



NORWICH DIOCESAN SYNOD

STANDING ORDERS

Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES

March 2021

CONTENTS

	Page
Membership of the Synod	3
Term of Office	3
The President and Vice-Presidents	3
Chairman of Meeting	4
Officers	4
Meetings of the Synod	5
Separate meetings of the Houses	6
Agenda	6
Notice of Business	7
General Rules of Debate	8
Amendments	11
Procedural Motions	12
Voting	15
Questions	16
The Bishop's Council and Standing Committee	17
Other Boards, Committees and Councils	19
Procedure of Boards, Committees and Councils	21
Representation on Other bodies	22
Doctrinal Matters and Forms of Service	22
References by the General Synod	22
References by the Diocesan Synod to Deanery Synods and Parishes	23
Matters raised by Deanery Synods and Parochial Church Councils and Meetings	24
Financial Business	25
General Provisions	26

NORWICH DIOCESAN SYNOD

STANDING ORDERS

MEMBERSHIP OF THE SYNOD

Roll of Members

1. The Secretary shall keep a roll of the members of the Synod constantly up to date.

Procedure for Co-options

2. The Standing Committee constituted under Standing Order 74 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 Houses.

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.

TERMS 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, each of the Houses of Clergy and Laity (or, in the event of a vacancy in either office, the 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, appointed by the President, shall act as Chairman 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. Nominations duly proposed and seconded, and including the consent of the nominee to serve, must be in the hands of the Secretary not less than seven days before such meeting.

Presidential Address

6. At any time during the course of a meeting of the Diocesan Synod a Presidential Address may be delivered by the President or by either or both of the Vice-Presidents as the President may determine.

CHAIRMAN OF MEETING

Meetings of the Synod

7. The President, unless on any occasion he nominates one of the Vice-Presidents or another member to take the Chair, shall be Chairman at meetings of the Synod.

Separate Meetings of the Houses

8. 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 if and to the extent that Standing Orders of the House so provide.

Powers of Chairman

9. 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

10. The Synod shall appoint a Secretary being either a clergyman or layman and either salaried or honorary, who 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 Standing Committee;
 - (v) perform such other duties as the Synod shall assign to him.

Assistant Secretary

11. The Standing Committee may appoint an Assistant Secretary

Registrar

12. 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 Standing Committee.

Terms of Appointment

13. 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 Diocesan Board of Finance, subject to any directions made by the Standing Committee.

MEETINGS OF THE SYNOD

By Whom Convened

14. The Synod shall meet upon the summons of the President.

When and Where Held

15. The President shall summon not less than two meetings in each year at such times and places as he shall direct after consulting the Standing Committee.

Meetings of the Synod may be held in person or by virtual means if the President so directs after consulting the Standing Committee.

Meetings by Request

16. 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

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 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 (by hand or electronically) to every member and to both Chairmen and to the Secretary of every Deanery Synod in the Diocese.

If the President has directed that a meeting shall take place by virtual means under Standing Order 15, the notice of the meeting shall include login details to enable members of the Synod to participate in the meeting.

Notice of Special Meeting

18. 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.

For the avoidance of doubt the provisions of Standing Orders 15 and 17 relating to Ordinary Meetings of the Synod apply to Special Meetings save as varied by this Standing Order 18.

Form of Notice

19. Every Notice under Standing Orders 17 and 18 shall be in writing and signed by the Secretary. Notices may be delivered by hand or by email or by other electronic means.

SEPARATE MEETINGS OF THE HOUSES

When and Where Held

20. 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

21. 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, 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

22. The Secretary shall post or deliver (by hand or electronically) an Agenda paper to every member and to every person entitled to receive a Notice of meeting under Standing Order 17, 21 days at least 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

23. 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

24. 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

25. 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

26. Subject to Standing Order 18, Notice of any business or a meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand or by post (or electronically), not later than the period before the meeting which is specified in Standing order 27.

Length of Notice

27. The following periods of Notice shall be required:-

New business for the Agenda	35 days
Motions and amendments arising from the Agenda	14 days
Questions under Standing Order 71	14 days

(see also Standing Order 117).

When Not Required

28. Notice of the following business shall not be required:-
- (i) a Motion or amendment moved by permission of the Chairman; provided that the full text of such Motion or amendment, except by permission of the Chairman, shall be handed to the Secretary before it is moved;
 - (ii) business adjourned under Standing Order 55 or 56 to a specified time or meeting;
 - (iii) a procedural Motion specified in Standing Order 52 (subject as provided in that Standing Order);
 - (iv) supplementary question by a member who has asked a question under Standing Order 71.

GENERAL RULES OF DEBATE

Quorum

29. 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 55 or of a debate under Standing Order 56.

If Quorum not Present

30. If a quorum is not present, the Chairman shall adjourn the Synod until such time as he shall determine. 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. A quorum shall thereafter be deemed to be present 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.

Order of Speeches

31. 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

32. 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, reading a speech without permission of the Chairman, 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

33. 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

34. 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

35. Save as provided in Standing Orders 33 and 34, the interruption of a speech (by question, point of information 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

36. A member shall not speak unless upon a Motion or amendment, save as provided in Standing Orders 33, 34 and 71.

Speaking More Than Once

37. A member shall not speak more than once upon the same question, except:-

- (i) as provided in Standing Orders 33 and 34;
- (ii) by permission of the Chairman and with the consent of the Synod;
- (iii) the mover of a Motion (but not 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.
- (v) the President may speak twice

Length of Speeches

38. 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 at any time 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

39. (a) Every matter debated in the Synod shall have been moved by a member
- (b) 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 some other member in his stead.

Withdrawal

40. A Motion or amendment, once moved, may be withdrawn by the mover or at his request, unless more than five members object.

Reconsideration and Rescission

41. 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 Standing Committee.

Division

42. 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

43. 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 Standing Committee. 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

44. 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 24;
 - (iii) close the debate on any Motion at the hour appointed in accordance with Standing Order 24, whether or not there are other members who still desire to speak, and thereupon the provisions of Standing Order 57(ii) shall apply.

AMENDMENTS

When Permitted

45. Except as provided in Standing Order 46, 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

46. Amendments to the following shall not be permitted:-
- (i) a procedural Motion under Standing Order 52;
 - (ii) a Motion to receive the report of a Committee under Standing Order 91;
 - (iii) a Motion under Standing Order 98(a) in reply to any question referred by the General Synod.

Amendments to Amendments

47. No amendment may be moved to an amendment, except by permission of the Chairman.

Delivery in Writing

48. 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

49. 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

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

Order of Consideration

51. 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 Chairman. By his permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

52. 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 tominutes" ("Speech Limit");
- (vi) A Motion to vary the order of business;
- (vii) A Motion to suspend a Standing Order.

When not permitted

53. 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

54. 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

55. 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 than 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 15.
- (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.

Adjournment of Debate

56. Standing Order 55 shall, unless the context otherwise requires, apply also to this Motion except that:-

- (i) If a Motion for adjournment of debate 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

57. The following rules of debate shall apply:-
- (i) If a Motion for closure 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

58. The following rules of debate shall apply:-
- (i) If a Motion for speech limit is permitted by the Chairman, it shall be put forthwith without discussion.
 - (ii) Notwithstanding the time limits imposed by Standing Order 38, 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, 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 Orders

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 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:-
- (i) on any question referred by the General Synod to the Diocesan Synod.
 - (ii) on any other question (except a question relating only to the conduct of business) where this is required under Standing Order 61.

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 shall require the votes of at least three-fourths of the members of the Synod present and voting.

Equal voting in House of Bishops

65. 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

66. The President shall have a right to require that his opinion on any question shall be recorded in the Minutes.

Voting rights of Chairman

67. 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 casting vote.

Mode of voting

68. 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, but may at his discretion order the hands to be counted and shall do so on a vote by Houses.

Requests for separate voting

69. 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..

Procedure for Count of Hands

70. 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 Chairman.

QUESTIONS

To who addressed

71. Subject to due notice under Standing Orders 26 and 27, a question may be asked of:-
- (i) any officer of the Diocesan Synod referred to in these Standing Orders;
 - (ii) 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. 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.

Content

72. 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

73. 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 the Synod's 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 to deputise for him.
 - (iii) a reply to a question of which written notice has been received may be made in writing provided that a copy of both the question and the reply shall be circulated with the Agenda papers and the member raising the original question may, with the permission of the Chairman, ask one supplementary question at the Synod meeting.

THE BISHOP'S COUNCIL AND STANDING COMMITTEE

Functions

74. The Bishop's Council and Standing Committee (in this section referred to as "the Council") is the Body in which all lines of Diocesan oversight, leadership and decision-making meet; the Bishop and his Staff, the Diocesan Synod and all statutory and non-statutory Diocesan Boards, Committees and working groups. Its functions and purpose shall be:
- (i) To advise the Bishop on overall Diocesan strategy and policy, supporting the Bishop in giving leadership and co-ordination to the life, mission and ministry of the Church throughout the Diocese;
 - (ii) To be responsible in particular for formulating and approving policies which require Diocesan funding; to decide budget priorities and to present an annual budget to the Diocesan Synod for debate and approval;
 - (iii) To assist the Bishop in keeping such policies and priorities under review and to approve, when necessary, adjustments to such policies; in particular, to work with the Diocesan Board of Finance in monitoring income and expenditure against budget;
 - (iv) To ensure the effective communication of priorities, strategies and policies within the Diocese;
 - (v) To oversee and co-ordinate the work of all Diocesan Boards, Committees, Forums, Working Groups and responsible individuals; to

- ensure regular reporting to the Council and/or Diocesan Synod as appropriate;
- (vi) To act as the Standing Committee of the Diocesan Synod (all references in these Standing Orders to “the Standing Committee” shall mean the Council); to approve the Agenda for meetings of the Synod prepared by an Agenda Planning Group comprising the Chairman and the Secretary of the Council (or their delegate representatives) together with the Clerical and Lay vice-Presidents;
 - (vii) To oversee and review the workings of the Synodical process, with particular attention to the connection between Deanery, Diocesan and General Synods; to ensure that business is properly planned and scheduled, dealing with matters handed down from General Synod or delegated by resolution of Diocesan Synod;
 - (viii) The Bishop’s Council shall also function as the Bishop’s Council of Trustees

Membership

75. The Council shall consist of:

Ex-officio Members

The President
 The Suffragan Bishops
 The Dean of Norwich
 The Archdeacons
 The Vice-Presidents
 The Chairman of the Diocesan Board of Finance
 The Chairman of the Diocesan Mission and Pastoral Committee (unless a member by other means)

Elected Members

Three members of the House of Clergy of the Diocesan Synod and three members of the House of Laity of the Diocesan Synod

Additional Members

Up to six additional lay members appointed by the President acting in consultation with the diocesan Nominations Committee who shall have regard to the composition of the Council so as to achieve a balance so far as possible of clerical and lay members, gender and proper representation of the life of the Diocese and of Diocesan Boards.

Not less than one third of the Standing Committee shall be clergy members and not less than one third of the Standing Committee shall be lay members.

Elections

76. The elected members of the Council shall be elected by the House of which each is a member, immediately 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 83-87.

Officers

77. The Officers of the Committee shall be as follows:-
- (i) The President of the Synod shall be Chairman but may delegate this role as and when he considers appropriate to any Suffragan Bishop or to either of the Vice Presidents ;
 - (ii) The Diocesan Secretary or an officer delegated by the Secretary shall be Secretary.

OTHER BOARDS, COMMITTEES AND COUNCILS

Statutory Boards, Committees and Councils

78. The Synod shall establish such Boards, Committees and Councils 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 Boards, Committees and Councils.

Non-statutory Boards, Committees and Councils

79. The Synod may at any time constitute such other Boards, Committees and Councils as in the opinion of the synod are necessary or desirable and may delegate to the body so constituted, with or without conditions, such functions of the Synod as it thinks fit.

Membership of Boards, Committees and Councils

79. Subject to any directions of the Synod and to any statutory provision, the Standing Committee shall determine the number of members of each body constituted under Standing Orders 78 or 79, whether they shall be appointed or elected, and the term of office of its members. A body so established may include persons who are not members of the Synod; provided that a majority of members of the body shall be members of the Synod.
80. [This paragraph is left blank]

Duration of Membership

81. The Standing Committee may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a Board, Committee or Council or alter the number of its members or its composition, and shall determine the term of office of its members.

Sub-Committees

82. Every Board, Committee or Council constituted by the Synod may appoint Sub-committees for such purposes as it thinks fit.

Electors

83. Any elected members of a Board, Committee or Council may be elected by the whole Synod without discrimination as to Houses, or by the three Houses voting separately. In the absence of any direction by either the Synod or the Standing Committee, they shall be elected by the whole Synod.

Nominations for Election to Boards, Committees and Councils

84. Every nomination shall require a proposer and seconder who shall be qualified electors but the Standing Committee may (except in any 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

- 85.
- (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.

Casual Vacancies

86. A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled by the Standing Committee 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 of Standing Committee

87. The conduct of elections to Boards, Committees and Councils shall, subject to these Standing Orders, be in accordance with any directions by the Standing Committee.

PROCEDURE OF BOARDS, COMMITTEES AND COUNCILS

Chairman and Vice-Chairman

88. The President or a member nominated by him, following consultation with the body and subject to any statutory provision to the contrary, shall be Chairman of every body constituted under Standing Orders 78 or 79. Each Board, Committee or Council shall at its first meeting following election or appointment, elect from among its own number a Vice-Chairman.

Quorum

89. No less than one-third of the total members of a Board, Committee or Council shall form a quorum but a Board, Committee or Council may act notwithstanding a vacancy in its membership.

Voting

90. Questions submitted to a meeting of a Board, Committee or Council 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

91. Every Board, Committee and Council shall report 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 Board, Committee or Council 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

92. Subject to these Standing Orders and to any directions by the Synod or the Standing Committee, a Board, Committee or Council shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

93. 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 Standing Committee.

DOCTRINAL MATTERS AND FORMS OF SERVICE

Requirement of early circulation

94. If notice is given of a Motion, whether or not under Standing Order 98, 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 Synod; provided that, save by permission of the chairman and the consent of the 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 Synod.

REFERENCES BY THE GENERAL SYNOD

When considered

95. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that 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

96. Unless the Standing Committee decide 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 Standing Committee of the Diocesan Synod shall be circulated.

Consultations within the Diocese

97. 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

98. (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 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

99. 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 of the General Synod.

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters referable

100. 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

101. 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

102. The Secretary of the Diocesan Synod shall send a copy of any Resolution under Standing Order 100 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

103. Subject to any direction by the Diocesan Synod, where a reference under Standing Order rule 100 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

104. 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 AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

By Deanery Synods

105. 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

106. 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

107. Notice of a Motion to be moved in the Diocesan Synod under Standing Order 105 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 Diocesan Board of Finance
[in these Standing Orders referred to as ‘the Board’]

108. The Board as constituted under the Diocesan Boards of Finance Measure 1925, shall be 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.

Duties of the Executive Committee of the Board
[in these Standing Orders referred to as
‘the Executive Committee’]

109. The Executive Committee 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.

Preparation of Annual Accounts and Budget

110. The Executive Committee shall, not later than 30th June in each year, present to the Synod the accounts of every Board and other body responsible to the Synod for the preceding year and, not later than 15th November in each year, submit to the Synod a budget for the expenditure required by every such Board or other body, subject to any variations made by the Executive Committee on the grounds of priority or financial expediency. It may make to the Synod any recommendation thereon as it thinks fit.

Special votes of expenditure

111. If the Executive Committee 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 Synod

the Executive Committee 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.

Financial duties of the Executive Committee

112. The Executive Committee may make to the Synod such recommendations as it thinks fit on the annual reports and accounts of every Board and other body responsible to the Synod.

Expenditure in excess of votes

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

Notice of proposals involving expenditure

114. Except with the consent of the Standing Committee and the Executive Committee or their authorised representatives in the Synod, no Motion involving expenditure shall be put to the vote unless thirty-five days' notice of the Motion has been given to the Standing Committee and the Executive Committee, so as to give opportunity for their views on the proposal to be formulated and expressed during its debate.

Inadmissible Amendments

115. Save by consent of the Executive Committee, an amendment shall be out of order if its effect would be to increase authorised expenditure.

GENERAL PROVISIONS

Admission of Press and Public

116. 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 Chairman shall require the representatives of the Press and the public to withdraw.

Periods of Notice

117. 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

118. 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 fully 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.

Amendment of Standing Orders

119. 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 Synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.