



# Standing Orders for the York Diocesan Synod

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# Introduction

1. The Standing Orders have been drafted in accordance with Rule 34 of the Church Representation Rules (Schedule 3 of the Synodical Government Measure 1969) and follow the general lines of the Model Standing Orders issued by the General Synod in August 1985.
2. While the Standing Orders are designed to be as comprehensive as possible, users should nevertheless refer, also, to the Synodical Government Measure 1969, the Church Representation Rules and the Diocesan Board of Finance Measure 1925 which contain certain statutory provisions relevant to membership, business and procedure of diocesan synods. Every effort has been made to avoid overlap between the statutory provisions and the Standing Orders but to some extent repetition is necessary to comply with the Rules.
3. Account has been taken of amendments made to the Church Representation Rules by the various Church Representation Rules (Amendment) Resolutions.

## Preamble

The Diocesan Synod in April 2008 agreed that the Archbishop's Council and Standing Committee (ACSC), the Diocesan Pastoral & Mission Committee and the Board of Directors of the Diocesan Board of Finance should have the same membership. In addition, the Diocesan Synod and the Diocesan Board of Finance should have the same membership, all the changes to be effective from the beginning of the next Synod Triennium. It is important to note that legally these bodies will remain separate entities and the Standing Orders for the Diocesan Synod can govern only its own operations. The notes below therefore offer guidance at points where there may be a lack of clarity in relation to procedures in meetings of these bodies.

- Standing Order 6 refers to the Chairmanship of the Diocesan Synod. It should be noted that when the Diocesan Board of Finance is in session it will be the Chair of the Diocesan Board of Finance who will take the Chair in accordance with the Articles of Association of the York Diocesan Board of Finance. It is intended that the agenda will clearly indicate which function the meeting is carrying out at any stage.
- Standing Order 72 defines the membership of the Archbishop's Council (and hence the membership of the Diocesan Pastoral & Mission Committee and the Board of Directors of the Diocesan Board of Finance).
- Standing Order 74 determines the Chairmanship of the Archbishop's Council. When the members of the Archbishop's Council are acting in their capacity as Directors of the Diocesan Board of Finance, the Chair of the Diocesan Board of Finance will Chair the meeting. In the case of the Diocesan Pastoral & Mission Committee the Archbishop is normally the Chair unless he chooses otherwise. If he chooses not to be the Chairman of the Diocesan Pastoral & Mission Committee then the person whom he nominates as Chair of the Pastoral & Mission Sub-Committee will take the Chair. However it is also intended that the agenda will clearly indicate which function the meeting is carrying out at any stage.

Having already created a Pastoral & Mission Sub-Committee, the Diocesan Synod on July 16<sup>th</sup> 2009 will also be asked to approve the proposal that two further sub-committees with delegated authorities should be created:

- (a) Finance Sub -Committee
- (b) Property Sub-Committee

The Property Sub-Committee will require changes to the existing Parsonages Scheme as outlined at page 37. The new Diocesan Board of Finance will be asked to agree a scheme of delegation in due course with respect to the Finance Sub-Committee.

# **Standing Orders of the York Diocesan Synod**

As approved by Diocesan Synod: 16<sup>th</sup> July 2009

## **MEMBERSHIP OF THE SYNOD**

### **1. Roll of members**

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

### **2. Procedure for co-options**

The Archbishop's Council constituted under Standing Order 72 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.

### **3. Participation by non-members**

- (i) The President in consultation with Archbishop's Council may invite ecumenical observers or other visitors to attend meetings of the Diocesan Synod.
- (ii) 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 to vote.
- (iii) All Secretaries of committees set up by Measure, Synod or Archbishop's Council, any Diocesan Adviser and any other person designated by the President, after consultation with the Archbishop's Council, shall, provided s/he is not already a member of the Diocesan Synod, be sent the Agenda, reports and all papers of the Diocesan Synod and shall have the right to attend Synod. They shall, if called upon by the Chair, have the right to speak in Synod on any matter relevant to their committee or office but shall not be entitled to propose motions or amendments, or ask questions under Standing Order 69 or vote. Any person appointed under this Standing Order may, if requested by the Chair, and provided no member of Synod objects, answer personally any question put under Standing Order 69.

## **TERM OF OFFICE**

### **4. 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 return of results in the triennial elections.

## **THE PRESIDENT AND VICE-PRESIDENTS**

### **5. Election of Vice-Presidents**

Before the first meeting of the Synod after the triennial elections and, where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the Houses of Clergy and Laity or, where appropriate, the one House concerned, shall hold a special meeting to elect one of its members to be a Vice-President of the Synod. A member of the appropriate house appointed by the president shall act as Chair for such meetings. 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.

## **6. Chair of meetings of the Synod**

The President, unless on any occasion he nominates one of the Vice-Presidents or in their absence or the inability of both of them another member to take the Chair, shall be Chair at meetings of the Synod.

## **7. Separate meetings of the Houses**

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

## **8. Powers of the Chair**

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**

## **9. Secretary**

The Diocesan Secretary shall be appointed Secretary or if s/he is unable to act, the President in consultation with the Archbishop's Council shall appoint a Secretary either clerical or lay and either salaried or honorary. The Secretary shall:

- (i) be responsible for the administrative arrangements for meetings of the Synod;
- (ii) be in attendance at such meetings;
- (iii) prepare the draft agenda papers and minutes of the Synod;
- (iv) act as Secretary of the Archbishop's Council;
- (v) perform such other duties as the Synod shall assign to them;

## **10. Assistant Secretary**

The Archbishop's Council may appoint an Assistant Secretary who shall deputise for the Secretary where necessary.

## **11. Registrar**

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 shall attend the meetings of the Synod, its Houses and, when required, the Archbishop's Council.

## **12. Terms of appointment**

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 Archbishop's Council.

# **MEETINGS OF THE SYNOD**

## **13. By whom convened**

The Synod shall meet upon the summons of the President.

#### **14. When and where held**

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

#### **15. Meetings by request**

If either the Archbishop's Council by resolution so requests or if the President receives 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 request unless a later date was specified in the resolution or request.

#### **16. Notice of ordinary meetings**

The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members and those mentioned below as soon as possible in such manner as the President shall approve; provided that not less than six weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting business, together with a copy of the report of the previous meeting if not already circulated, shall be posted or delivered to every member, all those designated in Standing Order 3(iii), all Rural Deans, Deanery Lay Chairs and Deanery Secretaries of the Diocese, and any ecumenical observers who have been appointed by their relevant denomination at the invitation of the Archbishop.

#### **17. Notice of special meeting**

In case of a 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.

#### **18. Form of notice**

Every Notice under Standing Orders 16 and 17 shall be in writing and signed by the Secretary.

#### **18A. Formal Record**

Minutes of all meetings shall be taken to provide a permanent record of the topics discussed, questions and written answers, motions proposed, final motion if amended, and voting results. These shall be submitted for approval and signature as an agenda item at the next meeting.

### **SEPARATE MEETINGS OF THE HOUSES**

#### **19. When and where held**

Each House shall meet separately when:

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

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

### **AGENDA**

#### **20. Content**

Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that Synod, the Archbishop's Council 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.

## **21. Circulation**

The Secretary shall post or deliver an agenda paper to every member, all those designated in Standing Order 3(iii), all Rural Deans, Deanery Lay Chairs, Deanery Secretaries of the Diocese and any ecumenical observers who have been appointed by their relevant denomination at the invitation of the Archbishop, 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the Notice.

## **22. Business permitted to be considered**

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

## **23. Order of business**

In considering the order of business, the Archbishop's Council shall give special consideration to items:

- (i) brought before the Synod at the request or direction of the President;
- (ii) referred to the Diocesan Synod by the General Synod or by a Deanery Synod in the diocese;

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 to be necessary.

## **24. Varying the order of business**

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

# **NOTICE OF BUSINESS**

## **25. Form of notice**

Subject to Standing Order 17, notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand or by post not later than the period before the meeting which is specified in Standing Order 26.

## **26. Length of notice**

The following periods of notice shall be required:

New business for the agenda	35 days
Motions and amendments arising from the agenda	7 days
Questions under Standing Order 69	7 days

## **27. When not required**

Notice of the following business shall not be required:

- (i) a motion or amendment moved by permission of the Chair; provided that, unless the Chair otherwise permits, the full text of such motion or amendment shall be made available to members in a notice paper before it is moved;
- (ii) an amendment to a motion, provided that:
  - (a) if the mover of the amendment has previously spoken on the motion he shall move any amendment thereto formally and without speech; and

- (b) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the Chair.
- (iii) business adjourned under Standing Order 54 or 55 to a specified time or meeting;
- (iv) a procedural motion specified in Standing Order 50 (subject as provided in that Standing Order);
- (v) a supplementary question by a member who has asked a question under Standing Order 69.

## **GENERAL RULES OF DEBATE**

### **28. Quorum**

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 54 or of a debate under Standing Order 55.

### **29. If quorum is not present**

If a quorum is not present, the Chair shall adjourn the Synod until such time as s/he 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.

### **30. Order of speeches**

The Chair shall call upon members who desire to speak, and may require them to identify themselves clearly by name and deanery. S/he shall also determine the order in which they are to speak.

### **31. Breach of order**

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

### **32. Points of order**

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 indicating the relevant Standing Order.

### **33. Personal explanations**

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 s/he has 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.

### **34. Interruptions otherwise not permitted**

Save as provided in Standing Orders 32 and 33 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.

### **35. Speaking to a motion**

A member shall not speak unless upon a motion or amendment save as provided in Standing Orders 32, 33, 36 and 69.



## **36. Speaking more than once**

- (i) A member shall not speak more than once upon the same motion or amendment, except:
  - (a) as provided in Standing Orders 32 and 33;
  - (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 speak twice;
- (ii) The Archbishop's Council may designate in the Agenda an item of business, for which there is no motion moved to be determined, as a Discussion in which case SO 36 (a) shall not apply, although other guidance as to the conduct of the item may be given by the Chair.

## **37. Length of Speeches**

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 s/he shall inform the Synod of their ruling, which shall not be open to debate or question.

## **38. Moving motions or amendments**

- (i) Every matter debated in the Synod shall have been moved by a member;
- (ii) A motion or amendment which, when called by the Chair, is not moved by the member who has given notice thereof may be moved by some other member in their stead.

## **39. Withdrawal**

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

## **40. Reconsideration and Rescission**

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

## **41. Division**

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.

## **41A. Reference-back motions not permitted**

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 Archbishop's Council. No amendment shall be moved for the reference back of any matter referred by the General Synod to the diocesan synod.

## **42. Special powers of the Chair**

Unless the Synod otherwise provides, the Chair shall:

- (i) adjourn the Synod at the hours fixed in accordance with these Standing Orders;
- (ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with Standing Order 23;

- (iii) close the debate on any motion at the hour appointed in accordance with Standing Order 23, whether or not there are other members who still desire to speak, and thereupon the provisions of Standing Order 56 (ii) shall apply.

## **AMENDMENTS**

### **43. When permitted**

Except as provided in Standing Order 44 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.

### **44. When not permitted**

Amendments to the following shall not be permitted:

- (i) a procedural motion under Standing Order 50;
- (ii) a motion to receive the report of a committee under Standing Order 89.
- (iii) a motion under Standing Order 96(i) in reply to any question referred by the General Synod.

### **45. Amendments to amendments**

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

### **46. Delivery in writing**

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.

### **47. Form of amendments**

An amendment may be made:

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

### **48. Content**

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

### **49. Order of consideration**

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 her/his permission, during the debate on an amendment, other amendments may be discussed but not moved.

## **PROCEDURAL MOTIONS**

### **50. Content**

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 as to interrupt the speech of any member:

- (i) "That the Synod do pass to the next business" ("next business");
- (ii) "That the Synod do now adjourn" ("adjournment of the Synod");
- (iii) "That the debate be now adjourned" ("adjournment of debate");
- (iv) "That the debate be now closed" ("closure");

- (v) "That all further speeches on this question be limited to ... minutes" ("speech limit");
- (vi) A motion to vary the order of business;
- (vii) A motion to suspend a Standing Order.

**51. Seconding [withdrawn, May 1980]**

**52. When not permitted**

A motion shall not be moved:

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

**53. Next business**

The following rules of debate shall apply:

- (i) The motion may be moved either in the form "that the Synod do forthwith pass to the next business" or in the form "That the Synod do pass to the next business before the question is put".
- (ii) A motion for next business shall take precedence over all amendments of which notice has been given.
- (iii) If such a 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 meeting of the Synod.
- (iv) If negatived, such motion shall not be moved again on the original motion unless that motion be substantially amended
- (v) 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 motion.

**54. Adjournment of the Synod**

The following rules of debate shall apply:

- (i) The motion to adjourn may but need not specify a time for the next sitting of the Synod or the resumption of the business interrupted.
- (ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original question, 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.
- (iii) If the motion to adjourn is carried and the Diocesan Synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with Standing Order 14.
- (iv) Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting.
- (v) If negatived, the adjournment of the Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed.

**55. Adjournment of debate**

Standing Order 54 shall, unless the context otherwise requires, apply also to this motion except that:

- (i) 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 Archbishop's Council.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

## **56. The closure**

The following rules of debate shall apply:

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

## **57. Speech limit**

The following rules of debate shall apply:

- (i) If this motion is permitted by the Chair it shall be put forthwith without discussion.
- (ii) Notwithstanding the time limits imposed by Standing Order 37, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the Chair may, for any special reason of which he shall be the sole judge, allow a longer or shorter time to any member; provided that when so doing the Chair shall inform members of her/his ruling and in exercising their discretion shall have particular regard to any member who has a right of reply to the debate.

## **58. Reference Back [Withdrawn, May 1980]**

## **59. Suspension of Standing Orders**

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 deemed to have been carried unless at least three-quarters of those members present and voting are in favour.

# **VOTING**

## **60. Assent of three Houses**

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, that question shall be deemed to have the assent of the House of Bishops only if the majority of the members of that House who assent thereto includes the President.

## **61. Procedure for decisions**

Motions 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 motion or amendment 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.

## **62. Matters referred under Article 8**

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

## **63. Voting by Houses**

A separate vote of each House shall be taken:

- (i) on any matter referred by the General Synod to the Diocesan Synod;
- (ii) on any other motion or amendment (except a motion relating only to the conduct of business) where this is required under Standing Order 61

## **64. Majority required for decisions**

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 and to Standing Order 60, 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-quarters of the members of the Synod present and voting.

#### **64A. Equal voting in House of Bishops**

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

#### **64B. Opinion of the President**

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

#### **65. Voting rights of the Chair**

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

#### **66. Mode of voting**

The Chairman on putting any question to the vote shall take a show of hands, the result of which as announced by him/her shall be conclusive, and may at their discretion order the hands to be counted and shall do so on a vote by Houses.

#### **67. Requests for separate voting**

Where the President requires, or any ten members require, a separate vote of each House or where the President gives a direction under Standing Order 60 (that his 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.

#### **68. Procedure for count of hands**

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 Archbishop's Council, and, subject thereto, the administrative arrangements for each count shall be made by the Secretary under the direction of the Chair.

## **QUESTIONS**

#### **69. To whom addressed**

Subject to due notice under Standing Orders 25 and 26 a question may be asked of:

- (i) any officer of the Diocesan Synod referred to in these Standing Orders;
- (ii) the Chair of any body constituted by the Synod or on which it is represented.

provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting and a member who as asked a question may ask one supplementary question in respect of each such original question. A member may indicate that a written answer to a question is acceptable, or the person responding may deem that a written answer is appropriate, in which case the written answer shall be displayed at the Synod, and shall be printed in the report of the Synod meeting issued to members

#### **70. Content**

A question, if addressed to an officer, shall relate to the duties assigned to them and, if addressed to the Chair of any body, to the business of that body. Questions shall not ask for an expression of

opinion or for the solution of either an abstract legal question or a hypothetical problem and shall be otherwise in order.

## **71. Persons authorised to reply**

If the person of whom the question is asked is a member or officer of the Synod s/he shall reply personally and, if not, the reply may be given by one of its members nominated by the President; provided that:

- (i) the President may instruct the Secretary to reply on his behalf;
- (ii) a member who is absent may authorise another member to deputise for him/her;
- (iii) any person appointed under Standing Order 3(ii) may, if requested by the Chair, and provided no member of Synod objects, answer personally any question put under Standing Order 69.

## **THE ARCHBISHOP'S COUNCIL AND STANDING COMMITTEE**

### **72. Composition**

The Archbishop's Council and Standing Committee (in these Standing Orders referred to as "the Archbishop's Council") shall consist of:

#### **(a) Ex-Officio:**

The President

All other members of the House of Bishops, being the bishops Suffragan of the Diocese of York

The Archdeacons

The Dean

The Chair of the House of Clergy

The Chair of the House of Laity

The Chair of the Diocesan Board of Finance

The Diocesan Secretary

#### **(b) Elected Members**

- (i) Four clergy, elected by the members of the House of Clergy of the Diocesan Synod
- (ii) Eight lay members, elected by the members of the House of Laity of the Diocesan Synod
- (iii) Within the House of Clergy, those elected will be the candidate from each Archdeaconry that has polled the highest number of votes. The highest polling remaining candidate will also be deemed elected.
- (iv) Within the House of Laity, those elected will be the candidate from each Archdeaconry that has polled the highest number of votes. The five highest polling remaining candidates will also be deemed elected.
- (v) An elected member who has served three consecutive terms will not be eligible to be elected for a fourth consecutive term.
- (vi) A person having served 3 terms as an elected member of Archbishop's Council (or its sub-committees) will not be prohibited from being appointed as either a nominated or ex-officio member of the same or another body, subject to being otherwise eligible for appointment or election to that particular body.

#### **(c) Nominated Members**

- (i) Up to six Synod members nominated by the President.
- (ii) If any of the Chairs of the Pastoral & Mission Sub-Committee, the Property Sub-Committee, or the Board of Education, are not already members of the committee they shall be nominated by the Archbishop under this provision.
- (iii) In making the nominations the President shall bear in mind the need to balance the number of clergy and the number of laity.

- (iv) A nominated member having served a single term will not be eligible to be re-nominated for a second consecutive term unless they are nominated under the provision in (ii) above.
- (v) A person having served 3 terms as an elected member of Archbishop's Council (or its sub-committees) will not be prohibited from being appointed as either a nominated or ex-officio member of the same or another body, subject to being otherwise eligible for appointment or election to that particular body.

### **73. Elections to Archbishop's Council**

The elected members shall be elected by the House of which each is a member, as soon as is practicable after the election of a new Synod, and shall take office from 1<sup>st</sup> January thereafter. They shall retire on 31st December in the year of the next election of a new Synod or on ceasing to be qualified, save that any member who ceases to be qualified on or after 15th July in the year of the election of a new Synod shall, if the President concurs, remain in office until 31st December of that year. The procedure for their election shall be as provided in Standing Orders 81-85. An elected, appointed or nominated member who fails to attend any of the meetings of the Council within a twelve month period shall forthwith cease to be a member, unless, after consultation with the two Vice Presidents of Synod, the President of Synod determines otherwise. With these exceptions elected appointed or nominated members shall comply at all times with the relevant membership requirements.

### **74. Officers**

The officers of the Archbishop's Council shall be as follows:

- (i) The President of the Synod shall Chair the Archbishop's Council.
- (ii) The Vice Presidents of the Synod shall be vice Chairs of the Archbishop's Council. When the President is not able to act, or chooses not to act as Chair for a particular item on the agenda, he shall consult with the two Vice Chairs who shall decide between themselves who will take the Chair or agree to the Chair being taken by another member of the House of Bishops nominated by the President. If no agreement is reached, the Chair will be taken alternately, for each item of business, by the two Vice-Chairs.
- (iii) The Secretary of the Diocesan Synod shall be Secretary to the Archbishop's Council with, if separately appointed, the Secretary of the Diocesan Board of Finance, the Secretary of the Diocesan Pastoral & Mission Sub-Committee, and Secretary of the Property Sub-Committee in attendance and acting as Assistant Secretaries of the Archbishop's Council in relation to relevant items of the agenda.
- (iv) The Registrar shall be the legal adviser to the Archbishop's Council.

### **74A. Consultation**

The President shall consult with the Vice Presidents, the Chair of the Diocesan Board of Finance, and (if separately appointed) the Chairs of the Pastoral & Mission and Property Sub-Committees in the planning of the Agenda for each meeting of the Archbishop's Council. He may delegate this task to the Diocesan Secretary and any sub-committee set up by the Archbishop's Council for this purpose.

### **75. Functions**

The functions of the Archbishop's Council in relation to the Synod shall be:

- (i) to plan the business of the Synod, to prepare the Agenda for its sessions and to circulate to members information about matters for discussion;
- (ii) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
- (iii) to advise the President on any matters which he may refer to the Archbishop's Council;
- (iv) subject to the directions of the Synod to transact the business of the Synod when it is not in session;

- (v) to appoint members of, or nominate members for election to, Councils, Boards, Committees and Working Groups set up under Standing Orders 76 & 77, subject to the directions of the Synod;
- (vi) to receive reports of the Councils, Boards, Committees and Working Groups, set up under Standing Order 77, on action taken and, subject to any direction from the Synod, to give policy guide lines to any of them;
- (vii) to carry out such other functions as the Synod may from time to time delegate to it (or are required or permitted under the Synodical Government Measure 1969).

## **OTHER COMMITTEES**

### **76. Statutory Committees**

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.

### **77. Committees other than Statutory Committees**

The Synod may at any time constitute such other Councils, Boards, Committees and Working Groups as in the opinion of the Synod are necessary or desirable and may delegate to any body so constituted, with or without conditions, such functions of the Synod as it thinks fit.

### **78. Membership of Committees**

Subject to any directions of the Synod and to any statutory provision, the Archbishop's Council shall determine the number of the members of a Council, Board, Committee or Working Group and whether they shall be appointed or elected. Such a committee may include persons who are not members of the Synod; provided that a majority of the members of the committee shall be members of the Synod. The President or a member nominated by him, being either a Suffragan Bishop or an Archdeacon, shall be a member of every committee.

### **79. Duration of membership**

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

### **80. Sub-committees**

Subject to the approval of the Archbishop's Council any Council, Board, Committee or Working Group constituted by the Synod may appoint sub-committees for such purposes as it thinks fit, provided it is able to demonstrate to the Archbishop's Council that there is a need for such a sub-committee and that financial and administrative support can be provided for such sub-committee.

## **ELECTIONS**

### **81. Electors**

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 Archbishop's Council elected members of a committee shall be elected by the whole Synod and without reference or need for it to secure a minimum number of persons by reference to archdeaconry or membership of a particular House (of Synod).

### **82. Nominations for election to committees**

Every nomination shall require a proposer and seconder who shall be qualified electors but the Archbishop's Council may (except in an election to itself) collectively nominate candidates. Nominations, which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve, shall be delivered to the Secretary within such period (not being less than 14



days) as s/he 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

### **83. Voting in elections**

- (i) The names of the candidates shall in any other event be circulated to every qualified elector on the voting paper which when marked and signed shall be returnable to the Secretary within such period (not being less than 14 days) as s/he shall specify.
- (ii) Subject to (iii) below, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes the election shall be decided by lot.
- (iii) Where the Synod or Archbishop's Council has directed that the election shall be conducted by the method of the single transferable vote, the rules, with the necessary modifications, made by General Synod under Church Representation Rule 39(8) and for the time being in force, shall be used.

### **84. Casual vacancies**

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.

### **85. Directions by Archbishop's Council**

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

## **PROCEDURE OF COMMITTEES**

### **86. Chairs of Committees**

If the President is a member of a committee he shall be Chair thereof if he so elects or, if he does not elect to be Chair, the committee shall, subject to any direction by the Synod or the Archbishop's Council, 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.

### **87. Quorum**

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

### **88. Voting**

Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that, subject to contrary direction by the Synod or Archbishop's Council, in the case of an equality of votes the Chair shall have a casting vote.

### **89. Reports**

Every committee shall report at such times and in accordance with such procedure as may be determined by the Archbishop's Council; 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.

### **90. General**

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

## **REPRESENTATION ON OTHER BODIES**

### **91. Procedure for appointing or electing to other bodies**

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 Archbishop's Council.

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

### **92. Requirement of early circulation**

If notice is given of a motion, whether or not under Standing Order 96, which raises any questions touching doctrinal formulae or the services or ceremonies of the Church of England the Archbishop's Council shall include it on the agenda of the earliest convenient meeting of the Synod; provided that, save by permission of the Chair and the consent of the Synod, copies of such motion, together with a report thereon by the Archbishop's Council, 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 have been deemed to have been given unless in the opinion of the Chair a large majority of those present and voting has agreed.

## **REFERENCES BY THE GENERAL SYNOD**

### **93. When considered**

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

### **94. Prior notice and documents required**

Unless the Archbishop's Council decide to the contrary for any reason:

- (i) members of the Diocesan Synod shall receive at least 3 months' notice of the reference; and
- (ii) a report or other document prepared by or on behalf of either the General Synod or the Archbishop's Council shall be circulated.

### **95. Consultations within the Diocese**

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.

### **96. Procedure of debate**

- (i) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the Diocesan Synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each House shall be taken under Standing Order 63. If the motion is defeated, the question shall be decided in the negative.
- (ii) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the Archbishop's Council and amendments to such a motion shall be in order.
- (iii) When all motions under the foregoing paragraphs (i) and (ii) have been decided other motions arising there from may, if otherwise in order, be moved by any member.

## **97. Report on result**

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**

### **98. Matters referable**

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:

- (i) to express an opinion on or to record approval or disapproval of any matter; or
- (ii) to supply information within their knowledge; or
- (iii) to exercise any other functions within their competence;

and to report to the Diocesan Synod by a specified date.

### **99. Report on proposal to refer matters**

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

### **100. Circulation of reference**

The Secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 98 to the Secretary of each body concerned, together with such instructions and other information as the Diocesan Synod or the Archbishop's Council may direct.

### **101. Form and date of reply**

Subject to any direction by the Diocesan Synod, where reference under Standing Order 98 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 Archbishop's Council and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Diocesan Synod.

### **102. Report on the replies received**

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

## **MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS**

### **103. By Deanery Synods**

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.

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

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.

#### **105. Notice to Diocesan Synod**

Notice of a motion to be moved in the Diocesan Synod under Standing Order 103 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**

#### **106. Duties of Archbishop's Council**

The Archbishop's Council 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.

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

The directors of 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.

#### **108. Preparation of annual accounts and draft budget**

The Board shall in each year submit to the Archbishop's Council a Report and Accounts for the preceding financial year ended on 31st December and a draft budget, taking into account priorities laid out by Synod, for the following year. The Archbishop's Council may make to the Board and the Synod such recommendations thereon as it thinks fit.

#### **109. Presentation of annual accounts and budget**

The Board shall present to the Synod the accounts of the preceding year and its budget for the following year as approved by the Board. The budget submitted for the approval of Synod under section 4(2) of the Synodical Government Measure 1969 shall provide for the expenditure required by every Council, Board, Committee or Working Group and any other body responsible to the Synod, subject to one or other, or both, of the following:

- (i) any alterations made by the Board on grounds of priority and parameters determined by the Archbishop's Council and the Synod;
- (ii) financial expediency after consultation with the Archbishop's Council under Standing Order 108.

#### **110. Special votes of expenditure**

If the Board during any financial year either

- (i) 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
- (ii) is so instructed by the Synod,

the Board shall submit at any meeting of the Synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met.

#### **111. Expenditure in excess of funds voted for**

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 provided by those responsible, together with the Board's comments and recommendations as to how the excess expenditure shall be sanctioned.

## **I 12. Notice of proposals involving expenditure**

Except with the consent of the Archbishop's Council and the Board (or their authorised representatives in Synod), no motion involving expenditure shall be put to the vote unless thirty-five days' notice of motion has been given to the Archbishop's Council and the Board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

## **I 13. Form of Money Resolutions**

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 of (a named sum)"; provided that no amendment which would make a motion take the form of a Money Resolution shall be in order.

## **I 14. Persons authorised to move Money Resolutions**

No motion framed as a Money Resolution shall be moved otherwise than by a member authorised by the Board.

## **I 15. Inadmissible amendments to Money Resolutions**

Save by consent of the Board, an amendment (other than an amendment moved by a member on behalf of the Archbishop's Council) 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.

## **I 16. Reference back of Money Resolutions**

A Money Resolution may be so amended as to provide that the motion be referred back to the Board for further consideration.

# **GENERAL PROVISIONS**

## **I 17. Admission of Press and Public**

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

## **I 18. Periods of notice**

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

## **I 19. Procedural defects**

A meeting of the Synod of which the report has been received 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.

## **I 20. Amendment of Standing Orders**

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

# GUIDELINES TO ACCOMPANY THE STANDING ORDERS OF THE YORK DIOCESAN SYNOD

(Approved by the Archbishop's Council and Standing Committee – June 2009)

## 1. Speaking in the Synod (Standing Order 30)

It is helpful if members who particularly wish to speak in a debate give their names in writing to the Chairman (through the Secretary) beforehand indicating whether they will speak for or against the motion under consideration.

It should be understood however that even when the member's name has been given to the Chairman in that way, the member is not assured of an opportunity to speak and must still identify himself or herself when they desire to speak. In normal circumstances, the Chair will call only upon a member who is indicating a desire to speak and will endeavour to ensure that equal opportunity is given to those supporting and those opposing the motion and to those from different parts of the Diocese.

A member who speaks should begin by announcing clearly their name and Deanery (or other qualification for membership of the Synod). Strictly, the reading of a speech is only permissible with the permission of the Chairman (see Standing Order 31). The Chairman is unlikely however to object to this provided that points are made succinctly and an effort is made to avoid tedious repetition of arguments which the Synod has already heard.

## 2. Raising Points of Order (Standing Order 32)

A member who wishes to raise a Point of Order may interrupt another speaker to do so. The member interrupting should however indicate at once the number of the Order which s/he believes may have been breached and draw the attention of the Chairman to the alleged breach by way of a question, e.g. "A point of order, Mr. Chairman. Is the speaker not in breach of Standing Order 37, his speech having exceeded ten minutes?"

## 3. Procedural Motions (Standing Order 50)

Points of Order should be clearly distinguished from Procedural Motions (Standing Order 50).

A member wishing to move a Procedural Motion may not interrupt a speaker. S/he should stand in her/his place immediately once the speaker has sat down and, without waiting to be called, ask the Chair for consent to move the Procedural Motion s/he desires, e.g. "Your Grace, will you allow a motion that the debate now be closed?"

The effects of the seven types of procedural motions are set out in Standing Orders 53 to 57 and should be studied carefully before a Procedural Motion is submitted by a member or allowed by the Chair. The Standing Orders do not allow a "reference back" as a Procedural Motion, but an amendment under Standing Order 43 may refer a matter to a designated person or body for clarification or further work. Under Standing Order 116 a Money Resolution may be referred back to the Archbishop's Council sitting as the Directors of the Diocesan Board of Finance for further consideration.

It should be noted that, under Standing Order 52,

- (i) motion for next business, the closure, or a speech limit may not be moved on any question referred by the General Synod to the Diocesan Synod and
- (iii) a motion for next business may not be moved when an amendment or another Procedural Motion is under consideration.

## 4. Form of debate

Under Standing Order 38(i) every matter debated in the Synod has to be moved by a member. The mover of the motion has (under Standing Order 36(iii)) a right to reply at the conclusion of the debate. No other speaker may speak more than once, except as may be permitted under Standing Order 36. This reflects the normal procedure for debate in the Synod under which it rests with any who are not satisfied with a particular motion to introduce amendments or to speak and vote against

the motion: there is no obligation on the part of those setting the Agenda or the person Chairing the meeting to ensure that arguments against the motion are presented to the Synod. This procedure is a reminder that the Synod is a body charged with functions which require it "to make provision for" certain matters and "to advise the Bishop" or "to express their opinion on" others. Members ought therefore to strive to reach a common mind and, as appropriate, to make clear decisions or to give positive advice.

Nevertheless, Standing Orders 36, 37, 38, 50 and 57 are not so restrictive as to prevent the adoption for particular occasions of the procedure generally known as the "structured debate", in which both the proposer and a designated "opposer" of a motion enjoy equal rights of presentation and reply. Under these circumstances the Chair will exercise discretion under Standing Orders 37 and 57 in such a way as to allow the proposer and the "opposer" the same length of time for reply.

Some matters may not lend themselves appropriately to the format of a debate because Synod is not being asked to reach a decision on a particular issue and consequently there is no motion to be determined. This may have been provided for in the Agenda under Standing Order 36(b), however Synod may itself provide for a discussion on a particular item under Standing Order 59.

In either case the normal rules of debate would be suspended and instructions as to the conduct of such an item will be given by the Chair. This may include provision, for example, for the conduct of a "straw poll" or for members to participate in discussion either as a whole meeting or in smaller groups, which may in turn be asked to provide written or oral feedback.

## **5. Counting of Hands (Standing Order 68)**

At the end of debate, the Secretary will normally be asked to appoint tellers from amongst the officers present. If the Chair calls for a show of hands members are asked to raise one hand above head height. Failure to do this could mean that the vote is not counted. These arrangements may be varied from time to time if the circumstances require and the Chair will announce any variation at the time of the debate.

If a formal division by houses is required, the Chair will appoint tellers and issue instructions as to the conduct of the division.

## **6. Questions (Standing Order 69)**

An order paper will be provided at each meeting of the Synod detailing questions submitted after the agenda has been circulated.

## **7. Membership of and Resignation from Archbishop's Council (Standing Orders 72 and 73)**

All members of the Archbishop's Council, with the exception of the Bishop of Beverley and any members who hold an employment contract with the DBF, will also become, from the effective date of their appointment, directors of the York Diocesan Board of Finance Limited. Consequently they must at the time of their election or nomination also be able to satisfy the requirements laid down in the Articles of Association of the DBF (i.e. not be ineligible to serve as a director or trustee under the Companies Act or Charities Act). Should a member of Archbishop's Council become ineligible to serve as a director or trustee, a casual vacancy will arise. It also follows that in order to resign as a director, a member must first resign from Archbishop's Council.

## **8. Review of Committees (Standing Orders 77 and 79)**

It is the intention of the Archbishop's Council that the continued existence of non-statutory boards and committees is regularly reviewed. As a general rule when committees submit their annual report it should include some evidence of self-review. Unless otherwise directed by Synod or at the time of creation of the committee, Archbishop's Council will be invited to review the role of each of its committees on a triennial basis.

## **9. Casual vacancies (Standing Order 84)**

Members should know that a casual vacancy may not arise in the following circumstances:

- (a) Diocesan Synod:
  - (i) A lay member who ceases to be on the roll of any parish in the Deanery loses their seat. However if on the roll of another parish in the diocese, s/he can keep the seat if the lay members of the Standing Committee of the electing Deanery Synod so resolve.
  - (ii) A clergyperson who retires loses their seat unless s/he continues to hold a prebendal stall in the Cathedral and remains within the Deanery that elected her/him. If a clergyperson moves to another Deanery (i.e. continues to work in the Diocese) s/he will lose their seat unless the clerical members of the Standing Committee of the electing Deanery Synod resolve that s/he may retain their seat. A clergyperson moving to another Diocese loses their seat.
- (b) Archbishop's Council:

A member elected by the Diocesan Synod loses their seat if they cease to be a member of the Diocesan Synod except as provided in Standing Order 73.