

**Our Passion:**

Our Passion is **Jesus** - Proclaiming and Living out God's love for all people

**Our Aspiration:**

To be a Transforming Presence in every Community,  
Open and Welcoming to all, and Serving all

**Our Resources:**

Faithful people, Prayer and worship, Visionary leadership, Liberating gifts

# **DIOCESAN SYNOD MEMBERS' HANDBOOK**

## **Part I: Synod Constitution & Standing Orders**

**2012 Edition**



The Church of England  
in Essex and East London  
Diocese of Chelmsford

## **INTRODUCTION**

This Handbook contains the Constitution and current Standing Orders of the Chelmsford Diocesan Synod. We hope that new members of the Synod, in particular, will find its contents help them to play an active part in the Synod's meetings. In addition to the Standing Orders, the following points may also prove useful. An accompanying 'Part 2' handbook contains the terms of reference for various committees.

## **TRAVELLING AND PARKING**

The Synod normally meets in Chelmsford Cathedral or, on occasion, elsewhere in the Diocese. Directions for travelling and parking will be included with the Agenda for each meeting.

## **BADGES**

Members are requested to wear their name badge during the meeting.

## **SPEECHES**

Members are asked to give their name and deanery before they address the Synod. Speeches are limited to five minutes or such other time as the Chair shall direct (Standing Order 43). Thirty seconds before the time limit expires a bell is rung as a warning to the speaker. A bell is rung again at the completion of the time limit.

## **AMENDMENTS**

Under Standing Order 29, seven days notice of amendments to motions on the Agenda is required.

## **DISTRIBUTION OF PAPERS**

Agenda and papers for meetings of Synod are sent by email to members who have provided an email address. Any member who requests a hard copy circulation will receive paper copies in the post, as will members who do not have email addresses. The agenda and papers are also published on the Diocesan website – [www.chelmsford.anglican.org](http://www.chelmsford.anglican.org)

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The Constitution and Standing Orders in this Handbook were approved by the Diocesan Synod on 11 October 1986 and amended by Synod on 2 March 1991; 8 June 1991, 4 June 1994, 9 November 1996, March 2005, June 2005 and June 2012.

Committee Terms of Reference are set out in Part 2.

## OFFICERS

If you wish to seek advice, ask a question, or discuss detail of Diocesan policy on particular matters, please contact one of the following officers as appropriate:

Chief Executive & Diocesan Secretary (Secretary to the Synod)	John Ball
Chief Accountant	Margaret Essery
Head of Property	Richard Smith
Director of Education	Rob Fox
Dean of Mission & Ministry	Revd Canon Dr Roger Matthews
Pastoral Secretary (Assistant Secretary to the Synod)	Nathan Whitehead
They can be contacted during office hours on:	01245 294400
Diocesan Registrar	Aiden Hargreaves-Smith 020 7593 5124

Please do let us know if you have any suggestions on how to improve our meetings

# **CONSTITUTION OF THE CHELMSFORD DIOCESAN SYNOD**

**Based upon the Synodical Government Measure 1969 and upon Rules 30 to 34 of the Church Representation Rules authorised by Schedule 3 of the Measure as amended by the General Synod up to 1 January 2005**

## **MEMBERSHIP**

- I. a) The Synod shall consist of three Houses, a House of Bishops, a House of Clergy and House of Laity. The Diocesan Bishop shall be President of the Synod.
- b) The membership of the three Houses shall be as set out in the schedule hereto.

## **ELECTION OF MEMBERS OF THE HOUSES OF CLERGY AND LAITY**

### **2. a) Qualification of Candidates**

- i) Clergy Any Clerk in Holy Orders who is a member of a deanery synod of a deanery for which he or she seeks election providing that no clergy shall stand for election in more than one deanery.
- ii) Laity Any lay person who is an actual communicant member as defined in Church Representation Rule 54(1) of sixteen years or upwards whose name is entered on the church Electoral Roll of any parish in the deanery for which he or she seeks election.

### **b) Conduct of Elections**

- i) Members of the Houses of Clergy and Laity of the Diocesan Synod shall be elected by the members of the respective Houses of Clergy and Laity of the deanery synods other than any co-opted members every three years for a term of three years commencing on 1 August in the year in which the election is held.
- ii) Each candidate must be nominated and seconded by qualified electors on the appropriate form which must be signed by the candidate in token of his or her willingness to serve if elected.
- iii) The election of members of both Houses shall be conducted by a Presiding Officer for each deanery to be appointed by the Bishop.
- iv) If the number of candidates nominated and seconded is not greater than the number of seats to be filled, the candidates shall forthwith be declared elected by the Presiding Officer.
- v) If more candidates are nominated than there are seats to be filled in either or both Houses, the names of the candidates duly nominated shall be circulated on a voting paper in one of the forms set out in Appendix I of the Church

Representation Rules to all persons eligible to vote.

- vi) The election may be conducted either by voters being entitled to as many votes as there are seats to be filled, or by the method of a single transferable vote and the Diocesan Synod, not later than 31 December in the year preceding the election, shall determine what method of voting shall be used.

## FUNCTIONS

- 3. i) The functions of the Synod shall be :
  - a) to consider matters concerning the Church of England and to make provision for such matters in relation to the Diocese and to consider and express their opinion on any other matters of religious or public interest;
  - b) to advise the Bishop on any matters on which he may consult the Synod;
  - c) to consider and express their opinion on any matters referred to them by the General Synod and in particular to approve or disapprove provisions referred to them under Article 8 of the General Synod's Constitution.

Provided that the functions referred to in paragraph (a) above shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

- ii) It shall be the duty of the Bishop to consult with the Synod on matters of general concern and importance to the Diocese.
- iii) Except as may be provided by Standing Orders or directions of the Synod, the advisory and consultative functions of the Synod under 3(i)(b) above, may be discharged on behalf of the Synod by the Bishop's Council appointed under Standing Orders but either the Bishop or that body may require any matter to be referred to the Synod.
- iv) The Diocesan Synod shall keep the deanery synods informed of the policies and problems of the Diocese and of the business which is to come before the meetings of the Diocesan Synod and may delegate executive functions to deanery synods. Members shall keep themselves informed, through deanery synods, of events and opinion in the parishes and shall give opportunities for discussing at meetings of the Diocesan Synod matters raised by deanery synods and parochial church councils.
- v) Members of the Synod are called upon to attend debates and participate in decisions on matters affecting the Church at all levels and should study the matters to be discussed at meetings and be present so that they can report on debates and the decisions reached to the persons affected by them. In particular, it is the duty of members to report fully to their deanery synods so that members of the deanery synods can report in turn to their parishes.

## **FINANCE**

4. i) The Diocesan Board of Finance as constituted under the Diocesan Boards of Finance Measure 1925, shall exercise the financial powers and duties of the Synod and in particular shall be responsible for the custody and management of the Synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.
- ii) By Scheme under the Repair of Benefice Buildings Measure 1972, the Board of Finance is also the Diocesan Parsonages Board and under the Endowments and Glebe Measure 1976 all Diocesan glebe land is held, managed and dealt with by the Board of Finance for the benefit of the Diocesan Stipends Fund. 1976 all Diocesan glebe land is held, managed and dealt with by the Board of Finance for the benefit of the Diocesan Stipends Fund.

## **COMMITTEES AND BOARDS**

5. i) The following statutory committees have been established as committees of the Synod:

Bishop's Council and Standing Committee  
Diocesan Board of Education  
Diocesan Board of Patronage  
Diocesan Mission & Pastoral Committee  
Diocesan Advisory Committee  
Vacancy in See Committee

Subject to the relevant enactments, the Standing Orders of the Synod shall apply to such committees.

- ii) The Synod shall make such changes including the establishment of new committees or the dissolution of existing ones, as may be required by law.
- iii) The Synod may at any time by resolution constitute such other committees as in the opinion of the Synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the Synod as it thinks fit.

## **NUMBER OF ELECTED MEMBERS OF THE HOUSES OF CLERGY AND LAITY**

6. The number of members to be elected by members of deanery synods to the Houses of Clergy and Laity is determined by resolution of the Diocesan Synod passed not later than 31 December in the year preceding the triennial elections to the Houses. In determining the number of members to be elected to each House, the Diocesan Synod must have regard to the following :
  - a) in the case of elections to the House of Clergy, to the numbers of members of the House of Clergy of each deanery synod;

- b) in the case of elections to the House of Laity, to the total number of names on the church electoral rolls of the parishes within each deanery;
- c) both Houses must have at least two members from each deanery;
- d) the number of members of the House of Clergy and the House of Laity must be approximately equal;
- e) the total membership of the Synod including the House of Bishops, all ex-officio members, all co-opted and nominated members and all elected members, must not exceed 270 nor be less than 120.

[Note: The current allocation of seats to each deanery is shown in Appendix I].



## SCHEDULE

### MEMBERSHIP OF THE DIOCESAN SYNOD

For the triennium commencing August 2012

#### HOUSE OF BISHOPS

The Diocesan Bishop (The President)	1	
The Area Bishops	3	
The Provincial Episcopal Visitor	1	
		<b>5</b>

#### HOUSE OF CLERGY

##### Ex-Officio

The Dean	1	
The Archdeacons	7	
The Dean of Mission & Ministry [See note (c)]	1	
Members of General Synod [from 2010]	6	
	<b>15</b>	

**Nominated by the President** [see Note (a)] up to 7

**Co-opted by the House** up to 5

**Elected Representatives** [for term ending 31.7.15. See note (b)] **12**  
**86**

**113**

#### HOUSE OF LAITY

##### Ex-Officio

The Chancellor	1	
Chair of the Board of Finance	1	
Vice Chair of the Board of Finance	1	
Members of General Synod [from 2010]	7	
Chair of Diocesan Advisory Committee	1	
	<b>11</b>	

**Nominated by the President** [Note (a)] up to 8

**Co-opted by the House** up to 5

**Elected Representatives** [for term ending 31.7.15. See note (b)] **13**  
**89**

**113**

Total membership of the Synod **231**

#### NOTES

- The President may appoint 15 members and it is and for this schedule it is assumed that these will be divided between the House of Clergy and the House of Laity in roughly equal proportions, although they do not have to be.
- The number of seats allocated to each deanery is decided by Synod before each triennial election. The formulae and resulting allocations for the term ending July 2015 are shown in Appendix I.
- The Diocesan Board of Finance is required by law to have a majority of lay members [Section (1d) (ii) of the Diocesan Boards of Finance Measure 1925]. The Dean of Mission & Ministry and other persons remunerated by the Board are not permitted to be a member of the DBF.

# CHELMSFORD DIOCESAN SYNOD

## STANDING ORDERS

### MEMBERSHIP OF THE SYNOD

1. The Secretary shall keep a roll of the members of the Synod and shall take any necessary steps to fill vacancies.

### Participation by Non-Members

2. Any visitor attending by invitation of the President may, with the permission of the Chair, address the Synod but shall have no right to move any motion or amendment or to vote.

### Procedure for Co-options

3. The Bishop's Council, constituted under Standing Order 101 and Appendix 2, shall have the right to nominate persons for co-option by the House of Clergy or the House of Laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective Houses.

## TERM OF OFFICE

### Co-opted and Nominated Members

4. Unless the House concerned or the President, as the case may be, fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial elections.

## THE PRESIDENT AND VICE-PRESIDENTS

### Election of Vice-Presidents

5. Before the first meeting of the Synod after the triennial elections and where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the Houses of Clergy and Laity or, where appropriate, the one House concerned, shall hold a special meeting to elect one of its members to be a Vice-President of the Synod. A member of the appropriate House appointed by the President shall act as Chair for such meeting. Whoever so presides shall have a vote in the election and in the case of an equality of votes, the decision shall be taken by lot.

## **CHAIR OF MEETING**

6. The President, unless on any occasion he nominates one of the Vice-Presidents or another member to take the Chair, shall be Chair at meetings of the Synod.

## **Separate Meetings of the Houses**

7. The President and each Vice-President shall be Chair of the House of which he or she is a member but need not preside over its meetings if and to the extent that Standing Orders of the House so provide.

## **Powers of the Chair**

8. Subject to these Standing Orders and the directions of the President, the procedure of the Synod and its Houses shall be regulated by the respective Chair of each.

## **OFFICERS**

### **Secretary**

9. The Synod shall appoint a Secretary.
10. The Secretary may be either a clerk in holy orders or a lay person and either salaried or honorary.
11. The Secretary shall :
  - i) be responsible for the administrative arrangements for meetings of the Synod;
  - ii) prepare the draft agenda papers and minutes of the Synod;
  - iii) perform such other duties as the Synod shall assign to the Secretary.
12. The Secretary shall be entitled to attend any meetings of any council or committee of the Synod and to receive all papers of such councils or committees.

### **Assistant Secretary**

13. The Bishop's Council may appoint an Assistant Secretary of the Synod.

### **Registrar**

14. The Registrar, or in the event of his or her absence or incapacity, the Deputy Registrar where appointed, shall be the legal adviser to the Synod and when required shall attend the meetings of Synod, its Houses and the Bishop's Council.

### **Terms of Appointment**

15. Subject to any statutory provision and to these Standing Orders, the terms and conditions of service on which officers are appointed shall be determined by the Bishop's Council.

## **MEETINGS OF THE SYNOD**

16. The Synod shall meet upon the summons of the President.

### **When and Where Held**

17. The President shall summon not less than two meetings in each year at such times and places as the President shall direct after consulting the Bishop's Council.

### **Meetings by Request**

18. If either the Bishop's Council by resolution so requests or if the President receives a requisition for the purpose signed by not less than 30 members, the President shall summon a meeting of the Synod, which shall be held within eight weeks following the request or the receipt of the requisition.

### **Notice of Ordinary Meetings**

19. The dates of ordinary meetings of the Synod for the subsequent year shall be announced at the March meeting of the Synod each year. Notice will be served on each member, inviting them to submit items for business to be received by the Secretary not later than eight weeks before any meeting of the Synod.

### **Notice of Special Meetings**

20. In case of sudden emergency or other special circumstances, a meeting may be convened at not less than 7 days' notice but the quorum for the transaction of any business at such a meeting shall be any two members of the House of Bishops and a majority of the Houses of Clergy and Laity and only business specified in the notice may be transacted.

### **Form of Notice**

21. Every notice under Standing Orders 19 and 20 shall be in writing except that, by prior arrangement with the member concerned, electronic means may be used.

## **SEPARATE MEETINGS OF THE HOUSES**

22. A House shall meet separately when:

- i) it is required so to do under these Standing Orders;
- ii) it has so decided in accordance with its own Standing Orders;
- iii) the Chair of the House has so directed, or
- iv) the Synod has so directed.

and subject to any directions by the Synod or the House concerned, the date, time and place of any separate meeting shall be fixed by the Chair of that meeting.

## **AGENDA**

### **Content**

23. Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before the Synod, the Bishop's Council shall set the agenda for each of its meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered. The Bishop's Council Standing Committee may authorise late changes to the agenda in exceptional circumstances.

### **Circulation**

24. The Secretary shall post or deliver, including by electronic means where previously agreed with the member concerned, an agenda paper to every person entitled to receive a notice of the meeting 21 days before a meeting, or in the case of a special meeting called at less than 21 days' notice, at the same time as the notice. The notice shall state the start time and place of the meeting.

### **Business Permitted to be Considered**

25. Save for urgent or other specially important business added thereto by direction of the President, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

### **Order of Business**

26. In considering the order of business the Bishop's Council shall give special consideration to items :
- i) brought before the Synod at the request or direction of the President;
  - ii) referred to the Diocesan Synod by the General Synod or by a Deanery Synod in the Diocese under Standing Order 88.

and may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits on any motions, where it considers this to be necessary.

### **Varying the Order of Business**

27. The order of business may be varied by resolution of the Synod or, unless any member objects, by the Chair.

## **NOTICE OF BUSINESS**

### **Form of Notice**

28. Subject to Standing Order 20, notice of any business for a meeting of the Synod or any report to be considered, shall be in writing, signed and delivered to the Secretary by hand or by post or by electronic means not later than the period before the meeting which is specified in Standing Order 29.

### **Length of Notice**

29. The following periods of notice shall be required :

New business for the agenda	56 days
Motions and amendments arising from the agenda	7 days
Questions under Standing Order 74	7 days

### **When not required**

30. Notice of the following business shall not be required:

- i) a motion or amendment moved by permission of the Chair, provided that the full text of such motion or amendment shall be handed to the Secretary before it is moved;
- ii) business adjourned;
- iii) a procedural motion specified in Standing Order 55;
- iv) a supplementary question under Standing Order 74.

## **REPORTS OF MEETINGS**

31. After a meeting of the Diocesan Synod, reports of the proceedings will be published as widely as possible by the Diocesan Communications team.

## **MINUTES OF THE SYNOD**

32. Minutes of the meetings of Synod shall be kept by the Secretary of the Synod and shall be submitted for approval to the Synod.

## **GENERAL RULES OF DEBATE**

### **Quorum**

33. A quorum of the Synod shall be one third of the members of the House of Clergy, one third of the members of the House of Laity and two members of the House of Bishops, neither of whom need be the Diocesan Bishop. This quorum shall be necessary for the consideration of all business except business conducted under Standing Order 20, the adjournment of the Synod under Standing Order 58 or of a debate under Standing Order 60.

### **If Quorum not Present**

34. If a quorum is not present, the Chair shall adjourn the Synod until such time as he or she shall determine. Any member may call the attention of the Chair to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the Chair has conclusively announced the result of the vote on that question.

### **Order of Speeches**

35. The Chair shall call upon members who desire to speak and may require them to give their names to the Secretary in writing. The Chair shall also determine the order in which they speak.

### **Breach of Order**

36. The Chair shall call a member to order for failure to address the Chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, reading a speech without permission of the Chair, disregard of the authority of the Chair, or any other breach of order and may order the member to end any speech which they may be making.

### **Point of Order**

37. A member may submit a point of order under these Standing Orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state briefly what they have to say.

### **Personal Explanations**

38. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what they have said, or to explain some matter of strictly personal concern and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the Chair, the debate is likely to benefit from such explanation.

### **Interruptions Otherwise not Permitted**

39. Save as provided in Standing Orders 37 and 38 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this Standing Order, it shall be reckoned as a speech on the question before the Synod and shall preclude the interrupter from speaking further on that question. The ruling of the Chair on a point of order or admissibility of a personal explanation shall not be open to question.

### **Speaking to a Motion**

40. A member shall not speak unless upon a motion or amendment save as provided in Standing Orders 37, 38 and 74.

### **Speaking more than once**

41. A member shall not speak more than once upon the same question except :
- i) as provided in Standing Orders 37, 38, 42 and 74;
  - ii) by permission of the Chair and with the consent of the Synod;
  - iii) the mover of a motion (but not an amendment) may reply, such reply shall not introduce any new matter and shall close the debate;
  - iv) the mover of an amendment may speak twice.

### **Designated Debate**

42. When the Bishop's Council decides that in respect of any particular item on the Synod agenda, a specially structured debate should take place, the President may nominate either one or two speakers to propose the motion and either one or two speakers to oppose the motion and may give the right to speak a second time at the close of the debate to any two of these persons, one for and one against the motion, the length of these speeches being at the discretion of the Chair under Standing Order 43.

### **Length of Speeches**

43. Save as provided in these Standing Orders, or in the case of a visitor attending by invitation under Standing Order 2, no speech shall exceed five minutes but the Chair may at any time lengthen or shorten this period provided that he or she shall inform the Synod of that ruling which shall not be open to debate or question.



## **Moving**

44. i) Every matter debated in the Synod shall have been moved by a member who shall have up to ten minutes to address Synod.
- ii) A motion or amendment which, when called by the Chair, is not moved by the member who has given notice thereof, may be moved by some other member instead.

## **Withdrawal**

45. A motion or amendment, once moved, may be withdrawn by the mover, or at his or her request, unless more than five members object.

## **Reconsideration and Rescission**

46. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without leave of the Bishop's Council.

## **Division**

47. The Chair may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to vote separately upon each part of the motion or amendment so divided.

## **Reference-Back Motions not Permitted**

48. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved. Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the Bishop's Council. No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

## **AMENDMENTS**

### **When Permitted**

49. Except as provided in Standing Orders 50 and 116, any member may give notice of an amendment to any motion; the Chair shall decide which amendments are called for consideration by the Synod. An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

### **When not Permitted**

50. An amendment to the following shall not be permitted :

- i) a procedural motion under Standing Order 55;
- ii) a motion to receive the report of a council or committee under Standing Order 97;
- iii) a motion under Standing Order 81 (i) in reply to any question referred by the General Synod;

### **Amendments to Amendments**

51. No amendment may be moved to an amendment, except by permission of the Chair.

### **Delivery in Writing**

52. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary.

### **Form of Amendments**

53. An amendment may be made :

- i) by leaving out words, or
- ii) by leaving out words in order to insert other words, or
- iii) by inserting or adding words

54. Amendments shall be moved and put to the vote before the vote on the main motion but otherwise in the order determined by the Chair. By permission of the Chair during the debate on an amendment, other amendments may be discussed but not moved.

## **PROCEDURAL MOTIONS**

### **Content**

55. Subject to these Standing Orders, the following procedural motions (whose common title is shown in brackets) may, with the consent of the Chair, be moved with or without notice but not so as to interrupt the speech of any member :

- i) that the Synod do pass to the next business (next business);
- ii) that the Synod do now adjourn (adjournment of Synod);
- iii) that the debate be now adjourned (adjournment of debate);
- iv) that the debate be now closed (closure);
- v) that all further speeches on this question be limited to ..... minutes (speech limit);
- vi) a motion to vary the order of business;
- vii) a motion to suspend a Standing Order.

A speech of up to two minutes duration will be allowed for the formal moving of motions (i-iv) only. No speech shall be allowed for the formal moving of the remaining procedural motions.

### **When not Permitted**

56. A procedural motion shall not be moved :

- i) for next business, the closure or a speech limit on any question referred by the General Synod to the Diocesan Synod.
- ii) for next business on an amendment or another procedural motion.

### **Next Business**

57. The following rules of debate shall apply :

- i) the motion may be moved either in the form, "That the Synod do forthwith pass to the next business", or in the form, "That the Synod do pass to the next business before the question is put".
- ii) a motion for next business shall take precedence over all amendments of which notice has been given;
- iii) if such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the cases may be and not be reconsidered during the same meeting of the Synod.
- iv) if rejected, such motion shall not be moved again on the original motion unless that motion be substantially amended.
- v) during the discussion on a motion, "That the Synod do pass to the next business before the question is put", it shall be in order to debate the merits of the original question.

## **Adjournment of Synod**

58. The following rules of debate shall apply :

- i) the motion to adjourn may, but need not, specify a time for the next sitting of the Synod or the resumption of the business interrupted;
- ii) the mover shall be allowed to speak for not more than two minutes; the mover of the original motion, if any, or if not, some other member may speak for not more than two minutes in reply; the question shall then be put without further debate;
- iii) if the motion to adjourn is carried and the Diocesan Synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with Standing Order 17;
- iv) subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting;
- v) if rejected, the adjournment of the Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed.

## **Adjournment of Debate**

59. Standing Order 58 shall, unless the context otherwise requires, apply also to this motion except that :

- i) if a motion to adjourn the debate is carried and the Synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the Bishop's Council;
- ii) if the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

## **Closure**

60. The following rules of debate shall apply :

- i) if a motion for closure is permitted by the Chair, it shall be put forthwith without discussion;
- ii) if the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure, shall be given an opportunity to speak for not more than five minutes in reply and the motion or amendment shall be put without further debate.

## **Speech Limit**

61. The following rules of debate shall apply :

- i) if a motion to limit the length of all further speeches on this question is permitted by the Chair, it shall be put forward without discussion;
- ii) notwithstanding the time limits imposed by Standing Order 43, on this motion being carried no speech shall exceed the number of minutes specified therein, but the Chair may, for any special reason of which he or she shall be the sole judge, allow a longer or shorter time to any member provided that when so doing the Chair shall inform members of that ruling and in exercising that discretion shall have particular regard to any member who has the right of reply to the debate.

## **Suspension of Standing Orders**

62. After notice or, by permission of the Chair, without notice, a member may move that a Standing Order be suspended during a particular debate or meeting. Such motions shall not be deemed to have been carried unless at least three quarters of those members present and voting are in favour.

## **VOTING**

### **Assent of Three Houses**

63. i) Subject to Standing Orders 64 and 65, nothing shall be deemed to have the assent of the Diocesan Synod unless the three Houses which constitute the Synod have assented thereto.
- ii) If in the case of a particular question (except a matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod) the President (if present) so directs, before any vote is taken, that question shall be deemed to have the assent of the House of Bishops only if the majority of the members of that House who assent thereto includes the President.

### **Procedure for Decisions**

64. Questions relating only to the conduct of business shall be decided by the votes of all the members of the Diocesan Synod present and voting and every question shall be decided in like manner, the assent of the three Houses being presumed, unless the President (if present) requires, or any ten members require, that a separate vote of each House be taken.

### **Matters Referred under Article 8**

65. If the votes of the Houses of Clergy and Laity are in favour of any matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of that Article.

### **Voting by Houses**

66. A separate vote of each House shall be taken :
- i) on any question referred by the General Synod to the Diocesan Synod;
  - ii) on any other question, except a question relating only to the conduct of business, where this is required under Standing Order 64.

### **Majority Required for Decisions**

67. Subject to any statutory requirements, decisions of the Synod when no separate vote is taken by each of the Houses shall require the votes of the majority of all the members of the Synod present and voting and decisions of the Synod when a separate vote is taken by each of the Houses shall, subject as aforesaid and to Standing Order 62, require the votes of the majority of all the members of each House present and voting, provided that a motion to suspend a Standing Order shall require the votes of at least three quarters of the members of the Synod present and voting.

### **Equal Voting in the House of Bishops**

68. Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote.

### **Opinion of President**

69. The President shall have a right to require that his opinion on any question shall be recorded in the minutes.

### **Voting Rights of Chair**

70. The Chair (subject to the rights of the President when he is in the Chair) shall have the same voting rights as other members and shall have no second or casting vote.

### **Mode of Voting**

71. The Chair on putting any question to the vote shall take a show of hands, the result of which as announced by the Chair shall be conclusive. He or she may order the hands to be counted and shall do so under Standing Order 81(i) or if any ten members so require. In cases where the vote is close, the Chair may, or if any ten members so require shall, instruct that the vote be taken again, with votes being recorded on voting papers signed by the voter on the reverse thereof.

### **Requests for Separate Voting**

72. Where any ten members demand a separate vote of each House, or the President requires his distinct opinion to be recorded, such demand or request shall be made before the question is put, or immediately upon the announcement of the result of a vote by show of hands, whether counted or not, or by voting papers in accordance with Standing Order 71.

### **Procedure for Count of Hands**

73. The counting of hands on a separate vote of each house shall be conducted in accordance with instructions to be issued from time to time by the Bishop's Council and, subject thereto, the administrative arrangements for each count shall be made by the Secretary under the direction of the Chair.

## **QUESTIONS**

### **To Whom Addressed**

74. Subject to due notice under Standing Orders 28 and 29 a question may be asked of :
- i) any officer of the Diocesan Synod referred to in these Standing Orders or, with the President's approval, a senior member of the Diocesan staff;
  - ii) the Chair of any body constituted by the Synod or on which it is represented;

provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting. Any member may ask a supplementary question in relation to an original question; the Chair may allow up to three supplementaries, giving the member who tabled the original question preference.

### **Content**

75. A question, if addressed to an officer, shall relate to the duties assigned to him and, if addressed to the Chair of any body to the business of that body. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem and shall be otherwise in order.

### **Persons Authorised to Reply**

76. If the person of whom the question is asked is a member or officer of the Synod, or senior member of the Diocesan staff, he or she shall reply personally and, if not, the reply may be given by one of its members nominated by the President, provided that :
- i) the President may instruct the Secretary to reply on his behalf;
  - ii) a member who is absent may authorise another member to deputise for him or her.

## **DOCTRINAL MATTERS AND FORMS OF SERVICE**

### **Requirement of Early Circulation**

77. If notice is given of a motion which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England, the Bishop's Council shall include it on the agenda of the earliest convenient meeting of the Synod, provided that, save by permission of the Chair and the consent of the Synod, copies of such motion together with a report thereon by the Bishop's Council, shall be sent to members at least three months before it is finally voted on by the Synod.

### **REFERENCES BY THE GENERAL SYNOD**

78. When a reference is received from the General Synod whether under Article 8 of the constitution of that Synod or otherwise, the Bishop's Council shall include it on the agenda of such meeting of the Diocesan Synod as the Council may consider appropriate.

### **Prior Notice and Documents Required**

79. Unless the Bishop's Council decides to the contrary for any reason:
- i) members of the Diocesan Synod shall receive at least three months' notice of the reference; and
  - ii) a report or other document prepared by or on behalf of either the General Synod and/or the Bishop's Council shall be circulated.

### **Consultations within the Diocese**

80. The Diocesan Synod, before voting on a reference, may refer any question arising from it to the deanery synods or parochial church councils in the Diocese for the expression of their views.
81. i) When the reference by the General Synod is in the form of a question requiring the answer, Yes or No, the question shall be put to the Diocesan Synod as a formal motion in the affirmative sense. No amendment shall be in order and a vote of each House shall be taken under Standing Order 66. If the motion is defeated, the question shall be decided in the negative.
- ii) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement may be moved on behalf of the Bishop's Council and amendments to such a motion shall be in order.

When all motions under the foregoing paragraphs (i) and (ii) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.



## **Report on Results**

82. The decision on such motions and on any related motions not specifically included in the reference together with any opinion recorded by the President and the number of votes cast in each House, shall be reported by the Secretary of the Diocesan Synod to the Secretary of the General Synod.

## **REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES**

### **Matters Referable**

83. The Diocesan Synod may, on the motion of any members, invite all or any deanery synods or parochial church councils or parochial church meetings in the Diocese :
- i) to express an opinion on or to record approval or disapproval of any matter, or
  - ii) to supply information within their knowledge, or
  - iii) to exercise any other function within their competence and to report to the Diocesan Synod by a specified date.

### **Report on a Proposal to Refer Matters**

84. The Bishop's Council shall report to the Diocesan Synod on any proposal under the last preceding Standing Order and, if necessary, consideration of such proposal shall be postponed or adjourned until the Bishop's Council has so reported.

### **Circulation of Reference**

85. The Secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 83 to the Secretary of each body concerned together with such instructions and other information as the Diocesan Synod or the Bishop's Council may direct.

### **Form and Date of Reply**

86. Subject to any direction by the Diocesan Synod, where a reference under Standing Order 83 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the Bishop's Council and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Diocesan Synod.

### **Report on Replies Received**

87. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Bishop's Council shall report, orally or in writing as it thinks fit, on the outcome of the reference.

## **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND INDIVIDUAL MEMBERS OF SYNOD**

### **By Deanery Synods**

88. A deanery synod may, on a motion moved by a member of the Diocesan Synod who represents that deanery, bring before the Diocesan Synod any question of general Church interest or affecting the deanery or any parish within the deanery.

### **Notice to Diocesan Synod**

89. Notice of a motion to be moved in the Diocesan Synod under Standing Order 88 shall be given by the Secretary or a member of the deanery synod duly authorised for the purpose to the Secretary of the Diocesan Synod.

### **By Parochial Church Councils and Meetings**

90. A parochial church council or parochial church meeting may, on a motion moved on its behalf in the deanery synod by a member of that synod who represents that particular church or meeting, require the deanery synod to take appropriate action under Standing Order 88.

### **By Individual Members**

91. An individual member of the Synod may put down a Private Member's motion for debate at the Diocesan Synod in response to Standing Order 19.

### **Consideration of Motions Received**

92. i) The Bishop's Council through the Secretary, shall afford facilities at each meeting of the Diocesan Synod for members to indicate by signing a copy of each motion from deanery synods, notice of which has been received by the Secretary of the Synod under Standing Order 89 or from private members under Standing Order 91, the order in which such motions should be considered by the Council for inclusion on the agenda for future meetings of the Synod.
- ii) In considering such motions for inclusion on agendas for future meetings of the Synod under Standing Order 23, the Bishop's Council shall have regard to the number of signatures appended to each motion.
- iii) All such motions which attract less than twenty-five signatures after being available for signature at three consecutive meetings of the Synod shall be deemed to have fallen through lack of support.
- iv) All such motions which have not been debated by the end of the last meeting of the Synod before the triennial elections shall automatically fall but may be resubmitted by the deanery synod or the private member for consideration by the new Synod. A reminder that resubmission is necessary will be issued by the Secretary.

## **FINANCIAL BUSINESS**

93. The Diocesan Board of Finance as constituted under the Diocesan Boards of Finance Powers Measure 1925 shall exercise the financial powers and duties of the Synod and in particular, shall be responsible for the custody and management of the Synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

### **Duties of the Bishop's Council**

94. The Bishop's Council shall be responsible for advising the President and the Synod, through the Diocesan Board of Finance, on the determination of priorities in the allocation of any funds. The Bishop's Council may delegate this function to a Finance Committee constituted under the Articles of Association of the Board.

### **Assent of the Synod to Financial Questions**

95. Subject to the directions regulating the procedure of the Board, financial questions decided by the Synod sitting as the Diocesan Board of Finance shall not require the further assent of the Synod sitting as the Synod. In case of doubt, the question whether any business or question is financial shall be decided by the President.

### **Notice of Proposals Involving Expenditure**

96. Except with the consent of the Bishop's Council and the Finance Committee of the Board, no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the Bishop's Council and the Finance Committee of the Board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

## **GENERAL PROVISIONS**

### **Admission of Press and Public**

97. Subject to any directions by the Synod or the Bishop's Council, any member of the Synod may move that the representatives of the press and members of the public shall withdraw during the whole or part of the business before the Synod. If the motion is carried, the Chair shall request the representative of the press and the public to withdraw.

### **Periods of Notice**

98. Any period of notice required by these Standing Orders shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

## **Procedural Defects**

99. A meeting of the Synod or any of its committees or councils, of which minutes have been approved and signed, shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

## **Amendment of Standing Orders**

100. A motion for the amendment of these Standing Orders shall not be moved before it has been considered by the Bishop's Council. The Bishop's Council shall report to the Synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.

## **COMMITTEES AND COUNCILS**

### **Statutory Committees**

101. The Synod shall establish a Bishop's Council and Standing Committee of Synod (Bishop's Council) and such committees or other bodies as may be required by law (to be known as "statutory committees") with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these Standing Orders shall apply to such committees or other bodies. The terms of reference for the Bishop's Council and Standing Committee are set out in Appendix 2, which shall be deemed to have the same status as these Standing Orders.

[Terms of Reference for Statutory and non-Statutory Committees are set out in a separate handbook.]

### **Committees and Councils Other than Statutory Committees**

102. The Synod may at any time constitute such other committees or councils as in the opinion of the Synod are necessary or desirable and may delegate to a committee or council so constituted, with or without conditions, such functions of the Synod as it thinks fit. The Synod may dissolve any such committee once its function is served.

### **Membership of the Committees and Councils**

103. Subject to any directions of the Synod and to any statutory provision, the Bishop's Council shall determine the number of members of a committee or council and whether they shall be appointed or elected. A committee or council may include persons who are not members of the Synod. The President or a member nominated by him, shall be a member of every committee or council.

### **Duration of Membership**

104. i) The Bishop's Council may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a committee or council or alter the number of its members or its composition and shall determine the term of office of its members.
- ii) Persons elected or appointed to the Bishop's Council may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.

### **Sub-Committees**

105. Every committee or council constituted by the Synod may appoint sub committees or working groups as it thinks fit, save that the Bishop's Council, when appointing such sub-committees or working groups shall ensure that at least one member should also be a member of Bishop's Council. All such sub committees and working groups shall be dissolved at the end of the term of the elected members of the committee or council that appointed them.

### **Electors**

106. Any elected members of a committee or council may be elected by the House of Clergy and Laity of the Synod without discrimination as to Houses or by the two Houses voting separately or as the Synod shall determine. In the absence of any direction by either the Synod or by the Bishop's Council they shall be elected by the Houses of Clergy or Laity without discrimination.

### **Nominations for Election to Committees and Councils**

107. Every nomination shall require a proposer who shall be a qualified elector but the Bishop's Council may (except in an election to itself) collectively nominate candidates. Nominations which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve, shall be delivered to the Secretary within such period (not being less than 14 days) as he or she shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

## **Voting in Elections**

108. i) The names of the candidates, together with the name of the proposer shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed on the back, shall be returnable to the Secretary within such period (not being less than 14 days) as he or she shall specify.
- ii) Subject to paragraph (iii) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes, the election shall be decided by lot.
- iii) Where the Synod or Bishop's Council has directed that the election shall be conducted upon the method of the single transferable vote, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 32 (6) and for the time being in force, shall be used.

## **Power of the Bishop to fill vacancies on Committees, Councils and the Bishop's Council**

109. Where in accordance with Standing Order 107 nominations have been sought for candidates for election to committees and councils and insufficient nominations have been received by the Secretary within the period specified, the Diocesan Bishop upon the recommendation of the Chair of the council or committee concerned, may appoint persons to fill the seats left vacant subject to statutory provisions which may not deem this to be possible. Persons appointed by the Bishop shall hold office for such term as the Bishop shall determine but for no longer than the duly elected members of the committee or council.
110. Where in accordance with Standing Order 107 nominations have been sought for candidates for election to the Bishop's Council and insufficient nominations have been received by the Secretary within the period specified, the Diocesan Bishop, after consultation with the Vice-President of either the House of Clergy or House of Laity as appropriate, may appoint persons to fill the seats left vacant. Persons appointed by the Bishop shall hold office for such term as the Bishop shall determine but for no longer than the duly elected members of the Council.

## **Casual Vacancies**

111. A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled within six months of the occurrence of the vacancy, provided that a vacancy which occurs within six months before the next triennial elections to the Synod need not be filled.

## **Directions by the Bishop's Council**

112. The conduct of elections to committees and councils shall, subject to these Standing Orders, be in accordance with any directions by the Bishop's Council.

The Bishop's Council has made the following directions in respect of election procedure:

i) Electors

a) Voting Constituencies

The constituencies for elections will be determined by the constitution of each committee. Generally, and where not otherwise specified, the constituency shall be the Episcopal Area. The constituency for the Area Mission & Pastoral Committees shall be the Archdeaconry.

b) Voting by Houses

In order to standardise the voting arrangements in future elections, the Bishop's Council has directed that each Synod House of each Episcopal Area should hold its own election to select members of Diocesan Councils and Committees.

ii) Method of Voting

The method of voting to be employed is that described in Standing Order 108 (ii) [ie the "first past the post" system].

iii) Ex-officio Members

A person who holds ex-officio membership of a particular committee or council is ineligible for nomination to elected places on the committee or council concerned.

## **PROCEDURE OF COMMITTEES**

### **Chair**

113. If the President is a member of a committee or council, he shall be Chair thereof, if he so elects. If he does not so elect he may appoint a Chair who may be either an elected, ex-officio, co-opted or nominated member of the committee or council. If the President neither elects to be Chair nor appoints a Chair, the committee or council shall, subject to any direction by the Synod or the Bishop's Council, at its first meeting elect a Chair from its own members. In the absence of the Chair from a meeting of the committee or council, a Chair for that meeting shall be elected by the committee or council.

## **Quorum**

114. Not less than one-third of the total members of a committee shall form a quorum but a committee or council may act notwithstanding a vacancy in the membership.

## **Voting**

115. Questions submitted to a meeting of a committee or council shall be decided by a majority of those present and voting, save that in the case of an equality of votes the Chair shall have a second or casting vote.

## **Reports**

116. Every committee or council shall report to the Synod at such times and in accordance with such procedure as may be determined by the Bishop's Council, provided that each report shall be presented by the Chair or in his or her absence by a member of the committee or council which is responsible for the report on the motion, "That this report be received".

No amendment to such motion shall be permitted but if the motion is carried, it shall not be deemed to commit the Synod to the acceptance of any matter in the report.

## **General**

117. Subject to these Standing Orders and to any directions by the Synod or the Bishop's Council, a committee or council shall have power to determine its own procedure.

## **REPRESENTATION ON OTHER BODIES**

118. The procedure for appointing or electing representatives to serve on any committee or other bodies which are not statutory committees or responsible to the Synod but on which it is required or permitted to be represented shall be determined in each case by the Bishop's Council.



## **CHELMSFORD DIOCESAN SYNOD**

### **STANDING ORDERS OF THE HOUSE OF CLERGY**

### **STANDING ORDERS OF THE HOUSE OF LAITY**

#### **VICE-PRESIDENT**

1. A candidate for election to the office of Vice-President of the Synod shall be proposed and seconded by members of the House and if there is more than one candidate, a vote shall be taken. If the votes are equal the decision shall be taken by lot.
2. After he or she is elected the Vice-President shall take the Chair at all meetings of the House unless he or she nominates another member to do so. In the event of absence of the Chair and if the Chair has made no nominations the members present may choose a member to take the Chair.

#### **CO-OPTED MEMBERS**

3. Co-option of additional members, up to five per House, shall be by resolution of the House.

#### **VOTING**

4. Any vote taken under Standing Orders 1-3 shall be by show of hands unless any member objects or the Chair rules otherwise in which case there shall be a ballot.
5. In other respects voting in the House shall be governed by Standing Order 71 of the Synod.
6. The Chair of any meeting of the House shall have the same voting rights as other members and shall have no second or casting vote.

#### **OFFICERS**

7. The House shall appoint a Secretary who may be the Secretary or Assistant Secretary of the Synod.
8. The duties of the Secretary to the House shall be similar to the Secretary's duties to the Synod as set out in Standing Order 11 of the Synod.
9. The House standing committee constituted under House Standing Order 21 may appoint an Assistant Secretary.

#### **MEETINGS**

10. Except as provided in Standing Order 5 of the Synod, the House shall meet upon the summons of the Vice-President and shall adjourn on his or her motion or in his or her absence on that of the Chair of the meeting.
11. The Vice-President may summon a meeting whenever he or she sees fit and shall do so:

- i) when one is required under these Standing Orders or those of the Synod;
  - ii) when the Synod so directs;
  - iii) when the House Standing Committee by resolution so requests;
  - iv) if he or she receives a requisition for that purpose signed by not less than fifteen members.
12. Notice of a meeting called for one or more of the following purposes only shall be sent out not less than 14 days beforehand:
- i) election of a Vice-President;
  - ii) co-option of additional members;
  - iii) appointment of officers

The business shall be specified in the notice and no separate agenda paper need be sent out.

13. In special circumstances an emergency meeting may be convened under Standing Order 20 of the Synod.
14. Not less than five weeks before any other meeting a notice thereof, in writing, shall be posted or delivered, including by electronic means where previously agreed with the member concerned, to every member specifying any business proposed to be transacted at the meeting and inviting other business.
15. Subject to Standing Orders 12 and 13 the Secretary shall post or deliver, including by electronic means where previously agreed with the member concerned, an agenda paper to every member not less than fourteen days before the meeting.
16. Notice of any business for a meeting of the House or any report to be considered shall be in writing, signed and delivered to the Secretary not later than the following periods before the meeting :
- |  |         |
|--|---------|
| New business for the agenda                    | 28 days |
| Motions and amendments arising from the agenda | 2 days  |
| Questions                                      | 2 days  |
17. Except with the permission of the Chair no business shall be considered at a meeting of the House other than that specified on the agenda or arising therefrom.

## **GENERAL RULES OF DEBATE**

18. Without prejudice to the generality of the House Standing Order 27 debates in the House shall be governed by Standing Orders 33 to 48 of the Synod.
19. The Chair may at any time suspend all or any of the Standing Orders referred to in House Standing Order 18 to facilitate a general discussion. Any such discussion shall be conducted in a manner to be determined by the Chair and shall end when he or she so rules but no motion or amendment shall be moved or put to the vote while Standing Orders are suspended.

## **QUESTIONS**

20. Questions may be asked of the Vice-President or any officer of the House, in respect of their duties to the House, or of the Chair of any committee set up by the House in respect of the business of that committee. Standing Orders 74 to 76 of the Synod shall apply to questions in the House but no questions may be asked that are not specified in this Standing Order.

## **COMMITTEES**

21. Subject to the House Standing Order 22 those members of the House who are members of the Bishop's Council shall be the Standing Committee of the House with functions similar to those set out in Appendix 2.
22. The House may by resolution determine the composition of the House Standing Committee provided that:
  - i) all members of the committee shall be members of the House;
  - ii) at least half of the members of the committee shall be elected by the House;
  - iii) if there are more candidates for election than there are places to be filled there shall be a ballot.
23. The Vice-President shall be Chair and the Secretary of the House shall be Secretary of the House Standing Committee.
24. The House Standing Committee may choose a Deputy Chair.
25. Subject to any directions of the Synod or of the House, the House Standing Committee may appoint and having appointed, may dissolve other committees with such membership, functions, terms of office and rules of procedure as it may decide and may direct that some or all of the members be elected in such manner and for such periods of office as it may determine.
26. Subject to any directions of the Synod, Standing Orders 113 to 117 of the Synod shall not apply to committees set up under House Standing Order 25. Such committees shall determine their own procedure insofar as this has not been laid down by the House Standing Committee or by the House.

## **GENERAL PROVISIONS**

27. Subject to these Standing Orders the procedure of the House shall be the same, mutatis mutandis, as that of the Synod and the Standing Orders of the Synod, where appropriate, shall apply to the House.
28. A motion for the amendment of these Standing Orders shall not be voted on unless it has been considered by the House Standing Committee and no such amendment shall take effect unless it is consistent with the Standing Orders of the Synod.

## **CHELMSFORD DIOCESAN BOARD OF FINANCE**

### **DIRECTIONS REGULATING THE PROCEDURE OF THE BOARD**

1. The Board of Finance (“the Board”) shall act in consultation with the Diocesan Synod (“the Synod”).

### **ALLOCATIONS OF FUNDS**

2. The Board shall be responsible for raising, administering and allocating Diocesan Funds for:
  - a) the maintenance of the necessary organisation of the Diocese, including the augmentation of clerical stipends; and
  - b) the requirements of any properly constituted committees of the Synod or of the Board (in these directions referred to as “the committees”).The money allocated to the committees shall be expended by them subject to any statutory provisions and to any limitations laid down by the Board.
3. The Board shall cause these requirements to be examined and if necessary, revised after consultation with the committees.

### **APPORTIONMENT OF PARISH SHARE**

4. In consultation with the Bishop’s Council the Board shall cause to be prepared and laid before either the Synod or the Board in general meeting:
  - a) a complete estimate of the total sum required to be raised for the following year’s expenditure; and
  - b) the apportionment to deaneries on the basis of a formula agreed by the Synod for onward apportionment to the parishes.
5. For the purposes of apportionment to deaneries, the Board may from time to time call for returns from parishes of such information as it deems necessary. If the Secretary of the Board shall not have received such a return from any parish by the date specified in the request, the Board shall determine the figures to be used for that parish in calculating the deanery apportionment.
6. Before the estimate referred to in paragraph 4 above is approved by the Synod the Board shall provide deaneries with the opportunity to comment on the proposed expenditure and means of meeting it.
7. After the estimate and the amounts apportioned on the deaneries, or any amendments thereof respectively, have been approved by the Synod, the Secretary shall at once inform each Rural Dean, Lay Chair and Deanery Treasurer of the amount apportioned on the relevant deanery. The Deanery Standing Committee is responsible for further apportionment to parishes.
8. If, on receipt of the deanery apportionments, the deanery synod or its duly constituted finance committee considers that the assessment is inexpedient in the light of the deanery’s exceptional circumstances, the matter shall be reported to the Secretary of the Board, and the Board shall reconsider the equity of the deanery apportionment.

9. At each meeting of the Board, reports shall include :
  - a) the amounts invited and received from deaneries; and
  - b) the work of the Board since the previous meeting.

## **BUSINESS AND PROCEDURE**

10. Subject to any statutory provision, to the Memorandum & Articles of Association of the Board and to these directions, Standing Orders 28-30, 33-62 and 74-76, (all inclusive) of the Synod, shall govern the business and procedure of the Board. For directions governing the composition of the Finance Committee, see the Committee Handbook.
11. The Chair may at any time suspend all or any of the Standing Orders referred to in the previous paragraph to facilitate a general discussion. Any such discussion shall be conducted in a manner to be determined by the Chair and shall end when he or she so rules but no motion or amendment shall be moved or put to the vote while Standing Orders are suspended.
12. Immediately after a motion has been moved and seconded, the Chair may give members an opportunity to ask questions for the purpose of elucidating facts.
13. Any reference in Standing Orders to the Bishop's Council may, insofar as that council directs, refer to a Finance Committee constituted under Standing Order 94.

## **MOTIONS PROPOSING ADDITIONAL EXPENDITURE**

14. No motion or amendment proposing additional expenditure may be moved without the consent of either the Bishop's Council or the Finance Committee unless 14 days' notice has been given in writing to the Secretary of the Board. In case of doubt the question whether any motion or amendment does propose additional expenditure shall be decided by the Chair.
15. Except with the consent of either the Bishop's Council or the Finance Committee no motion or amendment proposing additional expenditure shall be put to the vote before the meeting of the Board following that at which it is proposed.

## **SEPARATE VOTING BY EPISCOPAL, CLERICAL AND LAY MEMBERS**

16. If a poll is demanded on any question in accordance with the Articles of Association of the Board and either the President or any fourteen members present so require, the votes of the Episcopal, Clerical and Lay members shall be counted separately. No decision on any such question shall take effect without the assent of the President and of majorities in all three Houses (Episcopal, Clerical and Lay).

June 2012

**CHELMSFORD DIOCESAN SYNOD  
ALLOCATION OF SEATS FOR ELECTIONS IN 2012**

[Minimum: 2 seats per Deanery House]

Deanery	House of Clergy			House of Laity		
	Licensed Clergy	2009 Seats	2012 seats	Electoral Roll totals	2009 Seats	2012 Seats
		1:5	1:5		1:500	1:475
Barking & Dagenham	16	3	3	1382	2	2
Epping Forest	21	4	4	2210	4	4
Harlow	16	3	3	1445	3	3
Havering	35	6	7	3925	7	8
Newham	31	6	6	2357	4	4
Ongar	8	2	2	977	2	2
Redbridge	34	6	6	3216	6	6
Waltham Forest	29	4	5	2459	5	5
<b>Barking</b>		<b>34</b>	<b>36</b>		<b>33</b>	<b>34</b>
Brentwood	19	3	3	2392	4	5
Basildon	19	4	3	1681	3	3
Chelmsford North	22	4	4	2146	4	4
Chelmsford South	23	4	4	2095	4	4
Maldon & Dengie	11	2	2	959	2	2
Hadleigh	17	3	3	1902	3	4
Southend	19	3	3	1664	3	3
Thurrock	19	4	3	1662	3	3
Rochford	11	2	2	1204	2	2
<b>Bradwell</b>		<b>29</b>	<b>27</b>		<b>28</b>	<b>30</b>
Witham	18	2	3	2149	3	4
Hinckford	15	2	3	1865	3	3
Braintree	13	2	2	1198	2	2
Colchester	32	5	6	2632	4	5
Dunmow & Stansted	14	2	2	1373	2	2
Harwich	12	2	2	1299	2	2
Saffron Walden	18	2	3	2249	4	4
St Osyth	14	2	2	1889	3	3
<b>Colchester</b>		<b>21</b>	<b>23</b>		<b>25</b>	<b>25</b>
<b>Diocesan Totals</b> 2009		<b>84</b>	<b>86</b>	<b>48,330</b> 47,824	<b>86</b>	<b>89</b>

## BISHOP'S COUNCIL TERMS OF REFERENCE

### Composition

The Bishop's Council and Standing Committee of Synod (in this handbook referred to as "The Bishop's Council") shall consist of :

#### CLERGY

##### Ex officio

The President of Synod	1
The Clergy Vice President	1
Area Bishops	3
The Dean	1
Archdeacons	7
Dean of Mission & Ministry <sup>1</sup>	1

**14**

#### LAITY

The Lay Vice President	1
Chair of the Board of Finance	1
Vice Chair of the Board of Finance	1

**3**

##### Elected

One licensed Minister from each episcopal area	3
--	---

**17**

Four lay persons from each episcopal area	12
One lay person appointed by and from the membership of each Area Mission & Pastoral Committee	3

**18**

The Diocesan Bishop may nominate up to a further four members.

The lay members of the Synod from each Episcopal Area shall elect from among their number four persons.

The clerical members of the Synod from each Episcopal Area shall elect from among their number one person.

### Election to the Bishop's Council

The election for members of the Bishop's Council shall take place immediately after the election of a new Synod and members shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall otherwise be as provided in Standing Order 112.

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<sup>1</sup> The Dean of Mission & Ministry and any other member of the Bishop's Council remunerated by the DBF shall not be a member of the Finance Committee (see Finance Committee terms of reference below).

## **Officers**

The officers of the Bishop's Council shall be:

- i) The President of the Synod shall be Chair;
- ii) A member of the Council nominated by the President with the consent of the Council shall be Vice-Chair;
- iii) The Secretary of the Synod shall be Secretary.

## **Functions**

The functions of the Bishop's Council shall be:

- i) subject to the directions of the Synod, to transact the business of the Synod when it is not in session;
- ii) to advise the Synod on matters of policy which are placed before it;
- iii) to receive and approve recommendations from its Standing Committee and any other of its sub-committees for the agenda items to be placed before Synod and to circulate to members information about matters for discussion;
- iv) to recommend priorities for the use of Diocesan resources and to express views on proposed initiatives and strategies;
- v) to advise the President and his staff on any matters which they may refer to the Council;
- vi) to appoint members to committees and boards or to nominate members for election to committee and boards, in accordance with statutory provisions or the directions of the Synod;
- vii) to carry out such other functions as Synod may delegate to it.

## **Term of Office**

Pursuant to Standing Order 104 elected and appointed members may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.



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