

# **THE STANDING ORDERS ORDINANCE 2001**

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## **An Ordinance for Regulating the Proceedings of the Synod and for Other Purposes**

**WHEREAS it is expedient to provide for the orderly conduct of proceedings of the Synod NOW THE SYNOD HEREBY DETERMINES -**

### **PART I -- PRELIMINARY**

1. This Ordinance may be cited as "The Standing Orders Ordinance 2001". *Title*
2. This Ordinance is divided into parts as follows- *Arrangement*
  - Part I Preliminary (Sections 1-4)**
  - Part II Procedure Before Synod (Sections 5-7)**
  - Part III Order of Business (Sections 8-11)**
  - Part IV Regulation of Business (Sections 12-16)**
  - Part V Rules of Debate (Sections 17-24)**
  - Part VI Voting (Sections 25-26)**
  - Part VII Committee Procedure (Sections 27-31)**
  - Part VIII Ordinances (Sections 32-36)**
  - Part IX Miscellaneous Provisions (Sections 37-42)**
3. Pursuant to sub-Section (2) of Section 1 of the Constitution from the time of the passing of this Ordinance the provisions of Regulation VI of the Mode of Making, Altering or Repealing Canons or Regulations and of Regulation X - Standing Orders shall have no further force or effect within the Diocese. *Repeal*
4. In this Ordinance wherever the context so permits- "Annual Session of the Synod" means the session of the Synod convened pursuant to sub-Section (1) of Section 10 of the Constitution; "Special Session of the Synod" means any other session of the Synod. *Interpretation*

### **PART II -- PROCEDURE BEFORE SYNOD**

5. (1) Sessions of the Synod shall be convened by summons of the Bishop addressed to all Clergymen and Lay Members of Synod. *Summons*
  - (2) Such summons shall be posted to all Clergymen and Lay Members of Synod not less than six weeks before the date of the session of Synod and shall state the date, time and place of the Session.
6. In the case of an Annual Session of the Synod the following provisions shall apply- *Annual Sessions*
  - (a) The Summons shall specify a date not less than three weeks before the date of the session of the Synod by which notices of motion, petitions and questions for inclusion in the notice paper shall be in the hands of the Registrar, and except as hereinafter provided all notices of motion, reports, petitions and questions for consideration at that session of the Synod shall be forwarded in writing to the Registrar by the date specified in the summons.

- (b) The Diocesan Council or a sub-committee appointed by it shall examine all such notices of motion, questions and petitions and may recommend to any person submitting the same the adoption of an alternative form of a notice of motion, question or petition and shall arrange all notices of motion, questions and petitions so submitted in a suitable order for the notice paper.
- (c) Not less than two weeks before the session of the Synod the Registrar shall cause to be posted to all members of the Synod copies of-
  - (i) The notice paper.
  - (ii) A list of offices for which elections are to be conducted at that meeting.
  - (iii) The Annual Report of the Diocesan Council.
  - (iv) Any other reports submitted in accordance with the provisions of this Section.
  - (v) Any measure proposed to be considered at that session.

- 7. In the case of a special session of the Synod the summons of the Bishop shall specify the matter or matters to be determined at that session.

*Special Sessions*

**PART III - ORDER OF BUSINESS**

- 8. At every session of the Synod the following provisions shall apply-
  - (a) Divine service shall be conducted at some convenient time before the commencement of the session to enable members of Synod and members of the Church to attend.
  - (b) At such service the Bishop may at his discretion deliver a pastoral address to the Diocese.
  - (c) At the time appointed in the summons the Synod shall assemble and prayers shall be said.
  - (d) The President shall announce the appointment of the Assistant Secretary or Secretaries, the Synod Reporter and Scrutineers or such of those officers as he shall consider necessary for that session of the Synod.
  - (e) The President shall table the Register of Members of the Synod as at the date of that session and unless the attendance of members shall have been recorded in some other manner appointed by the President the Roll shall be called.
  - (f) The President shall inform the Synod of the names of those members whom he has excused from attendance.
  - (g) The President shall announce the time for the closing of nominations for any elections to be conducted at that session and the time of such elections.

*Order of Proceedings - All Sessions*

9. At every annual session of the Synod the following further provisions shall take effect-
- (a) The President shall report to the Synod.
  - (b) Any member of the Synod may thereupon move that the President's report be received and such motion may make provision for printing and distribution of the report.
  - (c) The President shall table the Synod accounts and parochial statistics.
  - (d) The report of the Diocesan Council shall be presented in such form and by such person as the Diocesan Council shall determine, and the person so presenting the report shall move that it be received.
  - (e) The President shall call over the notice paper to ascertain whether any matters may be treated formally without debate. Any member of the Synod (except the member in whose name the motion stands on the notice paper) may signify by calling "Object" that he objects to the matter being disposed of without debate. In the absence of any such objection the President shall call upon the mover of the motion to move the same, and upon its being seconded by another member of the Synod it shall be forthwith put without amendment or debate.
  - (f) After the notice paper has been called over it shall be competent for any member of the Synod to move that a specified notice of motion be taken at a particular time and if the Synod shall so determine the matter shall be dealt with at that time notwithstanding its position on the notice paper.
  - (g) The business of the Synod shall then be dealt with in the order in which the same shall stand on the notice paper.
10. At each adjournment of the session of not less than one hour's duration the President shall call for any further notices of motion or questions to be considered by the Synod. The President shall allow to be placed on the notice paper any notice of motion or question which-
- (a) In his opinion is of an urgent nature, or
  - (b) Arises out of the report of the Diocesan Council or any other report which was not generally available to members of Synod at the time fixed by the summons for lodging notices of motion and questions, or
  - (c) The Synod shall have given leave to be placed on the notice paper at the time when such notice of motion or question is handed in.

11. Any notice of motion or question permitted to be added to the notice paper in accordance with the provisions of Section 10 of this Ordinance shall be added at the end of the notice paper and unless the President shall otherwise determine copies thereof shall be made available to members of the Synod as soon as conveniently possible.

*Additional Motions*

#### **PART IV - REGULATION OF BUSINESS**

12. If at any time during a session of the Synod the attention of the President shall be drawn to the fact that the quorum required by the Constitution is not present the President shall proceed no further with the business of the Synod and the President shall after a lapse of 10 minutes if a quorum is still not present adjourn the Synod until a time to be determined by him.

*Lack of Quorum*

13. Unless the Synod shall otherwise give leave and except in the case of a report of the Committee of the whole of Synod any report to be presented to the Synod shall be presented in writing and shall be taken as read and consideration of such report shall be on motion with notice thereof duly given in accordance with the provisions of this Ordinance.

*Reports*

14. Every petition to Synod shall be couched in respectful and temperate language and shall contain a prayer and be signed by the petitioner (if a person) or (if not a person) by some person authorised in that behalf by the petitioner. Unless the Synod shall otherwise give leave consideration of any petition shall be on motion with notice thereof duly given in accordance with the provisions of this Ordinance.

*Petitions*

15. (1) Motions and questions shall except as elsewhere provided in this Ordinance be considered only upon notice duly given in accordance with the provisions of this Ordinance.

*Motions*

(2) Every notice of motion or question shall be legibly written and signed by the mover or questioner.

(3) No notice of motion or question which in the opinion of the President contains unbecoming expressions shall be placed on the notice paper.

(4) If a motion is called on and the mover is absent the motion shall lapse unless the Synod shall give leave for another member of the Synod to move the same.

(5) No motion shall be discussed which in the opinion of the President is substantially identical with or which if passed would substantially negative a motion already disposed of during the same session.

(6) No motion shall be presented in a form different from that in which it appears on the notice paper except by leave of Synod and if such leave is given the President may direct that the motion shall not be considered unless and until members of Synod are supplied with a copy of the motion.

16. (1) A motion having been moved may be amended, but unless the President or Chairman of Committees as the case may be shall otherwise determine, no amendment shall be put from the Chair until two written copies thereof shall have been handed to the Registrar.

*Amendments*

- (2) An amendment may be proposed to a proposed amendment as if such proposed amendment were an original motion.
- (3) Not more than one amendment to any original motion may be proposed at the same time.
- (4) When an amendment has or amendments have been made the original motion shall be put as amended.
- (5) When an amendment has or amendments have been proposed but not made, the motion shall be put as originally proposed.

**PART V -- RULES OF DEBATE**

17. (1) Every member of Synod shall address the Chair when speaking, shall speak standing and shall be entitled to be heard in silence until he resumes his seat.

*Speakers*

(2) Except by leave of Synod no member moving a motion shall speak for more than ten minutes and no member of Synod in debate shall speak for more than five minutes.

18. (1) A motion or amendment moved and not seconded shall fall to the ground and Synod shall at once proceed to the next business.

*Lapse or  
Withdrawal*

(2) A motion or amendment moved and seconded may be withdrawn only by leave of a majority of the Synod.

19. (1) Except as hereinafter provided no member shall speak twice on the same motion or amendment unless in explanation of something he himself has said in the same debate on which he has been misrepresented or misunderstood or by leave of the President in answer to a question asked in the course of the debate.

*Right to be heard*

(2) The mover of any motion but not of an amendment shall be permitted to reply which reply shall close the debate.

(3) Any member who seconds a motion or amendment without speaking to it shall be permitted to speak once at any subsequent period of the debate.

(4) A member may speak to a motion and to any amendment moved thereto and to the motion as amended.

(5) If two or more members rise to speak at the same time the President shall name the member entitled to be heard first.

(6) The President may speak once to any motion or any amendment at any period of the debate and may address the Synod after the close of the debate.

20. A motion "That the debate be now adjourned" or "That the Synod do now adjourn" may be made by any member who has not spoken and, if seconded, may be debated provided however that no member may speak for more than one minute in such debate. The member upon whose motion a debate shall have been adjourned shall be entitled to be heard first on the resumption of the debate.

*Adjournment*

21. (1) At any time during the debate, any member may without notice ask: "In the opinion of the President should the question now be put?" whereupon the President in his discretion may inform the Synod that in his opinion the question has been sufficiently debated.

*Requiring question  
to be put*

(2) If after such expression of opinion by the President a member shall move "That the question be now put" such motion shall then be put without further debate and if it be carried the President shall subject to the provisions of sub-Sections (2) and (6) of Section 19 of this Ordinance forthwith put the original question to the vote.

22. A motion "That the Synod do now pass to the consideration of the next business" may be moved by any member and if seconded may thereupon be debated and put. If such motion is carried the main question under discussion shall drop and shall not be entertained again at that session of the Synod.

*Consideration of  
Next Business*

23. Whenever a motion referred to in Sections 20 to 22 inclusive of this Ordinance has been put and lost no identical motion shall be entertained within the next ten minutes.

*Restrictions on  
certain motions*

24. (1) If any point of order shall arise, the member speaking shall resume his seat until it is settled. Any member may speak once to such point of order and shall confine himself strictly to the point and the President shall decide the point before the general debate continues.

*Points of order*

(2) If any member shall object to such ruling or decision of the President he shall do so at once and the objection shall be determined by the Synod forthwith.

#### **PART VI - VOTING**

25. Subject to the provisions of sub-Sections (2) and (6) of Section 19 of this Ordinance and to the provisions of Section 13 of the Constitution, the President shall at the close of the debate put the question to the vote.

*Question to be put*

26. In the event of a vote by orders being required the votes of each order shall be taken by members standing in their places and if no vote by orders is required the President shall call for the voices of the Synod and shall declare whether in his opinion the ayes or the noes have it. If his decision is challenged the President shall direct the ayes to stand and be counted and then the noes to stand and be counted.

*Procedure*

#### **PART VII -- COMMITTEE PROCEDURE**

27. In addition to the provisions of Part VIII of this Ordinance relating to procedures in committee it shall be competent for any member of the Synod at any stage of the debate to move that the Synod go into committee of the whole to consider the question or any aspect of it.

*Committee of the  
whole*

28. In committee of the whole of Synod the Chairman of Committees or in his absence the deputy chairman of Committees or in his absence any member elected by the Committee shall preside provided however that the President may preside in committee if he shall so desire.

*Chairman*

29. The provisions of this Ordinance shall apply in committee provided that there shall be no limitation on the number of times a member may speak.

*Rules of Debate*

30. (1) After consideration by the Committee of the question referred to it a member shall move "That the Chairman leave the Chair and report to Synod."

*Report to Synod*

(2) Upon such motion being carried the report of the Committee shall immediately be considered by the Synod upon its resumption.

31. At any time during the consideration by the Committee of the question referred to it the Committee may resolve "That the Chairman leave the Chair and report progress and ask leave to sit again."

*Adjournment*

#### **PART VIII -- ORDINANCES**

32. (1) At the session of the Synod for which notice of a proposed measure shall have been given pursuant to Sections 15 or 26 of the Constitution the proposer shall move "That the Synod do now consider in committee a measure for (and here shall be set forth the general object of the measure)" and the general principle of the measure shall be debated.

*Introduction of Measure*

(a) At any time of moving such motion the proposer may seek the leave of the Synod to introduce the measure with amendments to the measure as circulated to members of the Synod. If such leave is given the measure as so introduced shall be the measure to be debated.

(b) After such motion has been moved and seconded, the President shall ask if any member or members wish to ask the mover or seconder any question or questions relevant to the subject matter of the measure, and any member may thereupon ask any such question which may thereupon be answered by the mover or seconder. Further such questions may be asked and answered until the President shall announce that debate shall proceed.

(c) A person who has asked a question during the period referred to in subsection (1)(b) shall not, for the purpose of any ensuing debate, be deemed to have spoken on the motion, by virtue solely of having asked such question.

(d) After the President shall have announced that debate shall proceed, the general principle of the measure shall be debated.

- (2) If such motion be decided in the negative the measure shall lapse.
  - (3) If such motion shall be decided in the affirmative the following provisions of this Part shall apply.
33. (1) Upon the passing of the motion the President shall ask if any member wishes to debate the measure in committee.
- (2) If any member shall answer “Yes” then the Synod shall thereupon become a Committee of the whole for consideration of the measure in accordance with the provisions of Section 42.
  - (3) If no member shall say “Yes” then the proposer shall move “That the measure be now passed”.
  - (4) If such motion be decided in the affirmative the President shall, subject to the provisions of paragraphs (b) and (c) of Section 15 and paragraph (b) of Section 26 of the Constitution, declare the measure to have been passed.
  - (5) The Secretary of Synod shall certify on a copy of the measure as debated that the copy so certified is a copy of the measure as passed and the date of its passing.
34. (1) In Committee the measure shall be considered clause by clause or in such other parts or divisions as may be convenient on motion from the Chair without the requirement of a seconder that each part division or clause of the measure be agreed to.
- (2) Upon completion of consideration of the measure as aforesaid the Committee shall make a recommendation concerning the passing or otherwise of the measure and upon such recommendation being passed the Synod shall resume.
  - (3) The Chairman of Committees may announce that he proposes to make certain specified alterations to the measure of a grammatical or editorial nature and unless a member of the Committee thereupon moves a motion of dissent from such proposal, such alterations shall be deemed to have been made by the Committee.
  - (4) If the Committee shall recommend that the measure be passed either with or without amendment, then the Chairman of Committees shall certify on a copy of the measure that the copy as certified is a copy of the measure as recommended.
35. Upon the resumption of the Synod and subject to the provisions of Section 35A of this Ordinance a member shall forthwith move a motion to give effect to the decision or recommendation of the Committee.
- 35A (1) If the Committee shall recommend the passing of the measure either with or without amendments the motion “That the measure be now passed” or “That the measure as amended in Committee be now passed” (as the case may require) shall, subject to the Chairman of Committees having provided the certificate referred to in Section 34 (4), be put provided that the Synod may defer consideration of such motion until any amendments to the measure made in Committee or the measure as passed in Committee has been printed.

***Committee  
Procedure***

***Passing by Synod  
Committee***

***Recommendation***

(2) If such motion be decided in the affirmative the President, shall subject to the provisions of the paragraphs (b) and (c) of section 15 and paragraph (b) of Section 26 of the Constitution, declare the measure to have been passed and the Secretary of Synod shall certify on a copy of the measure as recommended by the Committee that the copy so certified is a copy of the measure as passed and the date of its passing.

36. At any call of the Synod which is required to consider the confirmation of a measure the motion shall be put "That the measure...Title... be now confirmed" which motion shall admit of discussion but not of amendment.

*Confirmation  
where necessary*

### **PART IX -- MISCELLANEOUS PROVISIONS**

37. The Registrar and the Assistant Secretary or Secretaries shall be responsible for compiling the minutes of the proceedings of the Synod and such minutes shall be presented to the Diocesan Council for confirmation within three calendar months of the session of Synod.

*Minutes -  
confirmation*

38. The minutes shall record all proceedings of the Synod provided that motions or amendments not seconded shall not be recorded. The numbers of those voting for and against a motion decided otherwise than on the voices shall be recorded.

*Minutes - contents*

39. Subject to the provisions of any Ordinance of the Synod and unless the Synod shall by resolution otherwise determine the discussions of the Synod shall be always open to members of the Church and the public.

*Synod in public*

40. The provisions of this Ordinance may be suspended for any purpose described in the motion by a motion without notice duly seconded and passed.

*Suspension of this  
Ordinance*

41. The Synod may by a motion without notice duly seconded and passed grant any person a seat on the floor of the house for the whole or any portion of a session of the Synod and such person shall have the right to speak but not to vote or to move or second motions.

*Right of non-  
members of Synod*