

STANDING ORDERS¹ OF THE PERTH DIOCESAN SYNOD 2007

-----	1
Glossary and Interpretation	1
The President, the Chairperson and courtesies	2
Appointed or Elected Synod Officers	3
Powers and duties of Synod Officers	3
Concerning Standing Orders	4
Meeting times and quorum	4
Placing questions and motions on the Business Paper	4
Asking questions and giving notice of motions	5
Elections by Synod	6
The Summons	6
Speeches	6
Provisions for all motions	7
Provisions for amendments	8
Procedural motions	9
Orders of the Day	10
Consideration of formal business	10
Consideration of controversial and/or vital business	11
Consideration of General Synod Canons	11
Consideration of Diocesan legislation	12
Consideration of other business	13
Voting and elections	14
Select Committees	15
General provisions	15
Synod's daily agenda	16

GLOSSARY AND INTERPRETATION

1. Explanation of certain terms

- 1.1. The explanations provided in Standing Order 1.2 are to assist members of Synod and do not vary any meanings given to the terms in any Statute or in these Standing Orders.
- 1.2. Brief explanations of terms and concepts:
- General Synod:** the national Synod of the Anglican Church of Australia. It meets triennially.
- Canon:** legislation passed by General Synod with a view to providing uniform legislation across the whole of Australia. It has no force in a Diocese until adopted in that Diocese. Provisional Canons have no force until assented to by a large majority of Dioceses and then adopted by a particular Diocese.
- Synod:** a body of licensed clergy and elected laity who make decisions under the leadership of the Archbishop. In this Diocese each Synod has a life of three years and is referred to as "The Nth Synod of the Diocese".
- Voting by Houses:** Most decisions of Synod are made by the clergy and laity voting together, and legislative decisions require the President's assent. A vote 'by Houses' may also be called for. In that case, the provisions of Standing Orders 68.4 and 68.5 apply.
- Committee:** Synod may resolve to form itself into a committee of the whole, allowing the business before it to be handled in a less formal way. There will be a visible sign that Synod is in committee, such as the laying down of the President's pastoral staff.
- Diocesan Council:** means the body constituted by the Diocesan Council Statute, and which is the body that acts on behalf of Synod when Synod is in recess.
- Notice:** Synod cannot consider some motions or questions unless it has been informed of the intention to move or ask them at least a day (and sometimes a year) beforehand. The Notice informs Synod of such a motion or question and the intention to move or ask it.

2. Interpretation

- 2.1. The meanings of words and phrases given in the Interpretation Statute 2016 apply in these Standing Orders except that for the purposes of the Standing Orders the words and phrases listed hereunder have their meanings given or altered as follows:
- Bill:** a bill for a Statute and, in relation to a Statute, the bill for that Statute.
- Business Paper:** the document setting out the business to be considered by Synod and the order in which it is proposed to be dealt with.
- Chairperson:** the chairperson of a Committee.

¹ Pursuant to sections 12(1) and 12(2) of the Constitution Act of the Diocese of Perth 1871

Clause: includes a schedule to a Bill.

Committee: a committee of the whole Synod.

Formal business: a motion or report upon which there is no debate.

member: a member of Synod or of the committee of the whole Synod.

Order of the Day: the result of a resolution of Synod that a matter will be dealt with at a particular time and on a particular day.

Resolution: a resolution that has been passed by Synod or is being proposed to Synod by way of a motion, as the context requires.

Secretary or Secretaries: the secretaries elected by Synod.

Session: an assembly of members of Synod, normally held annually and over several days, and referred to as "The 1st/2nd/3rd Session of the Nth Synod".

Sitting: each of the sitting days of a Session of Synod.

Statute: any existing Statute or Bill that is passed in accordance with *Standing Order 66* and has come into force in accordance with *Standing Order 67*.

THE PRESIDENT, THE CHAIRPERSON AND COURTESIES

3. The President of Synod

3.1. The Archbishop is the President of Synod.

3.2. The President is to conduct Synod's business according to these Standing Orders and:

- (a) may speak on any matter before Synod or Committee without vacating the chair; and
- (b) is to decide all questions of order. The President's decision is final unless Synod resolves to alter it.

3.3. Members of Synod are to:

- (a) stand, if able, when the President enters or leaves the Synod hall;
- (b) remain where they are and keep silence while the President is entering or leaving the hall;
- (c) address all remarks to the President, using the style "Mr [or Madam] President" as appropriate;
- (d) bow to the President while Synod is sitting:
 - (i) after they rise from their seats to leave the hall; and
 - (ii) before they take their seats having entered the hall.

4. The Chairperson of Committees

4.1. When Synod considers any matter in Committee then the Chairperson conducts its business according to these Standing Orders.

4.2. When Synod is in Committee, the Chairperson:

- (a) has the same powers as the President has when Synod is not in Committee; and
- (b) may make editorial alterations to matters and Bills before the Committee provided that the substance of the matter is unchanged. Such alterations include:
 - (i) correcting grammatical, typographical and spelling errors; and
 - (ii) re-numbering sections and cross-references in consequence of amendments.

4.3. When in Committee, members of Synod are to:

- (a) address all remarks to the Chairperson, using the style "Mr [or Madam] Chairperson" as appropriate; and
- (b) bow to the Chairperson while Synod is in Committee:
 - (i) after they rise from their seats to leave the hall; and
 - (ii) before they take their seats having entered the hall.

4.4. If the Chairperson desires to leave the chair then the chair is taken by:

- (a) the Deputy Chairperson; or
- (b) the President

until the Chairperson resumes the chair.

5. Courtesies by members of Synod

5.1. Members of Synod are:

- (a) to be seated and keep silence when the President or Chairperson rise in their place, and remain seated in silence until they resume their seat;
- (b) to allow any member who has the call of the President or Chairperson to speak without interruption, except to ask a question of order;
- (c) if able, to stand when speaking;
- (d) to adhere to the subject of the debate; and
- (e) to refrain from making personal reflections on, or attributing improper motives to, any other member.

5.2. When their turn to speak draws near, members of Synod intending to speak on any matter are to move to vacant seats near the microphones or such other places appointed for speaking and may return to their previous seat after they have spoken.

5.3. All documents etc to be circulated during Synod must:

- (a) have the prior approval of the President; or
- (b) have the authority of a Statute or of these Standing Orders.

APPOINTED OF ELECTED SYNOD OFFICERS

6. Appointment of officers

6.1. At the first Sitting of each Session of Synod, the President will appoint from among the members the following officers:

- (a) a Steering Committee of at least three members;
- (b) a Drafting Committee of at least two members;
- (c) a Minute Reading Committee of one clerical and two lay members;
- (d) a Chairperson of Committees and a Deputy Chairperson; and,

6.2 (a) one returning officer who is not a member
(b) at least eight tellers who are not members

the term of office for these officers shall be for the sole session of synod.

7. Election of officers

7.1 ²Every three years, at the first Sitting of the Session of the Synod, the Synod is to elect from among its members one clerical Secretary and one lay Secretary.

7.2 The appointment of these Secretaries will become effective at the beginning of the first Sitting of the Session of the Synod following that at which they were elected and will be for nominally three years or until the appointment of their successors becomes effective.

8. Vacancies among appointed or elected officers

8.1. Appointed or elected officers may resign their office by written notice to the Diocesan Registrar, upon receipt of which their office becomes vacant.

8.2. Elected offices are deemed vacant when the officer ceases to be a member of Synod by death or any other cause.

8.3. Vacancies among offices may be filled for the remainder of their term either by:

- (a) the Diocesan Council appointing an eligible person to the office; or
- (b) the Synod electing an eligible person.

8.4. If an elected officer is absent for any part of Synod, or otherwise unwilling or unable to perform the duties of the office, then Synod appoints another member to perform the duties on a temporary basis.

POWERS AND DUTIES OF SYNOD OFFICERS

9. The Steering Committee

9.1. The Steering Committee, in consultation with the President:

- (a) determines how the hours of meeting are allocated, including:
 - (i) any Orders of the Day that it deems appropriate, whether:
 - (A) by its own initiative; or
 - (B) upon request from a member;
 - (ii) the times of breaks for worship, meals and other purposes;
- (b) determines the order in which business is considered:
 - (i) prior to each Session; and
 - (ii) both prior to and during each Sitting, provided that business remaining on the Business Paper at the end of a Sitting has precedence at the next Sitting;
- (c) identifies items of business that it considers to be:
 - (i) controversial; or
 - (ii) vital to the life of the Diocese; and
 plans for such business as required by *Standing Order 53.2*.

9.2. The Steering Committee may consult with the Diocesan Registrar and such others as it deems appropriate.

9.3. Synod may alter the arrangements proposed by the Steering Committee by passing a resolution to that effect.

10. The Drafting Committee

10.1. The Drafting Committee:

- (a) makes editorial and drafting changes to the text of motions to be placed on the Business Paper, while preserving their meaning; and
- (b) on referral by Synod or Committee, drafts forms of words for motions and amendments to achieve the ends expressed by Synod or Committee.

11. The Secretaries

11.1. The Secretaries:

- (a) provide a Register of attendance for each Sitting;
- (b) prepare Minutes of the proceedings of Synod whether in Committee or not;
- (c) hold the original Reports, Statutes and Resolutions of the Synod; and
- (d) may make editorial alterations to matters considered by the Synod or the Committee provided that the substance of the matter is unchanged. Such alterations include:
 - (i) correcting grammatical, typographical and spelling errors; and
 - (ii) re-numbering sections and cross-references in consequence of amendments.

² Amended Synod 2019

11.2. At the close of each Session the Secretaries are to deliver to the Registrar of the Diocese the documents referred to in *Standing Order 11.1*.

12. The Returning Officer

12.1. The Returning Officer has oversight of all voting and elections, including:

- (a) receiving the reports of the tellers
- (b) supervising the distribution of ballot papers and their return;
- (c) determining the validity of ballot papers; and
- (d) reporting the results of counts and ballots to the President or Chairperson.

12.2. The Returning Officer may enlist the help of the scrutineers when distributing ballot papers.

13. Minute Reading Committee

13.1. After each Sitting, the Minute Reading Committee:

- (a) reads and, if necessary, corrects the Minutes;
- (b) signs the Minutes as a true and correct record; and
- (c) reports to the President that they have read and certified the Minutes.

13.2. The President is to present each report of the Minute Reading Committee to the next Sitting of Synod or the next meeting of Diocesan Council, whichever is held first, where it is to be considered for adoption.

CONCERNING STANDING ORDERS

14. Standing Orders: variation and cases not provided for

14.1. Any Standing Order may at any time be temporarily suspended or varied if a motion to that effect is proposed:

- (a) with notice and carried by a majority of the members present and voting; or
- (b) without notice and carried by a two-thirds majority of the members present and voting.

14.2. The form of words for a temporary suspension of Standing Orders is:

THAT so much of Standing Orders be suspended as would prevent [*a description of that which it is desired to do*].

If the motion is carried, then Standing Orders are suspended until the purpose of the suspension is accomplished, at which point they are deemed reinstated.

14.3. Any Standing Order may be permanently rescinded or varied if a motion to that effect is carried by a two-thirds majority of the members present and voting.

14.4. In cases for which no provision is made in Standing Orders, the President is to decide in accordance with the rules, forms and practices of the House of Representatives of the Federal Parliament of the Commonwealth of Australia.

MEETING TIMES AND QUORUM

15. Days and times of meeting

15.1. Unless Synod resolves otherwise, it sits daily while it is in Session.

15.2. The President determines the hours of meeting in consultation with the Steering Committee.

15.3. The President takes the Chair at the appointed commencement time of each Sitting and commences the business as soon as a quorum is present.

16. Quorum

16.1. The quorum for Synod and for Committee is:

- (a) the President;
- (b) one quarter of the members of the House of Clergy; and
- (c) one quarter of the members of the House of Laity.

17. When a quorum is lacking

17.1. If there is no quorum within thirty (30) minutes of the President taking the Chair at the commencement of a Sitting, then the President adjourns Synod to its next Sitting.

17.2. At any time, a member may ask the President or Chairperson if a quorum is present, and business is suspended immediately, and the members present are counted.

- (a) If a quorum is present, then business resumes at the point at which it was left off.
- (b) If there is no quorum and a quorum is not formed within five minutes, then:
 - (i) if Synod is in Committee, the Chairperson leaves the chair and reports the lack of a quorum to the President who shall adjourn Synod to its next Sitting; or
 - (ii) if Synod is not in Committee, the President shall adjourn Synod to its next Sitting.
- (c) If a quorum is present when Synod resumes then it proceeds with its business where it left off, except that Orders of the Day take precedence.

PLACING QUESTIONS AND MOTIONS ON THE BUSINESS PAPER

18. Early questions

18.1. If the text of a question to be asked of the President is received by the Diocesan Registrar not less than fifty (50) days before the commencement of the Session of Synod at which it is to be asked, along with the name of the questioner, then:

- (a) the Diocesan Registrar or the Drafting Committee may make editorial or drafting changes to the text of the question, while preserving its meaning; and

- (b) the Diocesan Registrar places the question on the Business Paper, and it takes precedence over all late questions.

19. Late questions

19.1. At the time provided under *Standing Order 73.10* any member:

- (a) may ask a question of the President; and
 (b) must then give two legible copies of the question to the Secretaries.

The question is added to the Business Paper after all other questions, and a copy is posted on a notice board in the venue where the Synod is meeting.

20. Notices of motion

20.1. Where a Statute requires that Synod be notified of a motion in advance, notice is given using the following form of words:

I give notice that at the next [*Sitting or Session etc*] of Synod, I propose to move THAT [*the words or the purpose of the motion to be moved*].

20.2. Notices of motion must satisfy the requirements of *Standing Order 22* and are treated under it as if they were motions.

21. Statutes

21.1. ³Any motion for a Statute or for amendments to a Statute is treated according to *Standing Order 22* except that it must be received by the Diocesan Registrar not less than one hundred (100) calendar days before the commencement of the Session of Synod at which it is to be considered⁴.

21.2. Synod may order the introduction of a Statute or amendments to a Statute on the report of a committee, without complying with the requirements of *Standing Order 21.1*.

22. Early motions

22.1. ⁵The text of any motion to be placed upon the Business Paper is to be received by the Diocesan Registrar not less than fifty (50) calendar days before the commencement of the Session of Synod at which it is to be considered², along with the names of its mover and seconder.

22.2. The Diocesan Registrar or the Drafting Committee may make editorial or drafting changes to the text of the motion, while preserving its meaning.

22.3. The Diocesan Registrar places the motion on the Business Paper, and it takes precedence over all late motions.

23. Late motions

23.1. The procedure for motions not meeting the requirements of *Standing Order 21* is as follows:

- (a) legible copies of the motion are given to:
 (i) the President; and
 (ii) the Secretaries;
 (b) at the time provided under *Standing Order 73.10*, the member seeking inclusion of the motion in the Business Paper is given one minute to state the purpose of the motion and to justify its inclusion;
 (c) any member opposing the inclusion is given one minute to explain their reasons, without debating the purpose of the motion; and
 (d) the President asks:
 Is leave granted to include the motion in the Business Paper?

If leave is granted, the motion is added to the end of the Business Paper.

ASKING QUESTIONS AND GIVING NOTICE OF MOTIONS

24. Asking and answering of questions

24.1. At the time provided under *Standing Order 73.6* the President calls upon members whose questions appear on the Business Paper to ask their questions.

24.2. Immediately after each question is asked, or at such later time as the President deems appropriate, the President or the President's nominee provides an answer or other response.

24.3. All questions asked, and any answers given:

- (a) are recorded in the Minutes; and
 (b) copies are available on request from the Synod Secretaries.

25. Giving notice of motion

25.1. At the time provided under *Standing Order 73.6*, the President calls upon members whose notices appear on the Business Paper to give notice of their motions by reading their notices.

25.2. Where a notice of motion does not satisfy the requirements of *Standing Order 20.2*, notice may be given as follows: At the time provided under *Standing Order 73.4* any member:

- (a) may give notice of a motion; and
 (b) must then give two legible copies of the notice of motion to the Secretaries.

25.3. All notices of motion are recorded in the Minutes.

⁵ Amended Synod 2019

ELECTIONS BY SYNOD

26. Synod Officers and Select Committees

26.1. *Standing Order 27* does not apply:

- (a) to the officers of Synod referred to in *Standing Order 6.1*, who may be nominated in a motion without notice; or
- (b) to members of Select Committees of Synod referred to in *Standing Order 71*, where provision for their election is made.

27. Other elections

27.1. Notice of all vacancies other than those referred to in *Standing Order 26* must be given in the Summons.

27.2. Any two (2) members may nominate in writing any eligible person for election to fill a vacancy, provided that the person gives their signed consent on the nomination form.

27.3. The nomination form is to:

- (a) include biographical details of the nominee; and
- (b) ⁶be received by the Diocesan Registrar not less than ten (10) calendar days before the commencement of the Session of Synod at which the election is to take place.

27.4. Where, after the close of nominations, the number of nominees:

- (a) exceeds the number of vacancies, then an election is held as provided in *Standing Order 70*; or
- (b) does not exceed the number of vacancies, then:
 - (i) the nominees are declared elected; and
 - (ii) any remaining vacancies are filled by Diocesan Council.

27.5. ⁷Should any vacancy or vacancies fail to be notified under *Standing Order 27.1*, or should any election fail for any cause, the vacancy shall be filled by Synod or, if Synod not be in session, by the Diocesan Council.

THE SUMMONS

28. The summons

28.1. The Archbishop is to summon all members of Synod to each Session of Synod by sending a summons to them not less than twenty-eight (28) days before its commencement.

28.2. The summons is to include:

- (a) the dates and times of each Sitting;
- (b) the place of sitting; and
- (c) such other details as may assist members.

29. Documents to accompany the summons

29.1. The summons contains or is accompanied by:

- (a) a copy of these Standing Orders;
- (b) a list of the names of all members of Synod, and their parish or basis of membership of Synod;
- (c) the Business Paper as ordered by the Steering Committee, which is to include:
 - (i) the text of every motion, question and notice that the Diocesan Registrar has placed on the Business Paper; and
 - (ii) any explanatory memoranda or appendices;
- (d) a draft of every Statute or amendment to a Statute to be considered;
- (e) notice of all vacancies in elected positions to be filled by Synod other than those referred to in *Standing Orders 7 and 71*, and nomination forms for them; and
- (f) a copy of the reports to be presented or tabled at the Session of Synod if received by the Diocesan Registrar not less than forty⁸ (40) days before its commencement;

SPEECHES

30. Speaking in Synod

30.1. When no business is before Synod, members may speak only:

- (a) to propose a motion; or
- (b) to ask a question of the President.

30.2. When a motion is before Synod, members may speak only once to that motion and to each motion for amendment, except that:

- (a) the proposer of a principal motion has the right of reply;
- (b) seconding a principal motion or an amendment to a motion formally does not constitute speaking to it; and
- (c) the asking or answering of a question for clarification or a procedural question does not constitute speaking to a motion.

31. Speaking in Committee

31.1. When Synod is in Committee, members may speak as often as they wish to any motion.

⁶ Amended Synod 2019

⁷ Taken from Statute to Regulate Elections by Synod 1974-82, which is otherwise duplicated by the Standing Orders

⁸ Amended Synod 2011

32. Duration of speeches⁹

- 32.1. Standing Orders specify the duration of certain speeches as follows:
- (a) leave to include a late motion in the Business Paper: *see Standing Order 23*;
 - (b) controversial and/or vital motions: *see Standing Order 54.1(c)*.
- 32.2. On a motion that a bill be approved in principle:
- (a) the mover may speak for not more than fifteen (15) minutes in support of the motion,
 - (b) the seconder may speak for not more than ten (10) minutes, and
 - (c) any other member speaking to the motion and the mover speaking in reply may speak for not more than five (5) minutes.
- 32.3. On any motion other than those referred to in *Standing Orders 32.1 and 32.2*:
- (a) the mover may speak for up to five (5) minutes when proposing the motion, provided that the motion is not an amendment;
 - (b) the mover of an amendment, any other speaker and the mover speaking in reply may speak for not more than three (3) minutes,
- except that no time restriction is placed upon the mover and seconder of the reports named in *Standing Order 50.1*.
- 32.4. Extensions of time are at the discretion of Synod or Committee.
- 32.5. The President or Chairperson, or their nominee, indicates:
- (a) when one (1) minute of each speaker's allotted time remains; and
 - (b) when the speaker's allotted time has expired.
- 33. Multimedia**
- 33.1. Speakers may:
- (a) read from a prepared text; and
 - (b) use audio-visual and other aids to support their speeches.
- 34. Speakers not to be interrupted**
- 34.1. Except to ask a question of order, no member is to interrupt a speaker by proposing any motion or by asking the question in *Standing Order 45.1*.

PROVISIONS FOR ALL MOTIONS**35. Repetition not permitted**

- 35.1. No motion may be moved in any Session that is the same in substance as any motion already dealt with in the same Session.

36. Moving, seconding and withdrawing

- 36.1. All motions must be moved and seconded, without which a motion is deemed lapsed; except that amendments in Committee require no seconder.
- 36.2. Synod or Committee may grant leave for the mover to withdraw a motion, whether debate upon it has commenced or not.
- 36.3. Withdrawal of a motion does not constitute dealing with it.

37. When the mover and/or seconder are absent

- 37.1. When Synod or Committee comes to consider a motion and the mover is absent, then the seconder may seek leave to move the motion standing in the name of the mover. If leave is:
- (a) granted, then the seconder becomes the mover and any other member may second the motion; or
 - (b) refused, then *Standing Orders 37.3(b) and 37.3(c)* apply.
- 37.2. When Synod or Committee comes to consider a motion and the seconder is absent, then any other member may second the motion.
- 37.3. When Synod or Committee comes to consider a motion and both the mover and the seconder are absent, then:
- (a) any member may seek leave to move the motion and if leave is granted, that member becomes the mover and any other member may second the motion; or
 - (b) if no member seeks and is granted leave to move the motion, then any member may move:
 THAT consideration of the motion be postponed.
 If that motion is carried, then the motion is placed at the end of the Business Paper.
 - (c) If no member is granted leave to move the motion and the motion is not deferred, then it is deemed lapsed.

38. Consideration in Committee

- 38.1. At the request of any member, a motion may be considered in Committee. The procedure follows *Standing Orders 64 and 65* as nearly as possible.

38A Motions involving expenditure

Any motion that will, if passed, result in expenditure from the Diocesan Council budget over \$20,000 shall not be included on the Business Paper for a Sitting of Synod unless it sets out, or is accompanied by a paper produced in consultation with the Diocesan Secretary setting out, the financial effect of the motion, including:

- (a) the proposed source of funding; and
- (b) a detailed statement of expected income and expenditure per year that will result from the passing of the motion.

⁹ Amended Synod 2022

39. Indicating intention to speak

- 39.1. When Synod comes to consider any motion, speakers shall move forward and take their place on the seats provided in the synod hall and the President shall direct the order of speakers.

PROVISIONS FOR AMENDMENTS**40. Amendments before motion introduced**

- 40.1. At any time after the Business Paper has been circulated and before a motion comes under consideration, any member may propose to its mover that it be amended.
- 40.2. The mover of a motion may prepare an amended text of the motion incorporating:
- (a) amendments proposed by other members and acceptable to the mover; and
 - (b) amendments proposed on the mover's own initiative.
- 40.3. When the President calls upon the mover to introduce the motion, the mover may first seek leave of Synod to move it in the amended form.
If leave is granted, then the motion is moved in its amended form. If not, then the original form of the motion is moved.
- 40.4. After the motion is moved and seconded, any amendment:
- (a) not acceptable to the mover; or
 - (b) for which leave to introduce it was not granted may be moved.

41. Amendments after motion introduced

- 41.1. Any member may move an amendment to a motion under consideration.
- 41.2. All amendments must be seconded, except that:
- (a) the mover of a motion or amendment being amended may accept the amendment, whether seconded or not, whereupon the amendment is deemed carried; and
 - (b) amendments in Committee do not require a seconder.
- 41.3. Before any amendment is moved, legible copies of it must be given to:
- (a) the President or the Chair of Committees; and
 - (b) the Secretaries.
- 41.4. Amendments cannot:
- (a) be proposed to parts of a motion or amendment located before the last part of the motion or amendment dealt with by Synod or Committee; or
 - (b) be the same in substance as a previous amendment to the motion.
- 41.5. By leave of Synod or Committee, the mover of an amendment may withdraw it.
- 41.6. Withdrawal of an amendment does not constitute dealing with it or with the motion or amendment that it sought to amend.
- 41.7. No amendment may reverse the meaning of the motion or amendment that it seeks to amend.

42. Nested amendments

- 42.1. Amendments may be proposed to amendments proposed to amendments and so on. That is, amendment motions may be nested to any extent required.
The last amendment proposed must be dealt with before the next preceding amendment and so on, until finally the principal motion (as amended) is dealt with.
- 42.2. The procedure for amendments nested to two levels is as follows, and illustrates the procedure for deeper levels of nesting:
- (a) The principal motion is moved and seconded, and debate commences.
 - (i) An amendment may be moved and seconded, and debate on the amendment commences.
 - (A) An amendment to the amendment may be moved and seconded, and debate on it commences.
 - (B) The amendment to the amendment is dealt with. If carried, the amendment at 42.2(a)(i) (as amended) becomes the subject of debate.
 - (ii) The amendment at 42.2(a)(i) (as amended) is debated and dealt with. If carried, the principal motion in 42.2(a) (as amended) becomes the subject of debate.
Debate on the principal motion in 42.2(a) (as amended) continues.
 - (iii) A further amendment to the principal motion in 42.2(a) (as amended) may be moved and seconded, and debate on the further amendment commences.
 - (A) An amendment to the further amendment may be moved and seconded, and debate on it commences.
 - (B) The amendment to the further amendment is dealt with. If carried, the further amendment 42.2(a)(iii) (as amended) becomes the subject of debate.
 - (iv) The further amendment (as amended) is dealt with. If carried, the principal motion in 42.2(a) (as further amended) becomes the subject of debate.
Debate on the principal motion in 42.2(a) (as further amended) continues.
 - (b) The principal motion in 42.2(a) (as further amended) is dealt with.

43. Forms of words for amendments

- 43.1. Members are to use the following forms of words when proposing amendments:
- (a) Where the intention is to replace all of the words of the original motion with other words:
THAT all the words after the word 'that' be deleted and the following words be inserted in lieu thereof: '*[the new words]*'.
 - (b) Where the intention is to retain the words of the original motion up to a certain point and replace all of the subsequent words with other words:
THAT all the words after the word/s '*[the last word/s to be retained and their location, if required for clarity]*' be deleted [***] and the following words be inserted in lieu thereof: '*[the new words]*'.
 - (c) Where the intention is to replace specific words of the original motion with other words:
THAT the word/s '*[the word/s to be deleted]*' after the word/s '*[the last word/s before the word/s to be deleted and their location, if required for clarity]*' be deleted [***] and the following words be inserted in lieu thereof: '*[the new words]*'.
 - (d) Where it is desired to delete words without inserting other words then the motion may stop at the point marked [***] in 43.1(b) and 43.1(c).
 - (e) Where it is desired to insert words without deleting any words:
THAT the word/s '*[the word/s to be inserted]*' be inserted after the word/s '*[the last word/s before the insertion point and their location, if required for clarity]*'.
 - (f) Other forms of words modelled on those above may be used.
- 43.2 The provisions of these Standing Orders are subject to an over-riding discretion in the President or the Chairperson to put to the Synod or the Committee any other procedure which will best work for the efficient dispatch of the business of the Synod.

PROCEDURAL MOTIONS**44. Motions that supersede the motion being debated**

- 44.1. At any time during debate, a member may move one of the following motions:
- (a) THAT Synod proceed to the next business.
 - (i) If carried, then the current motion lapses and the next business is brought on.
 - (ii) If lost, then debate of the current motion continues where it was left off.
 - (b) THAT the motion be not put.
 - (i) If carried, then the current motion lapses and the next business is brought on.
 - (ii) If lost, then the current motion is put forthwith without denying its mover the right of reply.
 - (c) The adjournment of Synod as provided in *Standing Order 48*.

45. Motions that bring the current debate to a close

- 45.1. At any time during debate, a member may say,
I ask whether in the opinion of the President [*or Chairperson*] the motion has been adequately discussed?
If the President or Chairperson answers:
- (a) in the affirmative then any member may move
THAT the motion be now put.
and if that motion is:
 - (i) carried, then the current motion is put forthwith without denying its mover the right of reply; or
 - (ii) lost, then debate of the current motion continues where it was left off;
 - (b) in the negative then debate of the current motion continues where it was left off.
- 45.2. At any time during debate, the President or Chairperson may inform Synod that in their opinion the motion has been adequately discussed, whereupon the procedure in 45.1(a) is followed.

46. Adjournment of the debate on a motion

- 46.1. At any time during debate, a member may move:
THAT the debate be adjourned;
and may continue with words like:
- (a) and made an Order of the Day for [*time and day*]; and/or
 - (b) and take precedence over all other motions and Orders of the Day at the next Sitting.
- 46.2. If the motion is:
- (a) carried then debate on the motion is adjourned, and at the time of resumption the debate resumes where it was left off; or
 - (b) lost, then debate continues and no similar motion for adjournment may be moved within fifteen minutes.

47. Adjournment of Committee

- 47.1. At any time while in Committee, a member may move:
THAT the Chairman leave the chair, report progress and ask leave to sit again.
- 47.2. If the motion is carried, then:
- (a) Synod is deemed reconvened forthwith; and
 - (b) the Chairman reports to the President and asks leave accordingly.

48. Adjournment of Synod

- 48.1. At any time, a member may move:

THAT Synod do now adjourn
and may continue with words specifying a time and day for resumption.

- 48.2. If the motion is:
- (a) carried then Synod stands adjourned until:
 - (i) the next Session if no resumption is specified, and all business remaining on the Business Paper lapses including any motion being debated; or
 - (ii) the time and day specified for resumption, at which time business resumes where it was left off.
 - (b) lost, then business continues and no similar motion for adjournment may be moved within fifteen minutes.

ORDERS OF THE DAY

49. Early requests for Orders of the Day

- 49.1. Requests for Orders of the Day received by the Diocesan Registrar at least forty (40) days before the commencement of a Session of Synod are to be accompanied by the reason for the proposed Order of the Day. Such requests are dealt with as follows:
- (a) the Diocesan Registrar refers the request and its reason to the Steering Committee;
 - (b) the Steering Committee considers the request and its reason and may:
 - (i) approve the request and forthwith set the Order of the Day; or
 - (ii) reject the request, in which case it frames the request as a motion for an Order of the Day and places it on the Business Paper.

50. Late Orders of the Day

- 50.1. Motions for Orders of the Day placed on the Business Paper by the Steering Committee are dealt with before such motions not satisfying the requirements of *Standing Order 49*.
- 50.2. The form of words is:
THAT motion [or report] [number on the Business Paper or its name] be made an Order of the Day for [the time and day].
- 50.3. At any time, a member may give the Secretaries a copy of such a motion and inform them of the reason for it, whereupon the Secretaries refer the motion and its reason to the Steering Committee. The Steering Committee considers the motion and its reason and may:
- (a) approve the motion and:
 - (i) forthwith set the Order of the Day; and
 - (ii) inform the President and the Secretaries; or
 - (b) reject the motion, in which case the mover may bring the motion before Synod.
- 50.4. At the time set in *Standing Order 73.11(b)*, any member may move an Order of the Day which is dealt with as follows:
- (a) the mover is given one minute to justify it;
 - (b) any member opposing the motion is given one minute to explain their reasons, without debating the motion that is the subject of the motion for an Order of the Day;
 - (c) the President puts the motion for an Order of the Day and if the motion is:
 - (i) carried by a two-thirds majority of the members present and voting then the Order of the Day stands; or
 - (ii) lost then the motion that was the subject of the Order of the Day retains its original place on the Business Paper.

CONSIDERATION OF FORMAL BUSINESS

51. Formal reports

- 51.1. The following reports are not tabled or taken formally:
- (a) the reports of the Diocesan Council; and
 - (b) the reports of the Diocesan Trustees.
- 51.2. At the time provided under *Standing Order 73.12(a)*, the President tables all reports other than those in *Standing Order 51.1* and advises Synod that:
- (a) Formal reports will not be discussed;
 - (b) any member who wishes to discuss a report is to say "Object" when the title of that report is read; and
 - (c) the reception of any report to which there is an objection will be debated, and its content discussed, in the normal course of business.
- 51.3. The President reads to Synod the titles of the tabled reports as listed in the Business Paper, and any report to which no objection is raised is deemed formal.
- 51.4. The reception of any formal reports is then proposed forthwith.

52. Formal motions

- 52.1. No motion for legislation is taken formally.
- 52.2. The President discovers formal motions:
- (a) at the time provided under *Standing Order 73.12(b)*; and
 - (b) at such other times as the President deems appropriate.
- 52.3. The President advises Synod that:
- (a) Formal motions will not be debated, except that the mover may speak to them;

- any member who wishes to debate a motion is to say "Object" when the item number of that motion is read; and
- (b) any motion to which there is an objection will be debated in the normal course of business.
- 52.4. The President reads to Synod the item number of each motion that is not for legislation as listed in the Business Paper, and any motion to which no objection is raised is deemed formal.
- 52.5. Unless they are the subject of an Order of the Day, formal motions are dealt with as they arise in the Business Paper.
- 52.6. Formal motions are dealt with as follows:
- (a) the mover proposes the motion and may speak to it;
 - (b) the seconder seconds the motion without speaking to it; and
 - (c) the question is put without debate.

CONSIDERATION OF CONTROVERSIAL AND/OR VITAL BUSINESS

53. Identifying and preparing for controversial and/or vital business

53.1. Business is treated as controversial and/or vital to the life of the Diocese if it is identified as such by:

- (a) the Steering Committee;
- (b) the President; or
- (c) the Chairperson.

53.2. For each item of business identified as controversial and/or vital, the Steering Committee:

- (a) plans the Synod timetable to accommodate it;
- (b) invites two members, one of whom may be the mover, to prepare:
 - (i) leading speeches from different points of view; and
 - (ii) questions to aid members in their discussion of the business.

54. Consideration of controversial and/or vital business

54.1. Commencement of debate:

- (a) The President or Chairperson advises Synod or Committee that the matter will be treated as controversial and/or vital.
- (b) The mover and seconder of the business move and second it formally.
- (c) Two speakers, one of whom may be the mover, speak to the business from different points of view for up to six (6) minutes each.

54.2. Small group discussion:

- (a) Members discuss the business in small groups, aided by questions referred to in *Standing Order 53.2(b)(ii)*.
- (b) The discussion continues for twenty (20) minutes, or such other period as the Steering Committee determines.
- (c) Debate resumes after the small group discussion.

54.3. Continuation of debate:

- (a) The President or Chairperson next calls a speaker who supports the motion.
- (b) Debate continues according to *Standing Order 68.3*.

54.4. Closure of debate:

The debate is closed according to *Standing Order 68.4*.

CONSIDERATION OF GENERAL SYNOD CANONS

55. Canons unalterable by Synod

55.1. Neither Synod nor Committee can amend any Canon of General Synod, which must be adopted or assented to intact, or rejected.

56. Consideration of Canons

56.1. The procedure for considering Canons follows *Standing Orders 61 to 65* as nearly as possible, except that:

- (a) during the discussion of the principle of the Canon the Synod may record changes of principle that it desires; and
- (b) Committee does not amend the Canon but records desired changes to the wording.

57. Adoption of or assent to the Canon

57.1. The adoption of or assent to the Canon is considered as appointed by an Order of the Day for legislation.

57.2. The President invites the mover of the Canon to move:

THAT the Canon be adopted.

or

THAT the Provisional Canon be assented to.

57.3. The Canon comes into force according to *Standing Order 58*.

58. Coming into force in the Diocese

58.1. If the motion that the Canon be adopted or assented to is carried, then if it was:

- (a) an ordinary Canon it comes into force at the time that it is signed by the President; or
- (b) a Provisional Canon it comes into force when adopted by Synod and signed by the President after it has been assented to by sufficient dioceses, as prescribed by the Constitution of the Anglican Church of Australia.

59. Report to General Synod

- 59.1. The Diocesan Registrar reports the outcome of the Canon or Provisional Canon to General Synod, along with any requests or recommendations made by Synod or Committee.

CONSIDERATION OF DIOCESAN LEGISLATION**60. Amendments desired by the mover**

- 60.1. Where the mover wishes to introduce the Bill in a form amended from that printed in the Business Paper, the amended form or the amendments must first be circulated to members.
- 60.2. Before moving the motion, the mover is to say
I seek leave of Synod to introduce [*the name of the Bill*] with amendments.
If leave is granted, then the amended form may be introduced.
- 60.3. The Bill is then introduced according to *Standing Order 61*.

61. Introduction of the Bill

- 61.1. The Bill is introduced either:
- (a) by an order of Synod on the report of a committee; or
 - (b) by motion, in which case:
 - (i) the mover or, by leave of Synod, any other member:
 - (A) identifies the (amended) Bill
 - (B) explains the purpose and provisions of the Bill; and
 - (C) moves 'THAT the Bill be approved in principle.'
 - (ii) the seconder seconds the motion, and may do so formally;
- 61.2. The principle of the Bill is then clarified according to *Standing Order 62*.

62. Clarification of the principle of the Bill

- 62.1. The President:
- (a) suspends debate;
 - (b) invites members to ask questions for clarification or explanation, in order that they may better understand the purpose and intended effect of the Bill; and
 - (c) directs members not to debate those purposes or intended effects at this time.
- 62.2. The mover, seconder or another appropriate person answers each question as it is asked, and such questioning and answering continues until either:
- (a) there are no more questions; or
 - (b) the President announces that debate is to resume.
- The asking or answering of such questions is deemed not to be a speech.
- 62.3. The principle of the Bill is then debated according to *Standing Order 63*.

63. Debate on the principle of the Bill

- 63.1. Debate of the principle continues according to *Standing Order 68.3*.
- 63.2. Closure of debate on the principle of the Bill:
- (a) The right of reply may be exercised by either the mover or the seconder of the motion.
 - (b) The President puts to the vote the motion:
THAT the Bill be approved in principle.
 - (c) The President declares the result. If the motion is:
 - (i) lost, then the Bill lapses; or
 - (ii) carried, then the procedures set out below are followed.
- 63.3. The Bill having been approved in principle; the President asks:
DOES any member wish to debate the Bill in Committee?
- (a) If any member answers "Yes", then the President:
invites any member who wishes to propose an Order of the Day for the consideration of the Bill in Committee to move such motion, and it is dealt with according to *Standing Order 50.4*.
If no Order of the day is moved, or if such motion is lost, the President proceeds to *Standing Order 64*.
 - (b) If no member wishes to debate the Bill in Committee, then the President proceeds to *Standing Order 66*.

64. Detailed consideration of the Bill in Committee

- 64.1. The President informs Synod that it is deemed to be in Committee, and the Chairperson takes the chair.
- 64.2. The Chairperson:
- (a) may allow the Bill to be considered:
 - (i) as a whole;
 - (ii) clause by clause;
 - (iii) by groups of clauses and single clauses; or
 - (iv) in any other manner that the Chairperson considers expedient; and
 - (b) must do so at the request of any member.
- 64.3. If the Bill is to be taken as a whole, then the Chairperson proceeds to *Standing Order 64.6*.
- 64.4. If the Bill is to be considered in parts, then the Title of the Bill is considered last, and the Preamble, if any, is considered immediately before the Title.

- 64.5. When considering a Bill in parts, for each clause or group of clauses:
- (a) The Chairperson says:
The question is, THAT clause/s [*the number/s or names of the clause/s*] be agreed to.
 - (b) Members may move amendments to or deletions of the clauses under consideration, according to *Standing Orders 41 to 43*.
 - (c) When all amendments have been dealt with, the Chairperson puts the question to the vote and declares the result.
 - (d) When that clause or group of clauses has been agreed to or deleted, the procedure is repeated for subsequent clauses and groups of clauses.
 - (e) When all other clauses have been agreed to or deleted, the procedure is repeated for:
 - (i) the Preamble, if any; and
 - (ii) the Title.
- 64.6. When the Bill is considered as a whole, or all clauses not deleted have been agreed to:
- (a) the Chairperson says
The question is, THAT the Bill as a whole be agreed to and then puts that question to the vote.
 - (b) If the vote is carried, then the Chairperson certifies on a copy of the Bill that it is a true copy of the Bill as agreed to by the Committee.
- 64.7. Consideration of the Bill continues according to *Standing Order 65*.
- 65. Synod reconvenes**
- 65.1. Upon the Committee completing its work, Synod is deemed reconvened.
- 65.2. The Chairperson reports to the President that:
THE Committee has agreed to the Bill with [*or without*] amendment/s.
- 65.3. The President puts to the Synod the motion:
THAT the report be agreed to.
Any member may then move:
THAT the Bill [*or a specified clause or clauses of the Bill*] be recommitted to the Committee to consider an amendment.
If the member's motion is carried, then:
- (a) the procedure at *Standing Order 64* is followed; and
 - (b) the Committee considers only amendments related to the purpose of the recommitment.
- If the member's motion is lost, then the President's question is put to the vote.
If the question is answered in the negative, then the Bill lapses.
If Synod agrees to the Chairperson's report and the President has the copy of the Bill certified by the Chairperson as correct, then the passing of the Bill may proceed forthwith or be made an Order of the Day for another time.
- 65.4. The passing of the Bill proceeds according to *Standing Order 66*.
- 66. Passing of the Bill**
- 66.1. The passing of the Bill may be considered at the time or as appointed by an Order of the Day.
- 66.2. The President invites the mover of the Bill to move:
THAT the Bill [*as agreed by Committee*] do now pass.
- 66.3. The Bill comes into force according to *Standing Order 67*.
- 67. Coming into force as a Statute**
- 67.1. If the motion that the Bill do now pass is carried, then:
- (a) if the Bill was not considered in Committee, the Bill as introduced; or
 - (b) if the Bill was considered in Committee, the Bill as certified by the Chairperson becomes a Statute of the Diocese.
- 67.2. Both Secretaries are to certify on a copy of the Statute that it is a copy of the Statute as passed and the date of its passing.
- 67.3. The Statute as certified by the Secretaries comes into force at the time that it is signed by the President.

CONSIDERATION OF OTHER BUSINESS

- 68. Consideration of Business for which no other provision has been made**
- 68.1. Commencement of debate:
- (a) The President or Chairperson calls on the mover to move the motion, and the mover speaks to it.
 - (b) The seconder seconds the motion and may reserve the right to speak.
- 68.2. Discovery of dissent:
- (a) The President or Chairperson asks if any member wishes to speak against the motion.
 - (b) If there are no speakers against the motion, then:
 - (i) the President or Chairperson puts the motion to the vote; or
 - (ii) at their discretion, the debate continues until the provisions of *Standing Order 44* are invoked.
- 68.3. Continuation of debate:
- (a) The President or Chairperson next calls a speaker who opposes the motion, and then one who supports it.
 - (b) Debate continues with speakers for the Ayes and Noes alternating until either:

- (i) there are no more speakers for one side; or
 - (ii) the provisions of *Standing Order 44* are invoked.
 - (c) When there are no more speakers for one side, the President or Chairperson:
 - (i) puts the motion to the vote forthwith; or
 - (ii) at their discretion, the debate continues until the provisions of *Standing Order 45* are invoked.
- 68.4. Closure of debate:
- (a) The right of reply may be exercised by either the mover or the seconder of the motion.
 - (b) The President or Chairperson puts the motion to the vote as provided in *Standing Order 69.1*.
 - (c) The President or Chairperson declares the result.

VOTING AND ELECTIONS

69. Voting

- 69.1. Where a motion or amendment contains more than one part, the President or Chairperson:
- (a) may call for a vote on each part separately and in order; and
 - (b) must do so at the request of any member.
- Parts may be grouped together and taken as one part for voting.
- 69.2. Motions are carried on a simple majority of the members present and voting unless another majority is specified by these *Standing Orders* or other Statute.
- (a) *Standing Orders 14.1(b), 14.3 and 50.4(c)(i)* require a two-thirds majority of the members present and voting.
 - (b) Alterations to the Constitution are carried by not less than three-fourths of the members present voting as one body.
 - (c) Leave is granted on a simple majority of the members present and voting.
- 69.3. When putting a motion, the President or Chairperson:
- (a) Voting may be carried out electronically; or
 - (b) alternatively, the vote may be judged on the voices by:
 - (i) calling on those in favour to say "Aye";
 - (ii) calling on those against to say "No"; and
 - (iii) stating whether the motion is carried or lost.
 - (c) Any member may then call for a show of hands, upon which the President or Chairperson:
 - (i) calls on those in favour to raise one hand;
 - (ii) calls on those against to raise one hand; and
 - (iii) states whether the motion is carried or lost.
 - (d) Any member may then call for a count, whereupon no member may enter or leave the hall until the result is declared. The count is conducted as follows:
 - (i) the President or Chairperson appoints tellers to count the hands;
 - (ii) the procedure in 69.3(c) is followed except that the tellers:
 - (A) count the hands;
 - (B) report their counts to the Returning Officer who collates the counts and determines whether the motion is carried or lost;
 - (C) the Returning Officer informs the President or Chairperson of the result; and
 - (D) the President or Chairperson declares the result.
- 69.4. Subject to *Standing Order 69.5*, any two clerical members or any four lay members may call for a vote by Houses. The procedure in *Standing Order 69.3(d)* applies, except that:
- (a) the President:
 - (i) first calls upon the laity to vote; and then
 - (ii) calls upon the clergy other than the President to vote;
 - (b) the tellers report their counts from the laity and the clergy to the Returning Officer;
 - (c) the President declares the vote:
 - (i) carried if carried by the laity and the clergy by the required majority; or
 - (ii) lost.
 - (d) the President submits each Resolution carried under *Standing Order 68.4(c)* to the Archbishop for assent or dissent.
 - (e) The Archbishop may delay deciding whether or not to assent to a Resolution carried under *Standing Order 69.4(c)(i)* for up to one month, and the provisions of the Constitution apply.
- 69.5. When legislation is being considered, the procedure in *Standing Order 69.4* applies in full only to the final motion that the legislation do now pass. For all other motions in relation to legislation it is modified as follows:
- (a) the President votes with the clergy; and
 - (b) the Chairperson declares the vote:
 - (i) carried if carried by the laity and the clergy by the required majority; or
 - (ii) lost.

69.6. No person may vote as proxy for a member.

70. Elections by Synod¹⁰

70.1. Where a ballot is required for an election, the procedure set out below applies.

70.2. The Diocesan Registrar:

- (a) ensures that sufficient ballot papers are prepared; and
- (b) determines by random selection the order in which the names of the nominees appear on the ballot papers.

70.3. The President determines the time set aside for voting.

70.4. During the time set aside for voting, every member desiring to vote obtains ballot papers from the Returning Officer, who ensures that:

- (a) each ballot paper issued bears the Returning Officer's initials;
- (b) only eligible persons receive ballot papers; and
- (c) no person receives more than one set of ballot papers.

This is done by exchanging the ballot papers for the member's voting crest.

70.5. During the time set aside for voting, members desiring to vote:

- (a) mark their ballot papers with a cross (x) opposite the name of any nominee or nominees for whom they wish to vote; and
- (b) place their ballot papers in the locked ballot boxes kept by the Returning Officer.

A ballot paper is invalid if the number of nominees voted for exceeds the number of vacancies to be filled.

70.6. After the time set aside for voting, the tellers, under the Returning Officer's supervision, count the number of votes received by each nominee.

70.7. The Returning Officer may treat a mark which is not a cross opposite the name of a nominee as a vote received by the nominee if the Returning Officer considers the intention of the member to vote for the nominee is clear.

70.8. The Returning Officer gives to the President a report as to the number of votes received by each nominee. If an equal number of votes is received by two or more nominees, the President exercises a casting vote and may do so by random selection.

70.9. The President declares elected the nominees who have received the highest number of votes and publishes to the members of Synod the Returning Officer's report.

SELECT COMMITTEES

71. Establishment and membership

71.1. A Select Committee of Synod is established by passing the motion:

THAT a Select Committee be established to *[the purpose of the Select Committee]*.

71.2. The membership of the Select Committee is established by passing the motion:

THAT *[list of names]* be appointed to the Select Committee.

or the motion:

THAT the Select Committee be elected by ballot.

71.3. The President appoints a convenor for the Select Committee from among those elected by ballot; or, where there is no ballot, the mover of the motion is appointed convenor.

71.4. The Select Committee:

- (a) elects its own chairperson, who is to sign its report; and
- (b) continues to exist until:
 - (i) its report is finally dealt with by Synod; or
 - (ii) permission for its dissolution is granted by Synod.

71.5. If the Select Committee is directed specially to report to the current Session of Synod, then it does so. If not, the Select Committee:

- (a) has the power to sit during the recess; and
- (b) reports to the next Session of Synod.

GENERAL PROVISIONS

72. Public access to Synod

72.1. Synod meetings are open to the public, who have free access to the visitors' gallery.

72.2. Members are to sit on the floor of Synod, so that:

- (a) they can participate in the business of Synod; and
- (b) visitors have full access to the visitors' gallery.

72.3. By leave of Synod, visitors may be granted:

- (a) a seat on the floor of Synod;
- (b) the right to speak without the right to vote or of proposition.

¹⁰ Amended Synod 2022

- 72.4. At the request of three members, the President orders all visitors to withdraw from Synod.

SYNOD'S DAILY AGENDA

73. The business to be transacted on the first day of Synod

- 73.1. The President's address is delivered.
- 73.2. The business to be transacted on the second day of Synod
- 73.3. Prayers.
- 73.4. The President orders all members who have not yet collected a name tag and voting device from the Information Desk to do so.
- 73.5. At the first Sitting
- (a) A list of apologies from those unable to attend Synod is tabled.
 - (b) The President asks Synod
Is leave of absence granted?
and puts that question to the vote.
 - (c) Motions for the election of officers as set out in *Standing Order 7*.
 - (d) Appointment of officers as set out in *Standing Order 6*.
- 73.6. Questions on notice (*Standing Order 23*)
- 73.7. Notices of motion appearing on the Business Paper (*Standing Order 25.1*).
- 73.8. Presentation of Petitions
- 73.9. Reports of Committees including the Minute Reading Committee, which are presented, read and received or otherwise dealt with
- 73.10. Late questions, late notice of motion, and late motions.
See Standing Orders 19, 25.2 and 23.
- 73.11. Orders of the Day. The President:
- (a) informs Synod of any Orders of the Day determined by the Steering Committee; and
 - (b) asks if there are further motions for Orders of the Day.
See Standing Order 50.4.
- 73.12. Consideration of formal business.
- (a) Discovery and reception of formal reports.
See Standing Order 51.
 - (b) Discovery of formal motions.
See Standing Orders 52.3 and 52.4
- 73.13. Matters on the Business Paper.
- 73.14. The Sitting closes with prayer.

74. The business to be transacted on the third day of Synod, in order

- 74.1. Prayers.
- 74.2. Questions on notice (*Standing Order 24*)
- 74.3. Presentation of Petitions
- 74.4. Reports of Committees including the Minute Reading Committee, which are presented, read and received or otherwise dealt with.
- 74.5. Late questions, late notice of motion, and late motions.
See Standing Orders 19, 25.2 and 23.
- 74.6. Orders of the Day. The President:
- (a) informs Synod of any Orders of the Day determined by the Steering Committee; and
 - (b) asks if there are further motions for Orders of the Day.
See Standing Order 50.4.
- 74.7. Consideration of formal business.
- (a) Discovery and reception of formal reports.
See Standing Order 50.
 - (b) Discovery of formal motions.
See Standing Orders 52.3 and 52.4
- 74.8. Matters on the Business Paper.
- 74.9. Announce the date of the next session of synod
- 74.10. The Sitting closes with prayer.