deanery.

### **By parochial church councils and meetings**

104. A parochial church council or parochial church meeting may, on a motion moved on its behalf in the deanery synod by a member of that synod who represents the particular council or meeting, request the deanery synod to take appropriate action under the last preceding standing order.

104A. A member of the Bishop's Council may request a motion or item for discussion to be moved in the diocesan synod and the Bishop's Council may accept or reject the motion or item for discussion.

### **Notice to diocesan synod**

105. Notice of a motion to be moved in the diocesan synod under standing order 103 or 104A shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the secretary of the diocesan synod.

## FINANCIAL BUSINESS

### **Duties of Bishop's Council**

106. The Bishop's Council shall be responsible for advising the president and the synod on the determination of priorities in the allocation of any funds at the disposal of the synod.

### **Duties of diocesan board of finance**

107. The diocesan board of finance of the diocese (in these standing orders referred to as "the board") as constituted under the Diocesan Boards of Finance Measure 1925, shall be the financial executive of the synod and responsible for the custody and

management of the synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

### **Presentation of annual accounts and budget**

109. As soon as practical the the Bishop's Council shall present to the synod the accounts for the preceding year and before the end of the year the budget for the following year. The budget shall provide for the expenditure required by every department, budget holder, committee and other body responsible to the synod, subject to any reductions made by the Bishop's Council on grounds of priority or financial expediency.

### **Special votes of expenditure**

110. If the Bishop's Council during any financial year either:-

- (i) anticipates that expenditure sanctioned by the budget for that year will be seriously 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 synod,

the Bishop's Council shall submit at any meeting of the synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met.

### **Expenditure in excess of votes**

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

### **Notice of proposals involving expenditure**

112. Except with the consent of the Bishop's Council or their authorised representatives in the synod, no motion involving expenditure shall be put to the vote unless notice of motion has been given to the Bishop's Council in time for its meeting immediately prior to the synod meeting, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

### **Form of money resolutions**

113. The Bishop's Council 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 Bishop’s Council 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**

114. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the Bishop’s Council.

#### **Inadmissible amendments to money resolutions**

115. Save by consent of the Bishop’s Council, an amendment (other than an amendment moved by a member on behalf of the Bishop’s Council) 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**

116. A money resolution may be so amended as to provide that the motion be referred back to the Bishop’s Council for further consideration.

### **GENERAL PROVISIONS**

#### **Admission of press and public**

117. Subject to any directions by the synod or the Bishop’s Council, 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 chairman shall request the representatives of the press and the public to withdraw.

#### **Periods of notice**

118. Any period of notice required by these standing orders shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

#### **Procedural defects**

119. A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such

meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

### **Use of email**

121. Notices and other communication with synod members may be made by email where the member has provided to the secretary an email address and where this form of communication is efficient for most members. Email addresses will not be released to third parties. Members without an email address will receive the correspondence by post, and the ability to receive emails shall not be a qualification of being a member of synod.

### **Business between meetings**

122. Where the Bishop's Council or the president decides that an item of business would be better considered before the next scheduled meeting, the secretary shall give notice of the question to be decided or advised up together with any supporting information or papers and the matter shall be deemed to have been approved by synod if over half of the members of each house of synod reply in the affirmative. Members will normally be given 21 days to reply. If ten or more members object in writing to the item of business being handled in this way, the item will be withdrawn and considered at a subsequent meeting. An ordinary or special meeting under standing orders 13–18 may be called.

### **Articles of Association**

123. If any provision in these Standing Orders conflicts with the Articles of Association of the Guildford Diocesan Board of Finance, the Articles of Association shall prevail.