

Anglican Church of Australia

**Missionary Diocese of
Tasmania**

**STANDING RULES AND
ORDERS OF SYNOD**

2007

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2007 STANDING RULES AND ORDERS

FOR

THE SYNOD OF THE DIOCESE OF TASMANIA

COMMENCEMENT

1. The hours of sitting shall be fixed by the Synod and exhibited on the Synod business paper. If, within half an hour of the time fixed for the commencement of any sitting there be no quorum present, then the President may either adjourn Synod to the next sitting day or may, in his discretion, adjourn it until a later date.

QUORUM

2. Fifteen members shall constitute a quorum, but at least five members of each House shall be present together at the commencement of every day's proceedings. If a Quorum be not present at any time, the President shall adjourn the Synod until a Quorum is present.

VISITORS

3. A person who is not a Member of the Synod but who is to present a report may be invited by the President to a seat on the floor of the house for the period that the report is under consideration. They may speak but not vote.
4. When the President considers it appropriate, representatives of other denominations and other persons may be invited by the President to a seat on the floor of the house.
5. By simple majority, Synod may give leave to allow any person who is not a member of Synod to address the Synod and take part in debates, but not to move or second any motion or amendment, or vote on any matter before the Synod.
6. Any person to whom leave has been granted under Standing Rules 3, 4 and 5 shall be bound by and subject to the Standing Rules and Orders of Synod as if that person were a member of Synod.

PROCEDURE and SUSPENSION OF STANDING ORDERS

7. The President of the Synod must seek to ensure that anyone wishing to propose a motion or speak is afforded every opportunity to do so. Where the Standing Rules and Orders do not cover a matter, the President shall give a direction based on reasonable meeting procedure unless Synod resolves otherwise.

8. To enable Synod to deal with business at any other time or in any other order than that prescribed, motion with or without notice may be made to suspend so much of these Standing Rules or Orders as the case may be, as would prevent Synod from dealing with such business in such manner as it may decide.

SECRETARY OF SYNOD

9. The Registrar of the Diocese shall be the Secretary of Synod who, with the assistance of the Clerical Secretary, must take minutes of the proceedings, and prepare and publish a report of the proceedings.
10. The Secretary shall have charge of the record of all ordinances, rules and resolutions, whether a Standing Resolution or not, passed by the Synod and of all reports and other documents presented to Synod, which shall be deposited for safe keeping in the Diocesan Registry.
11. The Secretary must maintain a record of attendance at the Synod which shall be kept in the Diocesan Registry.

MINUTES COMMITTEE

12. There shall be a committee elected at the commencement of each session to be known as the Minutes Committee. The minutes from each day shall be considered by this committee and the minutes of the previous day must, if certified by such committee to Synod as correct, be signed by the President unless Synod orders to the contrary. In the case of the proceedings of the last day of any session, unless Synod orders to the contrary, the minutes may be certified by such committee as correct and signed by the President at any time within one month.

AMENDMENTS COMMITTEE

13. There shall be a committee elected at the commencement of each session to be known as the Amendments Committee which will, when requested by the Synod to do so, consider the form of any proposed amendment to a bill or motion before the Synod and make recommendation to the Synod on the form of the proposed amendment or motion, but shall not report upon the principles contained in the proposal.

AGENDA COMMITTEE

14. There shall be a committee elected at the commencement of each session to be known as the Agenda Committee which will, in consultation with the President and Secretary, settle the daily order of business during each session of Synod. The order of business shall be brought to the notice of Synod at the beginning of each day. Synod shall proceed in this order unless Synod itself by a simple majority of those voting otherwise determines.

ELECTIONS COMMITTEE

15. There shall be a committee elected at the commencement of each session to be known as the Elections Committee, which shall serve as a panel of reference for the Returning Officer and as a forum to hear and decide any dispute arising from the conduct of a Synod election, except the election of the Bishop of Tasmania.

SYNOD COMMITTEES

16. The Committees formed under of Rules 12, 13, 14 and 15 shall hold office until the election of a new committee.

ORDER OF BUSINESS

17. After Worship and Reflection the order of business at the first sitting of each session shall be:
 - a) The President must ascertain that all members present have signed the roll or recorded their attendance in a manner determined by the President;
 - b) If it be the first session of Synod, the election of a Clerical Secretary, Chairman and Deputy Chairman of Committees and members of the Minutes, Amendments, Agenda and Election Committees;
 - c) The Obituary motion; and
 - d) The President may deliver his address at this time or at a convenient time during the Synod session.
18. Thereafter, and at every other session of Synod, the Agenda Committee must ensure that provision is made in the order of business for the following:
 - a) Devotions;
 - b) Questions on notice;
 - c) Petitions;
 - d) Notices of motion and of questions;
 - e) Orders of the day;
 - f) Small-group studies and/or ministry and mission presentations;
 - g) Reception of the Report of the Diocesan Council;

- h) Reception of the Report of the Trustees of the Diocese;
- i) Reception of other reports;
- j) Motions arising from reports and/or the Presidential Address;
- k) General motions;
- l) Legislation;
- m) General speeches; and
- n) The Diocesan Accounts and Estimates.

PETITIONS

- 19. No petition shall be received if it refers to any debate in Synod, or if it contains intemperate or disrespectful language, or material likely to offend the Synod.
- 20. The petitioners shall sign every petition.
- 21. No letter, affidavit, or document shall be attached to a petition.
- 22. When a petition is presented it shall be read by the Secretary.
- 23. The only motions which shall be considered on the presentation of a petition are: "That the petition be received", "That the petition be printed and circulated to Synod members", and "That the petition be taken into consideration on a future day".

REPORTS

- 24. Reports of committees, Church organisations and institutions shall be circulated to all Synod representatives at least 30 days before the meeting date for Synod. They must be presented and tabled but may not be read without the permission of Synod.
- 25. Any motion relating to the report of a committee, Church organisation or institution, or the Presidential Address may be made without notice but shall be an item of business as determined by the Agenda Committee, unless leave of Synod is otherwise obtained.

MATTERS OF URGENCY

26. Matters not printed on the Business Paper may be dealt with by Synod if the Synod by simple majority declares the matter to warrant immediate attention.

GENERAL SPEECHES

27. To encourage greater participation in the Synod and to provide an opportunity for sharing, the Agenda Committee shall provide time for General Speeches. During this time, any member may speak on any topic for not more than five minutes. The time available may be shortened or lengthened by the Synod.

FORMAL MOTIONS

28. On each day of the Synod at the discretion of the President, the list of notices of motion shall be read in order and unless a member of the Synod objects, a motion shall be regarded as formal and considered immediately without debate.

RULES OF DEBATE

29. Every member shall stand and address the President when speaking.
30.
 - a) The President may take part in any debate or other proceeding of Synod without leaving the Chair and may vote on any question
 - b) When the President speaks in his place all other members shall be seated and silent.
31. The President shall call to order any member who makes personal reflections on, or imputes improper motives to, any member, or who wanders from the subject matter under debate.
32. No member shall address the Chair while another is speaking except on a point of order.
33. No member shall be allowed to speak more than once on the same question except:
 - a) In the Committee of the whole Synod;
 - b) in explanation;
 - c) in the case of the mover of any motion exercising the right of reply; and
 - d) a member formally seconding a motion shall not thereby be taken to have spoken to the motion.

TIME LIMITS

34. The mover of a report or motion shall be restricted to ten minutes and other speakers and the mover in reply to five minutes, unless Synod agrees to an extension of time.

PERSONAL EXPLANATION

35. With the permission of Synod, a member may explain a matter of a personal nature, although there is no motion before Synod; but such a matter shall not be debated.

CONSIDERATION OF BILLS

36. A Bill for an ordinance, or to amend an ordinance, may be introduced by any member upon written notice stating the object and purpose of the Bill. The notice shall be circulated to all Synod representatives at least 30 days before the meeting date for Synod, or at a previous sitting.
37. A member introducing a bill shall do so by moving that the bill be introduced. When the motion to introduce the Bill has been moved and seconded, the mover shall explain the provisions of the bill and initiate a debate on its principles.
38. At the time of moving such motion the mover may seek the leave of the Synod to introduce the Bill with amendments to the Bill as circulated to members of the Synod. If leave is given the Bill as so introduced shall be the Bill to be debated.
39. The President shall ask if any member wishes to debate the Bill in Committee. If any member answers "Yes", the Synod shall resolve itself into a Committee to consider the Bill in detail and, if found necessary, to amend it.
40. If no member answers "Yes", the mover shall move that "The Bill become an ordinance of the Diocese".
41. If leave to debate the Bill in Committee is granted, the Synod shall resolve itself into a Committee of the Whole Synod to consider the Bill in detail
42. All debate in relation to a Bill shall be as prescribed by these Standing Orders.
43. Upon the Committee reporting to the Synod that the bill has been considered and adopted (with or without amendment) the mover shall move that "The Bill as reported become an ordinance of the Diocese".
44. When a Bill has been passed by the Synod, the Secretary of the Synod shall deliver a certified copy of the Bill to the Bishop for assent. The Bishop may assent to the Bill before the end of the Session or within one calendar month

of its close. A Bill shall not have force as an ordinance of the Diocese until the Bishop gives assent.

45. A motion to adopt rules or regulations shall follow the procedure for a bill for an ordinance with any necessary modifications.

MOTIONS AND QUESTIONS

46. Except as provided for in Standing Rule 24, no subject shall be brought under consideration of the Synod, unless notice has been given in writing and circulated to all Synod Representatives not less than 30 days before the meeting date for Synod, or at a previous sitting.
47. A motion may be moved or a question may be asked without previous notice by leave of a majority of members then present; but the mover or the questioner must immediately provide the Secretary of the Synod with two copies of the motion or question.
48. Except in Committee a motion or amendment shall lapse if it is not seconded.
49. Motions shall be taken in the order in which they appear on the Business Paper and unless postponed by leave of the Synod they shall lapse if they are not moved when they are reached.
50. No motion or amendment shall be proposed which in the view of the President is substantially the same as any other which has already been disposed of during the same session.
51. Any motion may be withdrawn by the mover unless ten members of Synod object.

AMENDMENTS

52. A motion having been moved, any member may move an amendment at any time before the close of the ensuing debate,
53. Every amendment must be relevant to the motion it seeks to amend.
54. The mover of an amendment shall give it in writing to the President, who, if it is seconded, shall put the amendment.
55. An amendment moved but not seconded, shall not be considered by Synod nor entered in the minutes.
56. An amendment moved and seconded shall be disposed of before another amendment to the substantive motion is moved.
57. An amendment moved may, by leave of Synod, be withdrawn.

58. When amendments have been carried the substantive motion shall be put as amended.
59. When amendments have been moved but not carried, the motion shall be put as originally proposed.
60. At any time during debate on an amendment, the President or a member may, without notice and without debate, ask "Whether in the opinion of the Synod the amendment should be referred to the Amendments Committee? If carried, the matter shall be referred to the Amendments Committee for consideration and report. No amendment which, in the opinion of the President, is substantially the same shall be considered until the Committee has reported.

STANDING RESOLUTIONS

61. If a motion which has been agreed to and has become a resolution of Synod is intended to continue in force beyond the Synod in which it is passed, a motion shall be put "That the resolution be a Standing Resolution of the Synod." If the motion is carried, the resolution shall become a Standing Resolution of Synod and shall continue in force until rescinded by resolution of the Synod.

POINT OF ORDER

62. Any member may raise a point of order, whereupon the member called to order must resume his/her seat. The President shall immediately give a ruling without comment and without permitting further discussion. After the President has given his ruling, any member may address the Synod on the point of order.

ENDING A DEBATE WITH NO FURTHER CONSIDERATION

63. At any time during debate the procedural motion may be moved "That the Synod proceed to the next business". If seconded, the motion shall be put without further debate. If the procedural motion is carried, Synod shall proceed immediately to the next order of business.

ENDING A DEBATE WITH AN IMMEDIATE DECISION

64.

- a) A debate may be closed by a motion "That the question be now put". Such a motion shall be proposed and seconded but not debated. If carried, the question shall be put without further amendment or debate.
- b) At any time during debate a member without notice and without debate may ask "Whether in the opinion of the President the question should now be put?" - whereupon, or of his own act, the President may inform the Synod that - "It is my opinion that the question has been sufficiently discussed and should be put".
- c) Where the President expresses that opinion to the Synod he may proceed to put the question without any further debate, subject to the mover of the substantive motion first having the right of reply as provided in Standing Rule 33.

QUESTION SUFFICIENTLY DISCUSSED

65. At any time during the debate the President may, without notice or debate, ask "Whether in the opinion of the Synod the question has been sufficiently discussed?" If that question is decided in the affirmative, the President shall proceed to put the question without any further debate, subject to the mover of the substantive motion first having the right of reply as provided in Standing Rule 33.

POSTPONING A MOTION

66. A motion may for the time being be superseded by the motion "That the motion lie on the table." Such a motion will be proposed and seconded but not debated. If the motion is carried, Synod shall proceed to the next order of business.

ADJOURNMENT

67. A motion for adjournment of either the Synod, or the debate, may be made at any time, except while a member is speaking. If seconded, The President shall put it to the Synod without debate.

RESUMPTION

68. On the resumption of a debate, the member upon whose motion the debate was adjourned shall have the right to speak first.

VOTING

69. A question shall be decided on a majority of the voices calling "Aye" or "No" or, at the discretion of the President, by a show of hands. The President shall declare who has the majority of votes, but on demand by any member a division shall take place.
70. When a division is demanded the President shall request any present who are not members of the Synod to withdraw from the immediate vicinity and the members present shall divide, ayes to the right and noes to the left of the Chair. The President shall appoint tellers from each side and shall declare the voting when announcing the decision.
71. Either before or after a vote has been taken, the President or three clergy or three lay members of Synod may demand that the votes of the clergy and of the laity be counted separately. The members present shall then divide, to the left and right of the Chair. The President shall appoint tellers, one from each House, and shall declare which has the majority of votes. If the votes of the clergy and laity be taken separately the votes shall be taken and the results declared in a similar manner. The members shall continue to be seated until the result of the division has been declared.
72. In every division the numbers voting for and against the motion shall be recorded in the minutes.
73. When Synod is in Committee no division shall be taken by Houses.
74. When Synod is in Committee, the President and the Chairman of Committees shall in all cases each be entitled to a deliberative vote, but no casting vote.
75. When the voting results in equality, the motion or amendment shall be considered lost.

COMMITTEE OF THE WHOLE SYNOD

76. At any time the whole Synod may resolve itself into a Committee by ordinary resolution indicating the matter to be discussed by the Committee.
77. When Synod resolves itself into Committee the President shall leave the Chair and the Chairman of Committees shall take the Chair. In the absence of the Chairman, the Deputy Chairman shall take the Chair.
78. These Standing Rules shall, so far as applicable, be observed in a Committee of the whole Synod and the Chairman shall have the same authority as the President for the preservation of order.

79. No member shall speak more than three times to a matter in Committee, unless the speaker is the mover of the motion. The time limits provided in Standing Rule 34 shall apply.
80. A Motion of Adjournment in Committee shall be "That the Chairman leave the Chair, report progress and ask leave to sit again." The motion shall be put without debate and if carried, the Chairman shall report to the Synod and seek leave accordingly.
81. The Chairman of Committees may announce and make certain specified alterations of a grammatical or editorial nature to any matter before the Chair in Committee. Unless a member of the Committee moves a motion dissenting from the ruling, such alterations shall be deemed to have been made by the Committee.
82. When all matters referred to the Committee have been considered, the Chairman shall report progress or the resolution of the Committee to Synod.
83. No notice shall be taken of any proceedings in a Committee of the whole Synod until they have been reported to the Synod; nor shall any proceedings in a Committee of the whole Synod be publicly reported without the sanction of Synod.

SYNOD COMMITTEES

84. The Synod may appoint from its Members a Committee to undertake a task determined by the Synod.
85. The Synod may,
 - (a) Appoint a Convenor;
 - (b) Regulate the business of a Committee;
 - (c) Require a Committee to report within or at a time specified; and
 - (d) Make other appropriate provisions regarding a Committee.
86. A person who is not a Member of the Synod may be appointed to the Synod as an adviser to a Committee, but an adviser shall have no vote on any question considered by the Committee.

SELECT COMMITTEES

87. From time to time Synod may appoint Select Committees on such terms and conditions as the Synod may direct.

ESTIMATES

88. The Diocesan Treasurer or person nominated by the Diocesan Treasurer shall move "That the Estimates, as printed, be adopted".

89. The President shall ask if any member wishes to consider the Estimates in Committee. If no member answers "Yes", the President shall put the motion.
90. If any member answers "Yes", the Synod shall resolve itself into a Committee to consider the Estimates.
91. A member of the Committee may propose an increase or decrease in a particular line item and then specify the reason for the proposed amendment for the Committee's consideration.
92. Each proposal to increase or decrease the Estimates shall be considered separately and if adopted shall become part of the motion from the Diocesan Treasurer required by Standing Rule 88.
93. When all matters have been considered, the Chairman of Committees shall report that the Estimates have been accepted by the Committee with or without amendment.
94. Upon receiving a report from the Committee, the President shall then put the motion "That the Estimates, as printed, be adopted" or "That the Estimates, as amended in Committee, be adopted", as the case may be.

ELECTIONS

95. In all elections by Synod,
 - (a) The Diocesan Registrar shall act as Returning Officer.
 - (b) Every nomination shall be signed by at least two members of Synod with the written consent of the nominated person.
 - (c) Nominations shall be in the hands of the Registrar at least 14 days prior to the opening of Synod.
 - (d) Upon receipt, the Registrar shall request each nominee to provide a maximum 100 word background statement that shall be circulated to Synod members.
 - (e) Nominations shall be in a form prescribed by the Registrar.
 - (f) Ballot papers shall state the names of the candidates nominated in alphabetical order and be available to Members of Synod on the first and second days of the Session.
96. Voters shall mark their ballot papers by placing the figure 1 against the name of the candidate for whom they vote as their first preference and shall continue to indicate their order of preference by placing other figures 2, 3...

and so on in numerical order against the names until they have voted for all candidates.

COUNTING

97. (a) The numerals used by the voter shall be regarded as the numerical value of their vote.
- (b) The votes will be counted by adding together the numerical values of all ballot papers for each candidate in that election.
- (c) The candidate with the lowest total numerical value shall be declared elected and this process shall continue until all positions are filled.
- (d) Where two or more candidates for election to the last position have an equal number of votes, the Returning Officer shall determine the election by lot.