

## STANDING ORDERS OF LEEDS DIOCESAN SYNOD

### PREAMBLE

Diocesan synods are governed by the Church Representation Rules (“the Rules”). These direct that each diocesan synod shall make standing orders. In the event of the Rules changing, the Rules are to be followed in preference to these Standing Orders.

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### INTERPRETATION

In these Standing Orders, unless the context indicates another meaning, the following words shall have the following meanings:

Words	Meaning
Chair of the House of Clergy	The person elected as chair of the House of Clergy under Standing Order 5
Chair of the House of Laity	The person elected as chair of the House of Laity under Standing Order 5
Diocesan Synod	The diocesan synod of the Diocese of Leeds
Diocese	The Diocese of Leeds
House	The House of Bishops, the House of Clergy or the House of Laity of the Diocesan Synod as appropriate
House of Bishops	The house of bishops of the Diocesan Synod
House of Clergy	The house of clergy of the Diocesan Synod
House of Laity	The house of laity of the Diocesan Synod
President	The Bishop of Leeds
Secretary to the Diocesan Synod	The secretary to the Diocesan Synod appointed under Standing Order 9
Special Meeting	A meeting of the Diocesan Synod called in accordance with Standing Order 17
Standing Committee	The Leeds Board constituted under the governance structure approved by the Diocesan Synod on 21 <sup>st</sup> March, 2015
Standing Order (s)	The standing order (s) contained in this document
The Chair	The President or a person nominated by the President under Standing Order 6
Vice-Presidents	The Chair of the House of Clergy and the Chair of the House of Laity

### MEMBERSHIP OF DIOCESAN SYNOD - GENERAL

#### Roll of Members

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

#### Procedure for co-options

2. The Standing Committee shall have the right to nominate persons for co-option by the House of Clergy and 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

3. Any visitor by invitation of the President may, with the permission of the Chair, address the Diocesan Synod but they may not move a motion or an amendment or vote and any speech they make must comply with these Standing Orders.

#### Co-opted and nominated members

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

### VICE- PRESIDENTS

#### Election of Vice-Presidents

- 5.

Before the first meeting of the Diocesan Synod after the Diocesan Synod triennial elections and in any case 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 its chair and a Vice-President of the Diocesan Synod, and such election shall be by postal and/or email nominations and ballot. In the case of an equality of votes the decision shall be taken by lot.

### CHAIR OF MEETINGS

#### Meetings of the Diocesan Synod

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

#### Separate meetings of the Houses

7. Each House shall meet separately when:
  - (i) It is required to do so under these Standing Orders;
  - (ii) The chair of the House has so directed; or
  - (iii) The Diocesan Synod has so directed.

And subject to any directions by the Diocesan Synod, the date, time and place of any separate meeting shall be fixed by the chair of that meeting. The President and each Vice-President shall be chair of the House of which he or she is a member but need not preside over its meetings.

#### Powers of the Chairs of the Houses

8. The procedures of the separate Houses of the Diocesan Synod are subject to these Standing Orders and the directions of the President.

#### OFFICERS

##### Secretary to the Diocesan Synod

9. The Diocesan Synod shall appoint a secretary to the Diocesan Synod , who shall:
  - (i) be responsible for the administrative arrangements for meetings of the Diocesan Synod;
  - (ii) be in attendance at such meetings;
  - (iii) prepare the draft agenda papers and minutes of the Diocesan Synod;
  - (iv) act as secretary of the Standing Committee;
  - (v) perform such other duties as the Diocesan Synod shall assign to him/her.

##### Assistant Secretary

10. The Standing Committee may appoint an assistant secretary.

##### Diocesan Registrar

11. The Diocesan Registrar or in the event of his or her absence or incapacity the deputy Diocesan Registrar where appointed shall be the legal adviser to the Diocesan Synod and when required shall attend the meetings of the Diocesan Synod, the Houses and the Standing Committee.

##### Terms of appointment

12. 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 Standing Committee.

#### MEETINGS OF THE DIOCESAN SYNOD

##### By whom convened

13. The Diocesan Synod shall meet upon the summons of the President.

## When and where held

14. The President shall summon not less than two meetings in each year at such times and places as he or she shall direct after consulting the Standing Committee.
15. If either the Standing Committee by resolution so request 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 Diocesan Synod which shall be held within eight weeks following the resolution or request unless a later date was specified in the resolution or request.

## Notice of ordinary meetings

16. The date, time and place of ordinary meetings of the Diocesan 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 six weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat and inviting other business, shall be posted or delivered to every member and to both chairs of every Deanery Synod in the diocese. Once announced, the dates, times and places of meetings may only be varied by resolution of the Standing Committee.

## Notice of Special Meetings

17. 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 not less than a quarter of the members of each House and only business specified in the notice may be transacted.

## Form of notice

18. Every notice under Standing Orders 16 and 17 shall be posted and/or sent electronically and signed by the Secretary to the Diocesan Synod.

## AGENDA

### Content

- 19 Subject to these Standing Orders and any resolution of the Diocesan Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before that Diocesan Synod, the Standing Committee shall settle the agenda for each of the Diocesan Synod meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered. The Standing Committee may appoint an Agenda sub-committee to settle the Agenda for each Diocesan Synod meeting as set out in this Standing Order save that the Standing Committee shall settle the substantive matters to be brought to the Diocesan Synod.

## Circulation

20. The Secretary to the Diocesan Synod shall post and/or send electronically the agenda paper to every member 21 days at least before a meeting or, in the case of a Special Meeting called at less than 21 day's notice, at the same time as the notice.

## Business permitted to be considered

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

## Order of business

22. In considering the order of business the Standing Committee shall give special consideration to items :-
  - (i) brought before the Diocesan 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.

## Varying the order of business

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

## Notice of business

### Form of notice

24. Subject to Standing Order 17, notice of any business for a meeting of the Diocesan Synod shall be in writing, signed and delivered to the secretary by hand, by post and/or electronically not later than the period before the meeting which is specified in Standing Order 25.
25. The following periods of notice shall be required:-

- (i) New business including motions for the agenda

35 days

- The procedure for debate of a motion proposed by an individual shall be:
- a) the text of such motion must be received by the Secretary to the Diocesan Synod not less than 35 days before a synod meeting, and it must be accompanied by an indication of the costs involved if it were passed;

- b) the text shall then be annexed to the agenda paper and displayed for signature at up to two synod meetings;
- c) if it attracts the signatures of at least 20% of synod membership it shall then qualify for inclusion on the synod's agenda;
- d) upon the text appearing on the agenda it may be accompanied by advice from the standing committee.

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| (ii) Motions arising from the agenda   | 7 working days |
| (iii) Questions under Standing Order 69  | 7 working days |
| (iv) Amendments to motions on the agenda to be added to the notice paper specified in Standing Order 26. | 7 working days |

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

- (i) 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;
- (ii) an amendment to a motion, provided that;
  - (a) If the mover of the amendment has previously spoken on the motions he or she 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 the 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 53 or 54 to a specified meeting
- (iv) a procedural motion specified in Standing Order 50 (subject as provided in that Standing Order);
- (v) a supplementary question following a question under Standing Order 69.

## GENERAL RULES OF DEBATE

### Quorum

27. One-quarter of the members of each House shall form a quorum of the Diocesan Synod which shall be necessary for the consideration of all business except the adjournment of the Diocesan Synod under Standing Order 53 or of a debate under Standing Order 54. The quorum for a meeting of a House shall be one third of the members of that House.

### If quorum not present

28. If a quorum is not present, the Chair shall adjourn the Diocesan Synod until such time as the Chair 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

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

## Breach of order

30. The Chair shall call a member to order for failure to address the Chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the Chair, exceeding a speech limit, or any other breach of order, and may order the member to end any such speech.

## Points of order

31. A member may call the Chair's attention to a breach of order under Standing Order 30 at any time and for this purpose may interrupt another speaker. A member rising to do this shall say "Point of Order" and shall then state what the member has to say in the form of a succinct question.

## Personal explanations

32. A member may ask the Chair's permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during the debate with regard to what the member has said, or to explain some matter of strictly personal concern, and for this purpose may interrupt another speaker by saying "Point of Explanation" and then asking this permission. 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

33. Save as provided in Standing Orders 31 and 32 the interruption of a speech shall not be permitted. Where it occurs in breach of this Standing Order it shall be reckoned as a speech on the question before the Diocesan 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

34. A member shall not speak unless upon a motion or amendment save as provided in Standing Order 31, 32 and 67.

## Speaking more than once

35. A member shall not speak more than once upon the same question, except:
  - (i) as provided in Standing Orders 31 and 32;

- (ii) by permission of the Chair and with the consent of the Diocesan Synod;
- (iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
- (iv) the mover of an amendment to a Standing Order may speak twice.

#### Length of speeches

36. Any member may, before or after any speech, move "that all (further) speeches on this question be limited to a specified number of minutes", and if the Chair thinks that such limitation is desirable for the better transaction of the Diocesan Synod's business she or he shall forthwith put the motion. The Chair may also determine without moving a motion that speeches shall be limited to a specified number of minutes, provided that if any member objects the Chair shall put the proposed speech limit as a motion. The Chair may at his or her discretion allow a longer time to the member (if any) who has a right of reply on the question under discussion.

#### Moving and seconding

37. (a) Every matter debated in the Diocesan Synod shall have been moved 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 some other member in his or her stead.

#### Withdrawal

38. A motion or amendment, once moved may be withdrawn by the mover or at his or her request unless any member objects. If a member objects, then he may put the motion to Synod instead.

#### Reconsideration and rescission

39. 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 Standing Committee.

#### Division of text

40. The Chair may divide any motion or amendment in such manner as to enable the Diocesan Synod to express its judgement separately upon each part of the motion or amendment so divided.

#### Reference back motions not permitted

41. 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

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

42. Unless the Diocesan Synod otherwise provides, the Chair shall:
- (i) adjourn the Diocesan 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 22;
  - (iii) close the debate on any motion at the hour appointed in accordance with Standing Order 22, whether or not there are other members who still desire to speak, and thereupon the provisions of Standing Order 55 shall apply.

#### AMENDMENTS

##### When permitted

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

##### When not permitted

44. 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 88;
  - (iii) a motion under Standing Order 95 in reply to any question referred by the General Synod.

##### Amendment to amendments

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

##### Delivery in writing

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

##### Form of amendments

47. An amendment may be made:-
- (i) by leaving out words; or

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

#### Content

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

#### Order of consideration

49. 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, during the debate on an amendment, other amendments may be discussed but not moved.

### PROCEDURAL MOTIONS

#### Content

50. 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 Diocesan Synod do pass to the next business" ("next business");
- (ii) "That the Diocesan Synod do now adjourn" ("adjournment of Diocesan 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" ("speech limit");
- (vi) "That the... be referred back" ("reference back");
- (vii) A motion to vary the order of business;
- (viii) A motion to suspend a Standing Order.

#### When not permitted

51. A motion shall not be moved:-
- (i) for next business, the closure, a speech limit or a reference back on a question referred by the General Synod to the Diocesan Synod;
  - (ii) for next business or a reference back on an amendment or another procedural motion.

## Next business

52. The following rules of debate shall apply:

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

## Adjournment of the Diocesan Synod

53. 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 Diocesan 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 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.
- (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 Diocesan Synod, the business interrupted shall be resumed at the next meeting.
- (v) If the motion fails the adjournment of the Diocesan Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed.

## Adjournment of debate

54. Standing Order 53 shall, unless the context otherwise requires, apply also to this motion except that:

- (i) If such motion is carried and the Diocesan 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 Standing Committee.
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

## The closure

55. The following rules of debate shall apply:

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

## Speech limit

56. If this motion is permitted by the Chair, it shall be put forthwith without discussion.

## Suspension of Standing Orders

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

## VOTING

### Assent of three Houses

58. 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 Diocesan 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.

### Procedure for decisions

59. 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 by the votes of all the members of the Diocesan Synod present and voting, the assent of the three Houses being presumed, unless the diocesan bishop (if present) requires or any ten members present require that a separate vote of each of the House be taken.

### Matters referred under Article 8 of the Synodical Government Measure 1969

60. 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 Schedule 2 of the Synodical Government Measure

1969 of the constitution of that synod, that matter shall be deemed to have been approved for the purposes of the said Article.

#### Votes by separate Houses

61. A vote shall be taken by separate Houses on any question referred by the General Synod to the Diocesan Synod and on any other question as required by these Standing Orders or the Rules.

#### Majority required for decisions

62. Subject to any statutory requirements, decisions of the Diocesan 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 Diocesan Synod present and voting; and decisions of the Diocesan 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 of the Houses of clergy and laity 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 Diocesan Synod present and voting.

#### Equal voting in the House of bishops

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

#### Opinion of the President

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

#### Voting rights of the Chair

65. The Chair (subject to the rights of the President when he or she is Chair) shall have the same voting rights as other members and shall have no second or casting vote. For the avoidance of doubt, it is hereby specified that in the case of an equality of votes, the motion shall be deemed lost.

#### Mode of voting

66. Unless Synod has voted in favour of a motion to use a different method of voting on any particular motion, the Chair on putting any question to the vote shall take a show of hands, the result of which as announced by him or her shall be conclusive, and may at his or her discretion order the hands to be counted and shall do so on a vote by Houses.

#### Requests for separate voting

67. Where the President requires, or where any ten members demand a separate vote of each House or where the President gives direction under Standing Order 58 (that his assent shall be necessary to carry a proposal), such requirement or direction shall be made or given before

the question is put or immediately upon the announcement of a show of hands, whether counted or not.

#### Procedure for voting by Houses

68. The conduct and administrative arrangements on a separate vote of each House shall be made by the Secretary to the Diocesan Synod under the direction of the Chair.

#### QUESTIONS

##### To whom addressed

69. 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 Diocesan Synod or on which it is represented;
- provided that the person asked may, without reason given, refuse to answer that question.

Any member may ask up to two original questions at any meeting.

Unless the Chair determines otherwise, not more than one supplementary question may be asked in respect of each original question asked. The member who asked the original question shall have priority in asking a supplementary question. A supplementary question shall be strictly relevant to the original question and to the answer given.

##### Content

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

##### Persons authorised to reply

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

## THE BISHOP'S COUNCIL AND STANDING COMMITTEE

### Composition

72. The Bishop's Council and Standing Committee (in these Standing Orders referred to as "The Standing Committee") shall consist of the members from time to time of the Leeds Board.
73. The officers of the committee shall be as follows:
- (i) The Bishop of Leeds shall be Chair unless on any occasion he or she nominates another member of the Standing Committee to take the chair.
  - (ii) The members of the Standing Committee may approve the appointment of two of their number to be Vice Chairs of the Standing Committee from time to time.
  - (iii) The Diocesan Secretary (or one of the Joint Diocesan Secretaries if there is more than one) shall be secretary to the Standing Committee.

### Functions

74. The functions of the Standing Committee shall be:
- (i) to plan the business of the Diocesan 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 Diocesan Synod and to advise it on matters of policy which are placed before it;
  - (iii) to advise the President on any matters which he or she may refer to the committee;
  - (iv) subject to the directions of the Diocesan Synod to transact the business of the Diocesan Synod when it is not in session;
  - (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the Diocesan Synod;
  - (vi) to carry out such other functions as the Diocesan Synod delegate to it.

### Other committees

#### Statutory Committees

75. The Diocesan 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

76. The Diocesan Synod may at any time constitute such other committees as in the opinion of the Diocesan Synod are necessary or desirable and

may delegate to a committee so constituted, with or without conditions, such functions of the Diocesan Synod as it thinks fit.

#### Membership of committees

77. Subject to any directions of the Diocesan Synod and to any statutory provision, the 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 Diocesan Synod; provided that a majority of the members of the committee shall be members of the Diocesan Synod. The President or a member nominated by him or her, being either a suffragan bishop, a full time assistant bishop in the diocese or an archdeacon, shall be a member of every committee.

#### Duration of membership

78. The Standing Committee may, subject to these Standing Orders and any resolution of the Diocesan 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

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

#### Electors

80. Any elected member of a committee may be elected by the whole Diocesan Synod or by the three Houses voting separately. In the absence of any direction by either the Diocesan Synod or the Standing Committee, they shall be elected by the whole Diocesan Synod.

#### Nominations for elections to committees

81. Every nomination shall require a proposer and seconder who shall be qualified electors but the 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 to the Diocesan Synod within such period (not being less than 14 days) as he or she shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

#### Voting in elections

82. In any other event, unless otherwise provided by other regulations, an election shall be held by the method of single transferable vote for which rules are provided, with necessary modifications, made by the General Synod under Rule 39 of the Church Representation Rules.

## Casual vacancies

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

## Directions by Standing Committee

84. The conduct of elections to committees shall, subject to these Standing Orders, be in accordance with any directions by the Standing Committee.

## PROCEDURE OF COMMITTEES

### Chair

85. If the President is a member of a non-statutory committee he or she shall be Chair thereof if he or she so elects or, if he or she does not elect to be Chair the Standing Committee shall, subject to any direction by the Diocesan Synod or its 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 elected by the members of the committee from among its own members.

### Quorum

86. Not less than one quarter of the total members of a committee shall form a quorum (excluding vacancies)

### Voting

87. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that the Chair shall not vote and in the case of an equality of votes the chair is to have a casting vote.

### Reports and minutes

88. Every committee shall report at such times and in accordance with such procedure as may be determined by the 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 Diocesan Synod to the acceptance of any matter in the report.

### General

89. Subject to these Standing Orders and to any directions by the Diocesan Synod or the Standing Committee, a committee shall have power to determine its own procedure.

## REPRESENTATION ON OTHER BODIES

90. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the Diocesan Synod but on which it is required or permitted to be represented shall be determined in each case by the Standing Committee.

## DOCTRINAL MATTERS AND FORMS OF SERVICE

### Requirement of early circulation

91. If notice is given of a motion, whether or not under Standing Order 25, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England the Standing Committee shall include it on the agenda of the earliest convenient meeting of the Diocesan Synod; provided that, save by permission of the Chair and the consent of the Diocesan Synod, copies of such motion, together with a report thereon by the Standing Committee, shall be sent to members at least three months before it is finally voted on by the Diocesan Synod. For the purpose of this Standing Order the consent of the Diocesan Synod shall not be deemed to have been given unless in the opinion of the Chair a large majority of those present and voting has been agreed.

## REFERENCES BY THE GENERAL SYNOD

### When considered

92. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the 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

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

### Consultations within the diocese

94. 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

95. (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 the vote shall be taken by separate Houses under Standing Order 62. 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 Standing Committee 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 therefrom may, if otherwise in order, be moved by any member.

## Report on result

96. The decisions on such motions and on any related motions not specifically included in the reference, together with the 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 PCCs

### Matters referable

97. 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 matters; 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.

### Report on proposal to refer matters

98. The Standing Committee 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 Standing Committee has so reported.

### Circulation of reference

99. The Secretary of the Diocesan Synod shall send a copy of any resolution under Standing Order 97 to the secretary of each body concerned,

together with such instructions and other information as the Diocesan Synod or the Standing Committee may direct.

#### Form and date of reply

100. Subject to any direction by Diocesan Synod, where a reference under Standing Order 97 invites clear 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 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

101. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the 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

102. 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 parish within the deanery.

#### By Parochial Church Councils and meetings

103. 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

104. Notice of a motion to be moved in the Diocesan Synod 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 Standing Committee

105. The Standing Committee shall be responsible for advising the President and the Diocesan Synod on the determination of priorities in the allocation of any funds at the disposal of the Diocesan Synod.

## Duties of Diocesan Board of Finance

106. The Diocesan Board of Finance of the Diocese (in these Standing Orders referred to as "the Leeds Board") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Diocesan Synod and responsible for the custody and management of the Diocesan Synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

## Presentation of annual accounts and a draft budget

107. In each calendar year, the Leeds Board shall present to the Diocesan Synod the accounts for the preceding year and its budget for the following year as approved by the Leeds Board. The budget shall provide for the expenditure required by every council, board committee or working group or other body responsible to the Diocesan Synod, subject to any reductions made by the Board on the grounds of priority or financial expediency.

## Special votes of expenditure

108. If during the financial year the Leeds Board 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 Diocesan Synod,
- the Leeds Board shall submit at any meeting of the Diocesan Synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met.

## Expenditure in excess of funds voted

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

## Notice of proposals involving expenditure

110. Except with the consent of the Leeds Board or their authorised representatives in the Diocesan Synod, no motion involving expenditure shall be put to the vote unless twenty eight days' notice of motion has been given to the Leeds Board, so as to give opportunity for its views on the proposal to be formulated and expressed during the debate.

## Form of money resolutions

111. The Leeds Board shall not expend or engage to expend any of the Diocesan 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 Diocesan Synod authorise (or direct) the diocesan board of finance to raise and 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

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

#### Inadmissible amendments to money resolutions

113. Save by consent of the Leeds Board, an amendment shall be out of order if its effects would be to increase the expenditure of which a motion framed as a money resolution seeks to authorise.

#### Reference back of money resolutions

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

### GENERAL PROVISIONS

#### Admission of Press and public

115. Subject to any directions by the Diocesan Synod or the Standing Committee, any member of the Diocesan 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 Diocesan Synod. If the motion is seconded and carried the Chair shall request the representatives of the Press and the public to withdraw.

#### Periods of notice

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

#### Procedural defects

117. A meeting of the Diocesan Synod or any of its committee 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

118. A motion for the amendment of these Standing Orders shall not be moved before it has been considered by the Standing Committee; the Standing Committee shall report to the Diocesan Synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.