

## THE STANDING ORDERS ORDINANCE 1980

AN ORDINANCE for regulating the proceedings of the Synod and for other purposes.

WHEREAS it is expedient to provide for the orderly conduct of proceedings of the Synod NOW THE SYNOD HEREBY DETERMINES:

### PART I - PRELIMINARY

#### Title

1. This Ordinance may be cited as "The Standing Orders Ordinance 1980".

#### Arrangement

2. This Ordinance is divided into parts as follows:-

PART I	-	PRELIMINARY (Sections 1 - 2)
PART II	-	PROCEDURE BEFORE SYNOD (Sections 3 - 12)
PART III	-	ORDER OF BUSINESS (Sections 13 - 15)
PART IV	-	REGULATIONS OF BUSINESS (Sections 16 - 18)
PART V	-	RULES OF DEBATE (Sections 19 - 26)
PART VI	-	VOTING (Sections 27 - 28)
PART VII	-	COMMITTEE PROCEDURE (Sections 29 - 33)
PART VIII	-	CONFERENCE PROCEDURE (Sections 34 - 37)
PART IX	-	OPEN DISCUSSION (Section 38 - 40)
PART X	-	ORDINANCES (Sections 41 - 46)
PART XI	-	MISCELLANEOUS PROVISIONS (Sections 47 - 51)
PART XII	-	INTERPRETATION (Section 52)
PART XIII	-	TRANSITIONAL AND REPEAL (Sections 53-54)

General provisions about use of electronic documents, procedures and voting

- 2A. (1) The President may, after consultation with the Diocesan Council, determine, in relation to a session of Synod, any of the following:
- (a) that summonses, and any report, notice, petition, question, notice paper or other document to be provided before the session, or for the purposes of the session, may be in the form of an electronic document (in a format determined or approved by the President) and may be delivered, provided, forwarded or lodged by means of electronic communication or through any other electronic method determined or approved by the President;
  - (b) that any report, notice, petition, question, notice paper or other document to be used, tabled, presented or provided at a session may be provided or displayed electronically (in a format, and in a way, determined or approved by the President) and need not be printed for the purposes of the session;
  - (c) that any signature will be taken to be provided if it conforms with any requirement, or is represented, provided or acknowledged in a way or by a method, determined or approved by the President;
  - (d) that any document will be taken to be tabled at the session if it is to be entered into the electronic records of the Synod in a manner determined or approved by the President;
  - (e) if the session is to be conducted at a meeting held at a place with some or all of the members of the Synod not being physically present –
    - (i) that any requirement to speak standing will not apply but that a person will be recognised and heard in a manner determined or approved by the President; and
    - (ii) that any requirement that a member resume their seat will be taken to be a requirement that they cease speaking; and
    - (iii) that a person (not being a member of Synod) may, by a motion without notice duly passed, have the right to participate in the session but not to vote or to move or second motions;
  - (f) even if the session is to be conducted at a meeting held at a place with all of the participating members of the Synod being physically present – that voting on any question or motion to be determined at the session will be conducted electronically in a manner (and using such technology) determined or approved by the President after consultation with the Diocesan Council;
  - (g) if paragraph (e) or (f) applies – that any requirement that a member vote standing will not apply.

- (2) The President will take reasonable steps to provide information to members of the Synod about any determination of the President under this section, including information about:
  - (a) the procedures to be followed for the purposes of submitting any report, notice, question, petition or other document; and
  - (b) if voting is to be conducted electronically – the method to be used.
- (3) In connection with the operation of subsections (1) and (2), a determination of the President may be varied or revoked at any time by the President, without the need to give any notice or to undertake any consultation if the variation or revocation is to take effect immediately and including at a session of the Synod where it has been previously determined to apply.
- (4) A process, proceeding, step or other action taken under and in accordance with a determination under this section will apply despite any other provision made by this Ordinance (and in the event of an inconsistency between a determination under this section and another section, the determination will prevail to the extent of the inconsistency).

## PART II - PROCEDURE BEFORE SYNOD

### Summons

3. (1) Sessions of the Synod shall be convened by summons of the Bishop addressed to all members of the Synod entitled to be present at the session.
  - (1A) A summons will:
    - (a) state the date and time of the session; and
    - (b) provide information about:
      - (i) the place where the session is to be conducted; or
      - (ii) if the session is not to be conducted as a meeting held at a place with members of the Synod being physically present – how the session is to be conducted and how members may register to be a participant at the session.
  - (2) Notwithstanding the provisions of subsection (1), it shall be sufficient in the case of general licence clergy if a notice of a session is given in the form of an invitation to attend together with relevant information about arrangements for the session if the meeting is not to be held with members of Synod being physically present.

### Annual Sessions

4. In the case of an annual session of the Synod the following provisions shall apply:
  - (a) The summons shall be posted or delivered to all members of the Synod not less than thirteen weeks before the day fixed for commencement of the session;
  - (b) The summons shall specify a date not less than eight weeks before the date of the session of the Synod by which reports for presentation to the Synod and notices of motion, petitions and questions for inclusion in the notice paper shall be in the hands of the Secretary of Synod, and except as hereinafter provided all reports, notices of motions, petitions and questions for consideration at that session of the Synod shall be forwarded in writing to the Secretary of Synod by the date specified in the summons.

### Special Sessions

5. In the case of a special session of the Synod the following provisions shall apply:
  - (a) The summons shall be posted or delivered to all members of the clergy and lay members of the Synod not less than six weeks before the day fixed for commencement of the session;
  - (b) The summons shall specify the matter or matters to be determined at that session.

### Motions and Questions

6. Every notice of motion or question shall be legibly written and shall be signed by the mover or questioner.

### Petitions

7. Every petition to the Synod shall be couched in respectful and temperate language and shall be signed by the petitioner (if a person) or (if not a person) by some person authorised in that behalf by the petitioner. Consideration of any petition shall be on motion with notice thereof duly given in accordance with the provisions of this Ordinance.

### Steering Committee

8. (1) There shall be a Steering Committee which shall consist of the Bishop and two members of the clergy and two lay members of the Synod appointed by the Diocesan Council at its first meeting following the annual session of the Synod in each election year.
  - (2) The Steering Committee shall examine all notices of motion, questions and petitions and may recommend to the proposer of a notice of motion or question

the adoption of an alternative form of such notice of motion or question and if the proposer agrees such alternative form shall be substituted for the notice of motion or question submitted.

- (3) If the proposer does not agree to such alternative form the Steering Committee shall be entitled to print on the notice paper below the notice of motion or question the alternative form suggested by it and the reasons therefor.
- (4) No notice of motion which in the opinion of the President contains unbecoming expressions shall be placed on the notice paper.

#### Drafting Committee

9. (1) There shall be a Drafting Committee which shall consist of three members of whom not fewer than two shall be members of the Synod and at least one shall be a legal practitioner appointed by the Diocesan Council at its first meeting following the annual session of the Synod in each election year.
- (2) The Drafting Committee shall examine any measure for an Ordinance or for an amendment to the Constitution and may recommend to the proposer thereof the adoption of amendments to such measure, and if the proposer agrees, such amended measure shall be substituted for the measure submitted.
- (3) Every measure to be considered by the Synod shall be accompanied by a certificate of the drafting Committee stating whether in its opinion:
  - (a) the Synod has power to pass the proposed measure, and
  - (b) the drafting of the measure is consistent with the Constitution and Ordinances,and may give reasons for its opinion.

#### Notice Paper

10. The Steering Committee shall arrange all notices of motion and questions on the notice paper in the order which, in the opinion of the committee, will be most convenient for the Synod.

#### Despatch of Notice Paper and Reports

11. Not less than three weeks before the session of the Synod the Secretary of Synod shall cause to be posted or delivered to all members of the Synod copies of:
  - (a) The notice paper;
  - (b) In the case of an annual session of the Synod, the annual report of the Diocesan Council; and

- (c) any other reports to be considered at that session except the President's report unless it is by then available.

### Notices of Motion Arising out of Reports

- 12. (1) At any time after despatch of the notice paper and reports referred to in section II of this Ordinance and at least seven clear days before the first day of that session there may be lodged with the Secretary of Synod a petition notice of motion or question (in either case legibly written and signed by the mover or questioner) which arises out of or relates to any report to be submitted to the Synod at that session.
- (2) Before the commencement of the session the Steering Committee shall examine any notice of motion or question lodged with the Secretary of Synod in accordance with subsection (1) of this section and may authorise the Secretary of Synod to issue a supplementary notice paper to include any such motion or question and shall direct the order in which such notices of motion or questions shall be included in the notice paper.
- (3) The provisions of sections 8 and 9 of this Ordinance shall apply mutatis mutandis to any notice of motion or question lodged in accordance with this section.

## PART III - ORDER OF BUSINESS

### Order of Proceedings

- 13. (1) Except as otherwise provided herein, at every session of the Synod the following provisions shall apply:-
  - (a) A service of worship shall be conducted at some convenient time either before or during the session to enable members of the Synod and other members of the Church to attend;
  - (b) At such service the Bishop may at his discretion deliver a pastoral address to the Diocese;
  - (c) At the time appointed in the summons the Synod shall assemble and prayers shall be said;
  - (d) The President shall announce the appointment of the Synod Reporter, Scrutineers and Assistant Secretaries, or such of those officers as he shall consider necessary for that session of the Synod;
  - (e) The President shall table the register of members of the Synod as at the date of that session and unless the attendance of members shall have been recorded in some other manner appointed by the President the roll shall be called;

- (f) The President shall inform the Synod of the names of those members whom he has excused from attendance;
- (g) The President shall announce the time at which any elections to be conducted at that session shall be held and the time at which (in the case of an annual session) the period of open discussion shall take place;
- (h) The President shall report to the Synod;
- (i) Any member of the Synod may thereupon move that the President's report be received and such motion may make provision for the printing and distribution of the report;
- (j) The President shall table the synod accounts and parochial statistics;
- (k) The President shall table the annual report of the Diocesan Council (in the case of an annual session) and any other reports to be considered at that session and submitted in accordance with the provisions of paragraph (b) of section 4 of this Ordinance, and all such reports shall thereupon be taken as read and received provided however that any member of the Synod may thereupon move that a particular report be not received, which motion shall forthwith be debated, and if passed, such report shall not be received and shall not form any part of the record of the Synod;
- (l) Petitions shall be presented;
- (m) The President shall call over the notice paper to ascertain whether any matters may be treated formally without debate. Any member of the Synod (except the member in whose name the motion stands on the notice paper) may signify by calling "Object" that he **or she** objects to the matter being disposed of without debate. In the absence of any such objection the President shall call upon the mover of the motion to move the same, and upon its being seconded by another member of the Synod it shall be forthwith put without amendment or debate;
- (n) After the notice paper has been called over it shall be competent for any member of the Synod to move that a specified notice of motion be taken at a particular time and if the Synod by a majority of not less than three quarters of those present and voting shall so determine the matter shall be dealt with at that time notwithstanding its position on the notice paper;
- (o) Subject to paragraph (n) hereof the business of the Synod shall then be dealt with in the order in which the same shall stand on the notice paper, and, unless otherwise determined by the President, at the times indicated on the notice paper;

- (2) Unless the President shall otherwise direct the provisions of paragraphs (a), (h), (j) and (m) of subsection (1) of this section shall not apply to a special session of the Synod.
- (3) Despite subsection (1)(a), a service of worship need not be conducted before or during a session of the Synod if the President determines that it is not reasonably practicable to conduct any such service.
- (4) The President may determine to deliver a pastoral address to the Diocese under subsection (1)(b) by electronic or other means of communication determined to be appropriate by the President in particular circumstances.

Motions without Notice

- 14. (1) Except as elsewhere provided in this Ordinance motions and questions shall only be considered upon notice duly given in accordance with the provisions of this Ordinance.
- (2) The President shall allow to be added to the notice paper at any time any notice of motion or question which -
  - (a) in his or her 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

Additional Motions without Notice

- 15. Any notice of motion or question permitted to be added to the notice paper in accordance with the provisions of Section 14 of this Ordinance shall be added at the end of the notice paper and unless the President shall otherwise determine copies thereof shall be made available to members of the Synod as soon as conveniently possible.

PART IV - REGULATIONS OF BUSINESS

Lack of Quorum

- 16. If at any time during a session of the Synod the attention of the President shall be drawn to the fact that the quorum required by the Constitution is not present the President shall proceed no further with the business of the Synod and the President shall after a lapse of 10 minutes if a quorum is still not present adjourn the Synod until a time to be determined by him or her.

Motions

- 17. (1) If a motion is called on and the mover is absent the motion shall lapse unless the Synod shall give leave for another member of the Synod to move the same.



- (2) No motion shall be discussed which in the opinion of the President is substantially identical with or which if passed would substantially **negate** a motion already disposed of during the same session.
- (3) No motion shall be presented in a form different from that in which it appears on the notice paper except by leave of the Synod and if such leave is given the President may direct that the motion shall not be considered until members of the Synod have been supplied with a copy of the motion.

### Amendments

18. (1) A motion having been moved may be amended but unless the President or Chairperson of Committees as the case may be shall otherwise determine no amendment shall be put from the Chair.
- (2) If an amendment is proposed, the following provisions will apply:
  - (a) If the purpose of the amendment is to add a word or words to the original motion only:

The motion to be moved by the person proposing the amendment will be:

*That the word (or words) shown as being inserted be so inserted.*
  - (b) If the purpose of the amendment is to delete one or more words from the original motion only:

The motion to be moved by the person proposing the amendment will be:

*That the word (or words) shown as being struck out be deleted.*
  - (c) If the purpose of the amendment is to delete one or more words from the original motion and to insert a new word or words (including in a different place):

The motion to be moved by the person proposing the amendment will be:

*That the word (or words) shown as being struck out be deleted and that the words shown as being inserted be so inserted.*
  - (d) Alternative amendments may be moved if a preceding amendment is not agreed to until there is agreement as to the amendment (or amendments) to be made to the motion.
- (3) In connection with the operation of subsection (2), the President or the Chairperson of Committees (as the case may be) may -
  - (a) require that a proposed set of amendments be split into two or more separate amendments in order to assist with handling, and voting on, the amendments; and

- (b) determine the order in which different amendments moved by different persons will be moved, discussed and put; and
  - (c) allow a person, with leave, to move an amendment in an amended form.
- (4) Without limiting the powers of the President or the Chairperson of Committees (as the case may be) (the *Chair*) to refuse to accept, or to refuse to put, an amendment on any ground, an amendment should not be accepted -
- (a) if the amendment would, in the opinion of the Chair, substantially change the original motion (as members of the Synod or the Committee would then be asked to vote on something completely different to what was being proposed at the first instance); or
  - (b) if the amendment would, in the opinion of the Chair, directly contradict the original motion (as the person seeking to move the amendment should instead vote against the original motion).
- (5) A motion (with or without amendment) must be formally put in its entirety once all amendments have been dealt with.

## PART V - RULES OF DEBATE

### Speakers

19. (1) Every member of the Synod shall address the Chair when speaking, shall speak standing and shall be entitled to be heard in silence until he or she resumes his or her seat.
- (2) Except by leave of the Synod no member moving a motion shall speak for more than seven minutes and no member of the Synod in debate shall speak for more than four minutes: provided that a member who is introducing a measure under section 20 or section 30 of the Constitution may speak for 10 minutes.

### Lapse or Withdrawal

20. (1) A motion or amendment moved and not seconded shall fall to the ground and the Synod shall at once proceed to the next business.
- (2) A motion or amendment moved and seconded may be withdrawn only by leave of the Synod.

### Right to be Heard

21. (1) Except as hereinafter provided no member shall speak twice on the same motion or amendment unless in explanation of something he himself or she herself has said in the same debate on which he or she has been misrepresented or misunderstood or by leave of the President in answer to a question asked in the course of the debate.
- (2) The mover of any motion but not of an amendment shall be permitted to reply which reply shall close the debate.
- (3) Any member who seconds a motion or amendment without speaking to it shall be permitted to speak once at any subsequent period of the debate.
- (4) A member may speak to a motion and to any amendment moved thereto and to the motion as amended.
- (5) If two or more members rise to speak at the same time the President shall name the member entitled to be heard first.
- (6) The President may speak once to any motion or any amendment at any period of the debate and may address the Synod after the close of the debate.

### Adjournment

22. 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, may be debated provided however that no member may speak for more than one minute in such debate. The member upon whose motion a debate shall have been adjourned shall be entitled to be heard first on the resumption of the debate.

### Requiring Questions to be Put

23. (1) At any time during the debate any member may without notice ask: "In the opinion of the President should the question now be put?" whereupon the President in his discretion may inform the Synod that in his opinion the question has been sufficiently debated.
- (2) If after such expression of opinion by the President a member shall move "That the question be now put" such motion shall then be put without further debate and if it be carried the President shall subject to the provisions of subsections (2) and (6) of section 21 of this Ordinance forthwith put the original question to the vote.

### Consideration of Next Business

24. A motion "That the Synod do now pass to consideration of the next business" may be moved by any member and if seconded may thereupon be debated and put. If such motion is carried the main question under discussion shall drop and shall not be entertained again at that session of the Synod.

### Restrictions on Certain Motions

25. Whenever a motion referred to in Sections 22 to 24 inclusive of this Ordinance has been put and lost no identical motion shall be entertained within the next fifteen minutes.

### Points of Order

26. (1) If any point of order shall arise the member speaking shall resume his or her seat until it is settled. Any member may speak once to such point of order and shall confine himself or herself strictly to the point and the President shall decide the point before the general debate continues.
- (2) If any member shall object to such ruling or decision of the President he or she shall do so at once by moving "That the Synod dissents from the President's ruling" and such question shall be determined by the Synod forthwith.

## PART VI - VOTING

### Question to be Put

27. Subject to the provisions of subsections (2) and (6) of section 21 of this Ordinance and to the provisions of section 18 of the Constitution, the President shall at the close of the debate put the question to the vote.

### Procedure

28. In the event of a vote by orders being required the votes of each order shall be taken by members standing in their places and if no vote by orders is required the President shall call for the voices of the Synod and shall declare whether in his or her opinion the ayes or the noes have it. If his or her decision is challenged the President shall direct the ayes to stand and be counted and then the noes to stand and be counted.

## PART VII - COMMITTEE PROCEDURE

### Committee of the Whole

29. In addition to the provisions of Part X of this Ordinance relating to procedures in committee it shall be competent for any member of the Synod at any stage of the debate to move that the Synod go into Committee of the whole to consider the question or any aspect of it.

### Chairperson

30. In Committee of the whole of Synod the Chairperson of Committees or if he or she be absent or unwilling to act any member elected by the Committee shall preside provided however that the President may preside in committee if he or she shall so desire.

### Rules of Debate

31. Except as otherwise provided in this Ordinance the provisions of this Ordinance shall apply in Committee provided however that there shall be no limitation on the number of times a member may speak.

### Report to Synod

32. (1) After consideration by the Committee of the question referred to it a member shall move "That the Synod do now resume".  
  
(2) Upon such motion being carried the Synod shall resume and any member may forthwith move any motion to give effect to any decision or recommendation of the Committee.

### Adjournment

33. At any time during the consideration by the Committee of the question referred to it the Committee may resolve that the Committee be adjourned until a time or subject to any other condition specified in the motion, and the Committee without further resolution of the Synod shall be adjourned accordingly.

## PART VIII - CONFERENCE PROCEDURE

### Initiation by Bishop

34. The Bishop may, whether or not he has given notice to that effect, at any time during a session of the Synod determine that the Synod go into conference for the purpose of consultation on any matter and the Synod shall thereupon be in conference for such purpose.

### Initiation by Synod

35. Any member of the Synod may upon notice duly given in accordance with this Ordinance move that the Synod desires to consult with the Bishop on any matter specified in the notice of motion and upon the passing of such motion and if the Bishop shall signify his assent thereto the Synod shall thereupon be in conference for such purpose.

### Procedure in Conference

36. Whilst the Synod is in conference:

- (a) The provisions of Part V of this Ordinance other than subsection (1) of section 19 thereof shall not apply;
- (b) Any person may speak for five minutes or such longer period as the Bishop may allow;
- (c) The Bishop may permit any person to speak more than once;
- (d) It shall not be necessary to have any motion before the conference and any motion if moved -
  - (i) Shall only be moved with leave of the Bishop;
  - (ii) Shall be in such a form as to express the opinion of the conference on a particular matter; and
  - (iii) Shall not form any part of the record of the Synod.

#### Conclusion of Conference

37. A conference shall be concluded by:

- (a) The Bishop so deciding; or
- (b) By a resolution of the conference "That this conference be now concluded" which resolution may be moved at any time and if seconded may be debated provided however that no member may speak for more than one minute in such debate.

### PART IX - OPEN DISCUSSION

#### Time Prescribed

38. At every annual session of the Synod at a time determined by the President there shall be a period of not more than thirty minutes set aside for an open discussion.

#### Procedure

39. During a period of open discussion no member of the Synod shall move any motion and any person may speak for a period not exceeding three minutes on any matter whether or not such matter concerns or arises out of any other matter before the Synod or a conference of the Synod.

#### Conclusion

40. If after a period of less than thirty minutes no members of the Synod indicate a desire to speak during the open discussion the President shall declare the open discussion closed and the Synod shall resume its normal business.

## PART X - ORDINANCES

### Introduction of Measure

41. (1) At the session of the Synod for which notice of a proposed measure shall have been given pursuant to Sections 20 or 30 of the Constitution the proposer shall move "That the Synod agrees in principle to a measure for (and here shall be set forth the general object of the measure)". Subject to sub-section (1A), the measure to be debated shall be the measure as circulated to members of the Synod.
- (1A) At the time of moving such motion the proposer may seek the leave of the Synod to introduce the measure with amendments to the measure as circulated to members of the Synod. If such leave is given the measure as so introduced shall be the measure to be debated.
- (1B) After such motion has been moved and seconded, the President shall ask if any member or members wish to ask the mover or seconder any question or questions relevant to the subject matter of the measure, and any member may thereupon ask any such question which may thereupon be answered by the mover or seconder. Further such questions may be asked and answered until the President shall announce that debate shall proceed.
- (1C) A person who has asked a question during the period referred to in subsection (1B) shall not, for the purpose of any ensuing debate, be deemed to have spoken on the motion by virtue solely of having asked such question.
- (1D) After the President shall have announced that debate shall proceed, the general principle of the measure shall be debated.
- (2) If the motion referred to in subsection (1) be decided in the negative the measure shall lapse.
- (3) If such motion shall be decided in the affirmative the following provisions of this Part shall apply.

### By-passing Committee procedure

- 41A (1) Upon the passing of the motion the President shall ask if any member wishes to debate the measure in committee.
- (2) If any member shall answer "Yes" then the Synod shall thereupon become a Committee of the whole for consideration of the measure in accordance with the provisions of section 42.
- (3) If no member shall answer "Yes" then the proposer shall move "That the measure be now passed."

- (4) If such motion be decided in the affirmative the President shall, subject to the provisions of paragraphs (b) and (c) of section 20 and paragraph (b) of section 30 of the Constitution, declare the measure to have been passed.
- (5) The Secretary of Synod shall certify on a copy of the measure as debated that the copy so certified is a copy of the measure as passed and the date of its passing.

#### Committee Procedure

42. (1) In Committee the measure shall be considered clause by clause or in such other parts or divisions as may be convenient on motion from the Chair without the requirement of a seconder that each part division or clause of the measure be agreed to.
  - (1a) If an amendment is proposed, the following provisions will apply:
    - (a) a copy of the proposed amendment must be delivered to the Secretary of Synod in a manner and form determined by the Secretary of Synod, with the amendment being presented and considered in a form and according to a process consistent with section 18;
    - (d) when an amendment or amendments have been made the original motion will be put as amended;
    - (e) when an amendment has or amendments have been proposed but not made, the motion will be put as originally proposed.
  - (2) Upon completion of consideration of the measure as aforesaid the Committee shall make a recommendation concerning the passing or otherwise of the measure and upon such recommendation being passed the Synod shall resume.
  - (3) The Chairperson of Committees may announce that he or she proposes to make certain specified alterations to the measure of a grammatical or editorial nature and unless a member of the Committee thereupon moves a motion of dissent from such proposal, such alterations shall be deemed to have been made by the Committee.
  - (4) If the Committee shall recommend that the measure be passed either with or without amendment then the Chairperson of Committees shall certify on a copy of the measure that the copy as certified is a copy of the measure as recommended.



### Committee Recommendation

43. Upon the resumption of the Synod and subject to the provisions of Section 44 of this Ordinance a member shall forthwith move a motion to give effect to the decision or recommendation of the Committee.

### Passing by Synod

44. (1) If the Committee shall recommend the passing of the measure either with or without amendments the motion "That the measure be now passed" or "That the measure as amended in Committee be now passed" (as the case may require) shall, subject to the Chairperson of Committees having provided the certificate referred to in section 42 (4), be put provided that the Synod may defer consideration of such motion until any amendments to the measure made in Committee or the measure as passed in Committee has been printed.
- (2) If such motion be decided in the affirmative the President shall, subject to the provisions of paragraphs (b) and (c) of section 20 and paragraph (b) of Section 30 of the Constitution, declare the measure to have been passed and the Secretary of Synod shall certify on a copy of the measure as recommended by the Committee that the copy so certified is a copy of the measure as passed and the date of its passing.

### Confirmation where necessary

45. At any session of the Synod which is required to consider the confirmation of a measure the motion shall be put "That the measure for ..... be now confirmed" which motion shall admit of discussion but not of amendment.

### General Synod Legislation

46. Whenever in the opinion of the President a Canon or Rule of the General Synod of The Anglican Church of Australia shall not come into force or take effect within the Diocese unless the Synod by Ordinance adopts or assents to such Canon or Rule he or she shall, as soon as practicable after the Secretary of Synod has received a certified copy of such Canon or Rule, nominate a member of the Synod to give notice of motion to consider a measure for an Ordinance to adopt or assent to such Canon or Rule in accordance with section 41 hereof and such motion and measure shall be dealt with in accordance with the provisions of this Part.

## PART XI - MISCELLANEOUS PROVISIONS

### Minutes - Confirmation

47. (1) The Secretary of Synod and the Assistant Secretary or Secretaries shall be responsible for compiling the minutes of the proceedings of the Synod and such minutes shall be presented to the Diocesan Council for confirmation at its meeting next following the session of the Synod concerned.
- (2) In respect of any session of the Synod at which any Ordinance is passed the draft minutes shall contain a certificate from the person presiding over the Committee that the text of the Ordinance contained in the draft minutes is as passed in Committee.

### Minutes - Content and Availability

48. The minutes shall record all proceedings of the Synod other than in conference or open discussion provided that motions or amendments not seconded shall not be recorded. The numbers of those voting for and against a motion decided otherwise than on the voices shall be recorded. The minutes shall be accessible to members of the Synod at all reasonable times.

### Synod in Public

49. (1) Subject to the provisions of any Ordinance of the Synod and unless the Synod shall by resolution otherwise determine the discussions of the Synod shall be always open to members of the Church and the public.
- (2) Subsection (1) does not apply to a session of the Synod that is not to be conducted as a meeting held at a place with members of the Synod being physically present.

### Suspension of this Ordinance

50. The provisions of this Ordinance may be suspended for any purpose described in the motion by a motion without notice duly seconded and passed.

### Rights of Non-members of Synod

51. The Synod may by a motion without notice duly seconded and passed grant any person a seat on the floor of the house for the whole or any portion of a session of the Synod and such person shall have the right to speak but not to vote or to move or second motions.

## PART XII - INTERPRETATION

### Interpretation

52. In this Ordinance unless the context or subject matter otherwise indicates:-

- (a) "Annual session of the Synod" means the session of the Synod convened pursuant to subsection (1) of section 15 of the Constitution;

"Election year" means an election year referred to in section 14 of the Constitution;

"General licence clergy" means members of the clergy who hold a general licence to officiate and no other licence;

"Special session of the Synod" means any session of the Synod other than an annual session;

"Summons" includes an invitation to attend given under section 3.

- (b) Any reference to a notice of motion shall, in the case of a notice of motion relating to the introduction of a measure, include the text of the measure;
- (c) Any reference to a notice of motion shall include a reference to a notice by the Bishop of his intention to consult with the Synod pursuant to Part VIII of this Ordinance.

## PART XIII - TRANSITIONAL AND REPEAL

53. Notice of any business to be conducted by the Synod after the passing of this Ordinance at the session of the Synod at which this Ordinance is passed shall, if it complies with the provisions of this Ordinance, be deemed to have been given pursuant to the provisions of this Ordinance.

54. The provisions of Regulation VI - Of the Mode of Making Altering or Repealing Canons or Regulations and of Regulation X - Of Standing Orders have no further force or effect within the Diocese.

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### *Legislative history*

Passed on 10th April 1980.

Amended on 22nd September 1985 - Sections 1, 12(1), 12(2).

Amended 14th September 1990 - Sections 41, 42, 44 and new section 41A

Amended 14th September 1990 by the The Ordinances Publication Ordinance Amendment Ordinance 1990 - Title - Section 1

Amended 17th September 1994 - Sections 3, 13(1)(n), 19, 52

Amended 13<sup>th</sup> October 2007 – Sections 18, 42

Amended 16<sup>th</sup> October 2021 – Sections 12, 13, 18, 42: effective 1 November 2021: Sections 2A, 3, and 49  
effective 16<sup>th</sup> October 2022

*Legislative history notes relating to revisions under the Ordinances Publication Ordinance 2004*

- (1) Section 5 – “clergymen” deleted and “members of the clergy” substituted
- (2) Section 5 – “synodsmen” deleted and “members of the Synod” substituted
- (3) Section 8 – “clergymen” deleted and “members of the clergy” substituted
- (4) Section 8 – “synodsmen” deleted and “members of the Synod” substituted
- (5) Section 13(1)(m) – “or she” inserted after “he”
- (6) Section 14(2)(a) – “or her” inserted after “his”
- (7) Section 16 – “or her” inserted after “him”
- (8) Section 18(1) – “Chairman” deleted and “Chairperson” substituted
- (9) Section 19 – “or she” inserted after “he”
- (10) Section 19 – “or her” inserted after “his”
- (11) Section 21(1) – “or she herself” inserted after “he himself”
- (12) Section 21(1) – “or she” inserted after “he”
- (13) Section 26(1) – “or her” inserted after “his”
- (14) Section 26(1) – “or herself” inserted after “himself”
- (15) Section 26(2) – “or she” inserted after “he”
- (16) Section 28 – “or her” inserted after “his” in two places
- (17) Section 30 – heading substituted
- (18) Section 30 – “Chairman” deleted and “Chairperson” substituted
- (19) Section 30 – “or she” inserted after “he” in two places
- (20) Section 42(3) – “Chairman” deleted and “Chairperson” substituted
- (21) Section 42(3) – “or she” inserted after “he”
- (22) Section 42(4) – “Chairman” deleted and “Chairperson” substituted
- (23) Section 44(1) – “Chairman” deleted and “Chairperson” substituted
- (24) Section 46 – “or she” inserted after “he”