



THE DIOCESE OF
PETERBOROUGH

DEANERY SYNOD STANDING ORDERS

APPROVED AT SYNOD 2000



THE CHURCH
OF ENGLAND

STANDING ORDERS FOR DEANERY SYNOD

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DIOCESE OF PETERBOROUGH

CONSTITUTION AND RULES FOR DEANERY SYNODS

Introduction

The object of this booklet is to bring together into a single document the main regulations governing the constitution, functions, membership and procedures of deanery synods within the Diocese of Peterborough.

The booklet is divided into two parts.

Part A sets out the Constitution of deanery synods. The constitution is largely laid down by Section 5 of the Synodical Government Measure 1969 (No.2). Schedule 3 to the measure sets out the Church Representation Rules and part III of these rules (rules 24 to 29) makes specific provisions for deanery synods. In addition, there are numerous other provisions within the rules which regulate the work of deanery synods.

Part B sets out the Rules for deanery synods. Rule 28 of the Church Representation Rules requires diocesan synods to make some further rules for deanery synods. Peterborough Diocesan Synod has accordingly approved certain rules applicable to all deaneries in the diocese.

Deanery synods have power to determine their own procedures on any matter which is not covered by Part A or Part B.

Interpretation and definitions

The rules in this booklet refer to "chairman": it should not be inferred that this person is male. All words importing the male gender include the female, and vice versa.

In this constitution and these rules –

- "actual communicant" and "parish" bear the meanings given in rule 54(1) of the Church Representation Rules
- "annual meeting" means the annual parochial church meeting
- "the bishop" means the Bishop of Peterborough
- "Church Representation Rules" means the rules contained in schedule 3 of the Synodical Government Measure 1969, including any amendments thereto
- "the deanery synod" and "the synod" mean each and every deanery synod in the Diocese of Peterborough
- "the diocesan synod" means Peterborough Diocesan Synod

PART A: CONSTITUTION OF DEANERY SYNODS

FUNCTIONS

1. The functions of the deanery synod are prescribed by section 5(3) of the Synodical Government Measure 1969 as follows –
 - (a) to consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest;
 - (b) to bring together the views of the parishes of the deanery on common problems; to discuss and formulate common policies on those problems; to foster a sense of community and interdependence among those parishes; and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
 - (c) to make known and so far as appropriate put into effect any provision made by the diocesan synod;
 - (d) to consider the business of the diocesan synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so;
 - (e) to raise such matters as the deanery synod consider appropriate with the diocesan synod:

provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.
2. If the diocesan synod delegate to deanery synods functions in relation to parishes in their deaneries, the deanery synod shall exercise those functions.

MEMBERSHIP

3. A deanery synod shall consist of a house of clergy and a house of laity.

House of Clergy

4. (1) The members of the house of clergy of the synod shall consist of –
 - (a) all clerks in holy orders beneficed in or licensed to any parish in the deanery;
 - (b) any clerks in holy orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967;
 - (c) any clerical members of the General Synod or the diocesan synod resident in the deanery;

- (d) any other clerks in holy orders holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery;
 - (e) one or more retired clerks in holy orders who are in receipt of a pension in accordance with the provisions of the Clergy Pensions Measure 1961 at the relevant date. One clerk may be elected or chosen for every ten retired clerks or part thereof, elected or chosen in such manner as may be approved by the bishop by and from the retired clerks who are in receipt of such a pension, are resident in the deanery and do not hold the licence of the bishop.
- (2) For the purposes of paragraph 4(1)(e) the relevant date shall be the 31 December in the year immediately preceding any election of the parochial representatives of the laity, and as soon as possible after that date the rural dean of the deanery shall inform the bishop of the number of clerks in holy orders who are qualified for membership of the deanery synod by virtue of that sub-paragraph.

House of Laity

- 5 Subject to the provisions of paragraph 14, the members of the house of laity of the synod shall consist of –
- (a) the parochial representatives elected to the synod by the annual meetings of the parishes of the deanery;
 - (b) any lay members of the general synod or any diocesan synod whose names are entered on the church electoral roll of any parish in the deanery;
 - (c) if in the opinion of the bishop any community of persons in the deanery who are in the spiritual care of a chaplain licensed by the bishop should be represented in that house, one lay person, being an actual communicant member of the Church of England of eighteen years or upwards, chosen in such manner as may be approved by the bishop by and from among the members of that community;
 - (d) the deaconesses and lay workers licensed by the bishop to work in any part of the deanery;
 - (e) any other deaconesses or lay workers holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery.

Co-opted members

- 6 The house of clergy and house of laity of the synod may co-opt additional members of their respective houses, being clerks in holy orders or, as the case may be, lay persons who are actual communicant members of the Church of England of eighteen years and upwards:

provided that the number of members co-opted by either house shall not exceed five per cent of the total number of members of that house or three, whichever is the greater.

Term of office

- 7 (1) The parochial representatives of the laity elected by annual meetings shall hold office for a term of three years beginning with the 1 June next following their election.

- (2) Any person to be chosen as mentioned in paragraph 4(1)(e) or paragraph 5(c) shall be so chosen every three years and shall hold office for a term of three years beginning with the 1 June next following the date on which he is so chosen.

Number of members

- 8 The number of members to be elected from the several parishes shall be determined by resolution of the diocesan synod not later than the 31 December in the year preceding any such elections, and those numbers shall be related to the numbers of names on the church electoral rolls of the parishes as certified under rule 4 of the Church Representation Rules:

provided that such resolution shall not make it possible for a parish with fewer than twenty-six names on the roll to have more than one representative.

- 9 The diocesan synod shall exercise their powers so as to secure that the total number of members of the deanery synod shall not be more than 150 and, so far as practicable, shall not be less than 50:

provided that the maximum number of 150 may be exceeded for the purpose of securing that the house of laity is not less in number than the house of clergy. For the avoidance of doubt it is hereby declared that the number of 150 specified in this paragraph includes the maximum number of members who may be co-opted by each house.

Casual vacancies

- 10 Casual vacancies among the parochial representatives elected to the deanery synod shall be filled as soon as practicable after the vacancy has occurred. Where the annual parochial church meeting is not due to be held within the next two months following the occurrence of the vacancy, the vacancy shall be filled by the election by the PCC of a person qualified to be so elected. Returns of parochial representatives of the laity elected to fill one or more casual vacancies on the deanery synod shall be sent by the secretary of the PCC to the diocesan electoral registration officer and to the secretary of the deanery synod.

ELECTION OF PAROCHIAL REPRESENTATIVES OF THE LAITY

Conduct of elections

- 11 The annual meeting of every parish shall elect in 1999 and in every third year thereafter parochial representatives of the laity to the deanery synod.
- 12 (1) Subject to the provisions of any resolution under paragraph 17 and for the time being in force, the provisions of this paragraph shall apply to all elections at annual meetings.
- (2) All candidates for election at an annual meeting must be nominated and seconded by persons whose names are entered on the church electoral roll of the parish. A candidate shall be nominated or seconded either before the meeting in writing or at the meeting.

- (3) If the number of candidates nominated is not greater than the number of seats to be filled, the candidates nominated shall forthwith be declared elected.
- (4) If more candidates are nominated than there are seats to be filled an election shall take place at the annual meeting.
- (5) No clerk in holy orders shall be entitled to vote in the election of any parochial representatives of the laity.
- (6) Each person entitled to vote shall have as many votes as there are seats to be filled but may not give more than one vote to any one candidate.
- (7) Votes may be given –
 - (a) on voting papers, which must be signed by the voter on the reverse thereof; or
 - (b) if no person present objects thereto, by show of hands.
- (8) Where owing to an equality of votes an election is not decided the decision between the persons for whom the equal numbers of votes have been cast shall be taken by lot.

Qualifications of elected parochial representatives

- 13 The qualifications of a person to be elected a parochial representative of the laity to the synod are that –
 - (a) his name is entered on the church electoral roll of the parish;
 - (b) he is an actual communicant member of the Church of England as defined in rule 54(1) of the Church Representation Rules; and
 - (c) he is of eighteen years or upwards.
- 14 A person whose name is entered on the roll of each of two or more parishes, in accordance with the provisions of rule 1 of the Church Representation Rules, must choose one of those parishes for the purpose of the provisions of paragraphs 5(b) and 13.
- 15 No person shall be nominated for election to the deanery synod unless he has signified his consent to serve, or there is in the opinion of the meeting sufficient evidence of his willingness to serve.
- 16 All lay persons whose names are entered on the roll of the parish shall be entitled to vote in the election of a parochial representative to the deanery synod.

Variation of method of election

- 17 (1) The annual meeting may pass a resolution which provides that the election of parochial representatives of the laity to the deanery synod shall be conducted by the method of the single transferable vote under rules, with the necessary modifications, made by the General Synod under rule 39(7) of the Church Representation Rules.
- (2) The annual meeting may pass a resolution which provides that any person entitled to

attend the annual meeting and vote in the elections of parochial representatives of the laity to the deanery synod may make application for a postal vote. When such a resolution has been passed by an annual meeting the election shall be conducted in accordance with rule 12 of the Church Representation Rules.

Returns to Diocesan Electoral Registration Officer

- 18 Forthwith following the election of parochial representatives of the laity the secretary of every parochial church council shall send to the secretary of the synod and to the diocesan electoral registration officer appointed in accordance with rule 29 of the Church Representation Rules a list of the names and addresses of the representatives of that parish, and shall keep the aforesaid officers informed of subsequent changes in membership.
- 19 (1) Not later than the 1 July following the election of parochial representatives of the laity to the deanery synod the secretary of the synod shall send to the diocesan electoral registration officer a list of the names and addresses of the members of the house of clergy, specifying the class of membership.
- (2) Forthwith following the co-option of members by either house the secretary of the synod shall send to the diocesan electoral registration officer a list of the names and addresses of co-opted members.
- (3) The secretary of the synod shall keep the diocesan electoral registration officer informed of subsequent changes in membership of the house of clergy and co-opted members of either house.

Special Provisions for Peterborough Cathedral

By a scheme dated 9 May 1970 and made under Rule 27 of the Church Representation Rules, the Peterborough Diocesan Conference made the following provision for the representation of cathedral clergy and laity on the Peterborough Deanery Synod.

- 20 The dean, the residentiary canons and other ministers of the cathedral church, and any other clergy resident within the cathedral precincts and holding the bishop's licence, shall be members of the house of clergy of Peterborough Deanery Synod.
- 21 (1) The cathedral congregation shall at an annual congregational meeting elect by rule 9 of the Church Representation Rules in 1999 and in every third year thereafter congregational representatives to the house of laity of Peterborough Deanery Synod.
- (2) Not later than the 31 December in the year preceding these elections the secretary of the diocesan synod shall certify to the dean and chapter of the cathedral church the number of representatives to be so elected and shall send to the secretary of Peterborough Deanery Synod a copy of the certificate.

**The constitution of a deanery synod is fully prescribed by rules 24 to 29 of the Church Representation Rules 1997.*

PART B: RULES FOR DEANERY SYNODS

MEMBERSHIP OF THE SYNOD

Roll of members

1. The secretary of the deanery synod shall keep a roll of the members of the synod constantly up to date, including the name, address and parish of any person notified to him by the secretary of the diocesan synod and qualified as an ex officio member.

Co-opted members

2. The co-option of additional members shall be by resolution of the respective house passed on a motion moved either on behalf or by permission of the standing committee of the deanery synod.
3. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31 day of May in the year of the triennial elections.

Participation by non-members

4. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the synod;
 - (a) the bishop or a duly appointed commissary;
 - (b) the archdeacon of the archdeaconry in which the deanery is situate;
 - (c) the diocesan registrar;
 - (d) visitors invited by either of the joint chairmen or the standing committee;
 - (e) persons appointed by the bishop's council under rule 5:

provided that, if the archdeacon or the diocesan registrar is a member of the synod under rule 24(2) or rule 24(6) of the Church Representation Rules, he shall have all the rights and privileges of membership of the synod.

Members of general synod appointed to attend meetings

5. If there is no member of the deanery synod who is a member of the general synod, the bishop's council shall, if it thinks fit, appoint for the purposes of this rule one or more members of the General Synod who represent the diocese and whose names are entered on the roll of any parish in the diocese. Such persons shall be entitled to receive copies of notices and other documents circulated to full members of the deanery synod and to attend and speak at its meetings but not to move any motion or amendment nor to vote.

THE JOINT CHAIRMEN

General

6. There shall be joint chairmen of the deanery synod, being the rural dean and a member of the house of laity elected triennially by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chairman, unless he resigns or ceases to be qualified, shall continue in office until the commencement of the meeting at which his successor is elected.

Election of Lay Chairmen

7. Before the first meeting of the synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a special meeting to elect the lay joint chairman. A member of the house appointed by the rural dean shall act as chairman for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

CHAIRMAN OF MEETING

Meetings of the Synod

8. The chairmen (as provided in rule 6) shall agree between them who shall chair each meeting of the synod or particular items of business in the agenda of the synod. It is desirable that each shall chair alternate meetings. If either is absent the other chairman shall preside. If both are absent, the meeting shall elect a chairman.

Separate meetings of the Houses

9. The chairmen shall preside over any separate meetings of their respective houses, but if either is absent a member of the house chosen by the members present shall take the chair.

OFFICERS

Appointment

10. At the first meeting after each triennial election, the synod shall seek to appoint a secretary, an assistant secretary and a treasurer from among its own members; provided that, of the secretary and assistant secretary, one shall be ordained and the other a lay person. If no member is appointed secretary or assistant secretary, the synod shall appoint some other suitable person or persons so to act, with such remuneration (if any) as the synod shall think fit.

Term of office

11. The persons appointed under rule 10 shall, unless they resign or cease to be qualified, serve until the conclusion of the meeting at which their successors are appointed.

STANDING COMMITTEE

Membership

12. There shall be a standing committee of the synod consisting of the chairmen, the secretary (if a member of the synod), the assistant secretary (if a member of the synod), the treasurer and a number of other persons, as determined by rule 13, to be elected by the members of each house in equal numbers from among their members. The standing committee shall have no power to co-opt additional members.

Elected members

13. The number of persons to be elected to the standing committee shall be an even number, being not less than six nor more than ten, and shall be decided by the synod not later than the 31 day of May in the year of the triennial elections.
14. (1) Elected members shall retire on the election of their successors or on ceasing to be qualified.
 - (2) Elections shall be triennial and immediately after elections to the synod.
 - (3) Voting shall be by houses.
 - (4) The outgoing standing committee shall make no nominations.
 - (5) Subject to sub-paragraph (6) below, not later than the 31 day of May in the year of the triennial elections, the synod shall decide whether the next elections shall be conducted at a meeting using the same procedure with essential modifications as for elections at an annual parochial church meeting, or by post using the same procedure with essential modifications as for elections to the diocesan synod.
 - (6) Elections shall be by simple majority unless, not later than the said 31 May, the synod shall have determined that the method of the single transferable vote under the regulations as from time to time in force shall apply.

Secretary

15. The secretary of the deanery synod shall be the secretary of the standing committee, provided that if the secretary is unable to attend a meeting of the standing committee, the assistant secretary shall act as secretary of the standing committee for that meeting.

Functions

16. The functions of the standing committee shall be –
 - (a) to initiate and advise on proposals;
 - (b) to ensure that members are adequately informed on questions raised and other matters of importance to the deanery;
 - (c) to prepare the agenda for meetings of the synod;
 - (d) to transact the business of the synod between meetings; and

- (e) to make such appointments and do such other things as the synod may delegate to it.

OTHER COMMITTEES

Constitution

17. The synod shall constitute a deanery pastoral committee, and may constitute additional committees, with such chairmen, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

PROCEDURE OF COMMITTEES

By whom determined

18. Subject to these rules and any resolution of the synod, the chairmanship and other procedure of a committee, including the standing committee, shall be determined by itself.

MEETINGS OF THE SYNOD

Frequency of meetings

19. The first meeting after each triennial election shall be in June.
20. The synod shall hold not less than three meetings in every year at such times and places as the chairmen shall decide after consulting with the standing committee and taking account of the dates fixed for meetings of the diocesan synod.

Other meetings

21. The chairmen may summon a meeting of the synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than twenty members of the synod or one-third of the synod, whichever shall be the less, such members may forthwith summon a meeting.

Notice of ordinary meetings

22. 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 chairmen may approve; provided that not less than six weeks before each meeting a notice signed by the secretary, specifying any business proposed to be transacted thereat and inviting other business, shall be posted or delivered to every member.

Special meetings

23. In the case of sudden emergency or other special circumstances the chairmen may summon a special meeting at not less than one week's notice. The quorum required for business at such meeting shall be a majority of the members of each house and only business specified on the agenda may be transacted.

SEPARATE MEETINGS OF THE HOUSES

When Held

24. Either house shall sit and vote separately if the deanery synod so resolves, or the house itself so decides, or these rules or the rules of the house so provide. Each house may determine its own procedure provided such procedure is consistent with these rules.

AGENDA FOR MEETINGS OF THE SYNOD

Content

25. Subject to these rules 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 the synod, the standing committee shall settle the agenda for each of the meetings of the synod, specifying therein all business

- (a) of which due notice has been received and which is in order;
- (b) of an earlier meeting not disposed of or withdrawn;
- (c) of the diocesan synod which is of concern to the deanery synod and particularly any matters referred to the diocesan synod by the General Synod;

and shall determine the order in which the business on the agenda shall be considered.

Circulation

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

Report on proceedings

27. Every agenda shall include the approval as a correct record not only of the minutes of the last meeting but also, unless it consists of those minutes, of a report by the standing committee of the proceedings of that meeting as circulated, or intended for circulation to parochial church councils in accordance with rule 67.

Addresses, papers and discussions

28. Either of the chairmen or, with the consent of the standing committee, any other member may give notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the member signing the notice or by a visiting speaker and may then be followed by a general discussion, if the standing committee so decides.

Business permitted to be considered

29. Nothing shall be considered at a meeting of the synod except business on or arising from the agenda; provided that, at the request or by consent of both joint chairmen, urgent matters may be considered but not decided by the synod. The synod may, if it so decides, refer any such urgent business to the standing committee for due consideration.

Varying the Order of Business

30. The order of business may be varied by the chairman at his discretion, or by a resolution of the synod to be seconded but put without debate.

NOTICE OF BUSINESS

General

31. Notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary not later than the period before the meeting which is required by these rules.

Length of notice

32. Subject to rule 23, the following periods of notice are required:-

New business for the agenda	28 days
Motions and amendments arising from the agenda	7 days

Dispensing Powers

33. Notice of a motion arising from the agenda or by an amendment may be dispensed with by permission of the chairman or by resolution of the synod, but a copy shall, if the chairman so requests, be signed and delivered to the secretary.

Procedural Motions

34. A procedural motion mentioned in these rules may be moved without notice, unless express provision is made to the contrary.

POWERS OF CHAIRMAN

Procedure

35. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who presides.

Voting rights of Chairman

36. The chairman of any meeting of the synod shall have the same voting rights as other members and shall have no second or casting vote.

MINUTES AND ATTENDANCE REGISTER

Circulation

37. The secretary shall prepare and circulate to members minutes of every meeting of the synod. Where the minutes do not record the names of those attending each meeting the secretary shall record the names of those attending in a separate register.

QUORUM

Requirement

38. Except as provided in rule 23, a quorum shall be one-third of the members of each house of the synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

If quorum not present

39. The chairman shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is wanting. No decision of the synod shall be invalidated by the absence of a quorum unless the chairman's attention is called thereto immediately upon the vote being taken.

GENERAL RULES OF DEBATE

Moving instead of another member

40. If the member who gave notice of a motion or amendment on his name being called chooses not to move it, another member may do so in his stead.

Opportunity for questions

41. Immediately after a motion has been moved the chairman may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.

One motion at a time

42. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under rule 52 and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the chairman may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to him that this course would facilitate the proper conduct of the synod's business.

Reconsideration and rescission

43. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the agreement of the standing committee or the consent of the synod.

Speaking more than once

44. Subject to rule 45, no member shall speak more than once on a motion or amendment under debate except that:-

- (a) the mover of a motion shall have a right of reply to the debate on his motion;
- (b) a speech on an amendment shall not be deemed a speech on the main motion;
- (c) a point of order or a personal explanation may be made at any time whether or not another member is interrupted.

General discussions

45. The chairman may at any time suspend the last preceding rule for so long as he thinks the purposes of the synod would be more usefully served by a general discussion and he may direct that such discussion shall be held in informal groups. A general discussion under this rule shall be conducted in accordance with procedure to be determined by the chairman under rule 69, but no motion or amendment shall be moved or put to the vote during such discussion and the number of speeches made by any member while it continues shall be disregarded for the purpose of rule 44 when that rule is declared by the chairman to be again in force.

Speaking

46. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

Length of speeches

47. Save as provided in these rules, no speech shall exceed five minutes' duration or, in the case of a member introducing a report or motion, ten minutes. The chairman may at any time lengthen or shorten either of these periods, provided that he shall inform the meeting of his ruling, which shall not be open to debate or question.

Withdrawal

48. A motion or amendment which has been moved may be withdrawn by the mover with the consent of the synod.

48a. Division of Text

The chairman may, with the consent of the mover, so divide any motion or amendment as to enable the synod to vote separately upon each part.

AMENDMENTS

Content

49. An amendment shall be relevant to and shall not have the effect of negating the motion.
50. No amendment shall be moved to:-
- (a) a motion to receive the report of a committee;
 - (b) a motion under rule 64(1) on a question referred by the diocesan synod;
 - (c) another amendment.

Order of Consideration

51. Unless the chairman rules otherwise, amendments shall be moved in the order in which they affect the motion.

PROCEDURAL MOTIONS

Content

52. With the consent of the chairman, the following procedural motions may be moved with or without notice, but so as not to interrupt the speech of any member:-

- (a) that the synod be now adjourned;
- (b) that the debate be now adjourned;
- (c) that the synod do now pass to the next business;
- (d) that the debate be closed.

Motions under rule 52(c) and (d)

53. In the case of the motions mentioned in rule 52(c) and (d):

- (a) such motion shall not be moved on any question referred by the General Synod;
- (b) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the chairman permits further speeches, a brief reply by the mover of the original motion or, failing him, one other member.

Amendments and other procedural motions

54. The adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business shall not be so moved.

Effect on procedural resolutions

55. In the event of any procedural motion being passed, the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed, the mover thereof shall have a right to reply before the matter is put to the vote.

Adjourning amendments

56. The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

Resumption of business interrupted

57. Unless otherwise resolved, business interrupted by an adjournment of the synod shall be resumed at the next meeting, and on an adjournment of debate, if and when the standing committee so decides.

VOTING

General

58. Decisions shall be taken by a majority of the members of the synod present and voting, except that a separate vote of each house shall be taken in the following cases:

- (a) if the chairman so rules;
- (b) if not fewer than five members so request; or
- (c) on any matter referred by the diocesan synod.

If the number of votes cast for and against the motion is equal, the motion is lost.

Decisions of Houses

59. On a vote by houses, decisions of the synod shall be taken by a majority of the members of each house present and voting, a majority in both houses being necessary to declare the assent of the synod.

Mode of voting

60. Unless otherwise provided in these rules, voting shall be by show of hands without a count, except that:-

- (a) the chairman shall order a count on a vote by houses or if a member so requests either before or immediately after the result is announced;
- (b) the chairman may at his discretion order a count on any other vote.

Recording Votes

61. The voting on a vote by houses shall be recorded in the minutes.

REFERENCES BY THE DIOCESAN SYNOD

When considered

62. References by the diocesan synod shall be included in the agenda of such meeting as the standing committee shall consider appropriate.

Prior notice and documents required

63. Unless the standing committee otherwise decides

- (a) at least 28 days' notice of any matter referred shall be given to every member;
- (b) any report or other document prepared by or on behalf of the general synod, diocesan synod or standing committee shall be circulated.

Procedure of debate

64. (1) When the reference by the diocesan synod is in the form of a question requiring the answer yes or no, the question shall be put to the deanery 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 rule 58. If the motion is defeated, the question shall be decided in the negative.
- (2) 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.
- (3) When all motions under the foregoing paragraphs (1) and (2) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on result

65. The decisions (together with the number of votes in each house) on every matter referred and on every additional motion shall be reported by the secretary of the deanery synod to the secretary of the diocesan synod.

Consultations within the Deanery

66. Subject to any timetable laid down by the diocesan synod, the deanery synod before voting on a reference may refer any questions to the parochial church councils, or parochial church meetings, in the deanery.

REPORTS BY THE DEANERY SYNOD TO PAROCHIAL CHURCH COUNCILS

Report of proceedings

67. Within six weeks after a meeting of the deanery synod, the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report approved by the standing committee of the proceedings of that meeting. Such report may be in the form of the minutes.

MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS

Mode of representation

68. Any parochial church council or parochial church meeting in the deanery may, on a motion moved by a member representing that parish, bring before the deanery synod any matter either of general church interest or affecting that parish and may move that a representative of the deanery synod or the diocesan synod be instructed to bring such matter before that synod on behalf of the deanery synod. Subject to any direction by the deanery synod, the standing committee shall appoint such representative.

ADDRESSES, PAPERS AND GENERAL DISCUSSIONS

Procedure determinable by Chairman

69. The chairman presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is

- (a) an address or the presentation of a paper, whether a report or other document, by a member or a visiting speaker;
- (b) a general discussion, whether or not introduced by such address or paper, including a discussion permitted by the chairman under rule 45.

FINANCIAL BUSINESS

Annual Review

70. The standing committee shall submit to the synod

- (a) not later than the 31 day of May in each year, a report and accounts for the year ending on the 31 day of December immediately preceding the meeting, independently examined or audited;
- (b) not later than the 31 day of October in each year, a statement showing the estimated expenditure of the synod during the next financial year and proposals for raising the income required to meet such expenditure.

Diocesan budget

71. At the meeting of the synod immediately prior to the meeting of the diocesan synod in any year at which that synod is to approve the diocesan budget for the following year, the deanery synod shall receive a report from the deanery representative to the diocesan board of finance outlining the diocesan budget proposals, and members of the synod shall be afforded an opportunity to discuss those proposals.

GENERAL PROVISIONS

Admission of press and public

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

Validity of notice

73. Any notice or other document required or authorised to be sent or given under these rules shall be deemed to have been duly sent or given if sent through the post addressed to the person to whom it is required to be sent or given at that person's last known address.

Periods of notice

74. Any period of notice required by these rules 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

75. 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.

Variation of rules made by diocesan synod

76. Any of these rules which have been made by the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.

