

STANDING ORDERS OF THE DIOCESE OF BUNBURY 1987-2018

1. Times of Sitzings

- (a) The President shall fix the time of the first sitting of each session of Synod.
- (b) The hours of meeting, for the remainder of the sittings, shall be fixed by resolution of the Synod.

2. Quorum

The President, ten clerical members and twenty lay members of Synod shall constitute a quorum.

3. The Opening Service

- (a) Synod shall commence with an appropriate act of worship with all members present.
- (b) The President may deliver the Bishop's Pastoral Address at this service or defer it to the Order of Business.

4. Order of Business - First Sitting

- (a) Prayer (President).
- (b) A clerical secretary and a lay secretary shall be elected from the members of Synod. An assistant clerical secretary and an assistant lay secretary may also be elected.
- (c) The Minutes of the previous session will be declared read and confirmed by the appointed Minutes Committee (President).
- (d) The Roll Call of clerical and lay members (Diocesan Registrar).
- (e) The President may deliver the President's Pastoral Address (Clause 3 (b)).
- (f) The Report of the Parish Elections (First Session of each Synod) and attendance (each subsequent Session) and Co-option of additional members to fill vacancies (Diocesan Registrar or Diocesan Secretary).
- (g) Motion regarding hours of meeting at each Session (Diocesan Council member).
- (h) Various Nominations (President).
 - (i) A Minute Committee (three members) to read, certify and initial the Minutes after each sitting.
 - (ii) Two Lay members appointed to the Bishop-in-Council (the First Session of each Synod).
 - (iii) The Chairperson of the Diocesan Missionary Council.
 - (iv) Media Officer.
- (i) A Chairman and a Deputy Chairperson of Committees shall be elected.
- (j) The appointment of a Clerk of Committees (President).

- (k) Announcement of times for close of nominations for, and holding of elections (President).
- (l) Business may proceed as for Second and subsequent Sittings.

5. Order of Business - Second and Subsequent Sittings

- (a) Questions of the President (Clause 6).
- (b) Presentation of Petitions (Clause 7).
- (c) Reports and Statements of Accounts, etc. to be presented and tabled (Clause 8).
- (d) Notice of fresh motions read out and tabled.
- (e) Motions received before or during the previous sitting will be presented from the Chair to Synod to be declared "Formal" or "Not Formal" (any one voice may declare it "Not Formal").
- (f) "Formal" Motions will be voted on immediately.
- (g) "Not Formal" Motions will remain on the Business Paper to be dealt with in due course.
- (h) Orders of the Day. Synod will determine the Order of Business, with Bills having the precedence.

6. Questions of the President

- (a) Any member of Synod may ask questions of the President which affects the good order of the life of the church both within and outside the Diocese.
- (b) Such questions shall be read by the questioner at the appropriate time (Clause 5 (a)), with two copies handed to the President.

- (c) The President shall answer the question at a subsequent Sitting and shall put the answer in writing.

7. **Presentation of Petitions**

- (a) Any member of Synod may present a petition to the President from an individual or parish. (Clause 5 (b)). Two copies will be handed to the President.
- (b) The President will immediately resolve how best to deal with each petition.

8. **Reports and Statement of Accounts**

- (a) All reports, including financial, will be presented and tabled. They will not be read. They will be dealt with on the Business Paper in the Orders of the Day.
- (b) The Statement of Accounts, Budget and all financial matters will be dealt with separately from the other reports. They will be received by resolution of Synod.
- (c) All other Reports will be taken as formal. The method of raising a matter from a Report, will be as follows:
 - (i) The President shall have the list of Reports read slowly.
 - (ii) If a person, other than the writer of the Report, wants to raise a matter, the person shall from the floor say "Mr or Madame President". Discussion shall follow.
 - (iii) All reports shall be received by one inclusive motion.
 - (iv) The writer of the Report may give notice of a motion arising out of the Report in the normal course of business.

9. **Rules of Debate in Synod**

- (a) Every member shall stand and address the President while speaking.
- (b) The President may take part in the discussions of the Synod without leaving the Chair.
- (c) All questions of Order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod.
- (d) The President shall call to order any member who shall make personal reflections on, or impute improper motives to, any member; or shall wander from the subject matter of the debate; and except on a question of order, no member shall address the Chair whilst another member is speaking.
- (e) Except when in Committee of the whole of Synod no member shall be allowed to speak more than once on the same question, except in explanation. Provided that a member formally seconding a motion shall not be thereby considered as having spoken to the question, and that the mover of any question other than an amendment shall be allowed the right of reply.
- (f) Except where extended by permission of Synod the speech of any member on any motion or other matter before Synod shall be limited as follows:

The Mover of a Motion - to 10 minutes.

The Secunder of a Motion - to 5 minutes.

Any other speaker, including the speech of the mover of any motion in reply - to 5 minutes.

- (g) Any business not disposed of at the previous sitting shall have precedence at the next sitting, unless the Synod otherwise determines.
- (h) When an adjournment of a debate shall take place, it may be resolved that at the next sitting the adjourned debate shall take precedence of all or any other motions and orders of the day.
- (i) No member shall bring any subject under consideration of Synod nor ask any question except in pursuance of a notice given in writing at a previous sitting, except by permission of a majority of members present and voting.
- (j) No notice shall be taken of any motion or amendment unless it be seconded, except in Committee.
- (k) 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.
- (l) When a motion has been moved and seconded a question thereon shall be proposed by the President. Thereafter no more than two speakers shall be allowed in succession, either for or against any motion. If at the conclusion of the second speaker's remarks, and upon a call from the President, no other member rises to speak on the opposite side, the motion or amendment will at once be put to the vote. At any time before the close of the debate any member may move an amendment thereto.
- (m) No question upon a motion shall be proposed from the Chair, until two copies of the motion have been handed in to the Secretaries.
- (n) No motion upon which a question has been proposed from the Chair shall be withdrawn without the permission of the Synod.
- (o) No question or amendment shall be proposed which is the same in substance as any question which, during the same Session, has been under the consideration of the Synod and disposed of.
- (p) Any motion or amendment containing more than one question shall be divided at the request of any member of the Synod.

10. **Motions without Notice**

No motion of which proper notice has not been given shall be considered by Synod unless:

- (i) In the President's opinion it is of an urgent nature, or
- (ii) It arises out of the President's report, or
- (iii) The Synod shall give leave for the motion to be considered.

In such cases the mover of the motion shall present to the Secretaries two copies of the proposed motion.

11. **Procedure in Relation to Amendments**

- (a) Whenever an amendment is proposed upon any motion no second amendment shall be taken into consideration until the first amendment shall have been disposed of, but a proposal for a subsequent amendment may be foreshadowed at any time. If the first amendment be carried it shall become the substantive motion, and a question thereon shall be proposed by the President, upon which a further

amendment may be moved. If the first amendment be negative, then a further amendment may be moved to the original motion, but only one amendment shall be submitted to Synod for discussion at one time. All amendments must be relevant to the motion, must be in writing, and must be signed by the proposer. An amendment may not be a direct negative of the intention of the motion under consideration.

- (b) When an amendment is proposed it shall be in one of the following forms:
- (i) When it is intended entirely to supersede the original motion, the form shall be: "That all the words after the word 'That' in the first line of the original motion be omitted with a view to the insertion of the following words in lieu thereof (words of amendment)."
 - (ii) 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 state the last word it is desired to retain)" or "That all the words after the word (here state the last word it is desired to retain) up to and including (here state the last word to be omitted)," be omitted, or be omitted with a view to substituting the following words in lieu thereof - (words of amendment).
 - (iii) The question before Synod in each case shall be put by the President thus: "That the words proposed to be omitted be omitted."
 - (iv) If it be decided in the negative such words shall be retained unless amended upon motion forthwith made. If it be decided in the affirmative then (when necessary) the question shall be put by the President: "That the words proposed to be inserted be inserted," If this question be negative other words may be moved until the Synod shall agree.
 - (v) In case of an amendment to insert or to add words, the form shall be: "That the words (words of the amendment) be inserted (or be added) after the word (here state the word)," and the President shall propose the question, "That the words proposed to be inserted be inserted."
 - (vi) The motion as amended shall become the substantive motion and a question thereon shall be proposed by the President.
- (c) No amendment shall be proposed on any part of a question after a later part has been amended or after an amendment on a later part has been proposed, unless the proposed amendment has, by leave of Synod been withdrawn.

12. **Synod as a Conference**

- (a) The Synod may, on a motion without notice, resolve itself into a Conference of the whole, under the Chairmanship of the President.
- (b) The purpose of such a conference shall be to discuss:

- (i) Matters where the Rules of Debate become a hindrance rather than of assistance.
 - (ii) Motions for lengthier debate.
 - (iii) A matter, which any member may raise, that does not need resolution but does need to be debated.
- (c) The President, at the President's discretion, shall bring the conference to a close at the appropriate time.
 - (d) Any matter, emerging from such a conference, can be resolved in Synod.

13. **Rules for Election in Synod**

- (a) Notice of vacancies to be filled by Synod shall be sent with the Summons to Synod. All such vacancies shall be filled by members of Synod.
- (b) Nomination forms as set out in Schedule I of these Standing Orders shall be provided before or after any sitting.
- (c) Nominations may be lodged up until the time announced by the President (Clause 4 (k)).
- (d) Nomination shall be placed on a board in the Synod Hall by the lay secretary.
- (e) The President, at the President's discretion, shall resolve any difficulties relating to nominations.
- (f) At an hour to be nominated by the President, the sitting shall be suspended for the purpose of conducting a Poll. The lay secretary and the assistant clerical secretary shall issue Ballot Papers. Each Ballot Paper must be initialled by one of the secretaries and a roll of voters kept by them. A Ballot Box shall be provided at or near this table and at the close of the Poll the Box shall be closed.
- (g) The President shall nominate two scrutineers who shall take charge of the box at the close of the Poll and who shall then proceed at once to count the votes. They shall report to the President the result of the voting, whereupon the President shall declare the successful candidates duly elected.
- (h) Voting shall be decided on a simple majority. When in any case an equality of votes shall affect the issue, then the President shall privately declare to the scrutineers his casting vote and the declaration of the elections shall be made only after such casting vote has been made and taken into account.

14. **Procedure in relation to Statutes**

- (a) Every statute or resolution in the nature of a statute shall be introduced by a motion for leave to bring in specifying the title and object of the statute or resolution, or by an order of the Synod on the report of a Committee.
- (b) No statute or statutory resolution shall be passed by the Synod until it has been considered in Committee of the whole Synod, and adopted as finally reported to the Synod by the committee.
- (c) No alteration shall be made in any such statute or resolution except in Committee of the whole Synod, but it may be re-committed for that purpose after it shall have been already reported to the Synod; such re-committal may be made without limitation, in which case the entire statute or resolution may be considered again in

Committee, or such re-committal may be made with respect to certain proposed amendments only, or to the clauses in which such amendments are proposed to be made, or for the purpose of adding more clauses, and in these latter cases no other parts of the statute or resolution are open to consideration; and no measure shall be passed into a statute on the same day that it has passed through Committee.

- (d) No statute or statutory resolution shall be deemed to be in force until it has been finally adopted on the last day of Synod, assented to as finally settled and signed by the Bishop.
- (e) The process of dealing with a bill for a Statute in Synod:

Step 1 - General Principles

- (i) MOVER: "I MOVE FOR LEAVE TO BRING IN A BILL FOR A STATUTE TO BE KNOWN AS" (Give TITLE AND PAGE NUMBER, in Business Paper).
- (ii) SECONDER: Formally seconds.
- (iii) MOVER: Speaks on the general principles of the Bill and or reason for bringing it before Synod.
- (iv) OTHERS: May speak (Clause 9, Rules of Debate in Synod apply as applicable).
- (v) PRESIDENT: Puts the motion (if lost the matter ends here).

Step 2 - In Committee

- (vi) PRESIDENT: "DOES ANY PERSON WISH TO DEBATE THE BILL IN COMMITTEE?"
 - Either: If no member answers "yes" the motion that the Bill do now pass may be moved forthwith.
 - or: If any member answers "yes" then the Synod shall without motion, forthwith be deemed to have resolved itself into Committee to consider the Bill in detail.
- (vii) CHAIRPERSON OF COMMITTEES takes the chair

- a) The Bill will then be considered clause by clause with the Preamble and title being left until last.
- b) The Mover only needs to speak when there is a desire to amend a clause, oppose or accept an amendment, or make an explanation.
- c) When the committee has completed its consideration of the Bill the Synod shall be deemed to be reconvened. The chairperson shall report to the President the Bill as agreed in Committee.

Step 3 - In Synod

- (i) PRESIDENT: "THAT THE REPORT BE AGREED TO".

The Bill cannot move ahead until the Chairperson has endorsed a copy of the Bill as a true copy as agreed to by the Committee.

When completed at this or a subsequent sitting.
- (ii) MOVER: "I MOVE THAT THIS BILL DO NOW PASS".

15. Procedure in Committee of the whole Synod

- (a) In Committee of the whole Synod the quorum shall be the same as in the Synod itself.
- (b) If during a progress of business in Committee notice be taken that there is not a quorum the Chairperson shall leave the Chair and report the same.
- (c) A Motion of Adjournment of Committee shall be "That the Chairperson leave the Chair, report progress, and ask leave to sit again".

On such motion being carried the Chairperson shall report to the Synod and ask leave to sit accordingly.

- (d) The Standing Orders shall so far as applicable be observed in Committee, and the Chairperson shall have the like powers and duties of the President.

16. Voting in Synod

- (a) A question shall be resolved on the voices aye or no The President shall state which has the majority.
- (b) Any member may then call for a Division to take place.
- (c) When a Division is called the President shall give notice that any member may leave or enter the Synod and after the space of one minute the President shall ring the President's bell and thereafter no member shall enter or leave the Synod until the result is declared.
- (d) When a Division is called, the members present shall divide either with the "ayes" to the right, and the "noes" to the left of the Chair, or by the raising of one hand at the appropriate time.
- (e) The President shall appoint two tellers, and the President shall declare the result.

17. Voting by Orders

- (a) Any two of the clergy present, or any four of the laity present may (Constitution Act Clauses 11-13) require a vote by Orders.
- (b) The President shall appoint two tellers, one clerical and one lay, and the President shall declare the result.

18. Suspension of Standing Orders

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 a majority of members present and voting.

19. Superseding a Question

- (a) A question may be superseded:
 - (i) By a motion that the Synod proceed to the next business.
 - (ii) By a motion that the question be now put.

These questions must be put forthwith without debate.

- (b) If the motion "That the question be now put" be carried, the original motion shall be put forthwith without further amendment or debate. If any of the motions in the preceding standing order be negatived, the President shall again propose the original question and the debate shall be resumed from the point at which it was interrupted.

20. **Absence of a Quorum**

- (a) If at any time during the progress of business, on any member moving that the house be counted, there be not a quorum present, if there be not a quorum formed within five minutes the President shall adjourn the Synod until the next time of sitting.
- (b) A debate interrupted by such counting out may be resumed at the point where it was interrupted on motion upon notice.

21. **Motions of Adjournment**

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. But should such a motion for adjournment be negatived, no similar motion for adjournment shall be entertained until the expiration of a quarter of an hour from the preceding one, except at the hour fixed for the adjournment of Synod.

22. **Select Committees**

- (a) The motion that a Select Committee be appointed, and the motion for the appointment of persons to serve on such Committee shall be decided separately and shall form two distinct notices of motion, and it shall be competent for any member of Synod to require that the Committee be elected by ballot. After a ballot has been taken the President shall nominate a convenor of the Committee, in all other cases the mover shall be the convenor.
- (b) Select Committees shall choose their own Chairperson who shall sign the report and unless directed specially to report to the Synod during the Session in which they are appointed, shall have the power to sit during the recess, and report at the next Session. And every Select Committee shall continue in existence until its report shall have been finally disposed of, or permission for its dissolution shall have been given.

23. **Meetings of Synod to be open to the Public**

The meetings of Synod shall be open to the public, but at the request of 15 members, the President shall order them to withdraw.

24. **Alteration to Standing Orders**

Any of the Standing Orders may be altered, or amended, during the Session of the Synod, provided that two-thirds of the members present and voting do agree thereto.

25. **Notices of Synod Business**

When any member of Synod shall cause to be delivered to Church Office not less than 42 days preceding a Session of Synod, notice in writing of such member's intention to bring forward a motion in synod with the terms of such motion, the Diocesan Council shall place such notice on the Business Paper. The Diocesan Council cause to be posted to each member of Synod not less than 21 days preceding a Session of Synod a Business paper together with all relevant papers setting out matters to be submitted to Synod, of which the Diocesan Council shall have had notice, and setting out all matters required by statute to be submitted to Synod, and shall cause a printed copy of the draft of any statute or statutory resolution proposed to be introduced to be posted with the Business paper. And no bill which has not been so sent out to members of Synod shall, without special leave of Synod, be placed on the Business Paper of any Session.

SCHEDULE 1

I hereby nominate

for the office of

(Signed) Nominator

I hereby agree to the nomination.

(Signed) Candidate