



# **HEREFORD DIOCESAN SYNOD STANDING ORDERS**

**Revision 19th November 2024**

## STANDING ORDERS

### MEMBERSHIP OF THE SYNOD CONSTITUTION

1. a) **The Houses**

The Diocesan Synod (hereinafter 'the Synod') shall consist of a House of Bishops, a House of Clergy and a House of Laity.

b) **The House of Bishops**

The membership of the House of Bishops shall consist of:

- The Bishop of Hereford
- Every Suffragan bishop of the diocese
- Any other Bishops working in the Diocese, nominated by the Bishop of Hereford with the concurrence of the Archbishop.

c) **The House of Clergy**

The membership of the House of Clergy shall consist of:

i) **Ex Officio Members:**

- The Dean of Hereford
- Any Archdeacon(s)
- Any other member of the House of Clergy of the General Synod resident in the Diocese
- The Chancellor of the Diocese, the Chair of the DBF and the Chair of the DAC (if in Holy Orders)
- The Rural Deans

ii) **Co-opted Members**

- Not more than 5 members (being Clerks in Holy Orders) co-opted by the House of Clergy to the Diocesan Synod.

iii) **Elected Members**

- Members elected by the houses of clergy of the deanery Synods in the diocese, in accordance with a scheme determined by the Diocesan Synod not later than 31st Dec in the year preceding any such election. Such elections shall be held every 3 years.

d) **House of Laity**

The membership of the House of Laity shall consist of:

i) **Ex Officio Members:**

- The members elected from the Diocese to the House of Laity of the General Synod
- Any other member of the House of Laity of the General Synod resident in the Diocese

- The Chancellor of the Diocese, the Chair of the DBF the Chair of the DAC (if not in Holy Orders)
  - The Deanery Lay Chairs
- ii) **Co-opted Members:**
- Not more than 5 members co-opted by the House of Laity to the Diocesan Synod who shall be actual communicants of 18 years, or upwards on a parish electoral or cathedral community roll.
- iii) **Elected Members:**
- Members elected by the houses of laity of the Deanery Synods in the diocese in accordance with a scheme determined by the Diocesan Synod not later than 31st December in the year preceding any such election. Such elections shall be held every 3 years.
- e) **Nominated Members:**
- The Bishop of Hereford may nominate ten additional members of the Diocesan Synod, who may be clergy or laity and shall be members of the appropriate house.
  - Nominated members shall be ex officio voting members of their Deanery Synod and of their PCC. Where necessary the Bishops Council and Standing Committee shall designate the deanery Synod of which the nominated person shall be a member and, where a nominated lay person is on more than one electoral roll then he/she shall choose the parochial church council of which he/she is to be a member.

### **Roll of Members**

2. The secretary shall keep a roll of the members of the Synod constantly up to date.

### **Procedure for Co-options**

3. The Bishop's Council and Standing Committee constituted under Standing Order 75 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.

### **Participation by Non-Members**

4. Any visitor 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.

## **President**

5. The President of the Synod is the Bishop of Hereford, or 'acting' Bishop during vacancy

## **TERM OF OFFICE**

### **Elected, Co-opted and Nominated Members**

6. a) **Elected Members**  
The election of members of Diocesan Synod by houses of laity and clergy of deanery Synods shall take place every three years and the members so elected shall hold office for a term of three years beginning with the 1st August following their election
- b) **Co-opted and Nominated Members**  
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**

7. a) Following the triennial elections, nomination papers shall be sent to every member of the houses of clergy and laity, inviting nominations from amongst its members for the office Vice-President of the Synod.
- b) Nominations shall be in writing, signed by a proposer and a seconder, both being members of the relevant House, and containing a statement signed by the candidate of that person's willingness to serve if elected.
- c) Nominations shall be delivered by hand, by post or by email to the Secretary to the Synod before the agreed closing date.
- d) 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 elect one of its members to be a Vice-President of the Synod. If a formal election is needed, this will be done by a postal vote unless either House requests a meeting. A request to hold a meeting should be sent before the nominations are made to the standing chair person who will consider the request and call the meeting.
- e) A member of the appropriate house appointed by the President shall act as Chair for such meeting. No person who is a candidate for election shall take the Chair at the 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.

- f) Candidates for election may address the meeting for not more than three minutes each on their reasons for standing for election and the manner in which they would discharge their functions if elected.
- g) The election shall be by a single transferable vote.
- h) After 3 trienniums as Vice President, the member will no longer be eligible to stand as Vice President

**CHAIR OF MEETING**  
**Meetings of the Synod**

8. The President, unless on any occasion they nominate 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**

9. The President and each Vice-President shall be Chair of the house of which they are a member but need not preside over its meetings if and to the extent that Standing Orders of the house so provide.

**Powers of Chair**

10. 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**

11. The Diocesan Secretary shall be appointed as secretary to the Diocesan Synod who shall:
- a) be responsible for the administrative arrangements for meetings of the Synod;
  - b) be in attendance at such meetings;
  - c) seek input from the President and Vice Presidents to the prepare the draft agenda papers and minutes of the Synod (subject to SO 20 below);
  - d) act as secretary of the Bishop's Council and Standing Committee;
  - e) perform such other duties as the Synod shall assign to them.

**Assistant Secretary**

12. The Bishop's Council and Standing Committee may appoint an assistant secretary.

**Registrar**

13. The Registrar or in the event of their absence or incapacity the Deputy Registrar where appointed shall be the legal adviser to the Synod and when required shall

attend the meetings of the Synod, its houses and the Bishop's Council and Standing Committee.

### **Status of Secretary and Registrar**

14. The secretary of the Diocesan Synod (or the assistant secretary) and the Registrar are not members of the Synod and not entitled to vote. However, they may speak at Synod by the permission of the Chair.

### **Terms of Appointment**

15.
  - a) 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 and Standing Committee.
  - b) If the post of Diocesan Secretary is vacant or the Diocesan Secretary cannot attend a meeting then the President may appoint someone to fulfil his / her duties.

## **MEETINGS OF THE SYNOD**

### **By whom convened**

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

### **Venues and Timings**

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

### **Meetings by request**

18. If either the Bishop's Council and Standing Committee by resolution so requests or if the President received a requisition for that purpose signed by not less than thirty members the President shall summon a meeting of the Synod which shall be held within eight weeks following the resolution or requests unless a later date was specified in the resolution or request.

### **Notice of Ordinary Meetings**

19. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the President shall approve; provided that not less than two weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be sent to every member and to both Chairs of every deanery Synod in the diocese.

### **Notice of Special Meeting**

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 a majority of the members of each house 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 or by email by the secretary.

### **Formal Record**

22. A permanent record of proceedings of all meetings of Diocesan Synod shall be taken on topics discussed, questions and written answers, reports submitted, motions proposed, final motion, if amended, and voting results. This Report of Proceedings shall be submitted for approval and signature by the President as an agenda item at the next meeting.

## **SEPARATE MEETINGS OF THE HOUSES**

### **Venue and Timings**

23. Each house shall meet separately when:
- a) it is required so to do under these Standing Orders;
  - b) it has so decided in accordance with its own Standing Orders;
  - c) the Chair of the house has so directed; or
  - d) 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**

24. Subject to those 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 that Synod, the Bishop's Council and Standing Committee shall settle 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.

This agenda shall include for approval the Report of Proceedings of the last ordinary meeting (or any subsequent meetings).

The agenda shall include an item on declarations of interest. Members should declare interests at this point by informing the chairman of the meeting. The chairman will ensure the interests are recorded in the notes.

### **Circulation**

25. The secretary shall post or deliver an agenda paper to every member 14 days at least before a meeting or, in the case of a special meeting called at less than 14 days' notice, at the same time as the notice.

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

26. Save for urgent or other especially important business added thereby 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**

27. In considering the order of business the Bishop's Council and Standing Committee shall give special consideration to items:
  - a) brought before the Diocesan Synod at the request or direction of the President;
  - b) referred to the Diocesan Synod by the General Synod or by a Deanery Synod in the diocese;and may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where it considers this necessary.

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

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

## **NOTICE OF BUSINESS BY INDIVIDUAL MEMBERS**

### **Form of Notice**

29. Subject to Standing Order 20, notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the secretary by hand, electronic mail or by post not later than the period before the meeting which is specified in Standing Order 30. The President, in consultation with the Vice Presidents will decide on the final agenda.



### **Length of Notice**

30. The following periods of notice shall be required: see standing order 121
- |                                     |         |
|-------------------------------------|---------|
| New business for the agenda         | 35 days |
| Motions arising from the agenda     | 7 days  |
| Amendments to motions on the agenda | 7 days  |
| Questions under Standing Order 72   | 10 days |

### **When not Required**

31. Notice of the following business shall not be required:
- a) a motion moved by permission of the Chair, provided that, unless the Chair otherwise permits, the full text of such motion shall be made available to members in a notice paper before it is moved;
  - b) Business adjourned under Standing Order 57 or 58 to a specified time or meeting;
  - c) A procedural motion specified in Standing Order 54 (subject as provided in that Standing Order);
  - d) A supplementary question by a member who has asked a question under Standing Order 72.

## **GENERAL RULES OF DEBATE**

### **Quorum**

32. Except in the case of Special meeting called under SO20, one third of the members of each house shall form a quorum of the Synod which shall be necessary for the consideration of all business except the adjournment of the Synod under Standing Order 57 or of a debate under Standing Order 58.

### **If Quorum Not Present**

33. If a quorum is not present, the Chair shall adjourn the Synod until such time as they 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**

34. 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**

35. The Chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition or arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the Chair, or any other breach of order, and may order the member to end any speech which they are making.

### **Points of Order**

36. 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 what they have to say in the form of a succinct question and give notice of the Standing Order under which they are making the intervention.

### **Personal Explanations**

37. 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 an explanation.

### **Interruptions Otherwise Not Permitted**

38. Save as provided in Standing Orders 36 and 37 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 the admissibility of a personal explanation shall not be open to question.

### **Speaking to a Motion**

39. A member shall not speak unless upon a motion or amendment save as provided in Standing Orders 36, 37 and 72.

### **Speaking More Than Once**

40. A member shall not speak more than once upon the same question, except:
- a) as provided in Standing Orders 36 and 37;
  - b) by permission of the Chair and with the consent of the Synod;
  - c) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
  - d) the mover of an amendment to a Standing Order may also speak once in the debate.

### **Length of speeches**

41. Save as provided in these Standing Orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the Chair may at any time lengthen or shorten either of these periods; provided that they shall inform the Synod of their ruling, which shall not be open to debate or question.

### **Moving motions or amendments**

42. a) Every matter debated in the Synod shall have been moved and seconded by a member.
- b) 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 any other member in their stead.

### **Withdrawal**

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

### **Reconsideration and Rescission**

44. 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 by the Bishop's Council and Standing Committee.

### **Division**

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

### **Reference-Back Motions Not Permitted**

46. 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 and Standing Committee. No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod.

### **Special Powers of Chair**

47. Unless the Synod otherwise provides, the Chair shall:
- a) adjourn the Synod at the hours fixed in accordance with these Standing Orders;

- b) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with Standing Order 27;
- c) close the debate on any motion at the hour appointed in accordance with Standing Order 27, whether or not there are any other members who still desire to speak, and thereupon the provisions of Standing Order 59(ii) shall apply.

## **AMENDMENTS**

### **When Permitted**

48. Except as provided in Standing Order 49 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

### **When not permitted**

49. Amendments to the following shall not be permitted:
- a) a procedural motion under Standing Order 54;
  - b) a motion to receive the report of a committee under Standing Order 92;
  - c) a motion under Standing Order 99(a) in reply to any question referred by the General Synod.

### **Amendments to amendments**

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

### **Delivery in Writing**

51. Before an amendment is moved, a copy thereof in writing shall be delivered to the secretary, unless this requirement is dispensed with by the Chair.

### **Form of Amendments**

53. An amendment may be made:
- a) by leaving out words; or
  - b) by leaving out words in order to insert other words; or
  - c) by inserting or adding words.

### **Content**

52. An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

### **Order of Consideration**

53. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one

amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the Chair. By permission of the Chair, other amendments may be discussed but not moved.

## **PROCEDURAL MOTIONS**

### **Contents**

54. Subject to these Standing Orders, the following procedural motions may, with the consent of the Chair, be moved with or without notice but not so far as to interrupt the speech of any member:
- a) "That the Synod do pass to the next business" ("next business");
  - b) "That the Synod do now adjourn" ("adjournment of the Synod");
  - c) "That the debate be now adjourned" ("adjournment of debate");
  - d) "That the debate be now closed" ("closure");
  - e) "That all further speeches on this question be limited to ..... minutes" ("speech limit");
  - f) A motion to vary the order of business.
  - g) A motion to suspend a Standing Order.
  - h) A motion to remove a member of the public or press (see SO 120)

### **Restrictions on the Use of Procedural Motions**

55.
  - a) Closure or speech limit motions on any question referred by the general Synod to the Diocesan Synod may only be moved by the chair.
  - b) A motion shall not be moved for next business on an amendment, another procedural motion or on any question referred by the general Synod to the Diocesan Synod.
  - c) A motion for next business or adjournment may not be called once the procedure for voting has begun.

### **Next Business**

56. The following rules of debate shall apply:
- a) 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".
  - b) A motion for the next business shall take precedence over all amendments of which notice has been given.
  - c) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.

- d) If such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same triennium unless Bishop's Council determines otherwise.
- e) If negatived, such motion shall not be moved again on the original motion unless that motion be substantially amended.
- f) During 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 the Synod**

57. The following rules of debate shall apply:

- a) 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.
- b) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member may speak for not more than three minutes in reply; the question shall then be put without further debate.
- c) 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.
- d) Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting.
- e) If negatived, 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**

58. Standing Order 57 shall, unless the context otherwise requires, apply also to the motion except that:

- a) If such motion 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 and Standing Committee.
- b) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

### **The Closure**

59. The following rules of debate shall apply:

- a) If such motion is permitted by the Chair, it shall be put forthwith without discussion.
- b) 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**

60. The following rules of debate shall apply:
- a) If this motion is permitted by the Chair, it shall be put forthwith without discussion.
  - b) Notwithstanding the time limits imposed by Standing Order 41, 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 they shall be the sole judge, allow a longer or shorter time to any member; provided that when doing so the Chair shall inform members of their ruling and in exercising their discretion shall have particular regard to any member who has a right of reply to the debate.

### **Suspension of Standing Orders**

61. 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 motion shall not be determined to have been carried unless at least three-fourths of those members present and voting are in favour.

## **VOTING**

### **Assent of Three Houses**

62. Subject to the two next following Standing Orders, nothing shall be deemed to have the assent of the Diocesan Synod unless the three houses which constitute the Synod have assented thereto, but 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, the 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**

63. 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 other 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.

### **Voting by Houses**

64. A separate vote of each house shall be taken:
- a) on any question referred by the General Synod to the Diocesan Synod;

- b) on any other question (except a question relating only to the conduct of business) where this is required under Standing Order 63.

### **Majority Required for Decisions**

65. 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 a 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, require the votes of a 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-fourths of the members of the Synod present and voting. An equal vote results in a defeat for the proposal and there will be no casting vote.

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

66. 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**

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

### **Voting Rights of Chair**

68. The Chair (subject to the rights of the President when they are Chair) shall have the same voting rights as other members and shall have no second or casting vote.

### **Mode of voting**

69. The Chair on putting any questions to the vote shall usually take a show of hands, the result of which as announced by them shall be conclusive, and may at their discretion order the hands to be counted and shall do so on a vote by houses. A member of Synod may request a secret ballot. The mover should address the Synod with their reasons and a right to reply will be given to anyone wishing to oppose this request. A majority decision is required to carry this request.

### **Requests for Separate Voting**

70. Where the Chair requires, or any ten members require, a separate vote of each house, or where the President gives a direction under Standing Order 63 (that their assent shall be necessary to carry a proposal in the house of bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.



### **Procedure for count of hands**

71. 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 Standing Committee, 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**

72. Subject to due notice under Standing Orders 29 and 30 a question may be asked of the Diocesan Secretary who shall ensure that it is answered by a named person appropriate for the subject matter. Questions which, in the opinion of the Registrar, do not comply with SO73 shall not be answered.

The original questions and answers shall be circulated to members by email at least 24 hours before the meeting.

A member may ask up to two original questions at any one meeting and may ask at the meeting, without notice, two supplementary question in respect of each such original question.

Any member may, in light of the answer given to an original question, ask without notice, one supplementary question in respect of the original question. Unless the Chair determines otherwise, no more than two supplementary questions may be asked in respect of each original question asked. The member who asked the original question has priority in asking the first supplementary question.

### **Content**

73. An original question shall relate to functions of any Diocesan Council, Board, Committee or Sub-Committee.

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.

A supplementary question must be strictly relevant to the original question or to the answer given and the Chair may rule that it is not relevant.

### **Persons Authorised to Reply**

74. The reply to the original question shall be given by the person designated by the Diocesan Secretary.

The reply to a supplementary question shall be given by the person who gave the answer to the original question. If that person is unable to be present at the Synod meeting then he or she will respond with a written reply within a reasonable time and such reply will be made available to members of the Synod.

**THE BISHOP'S COUNCIL, DIOCESAN BOARD OF FINANCE TRUSTEES, DIOCESAN MISSION AND PASTORAL COMMITTEE & SYNOD STANDING COMMITTEE**

**Composition**

75. The Bishop's Council, Diocesan Board of Finance Trustees, Mission and Pastoral Committee and Synod Standing Committee shall consist of:
- a) **Ex officio members**
    - The President
    - The Vice-Presidents
    - All other members of the House of Bishops
    - The Dean
    - The Archdeacons
    - The Chair of the Diocesan Board of Finance
    - The Chair of the Diocesan Board of Education
  - b) **Elected Members**
    - Three clerical and three lay persons with at least one lay and one clergy from each Archdeaconry
  - c) **Appointed Members**
    - Up to four members shall be appointed by Synod, from amongst its members, on the basis of skills, experience and diversity.

**Elections to Bishop's Council and Standing Committee**

76. The elected members of the committee shall be elected by the house of which each is a member, as soon as practicable after the election of a new Synod, and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in Standing Orders 84 – 87.

**Officers**

77. The officers of the committee shall be as follows:
- a) The President of the Synod shall be the Chair of the Bishop's Council part of the meeting, the Chair person for the Board of Finance will be Chair for the trustee part.
  - b) The Vice-Presidents of the Synod shall be Vice-Chairs of the committee.
  - c) The secretary of the Synod shall be the secretary.

## **Functions**

78. The functions of the Bishop's Council and Standing Committee shall be:
- a) to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
  - b) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
  - c) to advise the President on any matters which the President may refer to the committee;
  - d) subject to the directions of the Synod to transact the business of the Synod when it is not in session;
  - e) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;
  - f) to carry out such other functions as the Synod may designate to it; (vii) to receive reports from committees;
  - g) to receive reports from and strategically oversee the work of diocesan departments.
  - h) **Functions as Directors of the DBF:**
    - i) The Members of Bishops Council shall act as directors (for the purposes of company law) and trustees (for the purposes of charity law) of the Hereford Diocesan Board of Finance.
    - ii) When meeting as the Directors, the meeting shall be chaired by the Chair or Vice Chair of the DBF directors.
    - iii) Such meetings shall be known as meetings of The Board of Directors
    - iv) The meeting of the Directors will be accountable for all such matters that company directors are accountable for, such as:
      - a) Sustainability, ensuring the business is financially well placed for the future.
      - b) Risk management
      - c) Compliance with all applicable laws, including public benefit).
      - d) Determining strategy and policy in relation to:
        - i. Clergy Stipends (in line with Synodical Ministry deployment policy)
        - ii. Revenue Budgets
        - iii. Capital Budgets
        - iv. Investments
        - v. The Parish Offer system
        - vi. Risk Management
        - v) Monitoring the implementation of policy and strategy
        - vi) Receiving and approving draft budget submissions and the annual Consolidated Financial Statements for approval by the Diocesan Synod

- vii) Agree financial sub-structures (finance committee, BBC, Glebe)
- viii) Considering any business referred by the DBF, Synod, Bishop's Council or the Finance sub structures
- ix) Act as the Diocesan Glebe Committee in accordance with the Endowments and Glebe Measure 1976
- x) Each meeting will receive a report from the Finance Sub-Committee

i) **Functions as the Diocesan Mission and Pastoral Committee:**

- i) Oversight of Diocesan Deployment
- ii) Considers and authorises pastoral schemes
- iii) Oversight of church closures and schemes
- iv) Interacts with the Archdeaconry Mission and Pastoral Committees

## **OTHER COMMITTEES**

### **Statutory Committees**

79. The Synod shall establish 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.

### **Committees other than Statutory Committees**

80. The Synod may at any time 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.

### **Membership of Committees**

81. Subject to any directions of the Synod and to any statutory provision, the Bishop's Council and Standing Committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the Synod. The President or a member nominated by them, being either a Suffragan Bishop or an Archdeacon, shall be a member of every committee.

### **Duration of Membership**

82. The Bishop's Council and Standing Committee may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

### **Sub-Committees**

83. Every committee constituted by the Synod may appoint sub-committees for such purposes as it thinks fit.

### **Electors**

84. Any elected members of a committee may be elected by the whole Synod without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the Synod or the Bishop's Council and Standing Committee, they shall be elected by the whole Synod.

### **Nominations for Election to Committees**

85. Every nomination shall require a proposer and seconder who shall be qualified electors but the Bishop's Council and Standing Committee 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 they 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**

86. a) The names of the candidates shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the secretary within such period (not being less than 14 days) as they shall specify.
- b) Subject to paragraph (c) 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.
- c) Where the Synod or Bishop's Council and Standing Committee has directed that the election shall be conducted by the method of the single transferable vote, the rules, with the necessary modification, made by the General Synod under Church Representation Rule 33(4) and for the time being in force, shall be used.

### **Casual Vacancies**

87. 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. Failure to fill a vacancy will result in a further election within six months of the last.

## **Directions by Bishop's Council and Standing Committee**

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

### **PROCEDURE OF COMMITTEES**

#### **Chair**

89. If the President is a member of a committee they shall be Chair thereof if they so elect or, if they do not elect to be Chair, the committee shall, subject to any direction by the Synod or the Bishop's Council and Standing Committee, at its first meeting elect a Chair from among its own members. In the absence of the Chair, a Chair for that meeting may be similarly elected.

#### **Quorum**

90. Not less than one third of the initial members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

#### **Voting**

91. Questions submitted to a meeting of a committee 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**

92. Every committee shall report at such times and in accordance with such procedure as may be determined by the Bishop's Council and Standing Committee; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion "That this report be received." No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the Synod to the acceptance of any matter in the report.

#### **General**

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

### **REPRESENTATION ON OTHER BODIES**

94. The procedure for appointing or electing representatives to serve on any committees 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 and Standing Committee.

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

### **Requirements of Early Circulation**

95. If notice is given of a motion, whether or not under Standing Order 102, which raises any question touching on doctrinal formulae or ceremonies of the Church of England the Bishop's Council and Standing Committee 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 and Standing Committee, shall be sent to members at least three months before it is finally voted on by the Synod. For the purpose of this Standing Order the consent of the Synod shall not be deemed to have been given unless at least two thirds of those present and voting has agreed.

## **REFERENCES BY THE GENERAL SYNOD**

### **When Considered**

96. 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 and Standing Committee shall include it on the agenda of such meeting of the Diocesan Synod as the committee may consider appropriate.

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

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

### **Consultations with the Diocese**

98. The Diocesan Synod, before voting on a reference, may refer any question arising from it to the deanery Synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

### **Procedure of Debate**

99. a) 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. If the motion is defeated, the question shall be decided in the negative.

- b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the Bishop's Council and Standing Committee and amendments to such a motion shall be in order.
- c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

### **Report on Result**

100. The decisions 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**

101. The Diocesan Synod may on the motion of any member invite all or any deanery Synods or parochial church councils or parochial church meetings in the diocese:
- a) to express an opinion on or to record approval or disapproval of any matter; or
  - b) to supply information within their knowledge; or
  - c) to exercise any other functions within their competence; and
  - d) to report to the Diocesan Synod by a specified date.

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

102. The Bishop's Council and Standing Committee shall report to the Diocesan Synod on any proposal under Standing Order 101 and, if necessary, consideration of such proposal shall be postponed or adjourned until the Bishop's Council and Standing Committee has so reported.

### **Circulation of Reference**

103. The secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 101 to the secretary of each body concerned, together with such instructions and other information as the Diocesan Synod or the Bishop's Council and Standing Committee may direct.

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

104. Subject to any direction by the Diocesan Synod, where a reference under Standing Order 101 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 Standing Committee 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**

105. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Bishop's Council and Standing Committee 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 MEETINGS**

### **By Deanery Synods**

106. 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.

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

107. 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 the particular council or meeting, request the deanery Synod to take appropriate action under the last preceding Standing Order.

### **Notice to Diocesan Synod**

108. Notice of a motion to be moved in the Diocesan Synod under Standing Order 106 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.

## **FINANCIAL BUSINESS**

### **Duties of Bishop's Council and Standing Committee**

109. The Bishop's Council and Standing Committee shall be responsible for advising the President and the Synod on the determination of priorities in the allocation of any funds at the disposal of the Synod.

### **Duties of the Diocesan Board of Finance**

110. The Diocesan Board of Finance of the diocese (in these Standing Orders referred to as "the Board") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Synod and 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.

### **Preparation of Annual Accounts and Draft Budget**

111. The Board shall once in each year submit to the Bishop's Council and Standing Committee, a report and accounts for the preceding financial year and a draft budget for the following year. The Bishop's Council and Standing Committee may make to the Board and the Synod such recommendations thereon as it thinks fit.

### **Presentation of Annual Accounts and Budget**

112. In each year the Board shall present to the Synod the accounts for the preceding year and the budget for the following year as approved by the Board. The budget shall provide for the expenditure required by every committee and other body responsible to the Synod, subject to any reductions made by the Board on grounds of priority or financial expediency after consultation with the Bishop's Council and Standing Committee under Standing Order 111.

### **Special Votes of Expenditure**

113. If the Board during any financial year either
- a) anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the budget, or
  - b) is so instructed by the Synod, the Board shall submit at any meeting of the Synod before the end of the year a supplementary budget together with recommendations as to how the additional expenditure can be met.

### **Expenditure in excess of votes**

114. In presenting the accounts for the preceding year the Board shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with the Board's comments and recommendations as to how the excess expenditure shall be sanctioned.

### **Notice of proposals involving expenditure**

115. Except with the consent of the Bishop's Council and Standing Committee and the Board or their authorised representatives in the Synod, 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 Standing Committee and the Board, so as to give opportunity for their views on the proposals to be formulated and expressed during the debate.

### **Form of Money Resolutions**

116. The Board shall not expend or engage to expend any of the Synod's funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money resolution"): "That the Synod authorise [or direct] the Diocesan Board of Finance to expend a sum not exceeding [a named sum]"; provided that no

amendment which would make a motion take the form of a money resolution shall be in order.

### **Persons authorised to Move Money Resolutions**

117. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the Board.

### **Inadmissible Amendments to Money Resolutions**

118. Save by consent of the Board, an amendment (other than an amendment moved by a member on behalf of the Bishop's Council and Standing Committee) shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise

### **Reference Back of Money Resolutions**

119. A money resolution may be so amended as to provide that the motion be referred back to the Board for further consideration.

## **GENERAL PROVISIONS**

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

120. Subject to any directions by the Synod or the Bishop's Council and Standing Committee, any member of the Synod may pass a motion (SO 54) to move that the representative 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 representatives of the Press and the public to withdraw.

### **Periods of Notice**

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

### **Procedural Defects**

122. A meeting of the Synod or any of its committees of which the 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**

123. A motion for the amendment of these Standing Orders shall not be moved before it has been considered by the Bishop's Council and Standing Committee. The Bishop's

Council and Standing Committee shall report to the Synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.