

ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF CANBERRA AND GOULBURN

STANDING ORDERS OF SYNOD

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STANDING ORDERS OF SYNOD

DIOCESE OF CANBERRA AND GOULBURN

STANDING ORDERS OF SYNOD

PREFACE

1. Purposes of the Synod

- 1.1 The Synod is a meeting together of the Bishops, the clergy and the representatives of the laity of the Diocese:
 - to affirm and celebrate our common life in the Lord Jesus Christ
 - to conduct the business of the Synod which is:
 - the ordering of that common life by the making of ordinances
 - the expression, through the resolutions of the Synod, of the mind of the people of the
 - Diocese on matters of common concern
 - the oversight of the conduct of the affairs of the Church in the Diocese by the agencies and officers of the Diocese.
- 1.2 The purpose of the rules set out in these Standing Orders is to enable the business of the Synod
 - to be conducted in an orderly and expeditious manner
 - to provide opportunities for all of the members of the Synod, so far as practicable, to participate in that business.
- 1.3 In making these Standing Orders, the Synod also affirms the importance, in the life of the Synod, of its members sharing in worship and fellowship.

PART 1 INTRODUCTORY

2. Dictionary

- 2.1 The Schedule at the end of these Rules defines a number of terms which are used in the Standing Orders.

STANDING ORDERS OF SYNOD

PART 2 OFFICERS AND COMMITTEES OF THE SYNOD

3. The President of the Synod

3.1 The Bishop is the President of the Synod.

4. Acting President

4.1 The President may request a member to take the chair as acting President of the Synod during the President's temporary absence from the sitting.

4.2 An acting President has all the powers, and may exercise all the functions, of the President under these Standing Orders during the absence of the President from the sitting.

5. Officers of the Synod

5.1 The officers of the Synod are:

- (a) the Committee Chair and the Deputy Committee Chair;
- (b) two secretaries to the Synod, one of whom is a clergy member and the other a lay member of the Synod; and
- (c) two assistants to the secretaries to the Synod, one of whom is a clergy member and the other a lay member of the Synod; and
- (d) a Returning Officer to conduct Synod elections.

5.2 The officers are elected at the first session of each Synod.

5.3 The officers of the Synod are elected by motion without notice proposing the names of those to be elected.

6. Duties of the secretaries

6.1 The secretaries:

- (a) take minutes of the proceedings of Synod in ordinary form and of Synod in committee; and
- (b) record all ordinances made and all motions passed by the Synod and all reports and other papers laid on the table of the Synod; and
- (c) prepare the notice papers for each sitting day other than the first day of a session of the Synod; and
- (d) assist the Returning Officer in the conduct of Synod elections; and
- (e) are the certifying officers for Synod elections.

7. Duties of the Registrar

7.1 The Registrar has the custody of the books, papers, minutes and records of the Synod.

7.2 The Registrar shall, before the meeting of any session of the Synod, prescribe such forms as are required to be prescribed for these Standing Orders.

8. Minutes Scrutiny Committee

8.1 At the first session of each Synod, the Synod must elect a Minutes Scrutiny Committee.

8.2 The Minutes Scrutiny Committee consists of 3 members.

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- 8.3 The members of the Minutes Scrutiny Committee are elected by motion without notice proposing the names of those to be elected.
- 8.4 The function of the Minutes Scrutiny Committee is to scrutinise the minutes of each sitting and certify whether or not the minutes are correct.
- 8.5 Minutes certified by the Minutes Scrutiny Committee to be correct are to be certified by the Secretaries and then to be taken to have been confirmed by the Synod.
- 8.6 The President must, on each sitting day of a session of the Synod, report to the Synod whether or not the minutes have been duly certified to be correct.
- 8.7 The President must report to the first meeting of Bishop-in-Council following any session of the Synod as to whether or not the minutes of the last day of that session of the Synod have been duly certified to be correct.
- 9. Term of office of officers of the Synod and filling of casual vacancies.**
- 9.1 An officer of the Synod or a member of the Minutes Scrutiny Committee holds office until the first sitting of the next Synod unless he or she resigns by notice in writing to the President or ceases to be a member of the Synod.
- 9.2 Where an officer of the Synod or member of the Minutes Scrutiny Committee resigns or ceases to be a member of the Synod, the Synod must:
- (a) if the Synod is then sitting, as soon as is convenient thereafter; or
 - (b) if the Synod is not then sitting, on its next day of sitting,
- elect a person to fill the vacancy.

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PART 3 MEETINGS OF THE SYNOD

10. Notice of meeting of Synod

- 10.1 When the Bishop convenes a session of the Synod, the Registrar must send the following material to each member of the Synod in time for it to be received not less than 14 days before the first sitting day of the session:
- (a) notice (**convening notice**) of the time and place fixed by the Bishop for the sitting;
 - (b) notice of any elections due to be held during the session;
 - (c) a copy of the agenda for the first sitting day of the session;
 - (d) a copy of each notice of motion received by the Registrar not less than 28 days before the first sitting day of the session;
 - (e) a copy of each proposed Ordinance included on the agenda;
 - (f) a copy of each of the reports and accounts required by these Standing Orders, by Ordinance or by resolution of the Synod to be laid before the Synod that are then available; and
 - (g) a copy of any other report that has been provided to the Registrar for laying before Synod.
- 10.2 The Registrar may also include in the material sent to each member of the Synod details of the arrangements for the program of the Synod that must be made in advance of the first sitting day of the session.

11. Record of Members' attendance

- 11.1 A member present at a session of the Synod must record his or her attendance on a prescribed form.

12. Members of Synod to meet together

- 12.1 Subject to Parts 4 and 5, the members of the Synod meet together in one room to conduct the business of the Synod.

13. Meetings to be open to public

- 13.1 A meeting of the Synod is, subject to subrule 13.2, open to the public.
- 13.2 If 5 or more members so request, the President must order members of the public to withdraw from the meeting room.
- 13.3 Where members of the public have been ordered to withdraw, they may be re-admitted:
- (a) when the motion before the Synod when they were ordered to withdraw has been disposed of or adjourned; or
 - (b) if the Synod sooner resolves that they be re-admitted.

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14. Hours of meeting

- 14.1 Subject to any decision of Synod, the Synod meets on the first sitting day of a session at the time specified in the convening notice.
- 14.2 Unless the Synod otherwise orders, the Synod meets at 10.00 a.m. on the second and subsequent sitting days of a session.

15. Suspension of sittings

- 15.1 Unless:
- (a) the Synod otherwise orders; or
 - (b) other arrangements have been specified by the Registrar in accordance with subrule 10.2, the President may, without motion being moved, suspend a sitting of the Synod at the time set out in the convening notice for lunch and for the end of each day's session.
- 15.2 The President may, without motion being moved, suspend a sitting of the Synod for a period of 15 minutes during a morning, afternoon or evening sitting.

16. Adjournment for the day of a sitting day other than last sitting day of session

- 16.1 On a sitting day other than the last sitting day of a session, the Synod adjourns for the day:
- (a) if the Registrar specified a time in accordance with subrule 10.2 at that time unless the Synod otherwise agrees on motion without notice; or
 - (b) in any other case at the time agreed by the Synod on motion without notice.
- 16.2 A motion to adjourn the Synod may not be moved while a member is speaking.

17. Adjournment of the Synod on last sitting day of a session

- 17.1 This rule applies if the Synod has not concluded its business by 4 p.m. on the last sitting day of a session.
- 17.2 The President must, as soon as practicable after that time, adjourn the Synod without a day being fixed for its resumption.
- 17.3 The Synod may, for the purposes of subrule 17.1, fix a time other than 4 p.m. in respect of a particular session of the Synod.
- 17.4 The President:
- (a) must not adjourn the Synod under subrule 17.2 so as to interrupt a member who is speaking;
 - (b) may, before the Synod is adjourned, allow a vote to be taken on a motion that is being discussed at the relevant time; and
 - (c) may allow the customary formal motions to be moved after the relevant time and before the Synod is adjourned.

STANDING ORDERS OF SYNOD

17.5 Any notices of motion that have not been dealt with by the Synod at the time the Synod is adjourned under subrule 17.2 stand referred to the Bishop-in-Council for consideration and such action (if any) as the Bishop-in-Council decides to take.

17.6 The Bishop-in-Council must, in considering a matter under subrule 17.5, have regard to any written submissions made on the matter by a member of the Synod within 21 days after the conclusion of the session of the Synod.

18. Quorum

18.1 The President, 20 clerical members and 40 lay members form a quorum of the Synod.

19. Procedure where quorum is not present on a day other than last sitting day of session

19.1 If a quorum is not present within 30 minutes after the time fixed for a sitting on a day other than the last day of a session, the President may either:

- (a) adjourn the Synod to a later time that day; or
- (b) if the day is not the last day of a session adjourn the Synod to the next sitting day.

19.2 If a quorum is not present at the time specified under paragraph (a) of subrule 19.1, the President must adjourn the Synod until the next sitting day.

19.3 If:

- (a) the Synod has been adjourned under this rule to the next sitting day; and
- (b) a quorum is not present within 30 minutes after the time fixed for the sitting on that day,

the President must adjourn the Synod to a date to be fixed by the President.

20. Procedure where quorum is not present on last sitting day of session

20.1 If a quorum is not present within 30 minutes after the time fixed for the sitting on the last day of a session, the President must adjourn the Synod to a date to be fixed by the President.

21. Count of the Synod

21.1 The President must require a count to be made of the number of members present in the sitting of the Synod if requested to do so by a member who claims that a quorum is not present.

21.2 A request for a count may be made at any time during a sitting of the Synod.

21.3 If the count shows that a quorum is not present the action to be taken by the President depends on whether:

- (a) the President considers that a quorum is likely to be formed within a reasonable period of time; and
- (b) the count is taken on the last sitting day or an earlier sitting day.

21.4 If the President considers that a quorum is likely to be formed within a reasonable period the President may adjourn the Synod to a later time that day fixed by the President.

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- 21.5 If the President does not consider that a quorum is likely to be formed within a reasonable period the President must:
- (a) if the count is taken on a day that is not the last sitting day of a session adjourn the Synod to the next sitting day; or
 - (b) if the count is taken on the last sitting day of a session adjourn the Synod to a date to be fixed by the President.

PART 4 SYNOD MEETING IN CONFERENCE

22. Purpose of Part

- 22.1 This Part affords a flexible procedure for discussion of matters before the Synod by providing for a form of meeting of the Synod, referred to in these rules as "**Synod in conference**", which is not constrained by the other provisions of these Standing Orders or the ordinary rules of procedure and debate.
- 22.2 The purpose of meeting in conference is to enable members of the Synod to participate in a less formal way in a detailed discussion of such topics as are specified in the conference motion.

23. Meeting in Synod in conference

- 23.1 The Synod may, in accordance with a motion (the "**conference motion**") moved by the Registrar, meet in conference during a session of the Synod.
- 23.2 A conference motion may be moved by the Registrar without notice.
- 23.3 The procedures to be followed in Synod in conference are those set out in the conference motion.

24. Procedure of Synod after meeting in Synod in conference

- 24.1 The Synod resumes in ordinary form at the conclusion of the meeting of Synod in conference or if earlier called together by the President.
- 24.2 A motion or motions arising out of the discussions of Synod in conference and prepared in accordance with the procedures set out in the conference motion may be moved without notice after members resume in Synod in ordinary form.
- 24.3 A motion referred to in subrule 24.2 must be in writing on the prescribed form and must be given to the secretaries when Synod resumes in ordinary form.
- 24.4 A motion moved in accordance with subrule 24.2, if the Synod so agrees on motion without notice, may be made an order of the day for the same day in priority to other business listed for that day.

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PART 5 SEPARATE CONSIDERATION OF MOTION BY INTERESTED MEMBERS

25. Separate consideration of motion by interested members

- 25.1 The Synod may, by motion without notice, adjourn debate on a motion on notice to allow the motion to be considered separately by members interested in its subject matter.
- 25.2 Members who indicate their interest to the President in taking part in such a discussion by rising in their places when called on to do so may meet separately to discuss the motion, whether during a sitting of the Synod or not.
- 25.3 If those members, or a majority of them, reach agreement with the mover of the motion on the text of a motion in place of the motion on the notice paper and so advise the secretaries, the text as so agreed is taken to be the text of the motion on the notice paper for the purposes of further consideration by the Synod.

PART 6 CONSIDERATION OF MATTERS RAISED BY DIOCESAN OR REGIONAL MEETINGS

26. Purpose of this Part

26.1 The purpose of this Part is to provide a link between Synod and Diocesan and Regional Forums, other diocesan or regional gatherings and agencies of the Diocese.

27. Synod motions proposed by Diocesan or Regional Meetings or Diocesan Agencies

27.1 Where:

(a) a meeting of the Diocesan Forum or of a Regional Forum or other meeting of members of this Church in the Diocese convened by the Bishop or an Archdeacon has proposed a motion for consideration by the Synod; or

(b) an agency of the Diocese has proposed a motion for consideration by the Synod;

and notice of the proposed motion has been given to the Registrar not less than 28 days before the first sitting day of the session, the notice of motion has priority on the agenda of the Synod in accordance with subrule 33.2(b).

27.2 A notice of motion given under subrule 27.1 must name the member of the Synod who is to be responsible for moving the motion.

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PART 7 ORDER OF BUSINESS IN SYNOD

28. Reports and accounts to be laid before the Synod

28.1 The following reports and accounts must be laid before the Synod during each ordinary annual session of the Synod:

- (a) a report by the Bishop-in-Council of its work since the last ordinary annual session of the Synod; and
- (b) a list of the ordinances made by the Bishop-in-Council since the last ordinary annual session of the Synod; and
- (c) a report by the Property Trust of its work since its last report to the Synod; and
- (d) the accounts for the previous year of each fund under the control of the Synod, the Bishop-in-Council or the Property Trust; and
- (e) a budget paper prepared by the Bishop-in-Council in respect of the following year.

28.2 If a copy of:

- (a) a report, the budget paper or an account referred to in subrule 28.1; or
- (b) any other report required by Ordinance or by resolution of a Synod to be laid before the Synod,
was not sent to each member of the Synod in accordance with rule 10, a copy must be given by the Registrar to each member of the Synod on the first sitting day of the Synod.

28.3 Copies of other reports of diocesan agencies laid before the Synod must be made available by the Registrar for perusal by members of the Synod.

29. Consideration of reports

29.1 Consideration of reports and accounts laid before Synod is an important part of the business of the Synod, for maintaining oversight over diocesan agencies and officers and ensuring accountability to the Synod.

29.2 A member may direct a question on notice concerning any matter relating to a report laid before the Synod to the Bishop, or to a member of the Synod who is an officer of the Diocese or an officer of the diocesan agency concerned.

29.3 A member of the Synod who wishes to bring any matter arising out of such a report to the attention of the Synod may do so upon a motion to adopt the report or a motion to take note of the report, as the case may be.

29.4 A motion referred to in subrule 29.3 may be moved without notice at the time for consideration of motions relating to reports.

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29A Questions

- 29A.1 This rule applies to the questions referred to in sub-rules 36.1(f) and 37.1(e).
- 29A.2 A member of Synod may ask a question in accordance with this rule and shall provide a written copy of the question to one of the secretaries to the Synod on the prescribed form.
- 29A.3 A question must relate to a matter connected with the business of
- (a) the Synod, or
 - (b) any committee, board or commission of the Synod or a diocesan agency
- and be for the purpose of obtaining information.
- 29A.4 No question is to
- (a) contain an assertion, or
 - (b) express an opinion, or
 - (c) offer an argument, or
 - (d) make any inference or imputation, or
 - (e) be expressed in language which, in the opinion of the President, is disrespectful or offensive, or
 - (f) seek a legal opinion.
- 29A.5 An answer to a question is to be read orally to the Synod if available during the session of the Synod and a written copy of the question and the answer is to be recorded in the minutes of the Synod. Where a question is not able to be answered at Synod, the answer will be provided to the next meeting of Bishop-in-Council and recorded in the minutes of Bishop-in-Council and a written copy of the answer sent to the person who asked the question.
- 29A.6 No answer to a question may be taken to imply that an action will be taken as a result of the question and any person who wishes to have any action taken must give notice of a motion for that purposes.

30. Notices of motion

- 30.1 A notice of motion must be in writing on the prescribed form and signed by the mover.
- 30.2 A notice of motion is not to be included on the agenda for the first sitting day of a session unless it was received by the Registrar not less than 28 days before that day.
- 30.3 A notice of motion, other than one referred to in subrule 30.2, is not to be included on the agenda for a subsequent sitting day of the session unless it is delivered to the secretaries at or before the time when notices of motion are called for on the first and second day's sitting.
- 30.4 A notice of motion that proposes a resolution to which rule 98 (which refers to a resolution to be brought to the attention of Government) applies must be given to the Registrar not less than 28 days before the first sitting day of a session.

31. Business Advisory Committee

- 31.1 A Business Advisory Committee, is to be constituted in accordance with this rule for each session of the Synod.
- 31.2 The Business Advisory Committee consists of the Registrar, the Chancellor and two other members of the Synod appointed by the President.
- 31.3 The Business Advisory Committee advises the President as to the order in which notices of motion are to be placed on the business paper.

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32. Reference of notice of motion received during the Synod to Business Advisory Committee

- 32.1 The President may refer a notice of a motion given to the secretaries during a session of the Synod to the Business Advisory Committee.
- 32.2 The Business Advisory Committee may consult with the mover of the motion about changes in the wording of the motion for the purpose of:
- (a) rendering it legally effective; or
 - (b) ensuring that it conforms with the ordinances of Synod and the Standing Orders; or
 - (c) clarifying its purpose or effect; or
 - (d) facilitating its consideration by the Synod.
- 32.3 If the mover of the motion agrees to change the motion to give effect in whole or in part to the views of the Business Advisory Committee, the mover must give a copy of the changed motion to the secretaries.
- 32.4 The mover is deemed to have given notice of the motion as changed.

33. Order in which notices of motion are to be dealt with

- 33.1 This rule does not apply to a notice of motion to introduce a proposed Ordinance.
- 33.2 Unless the Synod or the President otherwise determines:
- (a) motions to be moved at the direction of Bishop-in-Council take priority over other motions; and
 - (b) subject to paragraph (a), notices of motion referred to in subrule 27.1 take priority over other motions; and
 - (c) other motions referred to in subrule 27.1 take priority over motions of which notice is given on the first or subsequent sitting day of the session.
- 33.3 Notices of motion must be dealt with on a sitting day in the order in which they are printed in the business paper for that day.
- 33.4 The President, subject to subrules 33.2 and 33.3 and after receiving advice from the Business Advisory Committee, determines the order in which notices of motion shall be printed in the business paper for a sitting day.
- 33.5 In making the determination the President must, so far as practicable, group the motions according to their subject matter.
- 33.6 The President must not allow a motion to be moved to change the order in which motions are printed in the business paper for a sitting day.
- 33.7 Where the Synod has directed that an order of the day or motion be taken at a particular time or following a specified matter, the order or motion must be listed on the order of business accordingly.

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34. Motions giving publicity to or commending some matter or event

- 34.1 A notice of motion the subject matter of which, in the opinion of the President:
- (a) is intended to give publicity to or to commend some event or matter; and
 - (b) is not of sufficient importance to the life of the Church in the Diocese as to justify the motion being discussed by the Synod,
- is not to be included in the agenda for a sitting day.
- 34.2 The periods of 10 minutes immediately preceding adjournment for lunch on the second and subsequent sitting-days of a session are available for members wishing to give publicity to or commend some event or matter relating to the life of the Church in the Diocese.
- 34.3 Such a member may, when called by the President, speak for not more than 2 minutes on the event or matter.

35. Motions involving expenditure

- 35.1 A notice of motion that would, if passed, have the effect of increasing diocesan expenditure or reducing diocesan income is not to be included on the order of business for a day unless it complies with subrule 35.2.
- 35.2 A notice of motion to which this rule applies must either set out or be accompanied by a paper which sets out a proposed source of funding to offset the effect of the motion on diocesan finances.
- 35.3 A notice of motion to which this rule applies must be disposed of before a final vote is taken on the motion relating to the budget paper in respect of the next following year.

36. Order of business for the first day of a session

- 36.1 The order of business for the first sitting-day of a session is as follows:
- (a) prayers;
 - (b) tabling by the President of lists of clergy and of lay representatives summoned to Synod;
 - (c) apologies for absence;
 - (d) election of officers of the Synod (if necessary);
 - (e) tabling by the Registrar of reports and accounts required to be laid before Synod by these Standing Orders, by Ordinance or by a resolution of a Synod;
 - (f) notices of questions in accordance with rule 29A;
 - (g) notices of motion;
 - (h) consideration of the report of the work of Bishop-in-Council since the last ordinary session of the Synod and of a motion relating thereto;
 - (i) consideration of the budget paper in respect of the next following year and of a motion relating thereto;
 - (j) ordinances to be introduced with the approval of the Bishop-in-Council;
 - (k) other ordinances;
 - (l) motions relating to the reports and accounts laid on the table other than the report referred to in paragraph (h) and the budget paper referred to in paragraph (i);
 - (m) other motions to be moved with the approval of the Bishop-in-Council;

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- (n) other motions.

37. Order of business Second or subsequent day

37.1 The order of business for the second or a subsequent sitting-day of a session is as follows:

- (a) prayers;
- (b) Bible study;
- (c) minutes;
- (d) answers to questions;
- (e) notices of question in accordance with rule 29A;
- (f) notices of motion (for the second but not subsequent sitting days);
- (g) orders of the day;
- (h) motions of which notice has been given.

37.2 The order of business for the second sitting day of a session must make provision for any elections to be held at that session in accordance with Part 12.

38. President's address to the Synod

38.1 The President's address to the Synod is made at such time during the session as the President determines.

39. Reading of motions

39.1 The President may call upon a person who has given notice of motion to the secretaries to read the notice to the Synod at an appropriate time on the day on which it was given.

39.2 Sub-rule 39.1 applies to a notice of motion deemed to have been given to the secretaries under subrule 32.4 as if the notice had been given.

40. Calling over of motions

40.1 The President may call over the motions on the order of business for the second or subsequent sitting day of a session:

- (a) before the Synod proceeds with any of the orders of the day or motions included on the order of business for that day; or
- (b) at any other time on that day,

to find out whether there is any objection to any of the motions being put forthwith.

40.2 The President may also, when a motion is called for debate and before the mover speaks to the motion, inquire of members whether there is any objection to the motion being put forthwith.

40.3 The mover or seconder of the motion may not make an objection.

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41. Method of making an objection

- 41.1 An objection to a motion being put forthwith is made by a member standing in his or her place and calling "Object" when the motion is called over the President.
- 41.2 Where not more than 4 members stand to object to a motion being taken forthwith, the President may ask each of them to state his or her grounds of objecting.
- 41.3 The grounds on which a member may object to a motion being taken forthwith are that the member:
- (a) believes the motion is so important as to merit discussion; or
 - (b) needs more information in respect of the motion; or
 - (c) opposes the motion; or
 - (d) desires to propose an amendment of the motion.
- 41.4 A person stating the grounds of objecting to a motion being taken forthwith is not permitted to explain his or her reasons for stating the grounds.

42. Motions to which no objection is made are to be put forthwith.

- 42.1 Where:
- (a) no member objects under rule 41; or
 - (b) not more than 4 members object and the President does not consider that the grounds stated under subrule 41.2 justify the objection,
- the President may put the motion forthwith without amendment or debate.
- 42.2 The President may, before putting a motion under subrule 42.1, allow the mover to speak to the motion for not more than 2 minutes.

43. Priority may be given to an order of the day

- 43.1 Where the debate on a matter is adjourned and made an order of the day for a future sitting day, the Synod may determine that the resumption of the debate take preference over all or any motions or other orders of the day for that sitting day.
- 43.2 A motion that resumption of the debate take preference over all or any motions or other orders of the day may be moved without notice and must be put without debate.

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PART 8 STATEMENTS TO SYNOD

44. Significant developments in parish life and ministry

- 44.1 The purpose of this rule is to provide time during a session of a Synod for parishes to present to the Synod an account of their ministry unit life.
- 44.2 The President may, at each session of a Synod, invite 2 ministry units to make a presentation to the Synod of their ministry unit life and witness.
- 44.3 So far as practicable, one ministry unit shall be a country ministry unit and the other shall be a city ministry unit.
- 44.4 The presentations take place at a time determined by the President and are limited to a period of 10 minutes each.
- 44.5 In this rule, "ministry unit" includes mission district.

45. Statements on matters of concern

- 45.1 The purpose of this rule is to provide time during a session for members to bring to the attention of the Synod matters of concern to this Church or to the Synod without needing to give notice of a motion on the matter.
- 45.2 A member who wishes to bring a matter of concern to the attention of the Synod must give notice of his or her intention to do so to the secretaries on the first sitting day of the session.
- 45.3 The notice must be in writing, and must set out a brief summary of the matter of concern and of the reasons why the member wishes to raise it.
- 45.4 The President determines whether a member who has given notice under this rule will be called to address the Synod on the matter.
- 45.5 The President may, at some convenient time during the second or subsequent sitting day of a session, call upon a member who has given notice under this rule to address the Synod on the matter of concern for a period not exceeding 5 minutes.

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PART 9 RULES OF DEBATE

46. Members to stand and address the President

46.1 A member must stand when speaking and address the President.

47. President's privileges

47.1 The President may take part in debate without leaving the chair.

47.2 When the President rises in his place, a member speaking must resume his seat and all members other than the President must remain seated until the President resumes his seat.

48. President may ascertain whether motion opposed

48.1 The President may:

(a) immediately after the mover has spoken to a motion; or

(b) at any other time during the debate on the motion,

inquire whether any member wishes to oppose the motion or propose an amendment of the motion.

48.2 If no member wishes to speak against the motion or propose an amendment the President may put the motion forthwith.

48.3 Where a motion is to be put in accordance with subrule 48.2, the mover does not have a right of reply.

49. Order of debate

49.1 The President may, in the debate on a motion, so far as practicable call alternately speakers in favour of the motion and speakers against the motion.

50. Points of order

50.1 A member may speak to a point of order.

50.2 Subject to subrule 50.3 a question of order is determined by the President and the President's determination is final.

50.3 The Synod may over-rule a determination of the President by a motion to do so being moved without notice immediately following the President's determination.

51. Length of speeches

51.1 Unless the Synod otherwise orders, the following time limits apply to speeches in the Synod:

(a) Motion to adopt a report specified in rule 28 or relating to the budget paper

Mover 10 minutes

Other speaker 8 minutes

Mover in reply 5 minutes

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- (b) Motion to adopt or to take note of any other report
 - Mover 8 minutes
 - Other speaker 5 minutes
 - Mover in reply 5 minutes

- (c) Motions referred to in subrule 33.2
 - Mover 8 minutes
 - Other speaker 5 minutes
 - Mover in reply 5 minutes

- (d) Other motions on notice
 - Mover 3 minutes
 - Other speaker 2 minutes
 - Mover in reply 2 minutes

- (e) Any other motion
 - Mover 8 minutes
 - Other speaker 5 minutes
 - Mover in reply 5 minutes

- (f) Procedural motion
 - Any speaker 3 minutes

51.2 This rule does not apply to Synod in conference or to Synod in committee.

52. Extension of time for speaking

52.1 The Synod may, on motion put without notice or debate, extend the time allowed to a speaker:

- (a) on a motion to which paragraph 51(d) applies for such period as the Synod determines; and
- (b) in any other case for one period not exceeding one-half of the original period allotted.

53. Closing debate on a motion

53.1 A member who has not spoken on a motion may, without notice and at any time during the debate on the motion, ask the President "Whether in the opinion of the President the matter has been sufficiently debated?" (Referred to in this rule as "**the question.**").

53.2 The question may not be asked so as to interrupt a member who is speaking.

53.3 If, upon being asked the question or at any other time, the President is of the opinion that the matter has been sufficiently debated, he or she shall so inform the Synod.

53.4 Where the President so informs the Synod, a member who has not spoken may move without notice "that the motion be now put" (referred to in this rule as "**the closure motion.**").

53.5 If the closure motion is seconded, the President must put it without debate.

53.6 If the closure motion is carried, the President must:

- (a) give the mover of the motion to which the matter relates an opportunity to reply; or
- (b) if the mover does not wish to reply, forthwith put the motion to the vote.

STANDING ORDERS OF SYNOD

54. Speeches to deal only with the matter under debate

- 54.1 The President may call to order any member who, in the opinion of the President:
- (a) is digressing from the subject matter of the matter under discussion; or
 - (b) who makes personal reflections on, or imputes improper motives to, another member.

55. Interruptions

- 55.1 A member must not interrupt a speaker except to raise a point of order or when expressly permitted to do so by these Standing Orders.

56. Disorderly conduct

- 56.1 If, in the opinion of the President, a member:
- (a) persistently digresses from the subject matter of the matter under discussion; or
 - (b) is guilty of disorderly conduct,
- the President may report the member to the Synod.
- 56.2 The Synod may suspend a member who has been reported by the President for a part or the whole of the remainder of the session of the Synod.
- 56.3 The President must not report a member to the Synod under subrule 56.1 unless the member:
- (a) has been given an opportunity to withdraw any improper remarks or to otherwise apologise for his or her conduct; and
 - (b) has refused to do so.

57. Limitations on speaking to motions

- 57.1 A member may not speak more than once on a motion except where, with the permission of the President, the member makes a personal explanation.
- 57.2 A member who spoke on a motion before an amendment was moved to the motion may speak, once only, to the amendment.
- 57.3 A member who has not spoken on a motion before an amendment was moved to the motion may speak on both the original motion and the amendment but may not speak a second time on the motion or the amendment.
- 57.4 Where a further amendment is moved to a motion, a member who has spoken before the further amendment was moved may speak, once only, on the further amendment.
- 57.5 This rule applies to speaking on an amendment in like manner as it applies to speaking on a motion.

58. Right of reply

- 58.1 The mover of a motion may speak a second time in reply.
- 58.2 The mover of an amendment to a motion does not have a right of reply.
- 58.3 When the mover of a motion has spoken in reply, the motion must be put without further debate.

STANDING ORDERS OF SYNOD

59. Motions to be seconded

- 59.1 Unless the Standing Orders provide otherwise, a motion must be seconded.
- 59.2 This rule does not apply to a motion moved by direction of the Bishop-in-Council.
- 59.3 A member may second a motion as a matter of form and is not considered to have spoken on the motion by doing so.

60. Motions not to be moved without notice

- 60.1 Unless the Synod gives leave to do so or the Standing Orders otherwise provide, a motion must not be moved unless notice of the motion has been duly given in accordance with the Standing Orders.
- 60.2 Where these Standing Orders provide for something to be done unless the Synod otherwise orders, a motion to order otherwise may be moved without notice.

61. Motions not moved or postponed to lapse

- 61.1 A motion lapses if, when it is due to be moved, it is not moved or is not postponed by leave of the Synod.

62. Amendments

- 62.1 An amendment may not be put unless it is seconded and a copy in writing on the prescribed form is handed to a secretary.
- 62.2 An amendment may be moved to a proposed amendment as if the proposed amendment were an original motion.
- 62.3 The President:
 - (a) may accept 2 or more amendments of a motion before the Synod; and
 - (b) allow the debate on the motion and amendments to continue.
- 62.4 At the end of the debate on a motion to which amendments have been moved, the President must, subject to subrule 62.5, put the amendments to the Synod in such order as the President thinks will best enable the Synod to express its mind on the motion and the amendments.
- 62.5 If an amendment is moved to an amendment that has previously been moved, the President must put the amendment to the amendment before putting the amendment.

63. Certain amendments not in order

- 63.1 An amendment moved to a motion is out of order:
 - (a) if it is not relevant to the subject matter of the motion; or
 - (b) if it would result in the motion as proposed to be amended being the opposite of the motion.

64. Avoiding or postponing decision on a motion

- 64.1 A member who wishes to avoid or postpone a decision on a motion may move, without notice, "that the Synod proceed to the next item of business".

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64.2 The motion to proceed to the next business must be put without debate.

64.3 If the motion to proceed to the next business is agreed to, the Synod proceeds forthwith to the next item of business.

65. Voting on motions

65.1 In this rule, reference to a vote by orders is a reference to a vote in which the clergy members and the lay members vote separately.

65.2 Subject to subrule 65.3, a question is resolved on the voices according to whether, in the President's opinion, there is a majority voting "yes" or "no".

65.3 If 10 or more members so request, those voting for and against the motion, and if so requested by a member who wishes to abstain, those abstaining, are to be counted by show of hands.

65.4 Unless 5 or more members request a vote by orders, the result of the vote is to be declared according to the votes of all members collectively.

65.5 Where a vote by orders is requested, the question is not resolved in the affirmative unless a majority of the members voting in each order vote in favour of the question.

66. Count of votes by show of hands

66 Where a count of votes by show of hands is held:

(a) a member may not enter or leave the chamber after the President has directed members to indicate their votes by a show of hands; and

(b) after the President has appointed the tellers, a member other than a teller may not change his or her place within the chamber until after the tellers have counted the votes.

67. Withdrawal of motion

67.1 A motion may, with the leave of the Synod, be withdrawn by the mover.

68. Matter previously dealt with

68.1 A matter that has been dealt with by the Synod at a session may not be the subject of a further motion during that session.

69. Adjournment

69.1 A motion to adjourn the debate on a motion may be moved at any time without notice but not so as to interrupt a member who is speaking.

69.2 A motion to adjourn the debate may propose that the adjourned debate be made an order of the day for a later time on the same day or for a subsequent day of the session.

70. Voting by the President

70.1 The President does not have a vote on any matter before the Synod.

STANDING ORDERS OF SYNOD

71. Member not to speak except upon a motion

- 71.1 Subject to rule 45, a member may not speak when no motion is before the Synod unless he or she intends to conclude by proposing a motion,
- 71.2 A member who rises to propose a motion of which notice has not been given must, when called upon by the President, state forthwith what motion he or she intends to propose.

STANDING ORDERS OF SYNOD

PART 10 PROCEDURE OF SYNOD IN COMMITTEE

72. Procedure in committee

72.1 The procedure in this Part applies where:

- (a) the Synod resolves on motion without notice to sit in committee; or
- (b) the Synod otherwise sits in Synod in committee in accordance with these Standing Orders.

73. Committee Chair

73.1 The Committee Chair presides in Synod in committee.

73.2 The Committee Chair has a casting but not a deliberative vote.

73.3 If the Committee Chair is absent or unavailable the Deputy Committee Chair shall preside in Synod in committee and shall have and may exercise all the powers of the Committee Chair.

73.4 The Committee Chair may in his or her absolute discretion request the Deputy Committee Chair to preside for the whole or any specified part of the period when Synod is in committee and, in that event the Deputy Committee Chair shall for that period have and may exercise all the powers of the Committee Chair.

74. Acting Committee Chair

74.1 If the Committee Chair is unable to attend a sitting of the Synod, the Synod may elect a member to act as Committee Chair during the absence of the Committee Chair.

74.2 The Committee Chair may at any time during a sitting, without motion, request a member to act as Committee Chair during his or her temporary absence from the sitting.

74.3 An acting Committee Chair has all the powers and may exercise all the functions of the Committee Chair under these Standing Orders during the absence of the Committee Chair.

75. Motions in Committee

75.1 A motion in Synod in committee need not be seconded.

76. Speaking in Committee

76.1 A member may speak more than once on a motion before the Synod in committee.

76.2 A member may not speak for more than 5 minutes on any one occasion.

77. Absence of quorum in committee

77.1 If a quorum is not present in Synod in committee the Synod is taken to be reconvened in ordinary form.

78. Adjournment or completion of proceedings in committee

78.1 Proceedings before Synod in committee may be adjourned by motion without notice or by motion put by the Committee Chair at any time.

78.2 Where proceedings in committee are adjourned, or the matter before Synod in committee has

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been completed, the Synod, without motion being moved, resumes as Synod in ordinary form.

79. Application of Standing Orders

79.1 Except where this Part otherwise provides:

- (a) the Standing Orders apply, subject to subrule 79.2, so far as applicable, to Synod in committee with such adaptations as are required by the circumstances of the case; and
- (b) a reference in the Standing Orders to the President is to be read, where the Synod is sitting in committee, as a reference to the Committee Chair.

79.2 Synod in committee may not suspend a member.

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PART 11 ORDINANCES

80. Proposed ordinances

80.1 A proposed ordinance may not be considered during a session unless:

- (a) a copy of the proposed ordinance is received by the Registrar not less than 28 days before the first sitting-day of the session; and
- (b) copies of the proposed ordinance were circulated to members under rule 10.

80A. Ordinances involving expenditure

80A.1 A proposed Ordinance shall not be considered by the Synod or an amendment to a proposed Ordinance moved in Committee if the Ordinance, or the amended Ordinance, as the case may be, would, if assented to by the Bishop, have the effect of increasing diocesan expenditure or reducing diocesan income unless:

- (a) the copy of the proposed ordinance received by the Registrar under Rule 80.1 was accompanied by a paper which sets out a proposed source of funding to offset the effect the proposed Ordinance, if assented to, would have on diocesan finances; or
- (b) the mover of the amendment has given the Secretaries for tabling and distribution to members of the Synod a paper which sets out a proposed source of funding to offset the effect the proposed Ordinance, if amended and assented to, would have on diocesan finances,

as the case may be.

80A.2 A proposed Ordinance to which this rule applies must be disposed of before a final vote is taken on the motion relating to the budget paper in respect of the next following year."

81. Debate on the general principles of an ordinance

81.1 A member of the Synod wishing to introduce an ordinance must do so by moving "that the (named) ordinance be approved in principle".

81.2 When that motion has been moved and spoken to by the mover and has been seconded, the President must ask if any member wishes to ask any question of either the mover or seconder concerning the purpose and intended effect of the proposed ordinance.

81.3 When the President considers that sufficient questions have been asked and answered, the debate on the general principles of the proposed ordinance proceeds.

81.4 If the motion that the ordinance be approved in principle is lost the ordinance lapses.

81.5 Consideration of a proposed ordinance in accordance with this rule may only take place in Synod in ordinary form.

STANDING ORDERS OF SYNOD

82. Detailed consideration of ordinances

- 82.1 When the Synod has agreed to a motion that an ordinance be approved in principle, the President must ask if any member wishes to discuss any particular provisions of the ordinance in Committee or to move any amendment to it.
- 82.2 If any member answers "yes":
- (a) without motion being moved, the Synod goes into Synod in committee to consider the ordinance in detail; or
 - (b) the Synod may resolve, on motion without notice, that consideration of the ordinance in Synod in committee be an order of the day for another time.
- 82.3 If no member answers "yes" the member in charge of the ordinance moves "that the Synod agrees to the ordinance".

83. Procedure in Committee with respect to ordinances

- 83.1 Subject to subrule 83.2, when a proposed ordinance is being considered by Synod in committee, the Committee Chair puts, with respect to each clause, the question "that clause ... be agreed to".
- 83.2 The question referred to in subrule 83.1 may be put in relation to 2 or more consecutive clauses taken together:
- (a) if the Committee Chair asks the committee whether any member wishes to debate any of those clauses or move amendments to one or more of them; and
 - (b) no member indicates a wish to do so.
- 83.3 Where a Schedule to a proposed ordinance is divided into paragraphs, each paragraph may be considered as if it were a separate clause of the ordinance.
- 83.4 The clause providing for the short title to the ordinance and the title are considered after every other clause, any schedules and any preambles have been considered.
- 83.5..Where the question referred to in subrule 83.1 of this rule has been proposed concerning a clause, a member of the Synod may, if a copy in writing on the prescribed form has been provided to the Secretary, move an amendment to the clause.
- 83.6 Where a clause is amended, the Committee Chair proposes the further question "that the clause as amended be agreed to".
- 83.7..A motion for the inclusion of a new clause is moved after the clause that it is to follow has been dealt with by the committee.
- 83.8 A schedule, a preamble or the title to an ordinance are dealt with in the same way as clauses of the ordinance.

84. Procedure after Ordinance has been considered in Committee

- 84.1 When consideration of an ordinance has been completed in Synod in committee:
- (a) the Synod, without motion being moved, resumes as Synod in ordinary form; and
 - (b) the motion "that the Synod agrees to the ordinance" may be moved forthwith or made an order of the day for a later time.
- 84.2 Where the motion "that Synod agrees to the ordinance" is moved after an ordinance has been considered in committee, a motion may be moved without notice to have the ordinance, or a specified clause or clauses, recommitted to the Synod in committee for further consideration.

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85. No amendment of ordinance except in Committee

85.1 A proposed ordinance may only be amended in Synod in committee.

86. Making further consideration an order of the day

86.1 A motion to make consideration of an ordinance in Synod in committee or the motion that the ordinance do now pass an order of the day for another time may be moved without notice.

87. Editorial corrections

87.1 The Committee Chair may, before presenting an ordinance for assent:

- (a) make any amendments of a grammatical or editorial nature in an ordinance; or
- (b) alter the numbering of any clauses, sub-clauses or paragraphs, or of any cross-references, in consequence of any amendments made to an ordinance; or
- (c) correct any clerical or typographical errors in any part of an ordinance; without any motion to do so.

87.2 Any amendments or corrections made by the Committee Chair in accordance with this rule are to be taken to have been made by the Synod in committee before the motion "that the Synod agrees to the ordinance" was agreed to.

88. Presentation of ordinance to Bishop for assent

88.1 When the Synod has agreed to an ordinance, a copy of the ordinance, certified by the Committee Chair that it is a true copy of the ordinance as passed, is presented to the Bishop to state whether or not he or she assents to it.

STANDING ORDERS OF SYNOD

PART 12 ELECTIONS

89. Application

89.1 Unless the Synod otherwise orders, this Part does not apply to the election of the officers of the Synod.

90. Notice of elections

90.1 The Registrar must cause notice of each election due to be held at a session to be given to each member of the Synod with the agenda for the first sitting-day of the session.

91. Nominations

91.1 A candidate for election to an office, for which there is to be an election at a session of the Synod must be qualified to be elected to that office, must be nominated by at least 2 other members of Synod and must consent to being nominated.

91.2 A nomination must

- (a) be in writing on the prescribed form;
- (b) bear the names or signatures of the nominators;
- (c) show that the nominee has consented to the nomination; and
- (d) be submitted to the Registrar in paper format or electronically to reach the Registry not less than 21 days prior to the first day of the session of Synod at which the election to office is to take place.

91.3 For the purposes of standing order 91.2(b), a nominator who has not signed the nomination must provide a telephone number at which he or she can be contacted to confirm that he or she has nominated the nominee.

91.4 For the purposes of standing order 91.2(c), a nominee who has not signed the nomination form must provide a telephone number at which he or she can be contacted to confirm that he or she has consented to being nominated.

91.5 Where the nomination does not comply with standing orders 91.2 or the Registrar seeks to confirm the details of a nomination under standing order 91.3 and 91.4 but cannot do so prior to a date 7 days before the first day of the session of Synod at which the election is to take place, the Registrar shall reject the nomination.

91.6 The Registrar shall cause to be distributed to each member of Synod:

- (1) a list of persons who have been nominated for an office that is the subject of an election during that session of Synod; or
- (2) the details of each nominated person provided in the prescribed form referred to in Standing Order 91.2(a)

with the Business Paper for the first day of the session of Synod.

STANDING ORDERS OF SYNOD

- 91.7 The material referred to in Standing Order 91.6 may be distributed to members of Synod by electronic means.
- 91.8 If the number of nominations is equal to or less than the positions available, the President must declare the persons so nominated to be elected.
- 91.9 If more nominations are received for any office than the positions available, a ballot shall be conducted by the Returning Officer in accordance with these standing orders.

If fewer nominations are received for any office than the positions available, then, subject to Standing Order 91.8, the Registrar shall with the material sent to each member of Synod under Standing Order 10 send a notification of the number of positions for which nominations have not been received (the vacancies) and the President may, in his or her discretion, call for nominations to be received for the vacancies at a time and in a manner that the President may determine.

92. Appointment of tellers

- 92.1 Where a ballot is to be held the Synod must appoint tellers, who need not be members of the Synod.
- 92.2 The appointment of tellers is made by motion without notice.

93. Time for voting

- 93.1 Unless the Synod otherwise orders, voting takes place on the second day of the session during the time specified on the notice paper for the first day of Synod.

94. Ballot papers

- 94.1 The Returning Officer must arrange for the issuing of ballot papers for an election to members entitled to vote in the election.
- 94.2 The names of the candidates must be printed on the ballot papers in an order determined by lot by the Returning Officer.
- 94.3 A record must be kept of the persons to whom ballot papers are issued.
- 94.4 A voter to whom a ballot paper for an election is issued is not entitled to receive another ballot paper for the election unless the ballot paper first issued is surrendered to a secretary.

95. Method of voting

- 95.1 This rule does not apply to an election of canons.
- 95.2 A voter must vote by:
- (a) marking a tick or a cross on the ballot paper opposite to the name of each person for whom he or she desires to vote; and
 - (b) depositing the ballot paper in a locked box provided for receiving ballot papers.
- 95.3 A voter must not vote for more persons for an office than the number to be elected to that office but may vote for fewer than the number of persons to be elected to that office.

STANDING ORDERS OF SYNOD

96. Counting of votes

96.1 The tellers must, after the close of the poll, remove the ballot papers from the locked box.

96.2 The tellers must reject as informal a ballot paper:

- (a) that does not appear to have been duly issued; or
- (b) that records votes for more persons than the number required to be elected; or
- (c) that is not marked in accordance with subrule 95.2;

but not if the ballot paper records votes for fewer persons than the number required to be elected.

96.3 Paragraphs (b) and (c) of subrule 96.2 do not apply to an election of canons which is to be conducted in accordance with the Cathedral Ordinance 1996.

96.4 The tellers must then count the number of votes duly cast for each candidate.

96.5 If two or more candidates receive the same number of votes but there are vacancies for only some of those candidates, a new ballot to fill those vacancies to be held among those candidates.

96.6 After counting the votes, the tellers must report the result to the secretaries who will issue a Certificate of Election to the President.

96.7 The President must report the result of the ballot to the Synod.

PART 13 SUSPENSION OF STANDING ORDERS

97. Suspension of Standing Orders

97.1 An act may be done by or in the Synod notwithstanding a provision of a Standing Order if:

- (a) it is done by leave of the Synod without any member dissenting; or
- (b) the provision of the Standing Order is suspended:
 - (i) upon motion moved on notice; or
 - (ii) upon motion moved without notice, and passed by the Synod by a majority of not less than 75 per cent of the members voting on the motion.

PART 14 MISCELLANEOUS

98. Resolution to be brought to attention of Government

98.1 For a resolution of the Synod that is to be forwarded to the Government or a Minister of the Commonwealth of Australia or of a State or Territory, the motion must state that Synod directs the resolution to be forwarded and specify to whom. Particulars of the voting on the resolution must be also forwarded to the Government or Minister with particulars of the resolution.

99. Recording opposition to or abstention from resolution

99.1 A member who voted against or abstained from voting on a resolution passed by the Synod may request the secretaries to record in the minutes the fact that he or she voted against the resolution or abstained, as the case may be.

99.2 A secretary must thereupon make the appropriate record in the minutes.

STANDING ORDERS OF SYNOD

THE SCHEDULE

1. The Dictionary

1.1 In these Standing Orders, unless the contrary intention appears:

"**Business Advisory Committee**" means the committee constituted in accordance with rule 31;

"**Committee Chair**" means the person elected to preside over Synod in committee under rule 5.1, and includes the Deputy Committee Chair or a person acting as Committee Chair;

"**conference motion**" means a motion referred to in subrule 23.1;

"**convening notice**" – see subrule 10.1(a);

"**member**" means a member of the Synod;

"**Minutes Scrutiny Committee**" means the committee constituted in accordance with rule 8;

"**President**" means the President of the Synod;

"**Property Trust**" means the Anglican Church Property Trust Diocese of Canberra and Goulburn;

"**Registrar**" means the person holding the office, or performing the duties of the office, of Registrar of the Diocese of Canberra and Goulburn;

"**secretary**" means a secretary to the Synod and "**secretaries**" has a corresponding meaning;

"**session**" means a session of the Synod convened by the Bishop in accordance with section 45 of the Governance of the Diocese Ordinance as amended;

"**sitting**" means a meeting of the Synod on the day on which a session of the Synod is convened or on a subsequent day of that session;

"**sitting day**" means a day on which the Synod meets during a session.

A reference in these Standing Orders:

(a) to **Synod in conference** is a reference to the Synod meeting in conference in accordance with the procedure set out in Part 4; and

(b) to **Synod in committee** is a reference to the Synod sitting in committee in accordance with the procedure set out in Part 10; and

(c) to **Synod in ordinary form** is a reference to the Synod meeting in accordance with the provisions of these Standing Orders other than Parts 4 and 10.