

ANNEXURE A

ANGLICAN CHURCH OF AUSTRALIA

DIOCESE OF WANGARATTA

STANDING ORDERS OF SYNOD

TABLE OF PROVISIONS

PREFACE

1. Purposes of the Synod

PART 1 - INTRODUCTORY

2. Dictionary

PART 2 - OFFICERS AND COMMITTEES OF THE SYNOD

3. The President of the Synod
4. Acting President
5. Officers of the Synod
6. Duties of the Secretary of Synod
7. Minutes Committee
8. Term of office of officers of the Synod and filling of casual vacancies.

PART 3 - MEETINGS OF THE SYNOD

9. Notice of meeting of Synod
10. Record of members' attendance
11. Members of Synod to meet together
12. Meetings to be open to the public
13. Hours of meeting
14. Suspension of sittings
15. Adjournment for the sitting day other than last sitting day of a session
16. Adjournment of the Synod on last sitting day of a session
17. Quorum
18. Procedure where quorum is not present on a day other than last sitting day of session
19. Procedure where quorum is not present on last sitting day of session
20. Count of the Synod

PART 4 - SYNOD MEETING IN CONFERENCE

21. Purpose
22. Meeting of Synod in conference
23. Procedure of Synod after meeting of Synod in conference

PART 5 - SEPARATE CONSIDERATION OF MOTION BY INTERESTED MEMBERS

24. Separate consideration of motion by interested members

PART 6 - ORDER OF BUSINESS IN SYNOD

25. Reports and accounts to be laid before Synod
26. Consideration of reports
27. Notices of motion
28. Synod Business Committee
29. Reference of notice of motion received during Synod to Business Committee
30. Order in which notices of motion are to be dealt with
31. Motions giving publicity to or commending some matter or event
32. Motions involving expenditure
33. Order of business for the first day of a session
34. Order of business - second or subsequent day
35. President's address to the Synod
36. Reading of motions
37. Calling over of motions
38. Method of making an objection
39. Motions to which no objection made are to be put forthwith
40. Priority may be given to an order of the day

PART 7 - RULES OF DEBATE

41. Conduct of debate
42. President to manage debate
43. President may ascertain whether motion opposed
44. Order of debate
45. Points of order
46. Length of speeches
47. Closing debate on a motion
48. Speeches to deal only with the matter under debate
49. Interruptions
50. Disorderly conduct
51. Limitations on speaking to motions
52. Right of reply
53. Motions to be seconded
54. Motions not to be moved without notice
55. Motions not moved or postponed to lapse
56. Amendments
57. Certain amendments not in order
58. Avoiding or postponing decision on a motion
59. Voting on motions
60. Count of votes by show of hands
61. Withdrawal of motion
62. Motion previously dealt with
63. Adjournment
64. Voting and participation in proceedings by the President
65. Member not to speak except upon a motion

PART 8 - PROCEDURE OF SYNOD IN COMMITTEE

66. Procedure in committee
67. Chair of Committees
68. Acting Chair of Committees
69. Motions in Committee

70. Speaking in Committee
71. Absence of quorum in committee
72. Adjournment or completion of proceedings in committee
73. Application of Standing Orders

PART 9 - ACTS

74. Proposed Acts (known as Bills)
75. Bills involving expenditure
76. Debate on general principles of a Bill
77. Detailed consideration of Bills
78. Procedure in Committee with respect to Bills
79. Procedure after Bill has been considered in Committee
80. No amendment of Bill except in committee
81. Making further consideration an order of the day
82. Editorial corrections
83. Presentation of Bill to Bishop for assent

PART 10 - SELECT COMMITTEES

84. Membership
85. Appointment of members
86. Proceedings of select committee

PART 11 - PETITIONS

87. Presentation
88. Requirements as to form and content
89. Receipt of petition
90. Printing

PART 12 - SUSPENSION OF STANDING ORDERS

91. Suspension of Standing Orders

PART 13- MISCELLANEOUS

92. Resolution to be brought to attention of Government
93. Recording opposition to or abstention from resolution
94. Observers
95. Parliamentary practice and procedure

THE SCHEDULE

STANDING ORDERS

DIOCESE OF WANGARATTA

STANDING ORDERS OF SYNOD PREFACE

1. Purposes of the Synod

- 1.1 The Synod is a meeting together of the Bishop, the licensed clergy and the representatives of the laity of the Diocese:
 - to affirm and celebrate our common life in the Lord Jesus Christ
 - to conduct the business of the Synod which is;
 - the ordering of that common life by the making of Acts
 - the expression, through the resolutions of the Synod, of the mind of the people of the Diocese on matters of common concern
 - the oversight of the conduct of the affairs of the Church in the Diocese by the agencies and officers of the Diocese.
- 1.2 The purpose of the rules set out in these Standing Orders is to enable the business of the Synod-
 - to be conducted in an orderly and expeditious manner
 - to provide opportunities for all of the members of the Synod, so far as practicable, to participate in that business.
- 1.3 In making these Standing Orders, the Synod also affirms the importance, in the life of the Synod, of its members sharing in worship and fellowship outside the business meetings.

PART 1 - INTRODUCTORY

2. Dictionary

- 2.1 The Schedule at the end of these Rules defines a number of terms which are used in the Standing Orders.

PART 2 - OFFICERS AND COMMITTEES OF THE SYNOD

3. The President of the Synod

- 3.1 The Bishop is the President of the Synod

4. Acting President

- 4.1 The President may request a member to take the chair as acting President of the Synod during the President's temporary absence from the sitting.
- 4.2 An acting President has all the powers, and may exercise all the functions, of the President under these Standing Orders during the absence of the President from the sitting.

5. Officers of the Synod

- 5.1 The officers of the Synod are:

STANDING ORDERS

- (a) the Chair of Committees ;
 - (b) the Secretary to Synod, who is the Registrar of the Diocese. The President shall appoint a Deputy Secretary and may at any time appoint one or more Assistant Secretaries as the President thinks necessary and any duty or function of the Secretary under these Standing Orders may be exercised or performed by any Deputy or Assistant Secretary but subject to any direction of the President and, subject to any such direction, on the instructions of the Secretary.
- 5.2 The officers are appointed at the first session of each Synod.
- 5.3 The officers of the Synod are appointed by motion without notice proposing the names of those to be appointed.

6. Duties of the Secretary

- 6.1 The Secretary:
- (a) takes, or causes to be taken, minutes of the proceedings of Synod in ordinary form and of Synod in committee;
 - (b) records all Acts made and all resolutions passed by the Synod and all reports and other papers laid on the table of the Synod;
 - (c) prepares the notice papers for each sitting day other than the first day of a session of the Synod;
and
 - (d) has the custody of the books, papers, minutes and records of the Synod which must be open for inspection at all reasonable times by any member of the Synod or any person authorised in writing by a member of the Synod for this purpose.

7. Minutes Committee

- 7.1 At the first session of each Synod, the Synod must appoint a Minutes Committee.
- 7.2 The members of the Minutes Committee are appointed by motion without notice proposing the names of those to be elected.
- 7.3 The Minutes Committee consists of 3 members.
- 7.4 The function of the Minutes Committee is to scrutinise the minutes of each sitting and certify whether or not the minutes are correct.
- 7.5 Minutes certified by the Minutes Committee to be correct are to be taken to have been confirmed by the Synod.
- 7.6 The President must, on each sitting day of a session of the Synod other than the first, report to the Synod whether or not the minutes have been duly certified by the Minutes Committee to be correct.

STANDING ORDERS

8. Term of office of officers of the Synod and filling of casual vacancies.

- 8.1 An officer of the Synod or a member of the Minutes Committee holds office until the first sitting of the next Synod unless he or she resigns by notice in writing to the President or ceases to be a member of the Synod.
- 8.2 Where an officer of the Synod or member of the Minutes Committee resigns or ceases to be a member of the Synod, the Synod must:
- (a) if the Synod is then sitting, as soon as is convenient thereafter; or
 - (b) if the Synod is not then sitting, on its next day of sitting, elect a person to fill the vacancy.

PART 3 - MEETINGS OF THE SYNOD

9. Notice of meeting of Synod

- 9.1 When the Bishop convenes a session of the Synod,¹ the Registrar must send the following material to each member of the Synod in time for it to be received not less than 14 days before the first sitting day of the session:
- (a) notice of the time and place fixed by the Bishop for the sitting;
 - (b) notice of any elections due to be held during the session;
 - (c) a copy of the agenda for the first sitting day of the session;
 - (d) a copy of each notice of motion received by the Registrar not less than 14 days before the first sitting day of the session;
 - (e) a copy of each proposed Act, in the form of a Bill (see rules 74 and 75), included on the agenda;
 - (f) a copy of each of the reports and accounts required by these Standing Orders, by Act or by resolution of the Synod to be laid before the Synod that are then available; and
 - (g) a copy of any other report that has been provided to the Registrar for laying before Synod.
- 9.2 The Registrar may also include in the material sent to each member of the Synod details of the arrangements for the program of the Synod that must be made in advance of the first sitting day of the session.

10. Record of Members' attendance

- 10.1 A member present at a session of the Synod must record his or her attendance in a book provided for the purpose.

11. Members of Synod to meet together

- 11.1 Subject to Parts 4 and 5, the members of the Synod meet together in one room to conduct the business of the Synod.

¹ See **Synod Act** 1972, s 24.

STANDING ORDERS

12. Meetings to be open to public

- 12.1 A meeting of the Synod is, subject to subrule 12.2, open to the public.
- 12.2 If 5 or more members so request, the President must order members of the public to withdraw from the meeting room.
- 12.3 Where members of the public have been ordered to withdraw, they may be re-admitted:
- (a) when the motion before the Synod when they were ordered to withdraw has been disposed of or adjourned; or
 - (b) if the Synod sooner resolves that they be re-admitted.

13. Hours of meeting

- 13.1 The Synod meets on the first sitting day of a session at the time specified in the notice sent by the Registrar.

14. Suspension of sittings

- 14.1 Unless:
- (a) the Synod otherwise orders; or
 - (b) other arrangements have been specified by the Registrar in accordance with subrule 9 the President may, without motion being moved, suspend a sitting of the Synod at any time.
- 14.2 Without limiting subrule 14.1, the President may, without motion being moved, suspend a sitting of the Synod for a period of 15 minutes during a morning, afternoon or evening sitting and for such longer period as may be required for luncheon or dinner.

15. Adjournment for the day of a sitting day other than last sitting day of session

- 15.1 On a sitting day other than the last sitting day of a session, the Synod adjourns for the day:
- (a) if the Registrar specified a time in accordance with subrule 9 at that time unless the Synod otherwise agrees on motion without notice; or
 - (b) in any other case - at the time agreed by the Synod on motion without notice.
- 15.2 A motion to adjourn the Synod may not be moved while a member is speaking.

16. Adjournment of the Synod on last sitting day of a session

- 16.1 This rule applies if the Synod has not concluded its business by 4 p.m. on the last sitting day of a session.
- 16.2 The President must, as soon as practicable after that time, adjourn the Synod without a day being fixed for its resumption.
- 16.3 The Synod may, for the purposes of subrule 16.1, fix a time other than 4 p.m. in respect of a particular session of the Synod.
- 16.4 The President:
- (a) must not adjourn the Synod under subrule 16.1 so as to interrupt a member who is speaking;
 - (b) may, before the Synod is adjourned, allow a vote to be taken on a motion that is being discussed at the relevant time; and

STANDING ORDERS

(c) may allow the customary formal motions to be moved after the relevant time and before the Synod is adjourned.

16.5 Any notices of motion that have not been dealt with by the Synod at the time the Synod is adjourned under subrule 16.1 stand referred to the Bishop-in-Council for consideration and such action (if any) as the Bishop-in-Council decides to take.

16.6 The Bishop-in-Council must, in considering a matter under subrule 16.5, have regard to any written submissions made on the matter by a member of the Synod within 21 days after the conclusion of the session of the Synod.

17. Quorum

17.1 The President, one-third of the total number of clerical members and one-third of the total members of lay members form a quorum of the Synod.

18. Procedure where quorum is not present on a day other than last sitting day of session

18.1 If a quorum is not present within 30 minutes after the time fixed for a sitting on a day other than the last day of a session, the President may either:

- (a) adjourn the Synod to a later time that day; or
- (b) if the day is not the last day of a session - adjourn the Synod to the next sitting day.

18.2 If a quorum is not present at the time specified under paragraph (a) of subrule 18.1, the President must adjourn the Synod until the next sitting day.

18.3 If:

- (a) the Synod has been adjourned under this rule to the next sitting day; and
- (b) a quorum is not present within 30 minutes after the time fixed for the sitting on that day,

the President must adjourn the Synod to a date to be fixed by the President.

19. Procedure where quorum is not present on last sitting day of session

19.1 If a quorum is not present within 30 minutes after the time fixed for the sitting on the last day of a session, the President must adjourn the Synod to a date to be fixed by the President.

20. Count of the Synod

20.1 The President must require a count to be made of the number of members present in the sitting of the Synod if requested to do so by a member who claims that a quorum is not present.

20.2 A request for a count may be made at any time during a sitting of the Synod.

20.3 If at any time during a sitting of the Synod the President considers that a quorum is not present, the President may require a count to be made.

20.4 If the count shows that a quorum is not present the action to be taken by the President depends on whether:

- (a) the President considers that a quorum is likely to be formed within a reasonable period of time; and
- (b) the count is taken on the last sitting day or an earlier sitting day.

STANDING ORDERS

- 20.5 If the President considers that a quorum is likely to be formed within a reasonable period of time the President may adjourn the Synod to a later time that day fixed by the President.
- 20.6 If the President does not consider that a quorum is likely to be formed within a reasonable period of time, the President must:
- (a) if the count is taken on a day that is not the last sitting day of a session - adjourn the Synod to the next sitting day; or
 - (b) if the count is taken on the last sitting day of a session - adjourn the Synod to a date to be fixed by the President.

PART 4 - SYNOD MEETING IN CONFERENCE

21. Purpose

- 21.1 This Part affords a flexible procedure for discussion of matters before the Synod by providing for a form of meeting of the Synod, referred to in these rules as "**Synod in conference**", which is not constrained by the other provisions of these Standing Orders or the ordinary rules of procedure and debate.
- 21.2 The purpose of meeting in conference is to enable members of the Synod to participate in a less formal way in a detailed discussion of such topics as are specified in the conference motion.

22. Meeting of Synod in conference

- 22.1 The Synod may, in accordance with a motion (the "**conference motion**") moved by the Registrar, meet in conference during a session of the Synod.
- 22.2 A conference motion may be moved by the Registrar without notice.
- 22.3 The procedures to be followed in Synod in conference are those set out in the conference motion.

23. Procedure of Synod after meeting of Synod in conference

- 23.1 The Synod resumes in ordinary form at the conclusion of the meeting in Synod in conference or if earlier called together by the President.
- 23.2 A motion or motions arising out of the discussions in Synod in conference and prepared in accordance with the procedures set out in the conference motion may be moved without notice after members resume in Synod in ordinary form.
- 23.3 A motion referred to in subrule 23.2 must be in writing and must be given to the Secretary when Synod resumes in ordinary form.
- 23.4 A motion moved in accordance with subrule 23.2 may, if the Synod so agrees on motion without notice, be made an order of the day for the same day in priority to other business listed for that day.

STANDING ORDERS

PART 5 - SEPARATE CONSIDERATION OF MOTION BY INTERESTED MEMBERS

24. Separate consideration of motion by interested members

- 24.1 The Synod may, by motion without notice, adjourn debate on a motion on notice to allow the motion to be considered separately by members interested in its subject matter.
- 24.2 Members who indicate their interest to the President in taking part in such a discussion by rising in their places when called on to do so may meet separately to discuss the motion, whether during a sitting of the Synod or not.
- 24.3 If those members, or a majority of them, reach agreement with the mover of the motion on the text of a motion in place of the motion on the notice paper and so advise the Secretary, the text as so agreed is taken to be the text of the motion on the notice paper for the purposes of further consideration by the Synod.

PART 6 - ORDER OF BUSINESS IN SYNOD

25. Reports and accounts to be laid before the Synod

- 25.1 The following reports and accounts must be laid before the Synod during each ordinary annual session of the Synod:
 - (a) a report by the Bishop-in-Council of its work since the last ordinary annual session of the Synod; and
 - (b) a report by The Wangaratta Diocesan Trustees of its work since its last report to the Synod; and
 - (c) the accounts for the previous year of each fund under the control of the Synod, the Bishop-in-Council or The Wangaratta Diocesan Trustees; and
 - (d) a budget for the following year as adopted by the Bishop-in-Council.
- 25.2 If a copy of:
 - (a) a report, the budget paper or an account referred to in subrule 25.1; or
 - (b) any other report required by Act or by resolution of a Synod to be laid before the Synod,was not sent to each member of the Synod in accordance with rule 9, a copy must be given by the Registrar to each member of the Synod on the first sitting day of the Synod.
- 25.3 Copies of other reports of diocesan agencies laid before the Synod must be made available by the Registrar for perusal by members of the Synod.

26. Consideration of reports

- 26.1 Consideration of reports and accounts laid before Synod is an important part of the business of the Synod, for maintaining oversight over diocesan agencies and officers and ensuring accountability to the Synod.
- 26.2 A member may direct a question on notice concerning any matter relating to a report laid before the Synod to the Bishop, or to a member of the Synod who is an officer of the Diocese or an officer of the diocesan agency concerned.

STANDING ORDERS

- 26.3 A member of the Synod who wishes to bring any matter arising out of such a report to the attention of the Synod may do so upon a motion to adopt the report or a motion to take note of the report, as the case may be.
- 26.4 A motion referred to in subrule 26.3 may be moved without notice at the time for consideration of motions relating to reports.

27. Notices of motion

- 27.1 A notice of motion (which may include argument in support of not more than 100 words) must be in writing and signed by the mover.
- 27.2 A notice of motion is not to be included on the agenda for the first sitting day of a session unless it was received by the Registrar on or before the time fixed in the mandate convening the session.
- 27.3 A notice of motion is not required for a motion following the presentation of any document (except for a petition) that the document be printed and a time appointed for its consideration.
- 27.4 A notice of motion may be withdrawn by the person giving notice with the agreement of the Synod.

28. Synod Business Committee

- 28.1 A committee, to be known as the Synod Business Committee, is to be constituted by the Bishop-in-Council in accordance with this rule.
- 28.2 The Synod Business Committee consists of the Registrar, the Chair of Committees and other members of the Synod appointed by Bishop-in-Council.
- 28.3 The Synod Business Committee must:
- (a) On the first day of each session to recommend to Synod –
 - (i) the order in which business should be taken during the session; and
 - (ii) the particular day or time at which Synod should order the consideration of reports and other matters of business of which the Registrar has received notice;
 - (b) classify and arrange from day to day the order of presentation of motions, notices of which have been given in accordance with these Standing Orders; and
 - (c) review all notices of motion and take such action in relation to them consistent with these orders as in the opinion of the Committee is calculated to expedite the business of Synod.

29. Reference of notice of motion received during the Synod to Business Committee

- 29.1 The President may refer a notice of a motion given to the secretaries during a session of the Synod to the Synod Business Committee.
- 29.2 The Synod Business Committee must review all notices of motion and may consult with the mover of the motion about changes in the wording of the motion for the purpose of:
- (a) rendering it legally effective; or

STANDING ORDERS

- (b) ensuring that it conforms with the ordinances of Synod and the Standing Orders; or
- (c) clarifying its purpose or effect; or
- (d) facilitating its consideration by the Synod.

29.3 If the mover of the motion agrees to change the motion to give effect in whole or in part to the views of the Synod Business Committee, the mover must give a copy of the changed motion to the secretaries.

29.4 The mover is deemed to have given notice of the motion as changed.

30. Order in which notices of motion are to be dealt with

30.1 This rule does not apply to a notice of motion for leave to introduce a proposed Act.

30.2 Unless the Synod or the President otherwise determines:

- (a) motions to be moved at the direction of Bishop-in-Council take priority over other motions; and
- (b) other motions referred to in subrule 27.2 take priority over motions of which notice is given on the first or subsequent sitting day of the session

30.3 Notices of motion must be dealt with on a sitting day in the order in which they are printed in the business paper for that day.

30.4 The President, subject to subrules 30.2 and 30.7 and after receiving advice from the Synod Business Committee, determines the order in which notices of motion shall be printed in the business paper for a sitting day.

30.5 In making the determination the President must, so far as practicable, group the motions according to their subject matter.

30.6 The President must not allow a motion to be moved to change the order in which motions are printed in the business paper for a sitting day.

30.7 Where the Synod has directed that an order of the day or motion be taken at a particular time or following a specified matter, the order or motion must be listed on the order of business accordingly.

31 Motions giving publicity to or commending some matter or event

31.1 A notice of motion the subject matter of which, in the opinion of the President:

- (a) is intended to give publicity to or to commend some event or matter; and
- (b) is not of sufficient importance to the life of the Church in the Diocese as to justify the motion being discussed by the Synod, is not to be included in the agenda for a sitting day.

31.2 The periods of 10 minutes immediately preceding adjournment for lunch on the second and subsequent sitting-days of a session are available for members wishing to give publicity to or commend some event or matter relating to the life of the Church in the Diocese.

31.3 Such a member may, when called by the President, speak for not more than 2 minutes on the event or matter.

STANDING ORDERS

32. Motions involving expenditure

- 32.1 A notice of motion that would, if passed, have the effect of increasing diocesan expenditure or reducing diocesan income is not to be included on the order of business for a day unless it complies with subrule 32.2.
- 32.2 A notice of motion to which this rule applies must either set out or be accompanied by a paper which sets out a proposed source of funding to offset the effect of the motion on diocesan finances.
- 32.3 A notice of motion to which this rule applies must be disposed of before a final vote is taken on the motion relating to the budget paper in respect of the next following year.

33. Order of business for the first day of a session

- 33.1 The order of business for the first sitting-day of a session is as follows:
- (a) prayers;
 - (b) tabling by the President of lists of clergy summoned to Synod and of lay representatives;
 - (c) tabling of apologies for absence;
 - (d) election of officers of the Synod (if necessary);
 - (e) tabling by the Registrar of reports and accounts required to be laid before Synod by these Standing Orders, by Act or by a resolution of a Synod;
 - (f) notices of questions;
 - (g) notices of motion;
 - (h) consideration of the report of the work of the Bishop-in-Council since the last ordinary session of the Synod and of a motion relating thereto;
 - (i) consideration of the budget paper in respect of the next following year and of a motion relating thereto;
 - (j) Bills to be introduced with the approval of the Bishop-in-Council; (k) other Bills;
 - (l) motions relating to the reports and accounts laid on the table other than the report referred to in paragraph (h) and the budget paper referred to in paragraph (i);
 - (m) other motions to be moved with the approval of the Bishop-in-Council;
 - (n) other motions.

34. Order of business - Second or subsequent day

- 34.1 The order of business for the second or a subsequent sitting-day of a session is as follows:
- (a) prayers;
 - (b) minutes;
 - (c) answers to questions;
 - (d) notices of question;
 - (e) orders of the day;

STANDING ORDERS

(f) motions of which notice has been given.

34.2 The order of business for the second sitting day of a session must make provision for any elections to be held at that session in accordance with Part 10.

35. President's address to the Synod

35.1 The President's address to the Synod is made at such time during the session as the President determines.

36. Reading of motions

36.1 The President may call upon a person who has given notice of motion to the Secretary to read the notice to the Synod at an appropriate time on the day on which it was given.

36.2 Sub-rule 36.1 applies to a notice of motion deemed to have been given to the Secretary under subrule 29.4 as if the notice had been given.

37. Calling over of motions

37.1 The President may call over the motions on the order of business for the second or subsequent sitting day of a session:

- (a) before the Synod proceeds with any of the orders of the day or motions included on the order of business for that day; or
- (b) at any other time on that day, to find out whether there is any objection to any of the motions being put forthwith.

37.2 The President may also, when a motion is called for debate and before the mover speaks to the motion, inquire of members whether there is any objection to the motion being put forthwith.

37.3 The mover or seconder of the motion may not make an objection.

38. Method of making an objection

38.1 An objection to a motion being put forthwith is made by a member standing in his or her place and calling "Object" when the motion is called over the President.

38.2 Where not more than 4 members stand to object to a motion being taken forthwith, the President may ask each of them to state his or her grounds of objecting.

38.3 The grounds on which a member may object to a motion being taken forthwith are that the member:

- (a) believes the motion is so important as to merit discussion; or
- (b) needs more information in respect of the motion; or
- (c) opposes the motion; or
- (d) desires to propose an amendment of the motion.

38.4 A person stating the grounds of objecting to a motion being taken forthwith is not permitted to explain his or her reasons for stating the grounds.

STANDING ORDERS

39. Motions to which no objection is made are to be put forthwith.

39.1 Where:

- (a) no member objects under rule 38; or
- (b) not more than 4 members object and the President does not consider that the grounds stated under subrule 38.3 justify the objection,

the President may put the motion forthwith without amendment or debate.

39.2 The President may, before putting a motion under subrule 39.1, allow the mover to speak to the motion for not more than 2 minutes.

40. Priority may be given to an order of the day

40.1 Where the debate on a matter is adjourned and made an order of the day for a future sitting day, the Synod may determine that the resumption of the debate take preference over all or any motions or other orders of the day for that sitting day.

40.2 A motion that resumption of the debate take preference over all or any motions or other orders of the day may be moved without notice and must be put without debate,

PART 7 - RULES OF DEBATE

41. Conduct of debate

41.1 A member must stand when speaking and address the President.

41.2 When the President rises in his place, a member speaking must resume his seat and all members other than the President must remain seated until the President resumes his seat.

42. President to manage debate

42.1 The overriding objective of Synod debate is to further the purposes of the Synod, as specified in rule 1.

42.2 The President will manage Synod debate in accordance with these standing orders with a view to giving full effect to this overriding objective.

42.3 Subject to subrules 42.1 and 42.2 to the extent that any issue or question arises which is not specifically provided for in these standing orders, the issue or question must be resolved as the President thinks appropriate having regard to the usual practices of similar deliberative and legislative assemblies, parliamentary or otherwise.

42.4 Any decision of the President under subrule 42.3 is final and may not be debated.

43. President may ascertain whether motion opposed

43.1 The President may:

- (a) immediately after the mover has spoken to a motion; or
- (b) at any other time during the debate on the motion, inquire whether any member wishes to oppose the motion or propose an amendment of the motion.

43.2 If no member wishes to speak against the motion or propose an amendment the President may put the motion forthwith.

STANDING ORDERS

43.3 Where a motion is to be put in accordance with subrule 43.2, the mover does not have a right of reply.

44. Order of debate

44.1 Unless Synod otherwise determines, no more than two speakers (not including the mover of a motion) shall be heard in succession in support of a proposal and not more than two speakers shall be heard in succession against a proposal.

44.2 The President may, at any time, require a speaker to declare whether he or she is speaking, or proposes to speak, for or against a proposal.

45. Points of order

45.1 A member may speak to a point of order.

45.2 A question of order is determined by the President and the President's determination is final.

46. Length of speeches

46.1 Unless the Synod otherwise orders, the following time limits apply to speeches in the Synod:

- (a) On a motion, the mover may speak not longer than 7 minutes, the seconder not longer than 5 minutes and any other person not longer than 3 minutes.
- (b) The mover of a motion may speak in reply not longer than 3 minutes.
- (c) An extension of time of 2 minutes may be given by leave of a majority of the members of Synod present.
- (d) A speaker may not be granted more than 2 extensions of time.

46.2 This rule does not apply to Synod in conference or to Synod in committee.

47. Closing debate on a motion

47.1 A member who has not spoken on a motion may, without notice and at any time during the debate on the motion, ask the President "Whether in the opinion of the President the matter has been sufficiently debated?" (referred to in this rule as "the question").

47.2 The question may not be asked so as to interrupt a member who is speaking.

47.3 If, upon being asked the question or at any other time, the President is of the opinion that the matter has been sufficiently debated, he or she shall so inform the Synod.

47.4 Where the President so informs the Synod, a member who has not spoken may move without notice "that the motion be now put" (referred to in this rule as "the closure motion").

47.5 If the closure motion is seconded, the President must put it without debate.

47.6 If the closure motion is carried, the President must:

- (a) give the mover of the motion to which the matter relates an opportunity to reply; or
- (b) if the mover does not wish to reply, forthwith put the motion to the vote.

STANDING ORDERS

48. Speeches to deal only with the matter under debate

- 48.1 The President may call to order any member who, in the opinion of the President:
- (a) is digressing from the subject matter of the matter under discussion; or
 - (b) who makes personal reflections on, or imputes improper motives to, another member.

49. Interruptions

- 49.1 A member must not interrupt a speaker except to raise a point of order or when expressly permitted to do so by these Standing Orders.

50. Disorderly conduct

- 50.1 If, in the opinion of the President, a member:
- (a) persistently digresses from the subject matter of the matter under discussion; or
 - (b) is guilty of disorderly conduct,
- the President may report the member to the Synod.
- 50.2 The Synod may suspend a member who has been reported by the President for a part or the whole of the remainder of the session of the Synod.
- 50.3 The President must not report a member to the Synod under subrule 56.1 unless the member:
- (a) has been given an opportunity to withdraw any improper remarks or to otherwise apologise for his or her conduct; and
 - (b) has refused to do so.

51. Limitations on speaking to motions

- 51.1 A member may not speak more than once on a motion except where, with the permission of the President, the member makes a personal explanation.
- 51.2 A member who spoke on a motion before an amendment was moved to the motion may speak, once only, to the amendment.
- 51.3 A member who has not spoken on a motion before an amendment was moved to the motion may speak on both the original motion and the amendment but may not speak a second time on the motion or the amendment.
- 51.4 Where a further amendment is moved to a motion, a member who has spoken before the further amendment was moved may speak, once only, on the further amendment.
- 51.5 This rule applies to speaking on an amendment in like manner as it applies to speaking on a motion.

52. Right of reply

- 52.1 The mover of a motion may speak a second time in reply. No new material may be raised in the speech in reply.
- 52.2 The mover of an amendment to a motion does not have a right of reply.
- 52.3 When the mover of a motion has spoken in reply, the motion must be put without further debate.

STANDING ORDERS

53. Motions to be seconded

53.1 Unless the Standing Orders provide otherwise, a motion must be seconded.

53.3 A member may second a motion as a matter of form and is not considered to have spoken on the motion by doing so.

54. Motions not to be moved without notice

54.1 Unless the Synod gives leave to do so or the Standing Orders otherwise provide, a motion must not be moved unless notice of the motion has been duly given in accordance with the Standing Orders.

54.2 Where these Standing Orders provide for something to be done unless the Synod otherwise orders, a motion to order otherwise may be moved without notice.

55. Motions not moved or postponed to lapse

55.1 A motion lapses if, when it is due to be moved, it is not moved or is not postponed by leave of the Synod.

56. Amendments

56.1 An amendment may not be put unless it is seconded and a copy in writing handed to the Secretary.

56.2 An amendment may be moved to a proposed amendment as if the proposed amendment were an original motion.

56.3 The President:

- (a) may accept 2 or more amendments of a motion before the Synod; and
- (b) allow the debate on the motion and amendments to continue.

56.4 At the end of the debate on a motion to which amendments have been moved, the President must, subject to subrule 56.5, put the amendments to the Synod in such order as the President thinks will best enable the Synod to express its mind on the motion and the amendments.

56.5 If an amendment is moved to an amendment that has previously been moved, the President must put the amendment to the amendment before putting the amendment.

57. Certain amendments not in order

57.1 An amendment moved to a motion is out of order:

- (a) if it is not relevant to the subject matter of the motion; or
- (b) if it would result in the motion as proposed to be amended being the opposite of the motion.

58. Avoiding or postponing decision on a motion

58.1 A member who wishes to avoid or postpone a decision on a motion may move, without notice, "that the Synod proceed to the next item of business".

58.2 The motion to proceed to the next business must be put without debate.

58.3 If the motion to proceed to the next business is agreed to, the Synod proceeds forthwith to the next item of business.

STANDING ORDERS

59. Voting on motions

- 59.1 In this rule, reference to a vote by orders is a reference to a vote in which the clergy members and the lay members vote separately.
- 59.2 Subject to subrule 59.3, a question is resolved on the voices according to whether, in the President's opinion, there is a majority voting "yes" or "no".
- 59.3 If 10 or more members so request, those voting for and against the motion, and if so requested by a member who wishes to abstain, those abstaining, are to be counted by show of hands.
- 59.4 Unless 10 or more members request a vote by orders, the result of the vote is to be declared according to the votes of all members collectively.
- 59.5 Where a vote by orders is requested, the question is not resolved in the affirmative unless a majority of the members voting in each order vote in favour of the question.

60. Count of votes by show of hands

- 60.1 Where a count of votes by show of hands is held:
- (a) a member may not enter or leave the chamber after the President has directed members to indicate their votes by a show of hands; and
 - (b) after the President has appointed the tellers, a member other than a teller may not change his or her place within the chamber until after the tellers have counted the votes.

61. Withdrawal of motion

- 61.1 A motion may, with the leave of the Synod, be withdrawn by the mover.

62. Matter previously dealt with

- 62.1 A matter that has been dealt with by the Synod at a session may not be the subject of a further motion during that session.

63. Adjournment

- 63.1 A motion to adjourn the debate on a motion may be moved at any time without notice but not so as to interrupt a member who is speaking.
- 63.2 A motion to adjourn the debate may propose that the adjourned debate be made an order of the day for a later time on the same day or for a subsequent day of the session.

64. Voting and participation in proceedings by the President

- 64.1 The President does not have a vote on any matter before the Synod except in the case of an equality of votes where the clerical and lay members vote in one house, in which case the President shall give a casting vote.
- 64.2 Where the President desires to take part in a debate, the President must vacate the chair for this purpose and the Chair of Committees or Deputy Chair of Committees must take the chair.

STANDING ORDERS

65. Member not to speak except upon a motion

- 65.1 A member may not speak when no motion is before the Synod unless he or she intends to conclude by proposing a motion,
- 65.2 A member who rises to propose a motion of which notice has not been given must, when called upon by the President, state forthwith what motion he or she intends to propose.

PART 8 - PROCEDURE OF SYNOD IN COMMITTEE

66. Procedure in committee

- 66.1 The procedure in this Part applies where the Synod resolves on motion without notice to sit in committee.

67. Chair of Committees

- 67.1 The Chair of Committees presides in Synod in committee or, in his or her absence, a Deputy Chair of Committees.
- 67.2 The Chair of Committees (or any Deputy Chair of Committees presiding) has a casting but not a deliberative vote.

68. Acting Chair of Committees

- 68.1 If the Chair of Committees is unable to attend a sitting of the Synod, the Synod may elect a member to act as Chair of Committees during the absence of the Chair of Committees.
- 68.2 The Chair of Committees may at any time during a sitting, without motion, request a member to act as Chair of Committees during his or her temporary absence from the sitting.
- 68.3 An acting Chair of Committees has all the powers and may exercise all the functions of the Chair of Committees under these Standing Orders during the absence of the Chair of Committees.

69. Motions in Committee

- 69.1 A motion in Synod in committee need not be seconded.

70. Speaking in Committee

- 70.1 A member may speak more than once on a motion before the Synod in committee.
- 70.2 A member may not speak for more than 3 minutes on any one occasion.

71. Absence of quorum in committee

- 71.1 If a quorum is not present in Synod in committee the Synod is taken to be reconvened in ordinary form.

72. Adjournment or completion of proceedings in committee

- 72.1 Proceedings before Synod in committee may be adjourned by motion without notice or by motion put by the Chair of Committees at any time.

STANDING ORDERS

72.2 Where proceedings in committee are adjourned, or the matter before Synod in committee has been completed, the Synod, without motion being moved, resumes as Synod in ordinary form.

73. Application of Standing Orders

73.1 Except where this Part otherwise provides:

- (a) the Standing Orders apply, subject to subrule 73.2 so far as applicable, to Synod in committee with such adaptations as are required by the circumstances of the case; and
- (b) a reference in the Standing Orders to the President is to be read, where the Synod is sitting in committee, as a reference to the Chair of Committees.

73.2 Synod in committee may not suspend a member.

PART 9 - ACTS

74. Proposed Acts (known as Bills)

74.1 A Bill may not be considered during a session unless:

- (a) a copy of the Bill is received by the Registrar not less than 28 days before the first sitting-day of the session; and
- (b) copies of the Bill were circulated to members under rule 9.

75. Bills involving expenditure

75.1 A Bill shall not be considered by the Synod or an amendment to a Bill moved in Committee if the Bill, or the amended Bill, as the case may be, would, if assented to by the Bishop, have the effect of increasing diocesan expenditure or reducing diocesan income unless:

- (a) the copy of the Bill received by the Registrar under rule 74.1 was accompanied by a paper which sets out a proposed source of funding to offset the effect the Bill, if assented to, would have on diocesan finances; or
- (b) the mover of the amendment has given the Secretary for tabling and distribution to members of the Synod a paper which sets out a proposed source of funding to offset the effect the Bill, if amended and assented to, would have on diocesan finances,

as the case may be.

75.2 A Bill to which this rule applies must be disposed of before a final vote is taken on the motion relating to the budget paper in respect of the next following year.

76. Debate on the general principles of a Bill

76.1 A member of the Synod wishing to introduce a Bill must do so by motion "that leave be given to bring in the (named) ordinance".

76.2 Where leave is given, a Bill is introduced by the member in charge of the Bill moving "that the Bill be approved in principle".

76.3 When that motion has been moved and spoken to by the mover and has been seconded, the President must ask if any member wishes to ask any question of either the mover or seconder concerning the purpose and intended effect of the Bill.

STANDING ORDERS

- 76.4 When the President considers that sufficient questions have been asked and answered, the debate on the general principles of the Bill proceeds.
- 76.5 If the motion that the Bill be approved in principle is lost the Bill lapses.
- 76.6 Consideration of a Bill in accordance with this rule may only take place in Synod in ordinary form.

77. Detailed consideration of Bills

- 77.1 When the Synod has agreed to a motion that a Bill be approved in principle, the President must ask if any member wishes to discuss any particular provisions of the Bill in Committee or to move any amendment to it.
- 77.2 If any member answers "yes":
- (a) without motion being moved, the Synod goes into Synod in committee to consider the Bill in detail; or
 - (b) the Synod may resolve, on motion without notice, that consideration of the Bill in Synod in committee be an order of the day for another time.
- 77.3 If no member answers "yes" the member in charge of the Bill moves "that the Synod agrees to the ordinance".

78. Procedure in Committee with respect to Bills

- 78.1 Subject to subrule 78.2, when a Bill is being considered by Synod in committee, the Chair of Committees puts, with respect to each clause, the question "that clause ... be agreed to".
- 78.2 The question referred to in subrule 78.1 may be put in relation to 2 or more consecutive clauses taken together:
- (a) if the Chair of Committees asks the committee whether any member wishes to debate any of those clauses or move amendments to one or more of them; and
 - (b) no member indicates a wish to do so.
- 78.3 Where a Schedule to a Bill is divided into paragraphs, each paragraph may be considered as if it were a separate clause of the Bill.
- 78.4 The clause providing for the short title to the Bill and the title are considered after every other clause, any schedules and any preambles have been considered.
- 78.5 Where the question referred to in subrule 78.1 of this rule has been proposed concerning a clause, amendments may be moved as if the clause were a motion.
- 78.6 Where a clause is amended, the Chair of Committees proposes the further question "that the clause as amended be agreed to".
- 78.7 A motion for the inclusion of a new clause is moved after the clause that it is to follow has been dealt with by the committee.
- 78.8 A schedule, a preamble or the title to a Bill are dealt with in the same way as clauses of the Bill.

STANDING ORDERS

79. Procedure after a Bill has been considered in Committee

79.1 When consideration of a Bill has been completed in Synod in committee:

- (a) the Synod, without motion being moved, resumes as Synod in ordinary form; and
- (b) the motion "that the Synod agrees to the Bill" may be moved forthwith or made an order of the day for a later time.

79.2 Where the motion "that Synod agrees to the Bill" is moved after a Bill has been considered in committee, a motion may be moved without notice to have the Bill, or a specified clause or clauses, recommitted to the Synod in committee for further consideration.

80. No amendment of Bill except in Committee

80.1 A Bill may only be amended in Synod in committee.

81. Making further consideration an order of the day

81.1 A motion to make consideration of a Bill in Synod in committee or the motion that the Bill do now pass an order of the day for another time may be moved without notice.

82. Editorial corrections

82.1 The Chair of Committees may, before presenting a Bill for assent:

- (a) make any amendments of a grammatical or editorial nature in a Bill; or
- (b) alter the numbering of any clauses, sub-clauses or paragraphs, or of any cross- references, in consequence of any amendments made to a Bill; or
- (c) correct any clerical or typographical errors in any part of a Bill, without any motion to do so.

82.2 Any amendments or corrections made by the Chair of Committees in accordance with this rule are to be taken to have been made by the Synod in committee before the motion "that the Synod agrees to the ordinance" was agreed to.

83. Presentation of a Bill to Bishop for assent

83.1 When the Synod has agreed to a Bill, a copy of the ordinance, certified by the Chair of Committees that it is a true copy of the Bill as passed (together with any editorial corrections made under rule 82), is presented to the Bishop to state whether or not he or she assents to it.

PART 10 – SELECT COMMITTEES

84. Membership

84.1 A select committee shall consist of no fewer than 5 nor more than 10 members from each Region of the Diocese.

84.2 The President may, but is not required to, serve on any select committee.

STANDING ORDERS

85. Appointment of members

- 85.1 The notice of motion for the appointment of a select committee must contain the names of the members whom the mover proposes be appointed, but if the mover desires that the committee be appointed by ballot, the number from each Region of the Diocese only need to be stated.
- 85.2 Any member intending to move for the appointment of a select committee must ascertain previously whether each member proposed to be named by the move consents to appointment.
- 85.3 If a ballot is required to appoint members of a select committee, it must be conducted in accordance with the **Regulation of Elections Act 1980**.

86. Proceedings of select committees

- 86.1 A quorum of a select committee is a majority of its members.
- 86.2 All questions before a select committee must be decided by a majority of voices and the Chair shall have both a deliberative vote and a casting vote.
- 86.3 A select committee must elect one of its members to be the Chair.
- 86.4 If there is no quorum of members present within one-quarter of an hour after the time fixed for the meeting of any select committee, the Chair must adjourn the meeting and fix a future meeting date and hour.
- 86.5 The Chair of a select committee is responsible for the preparation of the committee's report.
- 86.6 Once a draft report has been prepared, the Chair of a select committee must present the draft report to a meeting of the committee which must decide whether to accept the draft report in whole or in part or to modify or reject the draft report in whole or in part. A member of the committee who desires to have his or her dissenting views expressed or acknowledged in the report of the committee may, if requested, have those views noted in the minutes of the committee and recorded in the report in a manner the committee decides is appropriate.
- 86.7 Every report of a select committee must be signed by the Chair and provided to the Registrar.

PART 11 – PETITIONS

87. Presentation

- 87.1 A petition cannot be presented after the Synod has proceeded to the orders of the day.

88. Requirements as to form and content

- 88.1 A member presenting a petition must acquaint himself or herself with its contents and ensure that it does not contain language disrespectful to the Synod and that it conforms with the standing orders.
- 88.2 A petition must have affixed the name of the member presenting it at the beginning thereof.
- 88.3 Every petition must be in writing.
- 88.4 Every petition must contain the prayer of the petitioners at its conclusion.
- 88.5 Every petition must be signed by at least one person on the sheet of paper on which it is written.
- 88.6 Every petition must be signed by the parties whose names are appended thereto by their names or marks and by no one else except in cases of incapacity.

STANDING ORDERS

88.7 No letters affidavits or other documents are to be attached to any petition.

88.8 A petition must not make reference to any debate in the Synod.

88.9 Any member presenting a petition to the Synod shall confine himself or herself to a statement of the persons from whom it comes, of the number of signatures attached to it, of the material allegations contained in it and to the reading of the prayer to the petition.

89. Receipt of petition

89.1 All petitions (which according to the rules of the usual practice of this Synod can be received) must be brought to the table by the direction of the President who must not allow any debate or any member to speak on or in relation to the petition.

90. Printing

90.1 No petition will be printed unless the member so moving the printing states it to be his or her intention to make a motion upon the matter or subject to which the petition relates.

PART 12 - SUSPENSION OF STANDING ORDERS

91. Suspension of Standing Orders

91.1 An act may be done by or in the Synod notwithstanding a provision of a Standing Order if:

(a) it is done by leave of the Synod without any member dissenting; or

(b) the provision of the Standing Order is suspended:

(i) upon motion moved on notice; or

(ii) upon motion moved without notice, and passed by the Synod by a majority of not less than 75 per cent of the members present and voting on the motion.

PART 13 - MISCELLANEOUS

92. Resolution to be brought to attention of Government

92.1 Where a resolution of the Synod is to be forwarded to the Government or a Minister of the Commonwealth of Australia or of a State or Territory, particulars of the voting on the resolution must be also forwarded with particulars of the resolution.

93. Recording opposition to or abstention from resolution

93.1 A member who voted against or abstained from voting on a resolution passed by the Synod may request the Secretary to record in the minutes the fact that he or she voted against the resolution or abstained, as the case may be.

93.2 The Secretary must thereupon make the appropriate record in the minutes.

STANDING ORDERS

94. Observers

- 94.1 For the purposes of this Order, “Observer” means a person whom the Head of a Church which is a member of the Victorian Council of Churches or of a Church to which an invitation under this Order is extended by resolution of Synod certifies to the President is for the time being duly appointed by that Church to be an observer at meetings of the Synod.
- 94.2 Save where Synod otherwise resolves,
- (a) A copy of each notice sent to members of Synod shall be sent to each Observer;
 - (b) Observers shall be entitled to sit on the floor of Synod;
 - (c) (i) At the invitation of the President, or
(ii) By leave or Synod granted upon motion, Observers shall be entitled to speak upon the subject matter then before Synod as though Observers were members.
- 94.3 Observers shall not be entitled to vote upon any matter before Synod.

95. Parliamentary practice and procedure

In any matter not provided for in these Standing Orders the President must apply the rules, forms and practices of the House of Representatives of the Parliament of the Commonwealth of Australia as far as they may be applied and otherwise the Synod must determine how the matter should proceed or be determined without proceeding further.

STANDING ORDERS

THE SCHEDULE

1. The Dictionary

1.1 In these Standing Orders, unless the contrary intention appears:

"**Chair of Committees**" means the person elected to preside over Synod in committee under rule 67, and includes a Deputy Chair of Committees or a person acting as Chair of Committees;

"**conference motion**" means a motion referred to in subrule 22.1;

"**member**" means a member of the Synod;

"**Ministry Unit**" means a parish which is named in the standing list of parishes under section 8 of the **Synod Act 1972**.

"**Minutes Committee**" means the committee constituted in accordance with rule 7;

"**President**" means the President of the Synod;

"**Property Trust**" means the Wangaratta Anglican Trust Corporation;

"**Region of the Diocese**" bears the same meaning as it does under the **Regions of the Diocese Act 1997**;

"**Registrar**" means the person holding the office, or performing the duties of the office, of Registrar of the Diocese of Wangaratta;

"**secretary**" means the Secretary to the Synod and the Secretary's deputy and assistants;

"**session**" means a session of the Synod convened by the Bishop in accordance with section 24 of the **Synod Act 1972**;

"**sitting**" means a meeting of the Synod on the day on which a session of the Synod is convened or on a subsequent day of that session;

"**sitting day**" means a day on which the Synod meets during a session.

"**Synod Business Committee**" means the committee constituted in accordance with rule 28;

A reference in these Standing Orders:

- (a) to **Synod in conference** is a reference to the Synod meeting in conference in accordance with the procedure set out in Part 4; and
- (b) to **Synod in committee** is a reference to the Synod sitting in committee in accordance with the procedure set out in Part 8; and
- (c) to **Synod in ordinary form** is a reference to the Synod meeting in accordance with the provisions of these Standing Orders other than Parts 4 and 8.