



**DIOCESE OF SALISBURY**

**FUNCTIONS,  
CONSTITUTION  
AND  
STANDING ORDERS  
FOR  
SALISBURY DIOCESAN SYNOD**



## CONTENTS

|   | Page | Paragraph |
|---|------|-----------|
| The Synodical Government Measure 1969 (Section 4) | iv   |           |
| Constitution of the Synod                         | v    |           |
| Membership of the Synod                           | 1    |           |
| Roll of Members                                   |      | 1         |
| Procedure for co-options                          |      | 2         |
| Participation by non-members                      |      | 3         |
| Term of Office                                    | 1    |           |
| Co-opted and Nominated members                    |      | 4         |
| The President and Vice-Presidents                 | 1    |           |
| Election of vice-presidents                       |      | 5         |
| Chairman of Meeting                               | 1    |           |
| Meetings of the Synod                             |      | 6         |
| Separate meetings of the houses                   |      | 7         |
| Powers of chairman                                |      | 8         |
| Officers  | 2    |           |
| Secretary   |      | 9         |
| Assistant Secretary                               |      | 10        |
| Registrar   |      | 11        |
| Terms of Appointment                              |      | 12        |
| Meetings of the Synod                             | 2    |           |
| By whom convened                                  |      | 13        |
| When and where held                               |      | 14        |
| Meetings by request                               |      | 15        |
| Notice of Ordinary Meetings                       |      | 16        |
| Notice of special meeting                         |      | 17        |
| Forms of notice                                   |      | 18        |
| Separate Meetings of the Houses                   | 3    |           |
| When and where held                               |      | 19        |
| Agenda  | 3    |           |
| Content   |      | 20        |
| Circulation                                       |      | 21        |
| Business permitted to be considered               |      | 22        |
| Order of business                                 |      | 23        |
| Varying the order of business                     |      | 24        |
| Notice of Business                                | 4    |           |
| Form of notice                                    |      | 25        |
| Length of notice                                  |      | 26        |
| When not required                                 |      | 27        |
| General Rules of Debate                           | 5    |           |
| Quorum  |      | 28        |
| If quorum not present                             |      | 29        |
| Order of speeches                                 |      | 30        |
| Breach of order                                   |      | 31        |
| Points of order                                   |      | 32        |
| Personal explanations                             |      | 33        |
| Interruptions otherwise not permitted             |      | 34        |
| Speaking to a motion                              |      | 35        |
| Speaking more than once                           |      | 36        |
| Length of speeches                                |      | 37        |
| Moving motions or amendments                      |      | 38        |

|  |    |     |
|--|----|-----|
| Withdrawal                                 |    | 39  |
| Reconsideration and rescission             |    | 40  |
| Division of text                           |    | 41  |
| Reference-back motions not permitted       |    | 42  |
| Special powers of chairman                 |    | 43  |
| Amendments                                 | 7  |     |
| When permitted                             |    | 44  |
| When not permitted                         |    | 45  |
| Amendments to amendments                   |    | 46  |
| Delivery in writing                        |    | 47  |
| Form of amendments                         |    | 48  |
| Content                                    |    | 49  |
| Order of consideration                     |    | 50  |
| Procedural Motions                         | 8  |     |
| Content                                    |    | 51  |
| When not permitted                         |    | 52  |
| Next business                              |    | 53  |
| Adjournment of the synod                   |    | 54  |
| Adjournment of debate                      |    | 55  |
| The Closure                                |    | 56  |
| Speech limit                               |    | 57  |
| Suspension of standing orders              |    | 59  |
| Voting                                     | 9  |     |
| Assent of three houses                     |    | 60  |
| Procedure for decisions                    |    | 61  |
| Matters referred under Article 8           |    | 62  |
| Voting by houses                           |    | 63  |
| Majority required for decisions            |    | 64  |
| Equal voting in house of bishops           |    | 64a |
| Opinion of president                       |    | 64b |
| Voting right of chairman                   |    | 65  |
| Mode of voting                             |    | 66  |
| Requests for separate voting               |    | 67  |
| Procedure for count of hands               |    | 68  |
| Questions                                  | 11 |     |
| To whom addressed                          |    | 69  |
| Content                                    |    | 70  |
| Persons authorised to reply                |    | 71  |
| Bishop's Council and Standing Committee    | 12 |     |
| Composition                                |    | 72  |
| Elections to standing committee            |    | 73  |
| Officers                                   |    | 74  |
| Functions                                  |    | 75  |
| Other Committees                           | 13 |     |
| Statutory committees                       |    | 76  |
| Committees other than statutory committees |    | 77  |
| Membership of committees                   |    | 78  |
| Duration of membership                     |    | 79  |
| Sub-committee                              |    | 80  |
| Electors                                   |    | 81  |
| Nominations for election to committees     |    | 82  |
| Voting in elections                        |    | 83  |
| Casual vacancies                           |    | 84  |
| Directions by standing committee           |    | 85  |

|   |    |     |
|---|----|-----|
| Procedure of Committees   | 14 |     |
| Chairmen  |    | 86  |
| Quorum  |    | 87  |
| Voting  |    | 88  |
| Reports   |    | 89  |
| General   |    | 90  |
| Representation on Other Bodies  | 14 | 91  |
| Doctrinal Matters and Forms of Service                                      | 14 |     |
| Requirement of early circulation  |    | 92  |
| References by General Synod   | 14 |     |
| When considered   |    | 93  |
| Prior notice and documents required   |    | 94  |
| Consultation within the diocese   |    | 95  |
| Procedure of debate   |    | 96  |
| Report on result  |    | 97  |
| References by the Diocesan Synod to Deanery Synods and Parishes             | 16 |     |
| Matters referable   |    | 98  |
| Report on proposal to refer matters   |    | 99  |
| Circulation of reference  |    | 100 |
| Form and date of reply  |    | 101 |
| Report on replies received  |    | 102 |
| Matters Raised by Deanery Synods and Parochial Church Councils and Meetings | 17 |     |
| By deanery synods   |    | 103 |
| By parochial church councils and meetings                                   |    | 104 |
| Notice to diocesan synod  |    | 105 |
| Financial Business  | 17 |     |
| Duties of standing committee  |    | 106 |
| Duties of diocesan board of finance   |    | 107 |
| Preparation of draft budget   |    | 108 |
| Presentation of annual accounts and budget                                  |    | 109 |
| Special votes of expenditure  |    | 110 |
| Expenditure in excess of votes  |    | 111 |
| Notice of proposals involving expenditure                                   |    | 112 |
| Money resolutions   |    | 113 |
| Persons authorised to move money resolutions                                |    | 114 |
| Inadmissible amendments to money resolutions                                |    | 115 |
| Reference back of money resolutions   |    | 116 |
| General Provisions  | 19 |     |
| Admission of press and public   |    | 117 |
| Periods of notice   |    | 118 |
| Procedural defects  |    | 119 |
| Amendment of standing orders  |    | 120 |

## SYNODICAL GOVERNMENT MEASURE 1969 – SECTION 4

4. (1) Diocesan synods shall be constituted for all dioceses in accordance with Part IV of the Church Representation Rules contained in Schedule 3 to this Measure and Transitional provisions contained in Schedule 4.
- (2) The functions of the diocesan synod shall be –
- (a) to consider matters concerning the Church of England, and to make Provision for such matters in relation to their diocese, and to consider and express their opinion on any matters of religious or public interest;
  - (b) to advise the bishop on any matters on which he may consult the synod;
  - (c) to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of the Constitution:

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.

- (3) It shall be the duty of the bishop to consult with the diocesan synod on matters of general concern and importance to the diocese.
- (4) Except as may be provided by the standing orders or directions of the synod and advisory and consultative functions of the synod under subsections (2)(b) and (3) of this section may be discharged on behalf of the synod by the bishop's council and standing committee appointed in accordance with rule 28 of the Church Representation Rules contained in Schedule 3 to this Measure, but either the bishop or the body so appointed may require any matter to be referred to the synod.
- (5) The diocesan synod shall keep the deanery synods of the diocese informed of the policies and problems of the diocese and of the business which is to come before the meetings of the diocesan synod, and may delegate executive functions to deanery synods; and shall keep themselves informed, through the deanery synods, of events and opinions in the parishes, and shall give opportunities for discussing at meetings of the diocesan synod matters raised by deanery synods and parochial church councils.
- (6) The General Synod may by Canon or Regulation extend, amend or further define the functions of diocesan synods, and if any question arises as to whether any matter falls within the functions of a diocesan synod as laid down by subsection (2) of this section or any such Canon or Regulation relating to that subsection, it shall be decided by the bishop.
- (7) As soon as a diocesan synod has been constituted, the diocesan conference shall be dissolved and all functions exercisable by the diocesan conference shall be transferred to the diocesan synod, any reference in any Measure or any instrument to diocesan conferences shall be construed as reference to diocesan synods:

Provided that nothing herein shall prevent the bishop from summoning a conference of persons appearing to him to be representative of the clergy and laity of the diocese, on such occasion and for such purposes as he thinks fit.

## **CONSTITUTION OF THE SYNOD**

The Diocesan Synod shall consist of three Houses with the following membership. The members shall be members of the Diocesan Board of finance and the membership shall be such that the majority of the members of Synod shall be lay persons.

### The House of Bishops

The Bishop of Diocese (President of the Synod, ex-officio)

The Area (Suffragan) Bishops

Other Bishops working in the Diocese nominated by the Bishop of the Diocese with the concurrence of the Archbishop of Canterbury)

### The House of Clergy

Bishops nominated by the Bishop of the Diocese, other than members of the House of Bishops

The Dean of Salisbury

The Archdeacons

The Proctors elected to the Lower House of the Convocation of Canterbury, Elected from or resident in the Diocese

The Chancellor of the Diocese, if in Holy Orders

The Chairman of the Diocesan Board of Finance, if in Holy Orders

The Chairman of the Diocesan Advisory Committee, if in Holy Orders

Clerks in Holy Orders elected by the Houses of Clergy of the Deanery Synods

Not more than five clerks in Holy Orders co-opted by the House of Clergy of the Diocesan Synod

Not more than five clerks in Holy Orders nominated by the Bishop of the Diocese

### The House of Laity

The Chancellor of the Diocese, if not in Holy Orders

The Chairman of the Diocesan Board of Finance, if not in Holy Orders

The Chairman of the Diocesan Advisory Committee, if not in Holy Orders

The lay persons elected to the House of Laity of the General Synod

The lay persons elected by the House of Laity of the Deanery Synods

Not more than five lay persons co-opted by the House of Laity of the Diocesan Synod

Not more than five lay persons nomination by the Bishop of the Diocese

# **STANDING ORDERS FOR SALISBURY DIOCESAN SYNOD MEMBERSHIP OF THE SYNOD**

## Roll of members

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

## Procedure for co-options

2. The standing committee constituted under standing order 72 shall have the right to nominate persons for co-option by the house of clergy or the house of laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective houses. This right shall not be so exercised as to cause the number of clergy to be equal to or to exceed the number of lay persons as members of Synod.

## Participation by non-members

3. Any visitor by invitation of the president may, with the permission of the chairman, address the synod but shall have no right to move any motion or amendment or to vote.

## **TERM OF OFFICE**

### Co-opted and nominated members

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

## **THE PRESIDENT AND VICE-PRESIDENTS**

### Election of Vice-Presidents

5. Before the first meeting of the synod after the triennial elections and, where a casual vacancy occurs, as houses of clergy and laity or, where appropriate, the one house concerned, shall hold a special meeting to election one of its members to be a vice-president of the synod provided that at the direction of the President such election shall be by a postal ballot under a scheme determined by the standing committee. A member of the appropriate house appointed by the president shall act as chairman for such meeting. Whoever so presides shall have a vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## **CHAIRMAN OF MEETING**

### Meetings of the synod

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

### Separate meetings of the houses

7. The president and each vice-president shall be chairman of the house of which they are a member but need not preside over its meetings if and to the extent that standing orders of the house so provide.



#### Powers of chairman

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

#### **OFFICERS**

##### Secretary

9. The synod shall appoint a secretary being either a clergyman or layman and either salaried or honorary, who shall:-

- i. be responsible for the administrative arrangements for meetings of the synod;
- ii. be in attendance at such meetings;
- iii. prepare the draft agenda papers and minutes of the synod;
- iv. act as secretary of the standing committee;
- v. perform such other duties as the synod shall assign.

##### Assistant Secretary

10. The standing committee may appoint an assistant secretary.

##### Registrar

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

##### Terms of appointment

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

#### **MEETINGS OF THE SYNOD**

##### By whom convened

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

##### When and where held

14. The president shall summon not less than two meetings in each year at such times and places as he shall direct after consulting the standing committee.

##### Meetings by request

15. 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 either week following the resolution or request unless a later date was specified in the resolution or request.

## Notice of ordinary meetings

16. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such manner as the president shall approve; provided that not less than six weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be given in the appropriate diocesan publication or posted or delivered to each member.

## Notice of special meeting

17. 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.

## Forms of notice

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

## **SEPARATE MEETINGS OF THE HOUSES**

### When and where held

19. 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
  - (iii) the chairman of the house has so directed; or
  - (iv) the synod or the standing committee has so directed.

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

## **AGENDA**

### Content

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

### Circulation

21. The secretary shall post or deliver an agenda paper to every member 14 days at least before a meeting or, in the case of a special meeting called at less than 14 days' notice at the same time as the notice.

### Business permitted to be considered

22. 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

23. 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

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

### **NOTICE OF BUSINESS**

#### Form of notice

25. Subject to standing order 17, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand or by post not later than the period before the meeting which is specified in standing order 26.

#### Length of notice

26. The following periods of notice shall be required:-

|                                   |   |
|-----------------------------------|---|
| New business for the agenda       | On such date as is published on the authority of the standing committee |
| Motions arising from the agenda   | 7 days  |
| Questions under standing order 69 | 7 days  |

#### When not required

27. Notice of the following business shall not be required:-

- (i) a motion moved by permission of the chairman, provided that, unless the chairman otherwise permits, the full text of such motion shall be made available to members in a notice paper before it is moved;
- (ii) an amendment to a motion, provided that:
  - (a) if the mover of the amendment has previously spoken on the motion any amendment thereto shall be moved formally and without speech; and
  - (b) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the Chairman.
- (iii) business adjourned under standing order 54 or 55 to a specified time or meeting;
- (iv) a procedural motion specified in standing order 50 (subject as provided in that standing order);
- (v) a supplementary question by a member who has asked a question under standing order 69.

## GENERAL RULES OF DEBATE

### Quorum

28. One member of the house of bishops and one third of the members of each of the houses of clergy and laity 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 54 or of a debate under standing order 55.

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

### Order of speeches

30. The chairman shall call upon members who desire to speak and may invite them in advance to give their names to the secretary in writing. The chairman shall also determine the order in which they speak.

### Breach of order

31. The chairman shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may order the member to end any speech which is being made.

### Points of order

32. 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 is to be said in the form of a succinct question.

### Personal explanations

33. 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 that member has said, or to explain some matter of strictly personal concern, and for this purpose, may interrupt another speaker. Such permission shall be given on if any person interrupted consents and if in the opinion of the chairman the debate is likely to benefit from such an explanation.

### Interruptions otherwise not permitted

34. Save as provided in standing orders 32 and 33 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 they synod and shall preclude the interrupter from speaking further on that question. The ruling of the chairman on a point of order or the admissibility of a personal explanation shall not be open to question.

### Speaking to a motion

35. A member shall not speak unless upon a motion or amendment save as provided in standing orders 32, 33 and 69.

### Speaking more than once

36. A member shall not speak more than once upon the same question, except:-  
(i) as provided in standing orders 32 and 33;  
(ii) by permission of the chairman and with the consent of the synod;  
(iii) the mover of a motion (but not an amendment) may reply, such reply shall not introduce any new matter and shall close the debate;  
(iv) the mover of an amendment to a standing order may speak twice.

### Length of speeches

37. Save as provided in these standing orders, no speech shall exceed five minutes or, in the case of a member moving a motion ten minutes, but the chairman may at any time lengthen or shorten either of these periods; provided that the synod shall be informed of the ruling, which shall not be open to debate or question.

### Moving motions or amendments

38. (a) Every matter debated in the synod shall have been moved by a member.  
(b) A motion or amendment which, when called by the chairman, is not moved by the member who have given notice thereof may be moved by any other member instead.

### Withdrawal

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

### Reconsideration and rescission

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

### Division of text

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

### Reference-back motions not permitted

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

## Special powers of chairman

43. Unless the synod otherwise provides, the chairman shall:-
- (i) adjourn the synod at the hours fixed in accordance with these standing orders;
  - (ii) adjourn the debate on any question at the house fixed for the commencement of other business in accordance with standing order 23;
  - (iii) close the debate on any motion at the hour appointed in accordance with standing order 23, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 56(ii) shall apply.

### AMENDMENTS

#### When permitted

44. Except as provided in standing order 45 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

#### When not permitted

45. Amendments to the following shall not be permitted:-
- (i) a procedural motion under standing order 51;
  - (ii) a motion to receive the report of a committee under standing order 89;
  - (iii) a motion under standing order 96(a) in reply to any question referred by the General Synod.

#### Amendments to amendments

46. No amendment may be moved to an amendment, except by permission of the chairman.

#### Delivery in Writing

47. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary, unless the requirement is dispensed with by the chairman.

#### Form of amendments

48. 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

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

#### Order of consideration

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

## PROCEDURAL MOTIONS

### Content

51. Subject to these standing orders, the following procedural motions may, with the consent of the chairman, be moved with or without notice but no so as to interrupt the speech of any member:-

- (i) "That the synod do pass to the next business" ("next business");
- (ii) "That they synod do now adjourn" ("adjournment of the synod");
- (iii) "That they debate be now adjourned" ("adjournment of debate");
- (iv) "That the debate is 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

52. A motion shall not be moved:-

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

### Next business

53. The following rules of debate shall apply:-

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

54. 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 the motion to adjourn is carried and the diocesan synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointing in accordance with standing order 14.
- (iv) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- (v) If negatived the adjournment of the synod shall not be moved again, except by permission of the chairman, until a further hour has elapsed.

### Adjournment of debate

55. Standing order 54 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

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

### Speech limit

57. The following rules of debate shall apply:-
- (i) If this motion is permitted by the chairman, it shall be put forthwith without discussion.
  - (ii) Notwithstanding the time limits imposed by standing order 37, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the chairman may, for any special reason of which he shall be the sole judge, allow a longer or shorter time to any member; provided that when doing the chairman shall inform members of the ruling and in exercising discretion shall have particular regard to any member who has a right of reply to the debate.
58. Reserved.

### Suspension of standing orders

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

## VOTING

### Assent of three houses

60. Subject to the two next following standing orders, nothing shall be deemed to have the assent of the diocesan synod unless the three houses which constitute the synod have assented thereto, but if in the case of a particular question (except a matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod) the president (if present) so directs, that questions shall be deemed to have the assent of the house of bishops only if the majority of the members of that house who assent thereto includes the president.



## Procedure for decisions

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

### Matters referred under Article 8

62. If the vote of the houses of clergy and laity are in favour of any matter referred to the diocesan synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

### Voting by houses

63. A separate vote of each house shall be taken:  
(i) on any question referred by the General Synod to the diocesan synod;  
(ii) on any other question (except a question relating only to the conduct of business) where this is required under standing order 61.

### Majority required for decisions

64. Subject to any statutory requirements, decisions of the synod when no separate vote is taken by each of the houses shall require the votes of a majority of all the members of the synod present and voting; and decisions of the synod when a separate vote is taken by each of the houses shall, subject as aforesaid and to standing order 60, require the votes of a majority of all the members of each house present and voting provided that a motion to suspend a standing order shall require the votes of at least three-fourths of the members of the synod present and voting.

### Equal voting in house of bishops

64A. Where there is an equal division of votes in the house of bishops, the president shall have a second or casting vote.

### Opinion of president

64B. The president shall have a right to require that his opinion on any question shall be recorded in the minutes.

### Voting rights of chairman

65. The chairman (subject to the rights of the president when he is chairman) shall have the same voting rights as other members and shall have no second or casting vote.

### Mode of voting

66. The chairman on putting any question to the vote shall take a show of hands, the result of which as announced by the chairman shall be conclusive, and may exercise discretion to order the hands to be counted and shall do so on a vote by houses.

### Requests for separate voting

67. Where the president requires, or any ten members require, a separate vote of each house, or where the president gives a direction under standing order 60 (that his assent shall be necessary to carry a proposal in the house of bishops), such requirement or direction shall be made or given before the question is put.

### Procedure for count of hands

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

## QUESTIONS

### To whom addressed

69. Subject to due notice under standing orders 25 and 26 a question may be asked of:-  
(i) any officer of the diocesan synod referred to in these standing orders;  
(ii) the chairman of any body constitute by the synod or on which it is represented;

provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting and a member who has asked a question may ask one supplementary question in respect of each such original questions.

### Content

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

### Persons authorised to reply

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

## THE BISHOP'S COUNCIL AND STANDING COMMITTEE

### Composition

72. The membership of bishop's council and standing committee, which shall also be the Executive Committee of the Diocesan Board of Finance and the Diocesan Pastoral Committee (in these orders referred to as 'the council') shall consist of:-

a) The following persons who shall be ex-officio members:

The president  
The vice-presidents  
The area (suffragan) bishop of Ramsbury  
The area (suffragan) bishop of Sherborne  
The dean  
The archdeacons  
The chairman of the diocesan board of finance  
The chairman of the board of education

b) The following elected members:-

- (i) Two members of the house of clergy from the area of the Ramsbury episcopal area and the Salisbury episcopal area
- (ii) Two members of the house of clergy from the Sherborne Episcopal area.
- (iii) Five members of the house of laity from the area of the Ramsbury episcopal area and Salisbury episcopal area.
- (iv) Five members of the house of laity from the Sherborne episcopal area.

c) Such persons numbering not more than three and being actual communicant members of the Church of England of an age to vote at a parliamentary election as the council may co-opt.

### Elections to council

73. a) The elected members of the council from the area of the Ramsbury episcopal area and the Salisbury episcopal area and from the Sherborne episcopal area shall be elected by the members from such area or areas respectively of the house of which each is a member, as soon as practicable 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 81 to 85.

b) Every person wishing to be a candidate for membership of bishop's council must sign a declaration of eligibility and willingness to act as a charity trustee and director of the board of finance before he or she is eligible to stand for election.

### Officers

74. The officers of the council shall be as follows:-

- (i) The president of the synod shall be chairman
- (ii) The vice presidents of the synod shall be vice-chairman of the council.
- (iii) The secretary of the synod shall be secretary.

## Functions

75. The functions of the council shall be:-
- i. to consider matters concerning the Church of England to advise the synod on the provisions to be made for such matters in the diocese ("policy");
  - ii. to oversee direct and co-ordinate the implementation of policy by any non-statutory body of committee established by synod;
  - iii. to advise any statutory body or committee on any matter referred to the council by an such body or committee;
  - iv. to plan the business of the synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion
  - v. to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
  - vi. to advise the president on any matter which he may refer to the council;
  - vii. subject to the directions of the synod to transact the business of the synod when it is not in session;
  - viii. to appoint members of committee or nominate members for election to committees subject to the directions of the synod;
  - ix. to carry out such other functions as the synod may delegate to it and in its capacity as the executive committee of the diocesan board of finance such functions as are ascribed to it by the constitution of the diocesan board of finance, and in its capacity as the diocesan pastoral committee such functions as are prescribed to it by law.

## **OTHER COMMITTEES**

### Statutory committees

76. The synod shall establish such committee or other bodies as may be required by law (to be known as "statutory committees") with such membership, function 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

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

### Membership of committee

78. Subject to any directions of the synod and to any statutory provision, the council shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the synod. The president or a member nominated by him, being either a suffragan bishop or an archdeacon, may be a member of every committee.

### Duration of membership

79. The council may, subject to these standing orders and any resolution of the synod, 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.

## Sub-committees

80. A committee (other than the council) constituted by synod may appoint only such sub-committee or sub-committees for such purpose or purposes and for such terms as the council may approve.

## Electors

81. 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 council, they shall be elected by the whole synod.

## Nominations for election to committees

82. Every nomination shall require a proposer and seconder who shall be qualified electors but the council 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 to the secretary within such period (not being less than 14 days) as he shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

## Voting in elections

83. (a) The names of the candidates shall in any other event be circulated to every qualified electors on a voting paper which when marked and signed shall be returnable to the secretary within such period (not being less than 14 days) as he shall specify.

(b) Subject to paragraph (c) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes the election shall be decided by lot.

(c) Where the synod or council has directed that the election shall be conducted by the method of the single transferable vote, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 33(4) and for the time being in force, shall be used.

## Casual vacancies

84. 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 council

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

## **PROCEDURE OF COMMITTEES**

### Chairmen

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

## Quorum

87. Not less than one third of the total members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

## Voting

88. 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 chairman shall have a second or casting vote.

## Reports

89. 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 by it carried it shall not be deemed to commit the synod to the acceptance of any matter in the report.

## General

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

## **REPRESENTATION ON OTHER BODIES**

91. 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 council

## **DOCTRINAL MATTERS AND FORMS OF SERVICE**

### Requirement of early circulation

92. If notice is given of a motion, whether or not under standing order 96, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the council shall include it on the agenda of the earliest convenient meeting of the Synod provided that, save by permission of the chairman and the consent of the synod, copies of such motion, together with a report thereon by the council, shall be sent to member at least three months before it is finally voted on by the synod.

## **REFERENCES BY THE GENERAL SYNOD**

### When considered

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

### Prior notice and documents required

94. Unless the council 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 council of the diocesan synod shall be circulated.

### Consultations within the diocese

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

### Procedure of debate

96. (a) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the diocesan synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 63. If the motion is defeated, the question shall be decided in the negative.
- (b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the council and the amendments to such a motion shall be in order.
- (c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

### Report on result

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

## **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

### Matters referable

98. The diocesan synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese:-
- (i) to express and 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

99. The council 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 council has so reported.

#### Circulation of reference

100. The secretary of the diocesan synod shall send a copy of any resolution under standing order 98 to the secretary of each body concerned, together with such instructions and other information as the diocesan synod or the council may direct.

#### Form and date of reply

101. Subject to any direction by the diocesan synod, where a reference under standing order 98 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 council 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

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

### **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS**

#### By deanery synods

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

#### By parochial church councils and meetings

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

#### Notice to diocesan synod

105. Notice of a motion to be moved in the diocesan synod under standing order 103 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 council

106. The council 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

107. The diocesan board of finance of the diocese (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 draft budget

108. The board shall each year submit to the council, a draft budget for the following year. The council may make to the board and the synod such recommendations thereon as it thinks fit.

#### Presentation of annual accounts and budget

109. The board shall each year 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 council under standing order 108.

#### Special votes of expenditure

110. 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

111. 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.

#### Notice of proposals involving expenditure

112. Except with the consent of the council 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 council and the board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

#### Money resolutions

113. The board shall not expend or engage to expend any of the synod's funds for which it is responsible without the authority of resolution; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

#### Persons authorised to move money resolutions

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

### Inadmissible amendments to money resolutions

115. Save by consent of the board, an amendment (other than an amendment moved by a member on behalf of the council) shall be out of order if its effect would be to increase the expenditure which a motion frames as a money resolution seeks to authorise.

### Reference back of money resolutions

116. 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

117. Subject to any directions by the synod or the council, 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 the public to withdraw.

### Periods of notice

118. 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

119. 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 not proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

### Amendment of standing orders

120. A motion for the amendment of these standing orders shall not be moved before it has been considered by the council. The council shall report to the synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.