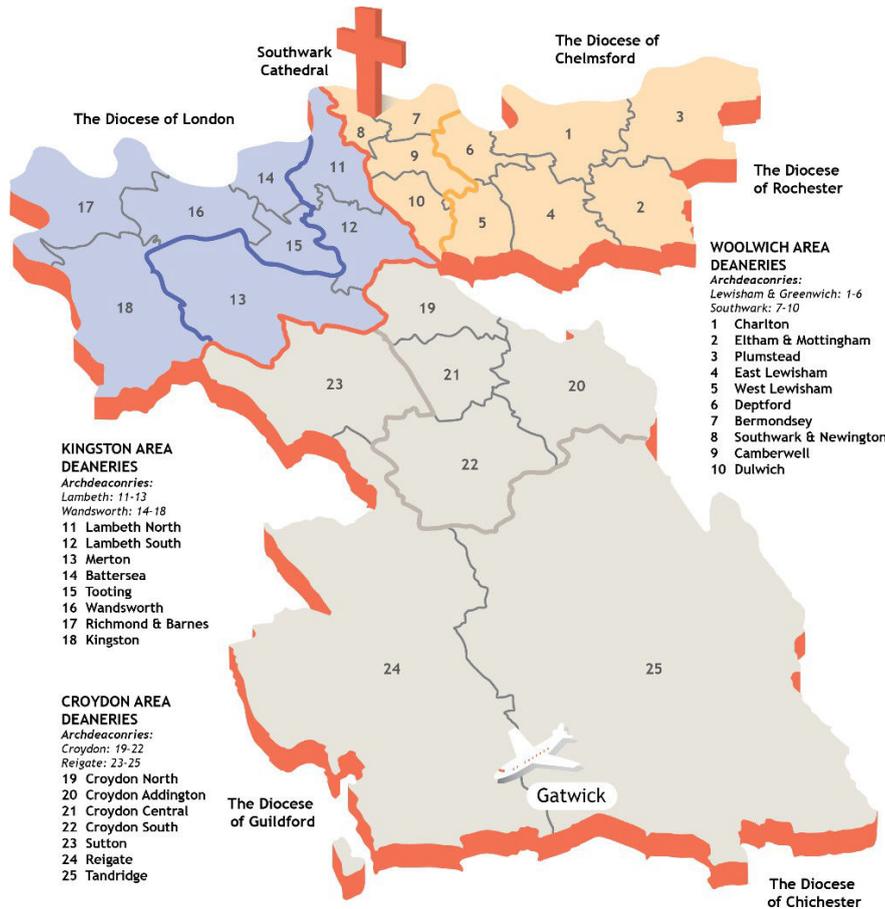




The Diocese of  
**Southwark**

## SOUTHWARK DIOCESAN SYNOD: CONSTITUTION AND STANDING ORDERS



# **SOUTHWARK DIOCESAN SYNOD CONSTITUTION AND STANDING ORDERS**

As approved by Diocesan Synod  
13 March 2021, effective from 1 August 2021

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*Diocesan Synod members in November 2019*

## INTRODUCTION BY THE PRESIDENT



A Diocese is both an administrative unit and a pastoral entity, through which the members may have the same care for one another as Christ has for us. We belong to the body of Christ. We are members of one another and we seek each other's flourishing.

In this context, we seek to discern the activity of the Spirit in every part of our Diocese and to formulate our strategies in that activity's light. The Diocesan Synod, and its members, play a key part in this discernment. There is an active and responsible role. By debating the vision of the Diocese they help to shape its direction.

In both the last triennium and the one before, Synod has played its visionary and strategic role to the full. It approved overwhelmingly the current governance structure which has given us such a clear and transparent foundation on which we have built so many successes in recent years. It also elects three-quarters of the Diocesan Council of Trustees, who in turn work for the good of the whole Diocese and uphold the governance structure as our Board of Trustees and Bishop's Council.

In recent years, Synod has approved funds to support the establishment of the Multi Academy Trust, which is now self-financing. It has deliberated and approved the Lay Leadership and Lay Ministry report, approved the registration of the Diocese to seek Eco-Diocese bronze level status and assisted with the development of deaneries. In addition, it has approved new Deanery Synod Model Rules, supported Deanery Leadership Teams and approved a new Strategy for Deployment.

Synod has also approved the changes to the way parishes make their financial pledges, mandating the Parish Support Fund which has become such a bedrock in challenging times. Southwark Vision, as approved by Synod, draws us all together as we plan for, pray for and work towards a fruitful future for our parishes and the communities we serve across South London and East Surrey.

The Diocesan Synod Constitution and Standing Orders laid out in this document - necessarily in a formal, regulatory manner - will help all those involved in the important work of the Synod to understand its processes and regulations.

I commend them to your use and express thanks and appreciation for our partnership in the Gospel,

A handwritten signature in black ink that reads "Christopher Southwark". The signature is written in a cursive style with a large initial 'C'.

The Rt Revd Christopher Chessun  
Bishop of Southwark

# GOVERNANCE & ADMINISTRATION: THE SOUTHWARK CONTEXT

## Background

In July 2015, the Diocesan Synod of the Diocese of Southwark approved the *Fit for Purpose Report* to unify and simplify Diocesan governance and administration in support of mission.

The result was the creation of an umbrella Diocesan Council of Trustees (DCT) which, since November 2015, has been the standing committee of the Diocesan Synod and whose members have trustee responsibilities and are simultaneously:

- a. members of the Bishop's Council
- b. Directors of the Diocesan Board of Finance
- c. members of the Diocesan Parsonages Board
- d. members of the Diocesan Mission and Pastoral Committee.

In 2017 the Articles of Association and Memorandum of Understanding in relation to the Southwark Diocesan Board of Finance were fully modernised and updated to reflect this significant change and to enable the Diocese to continue to comply with the historical ecclesiastical measures whilst recognising the development of the modern organisation.

The changes, which were reviewed by an external consultant during 2018 and found to be successful and robust, have unified meetings that used to deal separately with policy and finance, ensuring that areas of large expenditure and decisions about priorities are fully integrated. They have also enabled policy and finance decisions to sit alongside considerations about the shape of mission and ministry.

The DCT has two sub-committees: Audit and Risk, and Policy and Finance. Policy and Finance is the standing committee of the DCT. The Policy and Finance committee has two subcommittees: Investment and Remuneration. The Diocesan Minority Ethnic Anglican Concerns Committee and the Lay Council have also now been added to the formal structure as advisory bodies to the Bishop's Council.

## Relationship with Diocesan Synod

Under the revised governance, the DCT comprises the Diocesan Bishop (President of the Diocesan Synod), Chair and Vice Chair of the Board of Finance (both laity), Area Bishops, Archdeacons, Chair of the Houses of Clergy and Laity of the Diocesan Synod, six clergy (two from each episcopal Area), 12 members of the laity elected by the House of Laity of the Diocesan Synod (including three from each Area) and up to six further lay members with up-to-date financial or other relevant expertise formally elected by the House of Laity of the Diocesan Synod. In addition, the Diocesan Bishop, after appropriate consultation may nominate up to four further members for their relevant and up-to-date expertise.

In this way, and in accordance with the Diocesan Boards of Finance Measure 1925, three-quarters of the membership of the DCT are elected by the Diocesan Synod. Of that three-quarters, two-thirds are also members of the Diocesan Synod. The Diocesan Synod is therefore the electing body of the Bishop's Council, the Diocesan Board of Finance, the Diocesan Mission and Pastoral Committee and the Diocesan Parsonages Board.

## Purpose of Diocesan Synod and the governance and decision-making structure of the Diocese

Diocesan Synod is our primary, elected, representative body and brings people, lay and clergy, together from across the Diocese. The links with parishes can be seen in the diagram on page 6.



The Diocesan Synod's primary purpose is to debate the vision and set the strategy and priorities for the Diocese. It might, in self-reflection, consider how far its debates are mission-focused. As a result of the changes to the Church Representation Rules in 2020, Synod's role in mission and ministry going forward will, for example, involve consideration of representation on Deanery Synods of Bishop's Mission Orders.

Diocesan Synod also considers resources and so it receives and agrees the Diocesan budget, which does not become the budget without Synod's acceptance; it also receives and adopts the DBF accounts which are presented to it by the Chair of the DBF. The responsibility for ensuring that these priorities and strategies are delivered within the budget approved by Synod is delegated to the Diocesan Secretary. The Diocesan Secretary is Company Secretary to the DBF which is the Trustee body in company and charitable law.

Before arriving at Synod, the budget in draft is presented to:

1. the Policy and Finance Committee, which is the standing committee of the DCT and holds the work of the Diocesan executive to account through the Diocesan Secretary and the Senior Management Team. It considers policies and resources, management accounts and Diocesan finances, and scrutinises the budget, usually at an all-day/overnight meeting, prior to recommending to the DCT
2. the DCT itself, which has an extended meeting to consider the draft budget in the light of the Southwark Vision, and its strategic and annual objectives, prior to recommending to Synod.

Further discussion of the purpose of the Diocesan Synod can be found in the *Handbook of Governance*<sup>1</sup>.

<sup>1</sup> [https://southwark.anglican.org/downloads/governance\\_handbook\\_v1\\_june2020.pdf](https://southwark.anglican.org/downloads/governance_handbook_v1_june2020.pdf)

## PREFACE: THE CONTEXT OF THE CHURCH OF ENGLAND MEASURES

1. Section 4(2) of the Synodical Government Measure 1969<sup>2</sup> states that 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 other 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;*
  - d) *to consider proposals for the annual budget for the diocese and to approve or disapprove [it] them<sup>3</sup>;*
  - e) *to consider the annual accounts of the diocesan board of finance of the diocese:*

*Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.*

2. The constitution and standing orders accord with the provisions of the Church Representation Rules (CRR)<sup>4</sup>. As permitted by the Church Representation Rules, some provisions in these standing orders are specific to the Diocese of Southwark.
3. The formal processes defined in the standing orders do not preclude informal conversations, discussions and processes where appropriate. The Chair will seek to organise and explain matters and procedures so that all can participate in a constructive and mutually supportive way.
4. References in this document to “clergy” apply to Clerks in Holy Orders other than those who are members of the House of Bishops. “Laity” refers to all other members in neither of these categories.
5. All references in this document to the Bishop’s Council, unless otherwise qualified, refer to the Bishop’s Council and Diocesan Synod Standing Committee of the Diocese of Southwark.
6. The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594) with its registered office at Trinity House. It is established in accordance with the Diocesan Boards of Finance Measure 1925 as a company limited by guarantee with functions and powers as contained in its Memorandum and Articles of Association. It is a registered charity.
7. It is a requirement of the 1925 Measure that the Board “shall in the exercise of its powers and duties comply with such directions as may from time to time be given to the board by the Diocesan Synod”.

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<sup>2</sup> [www.legislation.gov.uk/ukcm/1969/2/contents](http://www.legislation.gov.uk/ukcm/1969/2/contents)

<sup>3</sup> In the Diocese of Southwark, the Diocesan Council of Trustees (DBF) considers the annual budget and objectives before these are put before the Diocesan Synod

<sup>4</sup> [www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx](http://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx)

8. Any periods 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 (see *Governance & Administration: the Southwark Context pages 5-6*).
9. Footnotes and cross-references contained in this document are for clarity only and do not form part of the standing orders.
10. References to Parochial Church Councils shall, where the context admits, include District Church Councils, Joint Parochial Church Councils, Team Councils and Group Councils provided the relevant Council is established in accordance with a Scheme made under the Church Representation Rules or under the Mission and Pastoral Measure 2011<sup>5</sup> or earlier equivalent legislation.
11. These standing orders supersede the “Constitution and Standing Orders 2015”.

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<sup>5</sup> <https://www.legislation.gov.uk/ukcm/2011/3/contents/enacted>

# CONSTITUTION OF DIOCESAN SYNOD

The Diocesan Synod shall consist of the House of Bishops, the House of Clergy and the House of Laity, as follows<sup>6</sup>:

## 1. House of Bishops

- a) The Diocesan Bishop (President);
- b) The Area or Suffragan Bishops;
- c) Other bishops working in the Diocese nominated by the Diocesan Bishop (with the concurrence of the Archbishop of Canterbury).

## 2. House of Clergy

- a) The following ex-officio members:
  - i. the Dean of Southwark Cathedral;
  - ii. the Archdeacons (or Acting Archdeacons);
  - iii. the Proctors elected from the Diocese or from any university in the Diocese (the University of London being treated for this purpose as being wholly in the Diocese of London) to the Lower House of the Convocation of the Province of Canterbury;
  - iv. any other member of the Lower House of the Convocation of the Province of Canterbury, being the person chosen by and from among the clerical members of religious communities in the Province, who resides in the Diocese;
  - v. the Chancellor of the Diocese (if in Holy Orders);
  - vi. the Chair of the Diocesan Board of Finance (if in Holy Orders);
  - vii. the Chair of the Diocesan Board of Education (if in Holy Orders and not a member of the House of Bishops); and
  - viii. the Chair of the Diocesan Advisory Committee (if in Holy Orders);
- b) Members elected by the Houses of Clergy of the Deanery Synods in the Diocese in accordance with paragraph 4 below; and
- c) Not more than five Clerks in Holy Orders co-opted by the House of Clergy of the Diocesan Synod.
- d) The Diocesan Bishop may nominate not more than five additional members who are Clerks in Holy Orders.

## 3. House of Laity

- a) The following ex-officio members:
  - i. the Chancellor of the Diocese (if not in Holy Orders);
  - ii. the Chair of the Diocesan Board of Finance (if not in Holy Orders);
  - iii. the Chair of the Diocesan Board of Education (if not in Holy Orders);
  - iv. the Chair of the Diocesan Advisory Committee (if not in Holy Orders);
  - v. the members elected from the Diocese to the House of Laity of the General Synod;
  - vi. any other member of the House of Laity of the General Synod, being an ex-officio or co-opted member of the House of Laity of the General Synod or a person chosen by and from among the lay members of religious communities in the Province of Canterbury, who resides in the Diocese;
- b) members elected by the Houses of Laity of the Deanery Synods in the Diocese in accordance with paragraph 4 below; and

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<sup>6</sup> CRR rule 29: <https://www.churchofengland.org/about/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-4>

- c) not more than five members co-opted by the House of Laity of the Diocesan Synod, who shall be actual communicants aged 16 or upwards.
- d) The Diocesan Bishop may nominate not more than five additional members who shall be actual communicants aged 16 or upwards.

#### 4. Elections<sup>7</sup>

The calculation for the number of representatives from each Deanery shall be as follows:

House of Clergy: There shall be one clergy representative for every six clergy members of each Deanery Synod (counted as at 31 May in each year preceding elections), but no Deanery shall have fewer than two clergy representatives.

House of Laity: There shall be one lay representative for every 500 members of the total of all the electors rolls of each Deanery (counted as at 31 May in each year preceding elections), but no Deanery shall have fewer than two lay representatives.

The calculation for the number of representatives for each Deanery may be varied by the Synod in order to maintain an adequate balance of clergy and laity representation<sup>8</sup>.

The Secretary will, before 31 December in the year preceding elections, notify each Deanery Synod Secretary of the number of seats available to each house of that Deanery Synod.

Elections must be completed by 15 July and results communicated to the Secretary of the Diocesan Synod by 31 July.

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<sup>7</sup> CRR rules -35-42: <https://www.churchofengland.org/about/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-4>

<sup>8</sup> CRR rule 43(1)(b): <https://www.churchofengland.org/about/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-4>

## **STANDING ORDERS<sup>9</sup>**

### **ROLL OF MEMBERS**

1. The Secretary shall keep a roll of the members of the Diocesan Synod constantly up to date. Deanery Synod Secretaries shall keep the Assistant Secretary informed of any changes.

### **PARTICIPATION BY NON-MEMBERS**

2. Any visitor by invitation of the President may, with the permission of the Chair, address the Synod but shall have no right to move any motion or amendment or to vote.

### **ADMISSION OF THE PRESS AND PUBLIC**

3. Apart from people entitled to attend and participate in Diocesan Synod meetings under SO 2, members of the press and general public are welcome to attend Diocesan Synod meetings as observers unless they are excluded on any occasion or for any item of business at the President's discretion.

### **TERM OF OFFICE**

4. The election of members of the Diocesan Synod by the Houses of Clergy and Laity of Deanery Synods shall take place every three years and the members so elected shall hold office for a term of three years beginning with the 1 August next following their election. Terms of office can be extended in exceptional circumstances at the discretion of the President in accordance with Rule 78 of the Church Representation Rules.
5. Unless the House concerned or the President, whichever the case may be, fix a shorter period of office, co-opted and nominated members shall retire on the same date as elected members.

### **ELECTION OF VICE-PRESIDENTS**

6. Prior to the first meeting of the Diocesan Synod after the triennial elections (and before elections to the Diocesan Council of Trustees (DCT)), or as soon as is reasonably practicable after a casual vacancy occurs, each of the Houses of Clergy and Laity, or where appropriate the one House concerned, shall elect one of its members to be a Vice-President of the Diocesan Synod and the Chair of its House. The elections shall be conducted by the method of the single transferable vote and in accordance with any directions given by the DCT.

### **CHAIR OF MEETINGS**

7. The President shall be Chair at meetings of the Diocesan Synod but on any occasion or for any item of business may nominate one of the Vice-Presidents or another member to take the chair. The President may revoke such nominations at any time. For the avoidance of doubt, in these standing orders, "the Chair" refers to the Chair of the item of business under consideration.
8. The procedure of the Diocesan Synod shall be regulated by the Chair who shall respect the rights of members provided in these standing orders but who shall not personally in the

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<sup>9</sup> CRR Part 4: <https://www.churchofengland.org/about/policy-and-thinking/church-representation-rules/church-representation-rules-online-part-4>

conduct of proceedings be governed by any restrictions imposed upon members under the rules of debate (SO 33-57) if this is deemed by the Chair to be in the best interests of the smooth running and effectiveness of the Diocesan Synod.

## **OFFICERS OF DIOCESAN SYNOD**

### **Secretary**

9. The Diocesan Secretary or, in the event of incapacity, the Deputy Diocesan Secretary shall be the Secretary and shall:
- a) be responsible for the administrative arrangements for meetings of the Diocesan Synod;
  - b) be in attendance at such meetings;
  - c) prepare the draft agenda papers and minutes of the Diocesan Synod;
  - d) act as Secretary of the DCT;
  - e) perform such other duties as shall be assigned by the Diocesan Synod.

### **Assistant Secretary**

10. The Diocesan Secretary is aided by the Assistant Secretary to the Diocesan Synod, whose duties include liaising with members and preparation and support for Synod papers.

### **Diocesan Registrar**

11. The Registrar, or in the event of absence or incapacity the Deputy Registrar, where appointed shall be the legal adviser to the Diocesan Synod and when required shall attend the meetings of the Diocesan Synod, its Houses and the DCT.

### **Duties and responsibilities**

12. Subject to any statutory provision and to these standing orders, the DCT, after consultation with the President and Chairs, shall determine the duties and responsibilities of the above officers in connection with the business of the Diocesan Synod.

## **MEETINGS OF THE DIOCESAN SYNOD**

### **When and where held**

13. The President shall summon not less than two meetings in each year at such times and in such places as agreed in consultation with the Vice-Presidents and the Diocesan Secretary.
14. Meetings of the Diocesan Synod may be held by electronic means using a suitable medium for discussion, debate and voting. Meetings may also be held in a *mixed-mode format*, with some members attending in person and others attending by electronic means. (see SO 17). The notice of a meeting shall specify whether it is to be held in person, by electronic means, or in mixed-mode format.

### **Notice of ordinary meetings**

15. The dates of ordinary meetings of the Diocesan Synod are normally published on the Diocesan website at the outset of each triennium, i.e. for the three years of the triennium. Six weeks' notice must be given for a change to the date of an ordinary meeting, except in emergency.

### **Meetings by resolution or requisition**

16. If the DCT decides to do this by resolution, or if the President receives a requisition for that purpose signed by not less than 30 members, the President shall summon a meeting of the Diocesan Synod to include on its agenda the specific items for which the meeting was called. Meetings held by requisition of members shall be held within eight weeks of that requisition and members will in all cases be given not less than three weeks' notice of the date, time, place and agenda of such meetings.

### **Conducting business of Synod electronically**

17. When necessary and appropriate, as determined by the President and the two Vice Presidents, the Diocesan Synod may conduct business electronically, including voting and elections. This is to allow the business of the Diocesan Synod to continue when it is meeting either by electronic means or in a mixed-mode format (see SO 14), which will normally be on the advice of the Diocesan Secretary.

### **Notice of extraordinary meetings**

18. In the case of sudden emergency or other special circumstances a meeting may be convened by the President or (in the event of the President's incapacity) by either of the Vice Presidents, at not less than seven days' notice and in consultation with the Diocesan Secretary. The quorum for the transaction of any business at such a meeting shall be a majority of the members of each of the Houses of Clergy and Laity and at least one member of the House of Bishops. The notice must include the date, time and place of the meeting and only business specified in that notice may be transacted.

### **Separate meetings of the Houses of Clergy and Laity**

19. Each House shall meet separately when and where it is required to do so under these standing orders and for the purposes stated. Additional meetings may be held when:
- a) the Chair of the House has so directed; or
  - b) the Diocesan Synod or the DCT has so directed; or
  - c) the Chair of the House receives a requisition for that purpose by not less than 20 members of the said House.

Subject to any directions by the Diocesan Synod or the DCT, the date, time and place of separate meetings will be fixed by the Chair of each House allowing members at least 14 days' notice in writing. No business, except as authorised in these standing orders, conducted by a single House of Diocesan Synod has authority over the whole Diocesan Synod.

Subject to the provisions of these standing orders, each House shall have the power to regulate its own procedure.

## **AGENDA**

### **Preparation and content**

20. Subject to these standing orders and any resolution of the Diocesan Synod, the President and Vice Presidents shall settle the agenda for each Diocesan Synod meeting and shall determine the order in which the business included on the agenda shall be considered. In the event of the President and Vice Presidents not determining the timetable for the

agenda (SO 27(a)), the Chair may, with the consent of the Diocesan Synod, do so under SO 29.

21. Resolutions from Deanery Synods (SO 84) must reach the Secretary not less than 10 working days before the start of the meeting of the DCT preceding the relevant meeting of Diocesan Synod so that the President and Vice Presidents can discuss them with a view to their inclusion in the agenda paper of the next or a subsequent meeting of the Diocesan Synod. (The dates of DCT meetings are normally published on the Diocesan website at the outset of each triennium). It is advised that the Secretary or Assistant Secretary is alerted to resolutions from Deanery Synods as soon as the Deanery Synod has made the resolution to enable the President and Vice Presidents to be alerted.

### **Circulation**

22. The Secretary or Assistant Secretary shall deliver by e-mail or hard copy an agenda paper and the minutes of the previous meeting to every member at least 21 days before an ordinary meeting or a meeting by resolution or requisition (SO 16) or, in the case of an extraordinary meeting called at less than 21 days' notice, at the same time as the notice. Members can normally arrange to collect the agenda by hand from the Diocesan office if preferred.
23. Reports and papers shall be delivered by e-mail to every member at least 14 days before an ordinary meeting or a meeting by resolution or requisition (SO 16) or, in the case of an extraordinary meeting called at less than 21 days' notice, at the same time as the notice. Presentations are not required to be sent in advance. Arrangements can be made for members to collect papers if preferred.
24. Agenda papers, reports and other papers may also be made available for download by members from the Diocesan website.
25. Agenda papers, reports and other papers that, owing to extenuating circumstances such as restrictions arising from national emergencies such as health pandemics or lockdown, do not meet the stipulations laid down in SOs 22-24 may still be accepted at the President's discretion.

## **BUSINESS OF DIOCESAN SYNOD**

### **Permitted business**

26. No business shall be considered by the Diocesan Synod other than:
  - a) business specified on the agenda or any paper relating to, or arising from, that agenda;
  - b) urgent and other specially important business added by the President and matters arising from it;
  - c) questions under SO 67 or matters arising from those questions.

### **Order of business**

27. In considering the order of business, the President and Vice Presidents shall give special consideration to items:
  - a) brought before the Synod at the request or direction of the President
  - b) referred to the Diocesan Synod by the General Synod or by a Deanery Synod in the Diocese.

28. Deanery Synod motions (as defined in SO 84) shall normally be considered by the Diocesan Synod in the order in which notice is received by the Secretary, except that the President and Vice Presidents may vary the order and shall report to the Diocesan Synod the reasons for this.

#### Varying the order of business

29. The Chair may, with the consent of the Diocesan Synod or the President, vary the order of business. In any event it can be varied by a resolution of the Diocesan Synod.

#### Form and length of notice for business for Diocesan Synod

30. Notice of any business for an ordinary meeting of the Diocesan Synod shall be in writing, signed and delivered to the Secretary by e-mail, by hand or by post, not later than the period before the meeting specified below:
- a) motions and amendments arising from an item specified on the agenda paper or any paper relating to that item: 24 hours (see SO 51)
  - b) questions under SO 67: five working days.
31. Questions that, owing to extenuating circumstances such as restrictions arising from national emergencies such as a pandemic or lockdown, do not meet the stipulations laid down in SO 30 may still be accepted at the President's discretion.
32. Motions, and amendments to motions, arising from a debate on an item specified on the agenda paper or any paper relating to it (known as "following motions") may, under SO 26(a), be in order without any prior notice **if in the opinion of the Chair:**
- a) due notice could not reasonably have been given prior to the debate; **and**
  - b) it would be the wish of the Diocesan Synod to debate such motions or amendments; **and**
  - c) time is available to debate them.

A copy of such a motion or amendment shall be delivered in writing to the Secretary unless the Chair dispenses with this requirement (see also SOs 49-54).

#### RULES OF DEBATE (QUORUM)

##### Quorum

33. To form a quorum the following minimum proportion of members is required in *each* of the Houses of Clergy and Laity, together with at least one member of the House of Bishops:
- a) ordinary meetings and meetings by requisition: more than one-third;
  - b) extraordinary meetings: a majority.

##### If quorum not present

34. The Chair shall, if requested by any member, take a count of the members present through the Diocesan Secretary and shall adjourn the meeting if a quorum is wanting. In the absence of such a request, no decision of the Diocesan Synod shall be invalidated by the absence of a quorum unless the Chair's attention is called to it immediately after the vote is taken.

## **RULES OF DEBATE (GENERAL)**

### **Declaration of interest**

- 35.** Anyone with a particular interest in any matter of business must first declare the nature and extent of that interest when speaking. The Synod may resolve to issue guidance on the implementation of this paragraph on the recommendation of the DCT.

### **Order of speeches**

- 36.** The Chair shall call upon members who desire to speak and determine the order. The Chair shall also require them to give their name and membership or attendance entitlement. With or without the specific invitation of the Chair, members particularly wishing to speak in any debate may submit their names to the Secretary in writing beforehand, briefly indicating their standpoint. However, such a submission will not guarantee that the member will be called to speak. The Chair may call upon people to speak in an order that ensures a balanced debate.

### **Length of speeches**

- 37.** Save as provided in these standing orders (SO 55(e)), no speech shall normally exceed five minutes or, in the case of a member introducing a report, normally 15 minutes, but the Chair may, at any time prior to a speech, lengthen or shorten either of these periods, provided that the Diocesan Synod is informed of the ruling, which shall be final.

### **Breach of order**

- 38.** The Chair shall call a member to order for failure to address the Chair or any other breach of order, and in that event may order the member to end any speech which they are making.

### **Point of order**

- 39.** A member may rise at any time to submit a point of order under these standing orders, even to interrupt another speaker, but shall make any such submission succinctly.

### **Personal explanations**

- 40.** A member may ask permission to interrupt a debate to make a personal explanation but only to correct an important misunderstanding or misrepresentation of fact during that debate with regard to what has been said. Such permission shall be given if in the opinion of the Chair the debate is likely to benefit from such an explanation.

### **Interruptions otherwise not permitted**

- 41.** Except in the circumstances laid down in SOs 39 and 40, the interruption of a speech (by question, point of information or otherwise) shall not be permitted. The ruling of the Chair on a point of order or the admissibility of a personal explanation shall be final.

### **Right of a member to speak**

- 42.** A member may speak only upon a motion or amendment or as specifically provided under:

- a) permitted business under SO 26;
- b) points of order under SO 39;
- c) procedural motions under SO 55;
- d) personal explanations under SO 40;
- e) asking and answering questions under SOs 67-70.

### **Speaking more than once**

**43.** A member shall not speak more than once upon the same matter, except:

- a) as provided in SOs 39, 40, 57(b), 57(c) and 69;
- b) by permission of the Chair;
- c) the mover of a motion may reply following debate on that motion except as specifically precluded in procedural motions (SO 57);
- d) the mover of an amendment to a standing order (SO 93) may speak twice but the mover of any other amendment (SOs 49-54) has no right of reply except under (b) above.

### **44. Moving motions or amendments**

- a) Every matter debated in the Diocesan Synod shall have been moved by a member.
- b) A motion or amendment which, when called by the Chair, is not moved by the member who gave notice of it may be moved instead by some other member.
- c) A member may move following motions or amendments to following motions under SO 32 if the reasons given are acceptable to the Chair.
- d) When exercising a right of reply to a motion (see SO 57), a member shall not introduce any new matter and shall close the debate.

### **Withdrawal**

**45.** A motion or amendment, once moved, may be withdrawn by or on behalf of the mover unless more than five members object.

### **Reconsideration and rescission**

**46.** Except as provided in SOs 26, no motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding 12 months, and no motion to rescind a resolution passed within the same period, shall be proposed without leave of the DCT.

### **Division**

**47.** The Chair may, with the consent of the mover, divide any motion or amendment so as to enable the Diocesan Synod to express its judgement separately upon each part of the motion or amendment.

### **48. Special powers of the Chair**

In the absence of any directions of the President and Vice Presidents under SO 20 to regulate the timetable of the meeting or of any overriding resolution of the Diocesan Synod, the Chair is authorised under SO 8 to

- a) adjourn the Diocesan Synod, subject to the consent of the President, if present; or
- b) adjourn the debate; or
- c) close the debate on a particular motion.

## **RULES OF DEBATE (AMENDMENTS TO MOTIONS)**

### **When permitted**

**49.** Except as provided in SO 50, any member may move an amendment to a motion and this amendment shall be disposed of before that motion is put (see also SO 53). Amendments accepted by the Diocesan Synod will be incorporated into the main motion before it is itself put to the vote.

### **When not permitted**

**50.** Amendments to the following shall not be permitted:

- a) a procedural motion under SO 55
- b) a motion in reply to any matter referred by General Synod
- c) a motion to receive a report.

### **Delivery in writing**

**51.** Before an amendment is moved, a copy of it must be delivered in writing to the Secretary at least 24 hours in advance of the meeting (see SO 30), unless this requirement is dispensed with by the Chair.

### **Form and content**

**52.** An amendment shall be a modification or variation of the main motion and shall not have the effect of negating it.

### **Order of consideration**

**53.** In the event of more than one amendment to a motion being moved they may at the discretion of the Chair all be discussed prior to being put to the vote in the order the Chair determines. The Chair may have regard to:

- a) the order in which the amendments were raised;
- b) the sequence in which they affect the motion;
- c) those with a wider impact before those of detail; or such other criteria as in the Chair's opinion will enable the Diocesan Synod best to express its mind.

### **Proposer of an amended motion**

**54.** Where an amended motion does not have the support of the proposer of the original or main motion, then the person who proposed the amendment will take over as the proposer of the amended motion.

## **RULES OF DEBATE (PROCEDURAL MOTIONS)**

### **Content**

**55.** Subject to these standing orders, the following procedural motions may, with the consent of the Chair, be moved with or without notice but not if they interrupt the speech of any member:

- a) "That the Diocesan Synod do pass to the next business" ("**next business**");
- b) "That the Diocesan Synod do now adjourn" ("**adjournment of the Diocesan Synod**");
- c) "That the debate be now adjourned" ("**adjournment of debate**");
- d) "That the debate be now closed" ("**closure**");
- e) "That all further speeches on this matter be limited to..... minutes" ("**speech limit**");
- f) A motion to suspend a standing order.

**56.** Restriction on the use of procedural motions:

- a) "**Next business**" shall not be moved on an amendment, another procedural motion or on any matter referred by General Synod.
- b) "**Closure**" or "**speech limit**" may only be moved on any matter referred by General Synod by the Chair or with the Chair's express permission.

**57.** The following rules of debate will apply:

- a) "**Next business**"
  - If moved it will be put immediately without discussion.
  - if carried - the original motion may not be reconsidered during the same meeting of the Diocesan Synod.
  - if lost - it shall not be moved again on the original motion unless that motion has been substantially amended.
  
- b) "**Adjournment**"
  - The debate that follows shall be limited to a brief speech of not more than three minutes by the proposer of the procedural motion and a brief reply by the mover of the original motion or one other member.
  - if carried - the debate on the original motion, or the meeting of the Diocesan Synod as the case may be, will immediately stand adjourned. In the case of adjournment of the meeting of the Diocesan Synod, business will be resumed at the next meeting with an adjourned debate at the direction of the DCT.
  - if lost - it shall not be moved again, except by permission of the Chair, until a further hour has elapsed.
  
- c) "**Closure**"
  - If such a motion is permitted by the Chair it will be put immediately without discussion and, if carried, the member with a right to reply to the original motion may speak for not more than five minutes whereupon the motion will be put without further debate.
  
- d) "**Speech limit**"
  - If such a motion is permitted by the Chair it will be put immediately without discussion and, if carried, no speech shall exceed the number of minutes specified in the limit.
  
- e) "**Suspension of a standing order(s)**"
  - The Chair and Diocesan Synod shall take into account the special circumstances that necessitate a standing order(s) being suspended for the duration of a particular debate (or as may be specified in the motion, "session" or "meeting") of the Diocesan Synod. Such a motion shall not be deemed to have been carried unless more than two-thirds of the members present are in favour.

## **VOTING**

### **Assent of three houses**

**58.** 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 Diocesan Synod have assented.

Where a vote by Houses has been taken in a particular matter (other than a matter to which SO 60 applies) and the President (if present) so directs, that matter shall be deemed to have the assent of the House of Bishops only if the President is among the majority of the members of that House who assent. Such a direction shall be given either before the matter is put to the vote or immediately upon the announcement of the result of a show of hands, whether counted or not.

### **Procedure for decisions**

**59.** Matters relating only to the conduct of business shall be decided by the votes of all the members of the Diocesan Synod present and voting. Subject to SO 60, other matters shall be decided in the same way, with the assent of the three Houses being presumed unless the Chair directs, or any 10 members require, that a separate vote of each House be taken. Such direction or requirement shall be made known either before the matter is put to the vote or immediately upon the announcement of the result of a show of hands, whether counted or not (see SO 66).

### **Matters referred by General Synod under Article 8**

**60.** A separate vote by Houses will always be taken on any matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the constitution of that Synod. If the vote of the Houses of Clergy and Laity are in favour, that matter shall be deemed to have been approved for the purposes of the said Article (see also SO 78).

### **Voting by Houses**

**61.** A separate vote of each House shall be taken:

- a) on any matter referred by the General Synod to the Diocesan Synod (see also SOs 60 and 78)
- b) when the Chair directs, or any 10 members, require a separate vote to be taken as laid down in SO 59.

### **Majority required for decisions**

**62.** Regardless of whether or not a separate vote is taken (see SO 61), and subject to any statutory requirements, decisions of the Diocesan Synod shall require the favourable votes of a majority of members present and voting. The only exception is that a motion to suspend a standing order (SO 55(f)) shall not be deemed to have been carried unless more than two-thirds of members present vote in favour.

### **Equal voting in House of Bishops**

**63.** Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote (see also SO 58).

## **Opinion of President**

**64.** The President shall have a right to require that his/her opinion on any matter be recorded in the minutes.

## **Voting rights of the Chair**

**65.** The Chair shall (subject to the rights of the President under SOs 58 and 63) have the same voting rights as other members and shall have no additional casting vote.

## **Mode of voting**

**66.** On putting any matter to the vote, the Chair shall either:

- a) take a show of hands, the result of which as announced by the Chair shall be conclusive except if the Chair or any 10 members of the Diocesan Synod require that the hands be counted; or
- b) call for a ballot if the Chair feels that this would result in the will of Diocesan Synod being more truly reflected or if this is called for by a member of Diocesan Synod and supported by a majority of members present; or
- c) if the Diocesan Synod is being held by electronic means or in a mixed-mode format, the Chair will administer the vote in a way that allows all members to have a say (this may be with a virtual show of hands, if such an electronic function is available, or a ballot). The Presidents and Vice Presidents, as advised by the Diocesan Secretary, will seek to be assured of resilience and reliability in the event of a vote that is not overwhelmingly carried or overwhelmingly rejected.

A count of hands (or a ballot) shall always be taken on a vote by Houses.

## **QUESTIONS**

### **To whom addressed**

**67.** Apart from questions which in the opinion of the President are not relevant to the business of Diocesan Synod, and subject to due notice under SO 30(b), a question may be asked of:

- a) any officer of the Diocesan Synod referred to in these standing orders;
- b) the Chair of any body constituted by the Diocesan Synod or on which it is represented.

A member may ask up to two original questions at any meeting. A member who has asked a question may ask one supplementary question in respect of each such original question.

Formal questions are to be sent to the Assistant Secretary.

### **Content**

**68.**

- a) A question, if addressed to an officer, shall relate to the duties assigned to that officer and, if addressed to the Chair of any body, to the business of that body. Questions shall not ask for an expression of personal opinion, nor for the solution of an abstract legal question or a hypothetical problem, nor relate to the issue of any statement purporting to declare the doctrine of the Church on any question, and shall be otherwise in order.
- b) A question or supplementary question must not—

- (a) contain argument or imputation, or
- (b) ask for an expression of opinion, including on a question of law, or for the solution of a hypothetical problem.

### Person authorised to reply

**69.** If the person of whom the question is asked is a member or officer of the Diocesan Synod then that person shall reply personally and, if not, the reply may be given by one of its members nominated by the Chair; provided that:

- a) the Chair may ask the Secretary to answer;
- b) the Chair may agree that a question addressed to the Chair of a body on which the Diocesan Synod is represented be answered by a member representing Diocesan Synod on that body.

### 70. Form of reply

- a) Prior to a meeting of the Diocesan Synod, the Secretary may determine whether a question should be answered in writing or given orally and, subject to any such directions, the Chair may also determine this during the session of Diocesan Synod and will be guided by the time available and the extent of likely interest in the answer.
- b) In the case of a written answer, the text of both question and answer shall be made available to all members during the session and the same opportunity shall be allowed for supplementary questions as permitted by SO 67.
- c) Questions and answers given orally will be minuted and circulated to members.

## BISHOP'S COUNCIL AND DIOCESAN SYNOD STANDING COMMITTEE (herein referred to as the DCT)

### 71. Composition

The DCT shall consist of the following (who shall also comprise the membership of the Bishop's Council, the Diocesan Board of Finance (DBF), the Diocesan Mission and Pastoral Committee and the Diocesan Parsonages Board, which four bodies shall form the DCT):

- a) Clergy
  - i. The President of the Diocesan Synod.
  - ii. The Archdeacons.
  - iii. Up to three Area Bishops being members of the House of Bishops, elected by the House of Bishops.
  - iv. The Chair of the House of Clergy, elected by the House of Clergy to be Chair of House.
  - v. Two licensed or beneficed clerics from each Episcopal Area being members of the House of Clergy, elected by the House of Clergy.
- b) Laity
  - i. The Chair of the DBF, nominated by the Diocesan Bishop, elected by the DBF and ex-officio thereby a member of the House of Laity.
  - ii. The Vice Chair of the DBF, nominated by the Chair from among the members and elected by the Diocesan Council of Trustees (DBF).
  - iii. The Chair of the House of Laity, elected by the House of Laity to be Chair of House.

- iv. Twelve lay persons being members of the House of Laity, elected by the House of Laity, of whom at least three shall be from each Episcopal Area.
- v. Six lay persons with up-to-date financial or other relevant expertise elected by, but not necessarily members of, the House of Laity.

- c) The Diocesan Bishop, after appropriate consultation and taking into account the recommendation of the Audit and Risk Committee, may nominate up to four further members for their relevant and up-to-date expertise. Of these, not more than two shall be clergy and all shall have full voting rights.

## **72. Terms of office**

- a) Elected members normally serve for one or two consecutive terms of three years and may serve for three consecutive terms of three years. Members elected by and from the Diocesan Synod cease to be eligible for the DCT as members of Synod when they are no longer on Synod, save that membership of the DCT continues until new members are elected after the triennial Diocesan Synod elections. Terms are counted from these elections, beginning with the 2015 elections. All elected members cease to be eligible for the DCT for one term of three years upon having served for three consecutive terms of three years.
- b) Nominated members normally serve for one or two consecutive terms of three years. They may serve for a third consecutive term of three years and shall then stand down for at least one term.
- c) Elected or nominated members absent for three consecutive meetings without apologies and acceptance of apologies shall be deemed to have resigned.

## **73. Officers**

The officers of the DCT shall be as follows:

- i. the President of the Diocesan Synod shall be the Chair
- ii. the Vice Presidents of the Diocesan Synod shall be the Vice Chairs
- iii. the Secretary of the Diocesan Synod shall be the Secretary.

## **74. Purpose**

The DCT is the standing committee of the Diocesan Synod. It:

- i. approves policy to implement strategy;
- ii. sets targets and scrutinises performance in key areas of activity;
- iii. receives reports preliminary to or on behalf of the Diocesan Synod in accordance with an agreed cycle or exceptionally on the recommendation of the Policy and Finance Committee;
- iv. may carry out the Diocesan Synod's work when Synod is not in session;
- v. advises the Bishop when the Bishop so requests;
- vi. is subject to the Diocesan Synod's direction, plans its business and initiates proposals for action.

## **OTHER COMMITTEES**

**75.** The Diocesan Synod shall have the power to establish such committees and their terms of reference as it considers fit or as required by law.

**76.** The DCT shall have the power to establish committees or working or task groups or other bodies and their terms of reference as it considers fit.

77. The DCT and committees of the Diocesan Synod are accountable and shall report to the Diocesan Synod and will be subject to these standing orders unless and to the extent that any relevant enactment provides otherwise.
78. The conduct of elections to committees or groups shall, subject to these standing orders, be in accordance with any directions by the President and Vice Presidents.
79. The DCT (Diocesan Board of Finance) approves the budget and accounts for presentation to the Diocesan Synod.

#### **REFERENCES BY GENERAL SYNOD**

80. When a reference is received from the General Synod, the DCT shall ensure that, as far as is practical, members of the Diocesan Synod receive at least six weeks' notice of the referral, together with supporting documents and the date, time and place of the meeting at which it will be considered.
81. Prior to voting on any issue referred by General Synod, the Diocesan Synod may refer it or any matter arising from it to Deanery Synods and/or Parochial Church Councils for an expression of their views.
82. The procedure for debate on such matters shall be as follows:
  - a) When the reference by the General Synod is in the form of a question answering "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 the vote shall be taken separately by Houses under SO 60. If the motion is defeated or the votes are equally divided 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 a statement shall be moved on behalf of the DCT and 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 from them may, if otherwise in order, be moved by any member or members.
83. 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 General Synod.

#### **MATTERS RAISED BY AND REFERRED TO DEANERIES AND PARISHES**

##### **Matters referred by Deanery Synods**

84. A Deanery Synod may submit to the Diocesan Synod a motion on any matter of general church interest or on any matter affecting the Deanery or any parish within the Deanery. After consideration by the President and Vice Presidents this may be moved in the Diocesan Synod by a member of the Diocesan Synod who represents that Deanery or otherwise on behalf of the Deanery Synod.

### **Matters referred by Parochial Church Councils**

- 85.** A Parochial Church Council or Parochial Church Meeting may, on a resolution carried on its behalf in the Deanery Synod by a member of that Synod who represents the particular Council, request the Deanery Synod to take appropriate action under SO 84.

### **Notice of motion to the Diocesan Synod**

- 86.** Notice of a motion to be moved in the Diocesan Synod under SO 84 shall be given by the Secretary or a member of the Deanery Synod duly authorised for the purpose to the Secretary of the Diocesan Synod.

### **Matters referred to Deanery Synods and Parochial Church Councils**

- 87.** Following a motion by a Diocesan Synod member, the Diocesan Synod may ask all or any particular Deanery Synods and/or Parochial Church Councils in the Diocese:

- a) to express an opinion on, or record approval or disapproval of, any motion; or
- b) to supply information within their knowledge; or
- c) to exercise any other function within their competence;

and to report to the Diocesan Synod by a specified date.

- 88.** The Secretary of the Diocesan Synod shall advise the Secretary of each body concerned of the need for information as directed by the Diocesan Synod or the DCT and shall request that replies be framed in the common form prescribed by the DCT with a date for reply not less than three months from the date of referral.

## **FINANCIAL BUSINESS**

### **The Board of Finance as Diocesan Synod's financial executive**

- 89.** The Diocesan Board of Finance (hereinafter referred to as "the Board (DCT)") is, under the Diocesan Boards of Finance Measure 1925 (as amended), the financial and legal executive of the Diocesan Synod with functions and powers as contained in its Memorandum and Articles of Association. It acts as a committee of Diocesan Synod.

### **The Board's reporting procedures to the Diocesan Synod**

- 90.** The Board (DCT) shall produce each year for Diocesan Synod members a report and audited accounts for the previous financial year, as well as a draft budget for the following financial year which takes account of:

- a) the cost of all approved commitments funded through the budget;
- b) the cost of any new submissions;
- c) the costed effects of policies previously approved by the Diocesan Synod.

The report, accounts and budget referred to above will in each case be produced as early as is practicable and forwarded to Diocesan Synod members for approval at a meeting of the Diocesan Synod determined by the President and Vice Presidents.

## **Regulation of financial business in the Diocesan Synod**

- 91.** Motions and amendments moved during the debate on the following year's draft budget and relating solely to it will, subject to due notice under SO 30(b), be in order during that debate.
- 92.** No motions or amendments (other than those covered in SO 30a) which directly or indirectly have the net effect of increasing expenditure and/or reducing income previously agreed by the Diocesan Synod for the current or following year will be in order unless:
- a) the motion or amendment refers the matter to the Board (DCT) for their consideration;  
or
  - b) the motion or amendment is moved by a member of the Diocesan Synod authorised by the Board (DCT).

## **PROCEDURAL DEFECTS**

- 93.** A duly summoned meeting of the Diocesan Synod or of any of its committees shall, by approving and authorising the signing of the minutes of the preceding meeting, validate that meeting and its proceedings regardless of any defect in the procedure for summoning or conducting it, provided that, if and when any such defect becomes known and without undue delay, the Secretary notifies members (of the Diocesan Synod or the committee as the case may be) of the nature of the defect and of the meeting at which such minutes are due to be approved, and invites comment (if any) upon the defect.

## **AMENDMENT OF STANDING ORDERS**

- 94.** A motion for the amendment of these standing orders shall not be moved before it has been considered by the DCT. The DCT shall report to the Diocesan Synod, orally or in writing as it thinks fit, with its views on the implication of each proposed amendment before the original (or amended) motion is moved.

## **MISCELLANEOUS**

- 95.** In any situation in which any difficulties arise which cannot be resolved by reference to these standing orders, the President shall have the power to give any directions which he/she considers expedient for the purpose of removing the difficulties.