**DIOCESE OF ROCKHAMPTON**

# STANDING ORDERS OF SYNOD

**(Incorporating amendments to October 2020)**

## PART A
## MEETING ARRANGEMENTS

### A1 Meeting of Synod

A1.1 Synod shall meet on the first day of each session at such time as is fixed in the Bishop's Citation to Synod. Thereafter, unless otherwise ordered, the Synod shall meet daily at such times as may be notified by the Diocesan Council in the business papers sent out to members of Synod, and if the Council does not notify such times for meeting, the Synod shall meet daily at 9.00 a.m.

### A2 Quorum

A2.1 If at the expiration of half an hour from the time fixed for meeting there be not a quorum as prescribed by Section 13 of 'The Synod Canon 1893 – 2011' the President shall adjourn the Synod to the next day of sitting; and if, at the expiration of half an hour from the time fixed for meeting upon that day, there be not a quorum, the President may either adjourn the Synod to the next day of sitting, or may in his or her discretion adjourn it *sine die (without a set day for resumption).*

A2.2 If at any time during the progress of business, on any member moving that the Synod be counted, there be not a quorum, the President shall adjourn the Synod until the next time of sitting.

A2.3 A debate interrupted by such counting out shall at the next time of sitting be resumed at the point where it was interrupted.

### A3 Attendance at Synod

A3.1 **Synod Submission.** As prescribed by Section 15 of The Synod Canon 1893-2011 and Clauses 24 and 25 of the Constitution, every member of Synod (Bishop, Clergy and Laity) must have signed the 'Declaration of Submission to Synod' before they are eligible to act or participate in Synod. (Clergy are to do this upon appointment or licensing into the Diocese. Lay members are to do this upon election at a Parish Annual General Meeting, or upon accepting the Bishop's summons to Synod.) The Declaration of Submission to Synod may be done electronically.

A3.2 On each day of sitting of the Synod each member who is present shall record their attendance on that day by signing the Synod Roll which shall be placed in a prominent place near the entrance to the Synod venue.

### A4 Prayers

A4.1 The Synod shall be opened each day with prayers by the President or his or her nominee.

# PART B
# ORDER OF BUSINESS

## B1 Order of Business Committee

B1.1 There shall be an Order of Business Committee which shall consist of the Chancellor, the Registrar, and such other persons as may be appointed from time to time by the Synod or the Bishop-in-Council.

B1.2 The Committee may meet while Synod is sitting and in the interval between sessions of Synod.

B1.3 Members of the Committee appointed by the Synod or the Bishop-in-Council shall hold office until they: -

a) resign, or
b) cease to be members of Synod, or
c) are replaced by the Synod or the Bishop-in-Council.

B1.4 The Order of Business Committee shall arrange the order of business of the Synod for each day after its appointment with a view to achieving the aims set out in Standing Order B.1.5.

B1.5 The aims of the Committee are:

a) to arrange the order of business of the Synod in such a way, subject to the Standing Orders and to any orders of the Synod, as will, in its opinion, best facilitate Synod's dealing with the business before it from day to day;
b) to cause to be proposed to Synod such motions relating to the order of business as, in its opinion, are desirable to achieve this aim; and
c) to respect the ideals, integrity and transparency of the Synod Process.

## B2 Secretaries

B2.1 There shall be one Clerical and one Lay Secretary for the Synod who shall be elected on motion without notice, immediately after prayers on the first day of each sitting of the Synod and before proceeding to the business of the day, and shall hold office until the election of their successors.

B2.2 The secretaries shall prepare the business paper for each day of the sitting of the Synod, take minutes of the proceedings, and prepare and publish the report thereof.

B2.3 The secretaries shall have charge of the record of all rules and regulations and canons passed by the Synod, and of all other documents appertaining to the business of the Synod, which shall be deposited for safe custody into the hands of the Registrar of the Diocese.

## B3 Minutes Committee

B3.1 On the first day of the first session of each term of Synod, the Synod shall appoint a Minutes Committee to scrutinise the minutes of each session and certify whether or not the minutes are correct.

B3.2 The Committee shall consist of an equal representation of the Houses of Clergy and Laity.

B3.3 Where a vacancy occurs in the Committee, the Synod shall appoint a member to fill the vacancy having regard to B.3.2.

B3.4 Prior to the commencement of the second and subsequent session days, and before the final adjournment of the session, the Minutes Committee shall report whether or not the minutes have been duly certified by the Committee to be correct and, where the minutes have been so certified to be correct, they shall be confirmed by the Synod.

## B4 Timekeeper

On the first day of the first session of each term of Synod, the Synod shall appoint a Timekeeper, and a deputy to the Timekeeper if required. The Timekeeper shall sound a bell when a speaker has one minute remaining in which to speak, and again when the speaker's time has expired.

## B5 Order of Business for the First Day of Each Sitting of the Synod

The order of business on the first day of an ordinary session of Synod shall be as follows: -

a) Proceedings opened with prayer by the President or the Chaplain.

b) Election of Secretaries.

c) The President's Charge to Synod unless at the discretion of the Bishop this Address is moved to another time.

d) Election of Chair of Committees.

e) Election of a Chair and other officers of the House of Clergy.

f) Election of a Chair and other officers of the House of Laity.

g) Appointment of Committee of Elections and Qualifications.

h) Appointment of Minutes Committee.

i) Appointment of Timekeeper (and Deputy Timekeeper if required).

j) Open Nominations for membership of the Diocesan Council and other Boards, Councils and Committees and set closing time for nominations and time for the conduct of Elections.

k) Notices of Motion on supplementary business paper.

l) Petitions.

m) Notices of Questions and Motions.

n) Motions of which previous notice has been given.

## B6 Order of Business for the Second & Succeeding Days of Each Sitting of the Synod

a) The minutes of the previous day shall be read and confirmed.

b) Responses to questions.

c) Discussion by Houses in accordance with Standing Order B.7.3.

d) Petitions.

e) Notices of Questions.

f) Notices of Motions.

g) Presentation of Financial Reports; Budget and reports by invitation of Synod.

h) Orders of the Day.

i) Motions according to order arranged by the committee appointed by Synod for that purpose.

j) Elections required by any Canon.

## B7 Orders of the Day

B7.1 The Order of Business Committee may at any time propose without notice that any motion of which notice has been duly given be set down in the business paper as an Order of the Day for a particular day and time.

B7.2 In relation to a matter of which notice of motion has been duly given, a member may move, with leave of Synod, to the following effect: -

a) that the motion be an Order of the Day for a particular day and time;

b) that a specified person not a member of Synod may have a seat on the floor of Synod and address Synod during the debate on the motion;

c) that specified literature relating to the motion may be distributed, provided that in the opinion of the President it is proper for the literature to be so distributed.

B7.3 Upon the presentation of the Presidential Address the Synod may at the discretion of the Bishop dissolve into Houses to debate the Address and any significant or consequential matters arising from the Address.

## B8 Reports

B8.1 Reports of each Committee of Synod or other Diocesan Body shall be laid on the table of Synod by the Lay Secretary.

B8.2 At each session of Synod the Bishop may invite Committees of Synod or other Diocesan reporting groups to present a further verbal report to Synod of the activities of the group for the previous reporting period or in respect of particular activities of the Committee or group.

B8.3 The Order of Business Committee shall allocate time at each session of Synod for the presentation of further reports by Committees of Synod or other Diocesan reporting groups.

## B9 Petitions

A petition presented to Synod shall have the name of the member presenting it affixed at the beginning thereof, and the member shall state from whom it comes with a formal respectful introduction and the substance of the Petition, and the only question that shall be entertained by the Synod on its presentation shall be "That the Petition be received."

## B10 Questions

B10.1 Notice of questions requiring an answer from the President may be given on any day other than the last day of a session and shall be given verbally in open Synod and forthwith tendered in writing, signed by the members asking the question.

B10.2 Questions shall be brief in form and shall be typed, or else written out in fair hand.

B10.3 Questions shall be relevant to:

a) the duties and responsibilities of the Synod, or of the councils or committees or the Diocese, or of the Bishop, clergy or lay officers, or;

b) the interpretation or application of the fundamental declarations in ruling, principles of the Anglican Church of Australia in relation to the church in the Diocese, or;

c) business which is, or might lawfully be brought before the Synod.

B10.4 Questions shall be so framed as not to argue a case or debate an issue, and information given in the question shall only be such as is reasonably necessary for the furnishing of an accurate and complete answer.

## B11 Adjournment of Synod or a Debate

A Motion for adjournment of either the Synod, or the debate, may be made at any time; provided that no member shall be interrupted thereby while speaking.

# PART C
# ORDER IN DEBATE

## C1 Addressing the President

Every member shall stand while speaking and address the President.

## C2 The President

C2.1 The President may take part in debate without leaving the chair, and may vote on any question.

C2.2 When the President rises all other members shall be seated, and continue sitting until the President resumes his or her seat.

C2.3 All questions of order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith. Any member may speak to a point of order.

C2.4 The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a member to interrupt a speaker except through the President. This Standing Order shall be applied to motions of adjournment.

## C3 Putting the Question

C3.1 At any time during the debate any member may without notice and without debate ask *"Whether in the opinion of the President the question should now be put?"* whereupon, the President may inform the Synod that in his or her opinion the question has been sufficiently discussed. The President may also, on his initiative, so inform Synod.

C3.2 If after such expression of opinion by the President a motion be made *"That the question be now put"* the question on such motion shall then be put without further debate and if such motion be carried the President shall forthwith put the original question to the vote.

C3.3 Where it is decided that any question shall be put, the mover of the original motion shall have a right of reply.

## C4 Disorderly Conduct

C4.1 The President shall call to order any member who, in the opinion of the President, is digressing from the subject matter of the question under discussion, or who shall make personal reflections on, or impute improper motives to, any member.

C4.2 Where any member persists in conduct which is, in the judgment of the President, an abuse of process or unbecoming of a member of Synod; including but not limited to such conduct as irrelevant remarks or disorderly conduct, the President may call upon him or her to withdraw remarks and/or to make apology.

C4.3 Where a member of Synod refuses to withdraw or apologise when called upon in accordance with this Standing Order, the Synod shall take his or her conduct into consideration and may suspend or otherwise deal with him or her as the Synod thinks fit.

## C5 Adjournment of Debate

C5.1 At any time during debate, two members of either House may hand to the President (and for the purpose of this Clause (C.5) the term 'President' includes the Chair of Committees) a written request that the President ascertain whether or not their House desires an opportunity to consider the matter in debate separately.

C5.2 The President, shall as soon as may be convenient following receipt of the written request, call upon one of the signatories to move that the matter be considered separately by his or her House upon which motion only members of the House concerned shall vote.

C5.3 If the motion be carried the President shall adjourn the debate until after the chair of the House concerned shall have notified him that it has concluded its separate consideration or until a time fixed by the President which shall in his or her opinion be sufficient to provide an opportunity for separate consideration by the House concerned whichever shall first occur and thereupon the House concerned shall fix a time and place for its separate meeting.

C5.4 If the motion be rejected the debate shall continue.

C5.5 When an adjournment of a debate shall take place, it may be resolved that at the next sitting the debate thus adjourned shall take precedence over all or any of the motions and orders of the day.

## C6 Length of Speeches

C6.1 On any motion the mover shall not speak for more than five minutes in support of the motion and the seconder shall not speak for more than three minutes and any other member speaking to the motion and the mover speaking in reply shall not speak for more than three minutes.

C6.2 Except when in Committee of the whole Synod no member shall be allowed to speak more than once on the same question, except in explanation. Provided that the mover of any motion, other than a Motion for an amendment or a motion that the question be now put or the previous question shall be allowed the right of reply, and after the reply the question shall be put forthwith. No new matter shall be introduced by the mover in reply.

C6.3 Any member of Synod speaking to a motion may at the discretion of Synod seek the Leave of Synod for one extension of time of not more than two minutes.

## C7 Notices of Motion

C7.1 A member may bring any subject matter before the consideration of a session of Synod by notice in writing, signed by the member, seconded by a further member of Synod and delivered into the hands of the Registrar no later than 14 days prior to the first day of a session of Synod.

C7.2 Where notice of motion has been given in accordance with Standing Order C.7.1, it shall be included in the business paper for that session of Synod and shall be printed and circulated to members of Synod with other matter usually circulated beforehand.

C7.3 The order in which such notices of motion are placed in the business paper shall be the order in which they have been received by the Registrar subject to any alteration in such order made by the Order of Business Committee.

C7.4 Notices of motion received by the Registrar less than the required time before the first day of the session of Synod provided for in Standing Order C.7.1 through to the rising of the session of Synod on the second day of the session may be included in supplementary business papers at the discretion of Synod.

C7.5 Any other Notices of Motion may only be received with the leave of Synod.

C7.6 No Motion or amendment shall be discussed nor shall any entry thereof be made in the minutes unless seconded.

C7.7 The Order of Business Committee may decline to accept a Notice of Motion which in the opinion of the Committee is derogatory or inflammatory.

## C8 Formal Motions

Before the orders of the day or motions are proceeded with, the President at each sitting shall call the motions on the business paper, and any motion may be taken as a formal motion, unless objection be taken thereto by the word 'Debate' being called by a person other than the mover, and such motion on being declared formal shall be forthwith put without debate provided however that the mover of any such formal motion may speak to such motion for no longer than two (2) minutes.

## C9 Motions Involving Expenditure

C9.1 A notice of motion that will, if passed, result in expenditure from the funds available to the Diocese shall not be included on the order of business for a day in a session unless it sets out, or is accompanied by a paper setting out:

a) the proposed source of funding; and

b) an itemised statement of expected income and expenditure that will result from the passing of the motion, being, if the expenditure will continue for more than one year, the expected annual income and expenditure for a period of up to five years.

## C10 Motions - Put by the President

When a motion has been moved and seconded, it shall be proposed by the President, and at any time before the close of the debate any member may move an amendment.

## C11 Motions - Lapsed

Motions shall be taken in the order in which they stand, and if not then moved unless postponed by leave of the Synod, shall be considered as having lapsed.

## C12 Amendments

C12.1 No amendment, except of a minor or inconsequential nature, shall be put from the chair unless it be seconded and a copy thereof shall have been handed to the President.

C12.2 The President may, at the President's discretion, accept an amendment which is of a minor or inconsequential nature with the consent of the Mover.

C12.3 When an amendment is proposed it shall be in the following form:

a) When it is intended entirely to supersede the original motion by another motion on the same subject matter, the form in which the amendment shall be made by the mover shall be:

*That all the words after the word 'that' of the original motion be omitted with a view to the insertion of the following words in lieu thereof (words of the amendment).*

b) When the object of the amendment is to omit certain words only, but not all the words of the original motion, the form shall be:

*"That the word..., or the words...., or all the words from ... to ... inclusive, or all the words after the word ... be omitted with the view of substituting the following word or words in lieu thereof (the word or words of the amendment)."*

c) The question before the Synod in either of the scenarios nominated in the previous clauses shall be put by the President thus:

*"That the word or words proposed to be omitted be so omitted."*

d) If it be decided in the negative, such word or words shall be retained. If it be decided in the affirmative, then the question shall be put by the President:

*"That the word or words proposed to be inserted be so inserted."*

If the latter question be decided in the negative, other words may be moved until the Synod shall agree.

e) The amended motion shall formally be submitted in its entirety to the vote of the Synod.

f) An amendment proposed shall be disposed of before another amendment to the original question can be moved.

g) Amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

## C13 Previous Question

C13.1 When it is desired to avoid or postpone a decision on any question, it shall be competent for any member to move the previous question.

C13.2 When the previous question is moved it shall not stop debate which shall continue, but no amendment may be moved until the previous question has been disposed of by the Synod.

C13.3 The previous question shall be put by the President - *"That the motion be not put."*

C13.4 The previous question shall not be moved in Committee.

## C14 Question May Be Superseded

C14.1 A Question may be superseded:

a) by the adjournment of the Synod on the motion of a member *"That the Synod do now adjourn."*

b) by the previous question, viz., *"That the motion be not put",* being proposed and affirmed.

## C15 Committee of the Whole - Quorum

C15.1 In Committee of the whole Synod, the same number of members shall form a quorum as in the Synod itself.

C15.2 If, during the progress of business in Committee, notice be taken that there is not a quorum, the Chair shall leave the chair and report the same.

C15.3 A Motion made in Committee need not be seconded.

## C16 Adjournment of Committee

A Motion of Adjournment of Committee shall be *"That the Chair of Committees leave the chair, report progress, and ask leave to sit again."* On such motion being carried the Chair of Committees shall report to the Synod and ask leave accordingly.

## C17 Standing Orders to Apply in Committee

The Standing Orders shall, so far as applicable, be observed in Committee, and the Chair of Committees shall have the same authority as the President for the preservation of order.

## C18 Absence of the Chair of Committees

In case of the absence of the Chair of Committees the Deputy Chair of Committees shall act and in case of his or her absence a member whom the Committee shall appoint.

## C19 When Members May Speak

When no question is before the Synod, no member shall be at liberty to speak unless he or she intends to conclude by making a motion; and any member desiring to submit a motion of which notice has not been given, shall, when called upon by the President, forthwith state what motion he or she intends to make.

## C20 Standing Orders - Suspension of

Any Standing Order of the Synod may at any time be suspended on motion with notice. Any Standing Order may also be suspended on motion without notice, unless ten members object.

# PART D
# DETERMINATION OF QUESTIONS

## D1 Motion to be Divided

The President may divide any complicated question in submitting it to the Synod.

## D2 Vote Taken Collectively

D2.1 A question being put shall be resolved by the majority of voices – 'Aye' or 'No'. The President or Chair of Committees shall state whether in his/her opinion the Ayes or Noes have it.

D2.2 If this opinion is not agreed to, first a show of hands may be taken. The members so voting shall be counted by Tellers duly appointed by the President or Chair of Committees. The Tellers shall then report the numbers to the President or Chair of Committees, who shall declare them to the Synod or Committee.

D2.3 Following a vote by show of hands, or instead of it, a division shall be taken if demanded. The Ayes shall take their places on the right side of the Chair and the Noes on the left side of the Chair. The members so voting shall be counted by the said Tellers. The Tellers shall then report the numbers to the President or Chair of Committees who shall declare them to the Synod or Committee.

D2.4 Upon the declaration of a vote taken by show of hands or by division, the President, or three Clerical or three Lay members may call for a vote by houses.

## D3 Vote by Houses

D3.1 When a vote by houses is taken, it may be taken first by means of a division. In this case, the voting by each house shall be taken separately. The Ayes shall take their places standing on the right side of the Chair and the Noes on the left side of the Chair, members not entitled to vote remaining seated. The members so voting in their respective houses shall be counted by the Tellers duly appointed by the President or Chair of Committees. The Tellers shall then report the numbers to the President or Chair of Committees who shall declare them to the Synod or Committee.

D3.2 Following a vote by houses by means of a division, or instead of it, a vote by means of a roll call shall be taken, if demanded, in the following manner -

a) One of the Secretaries shall call the roll, members answering `Aye' or `No', according as they wish to vote, the other Secretary, or a Teller appointed by the President or Chair of Committees, also recording the same.

b) A count of the members voting shall be given in writing by the Secretary or Teller to the President or Chair of Committees who shall declare which has a majority of votes in the count, and the names, as contained in the vote by houses, shall be recorded in the minutes: provided that before the result is declared, members who had omitted to vote may rise and record a vote, or members may correct their votes if they had voted in error.

D3.3 After a vote by houses is called for, the President or Chair of Committees shall announce (immediately or at his discretion after a short time) that there will be a vote by houses, and thereafter no member shall leave the Synod, nor shall any

member enter the Synod until the result shall have been declared; and during the vote by houses absolute silence shall be observed.

D3.4 In Committee the Chair shall have a casting vote in each house.

# PART E
# COMMITTEES

## E1 Committee of Elections and Qualifications

E1.1 The Committee of Elections and Qualifications shall inquire into and report upon all questions which shall be referred to them by the Synod respecting the validity of any election or return of any member, and also respecting the qualification or disqualification of any person who has been returned as a member of the Synod, and the Committee may sit if they think fit while the Synod is sitting.

E1.2 The Committee when inquiring into the matters referred to them, may receive the best evidence they can procure or which is laid before them, whether it be such as would be admitted in cases at law or not and they may reject any evidence tendered to them which they may see fit to reject.

E1.3 The Committee shall report the result of their inquiries to the Synod, and shall report whether they find that the election or return of the member whose case has been referred to them is valid, or whether he or she is qualified as the case may be; whereupon it shall be competent to move forthwith, without notice, or on any subsequent day, pursuant to notice, that the report be adopted.

E1.4 Upon the motion for the adoption of the report it shall be competent to substitute for it by way of amendment such resolution in respect to the matter referred to the Committee as to the Synod shall seem proper; provided that such resolution shall state distinctly that the election or return of the member is or is not valid, or that he or she is qualified or disqualified to be such member as the case may be: and if by such resolution or by the adoption of the report, it be determined by the Synod that the member has not been properly elected or returned or that he or she is not qualified to be a member, he or she shall not thenceforth sit (unless re-elected) as a member of Synod, and his or her seat shall be declared vacant, but if the contrary be determined he or she may forthwith take his or her seat.

E1.5 No member of the Committee of Elections and Qualifications whose case has been directed to be referred to such Committee, and is still undecided, shall sit thereon until his or her case shall have been finally dealt with by the Synod.

## E2 Select Committees

E2.1 At any session of Synod, Synod may establish Select Committees, which, unless specially appointed to report to the Synod then sitting, shall have power to sit during the recess and report to the Synod in the following sitting or to the Bishop-in-Council between sittings.

E2.2 Every Select Committee shall consist of at least two Clerical and two Lay members, of whom any three shall form a quorum. The Chair of the Select Committee shall have a casting vote in addition to a deliberative vote.

E2.3 Notices of motion for the appointment of Select Committees shall contain the names of the members proposed to serve thereon, unless the Synod determine to elect by ballot; but in every case the mover shall be a member of such Committee and shall be responsible for convening the first meeting.

## E3 Select Committees May Sit When Synod Is Not In Session

Any Select Committees which have not concluded the work committed to them before the termination of the Session may, by leave of the Synod, make their report to Bishop-in-Council during the ensuing recess.

## E4 Reports of Select Committees

The reports of Select Committees sitting during the recess shall be delivered to Bishop-in-Council at least seven weeks before the next session of the Synod, and the said reports, together with the Annual Report of the Diocesan Council, shall be circulated to the members of the Synod at least twenty-one days before the session of Synod.

## E5 Bishop Ex-Officio Member of Committees

The Bishop shall be an ex-officio member of all Committees elected by Synod.

# PART F
# PASSING OF CANONS

## F1 Definitions

F1.1 In this Standing Order, unless the contrary intention appears:

a) 'Bill' means a bill for a canon and, in relation to a canon, means the bill for that canon;

b) 'Clause', in relation to a bill, includes a Schedule to the bill;

c) 'Committee' means the Committee of the whole Synod.

## F2 Bills to Make Canons

F2.1 A canon of the Synod shall be made, subject to this Order by:

a) the Synod agreeing to a motion that the bill be now read a first time;

b) the Synod agreeing to the bill in principle by agreeing to a motion that the bill be now read a second time;

c) the Committee then considering the bill in detail and agreeing to it either with or without amendment;

d) the Synod then agreeing to a motion that the bill be now read a third time; and

e) the Bishop before the close of the session signifying in writing on the face of the bill his assent.

F2.2 A motion that a bill be now read a first time shall not be included in the agenda:

a) unless a copy thereof shall have been posted or delivered to members of Synod at least fourteen days before the first day of the sitting or Synod has declared the bill to be a matter of urgency; and

b) if Standing Order C.9 applies to the motion - unless the financial information required by that Standing Order has been provided.

F2.3 A motion that a bill be now read a first time shall, unless Synod otherwise orders, be put forthwith without debate.

F2.4 When Synod has agreed to a motion that a bill be now read a first time, a motion may be moved forthwith without notice:

a) that the bill be now read a second time; or

b) that the second reading be an order of the day for another time;

but if no such motion is moved and passed the second reading is an order of the day for the following day.

## F3 Second Reading

F3.1 When a motion that a bill be now read a second time has been moved and spoken to by the mover, the President may, before the debate continues, allow questions to be asked of, and replied to by, the mover or seconder to assist members to elucidate the purpose and intended effect of the bill.

F3.2 When Synod has agreed to a motion that a bill be now read a second time, Synod shall, without motion being moved, forthwith be deemed to have resolved itself into Committee to consider the bill in detail, unless Synod resolves that consideration of the bill by the committee be an order of the day for another time.

## F4 In Committee

F4.1 When the Committee meets to consider a bill in detail, the Chair may inquire whether any member intends to propose an amendment or ask a question on any clause of the bill and, if no member so intends, the Chair of Committees may declare that the Committee has completed its consideration of the bill and he or she shall then report it without amendment.

F4.2 Subject to the previous Standing Order, in Committee, the Chair may allow the bill to be considered:

a) as a whole;

b) clause by clause; or

c) by groups of clauses or by groups of clauses and single clauses;

as the Chair, in his or her discretion considers, will best facilitate consideration of the amendments of the bill that are to be proposed.

F4.3 In Committee if the bill is not taken as a whole:

a) the title and preamble (if any) are postponed until after the clauses have been agreed to; and

b) the question shall be put by the Chair in respect of each clause or each group of clauses, as the case requires, that it stand as printed and

c) when the clauses have all been agreed to either with or without amendment, the question shall be put, first in respect of the preamble (if any) then in respect of the title, that it stand as printed.

F4.4 When the Committee has completed its consideration of a bill:

a) the Synod shall reconvene and the Chair shall report to the President that the Committee has agreed to the bill with or without amendment, as the case requires;

b) the President shall, without a motion being moved, put to the Synod the question "That the report be agreed to": and

c) that question is open to amendment that the bill or specified clause be recommitted to the Committee to consider an amendment.

F4.5 When the question that the report of the Chair be agreed to has been put to and passed by Synod, the motion that the bill be now read a third time may be moved forthwith without notice or made an order of the day for another time.

## F5 Third Reading

F5.1 A motion that a bill be now read a third time shall not be moved unless and until the Chair has, by certificate endorsed on a copy of the bill, certified that the copy is a true copy of the bill as agreed to by the Committee.

F5.2 A motion that a bill be now read a third time is open to amendment that the bill, or a specified clause, be recommitted to the Committee to consider an amendment.

F5.3 If a bill, or a clause of a bill, is recommitted to the Committee:

a) Synod shall, without a motion being moved, forthwith be deemed to have resolved itself into Committee to consider the proposed amendment;

b) the procedure in Committee shall, as nearly as practicable, be the same as the procedure following the passing of the motion that the bill be now read a second time except that the Committee shall consider only amendments relating to the purpose of its recommittal; and

c) the procedure following completion of the consideration of the bill in Committee shall, as nearly as practicable, be the same as that following completion of consideration of the bill in Committee in the first instance.

F5.4 Where Synod has agreed to a motion that a bill be now read a first, second or third time, it is not necessary for the title or any other part of the bill to be read to the Synod.

F5.5 A Motion making the consideration of a bill an order of the day may be moved without notice.

F5.6 A Motion that a bill be now read a first time maybe moved by the member of Synod who gave the notice or any other member.

## F6 Minor Amendments

Amendments of a verbal or formal nature, or to alter the numbering of sections, subsections and paragraphs or subparagraphs or cross-references in consequence of an amendment made to a bill, may be made, and clerical or typographical errors may be corrected in any part of a bill by the Chair of Committees without any motion being agreed to.

# PART G
# ELECTIONS

## G1 Rules for the Conduct of Elections

G1.1 In these rules:

a) 'Candidate' means any person duly nominated for election to any office under rules, regulations and canons of the Synod.

b) 'Scrutineers' means those persons appointed by Synod (and may include persons other than members of Synod), to act in the role of Scrutineer.

c) 'Secretaries of Synod' means the person holding such office for the time being under Standing Order B.2 of the Synod, and includes any person or persons appointed by the President to act for the said secretaries.

d) 'Voter' means any member of Synod exercising his or her right to vote in any election by the whole Synod or by any portion thereof.

G1.2 Where it has been or shall hereafter be determined by any canon or resolution of Synod that an election of any person or persons to any office shall be made by Synod or by any house or by any portion of such Synod the election shall unless otherwise provided by such canon or resolution be conducted as hereinafter provided.

Nevertheless in the case of any election required under Standing Orders B.5; E.2 or other cases specified by these Standing Orders the Synod may by resolution determine the procedure for such election.

G1.3 The Bishop shall by summons convening the Synod specify the elections to be made at the sitting of the Synod so convened, and shall name the place of election, and the time within which any such election shall take place, and the said election shall take place upon the day and at the place and within the time so appointed, provided that Synod may by resolution name some different time within which any such election shall take place.

G1.4 Where, after the issue of the Bishop's summons convening Synod, necessity for any election has arisen, or if any notice of election should have been omitted from such summons, it shall be competent for the Synod at any time during the sitting by resolution to declare any such election to be an 'emergent' election, and the President shall thereupon appoint a time and a place for receiving nominations for such emergent election, and also a time for the holding of such election.

In all other respects such emergent election shall be conducted as far as practicable in conformity with the provisions of these rules.

G1.5 Nominations

a) Any two members of Synod may nominate in writing any person or persons duly qualified for election to any office (but not exceeding the number of persons required to be elected to such office), and the consent of every person so nominated shall be endorsed thereon provided that where elections to an office are to be made by the members of any house or portion of Synod nominations as aforesaid shall be made only by members of that house or portion.

b) Every nomination shall be delivered to the secretaries of Synod or to the secretary of the house or portion as the case maybe, or to such other person or persons as the President may from time to time appoint, and no nomination shall be valid unless this procedure shall have been complied with.

G1.6 Nominations Closed

a) When nominations shall have closed, the Secretaries of Synod shall cause to be prepared lists of all persons so nominated, and the offices to which they are nominated, and shall cause such lists to be exhibited conspicuously in the Synod Hall up till and during the time of election.

b) Any person so nominated may, by notice in writing, addressed to the Secretaries, withdraw his or her consent to his or her nomination at any time prior to the exhibition of the lists as aforesaid, and thereupon the nomination shall be withdrawn and his or her name omitted from the list of persons nominated.

c) Notwithstanding the provisions of this standing order, the Secretaries may display the names of persons nominated and the offices to which they have been nominated prior to the closing of nominations.

G1.7 Where the number of persons nominated for any office does not exceed or is less than the number of persons required to be elected, the President shall declare the persons so nominated duly elected, and any additional number of persons still required to be elected shall be elected in the manner hereinafter provided.

G1.8 Where the number of persons nominated for any election exceeds the number required to be elected, the Secretaries shall cause ballot papers to be printed or otherwise prepared in the form in the schedule hereto.

G1.9 Where any ballot for any election becomes necessary, the President shall appoint two or more scrutineers for each election whose duty shall be to count the votes recorded at any such ballot, and to report in writing the result to the President as hereinafter provided.

G1.10 In every election:

a) The voter shall mark a cross opposite the name of each candidate appearing on the ballot paper for their desired candidate, and

b) Each voter shall vote for not more than the number of candidates required to be elected.

G1.11 The Scrutineers shall reject as informal ballot papers:

a) not initialed by the Secretaries or their deputies, or

b) recording votes for a greater number of candidates than the number required to be elected; or

c) not marked in accordance with the provisions of these rules.

G1.12 On the day and at the place appointed for the holding of any election, every member of Synod present at the sitting of the Synod, and being entitled to vote at any particular election, may on personal application to the Secretaries or their deputies

receive a ballot paper for such election. The Secretaries or their deputies shall before issuing any such ballot paper, initial the same, and shall keep a record of every person to whom any such ballot paper has been issued. Each person shall thereupon be deemed to have voted, and shall not be entitled to receive any other ballot paper in respect of any such election. Where however the ballot paper previously issued is returned to the Secretaries or their deputies, in a spoilt condition the Secretaries or their deputies shall destroy the ballot paper previously issued in accordance with this Standing Order and shall thereupon deliver to the member a fresh ballot paper in its stead.

G1.13 Every voter having received any ballot paper as aforesaid shall mark his or her vote on such ballot paper in the manner hereinbefore provided without leaving the room set apart for the election and shall forthwith deposit the same in a ballot-box provided for the purpose by the Secretaries.

G1.14 At the close of any ballot the scrutineers shall proceed to count the votes recorded for each candidate, and shall with the least possible delay, report the result of such ballot to the President, in the manner hereinafter provided.

G1.15 In reporting the result of any ballot the scrutineers shall, in all cases, prepare and certify a list containing the names of the candidates and the number of votes recorded for every candidate.

G1.16 Where at any election two or more candidates have received an equal number of votes the scrutineers shall report the result to the President, who shall thereupon give his or her casting vote.

G1.17 As soon as practicable after receipt of the report of the result of any ballot, the President shall announce the names of the elected candidates to the Synod, and shall thereupon cause to be delivered to the Secretaries such report, together with the list hereinbefore mentioned, and the Secretaries shall file and keep such list in the records of the Synod.

G1.18 Post Election

a) After every election, the Scrutineers shall deliver to the Secretaries all ballot papers used at any election (including all those ballot papers which have been rejected), and the Secretaries shall as soon as practicable place in separate sealed packets all such ballot papers, and shall safely keep the same in their custody until required by "The Committee of Elections and Qualifications", or until they are destroyed as hereinafter provided.

b) If the ballot papers be not applied for or required by "The Committee of Elections and Qualifications" within fourteen days following the day of the holding of any election, the Secretaries shall then forthwith cause all packets containing all used and rejected ballot papers to be destroyed, without the said packets being unsealed.

## G2 Interim Arrangements

Where any election directed by any canon or resolution of the Synod to be held has not been so held the persons who for the time being are holding such office shall continue to hold the same until their successors shall have been appointed.

## G3 Vacancies

Where the number of persons declared by the President duly elected to any office under Standing Order G.1.17 hereof is less than the number required for such office or where the election of any person is reported under the next succeeding rule as invalid any vacancy or vacancies remaining shall be filled by the Bishop-in-Council at its first meeting following the sitting of Synod at which such declaration of election or report of validity of election was made.

## G4 Questions as to the Validity of any Election

G4.1 All matters affecting the validity of any election held or of any vote taken under these rules shall be referred to "The Committee of Elections and Qualifications" appointed under Standing Order E.1. The Committee shall report thereon to Synod if it is in session and if not to the Bishop-in-Council.

Provided that no question as to the validity of any election or of any vote taken shall be raised unless so raised within seven days of the holding of such election or of the declaration of the result thereof.

## G5 Tied Vote

Notwithstanding Standing Order G.1.16 in the event of a vote for any canon, resolution, decision or election in which the votes of the clergy and laity are taken separately being tied; the Chairman of the House of Clergy or the Chairman of the House of Laity as the case may be shall have a casting vote in addition to a deliberative vote.

## G6 Application of Parliamentary Standing Orders

In all cases not herein provided for, resort shall be had to the rules, forms and practice of the House of Representatives of the Parliament of the Commonwealth of Australia, so far as they can be applied.

# PART H
# MEETING ELECTRONICALLY

In the event of the Bishop or Administrator calling a Synod to be held by electronic means, the following rules shall apply. The numbering reflects the structure of the regular Standing Orders above for ease of comparison.

## PART HA MEETING ARRANGEMENTS

### HA1 The Meeting of Synod by Electronic Means

HA1.1 Synod shall meet on the first day of each session at such time as is fixed in the Bishop's Citation to Synod.

HA1.2 The attendance at Synod for each Member of Synod shall be by each Synod member's attendance through participation on the electronic platform nominated for Synod.

HA1.3 There shall be no requirement for the physical presence and collective attendance of all Synod members to constitute attendance.

### HA2 Quorum

HA2.1 If at the expiration of half an hour from the time fixed for meeting there be not a quorum as prescribed by Section 13 of "The Synod Canon 1893 - 2011" the President shall adjourn the Synod to a date to be fixed by the next meeting of Diocesan Council to be held immediately after the date set for the Synod.

HA2.2 If at any time during the progress of business, on any member moving that the Synod be counted, there be not a quorum, the President shall adjourn the Synod to a date to be fixed by the next meeting of Diocesan Council to be held immediately after the date set for the Synod.

### HA3 Attendance Requirements

HA3.1 The attendance at Synod for each Member of Synod shall be by way of simultaneous attendance on the electronic platform nominated for the Synod.

HA3.2 On acceptance of President's Citation and in the process of the registration for Synod each member of Synod shall nominate:

a) an electronic email address for the receipt of electronic media or documents and

b) a telephone contact number upon which that individual member will be contactable for the duration of the session in the event of any interruption or interference with the communications or electronic portal.

HA3.3 On the commencement of the sitting of the session of Synod the President shall record the attendance of each member who is present by the registration of each member in the minutes for that session.

HA3.4 Where, after recording the attendance, a Synod member departs the proceedings by 'leaving the meeting' or if as a result of technical or connection difficulties any

member is unable to connect for any period during the session, such absence shall be noted by way of recording same in the minutes.

# PART HB ORDER OF BUSINESS

## HB1 Order of Business Committee

HB1.1 There shall be an Order of Business Committee which shall consist of the Chancellor, the Registrar, the Dean of the Cathedral, one member of the House of Clergy, one member of the house of Laity (both appointed prior to the electronic Synod by the Diocesan Council), the Chair of the House of Clergy elected by the Synod and the Chair of the House of Laity elected by the Synod.

HB1.2 For an electronic Synod, the Order of Business Committee will also function as the Committee of Elections and Qualifications.

## HB2 Order of Business for the First Day of Sitting of the Synod

The order of business on the first day of the Synod shall be as follows: -

a) The President shall welcome Synod members and confirm attendance

b) The President or the Chaplain shall open proceedings with Prayer

c) Election of Secretaries

d) The President's Charge to Synod unless at the discretion of the Bishop this Address is moved to another time.

e) Election of a Chair of the House of Clergy

f) Election of a Chair of the House of Laity

g) Confirmation of the Order of Business Committee

h) Confirmation of the Committee of Elections and Qualifications

i) Appointment of Minutes Committee

j) Appointment of Timekeeper (and Deputy Timekeeper if required)

k) Petitions.

l) Notices of Questions.

m) Motions of which previous notice has been given.

n) Presentation of Financial Reports and Budget.

o) Closing of the Synod elections.

p) The President or Chaplain shall close the session with Prayer.

## HB3 Order of Business for the Other Days of Synod

The order of business on the second and subsequent days of Synod shall be as follows:

a) The President shall welcome Synod members and confirm attendance.

b) The President or the Chaplain shall open proceedings with Prayer.

c) The minutes of the previous day shall be read and confirmed.

d) Announcement of Synod Election results. (On the second day.)

e) Discussion by Houses in accordance with Standing Order B.7 (3).

f) Petitions.

g) Notice of Questions. (Not on the last day of Synod.)

h) Notices of Motions.

i) Presentation of Reports by Invitation of Synod.

j) Orders of the Day.

k) Motions according to the order arranged by the Order of Business Committee.

l) The President or Chaplain shall close the session with Prayer.

## HB4 Secretaries

HB4.1 There shall be one Clerical and one Lay Secretary for the Synod who shall be elected on motion without notice, immediately after prayers on the opening of the sitting of the Synod and before proceeding to the business of the day for, and shall hold office until the election of their successors. These Secretaries can be the same as the Returning Officers (HG.1) nominated by the President prior to Synod. If they are different, then the elected Secretaries will join with the Returning Officers to determine election results.

HB4.2 The secretaries shall prepare the business paper for each day of the sitting of the Synod, take minutes of the proceedings, and prepare and publish the report thereof.

HB4.3 The secretaries shall have charge of the record of all rules and regulations and canons passed by the Synod, and of all other documents appertaining to the business of the Synod, which shall be deposited for safe custody into the hands of the Registrar of the Diocese.

HB4.4 The secretaries will also function as 'returning officers' for the purpose of postal elections. (See HG.1.1.)

## HB5 Minutes Committee

HB5.1 The Synod shall appoint a Minutes Committee to scrutinise the minutes of each session and certify whether or not the minutes are correct.

HB5.2 The Committee shall consist of an equal representation of the Houses of Clergy and Laity.

## HB6 Timekeeper

The Synod shall appoint a Timekeeper, and a deputy to the Timekeeper if required to supervise the length of speeches and to nominate as required when a speaker has one minute remaining in which to speak, and again when the speaker's time has expired.

# PART HC ORDER IN DEBATE

## HC1 Debate at an Electronic Synod

Debate and discussion of substantive motions at an electronic Synod is restricted to those motions which have been advised in writing to the Registrar no later than 14 days before the start of Synod.

## HC2 The President

HC2.1 The President may take part in debate without vacating the chair and may vote on any question.

HC2.2 All questions of order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith.

HC2.3 Any member may speak to a point of order however points of order must be relevant to the debate.

HC2.4 The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a member to interrupt a speaker except through the President. (This Standing Order shall also be applied to motions of adjournment.)

## HC3 Putting the Question

HC3.1 At any time during the debate any member may without notice and without debate ask *"Whether in the opinion of the President the question should now be put?"* whereupon, the President may inform the Synod that in his or her opinion the question has been sufficiently discussed. The President may also, on his initiative, so inform Synod.

HC3.2 If after such expression of opinion by the President a motion be made *"That the question be now put"* the question on such motion shall then be put without further debate and if such motion be carried the President shall forthwith put the original question to the vote.

HC3.3 Where it is decided that any question shall be put, the mover of the original motion shall have a right of reply.

## HC4 Disorderly Conduct

HC4.1 The President shall call to order any member who, in the opinion of the President, is digressing from the subject matter of the question under discussion, or who shall make personal reflections on, or impute improper motives to, any member.

HC4.2 Where any member persists in conduct which is, in the judgment of the President, an abuse of process, disrespectful, or unbecoming of a member of Synod; including but not limited to such conduct as irrelevant remarks or disorderly conduct, the President may call upon him or her to withdraw remarks and/or to make apology.

HC4.3 Where a member of Synod refuses to withdraw or apologise when called upon in accordance with this Standing Order, the Synod shall take his or her conduct into consideration and may suspend or otherwise deal with him or her as the Synod thinks fit.

## HC5 Speeches

HC5.1 On any motion the mover shall not speak for more than five minutes in support of the motion and the seconder shall not speak for more than three minutes and any other member speaking to the motion and the mover speaking in reply shall not speak for more than three minutes.

HC5.2 The mover of any motion, other than a Motion for an amendment or a motion that the question be now put, or the previous question shall be allowed the right of reply, and after the reply the question shall be put forthwith. No new matter shall be introduced by the mover in reply.

HC5.3 Save and except for the previous Standing Order HC5.2, for the conduct of the Synod no member shall be allowed to speak more than once on the same question, except in explanation without the leave of Synod.

HC5.4 Any member of Synod speaking to a motion may at the discretion of Synod seek the Leave of Synod for one extension of time of not more than two minutes.

## HC6 Substantive Motions - Limited to 14 Days Notice

All motions that are substantive, which in the opinion of the President would require lengthy or complicated debate, are to be held over to when the Synod next meets face to face, unless notice of the motion has been received by the Registrar no later than 14 days prior to the start of the electronic Synod.

## HC7 Motions - Put by the President

When a motion has been moved and seconded, it shall be proposed by the President, and at any time before the close of the debate any member may move an amendment.

## HC8 Amendments

HC8.1 No amendment, except of a minor or inconsequential nature, shall be put from the Chair unless it be seconded and a copy thereof shall have been handed to the President.

HC8.2 Subject to the previous Standing Order HC7, the President may, at the President's discretion, accept an amendment which is of a minor or inconsequential nature with the consent of the Mover.

HC8.3 When an amendment is proposed it shall be in the following form:

a) When it is intended entirely to superseded the original motion by another motion on the same subject matter, the form in which the amendment shall be made by the mover shall be:

*That all the words after the word 'that' of the original motion be omitted with a view to the insertion of the following words in lieu thereof (words of the amendment).*

b) When the object of the amendment is to omit certain words only, but not all the words of the original motion, the form shall be:

*That the word..., or the words...., or all the words from ... to ... inclusive, or all the words after the word ... be omitted with the view of substituting the following word or words in lieu thereof (the word or words of the amendment).*

c) The question before the Synod in either of the scenarios nominated in the previous clauses shall be put by the President thus:

*That the word or words proposed to be omitted be so omitted.*

d) If it be decided in the negative, such word or words shall be retained. If it be decided in the affirmative, then the question shall be put by the President -

*That the word or words proposed to be inserted be so inserted.*

e) The amended motion shall formally be submitted in its entirety to the vote of the Synod.

HC8.4 An amendment proposed shall be disposed of before another amendment to the original question can be moved.

HC8.5 Amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

# PART HD DETERMINATION OF QUESTIONS

## HD1 Motion to be Divided

The President may divide any complicated question in submitting it to the Synod.

## HD2 Vote Taken Collectively

HD2.1 A question being put shall be resolved by the majority of the members voting in favour of the motion.

HD2.2 Voting by members shall be by way of the counting of the members present voting against the motion electronically or by voice – 'No'.

HD2.3 Where the number of votes against the motion is less that one half of the members' recorded as being present, the vote shall be recorded as the majority present being in favour of the motion - a majority 'Aye' vote.

HD2.4 The President shall state whether the 'no vote' or dissenting voters form the majority of the members of Synod and declare whether in the President's opinion the 'Ayes' or 'Noes' have it.

HD2.5 Upon the declaration of a vote taken, the President, or three Clerical or three Lay members may call for a vote by Houses.

HD2.6 In the event of a dispute as to the declaration by the President's as to the outcome of a vote the matter may be resolved by reference to the Order of Business Committee.

## HD3 Vote by Houses

HD3.1 After a vote by Houses is called for, the President shall announce (immediately or at his discretion after a short time) that there will be a vote by Houses, and thereafter no member shall leave the Synod, nor shall any member who has left the session be able to rejoin the Synod until the result shall have been declared.

HD3.2 When a vote by Houses is taken, the voting by each House shall be taken separately in accordance with Standing Orders HD.2 -1 to 3 inclusive.

HD3.3 In the event of the vote of the clergy and laity are taken separately being tied; the Chair of the House of Clergy or the Chair of the House of Laity as the case may be shall have a casting vote in addition to a deliberative vote.

HD3.4 The President shall declare the outcome of the vote by each House to the Synod or Committee.

# PART HE COMMITTEES

## HE1 Questions as to Validity or Relevance

HE1.1 The Order of Business Committee will also function as the Committee of Elections and Qualifications in an electronic Synod.

HE1.2 All matters affecting the relevance of any motion or amendment; or the validity of any election or vote taken under these rules; or the qualification or disqualification of any person who has been returned as a member of Synod; shall be referred to The Order of Business Committee appointed under Standing Order HB.1 and whose decision shall be final.

HE1.3 The Order of Business Committee shall report thereon to Synod if it is in session and if not to the Bishop-in Council.

## HE2 Tied Vote

In addition to Standing Order HD.3 the event of a vote for any other resolution, decision or election in which the votes of the clergy and laity are taken separately being tied; the Chairman of the House of Clergy or the Chairman of the House of Laity as the case may be shall have a casting vote in addition to a deliberative vote.

## HE3 Bishop Ex-officio Member of Committees

The Bishop shall be an ex-officio member of all Committees elected by Synod.

## HE4 Select Committees

In an electronic Synod the rules for the establishing and regulation (Part E) of any Select Committee shall apply.

## HE5 Inconsistencies and the Application of Standing Orders

HE5.1 Where there is any issue as to an inconsistency with the current Standing Orders (in Part H compared to Parts A-G) or the suspension of same for the purpose of the electronic Synod, these Standing Orders (in Part H) shall prevail.

HE5.2 Where the Standing Orders in Part H are silent, the Standing Orders from Parts A – G shall apply as far as is practically possible.

HE5.3 Where a dispute arises from a perceived conflict in Standing Orders between Part H and Parts A-G, the President may refer the matter to the Order of Business Committee for a decision.

HE5.4 To help resolve any disputes, resort shall be had to the rules, forms and practice of the House of Representatives of the Parliament of the Commonwealth of Australia, so far as they can be applied.

# PART HF PASSING OF CANONS

## HF1 October Synod 2020

This Synod, which is under the care of the Administrator, is unable to pass Canons, so this section (Part F) of the Standing Orders is not in effect for the October 2020 Synod.

# PART HG ELECTIONS

For the conduct of elections for an electronic Synod, the following changes apply. Specifically, elections will occur between the date of the Bishop's Citation to Synod and the close of Synod. Voting (except for an 'emergent' election – see G1.4) will be conducted by physical ballot papers sent through the mail, and not electronically. Nominations may be received either by mail using the appropriate nomination form or by email, including the same information as the nomination form.

## HG1 Rules for the Conduct of Elections

HG1.1 The Synod Secretaries will function as 'Returning Officers' for postal elections. If the positions of Synod Secretary is vacant during the Citation period, the President may appoint one Clerical or one Lay person, as needed, to perform the duties of Election Secretary and Scrutineer. They will be involved in overseeing the election process including initializing blank ballot papers; mailing initialized ballot papers to every Synod Member; and the opening of returned ballot papers.

HG1.2 Clause G.1.2 shall stand.

HG1.3 The Bishop shall by summons convening the Synod specify the elections to be made at the sitting of the Synod so convened and shall name the dates and times for the opening and closing of nominations and subsequent voting.

HG1.4 Clause G.1.4 shall stand. Any such 'emergent' election may be conducted using the mechanisms of the electronic platform, as long as due process congruent with the rules of the conduct of elections is followed.

HG1.5 Clause G.1.5(a) shall stand. Every nomination shall be delivered to the Returning Officers or their delegate, or to such other person or persons as the President may appoint, prior to the deadline set by the President.

HG1.6 Nominations Closed

a) When nominations have closed, the Returning Officers shall cause to be prepared ballot papers for all contestable elections containing the names of all persons so nominated for the elections the President has specified.

b) Nominees who have already given their consent to being nominated, are in the nomination process and so are not able to withdraw their nomination after ballot papers are mailed.

HG1.7 Clause G.1.7 shall stand.

HG1.8 Clause G.1.8 shall stand.

HG1.9 Where any ballot for any election becomes necessary, the two Returning Officers shall count the votes recorded at any such ballot, and report in writing the result to the President as hereinafter provided.

HG1.10 Clause G.1.10 shall stand.

HG1.11 Clause G.1.11 shall stand.

HG1.12 Every member of Synod who is entitled to vote for any particular election will receive a ballot paper via the post. Each ballot paper must be uniquely numbered and initialized by the Returning Officer before being posted. The Returning Officers must keep a record of every person to whom a ballot paper has been issued, including the unique number of their ballot paper. If a Synod Member has not received such ballot papers within the voting period, it is their responsibility to contact the Returning Officers who will cancel their original ballot paper and then reissue another uniquely numbered and initialized ballot paper. Each person shall thereupon be deemed to have voted.

HG1.13 All ballot papers must be returned in the supplied addressed prepaid envelope to the 'Returning Officers' before the day and time nominated by the President as the close of voting. This will usually be at the close of the first session of the Synod.

HG1.14 Clause G.1.14 shall stand.

HG1.15 Clause G.1.15 shall stand.

HG1.16 Clause G.1.16 shall stand.

HG1.17 Clause G.1.17 shall stand.

HG1.18 Clause G.1.18 shall stand.

## HG2 Interim Arrangements

Clause G.2 shall stand.

## HG3 Vacancies

Clause G.3 shall stand.

## HG4 Questions as to the Validity of any Election

Clause G.4 shall stand, noting that this role is fulfilled by the Order of Business Committee under HE1.1.

## HG5 Tied Vote

Clause G.5 shall stand.

## HG6 Application of Parliamentary Standing Orders

Clause G.6 shall stand.

# SCHEDULE

## Form No 1

Election for .....

..... Members of Clergy to be elected

..... Members of Laity to be elected

Instructions to voters

The voter:

(a) is to mark a cross against the name of each candidate for whom he/she desires to vote, and

(b) Must vote for not more than the number of candidates required to be elected.

List of Candidates

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Mark cross here Names printed in alphabetical order of Surname

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