

## LAY MEMBERS OF SYNOD

1. Once in every three years unless the Synod shall have been dissolved pursuant to the provisions of clause 11 of this Regulation each Parish or District shall elect its Lay Members of Synod.
2. (1) By the last day of August in the year preceding the year in which the First Session of the Tri-ennial Synod shall take place the church wardens or secretary of every congregation shall certify to the Registrar the number of communicants in that congregation in the form of Schedule "A".
  - (2) The Registrar shall fix the number of Lay Members of Synod which the parish or district is entitled to elect according to the scale in clause 3 of this Regulation.
  - (3) By the last day of September in that year the Registrar shall cause notice thereof to be sent to the Parish Priest and to the Secretary of the Parish Council of each parish or to the District Priest and to the Secretary of each congregation in the District.
3. Where there are fewer than 50 communicants or Persons in Communion in the parish or district two Lay Members of Synod shall be elected; thereafter one Lay Member of Synod shall be elected for every additional 50 communicants or Persons in Communion or part thereof. Provided that where a parish or district desires for any reason to elect more Lay Members of Synod than here provided the matter shall be referred to the Diocesan Council which shall report the matter with its recommendation to Synod.
4. Lay Members of Synod shall be elected by any such method as the parish or district may from time to time determine provided that the election takes place no later than the last day of October in the year preceding the year in which the First Session of the Triennial Synod shall take place.
5. The parish or district may elect Reserve Lay Members of Synod equal to the number of Lay Members of Synod provided in Clause 3. When any Lay Member of Synod of the parish or district is unable to attend a session of the Synod, notice of the attendance of a Reserve Lay Member of Synod shall be given by letter to the Bishop seeking leave of absence for that session. An order of precedence of Reserve Lay Members of Synod shall be decided by the meeting at the time of their election.
6. Upon the election of Lay Members of Synod and Reserve Lay Members of Synod the Chair of the meeting or other proper person shall forward to the Registrar by the first day of November in the year preceding the year in which the First Session of the Triennial Synod shall take place the Certificate of Election in the form of Schedule "B".
7. Any casual vacancy shall be filled in such manner as the Parish or District may from time to time determine and notice thereof given to the Registrar within thirty days.
8. (1) If in any parish or district there are insufficient persons qualified and willing to be elected as Lay Members of Synod there may be elected in lieu of a Lay Member of Synod a Person in Communion as a Representative to attend sessions of the Synod other than a session called pursuant to Regulation 2. Any such election shall be in accordance with the preceding provisions of this Regulation.

- (2) The person so elected shall be subject to the approval of the Bishop which approval may in the absolute discretion of the Bishop be revoked at any time.
  - (3) A Person in Communion elected as a Representative shall be entitled to participate in sessions of the Synod as a Lay Member of Synod but
    - (a) shall not be entitled to vote on any matter;
    - (b) shall not be entitled to be elected to any office or committee of the Synod;
    - (c) shall only be able to move or second a motion with the leave of the Synod and upon the specific request of the parish or district represented.
  - (4) Subject to this clause a Person in Communion may in like manner be elected as a Representative in lieu of a Reserve Lay Member of Synod.
9. In the event of a parish or district failing to elect a Lay Member of Synod or Representative the Bishop may appoint.

### **MEETINGS OF SYNOD**

10. In accordance with Section 10 of the Constitution the Bishop shall summon the Synod.
11. The Bishop shall have the power to dissolve the Synod at any time, and thereupon the Registrar shall give notice to each parish or district for a fresh election of Lay Members of Synod to take place within three months of such dissolution; provided that in the case of any such dissolution all officers and members of committees appointed by Synod shall hold office until their successors be appointed.
- 12.(1) The annual session of Synod or any special call of Synod, shall be at a time and place nominated by the Bishop with the consent of the Diocesan Council. At least 8 weeks notice shall be given of the annual Session. The notice shall specify :
  - (a) A date not less than 5 weeks before Synod meets by which notices of motion, petitions and questions for inclusion on the notice paper and nominations for elections as specified in clause 18(9) shall be in the hands of the Registrar.
  - (b) Notices of motion arising out of reports shall be in the hands of the Registrar at least one week before Synod meets.
- (2) At least 28 days notice shall be given of a special call of the Synod
13. The minutes accounts and all other records of the Synod shall be accessible to the members of the Synod at all reasonable times at the Church Office.
14. An abstract of all receipts and of the expenditure of all funds under the control of the Synod shall be printed and published annually.
15. The discussion of the Synod, except for a synod specially called for the election of a Bishop, shall be open to the members of the public unless Synod by resolution closes the debate to the public.
16. The Synod shall be able by resolution to admit a person to take a seat on the floor of the Synod for that Session. Such a person shall have the right to speak but not to propose or second motions or vote.

## SELECT COMMITTEES

17. Select Committees shall consist of not less than three nor more than five members unless by leave of Synod and shall be elected by nomination or in case more than the number required are nominated by ballot; and in all cases the consent to act of the person nominated shall be first obtained. All such Committees shall be instructed to report either to Synod or to the Diocesan Council. The mover of a motion for the appointment of a Select Committee shall if elected a member of such Committee act as convenor of the first meeting.

## STANDING ORDERS FOR THE CONDUCT OF SYNOD

18. The Standing Orders for the conduct of Synod shall be as follows:-
- (1) The time of meeting for the dispatch of business shall be as ordered by the Bishop.
  - (2) If a quorum be not present within half an hour after the time of meeting the Synod shall stand adjourned until the next time of meeting and if there be no quorum that day the Bishop shall adjourn the Synod to such time as the Bishop may think fit.
  - (3) If at any time after the chair is taken the attention of the Bishop be formally called to the fact that a quorum is not present the Bishop shall at the end of ten minutes if a quorum be not first made up adjourn the Synod until the next time of meeting when the business shall be resumed at the point at which it was interrupted.
  - (4) The Order of Business for each Session of Synod shall be determined by the Steering Committee appointed in accordance with Regulation 3(7)(2)(a). The following items shall be included:-
    - (a) Election of a Clerical and a Lay Secretary
    - (b) Election of a Chair of Committees
    - (c) The President's report and tabling of statistical returns
    - (d) The Diocesan Council report
    - (e) Audited statements of accounts and motions connected therewith
    - (f) Tabling of other reports and accounts
    - (g) Answers to questions on notice
    - (h) Petitions of which notice has been given
    - (i) Motions of which notice has been given.
  - (5) On subsequent days of each Session of each Synod the Order of Business after prayers shall be as arranged by the Committee appointed by Synod for that purpose.
  - (6) Notwithstanding the above order of business at every annual Session of the Synod at 9 a.m. on the second full day of sitting or at some other time determined by the President there shall be a period of not more than 30 minutes set aside for members to speak on any matter. Each speaker shall be allowed a time not exceeding three minutes. If after a period of less than 30 minutes no member of the Synod indicates the desire to speak the President shall declare the period for such speeches closed and the Synod shall resume its business. All Standing Orders shall stand during this period except those which would prohibit or inhibit such procedure and these same shall be suspended during this special period and with regard to it only.

- (7) Orders of the Day shall be called on at the time Synod shall have determined and proceeded with. Thereafter the business on the notice paper shall be resumed at the point where it was interrupted.
- (8) The following elections shall be an Order of the Day during the First Session of Each Synod:-
- (a) The Diocesan Council
  - (b) The Parish Boundaries Board and Reserves
  - (c) The Diocesan Nominators and Reserves
  - (d) The Bishopric Nominators and Reserves
  - (e) The Panel of Assessors
  - (f) Representatives to Provincial Council and Reserves
  - (g) Representatives to General Synod and Reserves
  - (h) Members of any other committee that Synod may from time to time decide to appoint.

Unless the Synod determine otherwise where Reserves are elected the number of votes each received shall determine the order in which they are called.

- (9) Proposers shall obtain the consent of their nominees to act if elected. Nominations shall be in writing and shall be lodged with the Registrar by the date determined by clause 12(1)(a). Each nomination shall be accompanied by a statement in biographical form submitted by the Proposer.
- (10) The Elections shall be by ballot and the Bishop shall appoint scrutineers. The ballot shall be conducted in such manner as the Bishop shall direct.
- (11) Unless otherwise specifically provided all persons elected in accordance with this Regulation shall continue in office until their successors are appointed at the next election.
- (12) On the presentation of a Report the following Motions shall be in order:-
- (a) That the Report (if not printed and in the hands of members) be read.
  - (b) That the Report be printed and lie on the table.
  - (c) That the Report be received.
  - (d) That the Report be adopted.
  - (e) That the Report be taken into consideration on a future day.
  - (f) That the Report be referred back for reconsideration.
- (13) The Report of a Committee shall be presented by the Chair or by such other member of the Committee as the Chair may determine.

## PETITIONS

- (14) Every Petition must be presented by a Member of Synod and shall contain a prayer and be signed by the Petitioner.
- (15) The only motion admissible on the presentation of a Petition shall be "That the Petition be received".

## QUESTIONS AND MOTIONS

- (16) No question shall be asked except on notice duly given.
- (17) No motion shall be moved except on notice duly given.
- (18) The President shall allow to be added to the notice paper at any time any notice of question or motion which
- (a) in the President's opinion is of an urgent nature, or
  - (b) arises out of the President's report, or
  - (c) the Synod shall have given leave to be added to the notice paper.
- (19) Notices of question or motion received on the floor of Synod in accordance with clause 18(18) shall be in duplicate legibly written and signed by the mover.
- (20) If any Notice contains unbecoming expressions the President may order that it shall not be received.
- (21) Unless the President shall otherwise determine copies of additional questions or motions shall be made available to members of Synod as soon as conveniently possible.
- (22) Notices called on and not proceeded with - unless such arise from want of quorum - shall lapse.
- (23) If when a Motion is called on the mover is absent no other member shall move the same except by leave of Synod.
- (24) No motion shall be brought forward for discussion which in the opinion of the President is substantially identical to one already disposed of in the affirmative or negative during the same Session.

## AMENDMENTS

- (25) A motion having been proposed may be amended; but no amendment except of a verbal character shall be put from the chair until a written copy thereof shall have been handed to the President or Chair of Committees as the case may be.
- (26) When the proposed amendment is to leave out certain words the President shall put the question "That the words proposed to be left out be left out".
- (27) When the proposed amendment is to leave out certain words in order to insert or add other words the President shall put the question "That the words proposed to be left out be left out"; which if resolved in the negative shall dispose of the amendment; but if in the affirmative another question shall be put "That the words of the amendment be inserted or added instead thereof".
- (28) When the proposed amendment is to insert or add certain words the President shall put a question "That such words be inserted or added".
- (29) Amendments may be proposed to a proposed amendment as if such proposed amendment were an original motion.
- (30) When amendments have been made the original motion as amended shall be put.

- (31) When amendments have been proposed but not made the motion shall be put as originally proposed.
- (32) An amendment proposed shall be disposed of before another amendment to the original motion can be moved.

## **RULES OF DEBATE**

- (33) Every member shall address the chair when speaking and shall speak standing; and shall be entitled to be heard in silence.
- (34) Except by special permission of Synod the mover of a motion shall not speak to the motion for more than ten minutes and any member of Synod in debate shall not speak to the motion for more than five minutes.
- (35) A motion or amendment not seconded shall lapse and shall not be entered on the Minutes and the Synod shall at once proceed to the next business.
- (36)(a) No member, except as provided in clause 18(36)(b), or in Committee of the whole Synod, shall speak twice on the same motion unless in explanation of something that member has said in the debate and on which such member has been misrepresented or misunderstood, and in such explanation shall not introduce any new matter.
- (b) The mover of any original motion but not of an amendment shall be allowed to reply; such reply shall close the debate
- (c) A member who has seconded a motion or amendment without speaking to it may address the Synod on the subject of such motion or amendment at any subsequent period of the debate.
- (37)(a) At any time during the debate any member who has not yet spoken may without notice ask "whether in the opinion of the President the Question should now be put?" Whereupon or unasked the President may give Synod the opinion that the motion has been sufficiently discussed.
- (b) If after such expression of opinion by the President a Motion be made "That the motion be now put" the question on such Motion shall then be put without further debate and if such Motion be carried the President shall forthwith put the original motion to the vote; provided that whenever it is decided that any motion shall be put the mover of the original Motion shall have a right of reply.
- (38) A motion "That the debate be now adjourned" or "That the Synod do now adjourn" may be made by any member who has not spoken and if seconded shall be at once put from the chair without discussion. The member upon whose motion a debate shall have been adjourned shall be entitled to be heard first on the resumption of the debate.
- (39) A motion "That the Synod do now pass to the consideration of the next business" may be made by any member who has not spoken and if seconded shall be at once put from the chair without discussion; and if carried the main question shall drop but may be entertained upon due notice being given.
- (40) Whenever a motion "That the question be now put" or for the adjournment or "That the Synod do now pass to the consideration of the next business" is negative none of these motions shall be entertained within the next fifteen minutes.

- (41) A motion or amendment may with the consent of the seconder be withdrawn by leave of the majority of Synod.
- (42) If two or more members rise to speak at the same time the President shall decide which member is entitled to speak first.
- (43)(a) If any Point of Order arise the member speaking shall be seated until it be settled. Any member may speak once specifically to that Point of Order and the President shall decide such point before the general debate continues.
- (b) Any member objecting to such ruling or decision of the President shall do so at once moving "That the Synod dissent from the President's ruling" and such question shall be determined by the Synod forthwith.

## **VOTING**

- (44) At the close of any debate the President shall put the motion to the vote.
- (45) If no call for a vote by orders be made by any member of Synod, the President shall call for the voices of Synod and declare whether the Ayes or the Noes have it. If the decision is challenged the President shall direct the Ayes to stand and be counted and then the Noes to stand and be counted.
- (46) All members present when the question is put must vote; and no member shall leave the room whilst the votes are being taken provided that immediately before a vote is taken any member of Synod may call for a deferment of up to 30 minutes and if supported by one fifth of those present the matter shall lie on the table so that members may give the matter further consideration.
- (47) The President shall have a deliberative vote and in the case of an equality of votes a casting vote except in the case of a vote by orders.

## **COMMITTEE OF WHOLE SYNOD**

- (48) In Committee of the whole Synod the Chair of Committees shall preside but if absent any member may be elected to the Chair; provided always that the Bishop may preside in the Committee.
- (49) The Chair of Committees shall have a casting vote only.
- (50) The Chair of Committees shall be invested with the same authority for the preservation of order as the Bishop when presiding in Synod.
- (51) The same rules as to quorum and order of debate shall be observed in Committee as in Synod except the rule which limits the number of times of speaking.
- (52) Motions may be made: "That Synod does now resume" or "That the Committee does now report progress and asks leave to sit again" which if seconded shall be at once put from the chair without discussion.

## REGULATIONS AND ORDINANCES

- (53) The first Motion to be moved is "That The Synod does now consider a measure for (and here shall be set forth the general object of the measure)". After the speeches by the mover and seconder of the motion the President shall ask if any member of Synod wishes to ask a question of the mover or seconder and such a question or questions shall not constitute speech in debate. During such question period errors of a typographical or grammatical or verbal nature may be attended to without the necessity for amendment in Committee.
- (54) After all questions have been responded to the President shall ask if any member of Synod wishes to debate the motion in Synod and if no such wish is expressed the motion shall be put to Synod. If requested debate shall proceed and when concluded the motion shall be put to Synod.
- (55) If the motion be resolved in the affirmative the President shall ask if any member of Synod wishes to debate the measure in Committee.
- (56) If no such wish is expressed the President shall invite the mover of the original motion to move "That the measure does now pass" and on this motion being agreed to by Synod the President shall declare the measure to be passed.
- (57) If debate in Committee be requested the Synod shall without a question resolve itself into a Committee of the Whole for consideration of the measure.
- (58) When the measure has been settled in Committee it shall be reported by the Chair to Synod with or without amendment as the case may be.
- (59) When the measure is reported the adoption of the report may be immediately moved or a future day appointed for that purpose.
- (60) The adoption of the report having been carried by the Synod the President shall declare the measure to be passed.

## GENERAL RULES

- (61) The minutes of each day's proceedings of Synod shall be prepared and signed by the Secretaries and submitted to the next meeting of Diocesan Council after Synod. Upon adoption by Diocesan Council (with or without amendment), the Bishop shall sign the Minutes which shall then be taken and accepted as the authentic record of Synod.
- (62) Any of the Standing Orders may be suspended on motion without notice duly seconded but not without the consent of a majority of the members present who have votes.
- (63) In all cases not herein provided for resort shall be had to the Standing Orders of the General Synod.