
*Standing Orders Amendment and Consolidation
Ordinance, 1968*

No. 33, 1968

AN ORDINANCE to amend and consolidate the rules known as standing orders for the conduct of all business coming before the Synod of the Diocese of Sydney.

WHEREAS rules for the conduct of business coming before the Synod were passed by the Synod in the year 1936 and were duly assented to in writing AND WHEREAS such rules are generally known as standing orders AND WHEREAS such standing orders have been amended from time to time by the Synod AND WHEREAS it is expedient further to amend and consolidate the same NOW the Synod of the Diocese of Sydney hereby RULES as follows:

1. All rules known as standing orders previously passed by the Synod are hereby repealed.

2. The Schedule hereto is hereby adopted as rules to be known as standing orders for the conduct of all business coming before the Synod.

3. This ordinance may be cited as "Standing Orders Amendment and Consolidation Ordinance, 1968".

**SCHEDULE
MEETING OF SYNOD**

1. The Members of the Synod shall meet for the discussion of business in one chamber. The hour of meeting shall be 2 p.m., unless otherwise ordered.

Provided that no Ordinance, Rule, Standing Order, or other matter to be determined by the President, shall be considered before 4 p.m.

QUORUM

2. At the first meeting of each Session of Synod, the presence of not less than one-fourth of the members of each order shall be necessary to constitute a quorum. Except at the first meeting of each Session of Synod, twenty-two Clerical and forty-four Lay Members, exclusive of the President, shall constitute a quorum.

ADJOURNMENT—IF NO QUORUM

3. If at the time fixed for any meeting of Synod or during any meeting of Synod there be not a quorum the President may adjourn the Synod to a time to be then fixed by him, or, at his discretion, *sine die*.

ADJOURNMENT—ABSENCE OF PRESIDENT

4. In the absence of the President the Synod shall stand adjourned until the next regular day of sitting.

PRAYERS

5. The Synod shall be opened each day by the President reading Prayers.

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SECRETARIES

6. Immediately after the reading of Prayers on the first day of the first Session of each Synod, one Clerical and one Lay member of Synod shall be elected as Secretaries of the Synod on motion without notice, and such Secretaries shall hold office until the election of their successors. In the event of a vacancy occurring in this office when the Synod is not in Session, it may be filled by the Standing Committee.

DUTIES OF SECRETARIES

7. The Secretaries shall prepare the Business Paper for each day after the first day of each Session of Synod, take Minutes of the proceedings, and prepare and publish the Report thereof. They shall also have charge of the record of all Rules and Ordinances passed by the Synod which shall be deposited for safe custody in the Diocesan Registry.

REPRESENTATIVES ELECTED FOR TWO OR MORE SEATS

8. Whenever any person has been elected as a Representative for two or more distinct Parishes or Districts and has not previously made his choice, he shall, on taking his seat, and before taking part in any of the proceedings of the Synod, choose for which of such Parishes or Districts he will retain his seat, and the President shall declare the other seat or seats to be vacant, and shall thereupon take the necessary steps to fill such vacancy or vacancies.

**ORDER OF BUSINESS FOR THE FIRST DAY OF
EACH SESSION OF SYNOD**

9. The Order shall be as follows:—

- (a) The List of Clergy summoned to the Synod shall be laid upon the table by the President.
- (b) The List of Representatives shall be laid upon the table by the President, and those who have not presented their Certificates of Election, and signed the Declaration, shall then do so.
- (c) The President shall deliver his address.
- (d) Motions for the election of:
 - (i) A Chairman of Committees.
 - (ii) A Deputy Chairman of Committees.
 - (iii) A Committee of Elections and Qualifications.
 - (iv) A Committee for the Order of Business.
- (e) The Minute Book of the Standing Committee shall be laid upon the table.
- (f) Petitions.
- (g) Notices of Questions.
- (h) Notices of Motions.
- (i) Reports, Accounts, and motions connected therewith.
- (j) Motions by request of the Standing Committee.
- (k) Motions which shall have been received by the Standing Committee from Members of the Synod at least one month

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before the Session of Synod. Provided that no Member shall send to the Standing Committee more than two such motions.

NOTICES BEFORE 7 P.M.

10. Notices of Questions and of Motions given by any Member in writing before 7 p.m. on the first day of each Session shall, after that hour, be deemed sufficient within the meaning of the 39th Standing Order in lieu of notice given on a previous day.

**ORDER OF BUSINESS FOR THE SECOND AND
SUCCEEDING DAYS OF EACH SESSION OF SYNOD**

11. *The Order shall be as follows:—*

- (a) The Minutes of the previous meeting shall be read and signed as a correct record.
- (b) Questions.
- (c) Petitions.
- (d) Notices of Questions.
- (e) Notices of Motions.
- (f) Orders of the Day.
- (g) Motions according to the order of notices, or in the order settled by the Committee for the Order of Business.

FORMAL MOTIONS

12. Before the Orders of the Day or Motions are proceeded with the President at each sitting shall call the Motions on the Business Paper and any Motion may be taken as a Formal Motion unless objection be taken thereto by the word "Object" being called by a person other than the mover, and such Motion on being declared formal shall be forthwith put without debate.

ELECTIONS AND QUALIFICATIONS COMMITTEE

13. (1) The Committee of Elections and Qualifications shall inquire into and report upon all Questions which shall be referred to them by the Synod respecting the validity of any Election or return of any Member, and also respecting the qualification or disqualification of any person who has been returned as a Member of the Synod; and the Committee may sit if they think fit while the Synod is sitting.
- (2) The Committee when inquiring into the matters referred to them, may receive the best evidence they can procure or which is laid before them, whether it be such as would be admitted in cases at law or not and they may reject any evidence tendered to them which they may see fit to reject.
- (3) The Committee shall report the result of their inquiries to the Synod, and shall report whether they find that the Election or return of the Member whose case has been referred to them is valid, or whether he is qualified as the case may be; whereupon it shall be competent

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to move forthwith, without notice, or on any subsequent day, pursuant to notice, that the report be adopted.

- (4) Upon the Motion for the adoption of the Report it shall be competent to substitute for it by way of amendment such resolution in respect to the matter referred to the Committee as, to the Synod shall seem proper; provided that such resolution shall state distinctly that the Election or return of the Member is or is not valid, or that he is qualified or disqualified to be such Member as the case may be: And if by such resolution or by the adoption of the Report, it be determined by the Synod that the Member has not been properly elected or returned or that he is not qualified to be a Member, he shall not thenceforth sit (unless re-elected) as a Member of Synod, and his seat shall be declared vacant, but if the contrary be determined he may forthwith take his seat.
- (5) No Member of the Committee of Elections and Qualifications whose case has been directed to be referred to such Committee, and is still undecided, shall sit thereon until his case shall have been finally dealt with by the Synod.

ORDER OF BUSINESS COMMITTEE

14. (1) The Secretaries of Synod shall ex officio, be Members of such Committee for the Order of Business.
- (2) Five other Members of Synod shall be elected to be members of such Committee.

SELECT COMMITTEES

15. Every Select Committee shall consist of not less than five nor more than twenty-one Members, and the Notice of Motion appointing such Committee shall state the number of Members it is proposed should serve on such Committee and contain the names of the Members proposed to serve thereon. It shall be in the power of any Member of the Synod to propose the name or names of any other Member or Members to serve on such Committee. If the nominations are not in excess of the number of persons required to be elected the President shall declare the persons nominated to be duly elected, but whenever they are in such excess all the names proposed shall form a select list out of which such Committee shall be elected by ballot, such ballot shall be taken on the next day of sitting between the hours of 4.30 p.m. and 9 p.m. or on such other day and at such other time as Synod may appoint.

Provided that no Member shall sit on a Select Committee who shall be personally interested in the inquiry before such Committee.

16. Whenever such a ballot is taken, the persons who shall be reported by the Scrutineers appointed by the President to have the largest number of votes shall be declared by the President to be duly elected. Any voting paper purporting to vote for more or fewer

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names than the number of vacancies to be filled shall be informal. Provided that if two or more shall have received an equal number of votes, rendering the issue of the election doubtful, the President shall thereupon give a casting vote.

17. Notice of Motion may be given for adding to or substituting Members of any Select Committee which may have been appointed, and such notice shall specify the names of such Members. Notice of Motion may also be given for discharging a Select Committee.

18. In Select Committees three shall form a quorum, unless otherwise provided by motion.

19. Every Select Committee shall before proceeding to business elect a Chairman, who shall prepare and sign the report of the Committee. The Chairman shall have a deliberative vote only.

20. It shall be the duty of a Member naming a Select Committee or proposing to add or substitute Members thereon, to obtain previously the assent of the Members whom he proposes to serve on such Committee.

21. Select Committees, unless specially appointed to report to the Synod then sitting, shall have power to sit during the recess and report to the Synod in the following Session or to the Standing Committee between Sessions.

22. Motions for appointment of Select Committees who are to report at the same Session of Synod, shall become Orders of the Day, and take precedence of all other business.

23. The mover of the Motion for the appointment of a Select Committee, if a member thereof, shall fix the time for the first meeting of the Committee; if the mover be not a member the President shall fix the time.

PETITIONS

24. Petitions must be written, typewritten, or printed, and conclude with the prayer and the signatures of the Petitioners.

25. Petitions shall not be received which, in the opinion of the President, are disrespectful or couched in offensive language, or which have been altered by erasure or interlineation.

26. A Member presenting a petition must make himself acquainted with its contents, and affix his name at the beginning thereof and shall state from whom it comes, its material allegations and its prayer, and may require that it be read by one of the Secretaries, and the only Question which shall be entertained by the Synod on its presentation shall be "That the Petition be received."

QUESTIONS

27. (1) After the time for presenting Petitions Questions may be put upon notice in writing to the President relating to any motion or matter connected with the business of the Synod or any committee, board or commission of the Synod or any committee, board or commission established by or under an ordinance or resolution of Synod.
- (2) In putting any such question no statement of fact shall

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be made without leave of Synod and no argument or opinion shall be offered and no inference or imputation shall be made.

- (3) A reply to a question properly asked shall be in writing and read out and shall be recorded in the proceedings of Synod.
- (4) A question shall not be received which in the opinion of the President is disrespectful or couched in offensive language.

RULES OF DEBATE

28. Every Member shall stand while speaking and address the President.

29. The President may take part in debate without leaving the Chair.

30. When the President rises in his place, all other Members shall be seated and continue sitting until he resume his seat.

31. All Questions of Order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith. Any Member may speak to a Point of Order.

32. The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a Member to interrupt a speaker except through the President. This Standing Order shall apply also to Motions of Adjournment.

33. (1) The President shall call to order any Member who in his opinion is digressing from the subject matter of the Question under discussion, or who shall make personal reflections on, or impute improper motives to, any Member.

(2) If any Member shall persist in such irrelevant remarks, or shall, in the judgment of the President, be guilty of disorderly conduct, the President may call upon him to make apology, whereupon if he refuse, he shall withdraw, and the Synod shall take his conduct into consideration and may suspend or otherwise deal with him as the Synod thinks fit.

ADJOURNMENT OF DEBATE

34. When an adjournment of a debate shall take place, it may be resolved that at the next sitting it shall take precedence of all or any of the Motions and Orders of the day.

LIMITATION OF SPEECHES

35. (1) On a motion that a Rule or Ordinance be read a second time, the mover shall not speak for more than 20 minutes in support of the motion, and ten minutes in reply, and other Members shall not speak for more than ten minutes each.

(2) On other motions the mover shall not speak for more than 15 minutes in support of the motion and seven minutes in reply, and other Members shall not speak for more than seven minutes at a time.

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(3) In Committee a Member shall not speak for more than ten minutes at a time.

Provided however that the Synod or the Committee, as the case may be, may grant any Member leave to speak, or to continue his speech, for such extended time as it may determine, from time to time.

RIGHT OF REPLY

36. Except when in Committee of the whole Synod no Member shall be allowed to speak more than once on the same Question, except in explanation.

Provided that the mover of any Motion, other than a Motion for an amendment or a Motion that the Question be now put or the previous Question shall be allowed the right of reply, and after the reply the Question shall be put forthwith.

MOTION OR AMENDMENT NOT SECONDED

37. Except in Committee, no Motion or Amendment unless seconded shall be further discussed, nor shall any entry thereof be made in the Minutes.

MOTIONS—FORMALLY SECONDING

38. Any Member formally seconding a Motion shall not be thereby considered as having spoken to the Question.

MOTIONS—PURSUANT TO NOTICE

39. Save as specially provided for in Standing Order No. 10, a Member shall not bring any subject under consideration of the Synod or ask any question except in pursuance of a notice given in writing (in duplicate) on a previous day.

MOTIONS—WITHOUT NOTICE

40. A Motion may be made or a Question may be asked without previous notice by leave of the majority of the Members then present.

MOTIONS—LAPSED

41. Motions shall be taken in the order in which they stand, and if not then made, unless postponed by leave of the Synod, shall be considered as having lapsed. Provided that the order of any Motion, with the consent of the mover, may be varied at any time by motion without notice and without debate. Provided also that Synod may at any Session resolve without notice and without debate that any specified motion on the Business Paper shall not be considered at such Session except in the presence of at least such numbers of Members, Clerical and Lay, as are specified in such Resolution, and the said Motion shall be considered as having lapsed if at any time during the consideration of the same the number of Clerical or Lay Members so specified shall not be present.

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MOTIONS—PUT BY THE PRESIDENT

42. When a Motion has been made and seconded a question thereupon shall be proposed by the President, and the vote taken without further debate unless any Member desires to speak in opposition or to move an amendment when the debate shall proceed. At any time before the close of the debate any Member may move an amendment.

AMENDMENTS

43. No amendment (except of a verbal character) shall be put from the Chair unless it be seconded and a copy thereof shall have been handed to the President.

44. (1) A question having been proposed may be amended:—

(a) By omitting certain words.

(b) By omitting certain words in order to insert or add other words.

(c) By inserting or adding words.

(2) The question before the Synod shall be put by the President as follows:

(a) "That the words proposed to be omitted be so omitted."

(b) "That the words proposed to be omitted be so omitted." If it is decided in the affirmative the further question shall be put, viz:

"That the words proposed to be inserted be so inserted."

(c) "That the words proposed to be inserted (or added) be so inserted (or added)".

(3) If any question as to the omission of certain words be decided in the negative, such words shall be retained and it shall not be competent to move any further amendment save of addition to them.

(4) If any question as to the insertion or addition of words be decided in the negative, other words may be moved until the Synod shall agree.

(5) A proposed amendment may be by leave of Synod withdrawn.

(6) Amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

(7) When amendments have been proposed, but not agreed to, the question shall be put as originally proposed.

(8) When amendments have been agreed to, the main question as amended shall be put to the Synod.

PREVIOUS QUESTION

45. When it is desired to avoid or postpone a decision on any Question, it shall be competent for any Member to move the Previous Question in the following form of motion:

"That the Motion be not put."

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When the previous Question is moved it shall not stop debate which shall continue, but no amendment may be moved until the Previous Question has been disposed of by the Synod.

The Previous Question shall be put by the President "That the Motion be not put."

Provided that if the Previous Question be affirmed, Synod shall proceed to the next business, but if the Previous Question be defeated the original motion shall continue from the point at which it was interrupted by the intervention of the Previous Question.

The Previous Question shall not be moved in Committee.

QUESTION MAY BE SUPERSEDED

46. A Question may be superseded:—

- (a) By the adjournment of the Synod on the motion of a Member "That the Synod do now adjourn."
- (b) By the Previous Question, viz., "That the Motion be not put", being proposed and affirmed.
- (c) On notice being taken, and it appearing that a quorum is not present.

Provided that a Motion for the Previous Question, may be superseded by the adjournment of the Synod.

MOTIONS—HOW RESOLVED

47. (1) A Question shall be resolved by the majority of the voices "Aye" or "No", or by a show of hands, and the President shall state which side has the majority; but on demand being made by five Members a division shall take place, or on demand being made by thirty Members a ballot shall be taken. If a ballot be taken the Synod shall upon motion without notice and without debate determine when and how such ballot shall be taken.

(2) At any time during the debate any Member may without notice and without debate ask "Whether in the opinion of the President the Question should now be put?" whereupon, or of his own act, the President may inform the Synod that in his opinion the Question has been sufficiently discussed.

(3) If after such expression of opinion by the President a Motion be made "That the Question be now put" the Question on such Motion shall then be put without further debate and if such Motion be carried the President shall forthwith put the original Question to the vote.

Provided that, whenever it is decided that any Question shall be put the mover of the original Motion shall have a right of reply.

MOTIONS—WITHDRAWAL OF

48. Any motion may be withdrawn by the mover with the permission of the Synod.

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MOTIONS PREVIOUSLY DEALT WITH, ETC.

49. No subject which shall have been under the consideration of the Synod and disposed of, shall be again brought forward during the same Session.

50. No Question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same Session.

COUNT OUT

51. If at any time during the progress of business, on any Member moving that the Synod be counted, there be not a quorum, the President shall adjourn the Synod to such time as he shall determine.

52. A debate interrupted by such counting out shall at the next time of sitting be resumed at the point where it was interrupted.

ADJOURNMENT OF SYNOD OR DEBATE

53. A Motion for adjournment of either the Synod or the debate may be made at any time; Provided that no Member shall be interrupted thereby while speaking.

MOTIONS—MEMBERS TO CONCLUDE WITH

54. When no Question is before the Synod, no Member shall be at liberty to speak unless he intends to conclude by making a motion; and any Member rising to make a motion of which notice has not been given, shall when called upon by the President, forthwith state what motion he intends to make.

Provided that by leave of the President, a Member may explain matters of a personal nature although there be no question before Synod; but such matters shall not be debated.

DIVISIONS

55. When a Division is demanded the President shall put the Question, and, after the lapse of two minutes, shall direct the Members then present to divide, the "Ayes" to the right, the "Noes" to the left, of the chair, and shall appoint Tellers from each side, whether the voting be collectively or by orders, and shall declare which has the majority of votes from a count of the Members voting to be given him by the Tellers. Any five Members may demand a Vote by Orders in the case of rules or Ordinances. In all other cases the voting shall be collectively. If ten Members shall so require the names shall be recorded.

56. Members may leave or enter the Synod during the two minutes which elapse before the Division, but after the President commences to direct the Members to divide, no Member shall leave or enter the Synod until the Division is concluded; and after the appointment of Tellers no Member, except the Tellers, shall change his place from one side of the Chair to the other.

STANDING ORDERS—SUSPENSION OF

57. Any Standing Order of the Synod may at any time be sus-

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pending on motion with notice. Any Standing Order may also be suspended on motion without notice, unless ten Members object.

COMMITTEE OF THE WHOLE—QUORUM

58. In Committees of the whole Synod the same number of Members shall form a Quorum as in the Synod itself.

59. If, during the progress of business in Committee, notice be taken that there is not a quorum, the Chairman shall leave the chair and report the same.

60. A Motion made in Committee need not be seconded.

ADJOURNMENT OF COMMITTEE

61. A motion of adjournment of Committee shall be "That the Chairman leave the chair, report progress, and ask leave to sit again." On such motion being carried the Chairman shall report to the Synod and ask leave accordingly.

STANDING ORDERS TO APPLY IN COMMITTEE

62. The Standing Orders shall, so far as applicable, be observed in Committee, and the Chairman shall have the same authority as the President for the preservation of order.

ABSENCE OF CHAIRMAN OF COMMITTEES

63. In case of the absence of the Chairman the Deputy Chairman, or in his absence another Member appointed by Synod shall preside and have all the power normally exercised by the Chairman.

RULES AND ORDINANCES

64. (1) Every Ordinance shall be introduced by a motion for leave to bring it in, specifying its intended title; and except when introduced by request or on behalf of the Standing Committee shall bear the endorsement of at least six Members of the Synod, and the Member having obtained leave shall hand in to the Secretaries a copy, either manuscript or in type, of the draft of the Ordinance, and may immediately move that the Ordinance be read a First time, and if necessary also that it be printed for the use of Members.
- (2) After an Ordinance has been read a First time, a future day shall be immediately fixed, on motion, for its Second reading.
- (3) On every order for the reading of an Ordinance the Short Title only shall be read.
- (4) After the Second reading has been moved and seconded the President shall ask if any Member or Members wish to ask the mover or seconder any question or questions relevant to the subject matter of the Ordinance, and any Member may thereupon ask any such question which may thereupon be answered by the mover or seconder. Further such questions may be asked and answered until the President having put the Question "Whether in the

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opinion of the Synod sufficient time for questions has been given?" the Synod shall answer in the affirmative, whereupon the debate shall proceed.

- (5) In a Committee of the whole Synod the Question shall be put on each clause of the Ordinance separately, leaving the Preamble to be last considered.
- (6) After the Second reading the Synod shall appoint a time which may be either the same or some future day for resolving itself into a Committee of the whole for consideration of the Ordinance in detail.
- (7) When the Ordinance has been settled in Committee it shall be reported by the Chairman to the Synod with or without amendment as the case may be.
- (8) When an Ordinance is reported, the adoption of the report may be immediately moved or a future day appointed for that purpose.
- (9) If the report be adopted a future day shall be fixed for the Third reading and the Ordinance as reported shall, if Synod so determine, in the meantime be printed.
- (10) On the motion for the adoption of the report or on the order for the Third reading being called or moved the whole Ordinance or any clause therein may on motion be recommitted, but in either case a subsequent day shall be appointed for the Third reading, unless the Synod shall otherwise determine.
- (11) Before the Third reading the Chairman of Committees shall certify in writing that the Ordinance, as printed, is in accordance with the Ordinance as reported. And the President shall announce that the Chairman has so certified.
- (12) No amendment shall be made in any Ordinance on the Third reading unless notice thereof shall have been previously given, but any amendment or the addition of any clause of which notice has been given may be then moved.
- (13) After the Third reading the President shall on motion put the Question "That this Ordinance do pass."
- (14) If the Ordinance be passed, its Title shall be settled, and the Secretaries shall certify at the foot of the Ordinance the date of its passing.
- (15) The foregoing Orders relative to Ordinances shall apply to all Rules of Synod, the validity of which depends upon the assent of the Bishop being signified thereto under the 6th of the Constitutions for the management and good government of the Church of England within the State of New South Wales.
- (16) Wherein this or any other rule the word "printed" is used it shall be taken to include the words typed, duplicated or any like process.

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PARLIAMENTARY PRACTICE

65. In all cases not herein provided for, resort shall be had to the rules, forms, and practice of the Legislative Assembly of New South Wales, so far as they can be applied.

I certify that the Ordinance as printed is in accordance with the Ordinance as reported.

A. R. RICHARDSON,
Chairman of Committees.

We certify that this Ordinance was passed by the Synod of the Diocese of Sydney this 16th day of October, 1968.

K. N. SHELLEY,
W. L. J. HUTCHISON,
Secretaries of Synod.

I assent to this Ordinance.

21/10/1968.

MARCUS LOANE,
Archbishop of Sydney.