

# **DIOCESE OF GIPPSLAND**

## **STANDING ORDERS OF THE SYNOD**

### **MEETING**

1. The members of the Synod shall meet for the discussion of business on the date and at the time and place set out in the Bishop's mandate.

### **QUORUM**

2. A quorum is a majority of the clerical members and a majority of the lay members.

### **ADJOURNMENT - IF NO QUORUM**

3. If, at the expiration of half an hour from the time fixed for meeting, there is not a quorum, the President shall adjourn the Synod to a time fixed by the President.

### **ADJOURNMENT - ABSENCE OF PRESIDENT**

4. If the President is absent, and has not appointed a person to take the chair in his/her absence, the Synod shall stand adjourned until the next regular day of sitting.

### **PRAYERS**

5. The Synod shall be opened each day with the prescribed prayers read by the President or a Chaplain appointed by him.

### **SECRETARY AND ASSISTANT SECRETARIES**

6. (1) The Registrar of the Diocese is the Secretary of Synod.  
(2) The Secretary shall prepare the Business Paper for each day of a session of Synod, shall be responsible for the taking of the Minutes of the proceedings and prepare and publish the Report of proceedings. The Secretary shall also have charge of the record of all Regulations, Acts and Resolutions passed by the Synod, and of all other documents appertaining to the business of the Synod, which shall be deposited for safe custody in the Diocesan Registry.  
(3) There shall be 2 Assistant Secretaries for Synod, one clerical and one lay, who shall be appointed by the President at least 7 days before the first day of the First Session of each Synod, and shall hold office until the appointment of their successors.

## **CHAIRMAN OF COMMITTEES**

7. There shall be a Chairman of Committees, and a Deputy Chairman who shall be elected immediately after the announcement of the appointment of the Assistant Secretaries on the first day of the First Session of Synod and shall hold office until the election of their successors.

## **MINUTES**

8. (1) At least 7 days before the first day of the first session of each Synod, the President shall appoint 2 members of the Synod, one clerical and one lay, to peruse the minutes of Synod.
  - (2) The 2 members shall certify to the President, no later than 30 days after the end of each session of Synod, whether the minutes are a true record of proceedings.
  - (3) The President shall sign the Minutes on receiving the certification that they are a true record.

## **TIMEKEEPER**

9. (1) There shall be a timekeeper who shall be elected on the first day of each session of the Synod and shall hold office until the appointment of his or her successor.
  - (2) If the timekeeper is absent from Synod, the Synod shall appoint a person to act as timekeeper during the absence.

## **SYNOD ARRANGEMENTS COMMITTEE**

10. (1) There shall be a Synod Arrangements Committee consisting of the Secretary of Synod, the Chairman of Committees, the Clerical and Lay Assistant Secretaries and an Archdeacon appointed before each Session of Synod by the Bishop.
  - (2) A member of the Committee holds office until the appointment of his or her successor.
  - (3) The Synod Arrangements Committee shall recommend to Synod the order in which business should be taken at Synod.

## **ORDER OF BUSINESS**

11. (1) The list of the clergy and the list of the lay members summoned to the Synod shall be called over.
  - (2) The lay members who have not previously presented their certificates of election and signed the declaration shall then do so.
  - (3) All members are required to sign the Attendance Book once during each Session.

- (4) The President shall deliver his/her address.
  - (5) The Minute Book of the Bishop-in-Council and other documents shall be laid on the Table.
  - (6) Petitions may be presented.
  - (7) Introduction of persons nominated for election under Order 16.
  - (8) Notices of Questions.
  - (9) Notices of Motion, at the morning session only.
  - (10) Motions by request of the Bishop in Council.
  - (11) Reports, Accounts and Motions connected therewith.
  - (12) Motions from Members of Synod.
12. A motion referred to in Order 11 (12) must have been received by the Secretary at least 28 days before the session of Synod.
  13. An order of the day shall consist of a Bill or other matter which the Synod has ordered to be taken into consideration on a particular day.

#### **FORMAL MOTIONS**

14. Before the Orders of the day or Motions are proceeded with, the President at each sitting shall read over the Motions on the Business Paper and any Motion may be taken as a Formal Motion, unless objection be taken by the word "Object" being called by a person other than the mover or the seconder and such motion on being determined formal shall forthwith be put without debate.

#### **GENERAL ELECTIONS**

15. (1) The Secretary shall give notice to each member of Synod at least 21 days prior to the first day of a Session of all elections required by Act or resolution to take place during that Session.  
  
(2) In the case of the First Session of a new Synod, such notice shall include a list of the names of all lay members and, in the case of an elected member, the parish in which the member was elected.
16. Nominations of persons for such elections, signed by the proposer and seconder, one of whom shall certify that the consent of the person or persons nominated has been obtained, shall be delivered to the Secretary not later than 7 days prior to the first day of the session.

17. A list of positions to be filled by election shall be posted in the Synod Chamber, together with the names of the persons whose nominations have been delivered to the Registrar under Order 16.
18. The persons who have been nominated for election shall be introduced on the floor of the Synod Chamber by one of the Assistant Secretaries of Synod who shall state in respect of each of them the person's name and parish and the position for election to which the person has been nominated. The introductions shall take place at the time specified in Order 11.
19. If the nominations of persons for any such election are not in excess of the number of persons required to be elected, the President shall declare the persons nominated to be duly elected, but if they are in excess, a ballot shall be taken.
20. Unless Synod orders otherwise, ballot papers for all elections shall be made available and polling shall take place on a full day of sitting during the period beginning at 11 a.m. and ending at 2 p.m. on the first day of a session. For the purposes of this Order, a "full day" means a day upon which Synod has agreed that it will sit for an aggregate of not less than 4 hours.
21. If there be any election required by Act or resolution to take place during any Session which has not been notified by the Bishop-in-Council to members of Synod, or if sufficient nominations have not been received for any election, such election may be made, or nominations received, in such manner as the Synod may think fit without reference to the Standing Orders.

### **BALLOTS**

22. Whenever a ballot is taken—
  - (a) Synod by resolution without notice shall appoint 2 scrutineers, who need not be members of Synod;
  - (b) the Assistant Secretaries shall give each member initialled ballot papers for each election (spoilt ballot papers may be exchanged for new ones);
  - (c) members shall vote by striking out the names of those candidates for whom they do not wish to vote;
  - (d) any ballot paper—
    - (i) containing more or less names voted for than directed; or
    - (ii) not initialled by an Assistant Secretary of Synod; or
    - (iii) not clearly marked in accordance with the instructions thereon so that the voter's intention is clear—shall be informal;

- (e) before the close of nominations the President shall inform members of any extraordinary vacancies to be filled;
- (f) the scrutineers shall ascertain the result of the ballot and deliver to the President a list showing the candidates in order of preference with the number of votes cast for each;
- (g) the President shall declare the required number elected to the office but if an equality of votes renders the issue doubtful, the President shall declare elected those of whose election there is no doubt, and at such time as Synod by resolution without notice shall direct, by a new ballot the remainder shall be elected from those for whom an equal number of votes has been recorded.

### **PETITIONS**

- 23. Petitions may be in writing or in type, and must be in or to the effect of the form set out in the Schedule and must be duly signed.
- 24. Petitions shall not be received which, in the opinion of the President, are disrespectful or couched in offensive language, or which have been altered by erasure or interlineation.
- 25. A member presenting a petition may require that it be read by one of the Assistant Secretaries, and the only question which shall be entertained by the Synod on its presentation shall be "That the petition be received".

### **RULES OF DEBATE**

- 26. Every member shall stand while speaking and address the President.
- 27. The President may take part in debate without leaving the Chair.
- 28. When the President rises in his/her place all other members shall be seated and continue sitting until he/she resumes his/her seat.
- 29. All Questions of Order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith. Any member may speak to a Point of Order.
- 30. The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a member to interrupt a speaker except through the President. This Standing Order shall be applied to Motions of Adjournment.
- 31. The President shall call to order any member who in his/her opinion is digressing from the subject matter of the Questions under discussion, or who shall make personal reflections on, or impute improper motives to, any member.
- 32. If any member shall persist in such irrelevant remarks, or shall, in the judgement of the President, be guilty of disorderly conduct, the President may call upon the member to withdraw his or her remarks, whereupon if the member refuses, he or she shall leave the Synod which shall then take the case into consideration.

33. (1) All speakers to motions or amendments shall be limited to 5 minutes, with an extension of 3 minutes if Synod so desires.
- (2) The time keeper shall sound a warning bell one minute before the expiry of time.

#### **ADJOURNMENT OF DEBATE**

34. When an adjournment of a debate shall take place, it may be resolved that at the next sitting the debate thus adjourned shall take precedence of all or any of the Motions and Orders of the day.

#### **RIGHT OF REPLY**

35. Except in Committee of the whole Synod, no member shall be allowed to speak more than once on the same Question, except in explanation. Provided that the mover of any Question, other than an amendment, shall be allowed the right of reply, and after the reply the Question shall be forthwith put.

#### **MOTION OR AMENDMENT NOT SECONDED**

36. Except in Committee, no Motion or Amendment unless seconded shall be further discussed, nor shall any entry thereof be made in the minutes.

#### **MOTIONS - FORMALLY SECONDING**

37. Any member formally seconding a motion shall not be thereby considered as having spoken to the Question.

#### **MOTIONS - PURSUANT TO NOTICE**

38. (1) A member shall not bring any subject under consideration of Synod or ask any question except in pursuance of a notice given in writing in duplicate on a previous day.
- (2) Motions may be made without notice —
  - (a) to appoint scrutineers;
  - (b) to hold a ballot when voting is equal at an election.

#### **MOTIONS WITHOUT NOTICE**

39. A motion however may be made or a question be asked without previous notice by leave of the majority of the members then present.

## MOTIONS LAPSED

40. Motions shall be taken in the order in which they stand, and if not then made, unless postponed by leave of the Synod, shall be considered as having lapsed.

## MOTIONS PUT BY THE PRESIDENT

41. When a Motion has been made and seconded, a question thereupon shall be proposed by the President, and at any time before the close of the debate any member may move an amendment.

## AMENDMENTS

42. No amendment shall be put from the Chair unless it be seconded and copies thereof shall have been handed to the President and Assistant Secretaries.

43. When an amendment is proposed it shall be in the following form—

- (a) when it is intended entirely to supersede the original Motion, the form in which the amendment shall be made by the mover shall be —

That all the words after the word "That" of the original motion be omitted with a view to the insertion of the following words in lieu thereof (*words of the amendment*);

- (b) when the object of the amendment is to omit certain words only, but not all the words of the original motion, the form shall be—

That all the words after the word (*here shall be specified the last word which it is desired to retain*) be omitted with the view of substituting the following words in lieu thereof (*words of the amendment*);

- (c) the question before the Synod in either case shall be put by the President thus—

"That the words proposed to be omitted be so omitted."

- (d) if it be decided in the negative, such words shall be retained, and it shall not be competent to move any further amendment, save an addition to them;

- (e) if it be decided in the affirmative, then the question shall be put by the President—

"That the words proposed to be inserted be so inserted."

(if this question be negatived, other words may be moved until the Synod shall agree);

- (f) the amended motion shall formally be submitted in its entirety to the vote of the Synod;

- (g) an amendment proposed shall be disposed of before another amendment to the original question can be moved;

- (h) amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

- 44. (1) A question may be superseded—
  - (a) by the adjournment of the Synod on the motion of a member "That the Synod do now adjourn.";
  - (b) by a motion "That the Synod proceed to the next business.";
  - (c) on notice being taken, and it appearing that a quorum is not present.
- (2) A motion for "proceeding to the next business" may be superseded by the adjournment of the Synod.
- (3) A question that has been superseded may not be put again at the same session of Synod.

#### **MOTIONS - HOW RESOLVED**

- 45. A question shall be resolved by the majority of the voices "Aye" or "No", or by a show of hands, the clergy and the laity voting separately except on purely formal questions, and the President shall state which side has the majority; but on demand being made by 5 members a division shall take place.

#### **MOTIONS - WITHDRAWAL OF**

- 46. Any Motion may be withdrawn by the mover with the permission of the Synod.

#### **MOTIONS - PREVIOUSLY DEALT WITH, ETC.**

- 47. A subject which has been under consideration of the Synod at a Session and disposed of at that Session, shall not be again brought forward during that Session.
- 48. No Question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same Session.

#### **COUNT OUT**

- 49. If at any time during the progress of business, on any member moving that the Synod be counted out, there is not a quorum, the President shall adjourn the Synod until the next time of sitting.
- 50. A debate interrupted by such counting out may be resumed at the point where it was interrupted, on motion upon notice.

#### **ADJOURNMENT OF SYNOD, OR DEBATE**

- 51. A Motion for adjournment of either the Synod, or the debate, may be made at any time. Provided that no member shall be interrupted thereby while speaking.

## **MOTIONS - MEMBERS TO CONCLUDE WITH**

52. When no question is before the Synod—
- (a) no member shall be at liberty to speak unless he or she intends to conclude by making a motion; and
  - (b) any member rising to submit a motion of which notice has not been given, shall, when called upon by the President, forthwith state what motion he or she intends to make.

## **DIVISIONS**

53. When a Division is demanded, the President shall put the Question and, after the lapse of 2 minutes, shall direct the members then present to divide into 2 groups, one being the clerical and the other being the lay members, and the members of each group shall then divide, the "Ayes" to the right and the "Noes" to the left of the chair, and the President shall appoint 4 Tellers, two clerical and two lay, from amongst the members, and shall declare which has the majority of votes from a count of the members voting to be given to the President by the Tellers.
54. Members may leave or enter the Synod during the 2 minutes which elapse before the Division, but after the President commences to direct the members to divide, no member shall leave or enter the Synod until the Division is concluded; and after the appointment of Tellers no member, except the Tellers, shall change his or her place from one side of the Chair to the other.

## **STANDING ORDERS - SUSPENSION OF**

55. Any Standing Order of the Synod may at any time be suspended on motion with notice. Any Standing Order may also be suspended on motion without notice with the consent of the majority of Synod present.

## **COMMITTEE OF THE WHOLE - QUORUM**

56. In Committee of the whole Synod the same number of members shall form a quorum as in the Synod itself.
57. A motion made in Committee need not be seconded.

## **ADJOURNMENT OF COMMITTEE**

58. A Motion of Adjournment of Committee shall be "That the Chairman leave the chair, report progress and ask leave to sit again." On such Motion being carried the Chairman shall report to the Synod and ask leave accordingly.

## **STANDING ORDERS TO APPLY IN COMMITTEE**

59. The Standing Orders shall, so far as applicable, be observed in Committee, and the chairman shall have the same authority as the President for the preservation of order.

## ABSENCE OF CHAIRMAN OF COMMITTEES

60. In case of the absence of both the Chairman and the Deputy Chairman, the Synod shall appoint another member to act.

## BILLS AND ACTS

61. (1) Except with leave of the Synod, no Bill shall be brought before the Synod except by the Bishop-in-Council, unless a draft thereof has been received by the Secretary at least one month before the date appointed for the meeting of Synod.
- (2) All proposed Acts of the Synod which are intended to have legislative authority shall be brought before the Synod and debated on and passed according to the following rules and forms and such proposed Acts while under consideration by the Synod shall be styled "Bills" during the progress thereof through the Synod.
- (3) In motions of the Synod under this Order (not being Motions of the committee of the whole Synod) other than the motion "that the Bill do now pass", the clergy and the lay members shall only vote separately if 5 or more members so demand.
- (4) Except in the case of a Bill brought in at the request of Synod or of the Bishop-in-Council no Bill shall be introduced unless it bears the endorsement of at least 3 members of Synod.
- (5) Every Bill shall be introduced by a motion—
- (a) "That Synod approves the Bill entitled "....." in principle"; or
- (b) "That consideration of the Bill entitled "....." in principle be an order of the day for ....."
- (6) Except by leave of Synod, the motion "That Synod approves the Bill in principle" shall not be moved unless and until the Bill shall have been printed and circulated among the members.
- (7) After it has been moved that Synod approves the Bill in principle the general principles of the Bill may be debated by the Synod.
- (8) At the conclusion of any debate by the Synod of the Bill the title of the Bill shall be read.
- (9) Upon its being resolved that Synod approves the Bill, the Bill shall be considered in detail by the Committee of the whole Synod unless Synod resolves that consideration of the Bill in detail by the Committee of the whole Synod be an order of the day for some other time.
- (10) A Bill shall not be amended by the Synod except in Committee of the whole Synod.

- (11) When the Chairman of Committees reports to the Synod that a Bill has been considered by the Committee of the whole Synod and agreed to either with or without amendment, the President of the Synod shall, without motion being made, put the motion "that the report be adopted".
  - (12) The motion referred to in paragraph (11) may be amended for the purpose of having the Bill reconsidered by the Committee of the whole Synod but may not otherwise be amended.
  - (13) Where the Chairman's report concerning a Bill is adopted by the Synod, the member in charge of the Bill shall without notice move—
    - (a) "That the Bill do now pass"; or
    - (b) "That further consideration of the Bill be an Order of the day for.."
  - (14) Upon the passing of the motion by the Synod that a Bill do pass, the Bill shall be presented to the Bishop for him to signify whether or nothe/she assents to it.
  - (15) Upon the assent of the Bishop to any Bill being given, such assent shall be declared by him to the Synod, if in session, and, if such Bill has been assented to, the Secretary shall cause the same to be duly registered as an Act of the Bishop, the Clergy and the Laity of the Anglican Church of Australia within the Diocese of Gippsland in Victoria with effect from the date of the assent of the Bishop and it shall be recorded in the Registry of the Diocese with the assent of the Bishop endorsed thereon.
62. Clerical or typographical errors may be corrected in any part and in any stage of a Bill by the Secretary before it is assented to by the Bishop and the Secretary shall forthwith inform the Synod what errors he or she has so corrected in any Bill.

#### **PARLIAMENTARY PRACTICE**

63. In all cases not herein provided for, resort shall be had to the rules, forms and practice of the Legislative Assembly of Victoria, so far as they can be applied.

SCHEDULE

Form of Petition

To the President and Members of Synod duly assembled, we, the undersigned, respectfully request that—

Principal petitioner:

Name	Address	Signature
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Other petitioners:

Name	Address	Signature
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I certify that the wording of the Standing Orders is the wording agreed to by the Committee

John E Delzoppo  
Chairman of Committees  
24<sup>th</sup> May 1997