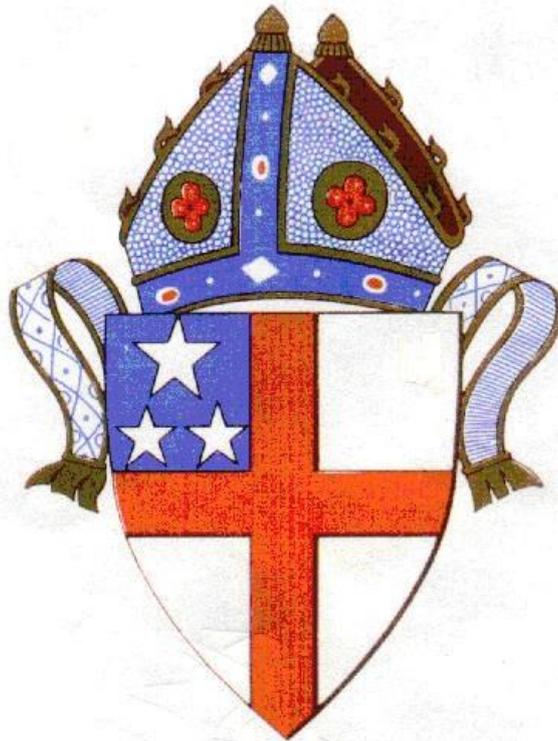


DIOCESE OF WELLINGTON



MANUAL OF DIOCESAN STANDING ORDERS OF SYNOD

2018

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STANDING ORDERS OF SYNOD

SECTION A DEFINITIONS

A1 The following definitions apply throughout all sections of Standing Orders:

carried in relation to a particular proposal means approved by a majority of each of the three orders of Bishop, clergy and laity except where the approval of only two orders is required

Diocesan Canon

- (a) means a Diocesan Canon made by resolution of Synod in accordance with the Standing Orders of Synod; and
- (b) includes Acts deemed by resolution of Synod on 15 September 2007 to be, and to have been made as if they were Diocesan Canons, for so long as they remain in force

leave of Synod means the unanimous consent obtained from members then present for the purpose of following a particular course or procedure **matter, question, or business**, unless the context requires other interpretation, means and includes any matter, question, business, subject, proposal or issue that is properly before Synod and is being discussed, debated, considered, voted upon, determined, disposed of or suspended

member means any person of any order who is entitled to sit and vote in Synod

session means a meeting of Synod, whether it be annual or otherwise, to which members have been summoned by the President

sitting means that part of a session between adjournments

Synod means the Synod of the Diocese of Wellington

the President of the Synod means the Bishop and in the cases provided by Title A, Canon I, Clause 8 the Vicar-General or deputy.

SECTION B GENERAL CONDUCT OF BUSINESS

B1 Business conducted in one chamber

- (1) The members of Synod must meet for the discussion of business in one chamber, but any clerical or lay member may move, without notice, that the order to which the member belongs withdraw to a separate chamber for the purpose of deliberating any particular matter, to be specified in that member's motion, and upon the motion being seconded by another member of his or her order, the motion must be put and the members of that order alone must vote.
- (2) If the motion to withdraw to a separate chamber is carried, the President may elect to preside at each separate deliberation, or may allow the members of that order to appoint their own chairperson for the purpose.
- (3) Synod must stand adjourned while one order meets separately.
- (4) Except with the express consent of Synod such withdrawal to a separate chamber must not exceed one sitting hour.

B2 Commencement time

- (1) On the first day of each session, Synod must commence its meeting at such time as the President appoints, and must then decide at what times it sits on that and subsequent days.
- (2) If at the expiration of half-an-hour after the time for commencement of any period of sitting there is not a quorum, the President must adjourn Synod until the time for the commencement of the next period of sitting specified in Standing Order B2(1).

B3 Quorum

- (1) The presence of the Bishop, and one-quarter of the Order of Clergy of the Diocese qualified to be members of the Synod, and one-quarter of the Order of Laity of the Synod, is necessary to constitute a meeting of the Diocesan Synod for the exercise of its powers.
- (2) If at any time during the progress of business, attention is called to the quorum of Synod, the President must count the number of members present, and if a quorum is not present the President must ring the bell, and unless the requisite number is made up within five minutes, adjourn Synod until the time for the commencement of the next period of sitting specified in Standing Order B2(1).
- (3) If at any time during the progress of business in Committee of the whole Synod attention is called to the quorum of the Committee, the Chairperson must count the number of members present, and if the number of members required for a quorum of Synod is not present, the Chairperson must ring the bell, and unless the requisite number is made up within five minutes, must report progress on the lack of a quorum and ask leave to sit again.
- (4) The President must, upon receiving a report from the Chairperson of Committees pursuant to Standing Order B3(3), fix a time at which the

Committee must sit again, and must then adjourn Synod until the time for the commencement of the next period of sitting specified in Standing Order B2(1).

B4 Sittings open to the public

- (1) Every session of Synod must normally be open to the public.
- (2) If any member moves that the public be excluded, and the motion is seconded, the President must put the motion without debate, and if carried, order the public to withdraw.

B5 Order of business forwarded to Synod representatives

- (1) Diocesan Council must forward to each member of Synod, at least 14 days before the opening day of that session of Synod, a copy of all reports and statements of accounts to be presented to Synod, together with a copy of any Motion or Diocesan Canon, advice of which has been received, under Standing Order F2(1).
- (2) The name and contact address and telephone number of the mover must be printed alongside each motion including, where appropriate, an email address.

B6 Attendance book

An attendance book must be provided by the Secretaries of Synod, in which it is the duty of the members of Synod to sign their names when attending Synod on each day of each session, the attendance book to be placed on the table near the entrance of the chamber.

B7 Application of Standing Orders to Chairperson of Synod in Committee

- (1) There must be a permanent chairperson and deputy chairperson of committees of the whole Synod, and whenever Synod is in committee, all the Standing Orders defining the duties of the President apply to the person chairing the committee.
- (2) In the absence or at the request of the Chairperson of Committees, or Deputy Chairperson, some member elected by Synod must preside.

B8 Secretaries of Synod

There must be two secretaries, known as Secretaries of Synod, one a clergyperson and the other a layperson, chosen from the members of Synod on the opening day of the first session of each Synod, who must keep regular minutes of the proceedings of Synod, and carry out any other functions as specified in these Standing Orders.

B9 Minutes

- (1) The minutes of each day's sitting must be submitted by the Secretaries of Synod to a committee consisting of two clergy and two laity appointed by

the President, and, when found by that committee to be correct, must be confirmed by the President.

- (2) There must be a Clerk of Committees, who keeps minutes of the proceedings when Synod is in Committee.

B10 Officers of Synod

The Chairperson of Committees, Deputy Chairperson, Secretaries of Synod, Clerk of Committees, and Diocesan Auditor must be appointed by each Synod at its first ordinary session.

SECTION C COMMITTEE OF THE WHOLE SYNOD

C1 Synod in Committee

- (1) When any question, which is moved and seconded, is before Synod it must be in order for any member to move without notice that Synod go into committee to consider the question. The question that Synod go into committee must, if seconded, be put immediately without debate.
- (2) If a motion to go into committee is carried, the President must leave the chair, and, the Chairperson or the Deputy Chairperson of the Committee, must preside.

C2 Application of Synod Standing Orders in Committee/Speaking Time

The Standing Orders of Synod must, where applicable, govern procedure in committee except that:

- (a) it is not necessary that a motion or amendment be seconded:
- (b) any member may speak more than once, or propose more than one amendment to the same question:
- (c) a speech in committee must not exceed three minutes except by leave of the committee.

C3 Matters referred to the committee

The committee may consider only matters that have been referred to it by Synod.

C4 Reports of the Chairperson of Committees

- (1) When any matter referred to the committee has been considered, the Chairperson must report the result to Synod.
- (2) A motion may be made during the proceedings of the committee that the Chairperson report progress and ask leave to sit again.

C5 Further sitting of committee

If Synod grants the committee leave to sit again, when the time for resumption of the proceedings in committee has arrived (whether by order of Synod or otherwise), the President must immediately leave the chair without putting any question, and Synod must then resolve itself into committee.

C6 Motion to leave the chair

A motion that the Chairperson now leave the chair will, if carried, be considered to dispose of the question then under consideration, and Synod must immediately resume.

SECTION D ORDER OF BUSINESS

D1 Order of Proceedings of Synod

The proceedings of Synod must be conducted in the following order:

- (a) the declaration of a quorum:
- (b) prayers:
- (c) President's announcements:
- (d) appointment of officers and committees of Synod:
- (e) presentation of petitions:
- (f) questions and answers:
- (g) subject to Standing Order F2(1), notices of motion—
 - (i) to make or amend or repeal a Diocesan Canon
 - (ii) relating to any other business of the Synod

D2 Synod Steering Committee

- (1) A committee to be known as the Steering Committee must be appointed at the second ordinary session of each Synod to regulate the order of business.
- (2) The committee must consist of the Bishop or nominee, the Diocesan Manager, one clergy member and one lay member appointed by Synod, and must continue in office for the whole Synod and until the appointment of their successors.
- (3) Diocesan Council is empowered to fill any casual vacancies.
- (4) The Steering Committee must:
 - (a) meet before Synod to prepare a proposed order of business for the whole session:
 - (b) during the session determine the order paper for each day:
 - (c) in proposing or determining the order of business, be guided by the following considerations:
 - (i) the relative importance of and likely time to be required by each of the matters to be brought before Synod:
 - (ii) the need to avoid interrupted debates as far as possible:
 - (iii) the provision of reasonable time as early in the Session as possible for the discussion of motions which are not sponsored by a Committee or other body appointed under the authority of Synod or of General Synod:
 - (iv) the desirability of grouping related business together.

D3 Motions Inappropriate for Debate at Synod

To enable the governance role of Synod, defined in Section 3 of the Diocesan Synod Canon 2017, the Synod Steering Committee (the Committee) must deal with motions which do not, in its view, contribute sufficiently to the good governance of the Diocese to warrant discussion at Synod, as follows—

- (a) the Committee must advise the Bishop of its view that a motion of which notice has been given is inappropriate for debate at Synod; and
- (b) the Bishop must determine at his or her absolute discretion if the Committee is to take further action; and
- (c) if the Bishop does not authorise the Committee to take further action, the motion concerned must be included in the business to be dealt with by the Synod; and
- (d) if the Bishop authorises the Committee to take further action, the Committee must notify the mover of the proposed motion of its view that the motion is not appropriate for debate at Synod; and
- (e) if the Committee acts under paragraph (d) it may
 - (1) offer the mover some other slot at Synod, such as a Synod hotspot, for presentation of the matter concerned, or
 - (2) advise the mover of some alternative forum which the Committee believes to be more appropriate for discussion of the matter concerned; and
- (f) if the mover of the proposed motion accepts the advice of the Committee offered under paragraphs (d) and (e), the matter rests there; and
- (g) if the mover of the proposed motion wishes to appeal the decision of the Committee, the mover may appeal to the judgement of Synod and the matter must be decided as follows—
 - (1) the appeal that the Committee’s decision be overturned must be put before Synod in the form of a statement by the appellant of no more than 50 words as to why the motion should proceed, and a statement by the Committee of no more than 50 words as to why the motion should not proceed; and
 - (2) the appeal must be decided, without debate, by vote of Synod, voting by Order; and
 - (3) the President must announce the decision of Synod and Synod must then proceed with its business in accordance with the decision announced.”

D4 The Report of Diocesan Council

The Report of Diocesan Council must be considered by Synod on the first day of each ordinary session.

SECTION E PETITIONS

E1 Content of petitions

- (1) It is incumbent on any member presenting a petition to become acquainted with the contents of the petition, and to ascertain that it does not contain language disrespectful to Synod.
- (2) Every member presenting a petition must affix that member's name at the beginning of the petition.

E2 Prayer and signature of petition

- (1) Every petition must contain the prayer of the petitioner or petitioners at the end of the petition, who must sign the petition.
- (2) All signatures must be written on the petition itself, and not pasted on or otherwise affixed to the petition.
- (3) No letter, affidavit, or other document is to be attached to or accompany any petition.
- (4) No petition must make reference to any debate in Synod.

E3 Speaking to a petition

Every member presenting a petition must be confined to a statement of the parties from whom it comes, of the number of signatures attached to it, and of the material allegations contained in it, to the reading of the prayer thereof, and the expression of the member's assent to or dissent from the allegations or prayer thereof.

E4 Motion on a petition

- (1) The only question which is to be entertained by Synod on the presentation of any petition must be on the motion, without notice, 'that the petition be received'.
- (2) If a motion 'that the petition be received' is carried, a motion 'that the petition be now read', may be put without notice, but the President must not allow any debate on the petition, and no further action must be taken in connection with it except in accordance with the ordinary rules of Synod.

E5 Printing of petition

No petition must be printed in the Proceedings of Synod unless authorised by a resolution.

SECTION F RULES OF DEBATE

F1 Addressing the President

Every member, when speaking, must stand, and must address the President.

F2 Written notice of subject to be brought before Synod

- (1) A member or body wishing to bring any subject under the consideration of Synod must give notice in writing to the Diocesan Manager at least 30 working days before the opening day of the next session of Synod.
 - (a) Any person who intends to move an amendment to any motion published under Standing Order B5(1) must, before Synod, take reasonable steps to contact the mover of the motion and seek agreement on the matter.
 - (b) Any person who intends to move an amendment must give written notice of the amendment to the President on the first day of the session, and that notice must include a statement as to whether or not agreement has been reached with the mover of the motion.
 - (c) If agreement has not been reached, the President must refer the matter to a Review Committee comprising a member of the Revising Committee as convenor, the mover of the motion, and the mover of the amendment.
 - (d) When the motion is called for debate, the President must, if the amendment is moved, call the convenor of the Review Committee to report the findings of that committee.
- (2) A member may by leave of Synod in cases of urgency give notice of business on the first day of the session.

F3 Questions of order

- (1) All questions of order must be decided by the President, except when Synod is in committee.
- (2) If two members rise at the same time, the member who is called upon by the President must have precedence.

F4 President's right to speak

The President may take part in the deliberations of Synod without leaving the chair.

F5 Personal matters

With the consent of Synod, a member may explain matters of a personal nature, although there is no question on such matter before Synod, but such matters may not be debated.

F6 Relevance and non-interruption

It is the duty of the President to confine each speaker to the subject matter of the debate, and it is not in order for any member to interrupt the

speaker except upon a question of order arising out of the debate, and then only through the President.

F7 Speaking times

Except by leave of Synod and except as provided in Standing Order L2(6), the speech of the mover of any motion in Synod must not exceed eight minutes and any subsequent speech thereon must not exceed four minutes.

F8 Speaking to a motion

- (1) Except when in committee of the whole Synod, the President must not permit any member to speak more than once on the same question, except in explanation.
- (2) The mover of any question, not being an amendment, must be allowed to reply.
- (3) The seconder's speech may be reserved to any period of the debate.

F9 Motion that question be put

- (1) It is in order for any member of Synod, who has not already spoken to the question then before Synod, to move that the question (whether it be an original motion or an amendment) be put, and the motion, if seconded, must be put immediately without debate, and determined in accordance with Standing Orders G1(1) to G3(4), provided that:
 - (a) the motion that the question be put may not be moved so as to interrupt any member when speaking:
 - (b) the motion may not be moved until at least six members including mover and seconder have spoken to the question before Synod:
 - (c) the President must not accept the motion unless the President is of the opinion that adequate opportunity has been given for the expression of various views upon the question before Synod.
- (2) If the motion that the question be put is carried, the question then before Synod must be put after the mover of the motion has exercised any right of reply available to the mover.

F10 Provisions apply when Synod in committee

The provisions of Standing Order F9.1 and F9.2 must also apply when Synod is in committee, except that the motion that the question be put need not then be seconded.

F11 Matters disposed of not to be brought back

No subject which has been under the consideration of Synod and disposed of is to be again brought forward during the same session, nor must any notice of motion on any such subject be admissible except for consideration of any matter brought before Synod by order of Synod or of General Synod or by any committee or other body appointed under the authority of Synod or of General Synod.

F12 Motion not seconded

No notice is to be taken of any motion or amendment not seconded, except as may be proposed by the President.

F13 Amendments

- (1) If a motion relating to a Diocesan Canon or any other business of the Synod is before the Synod, the Chair must not propose amendments to that motion until a copy of the proposed amendment has been given to the President.
- (2) Amendments must not be considered by the Synod unless—
 - (a) the requirements of Standing Order F2(1)(a) to (d) have been followed; or
 - (b) the Synod agrees to waive those requirements; or
 - (c) the President rules that, in his or her opinion, the proposed amendment is a necessary consequential amendment or correction.
- (3) If an amendment entirely superseding the original motion is moved, it must be moved, and the question put as follows:
 - (a) 'That all the words after the word 'that' be omitted with a view to the insertion of other words in lieu thereof:'
 - (b) If such words are retained, no further amendment except addition of words must be put:
 - (c) If such words are omitted the amendment must then be read by the mover, and the question must be, 'That the words proposed to be inserted be so inserted';
 - (d) If the question in F13(2)(c) fails, other words may be moved till Synod agrees:
 - (e) the amended motion must finally be submitted in its entirety to the vote of Synod.
- (4) The same form must be used when the amendment is to omit certain words, but not all the words of the original motion, with a view to inserting others in lieu thereof as follows:
 - (a) the question must be, 'That the following words be omitted:'
 - (b) when the amendment is simply to insert certain words, the question must be, 'That the following words be inserted'.
- (5) No amendment upon an amendment is in order until the original amendment has become the substantive motion, but, when an amendment is under consideration by Synod, it is in order for any member to read a second or other amendment to Synod, but such amendment must not be moved or debated until the first amendment has been put and dealt with.
- (6) No member who has already spoken to the motion before Synod may move or second an amendment to the motion.
- (7) No member who has moved or seconded an amendment may move or second a further amendment to the same motion.

F14 Dividing a motion or amendment

Any motion or amendment containing more than one proposition must be divided on the request of any member of Synod, and each proposition must be put separately, and all that have been carried must be put as an entire motion.

F15 Pass to next business

A question may be disposed of by a motion that Synod pass to the next business, which motion, if seconded, must be put immediately from the Chair without any discussion, provided that no member may be interrupted when speaking.

F16 Adjournment

A motion for adjournment, either of Synod or of the debate may be made at any time, provided that no member may be interrupted when speaking.

SECTION G COUNTS AND DIVISIONS

G1 Counting of votes

- (1) The President may declare a motion carried or lost on the voices.
- (2) If the President cannot decide upon the voices, the President may direct that a count of Synod be taken in the manner prescribed in Standing Order G1(4).
- (3) Any member may demand that a count of Synod be taken in the manner prescribed in Standing Order G1(4).
- (4) When a count of Synod is taken, the President must direct a count in the following order:
 - (a) Clergy members voting 'Aye' stand in their places:
 - (b) Clergy members voting 'No' stand in their places:
 - (c) Lay members voting 'Aye' stand in their places:
 - (d) Lay members voting 'No' stand in their places.
- (5) The Secretaries of Synod must count the numbers of members of each order voting 'Aye and 'No' and must report the numbers to the President.
- (6) The Bishops' votes must be counted by the President.

G2 Divisions

- (1) Any member may demand a division, notwithstanding that a count of Synod may have been already taken.
- (2) Whenever a division is called for, the President must ring the bell, and after an interval of two minutes the doors must be closed, and no member must be permitted to enter or leave the Chamber until after the result of the division has been declared.
- (3) As soon as the doors have been closed for the purpose of a division, the President must a second time put the question and declare on the sound of the voices on which side the majority lies.
- (4) If no member demands a division on the second declaration of the result, no division must take place.
- (5) If a division is again demanded, the President must direct the 'ayes' to pass into the lobby on the President's right and the 'noes' into the lobby on the left.
- (6) Every member present, must record a vote when a division is taken.
- (7) The President must appoint a clergy teller and a lay teller for each party for the purpose of taking the votes of the clergy and laity and checking the division lists.
- (8) The tellers must undertake their tasks as follows:
 - (a) The clergy teller voting 'aye' must act with the lay teller voting 'no' and vice versa:
 - (b) They must record their own votes:
 - (c) They must then take the votes of the other members present, first of the clergy, then of the laity.

G3 Division lists

- (1) Each of the division lists must be signed by the two tellers who have checked it, and must then be delivered to the President.
- (2) The Bishops' votes must be recorded by the President.
- (3) When the President has received the division lists, the President must declare the result of the division.
- (4) The names of members voting in a division must be recorded in the minutes if a request to that effect signed by no fewer than ten members is made in writing to the President, before the adjournment of the sitting.

SECTION H SELECT COMMITTEES

H1 Composition of Select Committees

- (1) Every Select Committee must consist of the Bishop (or the Vicar-General) who must be an ex officio member, and of not fewer than five nor more than seven other members, unless otherwise specially ordered, and in every such committee three must form a quorum.
- (2) Notices of motion for the appointment of Select Committees must be accompanied by a notice of the names of members proposed to be on the committee, but the mover in every case must be a member of the committee.
- (3) The motion that a Select Committee be appointed and the motion for the appointment of persons to serve on the Select Committee, must be decided separately, and each must form the subject of a distinct notice of motion.
- (4) Upon the motion for the appointment of persons to serve on a Select Committee, any member may propose additional names for the committee.
- (5) If the total number of names proposed exceeds that fixed as the maximum for the committee, each member of Synod must write, from the lists of persons so proposed, the names of those for whom that member votes, such names, which must include the mover not exceeding in number the maximum fixed for the committee.
- (6) If the number of members elected is fewer than that required as a minimum for the committee, a new vote must be taken to overcome the deficiency.

H2 Ballot for Select Committee members

Where a ballot is to be taken for members of a Select Committee, and the number of persons elected is fewer than the number required as a minimum for the committee, the President may declare the number of votes recorded in each order for the respective members nominated.

H3 Scrutineers

The President must appoint not fewer than three nor more than six scrutineers for each of the clergy and lay orders whose duty it is to collect the ballot papers and report the election to the President.

H4 Convenor of Select Committee

The mover for a Select Committee must convene the first meeting of the committee and the committee must elect its own chairperson prior to the commencement of its business.

H5 Report of Select Committee

- (1) The motion for appointment of a Select Committee must name a day on or before which the committee must present its report, provided that on or before that day the committee may ask for an extension of time.
- (2) Every report of a committee requiring action must be accompanied by a resolution or resolutions for the consideration of Synod.

H6 Further Consideration by Select Committee

Synod may, by resolution, direct that a report be referred back for further consideration by the committee presenting the same.

SECTION I ELECTIONS

I1 Application

This section applies to all elections to be made during a session of Synod except for the Board of Nomination, which is governed by Section J of these Standing Orders.

I2 Timing of elections

On the first day of the second ordinary session the President must announce the elections to be held during the session and must fix the times and dates for the closing of nominations and for the taking of ballots, if necessary.

I3 Election by a majority of each order

- (1) Unless otherwise specified in any Canon or Standing Resolution of Synod, persons to be elected to boards, committees or councils must be elected by a majority of each order of Synod.
- (2) General Synod Representatives must be elected as follows:
 - (a) the Order of Clergy alone must nominate and vote for the clerical members,
 - (b) the Order of Laity alone must nominate and vote for the lay members,each Order acting as an electoral body and not a Diocesan Synod.

I4 Nominations

- (1) Every nomination must be in the form provided, and include the written consent of the nominee and a brief description of the nominee's qualifications.
- (2) If at the time fixed for the closing of nominations it is found that the number of nominations received is less than the number of persons required to be elected, the lay secretary must report the deficiency to the President, who must immediately declare those nominated elected and call for further nominations for the remaining places before the Synod proceeds to any other business.

I5 Scrutineers and their duties

- (1) The votes of the Order of Bishops must be counted by the President.
- (2) For an election, the President must appoint not fewer than three nor more than six scrutineers for each of the clergy and lay Orders whose duties are:
 - (a) To supply each voter with a ballot paper:
 - (b) To collect the ballot papers and count the votes, distinguishing between the votes of the clergy and the votes of the laity. Any papers indicating votes for more persons than are to be elected must be invalid, and must not be counted:

- (c) To submit to the President a return showing the persons who have received a majority of votes in the Orders of clergy and laity:
 - (d) Where the number of persons who have received a majority of the votes of both orders of clergy and laity exceeds the number of persons required to be elected, the scrutineers must in the return show only those persons, up to the required number, who have received the highest number of votes in the aggregate in the Orders of the clergy and the laity.
- (3) On receiving the scrutineers' report, the President must declare the names of the candidate or candidates who have been elected.

I6 Further ballots

If, as the result of the ballot, the number of persons required, is not elected, a further ballot must be taken from the names of those not previously elected as follows:

- (a) a second ballot must be held among all unsuccessful candidates on the first ballot who wish to contest the second ballot:
- (b) if, after a second ballot has been taken, the number of persons required is not elected, the President must declare to be elected to the vacant seat or seats the person or persons who has or have received the highest aggregate number of votes of all three Orders.

SECTION J ELECTION OF BOARD OF NOMINATION

J1 Number of elected members

The elected members of the Board of Nomination must consist of two clergy and two laity in accordance with the Diocesan Clergy Canon 1993, section 9(1)(c).

J2 Nominations

- (1) The President must give notice on the first day of the second ordinary session of Synod that nominations for the Board of Nomination will be received by the secretaries of Synod up to a time to be fixed by the President.
- (2) Every nomination must be on the form provided, and include the written consent of the nominee and a brief description of the nominee's qualifications.
- (3) The clergy alone must nominate and vote for the clerical members and the laity alone must nominate and vote for the lay members, each order acting as an electoral body and not a Diocesan Synod.

J3 Ballots

- (1) If a ballot or ballots be necessary, it or they must be conducted at such time and in such manner as the President declares.
- (2) If three or more candidates are nominated for either Order, a ballot must be taken among them and the two candidates who receive the highest number of votes must be considered elected.
- (3) In any case where, owing to an equality of votes for two or more candidates, it is impossible to decide which of them has or have been elected, a further ballot must be taken among those candidates only.
- (4) Any ballot paper containing votes or a vote for more than the number of candidates to be elected at the ballot must be considered to be informal and must not be counted.

SECTION K MISCELLANEOUS

K1 Asking a question of the President

- (1) Any member may ask a question of the President after due notice.
- (2) A question and answer must be read without explanation or comment on either side.
- (3) Questions and answers must not be printed with the minutes except by order of Synod.

K2 Suspension of Standing Order

- (1) Any Standing Order may at any time be suspended, wholly or in part, either on motion with at least one day's previous notice, or on a motion without such notice.
- (2) A motion to suspend a Standing Order must state the purpose for which the suspension is desired.
- (3) On a motion to suspend a Standing Order, if seconded, not more than four members beside the mover and seconder has the right to speak and the mover has the right to reply.
- (4) A motion without at least one day's previous notice must not be considered to be carried if five or more members vote against it.
- (5) On a motion where at least one day's previous notice has been given the Standing Orders must be suspended if agreed to by a majority of each order of Synod.
- (6) No speech on the motion must exceed two minutes in duration.
- (7) The suspension, if granted, must not allow for the introduction of any matter other than that specified in the motion.

K3 Altering or annulling any Standing Order

- (1) No proposal for altering or annulling any Standing Order of Synod or for making any new Standing Order must be considered until the following day after notice has been given and unless two-thirds of the members of Synod is present.
- (2) If notice of any such proposal has been given to Diocesan Council and Diocesan Council has approved of the introduction of the proposal, and its text has been circulated to all the members of Synod with the Order Paper as provided for in Standing Order B5(1) the proposal may be considered on the opening day of the session.

K4 Publicity to the proceedings of Synod

In order to give publicity to the proceedings of Synod, the secretaries of Synod must be authorised, unless otherwise ordered, to permit copies to be taken of all documents which may be laid before Synod, and of all resolutions and other proceedings which may be recorded in the minutes.

K5 Notices on the walls of the Synod chamber

No notices or other documents must be put upon the walls of the Synod chamber or circulated without the permission of the secretaries of Synod, who must satisfy themselves of the suitability of the notices or documents before granting permission.

K6 Urgent proposal in relation to Canons

For urgent proposals in relation to the Canons see section 7 of the Diocesan Legislation Revision Canon 2007

SECTION L MATTERS NOT PROVIDED FOR

L1 Application of the Standing Orders of General Synod

As nearly as may be, cases not provided for by these Standing Orders must be governed by the provisions of the Standing Orders of the General Synod.