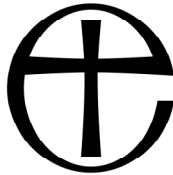


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The General Synod
of the Church of England



Standing Orders

April 2009 Edition

The General Synod of the Church of England

Standing Orders

with Appendices containing the Standing Orders
of the Houses of Bishops, Clergy and Laity and
of the Convocations of Canterbury and York
and the Constitution of the General Synod

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STANDING ORDERS OF THE GENERAL SYNOD

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GENERAL ARRANGEMENTS FOR GROUPS OF SESSIONS

Sessional Arrangements

1. 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.

Days, Hours and Places of Sessions

2. (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.

Seating

3. 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

Content of Agenda

4. (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 the 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.

Order of Business – Priority

5. 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.

Private Members' Motions

6. (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.

Diocesan Synod Motions

7. 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.

Following Motions to Official Business

8. 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.

Order of Business – Variation

9. (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.

Length of Notice – Variation of Times and Periods

11. 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.

How Notice is Given

12. 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

Chairman

13. 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.

Powers and Duties of Chairman

14. (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.

Quorum

15. (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 if at the end of a period of five minutes a quorum is still wanting, the Chairman shall adjourn the proceedings 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.

Right to Speak

16. (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.

Breach of Order

17. 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.

Interruptions to Speeches: Breach of Order and Point of Personal Explanation

18. (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.

Speaking to a Motion

19. 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.

Speaking more than Once

20. 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).

Length of Speeches

21. (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

Moving and Withdrawal

22. (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).

Division of Text

23. (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.

Reconsideration

24. (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

When Permitted / not Permitted

25. (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.

Delivery

26. (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.

Content

27. (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.

Order of Consideration

28. (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

General

29. (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).

The Closure

30. (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.

The Speech Limit

31. (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.

Next Business

32. (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 life-time 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.

Adjournment of Debate

33. (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.

Suspension of Sitting

34. (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

Majority Required for Decisions

35. (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).

Procedure on Voting

37. (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

Suspension

38. (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.

Motions for Amendment

39. (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.

(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

Acts of Synod

40. (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.

Memorials

41. (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.

Petitions

42. 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.

Prorogation Motion

42A. (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.

Prorogation

43. 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.

Decorum

44. (a) On the entrance of the Chairman into the hall at the commencement of the sitting, the members and officers present shall 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

Proposals for Introduction

45. 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.

Measures Providing for Subordinate Legislation

46. (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.

Consolidation Measures

47. (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;

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

Introduction of Legislation

48. (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

Steering Committee of Members in Charge

49. (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.

Stages

50. 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).

First Consideration Stage

51. (a) Subject to paragraph (f) 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 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 negated 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.

Revision Committee Stage – Composition of Committee

52. 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.

Revision Committee Stage – Consideration

53. (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.

(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.

Revision Committee Stage – Report

54. (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.

Revision Stage following Revision Committee Stage – General

55. (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.

Revision Stage following Revision Committee Stage – Amendments

56. (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.'*

Revision Stage without prior Revision Committee Stage

57. (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.

Further Revision Committee Stages

58. 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.

Final Drafting Stage

59. (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.

Special Procedures for Article 7 and Article 8 Measures

60. (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.

Final Approval Stage

61. (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.

(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.

Withdrawal by Steering Committee

62. 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.

Withdrawal by Legislative Committee and Re-introduction

63. (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

Application of Procedures governing Measures

64. 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.

Procedure for Considering Drafts

65. (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.

Procedure for Enactment

66. (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.

Re-introduction of a Canon

67. (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

General

68. (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 SOs 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.

Procedure for Deeming

69. (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) 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.

The One Motion Procedure

70. (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) 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.

The Preliminary Motion Procedure

71. (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

Definition of ‘Liturgical Business’

72. ‘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.

Introduction and Circulation of Liturgical Business

73. (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.

Steering Committee of Members in Charge

74. (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.

First Consideration Stage

75. (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.

Reports on Questions of Doctrine

75A. (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.

Revision Committee Stage

76. (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.

Optional Re-committal following Revision Committee Stage

77. (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.

Further Revision Committee Stage after Re-committal

78. (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.

Expedited Further Revision Stage

78A. (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.

Further Revision Stage

79. (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.

Final Revision Stage

79A. (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.

Minor Adjustments to Forms of Service

79B. (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.

Extension or Discontinuance of Services

80. (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

Designation

81. (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.

Objection to Designation or Absence of Designation

82. (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.

Reference to House of Bishops under SO 60

83. 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).

Reference to House of Bishops otherwise than under SO 60

84. 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.

Consideration of Business otherwise than under SOs 83 and 84

85. (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).

References of Article 7 Business to the Convocations and the House of Laity

86. (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.

Procedure following a Reference under SO 86 – First Stage

87. (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.

Procedure following a Reference under SO 86 – Second Stage

88. (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.

Procedure following a Reference under SO 86 – Third Stage

89. (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 negated 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.

Procedure for Reference of Article 8 Business to Diocesan Synods

90. (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.

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

91. 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.

Declaration of Compliance with the Requirements of Article 7 or Article 8 of the Constitution

92. 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.

Final Approval of Article 7 or Article 8 Business – General

93. 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.*’

Final Approval Stage – Reconsideration by the House of Bishops

94. (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

Ordinary Reports

95. (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.

Annual Reports

96. (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).

Presentations

97. (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

Reports

98. 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.

Annual Budget

99. 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.

Presentation to the Synod of Annual Accounts, Budget and Proposals for Apportionment

100. (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).

Supplementary Apportionment

101. (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.

Excess Expenditure

102. In presenting the Accounts for any year the Archbishops' Council shall report to the Synod any expenditure in excess of that voted by the Synod in the budget for that year in respect of that vote or by any supplementary vote and the explanation for the excess and the recommendations of the Council.

Money Motions and Resolutions

103. (a) No motion or recommendation shall have effect in authorising expenditure from the Synod's funds in respect of a specified vote unless it gives the authorisation in express words as follows: '*That the Synod authorise the Archbishops' Council to expend a sum not exceeding (a named sum).*' Such motion shall be known as a 'Money Motion' and upon being carried by the Synod shall be called a 'Money Resolution'.

(b) The Archbishops' Council shall not expend or engage to expend any money for the expenditure of which it is responsible to the Synod, except in so far as the Synod shall have expressly authorised such expenditure by a Money Resolution and, notwithstanding that the Synod may carry a resolution other than a Money Resolution involving expenditure, the Council shall not expend or engage to expend any money in pursuance of such resolution, unless and until the Synod has carried a Money Resolution expressly authorising such expenditure in the form prescribed in this Standing Order.

(c) No Money Motion may be moved except on behalf of the Archbishops' Council. Any member of the Synod may at any time move a motion requesting the Council to formulate a Money Motion for the Synod's consideration. If such a motion is passed

it shall be the duty of the Council to consider and report on the proposal and, if it thinks fit, to include the necessary Money Motion in the annual estimates or a supplementary estimate as may be appropriate or make such other financial proposals as it thinks appropriate.

(d) No amendment to a Money Motion moved by the Archbishops' Council (other than such an amendment moved at the request of the Business Committee) shall be in order if it seeks to increase the expenditure to be authorised under such Motion, but if the sum mentioned is thought to be insufficient an amendment may be moved by any member to add the words '*but request the Archbishops' Council to reconsider the vote with a view to making further provision for (some particular service)*'. If such an amendment is carried the Council shall, if it thinks fit, in due course submit a Money Motion for a supplementary estimate.

(e) No amendment shall be moved to a motion other than a Money Motion which would make it a Money Motion within the meaning of this Standing Order.

104. (Repealed on 1st January 1999)

QUESTIONS

General

105. (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.

(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.

Content

- 106.** (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.

Supplementary Questions

- 107.** (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.

Procedure for Reply to Questions for Oral Answer at Groups of Sessions

108. (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.

Circulation of Questions and Answers

109. (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.

Answering of Questions between Groups of Sessions

109A. 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

Loyal Addresses

110. (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.

Presidential Addresses

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

Addresses by Invited Speakers

112. 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

Attendance and Right to Speak

113. (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

Attendance and Right to Speak

113A. (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

Attendance and Right to Speak

113B. (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

Composition and Chairmanship

114. (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;
- (ii) three clergy elected by and from the House of Clergy;
- (iii) 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 foregoing provisions, 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 foregoing provisions, the Committee shall have power to regulate its own business and procedure.

STANDING ORDERS COMMITTEE

Composition, Powers and Duties

117. (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.

BUSINESS, APPOINTMENTS, LEGISLATIVE AND STANDING ORDERS COMMITTEES

Duration of Membership

118. (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.

Procedure

118A. (a) Subject to the following provisions, the Business, Appointments and Standing Orders Committees shall have power to regulate their own business and procedure.

(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

Composition, Terms of Reference, Terms of Office

119. (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 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 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.

121. (Repealed on 1st January 1999)

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

- (v) 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.
- (vi) 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.
- (vii) 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.

- (viii) 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 sub-paragraph (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

Secretary General

123. (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.

Clerk to the Synod

123A. (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.

Registrar

124. 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.

Association with the Synod

125. 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

Number, Election / Appointment, Term of Office

128. (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

Admission, No Right to Address Synod, Withdrawal

129. (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

Not to Invalidate a Sitting, Meeting or Decision

130. (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.

APPENDIX A

HOUSE OF BISHOPS

STANDING ORDERS

Application of Standing Orders of the Synod

1. Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, *mutatis mutandis*, as the procedure of the Synod.

Chairman

2. (a) The Archbishop of Canterbury shall be Chairman of the House and the Archbishop of York shall be Vice-Chairman.

(b) Subject to SO 2(c), the Archbishop of Canterbury shall accordingly chair meetings of the House, save that if he is absent or his office is vacant or both he and the Archbishop of York so agree, the Archbishop of York shall act as chairman.

(c) In accordance with arrangements approved by the Archbishops, a member of the panel referred to in SO 2(d) may act as chairman of the House, whether for any meeting or meetings of the House or for any particular item or items of business at a meeting.

(d) The Archbishops, in consultation with the Standing Committee, may appoint a panel of not more than four other members of the House to act as chairmen under SO 2(c).

Power of Chairman to Convene Separate Sittings

3. Subject to any directions of the Synod or the House, the Chairman may convene a separate sitting of the House at any

time, after due notice in accordance with the next succeeding Standing Order, and shall do so upon receiving:

- (i) A memorial of the House of Clergy or the House of Laity duly referred to the House under the Standing Orders of the Synod; or
- (ii) A request from the Standing Committee of the House; or
- (iii) A request in writing signed by not less than six members of the House.

Notice of Separate Sitzings

4. (a) The Secretary shall give to every member not less than seven days' notice in writing of any separate sitting except:

- (i) a separate sitting required by SOs 60, 84 or 85(d) of the Synod; or
- (ii) a separate sitting required by SO 3 to consider a memorial; or
- (iii) a separate sitting required by the Standing Committee of the House; or
- (iv) a separate sitting convened at the request of not less than six members of the House;

for each of which he shall give not less than fourteen days' notice.

(b) In circumstances of special urgency or importance, oral notice may be given by the Secretary, either in Full Synod or at a separate sitting of the House, but only if it relates to a special sitting of the House to be held on the next or any other day of the same week.

Joint Sitzings with Other Houses

5. The procedure for convening a joint sitting of the House and one of the other two Houses shall be the same as for a separate sitting of the House except that the day and hours of the sitting shall be fixed by the person or persons nominated for such purpose by the Standing Orders of the Synod.

Standing Committee

6. (a) The Standing Committee of the House shall consist of the Archbishops of Canterbury and York, the two bishops elected by the House to serve on the Archbishops' Council, one bishop appointed jointly by the Archbishops from amongst those elected by the House to serve on the Church Commissioners' Board of Governors, the member elected by the House to serve on the Business Committee of the General Synod, one member elected by the House, and one member of the House appointed by the Archbishops acting jointly.

(b) The provisions of SO 2 which relate to the Chairmanship of the House shall apply also to the Chairmanship of the Standing Committee except that, in the absence of both Archbishops, a Chairman shall be elected by the members present.

Agenda

7. (a) The Chairman shall settle the agenda for each meeting of the House (specifying therein all items of business of which due notice has been received) and shall determine the order in which such business shall be considered.

(b) Where a separate sitting of the House is convened:

(i) under SOs 60, 84 or 85(d) of the Synod;

- (ii) in accordance with a resolution of the Synod or of the House;
- (iii) to consider a memorial of another House of the Synod;
- (iv) at the request of the Standing Committee of the House or of not less than six members; or
- (v) by oral notice under SO 4(b);

the Standing Committee may, if it thinks fit and subject to the next following Standing Order, exclude from the agenda any business of which due notice has been given but which is not specified in the reference under SO 60, 84 or 85(d) of the Synod or in the request, resolution or notice: provided that any business so excluded (unless notice thereof has been withdrawn) shall be carried forward to the next separate sitting of the House.

Supplementary Agenda

8. The Chairman shall have the same rights to direct the addition to the agenda of the House of urgent or other specially important business as are given to the Presidents for additions to the Agenda of the Synod by its Standing Orders.

Notice of Business

9. The Standing Orders of the General Synod as to notice shall apply save that notice of new business may be given not later than fourteen days before the day on which the House is to meet.

Matters Referred under Article 7 or Article 8

10. (a) The following special rules of debate shall apply to ‘Article 7 business’ or ‘Article 8 business’ as defined in SO 131 of the Synod.

(b) As regards business under SOs 60(b), 84 or 85(d) of the Standing Orders of the Synod:

- (i) the Chairman or a member of the House nominated by him shall present such business to the House;
- (ii) notice of amendments to such business shall be given in writing to the Secretary not later than 5.00 p.m. on the day before the day appointed for the consideration of such business except that any amendment may be moved without notice by permission of the Chairman and with the general consent of the House;
- (iii) when all amendments have been disposed of the Chairman or the member nominated by him shall move '*That subject to the requirements of the Standing Orders of the Synod concerning reference of the business to the Convocations and to the House of Laity, the (Short Title or other description) be returned to the Synod in the form approved by the House for consideration on the Final Approval Stage.*' No amendment to such motion shall be in order.

(c) As regards business under SO 89(c) of the Synod, the Chairman or a member of the House nominated by him shall move the motion required by that Standing Order. No amendment to such motion shall be in order and in respect of such business it shall not be in order to move the *Next Business*, the *Closure* or the *Speech Limit*.

Secretary of the House and Other Staff

11. (a) The Secretary General shall act as Secretary of the House and shall attend and speak or ensure the attendance of a member of the Secretariat on his behalf at all sittings of the House.

(b) Other persons may be invited by the Secretary on the instructions of the Chairman to attend and speak at sittings of the House.

Attendance of Other Persons

12. (a) The Archbishop of Wales, the Primate of All Ireland and the Primus of the Episcopal Church in Scotland (or their respective representatives being in episcopal orders) may, at the invitation of the Chairman, attend a sitting of the House and, if so requested by the Chairman, may address the House. Not being members of the House they shall not be entitled to a vote in the proceedings of the House.

(b) The provincial episcopal visitors shall be notified of all meetings of the House and may attend and address the House. Unless any such person is an elected member of the House, they shall not be entitled to vote in the proceedings of the House.

(c) Where a See is vacant during a sitting of the House, and a suffragan bishop is during the period of that sitting exercising functions of the diocesan bishop by virtue of an instrument under section 8 of the Church of England (Miscellaneous Provisions) Measure 1983, and has not already been elected to the House, the suffragan bishop may attend and speak but not vote at that sitting in place of the bishop.

(d) (i) Where a diocesan bishop is unable to attend a sitting of the House due to his illness, sabbatical leave or his duties in the House of

Lords, he shall inform the archbishop of the province and recommend to him the name of a suffragan bishop of the said diocese to attend the sitting in his place and, subject to sub-paragraph (iii) hereof, if he sees fit the archbishop may nominate the said bishop to attend the sitting.

- (ii) Where a see is vacant or a bishop is too ill to make a recommendation, subject to sub-paragraph (iii) hereof, the archbishop of the relevant province shall have power to nominate a bishop from the said diocese to attend a sitting of the House.
- (iii) The archbishop's power of nomination referred to in sub-paragraph (i) and (ii) above shall not be exercised where a bishop from the diocese concerned is an elected member of the House or is entitled to speak at a sitting under paragraph (c) above.
- (iv) A nominated bishop may address the House if so requested by the Chairman but, not being a member of the House, he shall have no vote in its proceedings.

Admission of the Public

13. (a) The public shall be admitted to all sittings of the House within the limits of such seating capacity as may be allocated by the Secretary for this purpose in accordance with SO 3 of the Synod.

(b) Subject to Standing Orders 11 and 12 above no person other than a member of the House shall address the House and members of the public shall remain silent while in the hall.

(c) The expression ‘public’ in this Standing Order and in Standing Order 14 includes the press.

Committee of the Whole House

14. (a) By direction of the Chairman or resolution of the House, the House may at any time during a session go into Committee of the whole House. Any member may move at any time, but not so as to interrupt another member’s speech, the motion: ‘*That the House do now go into Committee*’; if that motion is carried, the Chairman shall ask members of the public to withdraw until such time as, with the general consent of the House, he gives instructions to the Secretary for their re-admission.

(b) Such motion shall be a question of procedure and, by permission of the Chairman, shall not require notice.

Committees of the House

15. (a) The House may constitute for specific purposes such other Committees as it thinks fit and shall appoint members of the House to serve thereon.

(b) If the House determines that a Committee shall be elected by and from members of the House it shall fix the number of members to be elected and the election shall be conducted by the Secretary.

(c) Committees shall have power to co-opt any members of the House as additional members provided that such additional members do not exceed in number one-fifth of the membership of the Committee as originally constituted.

(d) Casual vacancies in any Committee (whether appointed or elected) shall be filled by the Chairman of the House unless the House otherwise determines.

APPENDIX B

HOUSE OF CLERGY

STANDING ORDERS

Application of Standing Orders of the Synod

1. Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, *mutatis mutandis*, as the procedure of the Synod.

Joint Chairmen

2. (a) The two Prolocutors shall be Joint Chairmen of the House.

(b) Where joint action or decision is not reasonably practicable, and in particular while the House is sitting, the Prolocutors shall carry out the functions of Chairman in alternate years, the first year of each Synod being allocated to the Prolocutor of the Convocation of Canterbury.

(c) When the Prolocutor acting for that year is absent or when he decides to vacate the Chair for a particular item of business or the office is vacant, the other Prolocutor shall act as Chairman.

(d) In the absence of both Prolocutors or when both of them decide not to take the Chair for a particular item of business, the senior Pro-Prolocutor or Deputy Prolocutor present, being a member of the same Convocation as the Prolocutor acting for that year, shall act as Chairman.

Power of Chairman to Convene Separate Sitzings

3. Subject to any directions of the Synod or the House, the Chairman for the year may convene a separate sitting of the House at any time, after due notice in accordance with the next succeeding Standing Order, and shall do so upon receiving a request in writing signed by not less than 25 members of the House.

Notice of Separate Sitzings

4. (a) The Secretary shall give to every member not less than 7 days' notice in writing of any separate sitting except:

- (i) a separate sitting required by Article 7 of the Constitution of the Synod;
- (ii) a separate sitting convened at the request of not less than 25 members of the House;

for each of which he shall give not less than 14 days' notice.

(b) In circumstances of special urgency or importance, oral notice may be given by the Secretary, either in Full Synod or at a separate sitting of the House, but only if it relates to a special sitting of the House to be held on the next or any other day of the same week.

Joint Sitzings with Other Houses

5. The procedure for convening a joint sitting of the House and one of the other two Houses shall be the same as for a separate sitting of the House except that the day and hours of the sitting shall be fixed by the person or persons nominated for such purpose by the Standing orders of the Synod.

Standing Committee

6. (a) The Standing Committee of the House shall consist of the Prolocutors of the Convocations, the Pro-Prolocutors of Canterbury Convocation, the Deputy Prolocutors of York Convocation, the two persons elected by the House to serve on the Archbishops' Council, the four persons elected to the Standing Committee of the Lower House of the Convocation of Canterbury and the two persons elected to the Standing Committee of the Lower House of the Convocation of York.

(b) Where a casual vacancy occurs among the members of the Standing Committee this shall be filled in accordance with Standing Orders by the Convocation concerned except for the two persons elected to the Archbishops' Council where a casual vacancy shall be filled in accordance with SO 6A(d) hereof.

(c) The Standing Committee shall have power to co-opt not more than two members of the House to serve on the Committee.

(d) The provisions of SO 2 which relate to the Chairmanship of the House shall apply to the Chairmanship of the Standing Committee.

Elections to Archbishops' Council

6A. (a) As soon as reasonably practicable after the filling of the offices of Prolocutor of the Lower House of the Convocation of both provinces following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every members of the House inviting nominations of two members of the House to be elected to the Archbishops' Council.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and

signed by the candidate stating that he is willing to serve if elected. The nomination shall be delivered to the person (or persons) designated by the Synodical and Synodal Secretaries, within such period (not being less than 21 days) as the designated person (or persons) shall appoint.

(c) 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 shall be circulated to the relevant electors.
- (ii) Voting papers, marked and signed, shall be returned to the designated person (or persons) within such period (not being less than 14 days) as the designated person (or persons) shall appoint.
- (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under Standing Order 68 except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.

(d) Where a casual vacancy occurs among the members of the Archbishops' Council elected by the House of Clergy this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod with the necessary

modifications. Provided that, where fewer than three candidates remain eligible and willing to serve, a fresh election shall be held.

Agenda

7. Where a separate sitting of the House is convened:

- (i) under Article 7 of the Constitution,
- (ii) in accordance with a resolution of the Synod or the House,
- (iii) at the request of not less than 25 members, or
- (iv) by oral notice under Standing Order 4(b),

the Standing Committee may, if they think fit and subject to the next following Standing Order, exclude from the agenda any business of which due notice has been given but which is not specified in the reference under Article 7, or in the request, resolution or notice. Provided that any business so excluded (unless notice thereof has been withdrawn) shall be carried forward to the next separate sitting of the House.

Supplementary Agenda

8. The Chairman for the year shall have the same rights to direct the addition to the agenda of the House of urgent or other specially important business as are given to the Presidents for additions to the agenda of the Synod by its Standing Orders.

Notice of Business

9. The following provisions shall apply to separate sittings of the House in lieu of SOs 10 and 11 of the Synod:

- (i) New Business shall not be included in the agenda for any sitting of the House unless notice thereof has been delivered by 12 noon on

the Monday 35 days before the Monday of the week in which the sitting is due to be held.

- (ii) *Questions and Motions for Amendment of Standing Orders which relate to or arise from business already in the agenda* shall not be in order unless notice thereof has been delivered by 12 noon on the day which falls six clear days (excluding Saturday and Sunday) before that on which the business is due to be considered.
- (iii) *Amendments to Motions for Amendment of the Standing Orders* shall not be in order unless notice thereof has been delivered by 5.30 p.m. on the day which falls one clear day (excluding Saturday and Sunday) before that on which the business is due to be considered.
- (iv) *Other Business* relating to or arising from business already on the agenda shall not be in order unless notice thereof has been given by 5.30 p.m. on the day (excluding Saturday and Sunday) before that on which the business is due to be considered.

Voting

10. (a) Except where a division of the House is required under paragraph (b) of this Standing Order, all votes shall be taken by a show of hands which may be counted by tellers appointed by the Chairman.

(b) A division of the House shall be taken:

- (i) on any matter referred to the House under Article 7 of the Constitution of the Synod,

provided that, by leave of the House, this requirement may be dispensed with;

- (ii) whenever the Chairman considers that a division would be appropriate owing to the uncertainty of the result, or if any teller or other member with the general consent of the House so requests on the ground of such uncertainty.

Procedure on a Division

11. Where, under these Standing Orders, the Chairman decides or is required to order a vote by division of the House he shall direct the members who vote in the affirmative to pass out of the hall or beyond a barrier in one direction, and the members who vote in the negative to pass out of the hall or beyond a barrier in a different direction, and members so voting shall be counted by the tellers.

Communications with Other Houses

12. If the House requests that a communication be made orally to either or both of the other Houses of the Synod, such communication shall be made by the Chairman for the year accompanied by the other Prolocutor and such other members, being not less than three, as the Chairman shall appoint.

Gravamina and Reformanda

13. (a) Any member of the House may give notice of a Schedule of Gravamina and Reformanda to be formally conveyed to the House of Bishops. Such Schedule, subject to the agreement of the Standing Committee that the content and language proposed are proper for such purpose, shall be included in the agenda at such place as the Standing Committee shall direct.

(b) Each such Schedule must be signed by one or more members of the House and shall be in the following form:

‘The Gravamen and Reformandum of the undersigned sheweth:

The Gravamen

[Here shall be stated the grievance to be redressed]

The Reformandum

[Here shall be stated the redress sought or the matter in need of reform]

Signature(s).’¹

(c) When called upon by the Chairman, the person whose signature is first appended thereto shall read the Schedule to the House and unless immediately thereafter a motion is moved in accordance with paragraph (d) hereof the Schedule shall stand referred to the Chairman without further debate being permitted as the Schedule of the member of members who have signed it and be formally conveyed by the Chairman to the House of Bishops in such manner as he shall think fit.

(d) Any member may move without notice, immediately after a Schedule has been read but not subsequently, either ‘*That the Schedule be referred to the Standing Committee for investigation and report*’ or ‘*That the Schedule be discussed by the House with a view to its adoption as a Memorial of the House*’.² In either case the mover shall be allowed to explain the grounds of his motion briefly and one other member shall be

¹ Either the Gravamen or the Reformandum may be omitted and the words adapted accordingly.

² The term *Memorial* is the only one appropriate to the Standing Orders of the Synod and the House of Laity. The traditional term in the Provincial Synods has been *Articulus Cleri*.

allowed to speak briefly in opposition; the question shall then be put without debate. If the second of the two motions provided for herein be carried, the discussion agreed upon shall take place either forthwith or at such time as the Chairman shall appoint.

(e) On a Schedule being discussed with a view to its adoption by the House verbal amendments may be moved to the Gravamen, provided that in the opinion of the Chairman they do not alter the substance of the original Gravamen. Any amendment may be made to the Reformandum.

(f) At the conclusion of the discussion, the Chairman, after adding such comment as he may think fit, shall move '*That the Schedule (as amended) be adopted as a Memorial of the House*'. If that motion be carried the Memorial shall be reported to the Synod in accordance with the Standing Orders of the Synod.¹

Matters referred under Article 7

14. The following special rules of debate shall apply to 'Article 7 business' as defined in SO 131 of the Synod:

- (i) The Chairman of the House or a member nominated by him shall move the motion required under SO 89(c) of the Synod. No amendment to such motion shall be in order.
- (ii) It shall not be in order to move the *Next Business*, the *Closure* or the *Speech Limit*.

¹ See SO 41 of the Synod.

APPENDIX C

HOUSE OF LAITY

STANDING ORDERS

Application of Standing Orders of the Synod

1. Subject to the Standing Orders of the House, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the House.

Meetings of the House

- 2.** (a) The House shall meet separately when:
- (i) the House has so decided; or
 - (ii) the Synod has so requested; or
 - (iii) it is convened by its Chairman as provided in the next two paragraphs of this Standing Order; or
 - (iv) it is convened as provided in SO 4 in the case of the first meeting of the House after an election.
- (b) The Chairman may convene the House after not less than 14 days' notice, or, if the Synod is sitting during the same week, after not less than one clear day's notice.
- (c) The Chairman shall convene the House if so required by a notice in writing signed by not less than one-tenth of the members, and in that case shall give not less than 21 days' notice.

(d) Notice of a meeting of the House shall be given in writing to each member of the House, save that when the Synod is sitting notice may be given orally during a session of the Synod by the Chairman or Vice-Chairman of the House and by written notices exhibited in such places as the said Chairman or Vice-Chairman shall direct.

Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Nominations and General Provisions

3. (a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the House inviting nominations for the offices of Chairman, Vice-Chairman, and two other persons to be elected by and from the House as members of the Archbishops' Council.

(b) A person may be nominated for more than one of the offices specified in paragraph (a) above Provided that:

- (i) if a person is nominated for the offices of both Chairman and Vice-Chairman, the nomination for the latter office shall take effect subject to that person not being elected or returned unopposed as Chairman; and
- (ii) if a person is nominated both for the office of Chairman or Vice-Chairman or both and also as one of the other two members of the Archbishops' Council the nomination for the latter shall take effect subject to that person not being elected or returned unopposed as either Chairman or Vice-Chairman.

(c) Nominations shall be in writing, signed by a proposer and a seconder, both being members of the House, and containing

a statement signed by the candidate of that person's willingness to serve if elected.

(d) Nominations shall be delivered to the Secretary within such period (not being less than fourteen days and ending not earlier than 12 noon on the day following the Inauguration of the new General Synod) as the Secretary shall appoint.

(e) In any case where an election is required it shall be conducted by the method of the single transferable vote in accordance with the procedure laid down in these Standing Orders. Subject to these Standing Orders:

- (i) the procedure to be followed for the election shall be in accordance with the Standing Orders of the General Synod relating to elections, except that, where a member of the House has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission; and
- (ii) any appeal arising from the election shall be determined in accordance with the Standing Orders of the General Synod relating to elections.

First Meeting of the House

4. (a) Before the Inauguration of a new General Synod:

- (i) the Standing Committee shall draw up a panel consisting of not less than three nor more than five members of the House who consent to be members of the panel, from whom a person to take the Chair at the first Meeting of the House and, if necessary, any subsequent meeting of

the House shall be chosen in accordance with paragraph (d) below or in accordance with Standing Order 7(c); and

- (ii) the Senior Ecclesiastical Judges shall appoint one of their number to perform the functions specified in paragraphs (b), (c) and (d) below.

(b) The First Meeting of the House following the election of a new General Synod shall be convened by not less than 14 days' notice by such of the Senior Ecclesiastical Judges as is appointed under paragraph (a)(ii) above.

(c) That meeting shall commence not less than six hours after the period for nominations under Standing Order 3(d) has closed unless that period ends less than six hours before the Prorogation of the first Group of Sessions of the new General Synod, in which case the meeting shall follow such Prorogation but subject to a power for the person who is to take the Chair at the meeting to postpone the commencement of the meeting for not more than 30 minutes for the greater convenience of members of the House or in order to enable paragraph (e) below to be complied with, or both.

(d) No person who is a candidate for election (whether or not returned unopposed) shall take the Chair at the meeting. Subject to that, such of the Senior Ecclesiastical Judges as is appointed under paragraph (a)(ii) above shall choose a member of the panel drawn up under paragraph (a)(i) above to take the Chair at the meeting. If no member of the panel is able to do so, such of the Senior Ecclesiastical Judges as is so appointed shall take the Chair.

(e) Before the meeting there shall be placed on the seats in the place appointed for the meeting:

- (i) a notice by the Secretary stating which candidates (if any) for the offices specified in Standing Order 3(a) have been returned to office unopposed and listing the candidates for those offices for which an election is required;
- (ii) an account in not more than 100 words relating to and submitted by each candidate for an office for which an election is required and also by a person who has been returned unopposed; and
- (iii) if any candidate for election or person returned unopposed so wishes, an address prepared by that person consisting of not more than one A4 sheet of paper.

(f) Any persons returned unopposed may address the meeting for not more than three minutes each in relation to their being chosen for the relevant offices and the manner in which they propose to discharge their functions.

(g) Candidates for election may then address the meeting for not more than three minutes each on their reasons for standing for election and the manner in which they would discharge their functions if elected.

(h) No other business may be transacted at the meeting.

Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Voting and Counts

4A. (a) Following the meeting of the House under Standing Order 4, a copy of the notice specified in SO 4(e)(i) shall be sent to all members of the House.

(b) If an election is required for the office of Chairman or Vice-Chairman or both, voting papers for the election shall be

sent to all members of the House. Each voting paper shall contain a list of the candidates duly nominated (but excluding, in the case of the election for Vice-Chairman, any person returned unopposed as Chairman), and if elections are required for both offices there shall be separate voting papers for each election.

(c) Voting papers, marked and signed, shall be returned to the Secretary within such period (not being less than 21 days) as the Secretary shall appoint.

(d) If elections are required for the offices of both Chairman and Vice-Chairman, the count for the election of the Chairman shall be conducted first, and the person declared elected, if also a candidate in the election for Vice-Chairman, shall be excluded in relation to that election.

(e) As soon as reasonably practicable after the offices of Chairman and Vice-Chairman have been filled by candidates being returned unopposed or being declared elected, the Secretary shall send to all electors:

- (i) notice of the results of the relevant election or elections; and
- (ii) if an election is required for the two other members of the Archbishops' Council to be elected by and from the House, one voting paper for that election, containing a list of the candidates duly nominated (other than the Chairman and Vice-Chairman)

(f) Voting papers under paragraph (e)(ii) above shall be returned to the Secretary, marked and signed, within such period, not being less than 21 days, as the Secretary shall appoint, and as soon as reasonably practicable after the result of the count for that election has been announced the Secretary shall notify all member of the House of the result.

Casual Vacancies

4B. (a) Once the office of Chairman, Vice-Chairman or either of the two other members of the Archbishops Council elected by and from the House has been filled, following the election of a new General Synod, under Standing Orders 3 to 4A, any vacancy which arises in the office concerned during the lifetime of that Synod shall be filled by the holding of a fresh election unless the Standing Committee is satisfied that there is insufficient time to complete the process before the period of the outgoing member's term of office would have come to an end.

(b) The procedure set out in Standing Orders 3 and 4A shall apply to any such election with any necessary modifications, but the provisions of Standing Order 4 regarding a meeting of the House shall not apply.

Standing Committee

5. The Standing Committee of the House shall consist of the Chairman and Vice-Chairman, the members of the Business and Appointments Committees elected by the House and the members of the Archbishops' Council who are elected by the House. They shall assume membership of the Standing Committee immediately following the announcement of the result of the election.

Other Committees of the House

6. (a) Subject to the directions of the House, all Committees other than the Standing Committee:

- (i) shall be appointed by the Standing Committee and their membership varied as thought fit by that Committee; and

- (ii) shall continue in office during the continuance of the House until the purpose for which they have been appointed has been fulfilled.

(b) A Committee may transact business notwithstanding vacancies, provided that a quorum of the full Committee is present.

Chairman and Vice-Chairman

7. (a) After the election of a new General Synod the Chairman and Vice-Chairman, if they continue to be members of the House, shall continue in office until their respective successors assume office under paragraph (b) below.

(b) The Chairman and Vice-Chairman shall each assume office immediately following the announcement that the person concerned has been returned unopposed or the announcement of the result of the relevant election and, at the next meeting of the General Synod, their proposers and seconders shall present them to the Presidents.

(c) Subject to Standing Order 4, the Chairman shall, if present, take the chair at meetings of the House and in the absence of the Chairman or when the Chairman decides for a particular item of business to vacate the chair the Vice-Chairman shall take the chair. In the absence of both Chairman and Vice-Chairman, the Senior Ecclesiastical Judges shall choose a member of the panel drawn up under Standing Order 4(a)(i) to take the Chair at the meeting or, if no member of that panel is able to take the Chair, shall choose one of their number to do so.

(d) Where the office of Chairman or Vice-Chairman is vacant or where the officer concerned is incapable of acting, any function required to be discharged by both officers jointly may be discharged by the officer in office and capable of acting. If both

offices are vacant or held by a person incapable of acting such function shall be discharged by the Dean of the Arches.

Co-opted Members

8. A motion for the co-option of a person as a member of the House may be moved in accordance with Rule 42(2) of the Church Representation Rules subject to the following conditions:

- (i) the motion shall be moved after not less than fourteen days' notice;
- (ii) not more than one person shall be named in any such motion;
- (iii) not more than two such motions shall be moved at any one sitting of the House; and
- (iv) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

Content of Agenda

9. Subject to any resolution of the House, the Standing Committee shall settle the agenda for each meeting of the House. The Chairman shall, subject to any decision of the Standing Committee, have power to direct the addition to the agenda of urgent or other specially important business.

References to the House under Article 7

10. The following special rules of debate shall apply to 'Article 7 business' as defined in SO 131 of the Synod:

- (i) the Chairman of the House or a member of the Standing Committee nominated by him shall move the motion required under SO 87(b) of the Synod;
- (ii) no amendment to the motion shall be in order and it shall not be in order to move Next Business, the Closure or the Speech Limit.

Communications with Other Houses

11. If the House requests that a communication be made orally to either or both of the other Houses of the General Synod such communications shall be made by the Chairman accompanied by such other members being not less than two as he shall appoint.

Gravamina and Reformanda

12. (a) Any member of the House may give notice of a Schedule of Gravamina or Reformanda¹ which, subject to the agreement of the Standing Committee that the matters raised and the language proposed are proper for such purpose, shall be included in the agenda at such place as the Standing Committee shall direct.

(b) Each such Schedule must be signed by one or more members of the House and shall be in the following form:

‘The Gravamen and Reformandum of the undersigned sheweth:

¹ For a definition and history of Gravamina, Reformanda and Articuli Cleri as they have been traditionally exercised in the Convocations of Canterbury and York, see *Convocation of Canterbury: What it is; What it does; How it works*. (A.F. Smethurst, SPCK 1949, pp. 43, 44 and 46, which are also summarised in Appendix A to 33rd Report (3.1.68) of the Standing Orders Committee of the Church Assembly, CA 1675).

The Gravamen

[Here shall be stated the grievance to be redressed]

The Reformandum

[Here shall be stated the redress sought or the matter in need of reform]

Signature(s).'¹

(c) When called upon by the Chairman, the person whose signature is first appended thereto shall read the Schedule to the House and unless immediately thereafter a motion is moved in accordance with paragraph (d) hereof the Schedule shall stand referred to the Chairman without further debate being permitted as the Schedule of the member or members who have signed it and be formally conveyed by the Chairman to the House of Bishops in such manner as he shall think fit.

(d) Any member may move without notice, immediately after a Schedule has been read but not subsequently, either '*That the Schedule be referred to the Standing Committee for investigation and report*' or '*That the Schedule be discussed by the House with a view to its adoption as a Memorial of the House*'. In either case the mover shall be allowed to explain the grounds of his motion briefly and one other member shall be allowed to speak briefly in opposition; the question shall then be put without further debate. If the second of the two motions provided for herein be carried, the discussion agreed upon shall take place either forthwith or at such time as the Chairman shall appoint.

(e) On a Schedule being discussed with a view to its adoption as a Memorial of the House, verbal amendments may be

¹ Either the Gravamen or the Reformandum may be omitted and the words adapted accordingly.

moved to the Gravamen provided that in the opinion of the Chairman they do not alter the substance of the original Gravamen. Any amendment may be made to the Reformandum.

(f) At the conclusion of the discussion, the Chairman, after adding such comment as he may think fit, shall move '*That the Schedule (as amended) be adopted as a Memorial of the House*'. If that motion be carried the memorial shall be reported to the Synod in accordance with the Standing Orders of the Synod.

Amendment of Standing Orders

13. No amendment to the Standing Orders of the House shall be made unless there has first been submitted to the House a Report on the proposal by the Standing Committee, which may be given either on a separate paper or on a notice paper, and SO 39 of the Synod shall not apply to the House.

Definitions

14. In these Standing Orders:

the House means the House of Laity;

Chairman and *Vice-Chairman* mean respectively the Chairman and Vice-Chairman of the House;

Secretary means the Secretary of the House;

Senior Ecclesiastical Judges means such of the Dean of the Arches and Auditor, the Vicar-General of the Province of Canterbury and the Vicar-General of the Province of York as are members of the House;

Standing Committee means the Standing Committee of the House;

and any reference to Standing Orders or these Standing Orders or to a particular Standing Order or part of a Standing Order shall, unless the contrary intention appears, be construed as a reference to these Standing Orders of the House or the relevant provision of these Standing Orders.

APPENDIX D

GENERAL SYNOD

CONSTITUTION

Synodical Government Measure 1969, Schedule 2 (as amended by subsequent legislation):

1. The General Synod shall consist of the Convocations of Canterbury and York joined together in a House of Bishops and a House of Clergy and having added to them a House of Laity.

2. The House of Bishops and the House of Clergy shall accordingly comprise the Upper and Lower Houses respectively of the said Convocations, and the House of Laity shall be elected and otherwise constituted in accordance with the Church Representation Rules.

3.—(1) The General Synod shall meet in session at least twice a year, and at such time and places as it may provide, or, in the absence of such provisions, as the Joint Presidents of the Synod may direct.

(2) The General Synod shall, on the dissolution of the Convocations, itself be automatically dissolved, and shall come into being on the calling together of the new Convocations.

(3) Business pending at the dissolution of the General Synod shall not abate, but may be resumed by the new Synod at the stage reached before the dissolution, and any Boards, Commissions, Committees or other bodies of the Synod may, so far as may be appropriate and subject to any Standing Orders or any directions of the Synod, or of the Archbishops of Canterbury and York, continue their proceedings during the period of the dissolution, and all things may be done by the Archbishops or any such bodies or any officers of the General Synod as may be necessary or

expedient for conducting the affairs of the Synod during the period of dissolution and for making arrangements for the resumption of business by the new Synod.

(4) A member of the General Synod may continue to act during the period of the dissolution as a member of any such Board, Commission, Committee or body:

Provided that, if a member of the Synod who is an elected proctor of the clergy or an elected member of the House of Laity does not stand for re-election or is not re-elected, this paragraph shall cease to apply to him with effect from the date on which the election of his successor is announced by the presiding officer.

4.—(1) The Archbishops of Canterbury and York shall be joint Presidents of the General Synod, and they shall determine the occasions on which it is desirable that one of the Presidents shall be the chairman of a meeting of the General Synod, and shall arrange between them which of them is to take the chair on any such occasions:

Provided that one of the Presidents shall be the Chairman when any motion is taken for the final approval of a provision to which Article 7 of this Constitution applies and in such other cases as may be provided in Standing Orders.

(2) The Presidents shall, after consultation with the Appointments Committee of the Church of England, appoint from among the members of any House of the Synod a panel of such number of persons as the Presidents may determine, who shall be available to take the chair at meetings of the Synod, being persons who shall be chosen for their experience of chairing and ability to chair meetings; and it shall be the duty of one of the persons on the panel, in accordance with arrangements approved by the Presidents and subject to any special directions of the Presidents, to take the chair at meetings of the Synod at which neither of the Presidents take the chair.

(3) The Provincial Registrars shall be joint Registrars of the General Synod.

5.—(1) A motion for the final approval of any Measure or Canon shall not be deemed to be carried unless, on a division by Houses, it receives the assent of the majority of the members of each House present and voting:

Provided that by permission of the chairman and with the leave of the General Synod given in accordance with Standing Orders this requirement may be dispensed with.

(2) All other motions of the General Synod shall, subject as hereinafter provided, be determined by a majority of the members of the Synod present and voting, and the vote may be taken by a show of hands or a division:

Provided that, except in the case of a motion relating solely to the course of business or procedure, any 25 members present may demand a division by Houses and in that case the motion shall not be deemed to be carried unless, on such a division, it receives the assent of the majority of the members of each House present and voting.

(3) This Article shall be subject to any provision of this Constitution or of any Measure with respect to special majorities of the Synod or of each House thereof, and where a special majority of each House is required, the vote shall be taken on a division by Houses, and where a special majority of the whole Synod is required, the motion shall, for the purposes of this Article, be one relating solely to procedure.

(4) Without prejudice to Article 11(1) below, where a vote is to be taken by a division either of the whole Synod or by Houses, Standing Orders may provide for the vote to be taken either by physical separation of the members voting or by other means

including such electronic method of voting as may from time to time be determined by the Business Committee.

6. The functions of the General Synod shall be as follows:

(a) To consider matters concerning the Church of England and to make provision in respect thereof—

- (i) by Measure intended to be given, in the manner prescribed by the Church of England Assembly (Powers) Act 1919, the force and effect of an Act of Parliament, or
- (ii) by Canon made, promulgated and executed in accordance with the like provisions and subject to the like restrictions and having the like legislative force as Canons heretofore made, promulgated and executed by the Convocations of Canterbury and York, or
- (iii) by such order, regulation or other subordinate instrument as may be authorised by Measure or Canon; or
- (iv) by such Act of Synod, regulation or other instrument or proceeding as may be appropriate in cases where provision by or under a Measure or Canon is not required;

(b) To consider and express their opinion on any other matters of religious or public interest.

7.—(1) A provision touching doctrinal formulae or the services or ceremonies of the Church of England or the administration of the sacraments or sacred rites thereof shall, before it is finally approved by the General Synod, be referred to the House of

Bishops, and shall be submitted for such final approval in terms proposed by the House of Bishops and not otherwise.

(2) A provision touching any of the matters aforesaid shall, if the Convocations or either of them or the House of Laity so require, be referred, in the terms proposed by the House of Bishops for final approval by the General Synod, to the two Convocations sitting separately for their provinces and to the House of Laity; and no provision so referred shall be submitted for final approval by the General Synod unless it has been approved, in the terms so proposed, by each House of the two Convocations sitting as aforesaid and by the House of Laity.

(3) The question whether such a reference is required by the Convocation shall be decided by the President and Prolocutor of the Houses of that Convocation, and the Prolocutor shall consult the Standing Committee of the Lower House of Canterbury or, as the case may be, the Assessors of the Lower House of York, and the decision of the President and Prolocutor shall be conclusive;

Provided that if, before such a decision is taken, either House of Convocation resolves that the provision concerned shall be so referred or both Houses resolve that it shall not be so referred, the resolution or resolutions shall be a conclusive decision that the reference is or is not required by that Convocation.

(4) The question whether such a reference is required by the House of Laity shall be decided by the Prolocutor and Pro-Prolocutor of that House who shall consult the Standing Committee of that House, and the decision of the Prolocutor and Pro-Prolocutor shall be conclusive;

Provided that if, before such a decision is taken, the House of Laity resolves that the reference is or is not required, the resolution shall be a conclusive decision of that question.

(5) Standing Orders of the General Synod shall provide for ensuring that a provision which fails to secure approval on a reference under this Article by each of the four Houses of the Convocations or by the House of Laity of the General Synod is not proposed again in the same or similar form until a new General Synod comes into being, except that, in the case of objection by one House of one Convocation only, provision may be made for a second reference to the Convocations and, in the case of a second objection by one House only, for reference to the Houses of Bishops and Clergy of the General Synod for approval by a two-thirds majority of the members of each House present and voting, in lieu of such approval by the four Houses aforesaid.

(6) If any question arises whether the requirements of this Article or Standing Orders made thereunder apply to any provision, or whether those requirements have been complied with, it shall be conclusively determined by the Presidents and Prolocutors of the Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

8.—(1) A Measure or Canon providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal, or a 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, shall not be finally approved by the General Synod unless, at a stage determined by the Archbishops, the Measure or Canon or scheme, or the substance of the proposals embodied therein, has been approved by the majority of the dioceses at meetings of their Diocesan Synods, or, in the case of the diocese of Europe, of the bishops council and standing committee of that diocese.

(1A) If the Archbishops consider that this Article should apply to a scheme which affects the Church of England and another Christian body but does not fall within paragraph (1) of this Article, they may direct that this Article shall apply to that

scheme, and where such a direction is given this Article shall apply accordingly.

(1B) The General Synod may by resolution provide that final approval of any such scheme as aforesaid, being a scheme specified in the resolution, shall require the assent of such special majorities of the members present and voting as may be specified in the resolution, and the resolution may specify a special majority of each House or of the whole Synod or of both, and in the latter case the majorities may be different.

(1C) A motion for the final approval of a Measure providing for permanent changes in any such Service or in the Ordinal shall not be deemed to be carried unless it receives the assent of a majority in each House of the General Synod of not less than two-thirds of those present and voting.

(2) Any question whether this Article applies to any Measure or Canon or scheme, or whether its requirements have been complied with, shall be conclusively determined by the Archbishops, the Prolocutors of the Lower Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

9.—(1) Standing Orders of the General Synod may provide for separate sittings of any of the three Houses or joint sittings of any two Houses, and as to who is to take the chair at any such separate or joint sitting.

(2) The House of Laity shall elect a Chairman and Vice-Chairman of the House who shall also discharge the functions assigned by this Constitution and the Standing Orders and by or under any Measure or Canon to the Prolocutor and Pro-Prolocutor of that House.

10.—(1) The General Synod shall appoint a Legislative Committee from members of all three Houses to whom shall be

referred all Measures passed by the General Synod which it is desired should be given, in accordance with the procedure prescribed by the Church of England Assembly (Powers) Act 1919, the force of an Act of Parliament; and it shall be the duty of the Legislative Committee to take such steps with respect to any such measure as may be so prescribed.

(2) The General Synod may appoint or provide by their Standing Orders for the appointment of such Committees, Commissions and other bodies (in addition to the Committees mentioned in section 10 of the National Institutions Measure 1998), which may include persons who are not members of the Synod, and such officers as they think fit.

(3) Each House may appoint or provide by their Standing Orders for the appointment of such Committees of their members as they think fit.

11.—(1) The General Synod may make, amend and revoke Standing Orders providing for any of the matters for which such provision is required or authorised by this Constitution, for the meetings, business and procedure of the General Synod.

(1A) Provision may be made by Standing Order that the exercise of any power of the General Synod to suspend the Standing Orders or any of them shall require the assent of such a majority of the members of the whole Synod present and voting as may be specified in the Standing Order.

(2) Each House may make, amend and revoke Standing Orders for the matter referred to in Article 10(3) hereof and consistently with this Constitution and with any Standing Orders of the General Synod, for the separate sittings, business and procedure of that House.

(3) Subject to this Constitution and to any Standing Orders, the business and procedure at any meeting of the General Synod

or of any House or Houses thereof shall be regulated by the chairman of the meeting.

12.—(1) References to final approval shall, in relation to a Canon or Act of Synod be construed as referring to the final approval by the General Synod of the contents of the Canon or Act, and not to the formal promulgation thereof:

Provided that the proviso to Article 4(1) shall apply both to the final approval and to the formal promulgation of a Canon or Act of Synod.

(2) Any question concerning the interpretation of this Constitution, other than questions for the determination of which express provision is otherwise made, shall be referred to and determined by the Archbishops of Canterbury and York.

(3) No proceedings of the General Synod or any House or Houses thereof, or any Board, Commission, Committee or body thereof shall be invalidated by any vacancy in the membership of the body concerned or by any defect in the qualification, election or appointment of any member thereof.

13. Any functions exercisable under this Constitution by the Archbishops of Canterbury and York, whether described as such or as Presidents of the General Synod, may, during the absence abroad or incapacity through illness of one Archbishop or a vacancy in one of the Sees, be exercised by the other Archbishop alone.

APPENDIX E

CONVOCATION OF CANTERBURY

STANDING ORDERS OF FULL SYNOD AND OF THE UPPER AND LOWER HOUSES

Application of Standing Orders of General Synod

1. Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the Convocation and its Houses.

President

2. (a) The Archbishop of Canterbury as President of the Convocation shall take the chair at meetings of the Full Synod and of the Upper House;

(b) When the President is absent or when he decides to vacate the chair for a particular item of business the Bishop of London shall take the chair or, in his absence, the Bishop of Winchester shall take the chair;

(c) When the President and the Bishops of London and Winchester are absent, the bishop who has been a diocesan in the Province for the longest time shall take the chair.

Election of Prolocutor

3. (a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the Lower House inviting nominations for the office of Prolocutor.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodical Secretary, within such period (not being less than 21 days) as the designated person shall appoint. Provided that such nomination period shall include at least the first two days of the first group of sessions of the new Synod.

(c) 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 shall be circulated to the relevant electors.
- (ii) Voting papers, marked and signed, shall be returned to the designated person within such period (not being less than 14 days) as the designated person shall appoint.
- (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under SO 68 except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.

(d) Following his election the proposer and seconder shall present the Prolocutor to the President at the first available opportunity.

(e) On a vacancy in the office of Prolocutor during the quinquennium the election to fill the vacancy shall be conducted in the same manner as an ordinary election as soon as practicable after the vacancy has occurred.

Pro-Prolocutors and Elected Members of the Standing Committee

4. (a) Following the election of two members of the house of Clergy to the Archbishops' council, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Pro-Prolocutors and four other persons to be members of the Standing Committee of the Lower House.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodical Secretary, within such period (not being less than 21 days) as the designated person shall appoint.

(c) If an election is required:

(i) Subject to paragraph (ii), at the next meeting of the Lower House, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors being present at the meeting. The election shall forthwith be conducted by ballot of those present in the House by voting papers marked and signed at the meeting.

(ii) The President, the Prolocutor and the Synodical Secretary, or a majority of them, may determine, for reasons which seem to them to be sufficient, that the election shall be conducted in accordance with the provisions of SO 3(c)(ii) and (iii)

- (iii) Standing Order 3(c)(iii) shall apply to the election with the necessary modifications.
- (iv) Two counts shall be conducted. The first shall be for the two Pro-Prolocutors and any candidates who have indicated on the nomination papers that they do not wish to stand for that office shall be excluded.
- (v) The second count shall be for the purpose of electing six persons to the Standing Committee of the Lower House. Provided that the six persons to be elected shall include the two persons elected as Pro-Prolocutors on the first count, but so that where one or both Pro-Prolocutors have been elected unopposed, their names shall not be included on the voting paper and the number of persons to be elected shall be reduced accordingly.

(d) At the first available opportunity the Prolocutor shall present the Pro-Prolocutors to the President.

(e) Where a casual vacancy occurs among the Pro-Prolocutors or the four members of the Standing Committee elected in accordance with Standing Order 4(a), this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod. Provided that any casual vacancy remaining unfilled after the application of that Standing Order (otherwise than as a result of the unexpired portion of the term of office of the outgoing member being twelve months or less) may be filled by the Standing Committee.

Chairing of Meetings and Functions of Prolocutor

5. (a) Subject to paragraphs (b) of this Standing Order, the Prolocutor shall, if present, take the chair at meetings of the

Lower House and in his absence or when he decides for a particular item of business to vacate the chair the senior Pro-Prolocutor present shall take the chair.

(b) After the election of a new Convocation the Prolocutor and Pro-Prolocutors, if they continue to be members of Convocation, shall continue in office until their successors are elected. If a meeting of the Lower House is held after the election of the new Convocation but before the election of the Prolocutor the chair shall be taken by a member of Convocation nominated by the President.

(c) Where the office of Prolocutor is vacant or where he is incapable of acting, any function required to be discharged by the Prolocutor may be discharged by the senior Pro-Prolocutor.

The Synodical Secretary

6. The Synodical Secretary shall be admitted by the Prolocutor on the nomination of the President. He shall be a person eligible for election to, but need not be a member of the Convocation.

Co-opted Members

7. A motion for the co-option of a person as a member of the Lower House may be moved in accordance with the provisions of Canon H 2 subject to the following conditions:

(a) the motion shall be moved after not less than fourteen days' notice.

(b) not more than one person shall be named in any such motion; and

(c) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

Order of Business

8. In determining the order of business, the President and the Prolocutor shall have regard to the ancient customs of Convocation and may consult the Standing Committee.

Speech Limit

9. There shall be no time-limit on speeches unless the Chairman so determines or, subject to Standing Order 8 hereof, unless the Convocation or the House, as the case may be, so resolves.

General Discussions

9A. When it is considered by the Standing Committee of the relevant House or, where appropriate, of the Full Synod that an item of business may best be conducted by means of a general discussion, this shall be indicated in the Agenda and it shall be in order for a member to speak more than once if so invited by the Chairman.

Article 7 Business

10. (a) Unless the President and the Prolocutor shall decide otherwise, a matter referred to the Convocation under Article 7 of the Constitution of the General Synod shall be considered in separate meetings of the Houses. Where a matter is considered in Full Synod the vote shall be taken on a division by Houses.

(b) During the debate on a matter referred under Article 7, no amendment to the motion shall be in order and it shall not be in order to move the Previous Question, Next Business, the Closure or the Speech Limit.

Gravamina and Reformanda

11. Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the House of Clergy of the General Synod relating to Gravamina and Reformanda shall apply *mutatis mutandis* to the Houses of the Convocation.

Standing Committees

12. (a) The President shall nominate members of the Upper House to serve on the Standing Committee of the House.

(b) The members of the Standing Committee of the Lower House shall consist of the Prolocutor, the two Pro-Prolocutors, any elected member of the Archbishops' Council and the four persons other than the two Pro-Prolocutors elected in accordance with SO 4.

(c) The Standing Committees of the Upper and Lower House may meet separately but when meeting together shall constitute the Standing Committee of the Full Synod.

Joint Committees

13. (a) The size and composition of Joint Committees shall be determined by the President. The members of the Upper House shall be appointed by him, and, subject to any other direction that he may give, twice that number shall be appointed by the Prolocutor with the concurrence of the House, or, when it is not in session, of its Standing Committee.

(b) The size and composition of Committees of a House shall be determined by the President or the Prolocutor as the case may be, who shall nominate the members to serve and shall, if possible, submit the names to the House or to its Standing Committee for its approval.

Amendment of Standing Orders

14. If a proposed amendment to these Standing Orders relates only to the procedure of one House, it shall not be necessary for the other House to meet in order to approve that amendment.

APPENDIX F

CONVOCATION OF YORK

STANDING ORDERS

Application of Standing Orders of General Synod

1. Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the Convocation and its Houses.

President

2. (a) The Archbishop of York as President of the Convocation shall take the chair at meetings of the Full Synod and of the Upper House.

(b) When the President is absent or when he decides to vacate the chair for a particular item of business, the Bishop of Durham shall take the chair, unless he himself is absent or declines in which event the bishop present who has served longest in the Northern Province in one or more Sees shall take the chair.

Election of Prolocutor

3. (a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the Lower House inviting nominations for the office of Prolocutor.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodal Secretary, within such period (not

being less than 21 days) as the designated person shall appoint. Provided that such nomination period shall include at least the first two days of the first group of sessions of the new Synod.

(c) 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 shall be circulated to the relevant electors.
- (ii) Voting papers, marked and signed, shall be returned to the designated person within such period (not being less than 14 days) as the designated person shall appoint.
- (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under SO 68 except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.

(d) Following the completion of the election the proposer and seconder shall present the Prolocutor to the President at the first available opportunity.

(e) On a vacancy in the office of Prolocutor during the quinquennium the election to fill the vacancy shall be conducted in the same manner as an ordinary election as soon as practicable after the vacancy has occurred.

(f) The Prolocutor can be relieved of their office by vote of the Lower House.

Deputy Prolocutors

4. (a) Following the election of two members of the House of Clergy to the Archbishops' Council, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Deputy Prolocutors and two other persons to be Assessors of the Lower House. At a time to be determined jointly by the newly elected Prolocutors, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Deputy Prolocutors and two other persons to be Assessors of the Standing Committee of the Lower House.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodal Secretary, within such period (not being less than 21 days) as the designated person shall appoint.

(c) If an election is required:

(i) Subject to paragraph (ii), at the next meeting of the Lower House, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors being present at the meeting. The election shall forthwith be conducted by ballot of those present in the House by voting papers marked and signed at the meeting.

(ii) The President, the Prolocutor and the Synodal Secretary, or a majority of them, may determine, for reasons which seem to them to be sufficient, that the election shall be

conducted in accordance with the provisions of Standing Order 3(c)(ii) and (iii).

- (iii) Standing Order 3(c)(iii) shall apply to the election with the necessary modifications.
- (iv) Two counts shall be conducted. The first shall be for the two Deputy Prolocutors and any candidates who have indicated on the nomination papers that they do not wish to stand for that office shall be excluded.
- (v) The second count shall be for the purpose of electing four persons to be Assessors of the Lower House. Provided that the four persons to be elected shall include the two persons elected as Deputy Prolocutors on the first count, but so that where one or both Deputy Prolocutors have been elected unopposed, their names shall not be included on the voting paper and the number of persons to be elected shall be reduced accordingly.

(d) At the first available opportunity the Prolocutor shall present the Deputy Prolocutors to the President.

(e) Where a casual vacancy occurs among the Deputy Prolocutors or the two Assessors elected in accordance with Standing Order 4(a), this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod. Provided that any casual vacancy remaining unfilled after the application of that Standing Order (otherwise than as a result of the unexpired portion of the term of office of the outgoing member being twelve months or less) may be filled by the Assessors.

Chairing of Meetings and Functions of Prolocutor

5. (a) Subject to paragraph (b) of this Standing Order, the Prolocutor shall, if present, take the chair at meetings of the Lower House and in his absence or when he decides for a particular item of business to vacate the chair the senior Deputy Prolocutor present shall take the chair.

(b) After the election of a new Convocation the Prolocutor and Deputy Prolocutors, if they continue to be members of Convocation, shall continue in office until their successors are elected. If a meeting of the Lower House is held after the election of the new Convocation but before the election of the Prolocutor the chair shall be taken by a member of Convocation nominated by the President.

(c) Where the office of Prolocutor is vacant or where he is incapable of acting, any function required to be discharged by the Prolocutor may be discharged by the senior Deputy Prolocutor.

The Synodal Secretary and Treasurer

6. The Synodal Secretary shall be admitted by the Prolocutor on the nomination of the President and shall also act as Treasurer, and he need not be a member of Convocation.

Co-opted Members

7. A motion for the co-option of a person of the Lower House may be moved in accordance with the provisions of Canon H 2 subject to the following conditions:

- (a) the motion shall be moved after not less than fourteen days' notice;

- (b) not more than one person shall be named in any such motion; and
- (c) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

Time, Place and Opening of Sessions

8. (a) It is in accordance with Canon V of the First Council of Nicaea that there shall be Provincial Synods or Convocations of the Church. The date of each session of the Convocation of York and the time and place of the meeting shall be decided by the President after consultation with the Assessors. If the occasion requires, the President may direct that Convocation meets elsewhere than in St William's College, York.

(b) It is the tradition that members of Convocation, having robed in St William's College, shall assemble at the time appointed on the first day in the Minster, where the Litany may be said and the President's address delivered, followed by such other devotions as the President may desire to conduct. Members shall return in procession to St William's College for praeconisation by the Registrar and the transaction of its business.

(c) At each session of Convocation held in York there shall normally be a celebration of Holy Communion in the Minster, but other arrangements may be made by the President. When Convocation meets elsewhere than in St William's College, other arrangement for worship may be made at the discretion of the President.

Praeconisation

9. (a) Members shall sign their names in the Convocation register to mark their attendance at the session.

(b) Those who wish to be excused are under obligation to write to the President asking for leave of absence.

Rules of Procedure in Full Synod

10. (a) The order of the day shall be:

Praeconisation

Prayers, if not already said

Minutes of the preceding session in Full Synod

Communications from the President

Assessors' Report, if one is to be presented

Debate

(b) With the exception of *Articulus Cleri* under Standing Order 11(d) and questions of privilege, no motion shall be proposed without notice of its terms having been given not later than 6.00 p.m. on the previous day, excluding Saturday and Sunday. Such terms shall not be varied without similar notice, except by permission of the Synod on a motion for the special purpose.

(c) Subject to Standing Order 12 hereof, all important reports and resolutions shall be debated in Full Synod before being referred to the separate Houses.

(d) Communications from the Convocation to the Crown, to Parliament, to the General Synod and to the Convocation of Canterbury shall be made only by the President.

(e) Subject to Standing Order 12 hereof, while in Full Synod, the members of both Houses shall vote together unless a member of the Upper House or the Prolocutor shall claim a vote by Houses.

(f) There shall be no time-limit on speeches unless the Chairman so determines, or subject to Standing Order 12 hereof, unless the Convocation so resolves.

(g) The Synodal Secretary shall keep minutes of the proceedings to be printed at the beginning of the York Journal of Convocation.

(h) On a matter being considered by the President or Prolocutor to be urgent, Standing Orders may be suspended in order that the matter may be considered forthwith, provided that the majority in favour of the motion is not less than two-thirds of the members present and voting.

(i) Two copies of the Standing Orders shall be placed in some conspicuous position in the place where the Convocation assembles and remain there during the time of the sitting. A copy of the Standing Orders shall be sent to each new member.

Rules of Procedure in the Lower House

11. (a) Each session shall be opened with prayer unless it follows immediately upon the opening of Convocation in Full Synod.

(b) Messages from the President shall take precedence over all other business.

(c) Standing Order 10 shall apply, with the necessary variations, to meetings of the Lower House.

(d) Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the House of Clergy of the General Synod relating to Gravamina and Reformanda SO 13 shall apply *mutatis mutandis* to the Houses of Convocation.

(e) In respect of Petitions to Convocation,

- (i) no member of the Convocation shall sign a Petition to the Synod;
- (ii) every member presenting a Petition must endorse it as presented by him;
- (iii) every Petition must have autograph signatures only;
- (iv) one signature at least must be written on the paper on which the Petition itself is written; and
- (v) no speech shall be allowed on the presentation of any Petition.

Article 7 Business

12. (a) Unless either the President or the Prolocutor shall decide otherwise, a matter referred to the Convocation under Article 7 of the Constitution of the General Synod shall be considered in Full Synod. Where a matter is considered in Full Synod the vote shall be taken on a division by Houses.

(b) During the debate on a matter referred under Article 7, no amendment to the motion shall be in order and it shall not be in order to move the Previous Question, Next Business, the Closure or the Speech Limit.

The Assessors

13. (a) At the beginning of a new Convocation, a body of Assessors shall be constituted:

- (i) for the Upper House, the bishop who has served longest as a diocesan in the Province of York whether in one or more Sees and one other

member of that House appointed by the President;

- (ii) for the Lower House, the Prolocutor, the Deputy Prolocutors, any elected member of the Archbishops' Council who is a member of the Lower House, the two Assessors elected by the Lower House in accordance with Standing Order 4(b)(iii) above and not more than 4 other assessors approved by the Prolocutor.

(b) The Assessors shall be responsible for the preparation of the business of Convocation and for drawing up the agenda for each session in consultation with the President and the Prolocutor.

(c) The bishop who has served longest as a diocesan in the Province of York whether in one or more Sees shall be chairman of the body of Assessors meeting jointly, and that bishop and the Prolocutor respectively shall be chairman when the Assessors of the two Houses meet separately.

(d) In the absence of the designated chairman, the chair shall be taken by persons in the order specified in Standing Orders 2(b) and 5(a).

(e) The body of Assessors of the Lower House shall be, and shall perform the duties of, the Committee on Privileges and Gravamina.

Going into Committee

14. When a motion 'That the House go into Committee' is carried, it shall be in the power of the President or the Prolocutor to ask strangers and the press to withdraw.

Pastoral Measure Compensation Appeal Tribunal

15. The Prolocutor and Assessors shall nominate twelve persons for appointment by the Lower House to form a panel for the Appeal Tribunal constituted under Schedule 4 of the Pastoral Measure 1983.

The Court of Ecclesiastical Causes Reserved 1963

16. The panel of eminent theologians and liturgiologists (from whom the Dean of the Arches selects three to five advisers) required by section 45(a) of the Ecclesiastical Jurisdiction Measure 1963 shall be drawn up by the President and Prolocutors of Canterbury and York after consultation with their Assessors or Standing Committee and the names shall be submitted for the approval of the Convocations of Canterbury and York at the next ensuing session of the General Synod.

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