

## STANDING ORDERS OF THE GENERAL SYNOD

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## **GENERAL ARRANGEMENTS FOR GROUPS OF SESSIONS**

### **1. Sessional Arrangements**

All arrangements for the inauguration and dissolution of the General Synod of the Church of England ('the Synod') and the sessions and groups of sessions thereof (including Divine Worship) shall be made by or under the direction of the Presidents.

### **2. *Days, Hours and Places of Sessions***

(a) The Synod shall hold at least two groups of sessions in each year during weeks determined by the Synod upon a motion moved on behalf of the Business Committee not later than the 1st August of the preceding year.

(b) Groups of sessions shall be held on such days and at such times and places in either province as the Presidents, after consultation with the Business Committee, shall appoint.

(c) No official body (other than the Business Committee, the Legislative Committee or a body which has business before the Synod) shall meet during any group of sessions except with the agreement of the Clerk to the Synod.

In this Standing Order 'official body' means a body which, by its constitution or terms of reference, is answerable to the Synod.

(d) Notwithstanding any of the provisions of this Standing Order, the Presidents may in circumstances of special urgency or importance:

- (i) alter any of the weeks, days, times and places appointed for a session or group of sessions;
- (ii) cancel any session or group of sessions previously determined;
- (iii) summon a special session or group of sessions by notice in writing posted or delivered to every member not less than ten days before the date of the meeting; provided that, if an ordinary session or group of sessions is in progress, such written notice may be in the form of a notice paper.

### 3. *Seating*

Seating arrangements for the Synod and its Houses shall be made by the Clerk to the Synod in accordance with the directions of the Business Committee.

## **AGENDA**

### 4. *Content of Agenda*

(a) Subject to any resolution of the Synod and to these Standing Orders, the Business Committee shall settle the agenda for each group of sessions of the Synod (specifying therein all items of business of which due notice has been received save any items excluded by the Committee under this Standing Order) and shall determine the order in which such business shall be considered.

(b) The Joint Presidents of the Synod shall have power to direct the addition to the agenda at any time of such urgent or other specially important business (including a Question under SO 105) as seems to them desirable.

(c) Save as provided in paragraph (b) of this Standing Order or as arising therefrom, no business shall be considered at a group of sessions other than:

- (i) that specified in the agenda or any notice paper relating thereto; or
- (ii) business arising from business so specified.

(d) The Business Committee shall exclude from the agenda and notice papers any business, the language of which they consider to be libellous, insulting or unseemly, or the discussion of which would, in their judgement, be mischievous, and any business not otherwise in order.

(e) Subject to paragraph (b) of this Standing Order, there shall be included in the agenda of any special session or group of sessions summoned under SO 2(d)(iii) only such business as shall be specified by the Business Committee.

## 5. *Order of Business – Priority*

In considering the order of business the Business Committee shall give special consideration to items:

- (a) requiring exceptionally urgent legislative or other action or meriting an early formulation of opinion by the Synod;
- (b) brought before the Synod at the request of a House of either Convocation or a House of the Synod;
- (c) brought before the Synod at the formal request of a diocesan synod (which shall be known as ‘diocesan synod motions’);
- (d) included in the agenda of the last preceding group of sessions but adjourned, postponed, only partly considered or not considered thereat.

## 6. *Private Members’ Motions*

- (a) The Business Committee shall afford facilities during each group of sessions for members to indicate, by signing appropriate lists, the order in which private members’ motions should be considered in the agenda of the next group of sessions.
- (b) Subject to paragraph (e) hereof, signatures, unless cancelled by the member concerned, shall be carried forward until the Synod is dissolved and shall be counted as part of the support for such motions being debated. Totals of all signatures carried forward shall be shown in the agenda of that group of sessions.
- (c) When determining the order of private members’ motions in the agenda the Business Committee shall have regard to the number of signatures received by each motion under this Standing Order.
- (d) This Standing Order shall apply to all private members’ motions of which due notice has been given by 5.30 p.m. of the first day of the group of sessions. Members shall be notified in an appropriate notice paper of any motion received after 5.30 p.m. on the first day but such motion shall begin to collect signatures only at the next group of sessions.

(e) The Business Committee shall exclude from the agenda a private member's motion which is not supported by at least 100 signatures within three groups of sessions at which signatures could be appended, and it shall not be in order to table a motion in similar terms during the lifetime of that Synod.

### 7. *Diocesan Synod Motions*

Diocesan Synod motions (as defined in SO 5(c)) shall normally be considered by the Synod in the order in which notice is received by the Clerk to the Synod except that the Business Committee may vary the order and shall report in writing to the Synod the reasons for such variation.

### 8. *Following Motions to Official Business*

Any further motion tabled by a member in his private capacity arising out of business specified in the agenda shall be subject to the time allowed in the agenda for the consideration of that business. If that motion is not moved in the group of sessions at which the business specified in the agenda is completed, it shall lapse unless the Business Committee direct otherwise.

### 9. *Order of Business – Variation*

(a) The order of business specified in the agenda and notice papers shall not be varied except:

- (i) by the Chairman with the general consent of the Synod as defined in SO 131; or
- (ii) by resolution of the Synod.

(b) Where variation is by resolution of the Synod:

- (i) Notice of such motion shall be included in the next available notice paper.
- (ii) Such motion shall be moved at a time determined by the Chairman after consultation with the Business Committee.
- (iii) The mover of the motion shall speak for not more than two minutes; the motion may be opposed in one speech of not more than two minutes but thereafter the question shall be

put without further discussion unless the Chairman in his discretion allows further debate in which no member may speak for more than two minutes.

## **NOTICE OF BUSINESS**

### *Length of Notice – General*

**10.** (a) Subject to any provision to the contrary made elsewhere in these Standing Orders, notice of business relating to or arising from business already on the agenda shall be delivered to the Clerk to the Synod:

- (i) where the business relates to or arises from business appointed for the first of a group of sessions, or which in the normal course of events is expected to be considered at the first of a group of sessions, not later than 5.30 p.m. on the day immediately before the first day appointed for the group of sessions; and subject thereto –
- (ii) where the business relates to or arises from business appointed for a morning sitting, or which in the normal course of events is expected to be considered at such a sitting, not later than 10.00 a.m. on the day before that sitting; and
- (iii) where the business relates to or arises from business appointed for an afternoon or evening sitting, or which in the normal course of events is expected to be considered at such a sitting, not later than 4.00 p.m. on the day before that sitting

and such notice shall be accompanied by evidence of support for the business of which notice is given by two or more members of the Synod in addition to the member giving the notice, such support to be evidenced:

- (I) in the case of written notice, by the signatures of the members concerned; and

- (II) in the case of notice given by facsimile or e-mail, by such means as, in the opinion of the Clerk, is adequate for that purpose.

*Length of Notice – Questions*

- (b) Subject to SO 4(b), notice of a question under SO 105 shall be delivered to the Clerk to the Synod:
- (i) in the case of a question for answer at a group of sessions, not later than 5.30 pm on the day which falls seven clear days (excluding Saturdays and Sundays) before the first day of the group of sessions concerned; and
  - (ii) in the case of questions for answer under SO 109A, not later than 5.30 pm on the day specified by the Business Committee under SO 109A for the purpose.

*Length of Notice – Motions for Re-committal of Liturgical Business, and for Amendments to Measures, Canons, Regulations, Instruments, Liturgical Business and Standing Orders*

- (c) Notice of a motion for re-committal of liturgical business to a Revision Committee under SO 77 or of an amendment to a Measure, Canon, regulation or other instrument on the Revision Stage, or to liturgical business under SO 79, or to the amendment of the Standing Orders shall be delivered to the Clerk to the Synod not later than 5.30 p.m. on the day which falls one clear day (excluding Saturday or Sunday) before the first day appointed for such business to be considered or if no such day is appointed the first day when such business in the normal course of events is expected to be considered.
- (d) Notice of an amendment to liturgical business under SO 79B (*Minor Adjustments to forms of service*) shall be delivered to the Clerk to the Synod not later than 5.30 p.m. on the day which falls two clear days (excluding Saturday or Sunday) before the first day appointed for such business to be considered or if no such day is appointed the first day when such business in the normal course of events is expected to be considered.

### **11. *Length of Notice – Variation of Times and Periods***

The Business Committee shall have power to vary the times and periods of notice in these Standing Orders for any particular item of business or any particular group of sessions if in their opinion circumstances so require, and shall ensure that notice is given of any such variation.

### **12. *How Notice is Given***

When notice is required under these Standing Orders it shall be given:

- (i) to the Clerk to the Synod, in writing signed by the member, or
- (ii) to an address notified by the Clerk to the Synod for the purpose, by facsimile or e-mail which is sent from an address previously notified to the Clerk to the Synod.

## **GENERAL PROCEDURES AT A GROUP OF SESSIONS**

### **13. *Chairman***

The Chairman of each sitting shall be either one of the Presidents or a member of the panel of Chairmen nominated by the Presidents. A Chairman or Chairmen may be nominated to officiate throughout a particular sitting or session or for a particular item of business. The rota of Chairmen for a group of sessions shall be set out in a notice paper.

### **14. *Powers and Duties of Chairman***

(a) The Chairman shall perform the functions assigned to him in the Constitution and these Standing Orders and subject thereto and to any special directions of the Presidents (including any interpretation of the Constitution and these Standing Orders and any rulings thereunder expressly determinable by them) shall regulate the proceedings and maintain order thereat, doing all such acts as are necessary for that purpose.

(b) It shall be the duty of the Chairman to determine finally all questions of order, business and procedure and to decide every matter

incidental thereto and his ruling on all such matters shall not be open to debate or question, save that if he shall think fit to reserve any question for the decision of the Presidents or the Business Committee, such question shall be so reserved and decided.

(c) It shall not be in order for the Chairman himself to move motions (save as expressly prescribed in these Standing Orders) or amendments or to take part in debate but he may in his discretion formulate succinctly and impartially the issues before the Synod.

(d) The Chairman shall possess the same voting rights as any other member of the Synod and shall have no second or casting vote.

(e) The Chairman may, with the general consent of the Synod (as defined in SO 131), extend any sitting for not more than fifteen minutes beyond the prescribed hour if in his opinion this is likely to be for the better conduct of the Synod's business.

(f) The Chairman shall adjourn the Synod at the hour fixed in accordance with SO 2 and shall adjourn the debate on any question at the hour fixed for the commencement of other business.

(g) The Chairman shall have power in his discretion to adjourn a sitting of the Synod for an interval for the better conduct or greater convenience of the Synod's business. The proceedings shall resume at such time as the Chairman shall have appointed or in the absence of such appointment at the discretion of the Business Committee.

## **15. *Quorum***

(a) One-fifth of the members of each of the three Houses shall form a quorum of the Synod.

(b) A quorum shall be necessary for the consideration of all business except a motion to adjourn a debate under SO 33, or to suspend a sitting under SO 34.

(c) If the Chairman finds that a quorum is wanting, a bell shall be rung and consideration of the business shall cease. If, at or at any time before the end of a period of five minutes from the ringing of the bell, the Chairman is satisfied that a quorum is present, consideration

of the business shall resume. If at the end of such period a quorum is still wanting, the Chairman shall adjourn the sitting until such time as he shall appoint.

(d) Any member may call the attention of the Chairman to the absence of a quorum at any time except as provided in paragraph (e) of this Standing Order.

(e) When the question has been put by the Chairman on any motion or amendment it shall not be in order to call the attention of the Chairman to the absence of a quorum until after the conclusive announcement by the Chairman of the result of the vote on that question.

### **16. *Right to Speak***

(a) Members shall rise in their places to indicate that they wish to speak, and may also give written notice to the Clerk to the Synod of their intention including mention of any special reason or expertise.

(b) The Chairman shall determine the order in which members shall speak.

### **17. *Breach of Order***

The Chairman shall call a member to order for failure to address the Chair, irrelevance, tedious repetition either of his own arguments or of arguments already well rehearsed by other members, unbecoming language, disregard of the authority of the Chairman, or any other breach of order, and may direct him to stop speaking.

### **18. *Interruptions to Speeches: Breach of Order and Point of Personal Explanation***

(a) Save as provided by this Standing Order, no interruption of a speech shall be permitted.

(b) A member may interrupt a speech to raise a breach of order and shall quote the relevant Standing Order or Article of the Constitution making his point succinctly.

(c) Subject to the Chairman's permission, if a member wishes to correct an important misunderstanding of fact either concerning himself or what he has said he may interrupt another speaker with his consent to make a point of personal explanation.

(d) A member whose interruption is ruled by the Chairman to be neither a matter of order nor a matter of personal explanation shall be deemed to have made a speech on the question under consideration.

### **19. *Speaking to a Motion***

Save as provided in SOs 18 (*Interruptions: Breach of Order and Point of Personal Explanation*), 41 (*Memorials*), 42 (*Petitions*), 97 (*Presentations*) and 105, 107 and 108 (*Questions*), no member may address the Chairman except upon a motion or amendment.

### **20. *Speaking more than Once***

A member may speak only once on a question before the Synod (whether a motion or amendment) except:

(a) On a breach of order or a point of personal explanation (SO 18);

(b) With the permission of the Chairman, and general consent of the Synod as defined in SO 131;

(c) When replying to the debate on a motion of which he is the mover (this second speech, which may not introduce any new matter, shall close the debate);

(d) As the mover of an amendment to a Measure on the Revision Stage or to liturgical business under SO 79, when he may speak twice on that amendment;

(e) As a member of a Steering Committee, when he may speak repeatedly on any question relating to the business of that Committee;

(f) As Chairman of the Archbishops' Council (or as a member deputising for him) speaking in relation to the Annual Accounts or Budget (SO 100) or a money motion (SO 103).

**21. *Length of Speeches***

- (a) Except as provided by paragraphs (b) and (c) of this Standing Order or by another Standing Order, the speech limit shall be five minutes.
- (b) The speech limit shall be ten minutes for the opening speech of the mover of a motion.
- (c) The Chairman may at any time lengthen or shorten the speech limit without any motion being moved and shall inform the Synod of his decision.

**MOTIONS AND AMENDMENTS****22. *Moving and Withdrawal***

- (a) A motion or amendment is moved as soon as the member called by the Chairman has begun to speak, unless the Chairman has called him to speak without moving it.
- (b) A motion or amendment not moved by the proposer may be moved by any other member.
- (c) Once moved, a motion or amendment may be withdrawn only with the leave of the Synod as defined in SO 131.
- (d) It shall not be in order to move a motion to refer back any other motion or recommendation but an amendment may be moved to this effect unless an amendment is out of order under SO 25(b).

**23. *Division of Text***

- (a) Before putting a question to the vote the Chairman, with the general consent of the Synod as defined in SO 131, may direct that the vote be taken separately on the text divided into such parts as he may specify.
- (b) Before seeking general consent the Chairman shall give the mover of the motion or amendment the opportunity of stating his objection, if any, to such division.

## 24. *Reconsideration*

- (a) Except as provided by paragraphs (b) and (c) of this Standing Order and subject to SO 77(aa), it shall not be in order to move:
- (i) a motion or amendment in the same form as one decided by the Synod within the preceding eleven months, or in a substantially similar form;
  - (ii) a motion or amendment which proposes a course of action contrary to or substantially inconsistent with a decision made by the Synod within the preceding eleven months.
- (b) The Business Committee may give permission for such motion or amendment to be moved during the eleven month period and shall make a report in writing to the Synod setting out a summary of the case for reconsideration or rescission and the Committee's reasons for giving such permission.
- (c) In addition to the permission given under paragraph (b) above:
- (i) the general consent of the Synod as defined in SO 131 shall be necessary before any such motion or amendment is moved; and
  - (ii) business falling within paragraph (a)(ii) above shall be moved only if a motion has been carried that the decision previously made be rescinded.

## **AMENDMENTS**

### 25. *When Permitted / not Permitted*

- (a) A member may move an amendment to any motion, or any amendment, which has been duly moved. If he has previously spoken on the motion he shall move any amendment thereto formally without a speech.
- (b) An amendment to any of the following shall be out of order:
- (i) a question of procedure as defined in SO 131;
  - (ii) a motion to take note of a report under SOs 95 or 96;

- (iii) a motion for the First Consideration or Final Approval of a Measure, Canon, regulation or other instrument or for the First Consideration or Final Approval of liturgical business.

## 26. *Delivery*

(a) Subject to SO 10(c) and to paragraph (b) of this Standing Order, the full text of an amendment in writing and signed by the mover shall be delivered to the Clerk to the Synod:

- (i) where the amendment relates to business appointed for the first of a group of sessions, or which in the normal course of events is expected to be considered at the first of a group of sessions, not later than 5.30 p.m. on the day immediately before the first day appointed for the group of sessions; and subject thereto –
- (ii) where the amendment relates to business appointed for a morning sitting, or which in the normal course of events is expected to be considered at such a sitting, not later than 10.00 a.m. on the day before that sitting (and for the purposes of this Standing Order business listed in the agenda for a group of sessions as contingency business shall be deemed to be business appointed for the morning sitting of the second day for that group of sessions); and
- (iii) where the amendment relates to business appointed for an afternoon or evening sitting, or which in the normal course of events is expected to be considered at such a sitting, not later than 4.00 p.m. on the day before that sitting

and such notice shall be accompanied by evidence of support for the amendment of which notice is given by two or more members of the Synod in addition to the member giving the notice, such support to be evidenced –

- (I) in the case of written notice, by the signatures of the members concerned; and

(II) in the case of notice given by facsimile or e-mail, by such means as, in the opinion of the Clerk, is adequate for that purpose.

(b) With the permission of the Chairman:

- (i) an amendment may be moved notwithstanding that due notice of it has not been given;
- (ii) an amendment may be moved in a form different from that of which notice has been given; and
- (iii) an amendment may be moved to an amendment.

## **27. *Content***

(a) An amendment shall be relevant to the motion or Clause upon which it is moved and shall be framed so as to form therewith an intelligible and consistent sentence.

(b) An amendment shall be out of order if in the Chairman's opinion it is:

- (i) substantially a negation of the substantive motion, or
- (ii) substantially to the same effect as an amendment which has previously been negated in the debate on the substantive motion.

## **28. *Order of Consideration***

(a) Amendments shall be considered in the order in which they strike the text unless the Chairman determines otherwise.

(b) After any debate on an amendment, before the main motion is voted on, the Chairman shall put the amendment to the vote of the Synod (unless it has been withdrawn by leave of the Synod as defined in SO 131) in the form '*That this amendment be made.*' Subject to SO 26(b)(iii), until that amendment has been disposed of no other amendment may be moved.

## SPECIAL PROCEDURAL MOTIONS

### 29. *General*

(a) Motions to which this Standing Order applies shall be known as ‘special procedural motions’ namely:

- (i) *‘That the question be now put’* (the Closure) (SO 30);
- (ii) *‘That all further speeches on this question be limited to ... minutes’* (the Speech Limit) (SO 31);
- (iii) *‘That the Synod do pass to the next business’* (Next Business) (SO 32);
- (iv) *‘That the debate be now adjourned [and resumed -]’* (Adjournment of Debate) (SO 33);
- (v) *‘That this sitting of Synod be now suspended [until/for -]’* (Suspension of Sitting) (SO 34);

(b) Any member who has previously spoken either on the motion or on any amendment under debate may not move a special procedural motion.

(c) A special procedural motion shall not be moved so as to interrupt another member’s speech.

(d) A special procedural motion shall be out of order unless the member moving it informs the Chairman of his intention as soon as he begins his speech.

(e) A special procedural motion shall take precedence over any question under debate and over any amendments to such a question which have not yet been considered.

(f) In SOs 30–34 ‘question of procedure’ means one of the following matters:

- (i) a special procedural motion (SO 29);
- (ii) a motion to vary the order of business (SO 9);
- (iii) a motion to suspend a Standing Order (SO 38);
- (iv) a motion to adjourn debate on the Final Approval Stage of Article 7 or Article 8 business (SO 94); or
- (v) a motion for the public and/or press to withdraw (SO 129).

**30. *The Closure***

- (a) If the motion for Closure is carried, it shall not be in order to move any other special procedural motion.
- (b) If such motion is lost, the debate continues. It is in order to move the Closure more than once on the same question.
- (c) The motion may be moved only with the permission of the Chairman.
- (d) The motion may be moved on an amendment and on a question of procedure as defined in SO 29(f).
- (e) The motion may not be moved during a Final Approval debate (SO 61(a)(ii)).
- (f) There shall be no debate on the motion for the Closure. The Chairman shall put the motion to the Synod forthwith.
- (g) In the event of the motion for the Closure being carried on a substantive motion the member who under SO 20(c) has a right of reply shall then be called to speak and thereafter the question superseded shall be put.

**31. *The Speech Limit***

- (a) If the motion for the speech limit is carried, subject to SO 21(c) no speech shall exceed the number of minutes specified therein, which may be more or less than the number permitted under the time-limit previously in force.
- (b) The motion may be moved only with the permission of the Chairman.
- (c) The motion may be moved on an amendment and on a question of procedure as defined in SO 29(f).
- (d) The motion may not be moved during a Final Approval debate (SO 61(a)(iii)).

(e) There shall be no debate on the motion. The Chairman shall put the motion to the Synod forthwith.

(f) The Chairman may, under SO 21(d), allow a longer or shorter time to any member provided that he shall inform the Synod when so doing and he shall have particular regard to the right of reply of any member.

### **32. *Next Business***

(a) If the motion for Next Business is carried, the original question shall lapse. It shall not be in order to reconsider the original question in the same or any other form which in the opinion of the Business Committee is substantially similar within the remainder of the lifetime of that Synod except by permission of the Business Committee. Where permission is given for reconsideration, a report in writing to the Synod shall be made setting out a summary of the case for reconsideration and the Committee's reasons for giving such permission. The provisions of SO 24 shall apply to such reconsideration.

(b) If the motion for the Next Business is lost, it shall not be moved again in respect of the same original question.

(c) The permission of the Chairman is not required for the moving of the motion for Next Business.

(d) It shall not be in order to move the motion for the Next Business on an amendment or on a question of procedure as defined in SO 29(f).

(e) The motion for the Next Business may not be moved during a Final Approval debate (SO 61(a)(iv)).

(f) The speech limit in force on the question superseded by the special procedural motion shall apply in the debate on the motion for the Next Business subject to the power of the Chairman to lengthen or shorten such speech limit.

(g) The motion for the Next Business may be debated at the discretion of the Chairman subject to the mover of the original motion

having a right to speak during the course of the debate but such speech shall not close the debate.

### **33. *Adjournment of Debate***

- (a) If the motion for the Adjournment of Debate is carried the Chairman shall call the next item of business scheduled for that sitting.
- (b) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.
- (c) If the motion for the Adjournment of Debate is lost it shall not be moved again during the debate on the substantive motion except by permission of the Chairman.
- (d) The permission of the Chairman is not required for the moving of the motion for the Adjournment of Debate.
- (e) Adjournment of Debate may be moved on an amendment and on a question of procedure as defined in SO 29(f).
- (f) The motion to adjourn may, but need not, specify a time for the resumption of the interrupted debate.
- (g) Speeches shall be limited to two minutes. Following the mover of the special procedural motion the mover of the main motion shall have a right to speak and thereafter the question may be further debated at the discretion of the Chairman.
- (h) If the motion for the Adjournment of Debate is carried and the Synod has not by the same resolution appointed a time for the resumption of the interrupted debate it shall be resumed only by direction of the Business Committee.

### **34. *Suspension of Sitting***

- (a) If the motion to suspend is carried and the Synod has not by the same resolution appointed a time for its new sitting, such sitting shall be held at the time appointed in accordance with SO 2.

- (b) If the special procedural motion is carried on an amendment the debate on the main motion shall also stand adjourned.
- (c) If the motion to suspend is lost it shall not be moved again during that sitting (as defined in SO 131) except by permission of the Chairman.
- (d) The permission of the Chairman is not required for the moving of the motion for the Suspension of the Sitting.
- (e) The special procedural motion may be moved on an amendment and on a question of procedure as defined in SO 29(f).
- (f) Speeches shall be limited to two minutes. Following the mover of the special procedural motion the mover of any main motion or failing him another member named by the Chairman may speak and thereafter the question may be further debated at the discretion of the Chairman.
- (g) The motion to suspend may, but need not, specify a time for the next sitting of the Synod or the resumption of the business interrupted.
- (h) Subject to any resolution of the Synod, any business interrupted shall be resumed during the course of the next group of sessions.

## **VOTING**

### **35. *Majority Required for Decisions***

- (a) Subject to the succeeding paragraphs of this Standing Order, a question shall be deemed to have been carried if more than one half of the members of the Synod present and voting are in its favour. In all other cases the question shall be deemed to have been determined in the negative.
- (b) The Chairman shall have the same voting rights as any other member of the Synod and shall have no second or casting vote.
- (c) For the purposes of a division by Houses in accordance with SO 36(c) a question shall be deemed to have been carried only if more

than one half of those present and voting in each of the three Houses are in its favour.

(d) This Standing Order does not apply:

- (i) in the following cases where a majority in each House of not less than two-thirds of those present and voting is required by Measure:
  - (1) the Final Approval of a Measure providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal under Article 8(1) of the Constitution;
  - (2) the Final Approval of a Canon making any such provision as is mentioned in section 1(1) or 2(1) of the Church of England (Worship and Doctrine) Measure 1974 or of a regulation under any Canon made under the said section 1(1);
  - (3) the Final Approval of liturgical business or of the amendment, continuance or discontinuance of an existing service under any Canon made under the said section 1(1);
  - (4) the amendment of the Church Representation Rules under section 7(1) of the Synodical Government Measure 1969;
- (ii) where, in respect of any scheme to which Article 8(1) of the Constitution applies or has been applied by the Presidents, the Synod has resolved under Article 8(1B) thereof that Final Approval shall require the assent of such special majorities of the members present and voting of each House or of the whole Synod or of both as may be specified in the resolution;
- (iii) where a motion is moved under SO 38 for the suspension of a (paragraph of a) Standing Order.

*Show of Hands*

**36.** (a) Save as otherwise provided in this Standing Order, the Chairman on putting any question to the vote shall take a show of hands of those seated in the hall, the result of which as announced by him shall be conclusive.

*Division of the Whole Synod*

(b) On any question (except where a division by Houses is required) the Chairman may order a division of the whole Synod and shall do so if 25 members so request either before the question is put or immediately upon the announcement of the result of a show of hands.

*Division by Houses*

(c) In the following cases the vote shall be taken on a division by Houses:

- (i) on any question referred to in paragraph (d)(i) of SO 35;
- (ii) on any question referred to in paragraph (d)(ii) of SO 35 where a special majority of each House is required;
- (iii) on the question of Final Approval of any Measure or Canon unless by permission of the Chairman and the leave of the Synod this requirement is expressly dispensed with; and
- (iv) subject to paragraph (d) below, on any question where 25 members so request either before the question is put or immediately upon the announcement of the result of a show of hands or immediately upon the ordering of a division of the whole Synod.

(d) A division by Houses shall not be permitted:

- (i) following a division of the whole Synod;
- (ii) where a special majority of the whole Synod is required (except on any question referred to in paragraph (d)(ii) of SO 35 where a special majority of each House is required in addition to a special majority of the whole Synod); or

- (iii) where the matter is a question of procedure to which this paragraph applies.
- (e) The questions of procedure to which paragraph (d)(iii) applies are:
  - (i) a special procedural motion (SO 29);
  - (ii) a motion to vary the order of business (SO 9);
  - (iii) a motion to suspend a Standing Order (SO 38);
  - (iv) a motion to adjourn debate on the Final Approval Stage of Article 7 or Article 8 business (SO 94); and
  - (v) a motion for public and/or press to withdraw (SO 129).

### **37. *Procedure on Voting***

- (a) On a show of hands it shall not be in order to vote from the gallery of the hall, or, except by permission of the Chairman when there are no seats available in the hall, an aisle or gangway.
- (b) A bell shall be rung before a division (but in the case of a division of the whole Synod only if the Chairman so directs) to warn members that a division is to take place and, in the case of a division conducted by physical separation of the members voting, that they must enter the hall if they wish to take part in the vote. Two minutes after the bell has stopped ringing and, in the case of a division conducted by physical separation of the members voting, all the doors of the hall have been closed, the question shall be put, whereupon the division shall begin.
- (c) Divisions, whether of the whole Synod or by Houses, shall be conducted by electronic means unless the Chairman directs that a division be conducted by physical separation of the members voting.
- (d) On a division, whether of the whole Synod or by Houses, the number of those who wish to record an abstention shall be counted.
- (e) For a division, whether of the whole Synod or by Houses, conducted by physical separation of the members voting, the Ayes and Noes doors shall be reopened and members wishing to vote shall do so by passing through the appropriate door. Votes and abstentions

shall be counted by such number of tellers (being members willing to serve) as may be appointed by the Chairman.

(f) Voting, whether by show of hands or division, shall be otherwise conducted in accordance with instructions to be issued from time to time by the Business Committee and, subject thereto, the administrative arrangements for the taking of any vote shall be made by the Registrar under the direction of the Chairman.

(g) The Business Committee shall also give instructions to ensure that, where the voting on a question is conducted by electronic means, the names of the members voting for and against that question, or wishing to record an abstention on that question, are made publicly available in such manner as may be determined by the Business Committee.

## **STANDING ORDERS**

### **38. *Suspension***

(a) Any member may move at any time, but not so as to interrupt another member's speech, the motion '*That (paragraph ... of) Standing Order ... be suspended during (or until) ...*' which may provide for the suspension of one or more Standing Orders (or part of a Standing Order) during the consideration of a particular item of business or until the end of a particular session or group of sessions.

(b) By permission of the Chairman such motion shall not require notice and, being a question of procedure (as defined in SO 131), a division by Houses shall not be permitted.

(c) The mover of the motion shall speak for not more than two minutes in explanation of the reasons for moving it; further debate may follow within the discretion of the Chairman after which he may comment as he thinks fit before putting the question to the vote.

(d) The motion shall not be deemed to have been carried unless upon a show of hands or after a division of the whole Synod at least three-quarters of the members of the Synod present and voting have voted in its favour.

### 39. *Motions for Amendment*

(a) Where an agenda or notice paper contains a motion for the amendment of Standing Orders, the Standing Orders Committee shall submit to the Synod a written report or comment thereon (which may be included in a notice paper).

(b) With the permission of the Chairman, motions for the amendment of Standing Orders may be taken *en bloc* where no notice of amendments has been given and where no member indicates that he wishes to speak against one or more of the motions.

(bb) (i) This paragraph applies in relation to any motion for the amendment of Standing Orders the effect of which, in the opinion of the Business Committee, is to consolidate, or to consolidate with corrections, the existing Standing Orders.

(ii) Notwithstanding any other provision contained in Standing Orders, no amendment of any motion to which this paragraph applies shall be in order unless it would have the effect of reinstating the text of or making corrections to the consolidated Standing Orders which are the subject of that motion.

(iii) For the purpose of this paragraph ‘corrections’ means any amendment the sole effect of which would be to correct a textual error or to improve the manner in which any existing provision of the Standing Orders is stated.

(c) If the Business Committee determines that any proposed amendment of Standing Orders does not need to be debated, the following provisions shall apply:

(i) unless

(1) notice is given by not less than five members not later than 5.30 p.m. on the first day of the group of sessions at which the proposed amendment has

been laid that they wish the proposed amendment to be debated; or

- (2) due notice is given by any member that he wishes to move an amendment to the proposed amendment,

the proposed amendment shall be deemed to have been approved by the Synod without amendment.

- (ii) If due notice has been received of a desire to debate a proposed amendment, or of the moving of an amendment to a proposed amendment, when the item on the agenda consisting of the proposed amendment of Standing Orders is reached the Chairman shall call upon the Chairman or another member of the Standing Orders Committee to move the motion '*That this amendment be made*'; and debate shall then proceed in the usual way.

## **OTHER PROCEDURES AND CUSTOMS**

### **40. *Acts of Synod***

- (a) If in respect of:
- (i) any instrument of the Synod, not being a Measure or Canon or pursuant to a Measure or Canon, or
  - (ii) any resolution of the Synod, not being for the approval of or pursuant to a Measure or Canon,

it is desired to give formal publication to the same as the embodiment of the will or opinion of the Church of England as expressed by the whole body of the Synod, it shall be affirmed and proclaimed as an Act of Synod in accordance with the following paragraphs of this Standing Order.

- (b) Either of the Presidents, being in the Chair, shall, with the concurrence of the other and of the Business Committee, move '*That (Short Title) be solemnly affirmed and proclaimed an Act of Synod.*'

(c) If that motion is carried and if the Presidents ratify and confirm the same for their respective provinces, either of them with the agreement of the other shall then cause to be read to the Synod the customary form of proclamation.

(d) The Presidents shall then cause the Act of Synod to be transmitted to the diocesan synods in accordance with such instructions which they shall determine following consultation with the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity.

#### **41. *Memorials***

(a) If in either the House of Clergy or the House of Laity any Gravamen is adopted as a Memorial of that House in accordance with the Standing Orders of that House, it shall be the duty of the Chairman of the House of Clergy or the Chairman of the House of Laity (as the case may be) forthwith so to advise the Clerk to the Synod.

(b) At the commencement of the next following group of sessions, immediately after the report on the progress of Measures and Statutory Instruments, the Chairman shall require the Chairman of the House which has adopted such a memorial to read it aloud to the Synod and at the conclusion thereof he shall, without permitting any debate, refer it forthwith to the House of Bishops.

(c) Any replies on behalf of the House of Bishops to Memorials previously referred to that House shall likewise be delivered aloud in the Synod by such Bishop as the Archbishop of Canterbury shall have nominated and no debate on such reply shall be permitted by the Chairman.

#### **42. *Petitions***

Not later than the second session of every group of sessions of the Synod, at such times as the Business Committee shall appoint, the Chairman shall invite any member who has given notice of his desire to present a petition to present it; and the member shall thereupon present it by stating its purport in a speech of not more than two

minutes. Thereafter the petition shall be handed to the Chairman who shall make it available for the inspection of other members of the Synod throughout the remainder of the group of sessions. At the end of the group of sessions it shall stand referred to the Business Committee.

#### **42A.** *Prorogation Motion*

(a) On the last day of a group of sessions the Chairman of the Business Committee (or, in his absence, a member of that Committee) may move at the conclusion of an item of business the motion ‘*That the Synod be now prorogued.*’ The mover of any business affected by the passing of the motion may speak for not more than two minutes and thereafter the question shall be put unless at the discretion of the Chairman, he permits further debate.

(b) If the procedural motion is carried the Chairman shall call upon one of the Presidents to prorogue the group of sessions in accordance with SO 43.

(c) If the procedural motion is lost it shall not be moved again during that sitting (as defined in SO 131) except by permission of the Chairman.

#### **43.** *Prorogation*

At the conclusion of every group of sessions the Synod shall be prorogued from the chair by the President in whose province the Synod is meeting. If that President is absent the Synod shall be prorogued by the other President or, in the absence of both Presidents, by the bishop next in precedence present and willing to act.

#### **44.** *Decorum*

(a) On the entrance of the Chairman into the hall at the commencement of the sitting, the members and officers present shall (if able) rise and remain standing until the Chairman has taken the Chair.

(b) When the Chairman addresses the Synod, every member and officer shall sit down.

(c) Every member who speaks shall do so standing and shall address himself to the Chairman. He shall resume his seat immediately at the end of his speech, or earlier if addressed by the Chairman or interrupted by another member rising to raise a breach of order or (if he consents to such interruption) a point of personal explanation as provided in SO 18.

(d) No member shall speak from an aisle or gangway or from the gallery of the hall.

## **MEASURES**

### **45. *Proposals for Introduction***

A member desiring the introduction of a Measure may move in the Synod to instruct the Business Committee to introduce a Measure to give effect to the proposals specified in his motion.

### **46. *Measures Providing for Subordinate Legislation***

(a) Subject to any express statutory provision, no Measure as finally approved by the Synod shall contain any provision empowering an authority to make a subordinate instrument having the force of law of general, as distinct from local, application unless it also provides:

- (i) that such instrument must be approved or deemed to be approved by the Synod;
- (ii) that where provision is made for an instrument to be deemed to be approved any member may give such notice as shall be specified in these Standing Orders that he wishes the instrument to be debated on a motion for its approval; and
- (iii) that such instrument (not being a scheme or part of a scheme to be approved by Her Majesty in Council), if it affects the legal rights of any person, shall be laid before both Houses of Parliament and be subject to approval or

annulment in pursuance of a resolution of either House as may be determined by that Measure.

(b) In this Standing Order ‘subordinate instrument’ means any regulation, rule, order, scheme or other instrument which may be authorised by Measure, but does not include a Canon.

#### **47. *Consolidation Measures***

(a) Any Measure the Title of which is to consolidate, or to consolidate with corrections and minor improvements, the enactments relating to any subject shall, if the Business Committee so directs, be designated in the agenda as a Consolidation Measure for the purposes of these Standing Orders.

(b) Subject to paragraph (c) below, an amendment to a Consolidation Measure shall be deemed not to be relevant to the general purport of the Measure if the effect of the amendment would be to alter the existing law.

(c) Where a Consolidation Measure is one to consolidate the enactments relating to any subject with corrections and minor improvements, an amendment shall be deemed to be relevant to the general purport of the Measure if the effect of the amendment would be to make a correction or minor improvement in those enactments.

(d) In this Standing Order the words ‘corrections and minor improvements’ in relation to a Consolidation Measure mean any amendment of which the sole effect would be to:

- (i) resolve an ambiguity;
- (ii) remove doubt;
- (iii) bring an obsolete provision into conformity with modern practice;
- (iv) remove an unnecessary provision or an anomaly which is not of substantial importance;
- (v) improve the form or manner in which the law is stated;
- (vi) bring a provision into conformity with the existing law;

and includes any transitional provision necessary in consequence of an amendment under (i) to (vi) above.

#### **48.** *Introduction of Legislation*

(a) On the instructions of the Archbishops' Council or the Business Committee a Measure shall be printed and circulated to members at the First Consideration Stage by the Clerk to the Synod. At any other stage of consideration a Measure shall be printed and circulated on the instructions of the Steering Committee for the Measure.

(b) No Measure shall be considered by the Synod on any stage unless copies thereof in the form to be considered have been posted or delivered to every member not less than 14 days before such consideration. With the permission of the Chairman, the Synod can take a stage if members have been circulated with the full text of any amendments which have been passed by the Synod since the last print of the Measure was produced.

#### **49.** *Steering Committee of Members in Charge*

(a) Before a Measure is considered on the First Consideration Stage, the Appointments Committee shall appoint such members as they think fit to be a Steering Committee in charge of the Measure. The Chairman of the Revision Committee shall stand appointed to the Steering Committee upon conclusion of the Revision Stage and the Appointments Committee may at any time vary the number of persons appointed to the Steering Committee and the members appointed thereto.

(b) It shall be the duty of the Steering Committee to conduct the Measure for which they are responsible in accordance with these Standing Orders.

#### **50.** *Stages*

(a) Subject to Articles 7 and 8 of the Constitution and to those Standing Orders under which the requirements of this Standing Order must be supplemented or may be dispensed with in specified cases, every Measure shall be considered on the following successive stages:

- (i) *First Consideration* (SO 51);
- (ii) *Revision Committee* (SOs 52–54);
- (iii) *Revision* (SOs 55–57);
- (iv) *Final Drafting* (SO 59);
- (v) *Final Approval* (SO 61).

## **51.** *First Consideration Stage*

- (a) Subject to paragraph (e) and Standing Order 51A the proceedings on the First Consideration Stage shall commence with a motion by a member of the Steering Committee ‘*That the Measure entitled (Short Title) be considered for revision in committee.*’
- (b) No amendment to this motion shall be in order nor any speech which is not directed to the general purport of the Measure rather than to points of detail.
- (c) If such motion is negatived it shall not be moved again in relation to the same Measure for at least eleven months.
- (d) If such motion is carried the Measure shall be committed without further question put to a Revision Committee unless the procedure in SO 57 is followed in which case the provisions of that Standing Order shall apply.
- (e) Where the Business Committee determine that it is appropriate for a Measure to be deemed to have had first consideration without debate unless 25 members of the Synod give notice that they wish the Measure to be debated:
  - (i) the Synod shall be deemed to have given first consideration to that Measure which shall then stand committed to a Revision Committee unless not later than 5.30 p.m. on the first day of the group of sessions at which the Measure has been laid 25 members shall have given the requisite notice in writing to the Clerk to the Synod;
  - (ii) should such notice have been received, the Chairman shall, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion in paragraph (a) above.

**51A. First Consideration Stage – Consolidation Measures**

(a) A Consolidation Measure shall be deemed to have been given First Consideration without debate unless:

- (i) the Business Committee determine to the contrary (in which case the procedure in SO 51(a) - (d) shall apply); or
- (ii) five members of the Synod give notice not later than 5.30 p.m. on the first day of the group of sessions at which the Measure has been laid that they wish the Measure to be debated.

(b) Where a Consolidation Measure is deemed to have been given First Consideration without debate in accordance with paragraph (a), or if the motion set out in paragraph (d) below is carried, the Measure shall not be committed to a Revision Committee (and SOs 52 to 58 shall not apply) but shall stand committed to the Steering Committee in respect of its final drafting for the purposes of SO 59.

(c) Should such notice as is mentioned in paragraph (a)(ii) have been received, when the item on the agenda is reached the Chairman shall call upon a member of the Steering Committee to move '*That the Measure entitled (Short Title) be considered*' and paragraphs (b) and (c) of SO 51 shall apply in relation to that motion as they apply to the motion set out in paragraph (a) of SO 51.

(d) If paragraph (c) applies and the motion set out in that paragraph is carried, a member of the Steering Committee may, if he thinks fit, immediately move '*That the Measure be committed to the Steering Committee in respect of its final drafting*' in which case the Chairman may allow such debate upon that motion as he thinks fit before putting the question on that motion.

(e) If the motion set out in paragraph (d) is either not moved, or moved and not carried, a member of the Steering Committee shall move '*That the Measure entitled (Short Title) be committed for revision in committee*' and if that motion is carried the Measure shall stand so committed.

**52. *Revision Committee Stage – Composition of Committee***

(a) The members of a Revision Committee for a Measure shall include the members of the Steering Committee *ex officio*, as appointed in accordance with SO 49 and such other members of the Synod as the Appointments Committee shall appoint provided that:

- (i) the members of the Steering Committee shall not form a majority of the membership, and
- (ii) the Chairman of the Revision Committee shall not be chosen from among the members of the Steering Committee.

**53. *Revision Committee Stage – Consideration***

(a) Within 35 days after the first day of the group of sessions in which First Consideration is given to the Measure, any member of the Synod shall have the right to submit to the Revision Committee, in writing and with all necessary explanation, any specific proposals for amendment of the Measure (including the addition of any new Clause) which he wishes the Committee to consider.

(aa) The Clerk to the Synod shall cause all such proposals for amendment to be published on the General Synod website, subject to the deletion of such personal information and such other content as the Clerk may consider to be libellous, insulting or unseemly.

(b) A member who submits a proposal for an amendment under the foregoing paragraph (a) shall also have the right to attend any meeting of the Committee while the proposal is being considered and to speak in regard to that proposal; provided that if he is unable to be present he may authorise another member of the Synod to attend and speak on his behalf.

(c) Not less than 21 days before that meeting the Clerk to the Synod shall post or deliver a notice of its date, time and place to every member so entitled to attend, and if such member wishes to attend or to authorise another member to attend on his behalf he shall give not less than 7 days' notice to the Clerk to the Synod in accordance with

SO 12. Save by permission of the Chairman of the Committee no member (or deputy) shall attend unless due notice has been given.

(d) The period for submitting proposals for amendments and the extent of members' rights under paragraphs (a), (b) and (c) of this Standing Order shall be notified in the agenda for the group of sessions at which the First Consideration Stage is intended to be taken.

(e) The Committee shall consider the Measure committed to them, together with any proposals for amendments, Clause by Clause, and shall make such amendments thereto, relevant to the general purport of the Measure and within the scope of the respective Clause, as they think fit.

(f) The Committee shall also have power to divide a Measure into two or more Measures and on exercising that power shall consider each Measure resulting from the division as if it had been duly approved by the Synod on the First Consideration Stage and had been separately committed for Revision.

(g) Where no proposal for an amendment is received or where one or more proposals are received but no member who has submitted a proposal gives notice under paragraph (c) of this Standing Order, the Chairman of the Committee may, if he considers that their business can properly be conducted by correspondence, instruct the Secretary to circulate to the Committee a draft of any matters requiring their approval (which may include a draft of any report to the Synod) and, unless objection is received from any member of the Committee within seven days from the date of its posting or delivery, the matters contained in such draft shall be deemed thereupon to have been approved by the Committee with the same effect as if they had been approved at a duly convened meeting.

(h) Subject to paragraph (i), a Revision Committee shall have power to regulate its own business and procedure.

(i) The Chairman of the Committee shall have power to determine conclusively any questions of order, business and procedure.

**54. *Revision Committee Stage – Report***

(a) Upon completion of their consideration of the Measure in Committee the Revision Committee shall report the Measure to the Synod with (or without) amendments and recommendations. Any such recommendations may include the advice that the Measure should be withdrawn and a member of the Revision Committee may table a motion to that effect which shall be taken immediately after the Synod has taken note of the Revision Committee report.

(b) Subject to paragraph (d) hereof such report by the Revision Committee shall be in writing and shall contain a list of all proposals for amendment received by them under SO 53(a) which raise points of substance, together with a summary of their reasons for accepting or rejecting such proposals, and for making such amendments.

(c) Where the Revision Committee make a written report to the Synod a member of that Committee shall move in the Synod in respect thereof '*That the Synod do take note of this Report.*' This motion shall not be moved except by permission of the Chairman and with the general consent of the Synod (as defined in SO 131) unless copies thereof have been posted or delivered to every member not less than 14 days before such consideration. In the debate on that motion it shall not be in order to debate any matter which is the subject of an amendment to the Measure of which due notice has been given under SO 10(c).

(d) Where no proposals for amendment have been received and there are no other matters for the Revision Committee to report, the Committee may authorise the Clerk to the Synod to inform the Synod accordingly in an appropriate agenda or notice paper and no separate report shall be required.

**55. *Revision Stage following Revision Committee Stage – General***

(a) When a Revision Committee Stage has been completed under SO 54 the Synod shall proceed to consider the Measure Clause by Clause in such order as the Chairman shall determine. As each Clause is reached, the Synod shall first consider any amendments thereto of which due notice has been given under SO 10(c) and, when

these have been disposed of, a member of the Steering Committee shall move '*That the Clause (as amended) stand part of the Measure.*'

(b) All Schedules and the Preamble and Title of the Measure shall be in like manner considered, but the consideration of the Preamble and of the Title shall be postponed until all the Clauses and Schedules have been disposed of, and the Title shall be considered after the Preamble.

(c) With the permission of the Chairman, Clauses may be taken en bloc where no notice of amendments has been given and where no member indicates that he wishes to speak against the motion '*That the Clause stand part of the Measure.*'

(d) In the course of, or at the end of, the Revision Stage or any Further Revision Stage a member of the Steering Committee may move '*That the Measure entitled (Short Title) be considered for further revision in committee.*' If that motion is carried then the provisions of Standing Orders 52 to 54 shall apply *mutatis mutandis* to such Further Revision Stage save that:

- (i) no proposal for amendment shall be to the same, or substantially the same, effect as one previously decided by the Revision Committee or the Synod in relation to the draft Measure, unless:
  - (1) the proposal for amendment is to the same (or substantially the same) effect as an amendment of which notice was given for the purposes of the Revision Stage but which was not decided by the Synod in consequence of the passing of the motion for further revision in the course of the Revision Stage; or
  - (2) the Business Committee so permits (whether before or after such proposal has been submitted) and reports in writing to the Synod setting out its reasons for giving such permission; and

- (ii) the period for proposals for amendment to be submitted shall run from the first day of the group of sessions at which the motion for further revision is carried.
- (e) A Measure may be considered on as many Further Revision Stages as may be expedient.
- (f) At any point in the consideration of a Clause a member of the Steering Committee may with the permission of the Chairman move ‘*That Clause ... be withdrawn*’, and the Chairman shall put this motion after such brief debate as he may think expedient.
- (g) If the motion in paragraph (f) above be passed, the Clause shall without further discussion be omitted from the Measure.
- (h) If the motion in paragraph (f) above be negatived, the Synod shall resume the consideration of the Clause and of any amendment to it which may have been moved at the point reached when the question to withdraw the Clause was proposed.

**56.** *Revision Stage following Revision Committee Stage – Amendments*

- (a) Subject to the provisions of this Standing Order, any member may give notice under SO 10(c) of an amendment to a Measure (including the addition of any new Clause) on the Revision Stage.
- (b) Every such amendment shall be relevant to the general purport of the Measure and within the scope of the Clause to be amended and except as otherwise provided in these Standing Orders shall be moved and disposed of in the same manner as amendments to a motion.
- (c) Every amendment (other than an amendment moved on behalf of the Steering Committee) shall also relate to a matter contained in the report of the Revision Committee, unless this requirement is expressly dispensed with by permission of the Business Committee who shall have regard both to the importance of the amendment and to any special reasons which may reasonably have prevented a proposal for it being submitted to the Revision Committee under SO 53(a).

(d) The mover of an amendment (other than an amendment moved on behalf of the Steering Committee) may speak for not more than five minutes; immediately thereafter, a member of the Steering Committee named by the Chairman may speak for not more than five minutes in reply:

- (i) if the Steering Committee indicate that they support the amendment the debate thereon continues;
- (ii) if the Steering Committee indicate that they do not support the amendment, the Chairman shall declare the amendment to have lapsed unless 40 or more members indicate that they wish the debate to continue.

(e) If in accordance with paragraph (d)(ii) above 40 or more members stand in their places, debate on the amendment shall forthwith be resumed.

(ee) Where debate on an amendment continues under paragraph (d)(i) above or is resumed under paragraph (e) above and the Archbishops' Council or the Church Commissioners are of the opinion that the amendment has financial implications, a member of the Council or the Commissioners (as the case may be) shall have the right to be called to speak by the Chairman before the amendment is voted upon by the Synod.

(f) The provisions of paragraphs (d) and (e) above shall not apply to any amendment which in the opinion of the Chairman is consequential upon an amendment which has already been carried. He shall inform the Synod of his ruling.

(g) On putting an amendment to the vote the Chairman shall put the question in the form '*That this amendment be made.*'

(h) If an amendment takes the form of a proposed new Clause a motion shall be moved at that point in the consideration of a Measure at which the new Clause is proposed to be inserted, in the form '*That the Clause be generally approved*' and the procedure in paragraph (d) above shall be followed. If that motion is carried, amendments to the new Clause shall then be considered and lastly a member of the

Steering Committee shall move ‘*That the Clause (as amended) be inserted in the Measure.*’

**57. *Revision Stage without prior Revision Committee Stage***

(a) The motion ‘*That the Measure entitled (Short Title) be considered for revision in Full Synod*’ may be moved by a member of the Steering Committee with the consent of the Business Committee in respect of any Measure which in their opinion is of such kind as to justify such treatment. Any other member may move such a motion in substitution for the motion in SO 51(a) by permission of the Chairman and with the general consent of the Synod.

(b) If the motion in paragraph (a) of this Standing Order is carried, the Synod shall proceed to the Revision Stage without a prior Revision Committee Stage and such consideration shall take place either at the same or any subsequent group of sessions as the Business Committee shall determine.

(c) Any Measure considered for revision under this Standing Order shall be subject to the same procedure as a Measure on a Revision Stage following a Revision Committee Stage save that paragraphs (c) to (f) of SO 56 shall not apply.

**58. *Further Revision Committee Stages***

At the end of any Revision Stage a member of the Steering Committee or any other member may move ‘*That the Measure entitled (Short Title) be committed for (further) revision in committee.*’ If this motion is carried the provisions of SOs 52 to 54 shall then apply *mutatis mutandis* to such re-committal save that:

(a) the period for proposals for amendment to be submitted shall run from the first day of the group of sessions in which the motion for re-committal is carried;

(b) no proposal for amendment shall be in the same form as one decided by the Revision Committee or the Synod in relation to that Measure, except where the Business Committee so permits and

reports in writing to the Synod setting out a summary of the case for reconsideration and the reasons for giving such permission.

### **59. *Final Drafting Stage***

(a) Unless the Steering Committee consider that a Final Drafting Stage is unnecessary and so inform the Synod, the Steering Committee shall consider the Measure in respect of its final drafting.

(b) No amendment made or proposed by the Steering Committee shall be considered by the Synod at the Final Drafting Stage unless it has been printed and circulated to the Synod and in their report the Steering Committee shall clearly distinguish between Drafting and Special Amendments, as defined by paragraph (g) of this Standing Order.

(c) Upon consideration in the Synod of the report of the Steering Committee the Drafting Amendments shall be deemed to have been made without being moved and no motion shall be in order on such report save that any member may move that a Drafting Amendment be recommitted to the Steering Committee for further consideration.

(d) The Special Amendments shall then be moved by a member of the Steering Committee, in accordance with the procedure in SO 55 and when carried he may then move (with the permission of the Chairman and notwithstanding paragraph (b) of this Standing Order) any consequential amendment which appears to him to be necessary in consequence of the Special Amendment, at any point in the Measure, whether earlier or later than the Special Amendment.

(e) Where, in the case of a Measure which is Article 8 business, the Presidents, the Prolocutors and the Chairman and Vice-Chairman of the House of Laity jointly determine that any Special Amendments proposed to the Measure would alter the substance of the proposals in the Measure which have been approved by the majority of the diocesan synods, the Presidents shall so inform the Synod and shall specify those amendments in a notice paper, and if any of those amendments are carried the Measure shall be referred again to the diocesan synods in accordance with Article 8 of the Constitution, and SO 90 shall apply accordingly.

(f) If the Chairman of the Steering Committee considers that the business under this Standing Order can properly be conducted by correspondence, he may instruct the Clerk to the Synod to circulate to the Committee a draft of any matters requiring their approval (which may include a draft of any report to the Synod), and unless objection is received from any member of the Committee within seven days of its posting or delivery, the matters contained in such draft shall be deemed thereupon to have been approved by the Committee, with the same effect as if they had been approved at a duly convened meeting. Where no amendments are to be made or proposed by the Steering Committee and there are no other matters to report, the Committee may authorise the Clerk to the Synod to inform the Synod accordingly in any appropriate agenda or notice paper and no separate report shall be required.

(g) In this Standing Order:

- (i) a Drafting Amendment means an amendment where only the wording of the Measure is altered and not its substance; and
- (ii) a Special Amendment means an amendment considered necessary or desirable by the Steering Committee because the Measure is not sufficiently clear or because some criticism not considered by the Synod or any Revision Committee has been brought to the notice of the Steering Committee.

**60.** *Special Procedures for Article 7 and Article 8 Measures*

(a) An Article 7 or Article 8 Measure (as defined in SO 81), after all amendments have been disposed of by the Synod on the Final Drafting Stage, shall stand referred to the House of Bishops.

(b) The House of Bishops shall have power to amend such a Measure as it thinks fit in accordance with such Standing Orders as that House may make for the conduct of its own business and subject to paragraph (c) of this Standing Order shall then return the Measure in the form approved by it for consideration on the Final Approval Stage.

(c) If a reference has been required by a Convocation or the House of Laity under SO 86, no motion shall be moved for the Final Approval of an Article 7 Measure unless and until the requirements of Article 7 of the Constitution and of SOs 86 to 89 and 92 have been complied with and the Chairman has made the declaration required by SO 92.

(d) No motion shall be moved for the Final Approval of an Article 8 Measure unless and until the requirements of Article 8 of the Constitution and of SOs 90, 91 and 92 have been complied with and the Chairman has made the declaration required by SO 92.

### **61.** *Final Approval Stage*

(a) Subject to paragraph (b) of this Standing Order, when a Final Approval motion has been moved it shall not be in order to move:

- (i) an amendment to that motion;
- (ii) the Closure (SO 30);
- (iii) the Speech Limit (SO 31); or
- (iv) Next Business (SO 32).

(b) It shall not be in order to move a Final Approval motion at the same group of sessions as that at which any stage of Revision is concluded if the Chairman or 40 or more members object.

(bb) Paragraph (b) shall not apply in relation to a Final Approval motion in respect of a Consolidation Measure.

(c) In the case of an Article 7 or Article 8 Measure the motion for Final Approval Stage shall be subject to the provisions of SO 94 (with respect to reconsideration by the House of Bishops) and shall not be moved unless one of the Presidents is in the Chair.

(d) If a Measure is rejected on the Final Approval Stage it shall not be considered again on the First Consideration Stage in the same form until a new Synod comes into being unless the Presidents, the Prolocutors and the Chairman and Vice-Chairman of the House of Laity give permission for such motion to be moved and make a report

in writing to the Synod setting out a summary of the case for reconsideration and their reasons for giving such permission.

(e) If the motion for Final Approval is carried the Chairman shall report to the Synod that the Measure automatically stands committed to the Legislative Committee.

## **62. *Withdrawal by Steering Committee***

At any time during the progress of a Measure between its introduction and Final Approval by the Synod a member of the Steering Committee may move after giving due notice under SO 10 that a Measure be withdrawn, and if that motion be carried, the Measure shall be withdrawn accordingly.

## **63. *Withdrawal by Legislative Committee and Re-introduction***

(a) If the Legislative Committee in the exercise of its statutory powers shall withdraw a Measure from the consideration of the Ecclesiastical Committee, the Legislative Committee shall forthwith report such withdrawal to the Synod and shall in the report state the reasons for the withdrawal.

(b) A member of the Legislative Committee at the request of that Committee may move in the Synod ‘*That the Measure entitled (Short Title) be now reintroduced into the Synod.*’ If this motion is carried such a member may move an amendment to any Clause or for withdrawal of any Clause or for insertion of any new Clause. The Standing Orders shall apply to any motion or amendment to which this Standing Order applies as if it were moved in accordance with SO 57 at the Revision Stage without a prior Revision Committee Stage. No other member may move such a motion or amendment save with the permission of the Chairman and the general consent of the Synod.

(c) Subject to the succeeding provisions of this Standing Order, after the completion of the consideration of any Clause either at the same or a subsequent session a member of the Legislative Committee may move ‘*That the Measure entitled (Short Title) be finally approved*’ and SO 61 shall apply to the consideration of this motion.

(d) If the Measure is an Article 7 Measure, when consideration of all the Clauses has been completed, the Measure shall, subject to paragraph (e) below, stand referred to the House of Bishops and SO 60 shall apply to the Measure as if the Final Drafting Stage had been completed, provided that only the Clauses which have been considered and other Clauses relevant to them shall be considered.

(e) Where, in the case of an Article 8 Measure, the Presidents and Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity jointly determine that any amendments proposed to the Measure would alter the substance of the proposals in the Measure which have been approved by a majority of the diocesan synods, the Presidents shall so inform the Synod and shall specify those amendments in a notice paper, and if any of those amendments are carried the Measure shall be referred again to the diocesan synods in accordance with Article 8 of the Constitution, and SO 90 shall apply accordingly.

## **CANONS**

### **64.** *Application of Procedures governing Measures*

Save as expressly provided in these Standing Orders or where the context clearly indicates a contrary intention, such provisions of these Standing Orders as specifically relate to any Measure, other than the provisions of SOs 46 (*Measures providing for Subordinate Legislation*) and 63 (relating to the functions of the Legislative Committee), shall also, *mutatis mutandis*, apply to any Canon intended to be enacted under Article 6(a) of the Constitution.

### **65.** *Procedure for Considering Drafts*

(a) A draft of a proposed new Canon or of an amendment (including an amendment for the repeal) of an existing Canon shall be introduced into the Synod by the Business Committee.

(b) Before any motion for the Final Approval of a draft Canon is moved in the Synod the Presidents shall cause to be prepared for adoption by the Synod a petition for Her Majesty's Royal Assent and Licence to promulge and execute the Canon proposed to be approved.

**66. Procedure for Enactment**

(a) On the grant of the Royal Assent and Licence to promulge and execute a Canon the Presidents shall arrange for the Registrar to prepare an Instrument of Enactment and subsequently one of the Presidents, being in the Chair, shall, at such group of sessions as they may jointly determine, first read or cause to be read to the Synod the Title and Preamble of the Instrument and then move '*That the new Canon (Short Title) be promulged and executed.*' The question shall then be put and voted on without debate.

(b) The Presidents, after consulting the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity and having regard to the ancient customs and traditions of the Convocations, shall issue instructions concerning the promulgation and execution of Canons and their reference to and proclamation in the diocesan synods.

**67. Re-introduction of a Canon**

(a) If before promulgation the Business Committee consider that a Canon should be reconsidered, a member of the Business Committee at the request of that Committee may move in the Synod '*That the Canon entitled (Short Title) be now re-introduced into the Synod.*' If this motion is carried such a member may move an amendment to any paragraph or for withdrawal of any paragraph or for insertion of any new paragraph. The Standing Orders shall apply to any motion or amendment to which this Standing Order applies as if it were moved in accordance with SO 57 at the Revision Stage without a prior Revision Committee Stage. No other member may move such a motion or amendment save with the permission of the Chairman and the general consent of the Synod.

(b) Subject to the succeeding provisions of this Standing Order, after the completion of the consideration of any paragraph either at the same or a subsequent session a member of the Business Committee may move '*That the Canon entitled (Short Title) be finally approved*' and SO 61 shall apply to the consideration of this motion.

(c) If the Canon is an Article 7 Canon, when consideration of all the paragraphs has been completed, the Canon shall, subject to paragraph (d) below, stand referred to the House of Bishops and SO 60 shall apply to the Canon as if the Final Drafting Stage had been completed, provided that only the paragraphs which have been considered and other paragraphs relevant to them shall be considered.

(d) Where, in the case of an Article 8 Canon, the Presidents, the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity jointly determine that any amendments proposed to the Canon would alter the substance of the proposals in the Canon which have been approved by a majority of the diocesan synods, the Presidents shall so inform the Synod and shall specify those amendments in a notice paper, and if any of those amendments are carried the Canon shall be referred again to the diocesan synods in accordance with Article 8 of the Constitution, and SO 90 shall apply accordingly.

## **REGULATIONS AND OTHER INSTRUMENTS**

### **68. *General***

(a) Subject to any express statutory provision, the Business Committee shall determine under which of the following procedures any rule, order, scheme or other instrument (not being liturgical business as defined by SO 72) is to be considered:

- (i) the *Procedure for Deeming* (SO 69);
- (ii) the *One Motion Procedure* (SO 70);
- (iii) the *Preliminary Motion Procedure* (SO 71);
- (iv) in accordance with all such provisions of these Standing Orders as relate to a Measure (other than the provisions of SO 36(c)(iii)).

(b) Except by the permission of the Chairman and with the general consent of the Synod (as defined by SO 131), no instrument shall be considered by the Synod unless copies have been posted or delivered to members 14 days before the day on which such business appears in the agenda. Each instrument shall be considered for approval in accordance with these Standing Orders.

(c) In these Standing Orders ‘Consolidation Instrument’ means an instrument the effect of which, in the opinion of the Business Committee, is to consolidate, or to consolidate with corrections and minor improvements, one or more enactments or instruments, or any part or parts of such enactments or instruments; and ‘corrections and minor improvements’ has the same meaning in relation to a Consolidation Instrument as that expression has in relation to a Consolidation Measure under SO 47.

**69.** *Procedure for Deeming*

- (a) Subject to paragraphs (b) and (c) of this Standing Order, where:
- (i) any Measure provides that an instrument may be deemed to be approved unless a member of the Synod give notice that he wishes the instrument to be debated, and
  - (ii) the Business Committee determine that it is appropriate for the relevant instrument under that Measure to be deemed to have been so approved;

the Synod shall be deemed to have approved that instrument unless not later than 5.30 p.m. on the first day of the group of sessions at which the instrument has been laid a member shall have given notice in writing to the Clerk to the Synod that he wishes the instrument to be debated.

(b) Where such notice is received, the Chairman shall, when the item on the agenda is reached, call upon a member in charge of the business to move the motion in SO 70.

(c) Subject to paragraph (e) and (f) of this Standing Order, where a determination has been made by the Business Committee under paragraph (a) above, a member of the Synod may (notwithstanding such determination) give due notice under SO 12 of an amendment to the instrument by not later than 5.30 p.m. on the day which falls one clear day (excluding Saturday and Sunday) before the first day appointed for such business to be considered or if no such day is appointed the first day of the group of sessions at which the instrument has been laid or introduced.

(d) Where such notice is received, the Chairman shall, when the item on the agenda is reached, follow the procedure set out in SO 71.

(e) It shall not be in order to give notice of or move an amendment under paragraphs (c) or (d) above to an order laid before the General Synod under section 5 of the Ecclesiastical Fees Measure 1986 or section 53 of the Pastoral Measure 1983 but notice may be given in accordance with paragraph (a) above for such an order to be debated on the motion in SO 70.

(f) It shall not be in order to give notice of or move an amendment under paragraphs (c) and (d) above to a Consolidation Instrument unless the effect of the amendment would be to reinstate the text of or to make a correction or minor improvement in the enactments or instruments (or part or parts of enactments or instruments) which are consolidated by the Consolidation Instrument. (Notice may be given in accordance with paragraph (a) above for such an instrument to be debated on the motion in SO 70.)

#### **70. *The One Motion Procedure***

(a) Where the Business Committee have determined that an instrument be considered on one motion '*That (Short Title or other description) be approved*' the Chairman shall, when the item on the agenda is reached, call upon the member appointed by the Appointments Committee to move the motion. No amendment of that motion shall be in order.

(b) Subject to paragraph (e) and (f) of SO 69, notwithstanding the determination by the Business Committee a member may give due notice as set out in paragraph (c) of the SO 69 of an amendment to the instrument whereupon the procedure referred to in SO 71 shall be followed.

#### **71. *The Preliminary Motion Procedure***

(a) The Business Committee may determine that an instrument be considered on the preliminary motion '*That (Short Title or other description) be considered*' to which no amendment shall be in order,

and thereafter in accordance with the procedure prescribed in this Standing Order.

(b) When the item on the agenda is reached the Chairman shall call upon the member appointed by the Appointments Committee to move the first motion. If that motion is carried the Chairman shall call the mover of any amendment of which due notice has been given to speak for not more than five minutes; immediately thereafter, the member in charge of the business may speak for not more than five minutes in reply:

- (i) if the member in charge indicates his support for the amendment the debate thereon continues;
- (ii) if the member in charge indicates that he does not support the amendment, the Chairman shall declare the amendment to have lapsed unless 40 or more members indicate that they wish the debate to continue.

The procedure in SO 56(e) to (g) shall then be followed in relation to the amendment.

(c) Subject to paragraph (d), when all amendments have been dealt with, the member in charge shall move the motion *‘That (Short Title or other description) be approved.’*

(d) Paragraph (c) shall not apply to any instrument which is Article 7 or 8 business. After the Synod has disposed of all amendments to such an instrument, the instrument shall stand automatically committed to the House of Bishops, which shall consider it as provided for in SO 84.

## **LITURGICAL BUSINESS**

### **72. Definition of ‘Liturgical Business’**

‘Liturgical business’ means any service or other liturgical provision which the Business Committee have designated to be subject either to the procedure in SOs 73 to 79 or to the procedure in SO 80.

**73. *Introduction and Circulation of Liturgical Business***

(a) No liturgical business shall be printed and circulated to members at the First Consideration Stage except on the instructions of the House of Bishops or, at any other stage of consideration, except on the instructions of the Steering Committee for the liturgical business.

(b) Except by permission of the Chairman and with the general consent of the Synod (as defined in SO 131), no liturgical business shall be considered by the Synod on any stage unless copies thereof in the form to be considered have been posted or delivered to every member not less than 14 days before such consideration. With the permission of the Chairman, the Synod can take a stage if the full text of any amendments which have been passed by the Synod since the last print of the liturgical business was produced has been circulated to members or otherwise included in a notice paper.

**74. *Steering Committee of Members in Charge***

(a) Subject to SO 80(a), before liturgical business is considered on the First Consideration Stage the Appointments Committee shall appoint such members as they think fit to be a Steering Committee in charge of such business; provided that the Steering Committee in charge of the business shall include not less than three members of the Liturgical Commission.

(b) The Chairman of the Revision Committee shall stand appointed to the Steering Committee upon conclusion of the Revision Stage or any Further Revision Stage required under SO 79 and the Appointments Committee may at any time vary the number of persons appointed to the Steering Committee and the members appointed thereto.

(c) It shall be the duty of the Steering Committee to conduct the liturgical business for which they are responsible in accordance with these Standing Orders.

**75. *First Consideration Stage***

- (a) Subject to paragraph (e) of this Standing Order the proceedings on the First Consideration Stage shall commence with a motion by a member of the Steering Committee ‘*That the liturgical business entitled (Short Title) be considered for revision in committee.*’
- (b) No amendment to this motion shall be in order nor any speech which is not directed to the general purport of the business rather than to points of detail.
- (c) If the motion is negatived it shall not be moved again in relation to the same liturgical business for at least twelve months.
- (d) If such motion is carried the liturgical business shall stand committed to a Revision Committee.
- (e) Where the Business Committee determine that it is appropriate for liturgical business to be deemed to have had first consideration without debate, unless 25 members of the Synod give notice that they wish that business to be debated:
- (i) the Synod shall be deemed to have given First Consideration to that business which shall then stand committed to a Revision Committee unless not later than 5.30 p.m. on the first day of the group of sessions at which the business has been laid 25 members shall have given the requisite notice in writing to the Clerk to the Synod;
  - (ii) should such notice have been received, the Chairman shall, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion in paragraph (a) above.

**75A. *Reports on Questions of Doctrine***

- (a) At any point after the consideration of liturgical business at First Consideration stage and before that liturgical business stands committed to the House of Bishops, a report on any question of doctrine arising out of that liturgical business may be called for from the House of Bishops by:

- (i) the Revision Committee for that liturgical business;
- (ii) the House of Bishops; or
- (iii) any other member of the Synod, provided that not less than 100 other members indicate by standing in their places that they support the call for such a report.

(b) In the event of a report being called for from the House of Bishops under paragraph (a) above, the liturgical business shall stand adjourned until the completion of the debate on the motion referred to in paragraph (d) below.

(c) When prepared, the report shall be delivered to the Clerk to the Synod, who shall include it in the agenda for the next group of sessions and circulate it to all members of the Synod.

(d) When the report has been called by the Chairman of the sitting, a member of the House of Bishops shall move ‘*That the Synod do take note of this report.*’ It shall not be in order to move any amendment to the motion, or to move any further motion in relation to the report.

#### **76. *Revision Committee Stage***

(a) The members of a Revision Committee for liturgical business shall include the members of the Steering Committee *ex officio* and such other members of the Synod as the Appointments Committee shall determine, provided always that:

- (i) the members of the Steering Committee shall not form a majority of the membership, and
- (ii) the Chairman of the Revision Committee shall not be appointed from among the members of the Steering Committee or the Liturgical Commission.

(b) SOs 53 and 54 shall apply *mutatis mutandis* to the Revision Committee Stage of liturgical business.

#### **77. *Optional Re-committal following Revision Committee Stage***

(a) When the Synod has taken note of a Revision Committee report any member may move after due notice in accordance with SO 10(c)

*‘That the liturgical business entitled (Title) be re-committed to the Revision Committee for (further) revision of ...’* The mover of the motion may speak for not more than five minutes and, subject to paragraph (aa) of this Standing Order, immediately thereafter a member of the Steering Committee, named by the Chairman, may speak for not more than five minutes in reply; after which, unless 40 or more members object, the Chairman shall formally declare the motion to have lapsed. If 40 or more members stand in their places, debate on the motion shall forthwith be resumed.

- (aa) More than one motion for re-committal may be moved in respect of the same part of liturgical business.
- (b) A member of the Steering Committee may move without notice a motion for re-committal of the liturgical business and the provisions of paragraph (a) above and of SO 10(c) shall not apply.
- (c) Every motion for re-committal of liturgical business must refer to a matter contained in the report of the Revision Committee, unless this requirement is expressly dispensed with by permission of the Business Committee.
- (d) The Synod shall consider all motions for re-committal in the order in which they affect the substance of the liturgical business. No speech on such a motion shall exceed five minutes.
- (e) If any motion for re-committal is carried the provisions of SO 78 shall apply.
- (f) If no such motion is carried, the liturgical business shall stand automatically committed to the House of Bishops, which shall consider it as provided for in SO 84.

**78.** *Further Revision Committee Stage after Re-committal*

- (a) When all motions for re-committal of liturgical business have been disposed of under SO 77 then, if at least one such motion has been carried, the liturgical business shall be re-committed to a Revision Committee for further revision without further question being put.

(b) SOs 53, 54 and 76 shall apply *mutatis mutandis* to the Further Revision Committee Stage save that:

- (i) the period for proposals for amendments to be submitted shall run from the day on which the last motion for re-committal was disposed of by the Synod;
- (ii) any member shall have the right to submit to the Revision Committee in writing specific proposals for amendment of that part of the liturgical business referred to in a re-committal of the liturgical business referred to in a re-committal motion which has been carried by the Synod;
- (iii) the Revision Committee shall consider those parts of the liturgical business referred to in a re-committal motion which has been carried by Synod; and may make amendments to any other part of the liturgical business which are consequential upon any amendment made in response to a re-committal motion. In their report the Revision Committee shall comment on all such amendments as they have made in response to re-committal motions and where they have made no amendments, they shall give their reasons.

**78A.** *Expedited Further Revision Stage*

(a) If, before the debate on the motion specified in SO 77(a), the Steering Committee gives notice in a Notice Paper of its intention in the event of such motion being carried to hold the Further Revision Stage at the same group of sessions as that at which such motion is passed, the procedure in this Standing Order will apply on the passing of such motion unless the Revision Committee, the Chairman or 40 members object.

(b) Where this Standing Order applies, both the Further Revision Committee Stage and the Further Revision Stage shall be held at the same group of sessions as that at which the motion specified in SO 77(a) is carried.

(c) SOs 53, 54 and 76 shall apply *mutatis mutandis* to the Further Revision Committee Stage, save that:

- (i) members (other than members of the Revision Committee) shall have no right to submit proposals for amendment of the liturgical business; and
  - (ii) the report of the Revision Committee shall be made to the Synod and debated in the same group of sessions as that in which the motion specified in SO 77(a) is carried.
- (d) SO 79 shall apply to the Further Revision Stage.

**79.** *Further Revision Stage*

- (a) When a Further Revision Committee Stage (including taking note of the report of the Revision Committee) has been completed under SO 78, the Synod shall proceed to consider the liturgical business further under this Standing Order.
- (b) Any member may give notice under SO 10(c) of an amendment to liturgical business on the Further Revision Stage. Every such amendment shall be relevant to the general purport of the liturgical business and within the scope of the section to be amended and except as otherwise provided in these Standing Orders shall be moved and disposed of in the same manner as amendments to a motion.
- (c) Every amendment (other than an amendment moved on behalf of the Steering Committee) shall also relate to a matter contained in the report of the Further Revision Committee, unless this requirement is expressly dispensed with by permission of the Business Committee who shall have regard both to the importance of the amendment and to any special reasons which may reasonably have prevented a proposal for such amendment being submitted to the Further Revision Committee under SO 78.
- (d) The mover of an amendment (other than an amendment moved on behalf of the Steering Committee) may speak for not more than five minutes; immediately thereafter, a member of the Steering Committee named by the Chairman may speak for not more than five minutes in reply:
- (i) if the Steering Committee indicate that they support the amendment the debate thereon continues;

- (ii) if the Steering Committee indicate that they do not support the amendment the Chairman shall declare the amendment to have lapsed unless 40 or more members indicate that they wish the debate to continue.
- (e) If in accordance with paragraph (d)(ii) above 40 or more members stand in their places, debate on the amendment shall forthwith be resumed.
- (f) The provisions of paragraphs (d) and (e) above shall not apply to any amendment which in the opinion of the Chairman, who shall inform the Synod of his ruling, is consequential upon an amendment which has already been carried.
- (g) On putting an amendment to the vote the Chairman shall put the question in the form '*That this amendment be made.*'
- (h) After any amendments, have been disposed of the liturgical business shall stand automatically committed to the House of Bishops which shall consider it as provided for in SO 84.

**79A.** *Final Revision Stage*

- (a) When a Further Revision Stage has been completed under SO 79, a member of the Steering Committee may move '*That the liturgical business entitled (Title) be considered for Final Revision in Full Synod.*'
- (b) Any such motion shall require a majority in each House of not less than two thirds of those present and voting.
- (c) If the motion referred to in paragraph (a) above is carried, the Synod shall proceed to consider the liturgical business further. SO 79 (other than paragraph (c)) shall apply to such consideration.

**79B.** *Minor Adjustments to Forms of Service*

- (a) Where the Business Committee determines that Liturgical Business comprises minor adjustments to a form of service already authorized by the Synod, the liturgical business may be dealt with under the procedure specified in this Standing Order unless either:

- (i) 25 members of the Synod give notice by 5.30 p.m. on the first day of the group of sessions at which the liturgical business has been laid; or
- (ii) the Steering Committee give notice, following the giving of due notice of a proposed amendment to the liturgical business

that they wish the liturgical business to be dealt with in accordance with SO 75(a). Should any such notice have been received, the Chairman shall, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion specified in SO 75(a).

(b) Liturgical business to which this Standing Order applies shall commence with a motion by a member of the Steering Committee ‘*That the liturgical business entitled (Title) be considered*’ to which no amendment shall be in order, and shall thereafter be dealt with in accordance with the procedure prescribed in this Standing Order.

(c) When the item on the agenda is reached the Chairman shall call upon a member of the Steering Committee to move the motion referred to in paragraph (b) above. If that motion is carried the Chairman shall call the mover of any amendment of which due notice has been given to speak for not more than five minutes; immediately thereafter, a member of the Steering Committee may speak for not more than five minutes in reply:

- (i) if the member of the Steering Committee indicates his support for the amendment the debate thereon continues;
- (ii) if the member of the Steering Committee indicates that he does not support the amendment, the Chairman shall declare the amendment to have lapsed unless 40 or more members indicate that they wish the debate to continue.

The procedure in SO 56(e) to (g) shall then be followed in relation to the amendment.

(d) When all amendments have been dealt with, a member of the Steering Committee shall move the motion ‘*That the liturgical business entitled (Title) be approved.*’ If that motion is passed the

liturgical business shall stand automatically committed to the House of Bishops, which shall consider it as provided for in SO 84.

(e) In this Standing Order the expression ‘form of service’ shall be construed in accordance with Canon B 1.

**80. *Extension or Discontinuance of Services***

(a) Any motion to extend or discontinue the period for which the Synod has approved an item of liturgical business shall be moved at the request of the House of Bishops by a member in charge of the business appointed by the Appointments Committee.

(b) Liturgical business which is subject to the provisions of this Standing Order shall be considered on the following successive stages:

- (i) First Consideration (SO 75, paragraphs (a), (b) and (c) (but so that the proceedings at that stage shall commence with a motion in the form ‘*That an extended period of authorization until ... / the discontinuance from ... of the liturgical business entitled (Short Title) be referred to the House of Bishops*’));
- (ii) reference to the House of Bishops (SO 84);
- (iii) subject to SO 86, Final Approval (SO 93).

(c) At the First Consideration stage it shall be in order for a member to give notice of an amendment relating to the proposed period of extension or the proposed date of discontinuance. The Chairman shall call the mover of the amendment to speak for not more than five minutes; immediately thereafter the member in charge of the business may speak for not more than five minutes in reply;

- (i) if the member in charge indicates his support for the amendment the debate thereon continues;
- (ii) if the member in charge indicates that he does not support the amendment, the Chairman shall declare the amendment to have lapsed unless 40 or more members indicate that they wish the debate to continue.

The procedure in SO 56(e) to (g) shall then be followed in relation to the amendment.

## **MATTERS REFERABLE UNDER ARTICLES 7 AND 8 OF THE CONSTITUTION**

### **81. *Designation***

(a) All items which in the opinion of the Business Committee constitute Article 7 or Article 8 business as defined in SO 131 shall be so designated in the agenda or notice paper in which they appear.

(b) If the effect of any decision of the Synod is, in the opinion of the Business Committee, that:

- (i) business not previously designated under paragraph (a) as Article 7 or Article 8 business is brought within the definition of such business; or
- (ii) business already so designated ceases to be within that definition

the Clerk to the Synod shall so inform the Chairman of the sitting who shall then direct that the relevant business shall thereafter be designated as Article 7 or Article 8 business or, as the case may be, shall cease to be so designated.

### **82. *Objection to Designation or Absence of Designation***

(a) No fewer than 25 members may object either to the designation of business as Article 7 or Article 8 or, as the case may be, to the absence or cessation of such designation.

(b) Such objection shall be in writing, signed by all the members concerned and delivered to the Clerk to the Synod not later than 30 minutes before the beginning of the first session appointed for such business to be taken.

(c) If no objection is made under paragraph (b) and no determination has been made in accordance with paragraph (d), the relevant business shall be deemed to be correctly designated or not

designated under SO 81, as the case may be, and no further objection shall be permitted so long as the business remains unamended.

(d) If any objection is made under paragraph (a), unless the Chairman considers the objection to be without foundation, the question shall forthwith be referred for joint determination by the Presidents, the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity, in accordance with Article 7(6) or Article 8(2), as the case may be, of the Constitution.

(e) Pending such determination, which shall be conclusive, the consideration of that business shall be adjourned or postponed.

**83.** *Reference to House of Bishops under SO 60*

An Article 7 or Article 8 Measure or Canon shall, before the Final Approval Stage, be referred to and considered by the House of Bishops in accordance with SO 60(a) and (b).

**84.** *Reference to House of Bishops otherwise than under SO 60*

When any liturgical business, or any instrument which is Article 7 or 8 business, is referred to the House of Bishops, the House shall have power to amend it as the House thinks fit, and subject to SO 86 shall then return the business in the form the House has approved for the Final Approval Stage as set out in SO 93.

**85.** *Consideration of Business otherwise than under SOs 83 and 84*

(a) This Standing Order applies to any Article 7 or 8 business, other than business governed by SO 83 and 84.

(b) Such business shall be considered on the following successive stages:

- (i) *First Consideration* (SO 85(c));
- (ii) *House of Bishops* (SO 85(d));
- (iii) *Final Approval* (SO 93).

(c) The first debate of such business shall be the First Consideration Stage, and any motion shall be in the form ‘*That (Short Title or other description) be generally approved.*’

(d) If the Synod gives First Consideration, the business shall stand referred to the House of Bishops. The House shall have power to amend the business as it thinks fit and subject to SO 86 shall then return the business in the form it has approved for the Final Approval Stage (SO 93).

**86. *References of Article 7 Business to the Convocations and the House of Laity***

(a) As soon as possible after the House of Bishops has passed a motion for the return of any Article 7 business to the Synod, the question whether that business is required to be referred to the two Convocations sitting separately and the House of Laity shall be decided in the manner prescribed by Article 7 of the Constitution and any such Standing Orders as those bodies may make for their own proceedings.

(b) The decision shall be conveyed in writing to the Clerk to the Synod by the President and Prolocutor of each Convocation and the Chairman and Vice-Chairman of the House of Laity.

(c) If a reference is required, the business to which it relates shall stand referred to the two Convocations and the House of Laity and further proceedings in the Synod relating thereto shall be postponed until the procedure described in SOs 87 to 89 has been completed.

(d) The form in which any business is so referred together with the nature and content of any accompanying report or other documents shall be determined by the Business Committee subject to any direction of the Synod.

**87. *Procedure following a Reference under SO 86 – First Stage***

(a) Not later than the beginning of the next group of sessions after any decision under SO 86(a) that a reference is required, the two Convocations and the House of Laity shall sit separately to consider

the relevant business in accordance with the provisions of such Standing Orders as each of them may make for the conduct of its own proceedings but with no power to amend the terms in which the business has been proposed by the House of Bishops.

(b) A member of each Convocation and a member of the House of Laity shall respectively move at a separate sitting of each body, if the reference is in the form of a motion, a motion in the same form, or, if the reference is in the form of an instrument, a motion in form ‘*That (Short Title or other description) be approved.*’

(c) If that motion be carried by each House of both Convocations and by the House of Laity the business referred shall be referred back to the Synod for consideration on the Final Approval Stage in accordance with SO 61.

(d) If the motion moved under paragraph (b) of this Standing Order be negatived by more than one House of one Convocation or by the House of Laity further consideration of that business shall be thereby terminated and it shall not be in order to introduce business containing the provision or provisions objected to or other provision to the like effect until a new Synod has come into being.

(e) If the motion moved under paragraph (b) of this Standing Order be negatived by one House of one Convocation only, the provisions of SO 88 shall then apply.

**88.** *Procedure following a Reference under SO 86 – Second Stage*

(a) In the case of an objection by one House of one Convocation to Article 7 business considered under SO 87, any member of the Synod may move at the next group of sessions that the same business unamended be again referred for approval by the two Convocations only.

(b) The provisions of paragraphs (a) to (d) of SO 87 shall, *mutatis mutandis*, apply to any stage of consideration under this Standing Order except in so far as they refer to the House of Laity and if the motion moved under paragraph (b) of that Standing Order is again

negatived by one House of one Convocation only SO 89 shall then apply.

**89.** *Procedure following a Reference under SO 86 – Third Stage*

- (a) In the case of a second objection by one House of one Convocation, any member of the Synod may move at the next group of sessions that the same business, still unamended, be referred for approval by the House of Bishops and the House of Clergy.
- (b) Not later than the beginning of the next group of sessions after the passing of any resolution under paragraph (a) the Houses of Bishops and Clergy shall sit to consider the business so referred, in accordance with the provisions of such Standing Orders as either may make for the conduct of its own proceedings, but with no power to amend the terms of the business already proposed by the House of Bishops.
- (c) A member of the House of Bishops and a member of the House of Clergy shall respectively move, at a separate sitting of each of those Houses, a motion in the same form as the motion contained in the reference or, if the reference is in the form of an instrument, a motion in the form ‘*That (Short Title or other description) be approved.*’
- (d) The approval of each of the Houses of Bishops and Clergy under this Standing Order shall not be deemed to have been given unless two-thirds of the members of each of those Houses present and voting are in favour of the motion.
- (e) If the motion be carried by both the House of Bishops and the House of Clergy the business shall be referred back to the Synod for consideration on the Final Approval Stage in accordance with SO 61.
- (f) If the motion be negatived by either House, further consideration of that business shall be terminated and it shall not be in order to introduce business containing the provision or provisions objected to or other provisions to the like effect until a new Synod has come into being.

**90.** *Procedure for Reference of Article 8 Business to Diocesan Synods*

(a) Where any Article 8 business or any proposals intended to be embodied therein are referred to diocesan synods for approval in accordance with Article 8 of the Constitution, the Business Committee shall, subject to any direction of the Synod, have power to supervise the conduct of the reference and in particular to determine:

- (i) the form, content and date of issue of any documents circulated to diocesan synods including such explanatory notes, summaries, instructions and questionnaires as may be considered necessary;
- (ii) the form of any documents presenting the replies of diocesan synods to the Synod.

(b) The exercise of the power of the Business Committee under paragraph (a) of this Standing Order shall be subject to the following conditions:

- (i) a diocesan synod shall be invited to express a clear approval or disapproval of any matter referred;
- (ii) a diocesan synod shall not be required or forbidden to consult any other body in the diocese before voting on any matter referred;
- (iii) every diocesan synod shall be requested to frame its reply in the common form prescribed by the Business Committee and shall be informed of the date prescribed by the Business Committee for replies which shall not be less than six months later than the date of the Synod's decision that the matter should be referred;
- (iv) every diocesan synod shall be requested to include in its reply the numbers of those voting for and against each proposition in each house of the diocesan synod and, if recorded, the distinct opinion of the Bishop.

**91.** *Report by the Business Committee following the Submission of Reports by Diocesan Synods on Business Referred to them under Article 8*

Not later than the second group of sessions following the date prescribed by the Business Committee for the submission of reports by diocesan synods, the Business Committee shall submit to the Synod a written report or memorandum stating:

- (a) whether a majority of the diocesan synods has approved or disapproved the Article 8 business or the proposals referred, and
- (b) how many votes were cast for and against each substantive proposal and how many declared abstentions there were in each house of each diocesan synod and the distinct opinion of the diocesan bishop where this has been required to be recorded.

**92.** *Declaration of Compliance with the Requirements of Article 7 or Article 8 of the Constitution*

Article 7 or Article 8 business shall not be considered on the Final Approval Stage unless, immediately before the motion for such approval is moved, the Chairman, who shall be one of the Presidents, has declared on behalf of both the Presidents, the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity, that the requirements of Article 7 or Article 8, as the case may be, of the Constitution have been complied with. Such declaration shall be conclusive.

**93.** *Final Approval of Article 7 or Article 8 Business – General*

Article 7 or 8 business, after being returned to the Synod on completion of the final reference under this Section of these Standing Orders, shall be considered on the Final Approval Stage in accordance with SO 61 (*Measures – Final Approval Stage*) with the final approval motion expressed in the form ‘*That (Short Title or other description) be finally approved.*’

**94. *Final Approval Stage – Reconsideration by the House of Bishops***

(a) After a motion for Final Approval has been moved any member of the House of Bishops or a member of the Steering Committee in charge of the Measure or Canon or other Article 7 or Article 8 business, by permission of the Chairman, may move ‘*That the debate be now adjourned to enable (Short Title or other description) to be reconsidered by the House of Bishops.*’ If such a motion is negatived it shall not be moved again in respect of the same business, and if it is carried no motion under paragraph (b) may be moved.

(b) Subject to paragraph (a) above after a motion for Final Approval has been moved any member, by permission of the Chairman, may move ‘*That the debate be now adjourned to enable ... to be reconsidered by the House of Bishops.*’ Such a motion must refer to an amendment made to the relevant business by the House of Bishops under SOs 60, 84 or 85 and, if negatived, shall not be moved again in respect of that business.

(c) SO 33 (*Adjournment of Debate*) shall not apply to a motion under paragraphs (a) or (b), nor while that motion is under consideration shall it be in order to move the Adjournment of Debate under that Standing Order.

(d) If a motion moved under paragraphs (a) or (b) above is carried, the business shall stand referred to the House of Bishops which:

- (i) may amend any part of the text where it has been referred to the House under paragraph (a); or
- (ii) may amend the part of the text altered by an amendment made by the House under SOs 60, 84 or 85 where it has been referred to the House under paragraph (b).

The business shall then be returned to the Synod in the form approved by the House under this Standing Order for further consideration by the Synod.

(e) Subject to paragraph (f) of this Standing Order, after any business has been so returned the Synod shall resume debate upon the original motion for Final Approval.

(f) Where business has been amended by the House of Bishops under paragraph (d) above, any resumed consideration thereof on the Final Approval Stage shall be subject to further compliance with SO 86 and to the making of a further declaration by one of the Presidents under SO 92 and for the purposes of the resumed debate the motion before the Synod shall be deemed to have been moved in respect of the business as so amended by the House of Bishops.

## **REPORTS**

### **95. *Ordinary Reports***

(a) Subject to SOs 96 and 97, every report intended for debate by the Synod shall be delivered to the Clerk to the Synod who shall, unless directed otherwise by the Business Committee, include it in the agenda of the next group of sessions and circulate it to all members of the Synod.

(b) Subject as aforesaid, when a report has been called by the Chairman of that sitting the Chairman or another member of the body concerned shall move '*That the Synod do take note of this Report.*' It shall not be in order to move an amendment to the motion.

(c) If the motion is carried, it shall not be deemed to commit the Synod to the acceptance of any matter contained in the report.

(d) If the motion is carried, motions in relation to any recommendations appended to the report shall then be moved in turn and shall be capable of amendment. When such motions have been disposed of, any member may move after due notice a further motion expressing approval or disapproval in whole or in part of the report or otherwise relevant to and within the scope of its subject matter.

(e) If the motion is lost, no further discussion of the report shall be in order during the lifetime of that Synod and the business of the

Synod shall proceed as though the report in question had not been brought before the Synod.

(f) Where the Business Committee is of the opinion that it would be for the better conduct of the Synod's business, the Committee may determine that a report need not be the subject of a debate under paragraph (b) above, and the Clerk to the Synod shall so indicate in the agenda. In that event motions may nonetheless be moved in relation to the report under paragraph (d) above as if the motion specified in paragraph (b) above had been carried in relation to it.

(g) Notwithstanding the provisions of paragraph (d) above, it shall not be in order for a member to move any such further motion in relation to a report by the Business Committee on the agenda of a session or group of sessions.

## **96. Annual Reports**

(a) The Archbishops' Council shall cause a report of its work and proceedings during the year in question to be laid before the Synod before the end of June in the following year. The only motion to be appended to such a report shall be: '*That the Synod do take note of this Report.*' Such report shall include specific reference to:

- (i) the work of bodies answerable to the Synod through the Council as determined in accordance with the provisions of SO 119(a);
- (ii) the membership of each such body, the status of each member and any changes in membership during the year; and
- (iii) the number of meetings held by each such body.

(b) The Archbishops' Council's Audit Committee shall cause a report of its work and proceedings during the year in question to be laid before the Synod before the end of June in the following year. The only motion to be appended to such a report shall be '*That the Synod do take note of this Report.*'

(c) The Synod shall be deemed to have formally taken note of a report referred to in paragraphs (a) and (b) above unless, not later than

5.30 p.m. on the day which falls six clear days (excluding Saturday and Sunday) before the first day appointed for the group of sessions at which the report has been laid, a member of the Synod gives notice in writing to the Clerk to the Synod that he wishes to debate the motion appended to that report including details of his points of concern. If such notice is given, the Chairman of the sitting shall, when the item on the agenda is reached, call on the Chairman or other member of the body in question to move ‘*That the Synod do take note of this Report.*’ It shall not be in order to move an amendment to this motion nor (except in respect of a report referred to in paragraph (a) above) may any further motions be moved in relation to the report in accordance with SO 95(d).

### **97. Presentations**

(a) Where the Business Committee is of the opinion that it would be for the better conduct of the Synod’s business, the Committee may determine that an item of business should be the subject of a presentation to the Synod and the Clerk to the Synod shall so indicate in the Agenda. The presentation may be made in such form and by such persons (who need not be members of the Synod) as shall be agreed by the Committee.

(b) Without prejudice to paragraph (a) above, if the Business Committee so agrees the person or persons making the presentation may be invited by the Chairman to answer such questions by members of the Synod as the Chairman may allow.

(c) Where the presentation relates to a report to which SO 95 applies, once the presentation has been completed the motion specified in SO 95(b) may, but need not, be moved. Further motions in relation to the report may also be moved by any member in accordance with SO 95(d).

(d) Where a presentation relates to a report to which SO 96 applies, once the presentation has been completed the motions specified in SO 96(a) or (b) may be, but need not be, moved. Further motions in relation to any report to which SO 96(a) applies may also be moved by any member in accordance with SO 95(d).

## **FINANCIAL BUSINESS**

### **98. *Reports***

The Archbishops' Council or the Church Commissioners may submit to the Synod at any time such reports as they think fit upon the financial implications of any item of business included in the Synod's agenda or any notice paper. Where such a report has been submitted, the relevant motion shall not be voted upon by the Synod until either:

- (a) a member of the Council or the Commissioners (as the case may be), or a member nominated by them for the purpose, has been called upon by the Chairman to speak to its report; or
- (b) the Council or the Commissioners (as the case may be) have indicated to the Chairman that they do not wish any member to be called upon by the Chairman to speak to their report.

### **99. *Annual Budget***

The Archbishops' Council shall each year prepare a budget indicating its expected income and expenditure for the following year, including a statement of its proposals as regards the use and retention of reserves in the following year and its reserves policy generally. The statement of expected expenditure shall distinguish between that in respect of the work of the Council generally and that in respect of such specific areas of activity within its work (such as training for the ministry) as the Council may in any year determine.

### **100. *Presentation to the Synod of Annual Accounts, Budget and Proposals for Apportionment***

- (a) Not later than 30th June in each year, the Archbishops' Council shall send to every member:
  - (i) the auditor's report for the preceding year together with the accounts for that year;
  - (ii) its budget for the following year; and
  - (iii) its proposals for the apportionment amongst the dioceses of the Church of England of the amount respectively proposed to be paid by them to the Council to enable the

Council to meet the expected expenditure shown in its budget ('the apportionment').

- (b) Except by permission of the Chairman and with the general consent (as defined in SO 131) of the Synod, the Council's budget and its proposals for the apportionment shall not be considered by the Synod unless copies have been posted or delivered to every member not less than 14 days before such consideration.
- (c) The Synod shall be invited to approve, not later than 31st July in each year:
  - (i) the Council's budget; and
  - (ii) its proposals for the apportionment for the following year.
- (d) When the Synod shall have approved the Council's budget:
  - (i) the amounts approved as expected expenditure in respect of the work of the Council generally shall be applied to that purpose (but so that funds which are not in the event required to be expended on any area of the Council's work in the year to which the budget relates may be applied to any area of the Council's work in a subsequent year or years); and
  - (ii) the amounts approved in respect of any specific area of activity shall be applied to that area of activity (but so that funds which are not in the event required to be expended in the year to which the budget relates may be applied to that area of activity in any subsequent year or years).

### **101. *Supplementary Apportionment***

- (a) Subject to paragraph (b) below, if the Archbishops' Council finds in any year that further sums are required from the dioceses to enable it to meet its expected expenditure for that year, it may submit to the Synod proposals for a supplementary apportionment amongst the dioceses of the amount respectively proposed to be paid by them to the Council to enable the Council to meet that expenditure; and the Synod shall be invited to approve that supplementary apportionment.

(b) Except by permission of the Chairman and with the general consent (as defined in SO 131) of the Synod, the Council's proposals for a supplementary apportionment shall not be considered by the Synod unless copies have been posted or delivered to every member not less than 14 days before such consideration.

**102.** *Excess Expenditure*

(Repealed on 13th February 2010)

**103.** *Money Motions and Resolutions*

(Repealed on 13th February 2010)

**104.** (Repealed on 1st January 1999)

**QUESTIONS**

**105.** *General*

(a) Subject to SO 10(b), a question (for oral or written answer) may be asked by any member of:

- (i) the Chairman of each of the three Houses of the Synod;
- (ii) the Chairman of the Archbishops' Council;
- (iii) the Secretary General;
- (iv) the Clerk to the Synod;
- (v) the Chairman of any body answerable to the Synod through the Archbishops' Council as determined in accordance with the provisions of SO 119(a);
- (vi) subject to (viii) below, the Chairman of any Church of England body on which the Synod is represented;
- (vii) in matters concerning the Church Commissioners, one of the three Church Estates Commissioners;
- (viii) in matters concerning the Royal School of Church Music, the representative of the Synod on its Governing Council;
- (ix) the Chairman of any Commission of the Synod established under SO 121.

- (b) A member may ask up to two original questions for answer at any one group of sessions and up to two questions for written answer between groups of sessions under SO 109A.
- (c) Questions for answer at a group of sessions shall be accompanied by an indication as to whether an oral or written answer is required.
- (d) The Clerk to the Synod shall have power to require that a question shall be accompanied by a copy of any document to which it refers.
- (e) A member may withdraw any question for answer at a group of sessions by written notice to the Chairman, whereupon that question shall not be put.

#### **106. *Content***

- (a) A question shall relate:
  - (i) in the case of the Secretary General or the Clerk to the Synod, to their respective duties; and
  - (ii) in the case of the Chairman of any body referred to in SO 105, to the business of that body.
- (b) A question or supplementary question shall not:
  - (i) contain any argument or imputation; or
  - (ii) ask for any expression of opinion (including on a question of law) or for the solution of any hypothetical problem.
- (c) Where the Clerk to the Synod informs a member that his question is out of order, the member may ask for a ruling from the Chairman of the sitting of the Synod at which the question (if in order) would be answered or, when the Synod is not in session, from the Chairman of the Business Committee. The Chairman concerned may consult the Registrar upon the matter in question.

**107. *Supplementary Questions***

- (a) Any member may, in the light of the answer given to an original question for oral answer at a group of sessions, ask without notice one supplementary question in respect of and arising from such answer. Unless the Chairman determines otherwise, not more than two supplementary questions may be asked in respect of each original question asked.
- (b) The member who asked the original question shall have priority in asking the first supplementary question.
- (c) A supplementary question shall be strictly relevant to the original question and to the answer given.

**108. *Procedure for Reply to Questions for Oral Answer at Groups of Sessions***

- (a) The Business Committee shall allocate in the agenda for a group of sessions one or more periods of time for the answering of questions of which due notice has been given. Where two or more such periods are allocated they may, but need not, be consecutive.
- (b) At the relevant time, the Chairman shall call on the persons who are to answer the questions of which due notice has been given.
- (c) Where a question is asked of the Chairman of any body falling within SO 105(a)(i), (ii), (v) or (vi), he may direct that the question be answered by some other member of the Synod who is a member of the body concerned.
- (d) With the Chairman's permission a single answer may be given to more than one question.
- (e) Save with the Chairman's permission, no oral answer to a question or supplementary question shall exceed one minute in length.
- (f) If there is not time for any answer to be given orally within the period allotted at a group of sessions, the Clerk to the Synod shall

display a copy of that reply on an appropriate notice board throughout the remainder of the group of sessions.

**109.** *Circulation of Questions and Answers*

(a) Copies of questions for oral or written answer at a group of sessions shall be made available to members by the time answers are due to be given.

(b) A written copy of the proposed answer to each question of which notice has been given for oral answer shall be delivered by the Clerk to the Synod to the member who has given such notice not later than one hour before the time the answer is due to be given.

**109A.** *Answering of Questions between Groups of Sessions*

The Business Committee may specify a date or dates between groups of sessions by which due notice may be given of questions for written answer. The answer to any question of which due notice is given by such date shall be given in writing to the member asking it not later than such date as the Business Committee may specify. The text of any such answer shall be included in the Report of the Proceedings relating to the subsequent group of sessions.

**ADDRESSES**

**110.** *Loyal Addresses*

(a) A Loyal Address shall be presented to the Sovereign on behalf of the Synod whenever a new Synod comes into being, and on such other occasions as the Presidents may determine having due regard to the ancient customs and traditions of the Convocations.

(b) The text of such Address shall be prepared by or on the instructions of the Presidents and shall be presented to the Sovereign in such manner as the Sovereign may determine.

**111.** *Presidential Addresses*

At any group of sessions an address may be delivered by either or both of the Presidents as they may determine.

## **112. *Addresses by Invited Speakers***

The Presidents may from time to time invite such persons as they think fit to address the Synod and if the Business Committee so agrees the person or persons addressing the Synod may be invited by the Chairman to answer such questions by members of the Synod as the Chairman may allow.

## **REPRESENTATIVES OF OTHER CHURCHES**

### **113. *Attendance and Right to Speak***

(a) Other Churches may be invited by the Business Committee to send representatives to attend a group of sessions of the General Synod.

(b) Subject to paragraph (c) hereof, a representative of another Church in attendance at a group of sessions may, by prior arrangement, be invited by the Chairman to speak in any debate.

(c) It shall not be in order for a representative of another Church:

- (i) to speak either in a debate dealing with legislation or liturgical business (other than at the stage of First Consideration) or during the Final Approval Stage of Article 7 or Article 8 business except to correct a serious misunderstanding of fact relating to the beliefs and practices of that Church;
- (ii) to move any motion or amendment;
- (iii) to table any question for oral or written answer;
- (iv) to exercise any voting rights.

(d) These Standing Orders shall apply to a speech by a representative of another Church in like manner as they apply to a member of the General Synod.

## **REPRESENTATIVES OF THE CHURCH OF ENGLAND YOUTH COUNCIL AND THE DEAF CHURCH CONFERENCE**

### **113A.** *Attendance and Right to Speak*

- (a) The Church of England Youth Council or any successor body recognised and approved by the Board of Education may be invited by the Business Committee to send three representatives to attend a group of sessions of the General Synod.
- (b) The Deaf Church Conference may be invited by the Business Committee to send three representatives to attend a group of sessions of the General Synod.
- (c) Subject to paragraph (e) hereof, any such representative in attendance at a group of sessions may be invited by the Chairman to speak in any debate.
- (d) Any such representative may table any question for oral or written answer in accordance with the procedures set out in these Standing Orders
- (e) It shall not be in order for such a representative:
  - (i) to move any motion or amendment; or
  - (ii) to exercise any voting rights.
- (f) These Standing Orders shall apply to a speech by such a representative in like manner as they apply to a member of the General Synod.

## **VACANCY IN SEE**

### **113B.** *Attendance and Right to Speak*

- (a) Where a diocesan see is vacant during any group of sessions, and a suffragan bishop is during the period of that group of sessions, exercising functions of the diocesan bishop by virtue of an instrument made under section 8 of the Church of England (Miscellaneous Provisions) Measure 1983, and has not been elected to the House of

Bishops, the suffragan bishop shall be entitled to attend and speak, but not to vote, at that group of sessions in place of the diocesan bishop.

(b) Any such suffragan bishop may table any question for oral or written answer at the group of sessions in accordance with the procedures set out in these Standing Orders.

(c) It shall not be in order for such a suffragan bishop:

- (i) to move any motion or amendment; or
- (ii) to exercise any voting rights.

(d) These Standing Orders shall apply to a speech by such a suffragan bishop in like manner as they apply to a member of the General Synod.

## **LEGISLATIVE COMMITTEE**

### **114. *Composition and Chairmanship***

(a) The Legislative Committee appointed in accordance with Article 10(1) of the Constitution shall consist of:

#### *Ex Officio Members*

The Presidents

The Prolocutors of the Convocations

The Chairman and Vice-Chairman of the House of Laity

The Dean of the Arches and Auditor

The Second Church Estates Commissioner

#### *Elected Members*

One member of the House of Bishops

Two members of the House of Clergy

Three members of the House of Laity

### *Appointed Members*

Not more than three members of the Synod who are members of either House of Parliament to be appointed by the Appointments Committee.

(b) As soon as may be after the election of a new Synod the elected members of the Committee shall be elected by their respective Houses in accordance with the procedure prescribed by SO 120.

(c) A casual vacancy among the elected members shall be filled in accordance with the procedure prescribed by SO 120(c).

(d) At meetings of the Committee the chair shall be taken by the Archbishop of Canterbury or, in his absence, by the Archbishop of York. The Committee, at its first meeting following the election of the members, shall elect a deputy Chairman from the members of the Committee and, in the absence of both Archbishops, he shall preside.

(e) The Committee shall have no power to co-opt additional members.

(f) The Dean of the Arches and Auditor may nominate the Vicar-General of the Province of Canterbury or the Vicar-General of the Province of York as his deputy with full voting rights if he is unable to be present at any meeting of the Committee.

(g) The Chairman of the Steering Committee and the Chairman of any Revision or Further Revision Committee appointed for a particular Measure shall have the right to attend any meeting of the Legislative Committee while the Measure is being considered and to speak, but not to vote, on any questions concerning it.

(h) The deputy Chairman of the Committee may, if he considers that its business can properly be conducted by correspondence, instruct the Secretary to circulate (in writing or by electronic means) to the members of the Committee and to the persons entitled to attend meetings of the Committee under paragraph (g) above proposals requiring its approval; and, unless objection is received from any member of the Committee or from any person entitled to attend

meetings of the Committee under paragraph (g) above within fourteen days from the date of their posting or transmission (as the case may be), the proposals so circulated shall be deemed thereupon to have been approved by the Committee with the same effect as if they had been approved at a duly convened meeting: Provided that if the proposals consist of or include (i) approval of the Comments and Explanations on a Measure and agreement that they be submitted to the Ecclesiastical Committee of Parliament or (ii) approval of the draft of a report of that Committee and agreement that it be presented to Parliament, those proposals shall not be deemed to have been approved by the Committee unless and until a majority of the members of the Committee have given their approval to the proposals (in writing or by electronic means).

(i) The Committee may delegate to its deputy Chairman the approval of the Comments and Explanations on a particular Measure to be submitted to the Ecclesiastical Committee of Parliament.

(j) Subject to the foregoing provisions, the Committee shall have power to regulate its own business and procedure.

## **BUSINESS COMMITTEE**

**115.**(a) There shall be a Business Committee of the Synod consisting of:

- (i) a Chairman appointed by the Archbishops' Council after consultation with the Appointments Committee from among the six members of the Council directly elected by the General Synod; such appointment and the term of office to be subject to confirmation by resolution of the General Synod;
- (ii) one bishop elected by and from the House of Bishops;
- (iii) three clergy elected by and from the House of Clergy;
- (iv) three laity elected by and from the House of Laity;
- (v) two members of the Archbishops' Council.

(b) The elected members shall be elected in accordance with the procedures prescribed by SO 120.

- (c) A casual vacancy among the elected members shall be filled in accordance with the provisions of SO 120(c) and among the appointed members by a fresh appointment in accordance with the procedures referred to in paragraphs (a)(i) and (a)(v) above.
- (d) The Committee shall have no power to co-opt additional members.
- (e) The powers and duties of the Committee shall be:
- (i) to introduce draft legislation to the Synod;
  - (ii) to oversee the preparation of draft legislation requested by the Synod;
  - (iii) subject to SO 1, to be responsible for all matters relating to the sessional arrangements of the Synod;
  - (iv) to act as a steering committee for the business of the Synod save where in relation to particular items of business other committees have been specifically charged with this responsibility;
  - (v) to take such action as may be necessary to ensure that decisions of the Synod are implemented and that its work is carried on between groups of sessions;
  - (vi) generally to direct the work of the Secretariat of the Synod;
  - (vii) to report to the Synod at each group of sessions on the work of the Committee and on matters relating to the agenda of the Synod;
  - (viii) to advise the Synod on any scheme laid before the Synod under the Church Representation Rules;
  - (ix) to advise the Synod on such matters as the Committee may think fit;
  - (x) to advise the Synod on the determination of priorities in regard to proposals affecting the allocation of Synod's time;
  - (xi) to appoint sub-committees or other ad hoc groups as thought necessary and to delegate to them such powers and duties as the Committee may think fit.

(f) Subject to the provisions of this Standing Order and of SO 118A, the Committee shall have power to regulate its own business and procedure.

## **APPOINTMENTS COMMITTEE OF THE CHURCH OF ENGLAND**

**116.** (a) There shall be an Appointments Committee of the Church of England consisting of:

- (i) a Chairman appointed by the Archbishops after consultation with the Archbishops' Council and the Appointments Committee. Such appointment and the term of office shall be confirmed by resolution of the Synod;
- (ii) one bishop elected by and from the House of Bishops;
- (iii) three clergy elected by and from the House of Clergy;
- (iv) three laity elected by and from the House of Laity;
- (v) four members of the Archbishops' Council.

(b) The elected members shall be elected in accordance with the procedures prescribed by SO 120.

(c) A casual vacancy among the elected members shall be filled in accordance with the provisions of SO 120(c) and among the appointed members by a fresh appointment in accordance with the procedures referred to in paragraphs (a)(i) and (a)(v) above.

(d) The Committee shall have no power to co-opt additional members.

(e) The powers and duties of the Committee shall be to make such appointments and/or recommendations on appointments to synodical and other bodies as the Synod or the Archbishops' Council shall require.

(f) Subject to the provisions of this Standing Order and of SO 118A, the Committee shall have power to regulate its own business and procedure.

## **STANDING ORDERS COMMITTEE**

### **117. *Composition, Powers and Duties***

- (a) There shall be a Standing Orders Committee of the Synod consisting of the Prolocutors of the Convocations and the Chairman and Vice-Chairman of the House of Laity *ex officio* and such other members of the Synod as shall be appointed by the Appointments Committee (who shall also nominate the Chairman of the Committee).
- (b) The Committee shall have no power to co-opt additional members.
- (c) The Committee shall keep under review the procedure and Standing Orders of the Synod and submit to the Synod such proposals for amendment of the Standing Orders as they may think fit, and shall report to the Synod on all such proposals and any motion for amendment submitted by a member of Synod before any final decision thereon is taken by the Synod.
- (d) Subject to the provisions of this Standing Order and of SO 118A, the Committee shall have power to regulate its own business and procedure.

## **BUSINESS, APPOINTMENTS, LEGISLATIVE AND STANDING ORDERS COMMITTEES**

### **118. *Duration of Membership***

- (a) All the members of the Business, Appointments, Legislative and Standing Orders Committees (other than *ex officio* members) shall continue in office from the date of their election, nomination or appointment not only throughout the lifetime but also after the dissolution of that Synod until the election of a new Synod.
- (b) The members of those Committees who are still members of the Synod after that election shall continue to act as members of their respective Committees until the election or appointment of their successors.

(c) A vacancy in the Business, Appointments, Legislative or Standing Orders Committees shall be caused by the removal of an elected member from one House to another or by any member, whether elected or not, ceasing by resignation or otherwise to be a member of the Synod, subject to paragraph (a) above.

(d) An appointed member of the Legislative Committee shall on ceasing to be a Member of Parliament thereby also cease to be a member of that Committee without prejudice to his further membership thereof in another capacity.

### **118A. Procedure**

(a) This Standing Order applies to the Business, Appointments and Standing Orders Committees.

(b) The Chairman of each Committee may, if he considers that its business can properly be conducted by correspondence, instruct the Secretary to circulate to the Committee in writing or by electronic means proposals requiring its approval; and, unless objection is received from any member of the Committee within fourteen days from the date of their posting or transmission (as the case may be), the proposals so circulated shall be deemed thereupon to have been approved by the Committee with the same effect as if they had been approved at a duly convened meeting.

(c) Each Committee may delegate to its Chairman the approval of any matter which requires decision and which, because of its urgency, cannot be dealt with at a meeting of the Committee or in correspondence under paragraph (b) above. Such delegation may be general or specific and shall be subject to such conditions (if any) as the Committee may from time to time impose.

## **BODIES ANSWERABLE TO THE SYNOD**

### **119. Composition, Terms of Reference, Terms of Office**

(a) The constitution of bodies answerable to the Synod through the Archbishops' Council (as defined in paragraph (f) below) shall be determined by the Council after consultation with the General Synod

and at least once in every quinquennium the Council shall review the constitutions of all bodies and report thereon to the Synod.

- (b) Such determination shall stipulate:
- (i) the size of each such body;
  - (ii) whether all, or a proportion, of the members are to be members of the Synod;
  - (iii) the mode of appointment of the members;
  - (iv) if there are to be elections, the number to be elected by the Synod or by each House as the case may be; and
  - (v) the maximum number of members (if any) which each such body may co-opt.
- (c) The determination referred to in paragraph (a) above shall make such other provisions as the Council thinks fit in regard to the constitution, powers and duties of each such body.
- (d) Subject to any contrary provision in the constitution of the body concerned, no member shall serve concurrently on or stand for election to more than one of the bodies referred to in paragraph (a) above save with the consent of the Business Committee.
- (e) Subject to Article 3(4) of the Constitution, the members of such bodies shall continue in office until the expiry of any fixed term prescribed by the body's constitution or, in the case of a body constituted for temporary purposes, the fulfilment of that body's purpose.
- (f) The bodies which are to be subject to this Standing Order shall be determined from time to time by the Business Committee.
- (g) (i) Where a casual vacancy among the appointed members of any body occurs it may be filled by a further appointment made by the body which made the original appointment.
- (ii) A casual vacancy among elected members of any body shall be filled in accordance with the provisions of SO 120(e).

## ELECTIONS

**120.** (a) The provisions of this Standing Order apply to:

- (i) any election in which the Synod, one or more of its Houses, either or both of the Convocations or any other class of its members as such constitutes the electorate; and
- (ii) any election to which the constitution of the body concerned provides for it to apply.

(b) In its application to any such election, this Standing Order will take effect subject to any provision inconsistent with it in the constitution of the body concerned.

(c) Nominations in respect of an election to which this Standing Order applies shall be carried out in the following manner:

- (i) The Clerk shall circulate to all those members entitled to vote in the election an invitation to nominate duly qualified candidates.
- (ii) Nominations shall be supported by a proposer and seconder (who must both be entitled to vote in the election). Such support shall be evidenced in writing signed by the proposer or seconder (as the case may be) or, where given by a member of the General Synod, by facsimile or e-mail which is sent from an address previously notified to the Clerk.
- (iii) No such nomination shall be valid unless the person nominated confirms his willingness to stand. Such confirmation shall be given either in writing signed by the candidate or, where given by a member of the General Synod, by facsimile or e-mail sent from an address previously notified to the Clerk.
- (iv) The nomination (which shall contain the year of the candidate's birth) shall be delivered to the Clerk to the Synod within such period (not being less than 21 days) as the Clerk, subject to any directions of the Business Committee, shall appoint.

- (d) If an election is required, it shall be conducted in accordance with the following provisions:
- (i) So soon as may be after the period for nomination has expired, voting papers containing a list of the candidates duly nominated and their respective years of birth shall be circulated to the relevant electors.
  - (ii) Voting papers, marked and signed, shall be returned to the Clerk within such period (not being less than 14 days) as the Clerk, subject to any directions of the Business Committee, shall appoint.
  - (iii) Any election to which this Standing Order applies shall be conducted by the method of the single transferable vote under rules to be made from time to time as provided by these Standing Orders.
  - (iv) The Clerk shall cause the votes to be counted, enabling any candidate or a person nominated by that candidate to be present at such count. The Clerk shall declare the result, and a full return of the result and the result sheet shall be sent to candidates in accordance with the rules referred to in the preceding sub-paragraph. A copy of the result sheet shall also be deposited in accordance with such rules.
- (e) Where a casual vacancy among the elected members of any body occurs the following provisions shall apply:
- (i) Where the unexpired portion of the term of office of the outgoing member is twelve months or less the vacancy shall not be filled unless the Business Committee otherwise directs.
  - (ii) Subject to paragraph (e)(iii) below, an election to fill a casual vacancy shall be conducted in the same way as an ordinary election. The vacancy shall be filled as soon as practicable and not later than six months after the occurrence of the vacancy. Where notice of resignation has been given to take effect at a later date, an election may be conducted before such date in order to fill the vacancy on or after such date.

- (iii) Where a casual vacancy occurs within the period of two years beginning with the date of the declaration of the result of the last ordinary election to the body concerned or of an election to fill a casual vacancy where the election was conducted by voting papers in the same manner as an ordinary election, the election to fill the casual vacancy shall be conducted by the papers of such previous election in accordance with paragraph (e)(iv) hereof.
  - (iv) Where an election is to be conducted by the voting papers of the previous election, the Clerk shall ask every candidate not elected in the preceding election who is still qualified for election if he consents to serve. If there is no such candidate or no such candidate consents, the casual vacancy shall be filled by a fresh election. If there is only one such candidate and he so consents or only one of those candidates so consents he shall be elected to fill the casual vacancy. If two or more of those candidates so consent the votes validly cast in the preceding election shall be recounted from the beginning in accordance with the rules referred to in paragraph (d)(iii) above, but not so as to exclude any member elected during the original count.
- (f) Any appeal arising from an election under this Standing Order shall be carried out in the following manner:
- (i) An appeal panel of thirty members shall be appointed by the Appointments Committee of the Church of England consisting of six members of the House of Bishops and twelve members of each of the Houses of Clergy and Laity.
  - (ii) Notice of appeal shall be given in writing to the Clerk not later than 14 days from the date of the declaration of the result of an election or such later date as the Business Committee may prescribe in a particular case.
  - (iii) Any appeal shall be considered and decided by three members drawn from the appeal panel who shall be appointed:

- (1) in the case of an election by Houses, by the Chairman and Vice-Chairman of the appropriate House (or, in the case of the House of Clergy, by the Joint Chairmen); and
- (2) in the case of any other election by the Chairmen of the three Houses.

Provided that where a Chairman or Vice-Chairman is directly concerned in the appeal the Standing Committee of the appropriate House shall nominate a deputy to fulfil the function exercisable by that person under this sub-paragraph.

- (iv) The panel so appointed shall give the parties an opportunity of appearing either in person or with the assistance of another person while the appeal is under consideration.

## **COMMISSIONS OF THE SYNOD**

**121.** (a) There shall be Commissions of the Synod, to be known respectively as the Faith and Order Commission, the Liturgical Commission and the Legal Advisory Commission.

(b) The purposes and membership of each Commission shall be specified in a constitution approved by the Synod.

(c) Any such constitution:

- (i) shall make provision for the procedure of the Commission concerned;
- (ii) shall make provision for the membership of the Commission concerned (including for the method by which its members are to be appointed, elected or co-opted) and may make provision for its members to include persons who are not members of the Synod; and
- (iii) may contain such other provision as is necessary or desirable for giving effect to the purposes of the Commission concerned.

## **CROWN NOMINATIONS COMMISSION**

### **122. (a) *Composition:***

- (i) There shall be a Crown Nominations Commission of the Synod consisting of:

Voting Members as under:

#### *Ex Officio Members*

The Presidents

#### *Elected Members*

Three members of the House of Clergy

Three members of the House of Laity

Six members of the Vacancy in See Committee of the diocese in respect of which candidates for possible appointment to the vacant diocesan bishopric thereof are due to be considered by the Commission

Non-Voting Members as under:

#### *Ex Officio Members*

The Prime Minister's Secretary for Appointments

The Archbishops' Secretary for Appointments

- (ii) The elected members of the Houses of Clergy and Laity shall be elected by their respective Houses in accordance with the procedure prescribed by SO 120.
- (iii) Except as provided in paragraph (c)(v) below, the Commission shall have no power to co-opt additional members or to invite the attendance of persons other than members of the Commission.
- (iv) If one of the Presidents is unable to be present at any meeting of the Commission he may nominate a member of

the House of Bishops from his Province as his deputy with full voting rights.

- (v) Where an archiepiscopal see is vacant the senior bishop of the Province able and willing to act shall be a member of the Commission during the consideration of any vacancy other than an archiepiscopal vacancy and such person shall be a voting member of the Commission.

(b) *Chairmanship:*

- (i) The Archbishop of Canterbury shall be Chairman of the Commission and the Archbishop of York shall be its Vice-Chairman.
- (ii) Subject to paragraph (c)(i) and (c)(ii) of this Standing Order the Archbishop of Canterbury shall preside at meetings of the Commission when an appointment in the Province of Canterbury is being considered, and the Archbishop of York shall preside when an appointment in the Province of York is being considered, provided that the presiding Archbishop may, if he thinks fit, invite the other Archbishop to preside instead for all or part of any meeting. In the absence of the appropriate Archbishop the other Archbishop shall preside or, in the absence of both Archbishops, one of the members elected by the Houses of Clergy and Laity shall be nominated to preside by the appropriate Archbishop or in the event of his incapacity by the other Archbishop.

(c) *Provisions relating to Archiepiscopal Vacancies:*

- (i) Where the Commission is to consider the vacancy of the Archbishopric of Canterbury the person to preside at meetings of the Commission shall be an actual communicant lay member of the Church of England appointed by the Prime Minister after consulting such persons or bodies as he thinks fit and such person shall be a voting member of the Commission.
- (ii) Where the Commission is to consider the vacancy of the Archbishopric of York the Appointments Committee after

consultation with the Archbishop of Canterbury shall appoint an actual communicant lay member of the Church of England to preside at meetings and such person shall be a voting member of the Commission.

- (iii) The Archbishop who has tendered his resignation shall not attend meetings of the Commission when either archiepiscopal vacancy is to be considered. The House of Bishops shall elect a person in episcopal orders to be a member of the Commission during the consideration of that vacancy provided always that if the continuing Archbishop chooses not to attend the Commission during that period the House of Bishops shall elect a second person in episcopal orders to be a member of the Commission.
- (iv) Where the Commission is to consider the vacancy of the Archbishopric of Canterbury one of the members of the Primates Meeting of the Anglican Communion elected by the Joint Standing Committee of the Primates Meeting of the Anglican Communion and the Anglican Consultative Council shall be a voting member of the Commission and the Secretary General of the Anglican Communion shall be invited to serve as a non-voting member of the Commission.
- (v) Where a lay member appointed to preside over meetings to consider the vacancy of either Archbishopric under subparagraph (i) or (ii) above has not previously served as a member of the Commission that person shall be invited to attend, as an observer, meetings of the Commission to consider another episcopal vacancy held before the meetings over which that person has been appointed to preside.

(d) *Functions:*

The Commission shall:

- (i) consider vacancies in diocesan bishoprics and candidates for appointments thereto;

- (ii) agree upon two names for submission on the Commission's behalf to the Prime Minister, by the appropriate Archbishop or, in the case of the Archbishopric of Canterbury, by the duly appointed Chairman, such names to be given in the order decided by the Commission;
- (iii) report to the Synod from time to time as the Commission deems expedient on matters of general concern within its area of responsibility and the procedure prescribed by SO 95 shall apply thereto.

(e) *Duration of Membership:*

- (i) Subject to paragraphs (e)(ii) to (iv) below, an elected member of the Commission whenever elected (otherwise than to fill a casual vacancy) shall hold office for a fixed term of five years and a member elected to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the member whom he has replaced.
- (ii) A member elected by the House of Clergy or the House of Laity shall be eligible for re-election but no such member shall serve for more than two consecutive five-year terms or (if elected to fill a casual vacancy) part thereof, provided that a person who has ceased to be eligible may again be nominated for election after an interval of five years. Nothing in this sub-paragraph shall prevent a person who is ineligible for election as a member of the House of Clergy or the House of Laity elected under paragraph (a)(i) of this Standing Order from serving as a diocesan member of the Commission or being nominated as a deputy under paragraph (e)(v) hereof.
- (iii) A vacancy shall be caused by the removal of a member elected by the House of Clergy or by the House of Laity from one House to another or by any such member ceasing by resignation or otherwise to be a member of the General Synod, subject to Article 3(4) of the Constitution. Any such vacancy shall be filled in accordance with the provisions of SO 120(e).

- (iv) Subject to paragraph (e)(iii) of this Standing Order members elected by the Houses of Clergy and Laity shall continue to act as members of the Commission instead of the new members, notwithstanding the expiry of their term of office, for the purpose of completing the consideration of any vacancy on which the Commission shall have begun work.
- (v) Where a member elected by the House of Clergy or the House of Laity is unable to be present for the consideration of a particular vacancy the Chairman of the House concerned shall nominate a member of the same House as deputy for that member at meetings of the Commission for the consideration of the particular vacancy. Where any member fails throughout a period of six consecutive months from his last attendance to attend any meetings of the Commission, he shall be deemed to have offered his resignation to the Chairman of his House who may if he sees fit accept it and order a by-election.
- (vi) The members elected by the Vacancy in See Committee shall hold office as members of the Commission until such time as an appointment is announced to the vacant see of their diocese and shall attend only such meetings of the Commission as in the opinion of the person presiding at the meeting are concerned with that vacancy.

(f) *Business and Procedure:*

- (i) For the purposes of these Standing Orders the Commission shall not be a body referred to in SO 119(a) and subject to paragraphs (ii) to (vi) below the Commission shall have power to regulate its own business and procedure.
- (ii) The Archbishops' Secretary for Appointments shall be Secretary of the Commission.
- (iii) The Secretary of the Commission shall communicate to the Secretary General all details of its business and procedure under paragraph (f)(i) of this Standing Order and notices of all meetings.

- (iv) The Secretary of the Commission shall convene meetings subject to such directions as the Commission may give.
- (v) The Commission shall not proceed to a decision to select a name for submission to the Prime Minister unless the person presiding at the meeting is satisfied that the discussions held by the Commission have paid due regard to the views of the diocesan members and to the requirements of the mission of the Church of England as a whole. No name shall be submitted to the Prime Minister unless it has received the support of at least two-thirds of the total number of the voting members of the Commission (without discrimination in respect of Orders) in a secret ballot. The Commission shall indicate a preference between the two names submitted to the Prime Minister, determined by a vote conducted by a secret ballot: provided that in the event of an equality of votes on such a ballot when the Commission is considering a vacancy in the Archbishopric of Canterbury or in the Archbishopric of York, the vote of the person presiding shall not be counted and in the event of an equality of votes in all other cases, the person presiding at the meeting shall have a second or casting vote.
- (vi) SO 123(c) and 123A(b)(v) shall not have effect in respect of the Commission.

## **OFFICERS AND STAFF**

### **123. *Secretary General***

- (a) The Archbishops' Council shall appoint a person to serve as Secretary General who shall be the chief executive officer of the Council and of the Synod. His appointment shall be subject to confirmation by resolution of the Synod.
- (b) The duties of the Secretary General shall include:
  - (i) acting as Secretary to the Council and making all necessary arrangements for the meetings thereof;

- (ii) superintending (subject to the directions of the Council and the Business Committee) the activities of the secretariat and generally co-ordinating the work of the other senior staff;
- (iii) performing such other duties as may be assigned to him by the Council or by the Archbishops acting jointly, after consultation with the Council.

(c) The Secretary General shall have the right to attend all sittings of the Synod, its Houses, the Business Committee, the Appointments Committee, other bodies of the Council or Synod and such other Church of England bodies as receive financial provision from the Council and to receive all documents circulated to the members of such bodies.

(d) The Secretary General (not being a member of the General Synod) may be invited by the Chairman with the general consent of the Synod (as defined in SO 131) to speak in any debate where the Chairman considers this will assist in the better conduct of the Synod's business.

### **123A.** *Clerk to the Synod*

(a) The Business Committee shall appoint a person to serve as Clerk to the Synod and such appointment shall be subject to confirmation by resolution of the Synod.

(b) The Clerk to the Synod shall:

- (i) keep a register of members of the Synod and receive notice of all vacancies, and all appointments, elections and co-options to fill such vacancies;
- (ii) make all arrangements for sittings of the Synod in accordance with and under the directions of the Presidents and the Business Committee;
- (iii) attend or arrange for the attendance of a member of the secretariat at all sittings of the Synod;
- (iv) receive notice of business and prepare the agenda and notice papers of the Synod specifying therein as soon as reasonably practicable all items of business required to be

- so specified by the Business Committee or as the Presidents under SO 4(b) shall direct;
- (v) act as Secretary to the Business Committee and make all necessary arrangements for the meetings thereof;
  - (vi) attend in person, or ensure the attendance of a member of the secretariat on his behalf at all separate and joint sittings of the Houses of the Synod, and shall have the right to attend meetings of the Archbishops' Council, the Appointments Committee and other bodies of the Synod and to receive all documents circulated to the members of all such bodies;
  - (vii) perform such other duties as may, after consultation with the Secretary General, be assigned to him by the Business Committee or by the Presidents after consultation with the Business Committee.

#### **124. Registrar**

The Registrar (as defined in SO 131) or some other legally qualified person nominated by him for the purpose shall:

- (a) attend all sittings of the Synod and advise the Chairmen thereof as to the interpretation of the Standing Orders and on any matter arising therefrom so far as it affects only the practice and procedure of the Synod, its Houses and any bodies referred to in SO 119(a);
- (b) if so required by the Chairman address the Synod in regard to any such advice;
- (c) act as secretary to the Legislative Committee and make all necessary arrangements for the meetings thereof;
- (d) attend all meetings of the Archbishops' Council, the Business Committee, the Appointments Committee and the Standing Orders Committee;
- (e) perform such other duties as the Presidents may, after consultation with the Business Committee, direct.

**125. *Association with the Synod***

The Synodical Secretary of the Convocation of Canterbury, the Synodical Secretary of the Convocation of York and the Secretary of the House of Laity shall have the right to attend all sittings of the Synod and receive papers of all meetings of the Business Committee.

**126.** (Repealed on 1st January 1999)

**127.** (Repealed on 1st January 1999)

**REPRESENTATION OF THE SYNOD ON OTHER BODIES****128. *Number, Election / Appointment, Term of Office***

(a) Where a body (not being a body referred to in SO 119(a)) requests, or where such a body's constitution requires representation of the Synod thereon, the Appointments Committee shall (subject to any directions by the Synod) determine:

- (i) the number of representatives to be chosen, if any;
- (ii) the method of their appointment or election and, if an election is required, SO 120 shall apply with the necessary modifications.
- (iii) subject to paragraph (b) of this Standing Order, the duration of their term of office; and
- (iv) any other conditions on which they shall serve.

(b) Any such representative who at the time of his appointment or election is a member of the Synod shall, on ceasing to be a member, thereby cease to be a representative but without prejudice to his re-appointment or re-election if eligible.

**PRESS AND PUBLIC****129. *Admission, No Right to Address Synod, Withdrawal***

(a) Subject to paragraph (c) of this Standing Order, the public shall be admitted to all sittings of the Synod within the limits of such seating capacity as may be allocated by the Clerk to the Synod for this purpose in accordance with SO 3.

(b) Subject to SOs 97, 112, 113, 113A, 113B, 123 and 124 no person other than a member of the Synod shall address the Synod and members of the public shall remain silent while in the hall.

(c) Any member may move at any time, but not so as to interrupt another member's speech, the motion either '*That the public gallery now be cleared*' or '*That the press and public do now withdraw*'; if either motion be carried, the Chairman shall ask members of the public or the press and public as the case may be to withdraw until such time as, with the general consent of the Synod (as defined in SO 131), he gives instructions to the Clerk to the Synod for their re-admission.

(d) By permission of the Chairman such motion shall not require notice and, being a question of procedure as defined in SO 131, a division by Houses shall not be permitted.

## **PROCEDURAL DEFECTS**

### **130.** *Not to Invalidate a Sitting, Meeting or Decision*

(a) A procedural defect or accidental error or omission in the summoning or conduct of any sitting of the Synod or one of its Houses, or a joint sitting of two such Houses, or a meeting of any body referred to in SO 119(a), shall not invalidate the sitting or meeting.

(b) An accidental failure, error or omission in the posting or delivery of documents to members shall not invalidate a decision of the Synod.

## **DEFINITIONS**

### **131.** In these Standing Orders:

*Address* includes, in the case of a communication sent by facsimile, a telephone number with a facsimile facility.

*Appointments Committee* means the Appointments Committee of the Church of England appointed pursuant to section 10 of the National

Institutions Measure 1998.

*Article 7 Business* means any Measure, Canon or other provisions to which Article 7(1) of the Constitution applies, that is to say: any provisions touching doctrinal formulae or the services or ceremonies of the Church of England or the administration of the Sacraments or sacred rites thereof, and *Article 7 Measure* means any such Measure.

*Article 8 Business* means any Measure, Canon or scheme to which Article 8(1) of the Constitution applies, that is to say:

- (a) any Measure or Canon providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal; or
- (b) any scheme for a constitutional union or a permanent and substantial change of relationship between the Church of England and another Christian body, being a body a substantial number of whose members reside in Great Britain; or
- (c) any scheme which affects the Church of England and another Christian body but does not fall within (b) above, provided that the Presidents have directed that Article 8 shall apply to that scheme;

and *Article 8 Measure* means any such Measure.

*Business Committee* means the body appointed pursuant to section 10 of the National Institutions Measure 1998.

*Chairman* has the meaning set out in SO 13.

*Clerk to the Synod* means the Clerk appointed under SO 123A.

*Full Synod* means a sitting of the Synod including all three Houses.

*General Consent* means such a preponderance of opinion of the members of the Synod present and voting as the Chairman shall determine.

*Gravamen* means a formal statement of grievance or complaint as further defined in the Standing Orders of the Convocations and the House of Laity presented in the House of Clergy or the House of Laity by one or more members in accordance with the Standing Orders of that House.

*Group of Sessions* means the sessions of the Synod, as defined in this Standing Order, on any number of consecutive days or, where the Synod is meeting on one day only, the session on that day.

*Leave of the Synod* means the unanimous consent of the members which shall be assumed unless a member objects when the Chairman seeks to obtain it.

*Liturgical Business* has the meaning set out in SO 72.

*Memorial* means a Gravamen adopted by the House of Clergy or the House of Laity as a formal statement of grievance or complaint on behalf of the whole body of the clergy and laity, as the case may be, expressed through their synodical representatives.

*Private Member's Motion* means any motion (other than a special procedural motion or a question of procedure) moved by a member in an individual capacity and not as Chairman or Prolocutor or otherwise officially on behalf of a House of the Synod, of a Convocation or a House of a Convocation, of a body subordinate to the Synod or of a body on which the Synod is represented, or at the formal request of a diocesan synod.

*Prolocutor* in relation to one of the Convocations means the Chairman or Spokesman of the Lower House of that Convocation.

*Question of Procedure* means one of the following matters:

- (a) a special procedural motion (SO 29);
- (b) a motion to vary the order of business (SO 9);

- (c) a motion to suspend a Standing Order (SO 38);
- (d) a motion to adjourn debate on the Final Approval Stage of Article 7 or Article 8 business (SO 94); or
- (e) a motion for the public and/or press to withdraw (SO 129).

*Registrar* means the Chief Legal Adviser to the Archbishops' Council and Synod in his dual capacity as Joint Registrar of the Province of Canterbury and Joint Registrar of the Province of York for the purposes of Article 4 (3) of the Constitution.

*Secretary General* means the Secretary General appointed pursuant to the National Institutions Measure 1998.

*Session* means the proceedings of the Synod or a House thereof on any one day, whether or not interrupted by a mid-day or other temporary adjournment.

*Sitting* means the proceedings of the Synod or a House thereof for any uninterrupted period of time.

*Special Amendment* has the meaning set out in SO 59(g)(ii).

*Special Procedural Motion* has the meaning set out in SO 29(a).

*Stand Part of* means be retained in.

*Steering Committee* means, in relation to a Measure, Canon, regulation or other instrument, or liturgical business, the Steering Committee of members in charge thereof to be appointed by the Appointments Committee in accordance with SOs 49 or 74.

*Substantive Motion* means any question which is neither an amendment nor a special procedural motion, in the form in which it is currently before the Synod including in its text any amendments which have been carried.