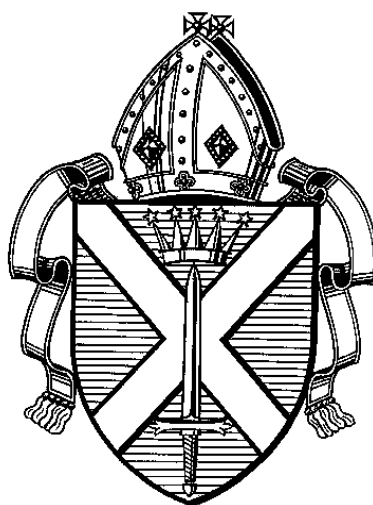




DIOCESE OF ST ALBANS

SYNODICAL GOVERNMENT

**STANDING ORDERS
FOR THE DIOCESAN SYNOD**

March 2008
(updated October 2024)

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Membership, Elections and Co-options

Roll of Members

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

Procedure for co-options

2. The standing committee constituted under standing order 103 shall have the sole right to nominate persons for co-option by the house of clergy or the house of laity, but in other respects the procedure for co-opting members shall be determined by the respective houses.

Co-opted and nominated members

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

Participation by non-members

4. Any visitor attending by invitation of the president may, with the permission of the chair, address the synod and briefly answer questions, but shall have no right to move any motion or amendment or to vote.

Officers of the Synod

Election of vice-presidents

5. Before the first meeting of the synod after the triennial elections or in the event of a vacancy in either office, the houses of clergy and laity shall each hold a special meeting to elect one of their number to be a vice-president of the synod, and another to be deputy vice-president. A member of the appropriate house appointed by the president shall act as chair for such meeting. Whoever so presides shall have a vote in the election and, in the case of an equality of votes, the decision shall be taken by lot. Any member of the House is eligible for election as Chair, or Vice Chair of the House and thereby as Clerical or Lay Vice-President of the Synod. Nominations should be in writing and must be made and seconded by members of the House and countersigned by the nominee in token of willingness to serve. Nominations should be sent (by post or email) to the Secretary at least one week prior to the meeting.

Chairing of the synod

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

Chairing separate meetings of the houses

7. The president and each vice-president shall be chair of the house of which he or she is a member but need not preside over its meetings if and to the extent that standing orders of the house so provide.

Powers of chair

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

Special powers of chair

9. Unless the synod otherwise provides, the chair shall:
 - (i) adjourn the synod at the hours fixed in accordance with these standing orders;
 - (ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 26;
 - (iii) close the debate on any motion at the hour appointed in accordance with standing order 26, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 72(ii) shall apply.

Secretary

10. The Diocesan Synod shall appoint the Diocesan Secretary as its secretary, who shall :
 - (i) be responsible for the administrative arrangements for meetings of the synod;
 - (ii) be in attendance at such meetings;
 - (iii) prepare the draft agenda papers and minutes of the synod;
 - (iv) act as secretary of the standing committee
 - (v) perform such other duties as the synod shall assign to the secretary

Assistant Secretary

11. The standing committee may appoint an assistant secretary.

Registrar

12. The registrar shall be the legal adviser to the synod, or, in the event of the registrar's absence or incapacity, the deputy registrar where appointed. When required, the legal adviser shall attend the meetings of the synod, its houses and the standing committee.

Terms of appointment

13. The terms and conditions of service on which officers are appointed shall be determined by the standing committee, subject to any statutory provision and to these standing orders.

Arrangement of Meetings

By whom convened

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

When and where held

15. The president shall summon not less than two meetings in each year at such times and places as he or she shall direct after consulting the standing committee. Meetings may be held in person or by electronic means.

Meetings by request

16. If either the standing committee by resolution so requests, or if the president receives a requisition for that purpose signed by not less than thirty members, the president shall summon a meeting of the synod which shall be held within eight weeks following the resolution or requisition.

Notice of ordinary meetings

17. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such manner as the president shall approve; provided that not less than six weeks before each meeting a notice specifying any proposed business and inviting other business shall be posted or delivered to every member, and to both chairs of every deanery synod in the diocese and to the secretary of every deanery synod.

Notice of special meetings

18. In case of sudden emergency or other special circumstances, a meeting may be convened at not less than 7 days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the members of each house and only business specified in the notice may be transacted.

Form of notice

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

Notice of Items for the agenda

20. Subject to standing orders 18 and 25, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by post or email not later than the period before the meeting which is specified in standing order 21.

Length of notice

21. The following periods of notice shall be required :

New business for the agenda	35 days
Motions and amendments arising from the agenda	7 days
Questions under standing order 32	14 days

unless special dispensation be given by the president to accept later notice.

When notice not required

22. Notice of the following business shall not be required :

- (i) a motion or amendment moved by permission of the chair provided that the full **written** text of such motion or amendment, except by permission of the chair, shall be handed to the secretary before it is moved;
- (ii) business adjourned under standing order 70 or 71 to a specified time or meeting;
- (iii) a procedural motion specified in standing order 67 (subject as provided in that standing order);
- (iv) a supplementary question by a member who has asked a question under standing order 32.

Agendas and Conduct of Meetings

Content of agendas

23. The standing committee shall settle the agenda for each of the synod's meetings, subject to these standing orders and any resolution of the synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that synod. The agenda shall specify all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

Circulation of agendas

24. The secretary shall deliver an agenda paper to every person entitled to receive a notice of meeting under standing order 17, at least 21 days before a meeting, or in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

Business permitted to be considered

25. Save for urgent or other specially important business added thereto by direction of the president, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

Order of business

26. In considering the order of business, the standing committee shall give special consideration to items:
- (i) brought before the synod at the request or direction of the president;
 - (ii) referred to the diocesan synod by the General Synod or by a deanery synod in the diocese;

and may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where it considers this to be necessary.

Varying the order of business

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

Quorum

28. One-third of the members of each house shall form a quorum of the synod which shall be necessary for the consideration of all business except the adjournment of the synod under standing order 70 or of a debate under standing order 71.

If quorum not present

29. If a quorum is not present, the chair shall adjourn the synod until such time as the chair shall determine. Any member may call the attention of the chair to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order further to query the presence of a quorum until after the chair has conclusively announced the result of the vote on that question.

Informal discussion

30. The chair may, with the consent of at least three-quarters of those members present and voting, permit informal discussion outside the usual rules of debate for such period as he determines, during which period standing orders 9, 28-29, 35-51 and 63-72 shall not apply.

Suspension of standing orders

31. After notice, or by permission of the chair without notice, a member may move that a standing order be suspended during a particular debate or meeting. Such motions shall not be deemed to have been carried unless at least three-quarters of those members present and voting are in favour.

Questions

To whom addressed

32. (i) Subject to due notice under standing orders 20 and 21, a question may be asked of the president or of the chair or secretary or any board, committee or council directly responsible to the synod or on which it is represented. Any member may ask up to two such questions at any one meeting of the synod.
- (ii) Questions shall be answered either in writing or orally, and whenever possible, written answers shall be circulated to members in advance of the meeting or, alternatively, they shall be circulated at the meeting itself.

- (iii) Any member of synod may ask, without notice, one supplementary question in respect of and arising from each original question, provided only that the member who has asked the original question shall have priority in asking the first supplementary question. Any supplementary question asked in accordance with this standing order shall be succinct and strictly relevant to the original question and to the answer given.

Content of questions

- 33. A question, if addressed to an officer, shall relate to the duties assigned to that officer and, if addressed to the chair of any body, to the business of that body. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem and shall be otherwise in order.

Persons authorised to reply to questions

- 34. If the person of whom the question is asked is a member or officer of the synod, he or she shall reply personally and, if not, the reply may be given by one of its members nominated by the president, provided that :
 - (i) the president may instruct the secretary to reply on the president's behalf;
 - (ii) a member who is absent may authorise another member to deputise for him or her.

General Rules of Debate

Order of speeches

- 35. The chair shall call upon members who desire to speak and may require them to give their names to the secretary in writing. The Chair shall also determine the order in which they speak.

Breach of order

- 36. The chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, reading a speech without permission of the chair, disregard of the authority of the chair, or any other breach of order, and may order the member to end any speech which he or she is making.

Speaking to a motion

37. A member shall not speak unless upon a motion or amendment save as provided in standing orders 63, 64 and 32.

Speaking more than once

38. A member may speak only once on a question before the synod (whether the question is a motion or an amendment) except :-
- (i) as provided in standing orders 63 and 64;
 - (ii) by permission of the chair and with the consent of the synod;
 - (iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
 - (iv) the mover of an amendment to a standing order may speak twice.

For the avoidance of doubt, a motion and each amendment to a motion are deemed to be separate questions.

Length of speeches

39. Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the chair may at any time lengthen or shorten either of these periods provided that they shall inform the synod of their ruling, which shall not be open to debate or question.

Motion to limit speeches

40. The following rules of debate shall apply :
- (i) If this motion is permitted by the chair, it shall be put forthwith without discussion.
 - (ii) Notwithstanding the time limits imposed by standing order 39 on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chair may, for any special reason of which the Chair shall be the sole judge, allow a longer or shorter time to any member, provided that when so doing the chair shall inform members of his or her ruling and in exercising their discretion shall have particular regard to any member who has a right of reply to the debate.

Moving motions or amendments

41. (i) Every matter debated in the synod shall have been moved by a member;
- (ii) A motion or amendment which, when called by the chair, is not moved by the member who has given notice thereof may be moved by some other member in his or her stead.

When amendments are permitted

42. Except as provided in standing order 43, any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

When amendments are not permitted

43. Amendments to the following shall not be permitted :
- (i) a procedural motion under standing order 67;
- (ii) a motion to receive the report of a committee under standing order 121;
- (iii) a motion under standing order 77(i) in reply to any question referred by the General Synod.

Amendments to amendments

44. No amendment may be moved to an amendment, except by permission of the chair.

Delivery of amendments in writing

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

Form of amendments

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

Content of amendments

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

Order of Consideration

48. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the chair. By the Chair's permission, during the debate on an amendment, other amendments may be discussed but not moved.

Withdrawal of motions or amendments

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

Reconsideration and rescission

50. No motion or amendment to the same effect as, or dependent upon, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without leave by the standing committee.

Division

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

Voting

Assent of three houses

52. Nothing shall be deemed to have the assent of the diocesan synod, subject to the two next following standing orders, unless the three houses which constitute the synod have assented thereto. However, if in the case of a particular question the president (if present) so directs, that question shall be deemed to have the assent of the house of bishops only if the bishop of the diocese or his or her duly authorised deputy assents thereto.

Procedure for decisions

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

Matters referred under Article 8

54. If the votes of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of Schedule 2 of the Synodical Government Measure 1969 (being the Schedule which contains the Constitution of the General Synod), that matter shall be deemed to have been approved for the purposes of the said Article.

Voting by houses

55. A separate vote of each house shall be taken :
- (i) on any question referred by the General Synod to the diocesan synod;
 - (ii) on any other question, except a question relating only to the conduct of business, where this is required under standing order 53.

Majority required for decisions

56. Decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting, subject to any statutory requirements. Decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 52, require the votes of a majority of all the members of each house present and voting, provided that a motion to suspend a standing order shall require the votes of at least three-quarters of the members of the synod present and voting.

Equal voting in house of bishops

57. The president shall have a second or casting vote where there is an equal division of votes in the house of bishops.

Opinion of president

58. The president shall have a right to require that the president's opinion on any question shall be recorded in the minutes.

Voting rights of chair

59. The chair (subject to the rights of the president when acting as chair) shall have the same voting rights as other members and shall have no second or casting vote.

Mode of voting

60. The chair on putting any question to the vote shall take a show of hands or, in the case of a meeting held by electronic means, an online poll, the result of which as announced by them shall be conclusive, and may at their discretion order the hands to be counted and shall do so on a vote by houses.

Requests for separate voting by houses

61. Where any ten members demand a separate vote of each house or the president requires the president's distinct opinion to be recorded, such demand or request shall be made before the question is put or immediately upon the announcement of a show of hands, whether counted or not.

Procedure for count of hands

62. The counting of hands on a separate vote of each house shall be conducted in accordance with instructions to be issued from time to time by the standing committee and, subject thereto, the administrative arrangements for each count shall be made by the secretary under the direction of the chair.

Interrupting Business

Points of order

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

Personal explanations

64. A member may ask permission to interrupt a debate to make a personal explanation, but only so as to correct an important misunderstanding of fact during that debate with regard to what he or she has said, or to explain some matter of strictly personal concern, and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if, in the opinion of the chair, the debate is likely to benefit from such an explanation.

Interruptions otherwise not permitted

65. Save as provided in standing orders 63 and 64, the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question. The ruling of the chair on a point of order or the admissibility of a personal explanation shall not be open to question.

Reference back procedure

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

Content of procedural motions

67. Subject to these standing orders, the following procedural motions may, with the consent of the chair, be moved with or without notice but not so as to interrupt the speech of any member:

- (i) "That the synod do pass to the next business" ("next business");
- (ii) "That the synod do now adjourn" ("adjournment of the synod");
- (iii) "That the debate be now adjourned" ("adjournment of debate");
- (iv) "That the debate be now closed" ("closure");
- (v) "That all further speeches on this question be limited to ... minutes" ("speech limit");
- (vi) A motion to vary the order of business;
- (vii) A motion to suspend a standing order.

When not permitted

68. A procedural motion shall not be moved :

- (i) for next business, the closure or a speech limit on any question referred by the General Synod to the diocesan synod;
- (ii) for next business on an amendment or another procedural motion.

Next business

69. The following rules of debate shall apply :

- (i) The motion may be moved either in the form "That the synod do forthwith pass to the next business", or in the form "that the synod do pass to the next business before the question is put".
- (ii) A motion for next business shall take precedence over all amendments of which notice has been given.
- (iii) If such a motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same meeting of the synod.
- (iv) If such a motion is not carried, it shall not be moved again on the original motion unless that motion be substantially amended.
- (v) During discussion on a motion "That the synod do pass to the next business before the question is put" it shall be in order to debate the merits of the original question.

Adjournment of the synod

70. The following rules of debate shall apply :

- (i) The motion to adjourn may, but need not, specify a time for the next sitting of the synod or the resumption of the business interrupted.
- (ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three

minutes in reply; the question shall then be put without further debate.

- (iii) If such a motion is carried and the diocesan synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with standing order 15.
- (iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- (v) If such a motion is not carried, the adjournment of the synod shall not be moved again, except by permission of the chair, until a further hour has elapsed.

Adjournment of debate

71. Standing order 70 shall, unless the context otherwise requires, apply also to this motion, except that:

- (i) If such motion is carried and the synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

The closure

72. The following rules of debate shall apply :

- (i) If such motion is permitted by the chair, it shall be put forthwith without discussion.
- (ii) If the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply, and the motion or amendment shall be put without further debate.

Meeting in separate Houses

When and where held

73. Each house shall meet separately when :
- (i) it is required so to do under these standing orders;
 - (ii) it has so decided in accordance with its own standing orders;
 - (iii) the chair of the house has so directed, or
 - (iv) the synod has so directed

and subject to any directions by the synod or the house concerned, the date, time and place of any separate meeting shall be fixed by the chair of that meeting.

The procedures of each house shall be governed, with necessary changes, by the standing orders of the synod, subject to such further standing orders not inconsistent therewith as each house may from time to time decide.

References by the General Synod

When considered

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

Prior notice and documents required

75. Unless the standing committee decide to the contrary for any reason:
- (i) members of the diocesan synod shall receive at least three months' notice of the reference and
 - (ii) a report or other document prepared by or on behalf of either the General Synod or the standing committee of the diocesan synod shall be circulated.

Consultations within the diocese

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

Procedure of debate

77. (i) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 55. If the motion is defeated, the question shall be decided in the negative.
- (ii) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.
- (iii) When all motions under the foregoing paragraphs (i) and (ii) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on result

78. The decisions on such motions and on any related motions not specifically included in the reference shall be reported by the secretary of the diocesan synod to the secretary of the General Synod. Any opinion recorded by the president and the number of votes cast in each house shall be included in the report.

References by the Diocesan Synod to Deanery Synods and Parishes

Matters referable

79. The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils in the diocese :
- (i) to express an opinion on, or to record approval or disapproval of any matter, or
 - (ii) to supply information within their knowledge, or
 - (iii) to exercise any other functions within their competence,

and to report to the diocesan synod by a specified date.

Report on proposal to refer matters

80. The standing committee shall report to the diocesan synod on any proposal under the last preceding standing order and, if necessary, consideration of such proposal shall be postponed or adjourned until the standing committee has so reported.

Circulation of reference

81. The secretary of the diocesan synod shall send a copy of any resolution under standing order 79 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the standing committee may direct.

Form and date of reply

82. Subject to any direction by the diocesan synod, where a reference under standing order 79 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the standing committee and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the diocesan synod.

Report on replies received

83. At the earliest convenient meeting of the diocesan synod after the period for replies has expired, the standing committee shall report, orally or in writing as it thinks fit, on the outcome of the reference.

Matters raised by Deanery Synods and Parochial Church Councils

By Deanery synods

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

By parochial church councils

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

Notice to diocesan synod

86. Notice of a motion to be moved in the diocesan synod under standing order 84 shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the secretary of the diocesan synod.

Financial business

Duties of standing committee

87. The standing committee shall be responsible for advising the president and the synod on the determination of priorities in the allocation of any funds at the disposal of the synod.

Duties of diocesan board of finance

88. The St Albans Diocesan Board of Finance (in these standing orders referred to as "The board") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the synod and responsible for the custody and management of the synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

Preparation of annual accounts and draft budget

89. The board shall not later than 31 July in each year submit to the standing committee a report and accounts for the preceding financial year ended on 31 December, and a draft budget for the following year. The standing committee may make to the board and the synod such recommendations thereon as it thinks fit.

Presentation of annual accounts and budget

90. Not later than 30 November the board shall present to the synod the accounts for the preceding year and the budget for the following year as approved by the board. The budget shall provide for the expenditure required by every committee and other body responsible to the synod, subject to any reductions made by the board on grounds of priority or financial expediency after consultation with the standing committee under standing order 89.

Special votes of expenditure

91. If the board during any financial year either :
- (i) anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised

policies have risen or because new policies have been authorised since the budget, or

(ii) is so instructed by the synod,

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

Expenditure in excess of votes

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

Notice of proposals involving expenditure

93. Except with the consent of the standing committee and the board or their authorised representatives in the synod, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the standing committee and the board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

Form of money resolutions

94. The board shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money resolution") : "That the synod authorise (or direct) the diocesan board of finance to expend a sum not exceeding (a named sum)", provided that no amendment which would make a motion take the form of a money resolution shall be in order.

Supplementary Expenditure

95. After the date ("the budget date") when the synod has accepted a money resolution to authorise the expenditure of the sum required by the budget for the financial year immediately following, as presented by the board under standing order 90 (with or without amendment) then, until the next budget date any further motion or amendment which would have the effect of increasing that expenditure shall be deemed not to have the assent of the synod unless the overall majority in favour is greater than three-quarters of the total number of members of the synod present and voting at the date on which that motion or amendment is put, provided that if a separate vote of each house is

taken pursuant to standing order 53, then the said motion or amendment shall be deemed not to have the assent of the synod unless the majority in favour in each of the houses of laity and clergy is greater than three-quarters of the total number of members present and voting, and in the house of bishops at least two-thirds of the number of members present and voting.

Persons authorised to move money resolutions

96. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the board.

Inadmissible amendments to money resolutions

97. Unless by consent of the board, no amendment (other than an amendment moved by a member on behalf of the standing committee) shall be accepted if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise.

Reference back of money resolutions

98. A money resolution may be so amended as to provide that the motion be referred back to the board for further consideration.

General provisions

Admission of press and public

99. Subject to any directions by the synod or the standing committee, any member of the synod may move that the representatives of the press and members of the public shall withdraw during the whole or part of the business before the synod. If the motion is carried, the chair shall request the representatives of the press and the public to withdraw.

Periods of notice

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

Procedural defects

101. A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Amendment of standing orders

102. These standing orders may be amended by a resolution of the synod.

The Bishop's Council and Standing Committee

Composition

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

Ex-officio members:

The president

All other members of the house of bishops

The dean of the cathedral

The archdeacons

The chair of the house of clergy of the diocesan synod

The chair of the house of laity of the diocesan synod

The chair of the following diocesan boards and/or committees :

Board of Finance

Board for Mission and Ministry

Board of Education

Elected members:

Three clergy elected from amongst themselves by the house of clergy of the diocesan synod.

Nine lay persons elected from amongst themselves by the house of laity of the diocesan synod, of whom at the time of their election at least two shall reside in each archdeaconry.

Co-opted members:

Up to 4 members of the Synod, whether clergy or lay, may be co-opted by the Council at any one time, on the nomination of the Bishop. In exercising this nomination the Bishop shall seek to ensure that, as far as is reasonably possible, the Standing Committee is composed of equal numbers of clergy and laity.

Elections to standing committee

104. The elected members of the committee shall be elected by the house of which each is a member, immediately after the election of a new synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing orders 114-117.

Ineligibility for election of certain officers

105. No clergy or lay person who is wholly or substantially engaged and paid to carry out duties in connection with the work of any diocesan board, council or committee, and who would or might normally be invited to attend meetings of the standing committee as an officer, observer or adviser, shall be eligible for election to the standing committee.

Each clergy or lay person deemed by the president, after consultation with the standing committee, to be ineligible for election under this standing order, shall be so notified in writing. Such notification shall normally be given on appointment, and existing office holders at the time when this standing order is brought into operation, shall not be bound by it save with their agreement.

Officers of the standing committee

106. The officers of the committee shall be as follows :
- (i) The president of the synod shall be chair.
 - (ii) A member of the committee nominated by the president with the consent of the committee shall be vice-chair.
 - (iii) The secretary of the synod shall be secretary.

Functions of the standing committee

107. The functions of the standing committee shall be :
- (i) to plan the business of the synod, to prepare the agenda for its sessions and to circulate to members information about matters for discussion;
 - (ii) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
 - (iii) to advise the president on any matters which the president may refer to the committee;
 - (iv) to transact the business of the synod when it is not in session, subject to the directions of the synod;
 - (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the synod;
 - (vi) to carry out such other functions as the synod may delegate to it.

Other Committees

Statutory Committees

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

Committees other than statutory committees

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

Membership of committees

110. The standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected, subject to any directions of the synod and to any statutory provision. A committee may include persons who are not members of the synod provided that at least three members of the committee shall be members of the synod.

Duration of membership

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

Sub-committees

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

Electors

113. Any elected members of a committee may be elected by the whole synod without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the synod or the standing committee, they shall be elected by the whole synod.

Nominations for election to committees

114. Every nomination shall require a proposer and seconder who shall be qualified electors, but the standing committee may (except in an election to itself) collectively nominate candidates. Nominations which shall be in writing and accompanied by signed evidence of the

candidate's willingness to serve shall be delivered, by post or email, to the secretary within such period (not being less than 14 days) as the secretary shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

Voting in elections

115. (i) The names of the candidates shall in any other event be circulated to every qualified elector on a voting paper. Voting may be conducted by post or electronically; votes shall be returnable to the secretary within such period (not being less than 14 days) as the secretary shall specify.
- (ii) Subject to paragraph (iii) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes, the election shall be decided by lot.
- (iii) Where the synod (or standing committee) has directed that the election shall be conducted upon the principle of proportional representation, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 39(8) and for the time being in force, shall be used.

Casual vacancies

116. A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled within six months of the occurrence of the vacancy, provided that a vacancy which occurs within six months before the next triennial elections to the synod need not be filled.

Directions by standing committee

117. The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the standing committee.

Chair of Committees

118. If the president is a member of a committee, the president shall be chair thereof if he or she so elects or, if he or she does not elect to be chair, the committee shall, subject to any direction by the synod or the standing committee, at its first meeting elect a chair from among its own members. In the absence of the chair, a chair for that meeting may be similarly elected.

Quorum of Committees

119. Not less than one-third of the serving members of a committee shall form a quorum, but a committee may act notwithstanding a vacancy in its membership.

Voting in Committees

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

Reports by Committees

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

General procedures

122. Subject to these standing orders and to any directions by the synod or the standing committee, a committee shall have power to determine its own procedure.

Representation on other bodies

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

Doctrinal matters and forms of service

Requirement of early circulation

124. If notice is given of a motion, whether or not under standing order 77 which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England, the standing committee shall include it on the agenda of the earliest meeting of the synod provided that, save by permission of the chair and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent (by post or email) to members at least three months before it is finally voted on by the synod.