

DIOCESE OF CHICHESTER



STANDING ORDERS FOR THE CHICHESTER DIOCESAN SYNOD

**Approved by Diocesan Synod May 1992
Amended by Diocesan Synod May 2007
Amended by Diocesan Synod May 2013
Amended by Diocesan Synod May 2015
Amended by Diocesan Synod May 2016
Amended by Diocesan Synod May 2018**

STANDING ORDERS

MEMBERSHIP OF THE SYNOD

Roll of members

1. The Secretary shall keep a roll of the members of the Synod constantly up to date.

Procedure for co-options

2. The Standing Committee constituted under Standing Order 72 shall have the right to nominate persons for co-option by the House of Clergy or the House of Laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective houses.

Participation by non-members

3. (i) Subject to sub-paragraphs (ii) to (iv) hereof, non-members of Synod shall have no right to speak, to vote or to move motions or amendments.
(ii) The Officers of the Synod may be invited by the Chair to speak in order to advise or inform the Synod on business before it.
(iii) Any visitor attending by invitation of the President may, with the permission of the Chair, address the Synod.
(iv) Any member of staff employed by the DBF, other than the Officers of the Synod, may with permission of the Synod speak in order to advise or inform the Synod on business before it.

TERM OF OFFICE

Co-opted and nominated members

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

THE PRESIDENT AND VICE-PRESIDENTS

Election of Vice-Presidents

5. {Amended, May 2007}
- 5A Before the end of the first meeting of a new Synod, or, where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the Houses of Clergy and Laity, or in the case of a casual vacancy the House concerned, shall

hold a special meeting to elect one of its members to be the Chair of the House and a Vice President of the Synod.

- 5B Not later than three weeks before a meeting of the House at which an election is to take place the Secretary shall circulate nomination forms to all members of the House.
- 5C Valid nominations proposed and seconded by two members of the House must be received by the Secretary not later than seven days before the meeting of the House. No candidate shall be nominated at the meeting unless no written nominations have been received by the due date in which case candidates may be proposed and seconded at the meeting.
- 5D The election shall take place at the meeting of the House on ballot papers distributed by the Secretary at the meeting. The President shall appoint the Registrar (or deputy) to act as Chair for such a meeting of the House of Laity and the Chair of the Board of Finance as Chair for such a meeting of the House of Clergy or he/she may appoint other such appropriate persons as he/she sees fit. These persons shall not have a vote in the election. In the case of an equality of votes the decision shall be taken by lot.

CHAIR OF THE MEETING

Meetings of the Synod

6. The President, unless on any occasion he/she nominates one of the Vice-Presidents or another member to take the chair, shall be Chair at meetings of the Synod.

Separate meetings of the houses

7. The President and each Vice-President shall be Chair of the House of which he/she is a member but need not preside over its meetings if and to the extent that Standing Orders of the houses so provide. A vice-Chair of the House of Clergy and the House of Laity shall be elected by and from the members of the appropriate House serving on the Bishop's Council at the first meeting of the Council attended by the newly elected members of the Council.

Powers of Chair

8. Subject to these Standing Orders and the directions of the President, the procedure of the Synod and its houses shall be regulated by the respective Chair of each.

OFFICERS

Secretary

9. The Diocesan Secretary shall be Secretary, and shall:
- (i) be responsible for the administrative arrangements for meetings of the Synod;
 - (ii) be in attendance at such meetings;
 - (iii) prepare the draft agenda papers and minutes of the Synod;
 - (iv) act as Secretary of the Standing Committee;
 - (v) shall call Minutes of the proceedings of the Synod to be recorded including the naming of members who are not present and fail to send apologies for absence. Such Minutes shall be approved by the Bishop's Council and posted on the website.
 - (vi) It is part of the duties of the Diocesan Secretary to address the Synod.

Assistant Secretary

10. The Standing Committee may appoint an Assistant Secretary.

Registrar

11. The Registrar or in the event of his/her absence or incapacity the Deputy Registrar where appointed shall be the legal adviser to the Synod and when required shall attend the meetings of the Synod, its houses and the Standing Committee.

Terms of appointment

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

MEETINGS OF THE SYNOD

By whom convened

13. The Synod shall meet upon the summons of the President.

When and where held

14. The President shall summon not less than two meetings in each year at such times and places as he/she shall direct after consulting the Standing Committee.

Meetings by request

15. If either the Standing Committee by resolution so requests or if the President receives a requisition for that purpose signed by not less than thirty members the President shall summon a meeting of the Synod which shall be held within eight weeks following the resolution or request, unless a later date was specified in the resolution or request.

Notice of ordinary meetings

16. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the President shall approve; provided that not less than six weeks before each meeting a notice thereof inviting business proposed to be transacted thereat, shall be posted or delivered by electronic means or otherwise to every member and to both Chairs of every deanery synod in the diocese.

Notice of special meetings

17. In case of sudden emergency or other special circumstances a meeting may be convened at not less than seven days' notice but the quorum for the transaction of any business at such meeting shall be a majority of the members of each house and only business specified in the notice may be transacted.

Form of notice

18. Every notice under Standing Orders 16 and 17 shall be in writing and signed by the Secretary.

SEPARATE MEETINGS OF THE HOUSES

When and where held

19. Each house shall meet separately when:
- (i) it is required to do under these Standing Orders;
 - (ii) it has so decided in accordance with its own Standing Orders;
 - (iii) the Chair of the house has so directed; or
 - (iv) the Synod has so directed;

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

AGENDA

Content

20. Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that Synod, the Standing Committee shall settle the agenda for each of its meetings. It shall pay due regard under Standing Order 92 to business referred by General Synod (see Standing Order 93) and to motions from any deanery synod, but it shall not be obliged to include all business of which due notice has been received if there is unlikely to be adequate time at the relevant meeting. The Standing Committee shall also determine the order in which business to be included shall be considered.

Circulation

21. The Secretary shall post or deliver an agenda paper to every member twenty-one days at least before a meeting or, in the case of a special meeting called at less than twenty-one days' notice, at the same time as the notice. The agenda paper may be delivered by electronic mail to any member who has expressly consented.

Business permitted to be considered

22. Save for urgent or other specially important business added thereto by direction of the President, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

Order of business

23. In considering the order of business the Standing Committee shall give special consideration to items:
 - (i) brought before the Synod at the request or direction of the President;
 - (ii) referred to the Diocesan Synod by the General Synod or by a deanery synod in the diocese;

and may also allot special times at which such items shall, unless previously disposed of, be taken and set time limits for debates on any motions, where it considers this to be necessary.

Varying the order of business

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

NOTICE OF BUSINESS

Form of notice

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

Length of notice

26. The following periods of notice shall be required:

New business for the agenda	35 days
Motions and amendments arising from the agenda	7 days
Questions under Standing Order 69	7 days

However, the President shall have the power to waive or reduce the periods of notice required for motions or amendments arising from the agenda if he/she determines it to be in the best interests of the Synod.

When not required

27. Notice of the following business shall not be required:
- (i) a motion or amendment moved by permission of the Chair; provided that the full text of such motion or amendment, except by permission of the Chair, shall be handed to the Secretary before it is moved;
 - (ii) business adjourned under Standing Order 54 or 55 to a specified time or meeting;
 - (iii) a procedural motion specified in Standing Order 50 (subject as provided in that Standing Order);
 - (iv) a supplementary question by a member who has asked a question under Standing Order 69.

GENERAL RULES OF DEBATE

Quorum

28. One third of the members of each house shall form a quorum of the Synod which shall be necessary for the consideration of all business except the

adjournment of the Synod under Standing Order 54 or of a debate under Standing Order 55.

If quorum not present

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

Order of speeches

30. The Chair shall call upon members who desire to speak and may require them to give their names to the Secretary in writing. He/She shall also determine the order in which they speak.

Breach of order

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

Points of order

32. A member may submit a point of order under these Standing Orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he/she has to say in the form of a succinct question.

Personal explanations

33. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what he/she has said, or to explain some matter of strictly personal concern, and for this purpose, may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the Chair the debate is likely to benefit from such an explanation.

Interruptions otherwise not permitted

34. Save as provided in Standing Orders 32 and 33 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this Standing Order it shall be reckoned as a speech on the

question before the Synod and shall preclude the interrupter from speaking further on that question. The ruling of the Chair on a point of order or the admissibility of a personal explanation shall not be open to question.

Speaking to a motion

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

Speaking more than once

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

Length of speeches

37. Save as provided in these Standing Orders, no speech shall exceed five minutes or, in the case of a member introducing a report, fifteen minutes, but the Chair may at any time lengthen or shorten either of these periods; provided that he/she shall inform the Synod of his/her ruling which shall not be open to debate or question.

Moving motions or amendments

38. (i) Every matter debated in the Synod shall have been moved by a member.
- (ii) A motion or amendment which, when called by the Chair, is not moved by the member who has given notice thereof may be moved by any other member in his/her stead.

Withdrawal

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

Reconsideration and rescission

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

Division

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

Reference-back motions not permitted

- 41A. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the Standing Committee. No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

Special powers of the Chair

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

AMENDMENTS

When permitted

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

When not permitted

44. Amendments to the following shall not be permitted:
- (i) a procedural motion under Standing Order 50;
 - (ii) a motion to receive the report of a committee under Standing Order 89;

- (iii) a motion under Standing Order 96 (i) in reply to any question referred by the General Synod.

Amendments to amendments

- 45. No amendment may be moved to an amendment, except by permission of the Chair.

Delivery in writing

- 46. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary, unless this requirement is dispensed with by the Chair.

Form of amendments

- 47. An amendment may be made:
 - (i) by leaving out words; or
 - (ii) by leaving out words in order to insert other words; or
 - (iii) by inserting or adding words.

Content

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

Order of consideration

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

PROCEDURAL MOTIONS

Content

- 50. Subject to these Standing Orders, the following procedural motions may, with the consent of the Chair, be moved by a member who has not spoken in the debate with or without notice but not so as to interrupt the speech of any member:
 - (i) That the Synod do pass to the next business (next business);
 - (ii) That the Synod do now adjourn (adjournment of the Synod);
 - (iii) That the debate be now adjourned (adjournment of debate);

- (iv) That the debate be now closed (closure);
- (v) That all further speeches on this question be limited to minutes (speech limit)
- (vi) A motion may vary the order of business;
- (vii) A motion may suspend a Standing Order.

Seconding

51. {Withdrawn, May 1980}

When not permitted

52. A motion shall not be moved:

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

Next business

53. The following rules of debate shall apply:

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

Adjournment of the Synod

54. The following rules of debate shall apply:

- (i) The motion to adjourn may but need not specify a time for the next sitting of the Synod or the resumption of the business interrupted.
- (ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.

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

Adjournment of debate

55. Standing Order 54 shall, unless the context otherwise requires, apply also to this motion except that:
- (i) If such a motion is carried and the Synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the Standing Committee.
 - (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

The closure

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

Speech limit

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

Reference back

58. {Withdrawn, May 1980}

Suspension of Standing Orders

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

VOTING

Assent of three houses

60. Subject to the two next following Standing Orders, nothing shall be deemed to have the assent of the Diocesan Synod unless the three houses which constitute the Synod have assented thereto, but if in the case of a particular question (except a matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the constitution of that synod) the President (if present) so directs, that question shall be deemed to have the assent of the House of Bishops only if the majority of the members of that house who assent thereto includes the President.

Procedures for decisions

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

Matters referred under Article 8

62. If the votes of the Houses of Clergy and Laity are in favour of any matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the constitution of that synod, that matter shall be deemed to have been approved for the purposes of the said Article.

Voting by houses

63. A separate vote of each house shall be taken:

- (i) on any question referred by the General Synod to the Diocesan Synod;
- (ii) on any other question (except a question relating only to the conduct of business), where this is required under Standing Order 61.

Majority required for decisions

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

Equal voting in House of Bishops

- 64A. Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote.

Opinion of President

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

Voting rights of Chair

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

Mode of voting

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

Requests for separate voting

67. Where the President requires, or any ten members require, a separate vote of each house, or where the President gives a direction under Standing Order 60 (that his/her assent shall be necessary to carry a proposal in the House of Bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

Procedure for count of hands

68. The counting of hands on a separate vote of each house shall be conducted in accordance with instructions to be issued from time to time by the Standing

Committee, and, subject thereto, the administrative arrangements for each count shall be made by the Secretary under the direction of the Chair.

Count by ballot

68A. Notwithstanding Standing Orders 66 - 68, where a count is required by houses on any mandatory motion referred by the General Synod, and where the Standing Committee shall have so directed previously to the meeting, a count by ballot should be ordered. A ballot paper, which shall have been printed with the mandatory motion before the meeting, shall be issued to every member of each house. These papers shall be collected and counted under arrangements made by the Secretary, and the President shall announce the results before the end of the meeting. The ballot papers shall be preserved until after the next meeting of the Synod.

QUESTIONS

To whom addressed

69. Subject to due notice under Standing Orders 25 and 26 a question may be asked of:

- (i) any officer of the Diocesan Synod referred to in these Standing Orders;
- (ii) the Chair of any body constituted by the Synod or on which it is represented;

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

Content

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

Persons authorised to reply

71. If the person of whom the question is asked is a member or officer of the Synod he/she shall reply personally and, if not, the reply may be given by one of its members nominated by the President; provided that:

- (i) the President may instruct the Secretary to reply on his/her behalf;

- (ii) a member who is absent may authorise another member to deputise for him/her.

THE BISHOP'S COUNCIL AND STANDING COMMITTEE

Composition

72. The Bishop's Council and Standing Committee (in these Standing Orders referred to as the Standing Committee) shall consist of:

(a) Ex-officio

The President
All other members of the House of Bishops
The Dean
The Archdeacons
The Chair and Vice Chair of the Finance Committee
The Chair of the House of Clergy
The Chair of the House of Laity
The Dean of Women's Ministry
The Dean of Self-Supporting Ministry

(b) Elected

One member of the House of Clergy and two members of the House of Laity from each Archdeaconry

(c) Appointed

not more than three members of the Diocesan Synod appointed by the President after consultation with the Chairs of the House of Clergy and the House of Laity (no more than one of whom shall be in holy orders) provided that in the event that the President appoints as Chair or Vice Chair of the Finance Committee a person who was, immediately prior to the appointment, a member of the Standing Committee, the President may appoint an additional lay member of the Standing Committee.

Elections to Standing Committee

73. The elected members of the Committee shall be elected by the house of which each is a member, as soon as practicable after the election of a new Synod, and shall retire on ceasing to be qualified as members of the relevant House and archdeaconry or on the last day of December following the election of a new Synod whichever shall first happen. The procedure for their election shall be as provided in Standing Orders 81 - 85. The term of office of new members shall commence on the first day of January following the election.

Officers

74. The officers of the Committee shall be as follows:
- (i) The President of the Synod shall be Chair.
 - (ii) A member of the Committee nominated by the President with the consent of the Committee shall be Vice-Chair.
 - (iii) The Secretary of the Synod shall be Secretary.

Functions

75. The functions of the Standing Committee shall be:
- (i) to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
 - (ii) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
 - (iii) to advise the President on any matters which he/she may refer to the Committee;
 - (iv) subject to the directions of the Synod to transact the business of the Synod when it is not in session;
 - (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;
 - (vi) to carry out such other functions as the Synod may delegate to it.

OTHER COMMITTEES

Statutory committees

76. The Synod shall establish such committees or other bodies as may be required by law (to be known as statutory committees) with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these Standing Orders shall apply to such committees or other bodies.

Committees other than statutory committees

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

Membership of committees

78. Subject to any directions of the Synod and to any statutory provision, the Standing Committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may

include persons who are not members of the Synod; provided that a majority of the members of the committee shall be members of the Synod. The President or a member nominated by him/her, being either Suffragan Bishop or an Archdeacon, shall be a member of every committee.

Duration of membership

79. The Standing Committee may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

Sub-committees

80. Every committee constituted by the Synod may appoint sub-committees for such purposes as it thinks fit.

Electors

81. Any elected members of a committee may be elected by the whole Synod without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the Synod or the Standing Committee, they shall be elected by the whole Synod.

Nominations for election to committees

82. Every nomination shall require a proposer and seconder who shall be qualified electors but the Standing Committee (except in an election to itself) may collectively nominate candidates. Nominations which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve shall be delivered to the Secretary within such period (not being less than fourteen days) as he/she shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

Voting in elections

83. (i) The names of the candidates shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the Secretary within such period (not being less than fourteen days) as he/she shall specify.
- (ii) Subject to paragraph (iii) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes the election shall be decided by lot.
- (iii) Where the Synod or Standing Committee has directed that the election shall be conducted upon the principle of the single transferrable vote, the rules, with the necessary modification, made

by the General Synod under Church Representation Rule 33 (4) and for the time being in force, shall be used.

Casual vacancies

84. A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months before the next triennial elections to the Synod need not be filled.

Directions by Standing Committee

85. The conduct of elections to committees shall, subject to these Standing Orders, be in accordance with any directions by the Standing Committee.

PROCEDURE OF COMMITTEES

Chair

86. If the President is a member of a committee he/she shall be Chair thereof if he/she so elects or, if he/she does not elect to be Chair, the committee shall, subject to any direction by the Synod or the Standing Committee, at its first meeting elect a Chair from among its own members. In the absence of the Chair, a Chair for that meeting may be similarly elected.

Quorum

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

Voting

88. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the Chair shall have a second or casting vote.

Reports

89. Every committee shall report at such times and in accordance with such procedure as may be determined by the Standing Committee; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion "That this report be received". No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the Synod to the acceptance of any matter in the report.

General

90. Subject to these Standing Orders and to any directions by the Synod or the Standing Committee, a committee shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

91. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the Synod but on which it is required or permitted to be represented shall be determined in each case by the Standing Committee.

DOCTRINAL MATTERS AND FORMS OF SERVICE

Requirement of early circulation

92. If notice is given of a motion, whether or not under Standing Order 96, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the Standing Committee shall include it on the agenda of the earliest convenient meeting of the Synod; provided that, save by permission of the Chair and the consent of the Synod, copies of such motion, together with a report thereon by the Standing Committee, shall be sent to members at least three months before it is finally voted on by the Synod. For the purpose of this Standing Order the consent of the Synod shall not be deemed to have been given unless in the opinion of the Chair a large majority of those present and voting has agreed.

REFERENCES BY GENERAL SYNOD

When considered

93. When a reference is received from the General Synod, whether under Article 8 of the constitution of the Synod or otherwise, the Standing Committee shall include it on the agenda of such meeting of the Diocesan Synod as the Committee may consider appropriate.

Prior notice and documents required

94. Unless the Standing Committee decide to the contrary for any reason:
- (i) members of the Diocesan Synod shall receive at least three months' notice of the reference; and
 - (ii) a report or other document prepared by or on behalf of either the General Synod or the Standing Committee of the Diocesan Synod shall be circulated.

Consultations within the diocese

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

Procedure of debate

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

Report of result

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

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters referable

98. The Diocesan Synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the Diocesan Synod:
- (i) to express an opinion or to record approval or disapproval of any matter; or
- (ii) to supply information within their knowledge; or
- (iii) to exercise any other functions within their competence;

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

Report on proposal to refer matters

99. The Standing Committee shall report to the Diocesan Synod on any proposal under the last preceding Standing Order, and, if necessary, consideration of such proposal shall be postponed or adjourned until the Standing Committee has so reported.

Circulation of reference

100. The Secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 98 to the Secretary of each body concerned, together with such instructions and other information as the Diocesan Synod or the Standing Committee may direct.

Form and date of reply

101. Subject to any direction by the Diocesan Synod, where a reference under Standing Order 98 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the Standing Committee and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Diocesan Synod.

Report on replies received

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

MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

By deanery synods

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

By parochial church councils and meetings

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

Notice to Diocesan Synod

105. Notice of a motion to be moved in the Diocesan Synod under Standing Order 103 shall be given by the secretary or a member of the deanery synod duly authorised for the purpose to the Secretary of the Diocesan Synod in accordance with Standing Order 25.

FINANCIAL BUSINESS

Duties of Standing Committee

106. The Finance Committee after consultation with the Standing Committee shall be responsible for advising the President and the Synod on the determination of priorities in the allocation of any funds at the disposal of the Board of Finance.

Duties of Diocesan Board of Finance

107. The Diocesan Board of Finance and the Finance Committee
- (a) The members of the Diocesan Synod shall constitute the Diocesan Board of Finance of the Diocese in accordance with the Diocesan Board of Finance Measure 1925 and shall transact the financial business of the Diocese.
 - (b) There shall be a Finance Committee constituted in accordance with the Articles of the Company which Committee shall be the financial executive of the Diocese and shall be responsible for the custody and management of the Diocese's funds and the employment of all persons in receipt of salaries paid from these funds.

Preparation of annual Accounts and draft Budget

108. The Finance Committee shall, not later than 30th April in each year, submit to the Standing Committee a Report and Accounts for the preceding financial year ended on 31st December and not later than 31st October in each year present to the Standing Committee a draft Budget for the following year. The Standing Committee may make to the Finance Committee and to the Board of Finance such recommendations thereon as it thinks fit.

Presentation of annual Accounts and Budget

109. Not later than 30th June the Finance Committee shall present to the Board of Finance the Accounts for the preceding year and not later than 30th November the Finance Committee shall present to the Board of Finance the Budget for the following year as approved by the Finance Committee. The Budget shall provide for the expenditure required by every committee and other body responsible to the Synod, subject to any reductions made by the Finance

Committee on grounds of priority or financial expediency after consultation with the Standing Committee under Standing Order 108.

Special notes of expenditure

110. If the Finance Committee during any financial year either
- (i) anticipates that expenditure sanctioned by the Budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the Budget, or
 - (ii) is so instructed by the Synod,

the Finance Committee shall submit at any meeting of the Synod before the end of that year a supplementary Budget together with recommendations as to how the additional expenditure can be met.

Expenditure in excess of votes

111. In presenting the Accounts for the preceding year the Finance Committee shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with the Finance Committee's comments and recommendations as to how the excess expenditure shall be sanctioned.

Notice of proposals involving expenditure

112. Except with the consent of the Standing Committee and the Finance Committee in the Synod, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the Standing Committee and the Finance Committee, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

113 to 116 {Withdrawn, May 1992}

Procedure for financial business

- 116A Subject to the directions regulating the procedure of the Board, financial questions decided by the Board shall not require the further assent of the Synod. In case of doubt any question whether any business or question is financial shall be decided by the President.

GENERAL PROVISIONS

Admission of press and public

117. Subject to any directions by the Synod or the Standing Committee, any member of the Synod may move that the representatives of the press and members of

the public shall withdraw during the whole or part of the business before the Synod. If the motion is carried, the Chair shall request the representatives of the press and the public to withdraw.

Periods of notice

118. Any period of notice required by these Standing Orders shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

Procedural defects

119. A meeting of the Synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Amendment of Standing Orders

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

DIOCESE OF CHICHESTER



STANDING ORDERS FOR THE CHICHESTER DIOCESAN SYNOD

**Approved by Diocesan Synod May 1992
Amended by Diocesan Synod May 2007
Amended by Diocesan Synod May 2013
Amended by Diocesan Synod May 2015
Amended by Diocesan Synod May 2016**