

ORDINANCE FOR THE CONDUCT OF SYNOD BUSINESS 2021

A measure for an Ordinance to provide for the conduct of Synod Business 2021

WHEREAS to facilitate the orderly conduct of the business of the Synod by ensuring adequate notice is given of business to be transacted, providing rules for debate and rules for making ordinances

NOW THE SYNOD HEREBY DETERMINES

1. Title

This ordinance may be cited as the 'Ordinance for the Conduct of Synod Business 2021'

2. Repeal

The Standing Orders Ordinance 2001 is repealed and the provisions set out in the schedule adopted in their place.

3. Commencement

The provisions of this ordinance commence at the conclusion of the Synod which passes this Ordinance or when assent is given whichever is the later.

Schedule

DIOCESE OF THE MURRAY

STANDING ORDERS FOR THE CONDUCT OF SYNOD BUSINESS

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1. Convening Synod

- 1.1 The Bishop convenes meetings of the annual Synod by written summons to all members of Synod giving no less than two calendar months' notice of the meeting date.
- 1.2 The summons should indicate the main items of business to be considered.
- 1.3 The Diocesan Council makes all necessary arrangements regarding time and place.
- 1.4 After the Bishop has issued the summons to Synod, and as far as practicable, the Diocesan Council must then promptly send to members a Business Paper for the first day of sitting containing all reports and notice of motions to be considered at the Synod.
- 1.5 The Bishop's Summons, and Synod Business Paper may be posted or sent electronically in a form that is printable. Synod members who elect to receive documents electronically may not receive a hard copy.
- 1.6 The Bishop may convene a Special Session of Synod by written summons to all members of Synod by giving no less than one calendar months' notice of the meeting date and include in the summons the business to be considered.
- 1.7 The Bishop may convene information sessions for Synod members, either in a single location or regional locations. Synod meeting rules are suspended and only recommendations can be put to Synod. Such sessions shall be open to all members of Parishes. These sessions may be chaired by the Vicar General or a Lay member of Diocesan Council or a member of Synod.

2. Resolutions

- 2.1 The main way in which Synod expresses a view on a matter is by passing a resolution. Any Synod member who wishes to move a motion at Synod should send its text to the Diocesan Registrar, signed by the mover and seconder, so as to reach the Diocesan Registrar no later than 2 weeks before the start of Synod. This may be done by hard copy or electronically. A notice of motion may be accompanied by a succinct statement of reasons to be printed in the business paper. A motion which reaches the Diocesan Registrar later is not invalid but must be tabled as soon as practicable after the start of Synod. Motions of which no notice has been given require the Synod to give leave for them to be considered.
- 2.2 A member of the Synod (referred to in these rules as the "mover") moves a motion (referred to in these rules as the "principal motion"). Usually, the mover will have given notice of the principal motion as required by these Standing Orders.
- 2.3 Except during a meeting of the Synod in Committee, a motion is to be seconded.
- 2.4 When called by the Bishop, the mover will speak in support of the principal motion and the seconder may also speak in support of the motion.
- 2.5 If any member wishes to speak against the principal motion, or move a proposed amendment, debate will proceed.
- 2.6 After debate has concluded, the Bishop is to ask the Synod to vote on any amendments. After any amendments have been agreed to or rejected, the Bishop is to ask the Synod to vote on the principal motion, as amended by any amendments which have been agreed.
- 2.7 If no member wishes to speak against the principal motion or move an amendment, the Bishop is to ask the Synod to vote on the principal motion.
- 2.8 If the principal motion, with or without amendments, is passed, it becomes a resolution of the Synod.

2.9 Both the mover and seconder must be members of Synod.

3. Ordinances

3.1 This clause applies whenever a draft ordinance is proposed for consideration by the Synod.

3.2 The text of the proposed ordinance together with an explanatory statement must be sent to the Diocesan Registrar at least one month before the scheduled date of the Synod meeting.

3.3 The Diocesan Registrar must include in the business paper for the Synod the text of the proposed ordinance together with the explanatory statement.

3.4 When the item of business for the consideration of the proposed ordinance is reached, the promoter of the draft ordinance moves, "That [the name of the proposed ordinance] be approved in principle."

3.5 When the mover and seconder of the motion have spoken, the Bishop asks the Synod, "Does any member have a question about the proposed ordinance?" Questions must be confined to elucidating the purpose and effect of the proposed ordinance and may be answered by the mover or seconder. Questions and answers are not recorded in the minutes of Synod.

3.6 When in the opinion of the Bishop sufficient time has been given for questions, the Bishop will allow debate on the motion to proceed. When the debate ends the Bishop puts the question "That the proposed ordinance be approved in principle"

3.7 Upon a proposed ordinance being approved in principle, the Bishop is to immediately ask the Synod a question to the effect, "Does any member wish to move an amendment to the text of the proposed ordinance?"

3.8 If a member indicates to the Bishop that the member wishes to move an amendment to the text of the proposed ordinance, the Synod will resolve to move into Committee and follow the provisions for how Synod operates in Committee.

3.9 If no member indicates to the Bishop that the member wishes to move an amendment, the promoter of the draft ordinance moves, "That [name of ordinance] pass as an ordinance of Synod."

3.10 The original copy of the ordinance passed by the Synod and certified by the Registrar on the original copy that it was passed by the Synod, is promptly given to the Bishop for assent. No ordinance will take effect unless the Bishop has given his assent in writing to the ordinance within 60 days of the close of the Synod meeting which passed the ordinance. In the event that assent is not given, the Bishop must publish, within the same period, his reasons for not doing so.

3.11 The ordinance comes into force on the date assent is given unless the ordinance specified another commencement date.

4. Voting

4.1 A vote on a motion is taken by the Bishop asking members present who are in favour of the motion to say "Aye" and then to ask those members who are against the motion to say "No". Voting may also take place by a show of hands at the option of the Bishop or if requested by five members.

- 4.2 A motion is passed only if a majority of the persons present and voting vote in favour of the motion.
- 4.3 If requested by at least five members, voting on a motion is to be conducted by ballot.
- 4.4 The members of the Synod are to vote collectively unless five members requests that the vote be taken by Houses.
- 4.5 If a vote is required to be taken by Houses, each House is to vote separately in accordance with the procedural directions of the Bishop of the Synod. The motion is passed only if a majority of persons present and voting in each House vote in favour of the motion.
- 4.6 With the leave of the Bishop, and without interrupting a member who is speaking, a member may move that any motion before Synod be at once voted on, and that procedural motion must be put and carried or defeated without debate. If such a procedural motion is carried, the substantive motion must be voted on forthwith.
- 4.7 Nothing in these Standing Orders prevents the Synod from adopting an electronic method of voting on any question.

5. Not Voting for a Motion

- 5.1 If it is desired to avoid or postpone a vote on a motion, a member may with the leave of the Bishop move without notice the procedural motion, "That the motion not be voted on."
- 5.2 The Bishop is to immediately put the procedural motion without debate and without any right of reply.

6. Speeches

- 6.1 The Bishop must determine the order in which speakers speak.
- 6.2 The Bishop must confine each speaker to the subject matter of the debate.
- 6.3 No member may interrupt a speaker, except to raise a point of order, which must be raised through the Bishop.
- 6.4 The following time limits for speeches apply:
- (a) For a motion that a proposed ordinance, be approved in principle: the mover may speak for up to 15 minutes, and up to 5 minutes in reply. Other members may speak for up to 5 minutes.
 - (b) For other motions: the mover may speak for up to 8 minutes, and up to 5 minutes in reply. Other members may speak for up to 5 minutes.
 - (c) For procedural motions and for motions to amend a motion, a member may speak for up to 5 minutes.
 - (d) For motions moved in a meeting of the Synod in Committee, a member may speak for up to 3 minutes.
- 6.5 A member, not being the speaker at the time, may, without making a speech, move a procedural motion for the speaker to continue for a nominated number of minutes.

7. Number of Speeches

- 7.1 No member may speak more than once on the same motion except: during a meeting of the Synod in Committee or when invited to give an explanation or when exercising a right of reply.

7.2 A member who formally seconds a motion is not regarded as having spoken to the motion.

8. Synod in Committee

8.1 The Synod may, as a result of a procedural motion passed by the Synod, resolve itself into the Synod in Committee to consider any matter. The purpose of moving into Committee is to allow for more extensive and open debate, with members being allowed to speak more than once.

8.2 A motion for the Synod to resolve itself into the Synod in Committee to consider the text of a proposed ordinance is, "That Synod resolves itself into the Synod in Committee to consider [further] the text of the [name of proposed ordinance]."

8.3 The Chair of Committees presides during meetings of the Synod in Committee, and when presiding has the same authority as the Bishop.

8.4 The Synod in Committee may, as a result of a procedural motion passed by the Committee, resolve to adjourn its meeting. A motion to adjourn a meeting of the Synod in Committee is, "That the Chair of Committees leaves the chair and reports progress."

8.5 On a motion to adjourn a meeting of the Synod in Committee being passed, the Chair of Committees is to report progress to the Synod.

8.6 When the Synod in Committee has concluded consideration of the matter before it, the Chair of Committees is to report to Synod. Where the matter being considered was the text of a proposed ordinance, the Chair of Committees is to report on the proposed ordinance with or without amendments.

9. Quorum

9.1 A quorum is required at all times when Synod is in session. The quorum is one half of the total number of members in each House who have been summoned to the Synod.

10. Non-Members of Synod

10.1 So far as may be practicable, Synod should provide for a public gallery for persons who wish to observe the proceedings of Synod.

10.2 Synod may, by resolution, designate named persons as 'Observers', to be seated in the Synod and on the invitation of the Bishop may be invited to speak but not vote.

10.3 Synod may, by resolution, determine that part or all of its proceedings be held in closed session, and observers and members of the public must then leave the room where the Synod is meeting.

11. Order of Business for the First and Successive Days of Synod

11.1 The order of business for the first day of a session of Synod is as follows:

- (a) The Bishop, or a person appointed, is to lead prayers.
- (b) The Bishop is to table a list of the members of the Synod.
- (c) The Bishop may appoint a Synod Reporter, Scrutineers and such Assistant Secretaries as he shall determine.
- (d) The Bishop will present his Charge to the Synod.
- (e) The Bishop is to table a list of the results of uncontested elections and declare the persons concerned elected.
- (f) The Synod is to consider motions for the election of individuals as detailed in Section 12.
- (g) The minute book of the Diocesan Council is to be tabled.

- (h) The Bishop is to allow members to present petitions.
- (i) The Bishop is to allow members to give notice in writing of a question concerning the business of the Synod. An answer to a question will be read orally to the Synod by the Bishop as soon as convenient as the business of Synod permits. No member may give notice of more than four questions. Each question and reply will be recorded in the minutes of the Synod.
- (j) The Bishop is to invite members to give notice of other motions.
- (k) The Bishop is to call the motions in the order in which they appear on the business paper.
- (l) The Synod is to consider motions to be moved at the request of the Synod or the Diocesan Council in the order in which they appear on the business paper.
- (m) The Synod is to consider motions received by the Registrar from members in the order in which they were received.

11.2 The order of business for the second day of a session is as follows:

- (a) The Bishop, or a person appointed, is to read prayers.
- (b) The minutes of the proceedings of the previous day are to be signed by the Bishop as a correct record; or be otherwise dealt with.
- (c) Answers to questions asked on the previous day are to be given.
- (d) If there is to be a third day of sitting, the Bishop is to allow members to give notice of questions.
- (e) The Bishop is to call the motions in the order in which they appear on the business paper.
- (f) The Synod is to consider motions about proposed canons in the order in which they appear on the business paper.

11.3 The order of business for the third and subsequent days of a session of the Synod is the order specified in rule 11.2 except that no member may:

- (a) ask a question, or
- (b) give notice of a motion, except with the permission of the majority of the members then present.

11.4 The Synod may determine, at any time, as a result of a procedural motion passed by the Synod:

- (a) to vary the order in which motions are considered; or
- (b) to fix a time for when a motion is to be considered.

11.5 The order of business for any Special Session of Synod is as follows:

- (a) The Bishop, or a person appointed, is to lead prayers.
- (b) The Bishop is to table a list of the members of the Synod.
- (c) The Bishop may appoint a Synod Reporter, Scrutineers and such Assistant Secretaries as he shall determine.
- (d) Only the business as advised in the Summons shall be considered

12. Elections

- 12.1 At the first session of the Synod and at subsequent three-year intervals, or as needed, the Synod will conduct elections for membership of the following:
- (a) The members of the Diocesan Council.
 - (b) The members of the Nomination Committee for the election of a Bishop.
 - (c) The members of the Church Tribunal.
 - (d) Any other committee or board provided for by any ordinance.
 - (e) A Chair and Deputy Chair of Committees.
- 12.2 The Bishop will call for nominations for all positions to be filled by the Synod by election. The deadline for all nominations shall be 14 days before the commencement of Synod.
- 12.3 Nominations must be in writing signed by the nominator and seconder, one of whom certifies the acceptance to the nomination by the person nominated.
- 12.4 Where there are more nominations than positions to be filled, the Synod, by ballot, will determine the question.
- 12.5 Where an alternate or reserve is required, the Synod shall vote by ballot even if there are the same number of nominations as positions to be filled. The alternative shall be the person who receives the fewest votes amongst those elected.
- 12.6 Where there are fewer nominations than positions to be filled, the Standing Committee may appoint persons to fill those positions as it sees fit providing that any such appointee fulfils any criteria specified in the constitution or canons.

13. Petitions and Questions

- 13.1 Petitions must be in writing and conclude with the signatures of the petitioners. No petition is to be expressed in language which, in the opinion of the Presiding Bishop, is disrespectful or offensive. On the presentation of a petition, the only motion the Synod is to consider is a motion to the effect "That Synod receives the petition."
- 13.2 No question under Standing Order 3.5 or 11.1 (i) is to contain an assertion, or express an opinion, or offer an argument, or make any inference or imputation, or be expressed in language which, in the opinion of the Bishop, is disrespectful or offensive, or seek a legal opinion.

14. Minutes of Proceedings

- 14.1 The Registrar must keep, or cause to be kept, a full and accurate record of Synod proceedings.
- 14.2 The certified minutes of each day's proceedings, certified copies of ordinances passed by the Synod and election results all form part of Synod proceedings.

15. Amending Standing Orders

- 15.1 These Standing Orders can be amended by an ordinance of the Synod.

16. Suspension of Standing Orders

- 16.1 Despite these standing orders it is open to the Bishop to move from the chair the suspension of these standing orders, whether in whole or designated part, if in the Bishop's opinion an emergency or a very unusual situation has arisen which makes it inappropriate to observe normal Synod procedure when discussing it. The Synod must immediately be asked to accept or reject that motion, without debate. If it is accepted, discussion is to proceed as the Bishop permits but in such a manner as to be fair to all members.
- 16.2 Any rule of procedure may be suspended by motion:
- (a) with notice, or
 - (b) without notice unless 8 members object.

17. Application of Standing Orders

- 17.1 Any question about the application of these Standing Orders, the form of motions and canons and the voting on motions and canons during a session of the Synod is to be decided by the Bishop. The Bishop's decision on all such questions is final unless immediately altered as a result of a motion without notice agreed to by the Synod.
- 17.2 The Bishop, has liberty, in relation to procedural Standing Orders, to compress the steps, if necessary, should the course of debate indicate. The Chair of Committees has a similar liberty if the Synod is in Committee.