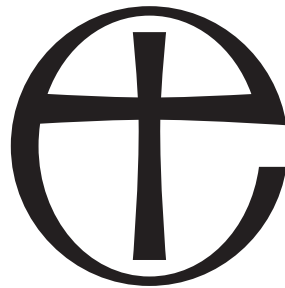


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The General Synod
of the Church of England



Standing Orders

October 2015 Edition

The General Synod of the Church of England

Standing Orders

with Appendices containing the Standing Orders
of the Houses of Bishops, Clergy and Laity and
of the Convocations of Canterbury and York
and the Constitution of the General Synod

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STANDING ORDERS OF THE GENERAL SYNOD

CONTENTS

GENERAL ARRANGEMENTS FOR GROUPS OF SESSIONS

| | | |
|----|---------------------------------|---|
| 1. | Sessional arrangements | 1 |
| 2. | Time and place of sessions..... | 1 |
| 3. | Seating..... | 1 |

AGENDA

| | | |
|----|--|---|
| 4. | Content of agenda | 1 |
| 5. | Order of business | 2 |
| 6. | Private members' motions..... | 2 |
| 7. | Diocesan synod motions | 3 |
| 8. | Motions arising out of official business | 4 |
| 9. | Variations of order of business..... | 4 |

NOTICE OF BUSINESS

| | | |
|-----|--|---|
| 10. | Length of notice: general | 4 |
| 11. | Length of notice: special cases | 5 |
| 12. | Length of notice: variation of times and periods | 5 |
| 13. | How to give notice | 5 |

GENERAL PROCEDURES AT A GROUP OF SESSIONS

| | | |
|-----|---|---|
| 14. | The Chair | 6 |
| 15. | Powers and duties of the Chair | 6 |
| 16. | Quorum | 7 |
| 17. | Right to speak | 7 |
| 18. | Breach of order | 7 |
| 19. | Points of order, points of personal explanation and interruptions | 7 |
| 20. | Speaking to a motion or amendment | 8 |
| 21. | Speaking more than once | 8 |
| 22. | Length of speeches..... | 8 |

MOTIONS AND AMENDMENTS

| | | |
|-----|-----------------------------|---|
| 23. | Moving and withdrawal | 9 |
| 24. | Division of text | 9 |
| 25. | Reconsideration..... | 9 |

AMENDMENTS

| | | |
|-----|--------------------------------------|----|
| 26. | When permitted or not permitted..... | 10 |
| 27. | Delivery..... | 10 |
| 28. | Content of amendment..... | 11 |
| 29. | Order of consideration | 11 |

SPECIAL PROCEDURAL MOTIONS

| | | |
|-----|----------------------------|----|
| 30. | General..... | 11 |
| 31. | The Closure..... | 12 |
| 32. | The Speech Limit..... | 12 |
| 33. | Next Business..... | 13 |
| 34. | Adjournment of Debate..... | 13 |
| 35. | Suspension of Sitting..... | 14 |

VOTING

| | | |
|-----|--------------------------------------|----|
| 36. | Majority required for decisions..... | 14 |
| 37. | Show of hands and counted votes..... | 15 |
| 38. | Procedure on voting..... | 16 |

STANDING ORDERS

| | | |
|-----|----------------------------|----|
| 39. | Suspension..... | 16 |
| 40. | Motions for amendment..... | 17 |

OTHER PROCEDURES AND CUSTOMS

| | | |
|-----|-------------------------|----|
| 41. | Acts of Synod..... | 18 |
| 42. | Memorials..... | 18 |
| 43. | Petitions..... | 19 |
| 44. | Prorogation motion..... | 19 |
| 45. | Prorogation..... | 19 |
| 46. | Decorum..... | 19 |

MEASURES AND CANONS

| | | |
|-----|---|----|
| 47. | Proposals for introduction etc..... | 20 |
| 48. | Stages..... | 20 |
| 49. | Steering Committee of Members in Charge..... | 20 |
| 50. | Circulation of papers..... | 20 |
| 51. | First Consideration: general..... | 21 |
| 52. | First Consideration: Consolidation Measures and Consolidation Canons..... | 21 |
| 53. | Revision without prior Revision Committee..... | 22 |
| 54. | Revision Committee: membership..... | 22 |
| 55. | Revision Committee: proposals for amendment..... | 22 |
| 56. | Revision Committee: consideration..... | 23 |
| 57. | Revision Committee: report..... | 24 |
| 58. | Revision following Revision Committee: consideration by Synod..... | 24 |
| 59. | Revision following Revision Committee: amendments..... | 25 |
| 60. | Revision following Revision Committee: recommittal..... | 26 |
| 61. | Final Drafting..... | 27 |
| 62. | Special procedure for Article 7 or 8 Measures or Canons..... | 28 |
| 63. | Consolidation Measures and Consolidation Canons: scope of amendments..... | 28 |
| 64. | Final Approval..... | 28 |
| 65. | Measures providing for subordinate legislation..... | 29 |
| 66. | Withdrawal of Measure or Canon by Steering Committee..... | 30 |
| 67. | Withdrawal of Measure by Legislative Committee and re-introduction..... | 30 |
| 68. | Procedure for making a Canon..... | 31 |
| 69. | Re-introduction of a Canon..... | 31 |

REGULATIONS AND OTHER INSTRUMENTS

| | | |
|-----|---------------------------------------|----|
| 70. | General..... | 32 |
| 71. | Procedure for deeming..... | 32 |
| 72. | The One Motion procedure..... | 33 |
| 73. | The Preliminary Motion procedure..... | 33 |

DRAFT REORGANISATION SCHEMES

| | | |
|-----|---|----|
| 74. | Procedure for deeming..... | 34 |
| 75. | Motions for reconsideration..... | 34 |
| 76. | Procedure for consideration of scheme: no motion for reconsideration..... | 34 |
| 77. | Procedure for consideration of scheme: motion for reconsideration..... | 35 |

LITURGICAL BUSINESS

| | | |
|-----|--|----|
| 78. | Meaning of “liturgical business”..... | 35 |
| 79. | Steering Committee of members in charge..... | 35 |
| 80. | Introduction and circulation of liturgical business..... | 36 |
| 81. | First Consideration..... | 36 |
| 82. | Reports on questions of doctrine..... | 37 |
| 83. | Revision Committee..... | 37 |
| 84. | Optional re-committal following Revision Committee..... | 37 |
| 85. | Further Revision Committee Stage after re-committal..... | 38 |
| 86. | Expedited Further Revision..... | 38 |
| 87. | Further Revision..... | 39 |
| 88. | Final Revision..... | 40 |
| 89. | Minor adjustments to forms of service..... | 40 |
| 90. | Extension or discontinuance of liturgical business already approved..... | 41 |

MATTERS REFERABLE UNDER ARTICLE 7 OR 8 OF THE CONSTITUTION

| | | |
|------|--|----|
| 91. | Designation..... | 41 |
| 92. | Objection to designation or absence of designation..... | 42 |
| 93. | References to the House of Bishops otherwise than under SO 62..... | 42 |
| 94. | Consideration of business otherwise than under SO 62 or 93..... | 42 |
| 95. | Article 7 business: reference to the Convocations and the House of Laity..... | 43 |
| 96. | Reference under SO 95: first stage..... | 43 |
| 97. | Reference under SO 95: second stage..... | 44 |
| 98. | Reference under SO 95: third stage..... | 44 |
| 99. | Article 8 business: reference to diocesan synods..... | 44 |
| 100. | Report by Business Committee following submission of reports by diocesan synods..... | 45 |
| 101. | Final approval of Article 8 schemes: special majorities..... | 45 |
| 102. | Declaration of compliance with the requirements of Article 7 or 8..... | 46 |
| 103. | Final Approval: general..... | 46 |
| 104. | Final Approval: reconsideration by the House of Bishops..... | 46 |

REPORTS

| | | |
|------|-----------------------|----|
| 105. | Ordinary reports..... | 47 |
| 106. | Annual reports..... | 47 |
| 107. | Presentations..... | 48 |

FINANCIAL BUSINESS

| | | |
|------|--|----|
| 108. | Reports | 49 |
| 109. | Annual budget..... | 49 |
| 110. | Presentation of annual accounts, budget and proposals for apportionment..... | 49 |
| 111. | Supplementary apportionment..... | 50 |

QUESTIONS

| | | |
|------|--|----|
| 112. | General..... | 50 |
| 113. | Content..... | 51 |
| 114. | Circulation of questions and answers | 51 |
| 115. | Supplementary questions | 51 |
| 116. | Procedure for reply to supplementary questions | 52 |
| 117. | Answering questions between groups of sessions | 52 |

ADDRESSES

| | | |
|------|----------------------------------|----|
| 118. | Loyal address | 52 |
| 119. | Presidential address..... | 52 |
| 120. | Address by invited speaker | 52 |

ATTENDANCE BY NON-MEMBERS, RIGHT TO SPEAK ETC.

| | | |
|------|---|----|
| 121. | Representatives of other Churches..... | 53 |
| 122. | Representatives of Church of England Youth Council and Deaf Anglicans Together..... | 53 |
| 123. | Vacancy in see..... | 53 |

COMMITTEES

| | | |
|------|--------------------------------|----|
| 124. | Legislative Committee..... | 54 |
| 125. | Business Committee..... | 55 |
| 126. | Appointments Committee | 56 |
| 127. | Standing Orders Committee..... | 56 |
| 128. | Duration of membership | 57 |
| 129. | Procedure | 57 |

ARCHBISHOPS' COUNCIL

| | | |
|------|-------------------------------|----|
| 130. | Membership of Committees..... | 58 |
|------|-------------------------------|----|

ELECTIONS

| | | |
|------|----------------------------|----|
| 131. | Relevant elections | 58 |
| 132. | Nominations..... | 58 |
| 133. | Conduct of elections | 59 |
| 134. | Casual vacancies | 59 |
| 135. | Appeals | 60 |

CROWN NOMINATIONS COMMISSION

| | | |
|------|--|----|
| 136. | Crown Nominations Commission: functions..... | 60 |
| 137. | Crown Nominations Commission: membership..... | 61 |
| 138. | Crown Nominations Commission: Chair..... | 61 |
| 139. | Crown Nominations Commission: archiepiscopal vacancy | 62 |
| 140. | Crown Nominations Commission: duration of membership | 62 |
| 141. | Crown Nominations Commission: business and procedure | 63 |

OTHER COMMISSIONS OF THE SYNOD

| | | |
|------|---------------------------------|----|
| 142. | Faith and Order Commission..... | 64 |
| 143. | Liturgical Commission..... | 64 |
| 144. | Legal Advisory Commission..... | 64 |

OFFICERS AND STAFF

| | | |
|------|--------------------------------------|----|
| 145. | Secretary General..... | 65 |
| 146. | The Clerk..... | 66 |
| 147. | The Registrar..... | 66 |
| 148. | Secretaries of Convocations etc..... | 67 |

REPRESENTATION OF THE SYNOD ON OTHER BODIES

| | | |
|------|--|----|
| 149. | Number, election or appointment, term of office..... | 67 |
|------|--|----|

PRESS AND PUBLIC

| | | |
|------|---|----|
| 150. | Admission, no right to address Synod, withdrawal..... | 67 |
|------|---|----|

PROCEDURAL DEFECTS

| | | |
|------|--|----|
| 151. | Procedural defects etc. not to invalidate a sitting or decision..... | 68 |
|------|--|----|

CIRCULATION OF DOCUMENTS

| | | |
|------|-------------------------------|----|
| 152. | Circulation of documents..... | 68 |
|------|-------------------------------|----|

DEFINITIONS

| | | |
|------|------------------|----|
| 153. | Definitions..... | 68 |
| 154. | Index..... | 70 |

APPENDIX A**HOUSE OF BISHOPS****STANDING ORDERS**

| | | |
|------|---|----|
| 1. | Application of Standing Orders of the Synod..... | 73 |
| 2. | Chairman..... | 73 |
| 3. | Power of Chairman to Convene Separate Sitings..... | 73 |
| 4. | Notice of Separate Sitings..... | 73 |
| 5. | Joint Sitings with Other Houses..... | 73 |
| 6. | Standing Committee..... | 74 |
| 7. | Agenda..... | 74 |
| 8. | Supplementary Agenda..... | 75 |
| 9. | Notice of Business..... | 75 |
| 10. | Matters Referred under Article 7 or Article 8..... | 75 |
| 10A. | Declaration on the Ministry of Bishops and Priests..... | 75 |
| 12. | Attendance of Other Persons..... | 76 |
| 11. | Secretary of the House and Other Staff..... | 76 |
| 13. | Admission of the Public..... | 76 |
| 14. | Committee of the Whole House..... | 77 |

| | | |
|-----|------------------------------|----|
| 15. | Committees of the House..... | 77 |
|-----|------------------------------|----|

**APPENDIX B
HOUSE OF CLERGY
STANDING ORDERS**

| | | |
|-----|---|----|
| 1. | Application of Standing Orders of the Synod..... | 78 |
| 2. | Joint Chairmen..... | 78 |
| 3. | Power of Chairman to Convene Separate Sittings..... | 78 |
| 4. | Notice of Separate Sittings..... | 78 |
| 5. | Joint Sittings with Other Houses..... | 78 |
| 6. | Standing Committee..... | 78 |
| 6A. | Elections to Archbishops' Council..... | 79 |
| 7. | Agenda..... | 79 |
| 8. | Supplementary Agenda..... | 80 |
| 9. | Notice of Business..... | 80 |
| 10. | Voting..... | 80 |
| 11. | Procedure on a Division..... | 80 |
| 12. | Communications with Other Houses..... | 81 |
| 13. | Gravamina and Reformanda..... | 81 |
| 14. | Matters referred under Article 7..... | 82 |

**APPENDIX C
HOUSE OF LAITY
STANDING ORDERS**

| | | |
|-----|--|----|
| 1. | Application of Standing Orders of the Synod..... | 83 |
| 2. | Meetings of the House..... | 83 |
| 2A. | Voting..... | 83 |
| 3. | Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Nominations and General Provisions..... | 83 |
| 4. | First Meeting of the House..... | 84 |
| 4A. | Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Voting and Counts..... | 85 |
| 4B. | Casual Vacancies..... | 86 |
| 5. | Standing Committee..... | 86 |
| 6. | Other Committees of the House..... | 86 |
| 7. | Chairman and Vice-Chairman..... | 86 |
| 8. | Co-opted Members..... | 87 |
| 9. | Content of Agenda..... | 87 |
| 9A. | Circulation of documents..... | 87 |
| 10. | References to the House under Article 7..... | 87 |
| 11. | Communications with Other Houses..... | 87 |
| 12. | Gravamina and Reformanda..... | 88 |
| 13. | Amendment of Standing Orders..... | 88 |
| 14. | Definitions..... | 89 |

| | | |
|-------------------|--|-----------|
| APPENDIX D | GENERAL SYNOD CONSTITUTION..... | 90 |
|-------------------|--|-----------|

**APPENDIX E
CONVOCAATION OF CANTERBURY
STANDING ORDERS OF FULL SYNOD AND OF THE UPPER AND LOWER HOUSES**

| | | |
|-----|---|----|
| 1. | Application of Standing Orders of General Synod | 95 |
| 2. | President..... | 95 |
| 3. | Election of Prolocutor | 95 |
| 4. | Pro-Prolocutors and Elected Members of the Standing Committee | 96 |
| 5. | Chairing of Meetings and Functions of Prolocutor..... | 96 |
| 6. | The Synodical Secretary | 97 |
| 7. | Co-opted Members..... | 97 |
| 8. | Order of Business..... | 97 |
| 9. | Speech Limit | 97 |
| 9A. | General Discussions..... | 97 |
| 10. | Article 7 Business | 97 |
| 11. | Gravamina and Reformanda | 98 |
| 12. | Standing Committees | 98 |
| 13. | Joint Committees | 98 |
| 14. | Amendment of Standing Orders | 98 |

**APPENDIX F
CONVOCAATION OF YORK
STANDING ORDERS OF FULL SYNOD AND OF THE UPPER AND LOWER HOUSES**

| | | |
|-----|--|-----|
| 1. | Application of Standing Orders of General Synod | 99 |
| 2. | President..... | 99 |
| 3. | Election of Prolocutor | 99 |
| 4. | Deputy Prolocutors | 100 |
| 5. | Chairing of Meetings and Functions of Prolocutor..... | 100 |
| 6. | The Synodal Secretary and Treasurer | 101 |
| 7. | Co-opted Members..... | 101 |
| 8. | Time, Place and Opening of Sessions | 101 |
| 9. | Praeconisation | 101 |
| 10. | Rules of Procedure in Full Synod | 102 |
| 11. | Rules of Procedure in the Lower House | 102 |
| 12. | Article 7 Business | 103 |
| 13. | The Assessors..... | 103 |
| 14. | Going into Committee..... | 103 |
| 15. | Pastoral Measure Compensation Appeal Tribunal..... | 103 |
| 16. | The Court of Ecclesiastical Causes Reserved 1963 | 103 |

GENERAL ARRANGEMENTS FOR GROUPS OF SESSIONS

1. *Sessional arrangements*

All arrangements for the inauguration and dissolution of the General Synod of the Church of England (referred to in these Standing Orders as “the Synod”), and for the sessions and groups of sessions of the Synod, including Divine Worship, are to be made by or under the direction of the Presidents.

2. *Time and place of sessions*

- (1) The Synod must hold at least two groups of sessions in each calendar year.
- (2) The Synod must, on a motion moved on behalf of the Business Committee no later than 1 August in the preceding calendar year, determine the week or weeks during which each group of sessions is to be held.
- (3) The Presidents, after consulting with the Business Committee, must appoint the days and times when, and the place where, each group of sessions is to be held.
- (4) No official body may meet during a group of sessions without having obtained the agreement of the Clerk; and for this purpose, “official body”—
 - (a) means a body which, by its constitution or terms of reference, is answerable to the Synod, but
 - (b) does not include the Business Committee, the Legislative Committee or a body which has business before the Synod.
- (5) The Presidents may, in circumstances of special urgency or importance—
 - (a) alter the weeks determined, or the days, times or place appointed, for a session or group of sessions;
 - (b) cancel a session or group of sessions previously determined;
 - (c) summon a special session or group of sessions.
- (6) The power under paragraph (5)(c) is exercisable by notice in writing posted or delivered to every member of the Synod at least ten days before the date on which the session or group of sessions is proposed to begin.
- (7) If the power under paragraph (5)(c) is exercised at a time when an ordinary group of sessions is in progress, the notice under paragraph (6) may be in the form of a notice paper.

3. *Seating*

The Clerk must, in accordance with the directions of the Business Committee, make seating arrangements for the Synod and its Houses.

AGENDA

4. *Content of agenda*

- (1) The Business Committee must, subject to any resolution of the Synod and to these Standing Orders—
 - (a) settle the agenda for each group of sessions, and
 - (b) determine the order in which the business is to be considered.

- (2) The agenda for a group of sessions must specify every item of business of which due notice has been given, except in so far as it is excluded under paragraph (5).
- (3) The Joint Presidents may direct the addition to the agenda at any time of such urgent or other specially important business, including a question under SO 112, as seems to them desirable.
- (4) The only business which may be considered at a group of sessions is—
- (a) business specified in the agenda or any notice paper relating to it,
 - (b) business arising from business so specified,
 - (c) business added to the agenda under paragraph (3), and
 - (d) business arising from business so added.
- (5) The Business Committee must exclude from the agenda and any notice paper relating to it—
- (a) any business the language of which the Committee considers to be libellous, insulting or unseemly,
 - (b) any business the discussion of which would, in its judgement, be mischievous, and
 - (c) any business not otherwise in order.
- (6) The agenda for a special session or group of sessions summoned under SO 2(5)(c) is to include only such business as the Business Committee specifies, subject to the possibility of business being added under paragraph (3).

5. *Order of business*

In determining the order of business under SO 4(1)(b), the Business Committee must give special consideration to—

- (a) items requiring exceptionally urgent legislative or other action or meriting an early formulation of opinion by the Synod,
- (b) items brought before the Synod at the request of a House of either Convocation or a House of the Synod,
- (c) items brought before the Synod at the formal request of a diocesan synod (referred to as “diocesan synod motions” (see SO 7)), and
- (d) items which were included in the agenda for consideration at the preceding group of sessions but which were adjourned, postponed, only partly considered or not considered.

6. *Private members’ motions*

- (1) Where notice of a new private member’s motion is given, the members of the Synod must be notified as soon as practicable and in such manner as the Business Committee may determine.
- (2) “Private member’s motion” means a motion, other than a question of procedure (see SO 30(6)), moved by a member in an individual capacity; accordingly, it does not include—
- (a) a motion moved as Chair or as Prolocutor or otherwise officially on behalf of a House of the Synod, a Convocation or House of a Convocation, a body subordinate to the Synod or a body on which the Synod is represented, or
 - (b) a diocesan synod motion.
- (3) The Business Committee must provide members with facilities for indicating the order in which private members’ motions should be specified in the agenda for debate at a group of sessions.

(4) The facilities must, in the case of each private member's motion, enable a member to include his or her name on a list of members who support a debate on the motion—

- (a) by adding his or her name to a list made available for the purpose at a group of sessions, or
- (b) if the member has previously notified the Clerk of an email address for the purpose, by sending the Clerk an email from that address requesting the addition of his or her name to a list .

(5) An email under paragraph (4)(b) is to be sent during such period before a group of sessions as the Business Committee decides and makes known to members.

(6) Every name included on a list under paragraph (4) is, unless withdrawn by the member, to be carried forward until the Synod is dissolved and to be counted towards the support for debate on the motion in question.

(7) The number of names supporting each motion is to be—

- (a) shown in the agenda for each group of sessions, and
- (b) made known to members in such other manner as the Business Committee determines from time to time.

(8) In determining the order in which private members' motions are to be specified in the agenda for debate at a group of sessions, the Business Committee must, in the case of each private member's motion, have regard to the number of names supporting a debate on the motion.

(9) The Business Committee may not include a private member's motion in the agenda for debate at a group of sessions if fewer than 100 members have indicated support for debate on it under paragraph (4) by the end of the third group of sessions after notice of the motion was given.

(10) Where a private member's motion is, by virtue of paragraph (9), not included in the agenda for debate at a group of sessions, it is out of order to table during the remainder of the lifetime of the Synod a motion in the same form or in a form which, in the Business Committee's opinion, is substantially to the same effect.

(11) A member who has given notice of a private member's motion may, at any time before the Business Committee includes the motion in the agenda for debate at a group of sessions, give notice to the Clerk that the member wishes to withdraw the motion.

(12) Where a notice is given under paragraph (11), the Business Committee may not include the motion in the agenda for debate at a group of sessions; and it is out of order for the member concerned to give notice during the remainder of the lifetime of the Synod of a private member's motion in the same form or in a form which, in the Business Committee's opinion, is substantially to the same effect.

7. *Diocesan synod motions*

(1) Diocesan synod motions are normally to be considered by the Synod in the order in which the Clerk receives notice of them.

(2) But the Business Committee may vary that order; and, where it does so, it must report in writing to the Synod the reasons for the variation.

8. *Motions arising out of official business*

- (1) Where a member in his or her private capacity tables a motion arising out of business specified in the agenda, the motion is to be subject to the time allowed in the agenda for the consideration of that business.
- (2) If the motion is not moved in the group of sessions at which that business is completed, the motion lapses unless the Business Committee directs otherwise.

9. *Variations of order of business*

- (1) The order of business specified in the agenda and notice papers may not be varied except—
 - (a) by the Chair with the general consent of the Synod, or
 - (b) by resolution of the Synod.
- (2) Where notice is given of a motion for a resolution under paragraph (1)(b), the notice must be included in the next available notice paper.
- (3) The motion is to be moved at such time as the Chair may determine, after consulting with the Business Committee.
- (4) The mover of the motion may speak to the motion for no more than two minutes; and the motion may be opposed in a single speech of no more than two minutes.
- (5) The question must then be put without further discussion, unless the Chair decides to allow further debate; and in such further debate, no member may speak for more than two minutes.

NOTICE OF BUSINESS

10. *Length of notice: general*

- (1) Notice of business relating to or arising from business that is already in the agenda for debate at a group of sessions must be delivered to the Clerk in accordance with this Standing Order, subject to any provision to the contrary in these Standing Orders.
- (2) Where the business relates to or arises from business appointed for the first session of a group of sessions, or which in the normal course of events is expected to be considered at that first session, notice must be given no later than—
 - (a) 5.30 p.m. on the day immediately before the first day appointed for the group of sessions,
or
 - (b) if the first day is a Monday, 5.30 p.m. on the preceding Friday.
- (3) Where the business relates to or arises from business appointed for a morning sitting, or which in the normal course of events is expected to be considered at such a sitting, and paragraph (2) does not apply, notice must be given no later than 10 a.m. on the day before that sitting.
- (4) Where the business relates to or arises from business appointed for an afternoon or evening sitting, or which in the normal course of events is expected to be considered at such a sitting, and paragraph (2) does not apply, notice must be given no later than 4 p.m. on the day before that sitting.
- (5) For the purposes of this Standing Order, business listed in the agenda for a group of sessions as contingency business is to be treated as business that is already included in the agenda for debate at that group of sessions and is appointed for the morning sitting of the second day of that group of sessions.

(6) Notice under this Standing Order must be accompanied by evidence of support for the business contained in the notice from two or more members in addition to the member giving the notice; and for this purpose, evidence is to be shown—

- (a) where notice is given in hard copy, by the signature of each of the members concerned;
- (b) where notice is given by email or fax, by such means as the Clerk considers adequate for the purpose.

11. *Length of notice: special cases*

(1) Notice of any of the following must be delivered to the Clerk no later than 5.30 p.m. on the day which falls three clear days before the first day appointed for consideration of the business to which the notice relates—

- (a) an amendment to a Measure, Canon, regulation or other instrument on the Revision Stage;
- (b) a motion for re-committal of liturgical business to a Revision Committee under SO 84;
- (c) an amendment to liturgical business under SO 87;
- (d) an amendment to these Standing Orders.

(2) Notice of an amendment to liturgical business under SO 89 (minor adjustments to forms of service) must be delivered to the Clerk no later than 5.30 p.m. on the day which falls two clear days before the first day appointed for consideration of the business to which the notice relates.

(3) Notice of a question for answer at a group of sessions, other than a question added under SO 4(3), must be delivered to the Clerk no later than 12 noon on the day which falls seven clear days before the first day of that group of sessions.

(4) Notice of a question for answer under SO 117 (questions between groups of sessions) must be delivered to the Clerk no later than 5.30 p.m. on the day specified by the Business Committee under SO 117 for that purpose.

(5) Notice under section 8(6) of the Clergy Discipline Measure 2003 (political parties etc: race equality) that a member wishes a declaration by the House of Bishops to be debated must be delivered to the Clerk no later than 5.30 p.m. on the first day of the group of sessions at which the declaration has been laid.

12. *Length of notice: variation of times and periods*

The Business Committee—

- (a) may vary the times and periods of notice in these Standing Orders for any particular item of business or any particular group of sessions if, in its opinion, circumstances so require, and
- (b) if it makes a variation under paragraph (a), must give notice of the variation.

13. *How to give notice*

A member may give notice under these Standing Orders either—

- (a) to the Clerk, in writing signed by the member, or
- (b) by email or fax to an address notified by the Clerk for that purpose, from an address notified to the Clerk.

GENERAL PROCEDURES AT A GROUP OF SESSIONS

14. *The Chair*

- (1) The Chair of each sitting must be—
 - (a) one of the Presidents, or
 - (b) a member of the Panel of Chairs nominated by the Presidents.
- (2) A member of the Panel may be nominated to officiate—
 - (a) for the whole of a sitting, or
 - (b) for a particular item of business.
- (3) The rota of Chairs for a group of sessions must be set out in a notice paper.

15. *Powers and duties of the Chair*

- (1) The Chair—
 - (a) must perform the functions assigned to him or her by the Constitution or by these Standing Orders, and
 - (b) subject to that and to any special directions of the Presidents, including on the interpretation of the Constitution or these Standing Orders or any rulings the Presidents give under the Constitution or these Standing Orders, must regulate the proceedings and maintain order, doing whatever is necessary for that purpose.
- (2) The Chair must give a final determination on any question of order, business or procedure and on any matter that is incidental to it; accordingly, the Chair's determination on such a matter is not open to debate or question.
- (3) But the Chair may reserve such a matter for determination by the Presidents or the Business Committee; and, where the Chair does so, the matter is to be so determined.
- (4) It is not in order for the Chair to move motions, except in so far as expressly permitted by these Standing Orders, to move amendments or to take part in debate; but the Chair may formulate succinctly and impartially the issues before the Synod.
- (5) The Chair has the same voting rights as every other member of the Synod and, accordingly, has no second or casting vote.
- (6) The Chair may, with the general consent of the Synod, extend a sitting for no more than 15 minutes beyond the time fixed in accordance with SO 2 if, in the Chair's opinion, that is likely to be for the better conduct of the Synod's business.
- (7) The Chair must—
 - (a) adjourn the Synod at the time fixed in accordance with SO 2, subject to the power under paragraph (6) to extend a sitting;
 - (b) adjourn the debate on a question at the time fixed for the commencement of other business.
- (8) The Chair may adjourn a sitting of the Synod for an interval for the better conduct or greater convenience of the Synod's business; and, where the Chair does so, the proceedings resume—
 - (a) at such time as the Chair has appointed, or
 - (b) if the Chair has not appointed a time, at such time as the Business Committee appoints.

16. *Quorum*

- (1) One-fifth of the members of each of the three Houses form a quorum of the Synod.
- (2) A quorum is required for the consideration of all business except—
 - (a) a motion for the Adjournment of Debate (see SO 34), or
 - (b) a motion for the Suspension of Sitting (see SO 35).
- (3) If the Chair determines that there is not a quorum, a bell must be rung and consideration of business ceases; and—
 - (a) if at or before the end of five minutes from the ringing of the bell, the Chair determines that there is a quorum, consideration of business resumes;
 - (b) if at the end of that period, there is still not a quorum, the Chair must adjourn the sitting until such time as the Chair appoints.
- (4) When the Chair has put the question on a motion or amendment, it is not in order to call the attention of the Chair to the absence of a quorum until after the announcement by the Chair of the result of the vote on the question; and the result as announced by the Chair is conclusive.
- (5) A member may call the attention of the Chair to the absence of a quorum at any other time.

17. *Right to speak*

- (1) A member wishing to speak must rise in his or her place or, if unable to do so, indicate by some other means the wish to speak.
- (2) A member may also give notice to the Clerk of an intention to speak, mentioning any special reason or expertise.
- (3) The Chair determines the order in which members are to speak.

18. *Breach of order*

The Chair must call a member to order for any of the following and may direct the member to stop speaking—

- (a) failure to address the Chair,
- (b) irrelevance,
- (c) tedious repetition, either of the member's own arguments or of arguments already well-rehearsed by other members,
- (d) unbecoming language,
- (e) disregard of the authority of the Chair, or
- (f) any other breach of order.

19. *Points of order, points of personal explanation and interruptions*

- (1) A member may raise a point of order under the Constitution or these Standing Orders and may interrupt another speaker in order to do so; when raising a point of order, a member must quote the relevant provision of the Constitution or these Standing Orders and make his or her point succinctly.
- (2) If a member wishes to correct an important misunderstanding of fact, concerning either the member or what the member has said, the member may interrupt a speech to make a point of personal explanation; but the member may do so only with the consent of the person speaking and the permission of the Chair.
- (3) No other interruption of a speech is permitted.

(4) A member whose interruption is determined by the Chair as not being a point of order or a point of personal explanation is deemed to have made a speech on the question under consideration.

20. *Speaking to a motion or amendment*

No member may address the Chair except on a motion or amendment; but that is subject to—

- (a) SO 19 (points of order and points of personal explanation);
- (b) SO 42 (memorials);
- (c) SO 43 (petitions);
- (d) SO 107 (presentations);
- (e) SOs 112, 115 and 116 (questions).

21. *Speaking more than once*

(1) A member may speak only once on a question before the Synod, whether a motion or amendment, except in the following cases.

(2) The first case is where the member is raising a point of order, or making a point of personal explanation, in accordance with SO 19.

(3) The second case is where the member has the permission of the Chair and the general consent of the Synod.

(4) The third case is where the member is replying to the debate on a motion moved by that member; and in that case, the second speech by the member may not introduce new matter and closes the debate.

(5) The fourth case is where the member has moved an amendment to a Measure or Canon on the Revision Stage, to an instrument being considered under the Preliminary Motion Procedure (see SO 73) or to liturgical business (see SO 87); and in that case, the member may speak twice to the amendment.

(6) The fifth case is where the member is a member of a Steering Committee; and in that case, the member may speak repeatedly on any question relating to the business of the Committee.

(7) The sixth case is where the member is in charge of business being considered under the Preliminary Motion Procedure (see SO 73); and in that case, the member may speak repeatedly on any question relating to that business.

(8) The seventh case is where the member is speaking as Chair of the Archbishops' Council, or as a member deputising for the Chair, in relation to the annual accounts or budget (see SO 110).

22. *Length of speeches*

(1) No speech may exceed five minutes, except as permitted by paragraph (2) or (3) or where these Standing Orders provide otherwise.

(2) The opening speech by the mover of a motion may not exceed ten minutes, unless the Standing Orders specify a different period in a particular case.

(3) The Chair may at any time lengthen or shorten the time limit for a speech, without a motion being moved; and the Chair may do so where the time limit has been varied on a motion for the Speech Limit under SO 32.

(4) Where the Chair varies the time limit under paragraph (3), the Chair must inform the Synod of the decision and must have particular regard to any member's right of reply.

MOTIONS AND AMENDMENTS

23. *Moving and withdrawal*

- (1) A motion or amendment is moved as soon as the member called by the Chair has begun to speak, unless the Chair has called the member to speak without moving it.
- (2) A motion or amendment not moved by the proposer may be moved by another member.
- (3) A motion may be moved in a form different from that of which notice has been given, if the Business Committee has given permission before the inclusion of the motion in the agenda for debate at a group of sessions.
- (4) Once moved, a motion or amendment may be withdrawn only with the leave of the Synod.
- (5) It is not in order to move a motion to refer back another motion or recommendation; but an amendment to that effect may be moved unless the amendment is out of order under SO 26(3).

24. *Division of text*

- (1) Before putting a question to the vote, the Chair may, with the general consent of the Synod, direct that separate votes are to be taken on the text divided into such parts as the Chair specifies.
- (2) Before seeking general consent, the Chair must give the mover of the motion or amendment an opportunity to object to the proposed division.

25. *Reconsideration*

- (1) It is not in order, subject to this Standing Order, to move a motion or amendment—
 - (a) which is in the same form or in a form which is substantially to the same effect as a motion decided by the Synod within the preceding 11 months, or
 - (b) which proposes a course of action contrary to or substantially inconsistent with a decision made by the Synod within the preceding 11 months.
- (2) But a motion or amendment of the kind described in paragraph (1) may be moved—
 - (a) with the permission of the Business Committee and the general consent of the Synod, and
 - (b) in the case of a motion or amendment of the kind mentioned in paragraph (1)(b), if a motion has been carried to rescind the decision in question.
- (3) Where the Business Committee gives permission under paragraph (2)(a), it must make a report in writing to the Synod setting out a summary of the case for reconsideration or rescission and giving its reasons for giving permission.
- (4) Paragraph (1) is also subject to—
 - (a) SO 77(10) (draft reorganisation scheme: motion for reconsideration), and
 - (b) SO 84(4) (liturgical business: optional re-committal following Revision Committee).
- (5) Paragraph (1)(a) does not apply to a motion moved in accordance with SO 77(4) or (5) following the re-submission of a draft reorganisation scheme to the Synod under section 7(6) of the Dioceses, Pastoral and Mission Measure 2007.

AMENDMENTS

26. *When permitted or not permitted*

- (1) A member may move an amendment to—
 - (a) any motion, including a motion which was included in the agenda of an earlier group of sessions but which was adjourned or not considered, or
 - (b) any amendment, including an amendment of which notice was given at an earlier group of sessions but which was not reached.
- (2) If a member has previously spoken on a motion, any amendment to the motion by the member must be moved formally without a speech.
- (3) An amendment to any of the following is out of order—
 - (a) a question of procedure;
 - (b) a motion to take note of a report under SO 105 or 106;
 - (c) a motion for the First Consideration or Final Approval of a Measure, Canon, regulation or other instrument;
 - (d) a motion for the First Consideration or Final Approval of liturgical business.
- (4) With the permission of the Chair—
 - (a) an amendment may be moved even though due notice of it has not been given;
 - (b) an amendment may be moved in a form different from that of which notice has been given;
 - (c) an amendment may be moved to an amendment.

27. *Delivery*

- (1) The full text of an amendment, either in writing signed by the mover or in an email or fax sent from an address previously notified by the mover to the Clerk, must be delivered to the Clerk in accordance with this Standing Order; but this is subject to SO 11(1)(a), (c) and (d) (amendments to Measures etc., liturgical business or the Standing Orders) and to SO 26(4).
- (2) Where the amendment relates to business appointed for the first session of a group of sessions, or which in the normal course of events is expected to be considered at that first session, notice must be given no later than—
 - (a) 5.30 p.m. on the day immediately before the first day appointed for the group of sessions,
or
 - (b) if the first day is a Monday, 5.30 p.m. on the preceding Friday.
- (3) Where the amendment relates to business appointed for a morning sitting, or which in the normal course of events is expected to be considered at such a sitting, and paragraph (2) does not apply, notice must be given no later than 10 a.m. on the day before that sitting.
- (4) Where the amendment relates to business appointed for an afternoon or evening sitting, or which in the normal course of events is expected to be considered at such a sitting, and paragraph (2) does not apply, notice must be given no later than 4 p.m. on the day before that sitting.
- (5) For the purposes of this Standing Order, business listed in the agenda of a group of sessions as contingency business is to be treated as business appointed for the morning sitting of the second day of that group of sessions.

(6) Notice under this Standing Order must be accompanied by evidence of support for the amendment to which the notice relates from two or more members in addition to the member giving the notice; and for this purpose, evidence is to be shown—

- (a) where notice is given in hard copy, by the signature of each of the members concerned;
- (b) where notice is given by email or fax, by such means as the Clerk considers adequate for the purpose.

28. *Content of amendment*

(1) An amendment must be—

- (a) relevant to the motion, or to the Clause or Schedule or (in the case of a Canon) the paragraph, on which it is moved, and
- (b) framed so as to form with that motion, or with that Clause or Schedule or paragraph, an intelligible and consistent sentence.

(2) An amendment is out of order if, in the opinion of the Chair—

- (a) it is substantially a negation of the substantive motion, or
- (b) it is substantially to the same effect as an amendment which has previously been negated in the debate on the substantive motion.

29. *Order of consideration*

(1) Amendments are considered in the order in which they strike the text unless the Chair determines otherwise.

(2) After debate on an amendment, and before the main motion is voted on, the Chair must put the amendment to the vote in the form “*That this amendment be made*”, unless the amendment has been withdrawn by leave of the Synod.

(3) Until that amendment has been disposed of, no other amendment may be moved, subject to SO 26(4) (which provides for an amendment to be moved to an amendment).

SPECIAL PROCEDURAL MOTIONS

30. *General*

(1) Each of the following is a “special procedural motion” for the purposes of these Standing Orders—

- (a) a motion “*That the question be now put*” (referred to as “a motion for the Closure”: see SO 31);
- (b) a motion “*That all further speeches on this question be limited to [...] minutes*” (referred to as “a motion for the Speech Limit”: see SO 32);
- (c) a motion “*That the Synod do pass to the next business*” (referred to as “a motion for Next Business”: see SO 33);
- (d) a motion “*That the debate be now adjourned [and resumed ...]*” (referred to as “a motion for the Adjournment of Debate”: see SO 34);
- (e) a motion “*That this sitting of Synod be now suspended [until/for ...]*” (referred to as “a motion for the Suspension of Sitting”: see SO 35).

(2) A member who has previously spoken on the motion, or on an amendment, under debate may not move a special procedural motion.

- (3) A special procedural motion may not be moved so as to interrupt another member's speech.
- (4) A special procedural motion is out of order unless the member moving it informs the Chair at the beginning of his or her speech of the intention to move it.
- (5) A special procedural motion takes precedence over—
 - (a) any question under debate, or
 - (b) any amendments to such a question which have not yet been considered.
- (6) For the purposes of SOs 31 to 35, “question of procedure” means—
 - (a) a motion for a resolution under SO 9(1)(b) (variation of the order of business),
 - (b) a special procedural motion (see paragraph (1)),
 - (c) a motion under SO 39 (suspension of Standing Orders),
 - (d) a motion under SO 104 (adjournment of debate on Final Approval of Article 7 or Article 8 business), or
 - (e) a motion under SO 150 (withdrawal of the public or press).

31. *The Closure*

- (1) A motion for the Closure—
 - (a) may be moved only with the permission of the Chair;
 - (b) may be moved on an amendment or a question of procedure;
 - (c) may not be moved during a Final Approval debate.
- (2) There is no debate on the motion; the Chair must put it to the Synod forthwith.
- (3) If the motion is carried, it is not in order to move another special procedural motion.
- (4) If the motion is carried on a substantive motion—
 - (a) the member who under SO 21(4) has a right of reply must then be called to speak, and
 - (b) the question superseded must then be put.
- (5) If the motion is lost, the debate continues; but it is in order to move a motion for the Closure more than once on the same question.

32. *The Speech Limit*

- (1) A motion for the Speech Limit—
 - (a) may be moved only with the permission of the Chair;
 - (b) may be moved on an amendment or a question of procedure;
 - (c) may not be moved during a Final Approval debate.
- (2) There is no debate on the motion; the Chair must put it to the Synod forthwith.
- (3) If the motion is carried, no speech may exceed the number of minutes specified in the motion, which may be more or less than the limit in force immediately beforehand; but this is subject to SO 22(3) (which gives the Chair discretion to vary the time limit for speeches).

33. *Next Business*

- (1) A motion for Next Business—
 - (a) may be moved without the permission of the Chair;
 - (b) may not be moved on an amendment or a question of procedure;
 - (c) may not be moved during a Final Approval debate.
- (2) The motion may be debated at the discretion of the Chair; the mover of the motion on the original question has a right to speak during the debate but not to close it.
- (3) On a debate on the motion, the speech limit applicable is the speech limit in force on the original question; but this is subject to SO 22(3) (which gives the Chair discretion to vary the time limit for speeches).
- (4) If the motion is carried—
 - (a) the original question lapses, and
 - (b) it is not in order to reconsider the original question in the same form or in a form which is, in the opinion of the Business Committee, substantially similar within the remainder of the lifetime of the Synod, except with the permission of the Business Committee and the general consent of the Synod.
- (5) Where the Business Committee gives permission under paragraph (4)(b), it must make a report in writing to the Synod setting out a summary of the case for reconsideration and its reasons for giving permission.
- (6) If the motion is lost, a motion for Next Business may not be moved again in respect of the same original question.

34. *Adjournment of Debate*

- (1) A motion for the Adjournment of Debate—
 - (a) may be moved without the permission of the Chair;
 - (b) may be moved on an amendment or a question of procedure;
 - (c) may, but need not, specify a time for the resumption of the interrupted debate.
- (2) Following the speech by the mover of the motion for the Adjournment of Debate, the mover of the main motion has a right to speak; the motion for the Adjournment of Debate may then be further debated at the discretion of the Chair.
- (3) No speech on the motion may exceed two minutes.
- (4) If the motion is carried, the Chair must call the next item of business (if any) scheduled for the sitting; and if the question adjourned is an amendment, the debate on the main motion also stands adjourned.
- (5) If the motion is carried and the Synod has not by the same resolution appointed a time for the resumption of the interrupted debate, it may be resumed only by direction of the Business Committee.
- (6) If the motion is lost, a motion for the Adjournment of Debate may not be moved again during the debate on the main motion, except with the Chair's permission.

35. *Suspension of Sitting*

- (1) A motion for the Suspension of Sitting—
 - (a) may be moved without the permission of the Chair;
 - (b) may be moved on an amendment or a question of procedure;
 - (c) may, but need not, specify a time for the next sitting of the Synod or the resumption of the business interrupted.
- (2) Following the speech by the mover of the motion for the Suspension of Sitting, the mover of the main motion (or, failing him or her, another member named by the Chair) has a right to speak; the motion for the Suspension of Sitting may then be further debated at the discretion of the Chair.
- (3) No speech on the motion may exceed two minutes.
- (4) If the motion is carried and the Synod has not by the same resolution specified a time for its new sitting, a new sitting is to be held at a time appointed in accordance with SO 2.
- (5) If the motion is carried on an amendment, the debate on the main motion also stands adjourned.
- (6) If a motion for the Suspension of Sitting is lost, it may not be moved again during that sitting except with the permission of the Chair; and paragraph (1)(a) accordingly has effect subject to this paragraph.
- (7) Any business interrupted is to be resumed during the next group of sessions, unless the Synod resolves otherwise.

VOTING

36. *Majority required for decisions*

- (1) A question is carried if more than half of the members of the Synod present and voting are in favour; in any other case, the question is determined in the negative.
- (2) But paragraph (1) is subject to the following provisions of this Standing Order.
- (3) On a vote by Houses in accordance with SO 37(4), except in a case within paragraph (4) or (5) of this Standing Order, a question is carried only if more than half of those in each of the three Houses present and voting are in favour.
- (4) In the following cases, a question is carried only if at least two-thirds of those in each of the three Houses present and voting are in favour—
 - (a) the Final Approval of a Measure providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal under Article 8(1) of the Constitution;
 - (b) the Final Approval of a Canon making such provision as is mentioned in section 1(1) or 2(1) of the Church of England (Worship and Doctrine) Measure 1974 or of regulations made under a Canon made under section 1(1) of that Measure;
 - (c) the Final Approval of liturgical business or of the amendment, continuance or discontinuance of an existing service under a Canon made under section 1(1) of that Measure;
 - (d) the question on the motion in SO 88(1) (Final Revision of liturgical business following Further Revision Stage);
 - (e) the amendment of the Church Representation Rules under section 7(1) of the Synodical Government Measure 1969.

(5) In the case of a scheme to which Article 8(1) of the Constitution applies, including one to which it has been applied by the Presidents, and in relation to which the Synod has passed a resolution under Article 8(1B) of the Constitution, the question on the Final Approval of the scheme is carried only if the special majorities of the members present and voting that are specified in the resolution are in favour.

(6) In the case of a motion under SO 39 for the suspension of the whole or part of one or more of the Standing Orders, the question of whether the motion is carried is determined in accordance with SO 39.

(7) For the purposes of these Standing Orders and for the avoidance of doubt, recording an abstention from voting on a question is not to be regarded as voting on that question.

37. *Show of hands and counted votes*

(1) On putting a question to the vote, the Chair must take a show of hands of those seated in the hall, the result of which as announced by the Chair is conclusive; but this is subject to the following provisions of this Standing Order.

(2) The Chair may on any question order there to be a counted vote of the whole Synod, except where there is a requirement for there to be a counted vote by Houses (see paragraphs (4) to (6)).

(3) The Chair must order there to be a counted vote of the whole Synod if at least 25 members so request, either before the question is put or immediately upon the announcement of the result of a show of hands.

(4) There must be a counted vote by Houses in each of the following cases—

- (a) a case within SO 36(4) (Final Approval in certain cases, amendment of Church Representation Rules, etc.);
- (b) a case within SO 36(5) (scheme to which Article 8(1) of Constitution applies) where a special majority of each House is required;
- (c) the Final Approval of a Measure or Canon, unless (in a case not within SO 36(4)) this requirement is dispensed with by permission of the Chair and with the leave of the Synod;
- (d) a case where at least 25 members request there to be a counted vote by Houses and the request is made—
 - (i) before the question is put,
 - (ii) immediately upon the announcement of the result of a show of hands, or
 - (iii) immediately upon an order that there is to be a counted vote of the whole Synod.

(5) But a counted vote by Houses is not permitted under paragraph (4)(d)—

- (a) following a counted vote of the whole Synod,
- (b) where a special majority of the whole Synod is required unless, in a case within SO 36(5), a special majority of each House is required in addition to a special majority of the whole Synod, or
- (c) where the matter is a question of procedure.

(6) “Counted vote” means a vote on which the number of votes in favour of the question and the number of votes against are counted and recorded (and see also SO 38(6)).

38. Procedure on voting

- (1) In the case of a vote which is to be taken on a show of hands, it is not in order to vote—
 - (a) from the gallery of the hall, or
 - (b) from an aisle or gangway, except with the permission of the Chair when there are no seats available in the hall.
- (2) Before a counted vote takes place, a bell must be rung to warn members—
 - (a) that a counted vote is to take place, and
 - (b) that, where the vote is to be conducted by physical separation of those voting, members must enter the hall if they wish to take part.
- (3) On a counted vote of the whole Synod, the requirement under paragraph (2) to ring a bell applies only if the Chair so directs.
- (4) Two minutes after the bell has stopped ringing and, where the vote is to be conducted by physical separation of those voting, all the doors of the hall have been closed, the question is to be put; and, on the question being put, the voting begins.
- (5) A counted vote, whether of the whole Synod or by Houses, must be conducted by electronic means unless the Chair directs that it is to be conducted by physical separation of the members voting.
- (6) On a counted vote, whether of the whole Synod or by Houses, the number of those who wish to record an abstention from voting must also be counted and recorded.
- (7) For a counted vote, whether of the whole Synod or by Houses, conducted by physical separation of the members voting—
 - (a) the Ayes doors and the Noes doors are to be re-opened,
 - (b) each member wishing to vote may do so by leaving the hall through the appropriate door, and
 - (c) the number of votes and the number of abstentions from voting are to be counted and recorded by such number of members willing to serve as tellers as the Chair appoints.
- (8) Voting (by whatever means) is otherwise to be conducted in accordance with such instructions as the Business Committee from time to time issues; and, subject to that, the administrative arrangements for taking a vote are to be made by the Registrar under the direction of the Chair.
- (9) The Business Committee must also give instructions to ensure that, where the voting on a question is conducted by electronic means, the names of the members voting in favour of the question, the names of the members voting against and the names of the members wishing to record an abstention from voting are made publicly available in such manner as the Business Committee may determine.

STANDING ORDERS**39. Suspension**

- (1) A member may at any time, but not so as to interrupt another member's speech, move a motion "*That [Standing Order .../paragraph ... of Standing Order ...] be suspended [during/until] ...*", which provides for the suspension of the whole or part of one or more of these Standing Orders—

- (a) during the consideration of a particular item of business, or
- (b) until the end of a particular session or group of sessions.

(2) With the permission of the Chair, the motion in paragraph (1) does not require notice; and, as it is a question of procedure, a vote by Houses is not permitted (see SO 37(5)(c)).

(3) The mover of the motion may speak for no more than two minutes to explain the reasons for moving it; there is then such further debate as the Chair may allow, after which the Chair may comment as he or she thinks fit before putting the question to the vote.

(4) The question is carried only if, on a show of hands or after a counted vote of the whole Synod, at least three-quarters of the members of the Synod present and voting have voted in favour.

40. Motions for amendment

(1) Where an agenda or notice paper includes a motion for the amendment of Standing Orders, the Standing Orders Committee must submit to the Synod a written report or comment on the motion; and the report or comment may be included in a notice paper.

(2) With the permission of the Chair, motions for the amendment of Standing Orders may be taken *en bloc* where—

- (a) no notice of amendments has been given, and
- (b) no member indicates a wish to speak against one or more of the motions.

(3) In the case of a motion the effect of which, in the opinion of the Business Committee, is to consolidate, with or without corrections, the existing provisions of the Standing Orders, no amendment of the motion is in order, despite any other provision in the Standing Orders, unless its effect would be—

- (a) to reinstate the text of an existing provision of the Standing Orders,
- (b) to make a correction to an existing provision of the Standing Orders, or
- (c) to correct a textual error in the consolidated Standing Orders.

(4) In paragraph (3), “correction”, in relation to an existing provision of the Standing Orders, means an amendment the sole effect of which would be—

- (a) to correct a textual error in that provision, or
- (b) to improve the manner in which that provision is stated.

(5) If the Business Committee determines that a proposed amendment of the Standing Orders does not need to be debated, it is deemed to have been approved by the Synod without amendment unless—

- (a) at least five members give notice no later than 5.30 p.m. on the first day of the group of sessions at which the proposed amendment has been laid that they wish the proposed amendment to be debated, or
- (b) a member gives due notice that he or she wishes to move an amendment to the proposed amendment.

(6) If notice under paragraph (5)(a) or (b) is received, the Chair must, when the item on the agenda consisting of the proposed amendment in question is reached, call upon the Chair or another member of the Standing Orders Committee to move a motion “*That this amendment be made*”; the debate then proceeds in the usual way.

OTHER PROCEDURES AND CUSTOMS

41. *Acts of Synod*

- (1) This Standing Order applies in relation to each of the following—
 - (a) an instrument of the Synod which is not a Measure or Canon and which is not made pursuant to a Measure or Canon;
 - (b) a resolution of the Synod which is not for the approval of, and is not made pursuant to, a Measure or Canon.
- (2) If it is desired that the instrument or resolution be published formally as the embodiment of the will or opinion of the Church of England as expressed by the whole body of the Synod, it is to be affirmed and proclaimed as an Act of Synod in accordance with the following provisions of this Standing Order.
- (3) Either of the Presidents, being in the chair, must, with the concurrence of the other President and of the Business Committee, move a motion “*That [short title of Act of Synod] be solemnly affirmed and proclaimed an Act of Synod*”.
- (4) If the motion is carried, and if each of the Presidents ratifies and confirms the motion for that President’s province, either of them, with the agreement of the other, must then cause the customary form of proclamation to be read to the Synod.
- (5) The Presidents must then cause the Act of Synod to be sent to the diocesan synods in accordance with such instructions as the Presidents determine following consultation with the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity.

42. *Memorials*

- (1) If a gravamen is adopted in the House of Clergy or the House of Laity as a memorial of that House, the Chair of that House must forthwith advise the Clerk accordingly.
- (2) At the commencement of the next group of sessions and, where there is a report on the progress of Measures and Statutory Instruments, immediately after that report, the Chair—
 - (a) must require the Chair of the House which has adopted the memorial to read it aloud to the Synod, and
 - (b) once it has been read, must refer it forthwith to the House of Bishops and may not, accordingly, permit any debate on it.
- (3) Where a memorial has been referred to the House of Bishops, a reply on behalf of that House must likewise be delivered aloud in the Synod by whichever bishop the Archbishop of Canterbury has nominated; and the Chair may not permit any debate on the reply.
- (4) “Gravamen”, in relation to the House of Clergy or House of Laity, means a formal statement of grievance or complaint, as further defined in the Standing Orders of the Convocations or the House of Laity (as the case may be), presented in the House in question by one or more members in accordance with its Standing Orders.
- (5) “Memorial”, in relation to the House of Clergy or House of Laity, means a gravamen adopted by that House in accordance with its Standing Orders on behalf of the whole body of the clergy or laity (as the case may be) expressed through their synodical representatives.

43. *Petitions*

- (1) No later than the second session of every group of sessions, at such times as the Business Committee appoints, the Chair must invite any member who has given notice of his or her desire to present a petition to present it.
- (2) The member must, on being so invited, present the petition by stating its purport in a speech of no more than two minutes.
- (3) After that speech, the petition must be handed to the Chair who must make it available for inspection by other members of the Synod throughout the remainder of the group of sessions.
- (4) At the end of the group of sessions, the petition stands referred to the Business Committee.

44. *Prorogation motion*

- (1) On the last day of a group of sessions, the Chair of the Business Committee or, in the Chair's absence, another member of that Committee may move at the conclusion of an item of business a motion "*That the Synod be now prorogued*".
- (2) The mover of any business that would be affected by the passing of the motion may speak for not more than two minutes; the question on the motion must then be put unless the Chair, in his or her discretion, permits further debate.
- (3) If the motion is carried, the Chair must call upon one of the Presidents to prorogue the group of sessions in accordance with SO 45.
- (4) If the motion is lost, it may not be moved again during the same sitting except with the permission of the Chair.

45. *Prorogation*

At the conclusion of each group of sessions, the Synod must be prorogued from the chair—

- (a) by the President in whose province the Synod is meeting, or
- (b) in that President's absence, by the other President, or
- (c) in the absence of both Presidents, by the bishop next in precedence who is present and willing to act.

46. *Decorum*

- (1) On the entrance of the Chair into the hall at the commencement of the sitting, the members and officers present must, if able to do so, rise and remain standing until the Chair has taken the chair.
- (2) When the Chair addresses the Synod, every member and officer must sit down.
- (3) Every member who speaks must, if able to stand, speak while standing and must address himself or herself to the Chair; and the member must resume his or her seat—
 - (a) immediately after the end of the speech, or
 - (b) before the end of the speech if addressed by the Chair or interrupted by another member raising a point of order or making a point of personal explanation in accordance with SO 19.
- (4) No member may speak from an aisle or gangway or from the gallery of the hall.

MEASURES AND CANONS

47. *Proposals for introduction etc.*

- (1) A member desiring the introduction of a Measure or Canon may move a motion in the Synod to instruct the Business Committee to introduce a Measure or Canon to give effect to the proposals specified in the motion.
- (2) In the case of a proposed new Canon, or of a proposed Canon to amend or repeal an existing Canon, the Business Committee must introduce a draft of the proposed Canon in the Synod.
- (3) A Measure the long title of which is to consolidate, or to consolidate with corrections and minor improvements, the enactments relating to a specified subject must, if the Business Committee so directs, be designated in the agenda as a Consolidation Measure for the purposes of these Standing Orders; and references in these Standing Orders to a “Consolidation Measure” are to be construed accordingly.
- (4) A proposed new Canon the effect of which would be to consolidate, or to consolidate with corrections and minor improvements, the provisions of Canon law relating to a specified subject must, if the Business Committee so directs, be designated in the agenda as a Consolidation Canon for the purposes of these Standing Orders; and references in these Standing Orders to a “Consolidation Canon” are to be construed accordingly.

48. *Stages*

- (1) Every Measure and Canon must be considered on the following successive stages—
 - (a) First Consideration (see SOs 51 and 52);
 - (b) Revision Committee (see SOs 54 to 57);
 - (c) Revision (see SOs 53 and 58 to 60);
 - (d) Final Drafting (see SO 61);
 - (e) Final Approval (see SO 64).
- (2) But that is subject to Articles 7 and 8 of the Constitution and to such of these Standing Orders as provide that the requirements of paragraph (1) are to be supplemented, or may be dispensed with, in specified cases.

49. *Steering Committee of Members in Charge*

- (1) Before a Measure or Canon is considered on First Consideration, the Appointments Committee must appoint such members as it thinks fit to be a Steering Committee in charge of the Measure or Canon.
- (2) The Chair of the Revision Committee stands appointed to the Steering Committee on the conclusion of the Revision Stage.
- (3) The Appointments Committee may at any time vary the number of persons appointed to the Steering Committee and the members already appointed to it.
- (4) The Steering Committee must conduct the Measure or Canon for which it is responsible in accordance with these Standing Orders.

50. *Circulation of papers*

- (1) For First Consideration, a Measure or Canon must be circulated to members by the Clerk, on the instructions of the Archbishops’ Council or the Business Committee.

- (2) For any other stage of consideration, a Measure or Canon must be circulated to members by the Clerk, on the instructions of the Steering Committee.
- (3) A Measure or Canon may not be considered by the Synod at any given stage unless a copy of it in the form in which it is to be considered at that stage has been posted or delivered to every member at least 14 days before the day on which it is to be considered.
- (4) But, with the permission of the Chair, the Synod may take a stage on a Measure or Canon if members have been circulated with the full text of such amendments as have been passed by the Synod since the last version of the Measure or Canon was produced.

51. *First Consideration: general*

- (1) Proceedings on First Consideration begin with a motion by a member of the Steering Committee “*That the [Measure or Canon] entitled [Short title] be considered for revision in committee*”; but that is subject to paragraph (5) and to SOs 52 and 53(2).
- (2) No amendment to the motion in paragraph (1) is in order; nor is a speech which is directed to points of detail rather than to the general purport of the Measure or Canon.
- (3) If the motion is carried, the Measure or Canon is, without further question being put, committed to a Revision Committee unless SO 53 applies.
- (4) If the motion is negatived, it may not be moved again in relation to the same Measure or Canon for at least eleven months.
- (5) Where the Business Committee has determined that it would be appropriate for a Measure or Canon to be deemed to have had first consideration without debate, the motion in paragraph (1) is (subject to paragraph (6)) deemed to have been carried in relation to the Measure or Canon; and paragraph (3) applies accordingly.
- (6) If, where the Business Committee has made a determination as mentioned in paragraph (5), at least 25 members have, no later than 5.30 p.m. on the first day of the group of sessions at which the Measure or Canon has been laid, given due notice to the Clerk that they wish the Measure or Canon to be debated, the Chair must, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion in paragraph (1).

52. *First Consideration: Consolidation Measures and Consolidation Canons*

- (1) A Consolidation Measure or Canon is deemed to have been given First Consideration without debate unless either of the following conditions is met.
- (2) The first condition is that the Business Committee determines to the contrary; in which case, paragraphs (1) to (4) of SO 51 apply.
- (3) The second condition is that at least five members have, no later than 5.30 p.m. on the first day of the group of sessions at which the Measure or Canon has been laid, given due notice that they wish the Measure or Canon to be debated; in which case, paragraph (4) below applies.
- (4) Where the second condition is met, the Chair must, when the item on the agenda is reached, call upon a member of the Steering Committee to move a motion “*That the [Measure or Canon] entitled [Short title] be considered*”.
- (5) No amendment to the motion in paragraph (4) is in order; nor is a speech which is directed to points of detail rather than to the general purport of the Measure or Canon.

- (6) If the motion in paragraph (4) is carried, a member of the Steering Committee may immediately move on behalf of the Committee a motion “*That the [Measure or Canon] be committed to the Steering Committee in respect of its final drafting*”; and the Chair may allow such debate on the motion as he or she thinks fit before putting the question on it.
- (7) If the motion in paragraph (4) is negatived, it may not be moved again in relation to the same Measure or Canon for at least eleven months.
- (8) Where a Consolidation Measure or Canon is deemed to have been given first consideration without debate, or if the motion in paragraph (6) is carried, the Measure or Canon—
- (a) is not to be committed to a Revision Committee, but
 - (b) stands committed to the Steering Committee in respect of its final drafting (see SO 61).
- (9) If the motion in paragraph (6) is not moved, or is moved but not carried, a member of the Steering Committee must move “*That the [Measure or Canon] entitled [Short title] be committed for revision in committee*”; and if that motion is carried, the Measure or Canon stands committed for revision in committee.

53. *Revision without prior Revision Committee*

- (1) A member of the Steering Committee may, with the consent of the Business Committee, move a motion “*That the [Measure or Canon] entitled [Short title] be considered for revision in Full Synod*”, if the Steering Committee considers the Measure or Canon to be of such a kind as to justify doing so.
- (2) Any member of the Synod may move the motion in paragraph (1) in substitution for the motion in SO 51(1), with the permission of the Chair and the general consent of the Synod.
- (3) If the motion in paragraph (1) is carried, the Synod is to proceed to the Revision Stage without a prior Revision Committee Stage; and consideration on the Revision Stage is to take place at the same group of sessions or at such subsequent group of sessions as the Business Committee determines.
- (4) A Measure or Canon to be considered for revision under this Standing Order is subject to the same procedure as a Measure or Canon on a Revision Stage following a Revision Committee Stage; and SOs 58 and 59 apply, but as if paragraphs (3) to (8) of SO 59 were omitted.

54. *Revision Committee: membership*

- (1) The members of a Revision Committee for a Measure or Canon are—
- (a) the members of the Steering Committee ex officio, and
 - (b) such other members of Synod as the Appointments Committee appoints.
- (2) The members of the Steering Committee may not form a majority of the membership of the Revision Committee.
- (3) The Chair of the Revision Committee may not be chosen from the members of the Steering Committee.

55. *Revision Committee: proposals for amendment*

- (1) Where First Consideration is given to a Measure or Canon, a member may, within the period of 35 days after the first day of the group of sessions at which it is given, submit to the Revision Committee, in writing and with all necessary explanation, specific proposals for amendment, including the addition of a new Clause or Schedule or (in the case of a Canon) a new paragraph.

- (2) The Clerk must cause every proposal submitted under paragraph (1) to be published on the Synod website, subject to the deletion of personal information or of such content as the Clerk considers libellous, insulting or unseemly.
- (3) A member who submits a proposal under paragraph (1) may attend any meeting of the Committee while the proposal is being considered and may speak to it; but the member may, if unable to be present, authorise another member of the Synod to attend and speak on his or her behalf.
- (4) Where a member is entitled to attend a meeting in accordance with paragraph (3), the Clerk must, not less than 21 days before the meeting, send the member notice of its date, time and place.
- (5) If the member wishes to attend the meeting, or to authorise another member to attend on his or her behalf, the member must give not less than 7 days' notice to the Clerk; and, except with the permission of the Chair of the Committee, no member may attend unless due notice has been given.
- (6) The period for submitting proposals under paragraph (1), and the rights conferred on members by this Standing Order, must be notified in the agenda for the group of sessions at which First Consideration is intended to be taken.

56. *Revision Committee: consideration*

- (1) The Revision Committee must consider the Measure or Canon committed to it, together with any proposals for amendments, Clause by Clause or (in the case of a Canon) paragraph by paragraph; and the Committee may make such amendments to the Measure or Canon as are relevant to its general purport and within the scope of the Clause or paragraph in question.
- (2) In the case of a Measure, any Schedules, any preamble and the long title are to be considered in the same way; but consideration of the preamble and the long title is postponed until all the Clauses and Schedules have been disposed of, with the long title being considered after the preamble.
- (3) The Committee may divide a Measure into two or more Measures or a Canon into two or more Canons; and, on exercising that power, the Committee must consider each Measure or Canon resulting from the division as if it had been duly approved by the Synod on First Consideration and separately committed for Revision.
- (4) If the Chair of the Committee considers that the Committee has business which can properly be conducted by correspondence, the Chair may instruct the Secretary to circulate to the members of the Committee written proposals requiring the approval of the Committee, which may include a draft report to the Synod, within such number of days after the date on which they were posted or delivered as the Chair may specify; and the number of days so specified must be at least seven.
- (5) If the period so specified is less than 14 days, the proposals circulated are deemed to have been approved by the Committee as if they had been approved at a duly convened meeting, unless a written objection is received from any member of the Committee.
- (6) If the period so specified is 14 days or more, the proposals circulated are deemed to have been approved by the Committee as if they had been approved at a duly convened meeting, upon a majority of the members of the Committee giving their written approval to the proposals.

(7) The power conferred by paragraph (4) may not be exercised so as to prevent a member who has submitted a proposal under SO 55, and who wishes to do so, from—

- (a) attending a meeting of the committee at which the proposal is considered, and
- (b) speaking to the proposal or authorising another member of the Synod to attend the meeting and speak on his or her behalf.

(8) The Chair of a Revision Committee has power to determine conclusively any question of order, business or procedure relating to the Committee.

(9) A Revision Committee may, subject to that, regulate its own business and procedure.

57. *Revision Committee: report*

(1) On completion of its consideration of a Measure or Canon in Committee, the Revision Committee must report the Measure or Canon to the Synod, with or without amendments or recommendations.

(2) Recommendations under paragraph (1) may include the advice that the Measure or Canon be withdrawn; a member of the Revision Committee may table a motion to that effect, and it must be taken immediately after the Synod has taken note of the Revision Committee's report.

(3) A report of the Revision Committee must be in writing and must contain—

- (a) a list of all the proposals for amendment received under SO 55(1) which raise points of substance, and
- (b) a summary of the Committee's reasons for accepting or rejecting the proposals and, accordingly, for making or not making the amendments.

(4) Where the Revision Committee makes a report, a member of the Committee must move in the Synod a motion "*That the Synod do take note of this Report*".

(5) If copies of the report have not been posted or delivered to every member at least 14 days before its consideration at Synod, the motion in paragraph (4) may be moved only with the permission of the Chair and the general consent of the Synod.

(6) In the debate on the motion in paragraph (4), it is not in order to debate a matter which is the subject of an amendment to the Measure or Canon of which notice has been given under SO 11(1)(a).

(7) Where no proposal for amendment has been received and there are no other matters for the Revision Committee to report, it is sufficient for the purpose of complying with paragraph (1) for the Committee to authorise the Clerk to inform the Synod accordingly in an appropriate agenda or notice paper.

58. *Revision following Revision Committee: consideration by Synod*

(1) When a Revision Committee stage has been completed in accordance with SO 57, the Synod must proceed to consider the Measure Clause by Clause, or the Canon paragraph by paragraph, in such order as the Chair determines.

(2) As each Clause or paragraph is reached, the Synod must first consider any amendments to it of which notice has been given under SO 11(1)(a) (see SO 59); and when the amendments have been disposed of, a member of the Steering Committee must move a motion "*That the [Clause or paragraph] [as amended] stand part of the [Measure or Canon]*".

(3) In the case of a Measure, any Schedules, any preamble and the long title are to be considered in the same way; but consideration of the preamble and the title is postponed until all the Clauses and Schedules have been disposed of, with the long title being considered after the preamble.

(4) With the permission of the Chair, Clauses or Schedules or (in the case of a Canon) paragraphs may be taken *en bloc* where—

- (a) no notice of amendments has been given, and
- (b) no member indicates a wish to speak against the motion “*That the [[Clause or Schedule] or paragraph] stand part of the [Measure or Canon]*”.

(5) At any point in the consideration of a Clause or Schedule or (in the case of a Canon) a paragraph, a member of the Steering Committee may, with the permission of the Chair, move on behalf of the Committee a motion “*That [[Clause or Schedule] or paragraph []] be withdrawn*”; and the Chair must put the question on the motion after such brief debate as the Chair thinks expedient.

(6) If the motion in paragraph (5) is carried, the Clause, Schedule or paragraph is, without further discussion, omitted from the Measure or Canon.

(7) If the motion is negatived, the Synod must resume the consideration of the Clause, Schedule or paragraph, and of any amendment to it which had been moved at the point reached when the motion was proposed.

59. Revision following Revision Committee: amendments

(1) A member may give notice under SO 11(1)(a) of an amendment to a Measure or Canon on the Revision Stage, including a new Clause or Schedule or (in the case of a Canon) a new paragraph.

(2) An amendment is not in order unless it is relevant to the general purport of the Measure or Canon and within the scope of the Clause, Schedule or paragraph in question; and except as otherwise provided in these Standing Orders, the amendment is to be moved and disposed of in the same manner as amendments to a motion.

(3) An amendment, other than one moved on behalf of the Steering Committee, must also relate to a matter in the Revision Committee’s report, unless this requirement is expressly dispensed with by the permission of the Business Committee; and in deciding whether to give permission, the Business Committee must have regard to—

- (a) the importance of the amendment, and
- (b) any special reasons which may reasonably have prevented a proposal for that amendment being submitted to the Revision Committee under SO 55(1).

(4) The mover of an amendment, other than one moved on behalf of the Steering Committee, may speak for not more than five minutes; immediately after that, a member of the Steering Committee named by the Chair may speak in reply.

(5) If the Steering Committee indicates that it supports the amendment, the debate on the amendment continues.

(6) If the Steering Committee indicates that it does not support the amendment, the Chair must declare the amendment to have lapsed unless at least 40 members indicate that they wish the debate to continue; and if at least 40 members stand in their places or, if unable to do so, indicate by some other means that they wish the debate to continue, debate on the amendment is resumed.

(7) Paragraphs (4) to (6) do not apply to an amendment which, in the opinion of the Chair, is consequential on an amendment already carried; and the Chair must inform the Synod of his or her ruling.

(8) Where debate on an amendment continues under paragraph (5) or is resumed under paragraph (6), and the Archbishops' Council or the Church Commissioners are of the opinion that the amendment has financial implications, a member of the Council or the Commissioners (as the case may be) has the right to be called to speak by the Chair before the amendment is voted on.

(9) On putting an amendment to the vote, the Chair must put the question in the form "*That this amendment be made*".

(10) In the case of an amendment which takes the form of a proposed new Clause or Schedule or (in the case of a Canon) a new paragraph, a motion must be moved at the point in the consideration of the Measure or Canon at which it is proposed to insert the new Clause, Schedule or paragraph in the form "*That the [[Clause or Schedule] or paragraph] be generally approved*"; and paragraphs (4) to (6) apply to the amendment.

(11) If the motion is carried, any amendments to the proposed new Clause, Schedule or paragraph must then be considered; and after that a member of the Steering Committee must move the motion "*That the [[Clause or Schedule] or paragraph [as amended]] be inserted in the [Measure or Canon]*".

60. Revision following Revision Committee: recommittal

(1) In the course of, or at the end of, the Revision Stage or a Further Revision Stage, a member of the Steering Committee on behalf of the Committee, or any other member of the Synod, may move a motion "*That the [Measure or Canon] entitled [Short Title] be considered for further revision in committee*".

(2) If the motion in paragraph (1) is carried, SOs 54 to 57 apply to the Further Revision Stage; but a proposal for amendment may not be to the same, or substantially the same, effect as one previously decided by the Revision Committee or the Synod in relation to the Measure or Canon unless either of the following conditions is met.

(3) The first condition is that the proposal is to the same, or substantially the same, effect as an amendment—

- (a) of which notice was given for the purposes of the Revision Stage, but
- (b) which, because of the passing of the motion in paragraph (1), was not decided by the Synod.

(4) The second condition is that Business Committee—

- (a) permits such proposals, whether before or after any have been submitted, and
- (b) reports in writing to the Synod setting out its reasons for giving permission.

(5) In its application by paragraph (2), SO 55 has effect as if the reference in paragraph (1) to the period of 35 days after the first day of the group of sessions at which the Measure or Canon was given First Consideration were a reference to the period of 35 days after the first day of the group of sessions at which the motion in paragraph (1) above was carried.

61. *Final Drafting*

(1) The Steering Committee must consider the Measure or Canon in respect of its final drafting, unless it considers it is unnecessary to do so and informs the Synod accordingly.

(2) If the Chair of the Steering Committee considers that the Committee has business under paragraph (1) which can properly be conducted by correspondence, the Chair may instruct the Clerk to circulate to the members of the Committee a draft of any matters requiring the approval of the Committee, including a draft of any report to the Synod.

(3) If no objection is received from a member of the Committee within seven days of a draft being posted or delivered under paragraph (2), the matters contained in the draft are, at the end of that period, to be treated as having been approved by the Committee, with the same effect as if they had been approved at a duly convened meeting.

(4) Where no amendments are to be made or proposed by the Steering Committee and there are no other matters to report, the Committee may authorise the Clerk to inform the Synod accordingly in an appropriate agenda or notice paper; and no separate report is required.

(5) An amendment made or proposed by the Steering Committee may not be considered by the Synod at Final Drafting unless it has been circulated to the Synod.

(6) In its report, the Steering Committee must clearly distinguish between drafting amendments and special amendments; and for this purpose—

“drafting amendment” means an amendment to clarify any remaining uncertainties of meaning or to improve the drafting, and

“special amendment” means an amendment, other than a drafting amendment, considered necessary or desirable by the Steering Committee and which does not reopen an issue which has been decided by the Synod or any Revision Committee in relation to the Measure or Canon.

(7) On consideration in the Synod of the report of the Steering Committee—

- (a) drafting amendments are deemed to have been made without being moved, and
- (b) no motion is in order other than a motion by any member of the Synod that a drafting amendment be recommitted to the Steering Committee for further consideration.

(8) Where there are special amendments, a member of the Steering Committee must then move those amendments; and, if a special amendment is carried, the member may move such consequential amendments to the Measure or Canon as appear to him or her necessary.

(9) Where, in the case of an Article 8 Measure or Canon, the Presidents, the Prolocutors and the Chair and Vice-Chair of the House of Laity jointly determine that one or more special amendments to the Measure or Canon would alter the substance of the proposals in the Measure or Canon which have been approved by the majority of the diocesan synods, the Presidents must—

- (a) inform the Synod accordingly, and
- (b) specify the amendments in question in a notice paper.

(10) If any of the amendments in question are carried, the Measure or Canon is to be referred again to the diocesan synods in accordance with Article 8 of the Constitution; and SO 99 applies accordingly.

62. *Special procedure for Article 7 or 8 Measures or Canons*

- (1) An Article 7 or 8 Measure or Canon stands referred to the House of Bishops after completion of Final Drafting.
- (2) The House of Bishops—
 - (a) may amend the Measure or Canon in accordance with its Standing Orders, and
 - (b) having made such amendments (if any) as it thinks fit, must, subject to paragraph (3), then return the Measure or Canon in the form it has approved for consideration on Final Approval.
- (3) If either of the Convocations or the House of Laity has required a reference under SO 95 in respect of an Article 7 Measure or Canon, no motion may be moved for Final Approval unless—
 - (a) the requirements of Article 7 of the Constitution and of SOs 95 to 98 and 102 have been complied with, and
 - (b) the Chair has made the declaration required by SO 102.
- (4) No motion may be moved for the Final Approval of an Article 8 Measure or Canon unless—
 - (a) the requirements of Article 8 of the Constitution and of SOs 99, 100 and 102 have been complied with, and
 - (b) the Chair has made the declaration required by SO 102.

63. *Consolidation Measures and Consolidation Canons: scope of amendments*

- (1) An amendment to a Consolidation Measure or Canon is not relevant to the general purport of the Measure or Canon if the effect of the amendment would be to alter the existing law; but that is subject to paragraph (2).
- (2) In the case of a Consolidation Measure or Canon to consolidate enactments or provisions with corrections and minor improvements, an amendment is relevant to the general purport of the Measure or Canon if its effect would be—
 - (a) to reinstate the text of one or more of those enactments or provisions,
 - (b) to make a correction or minor improvement in those enactments or provisions, or
 - (c) to correct a textual error in the Consolidation Measure or Canon.
- (3) “Correction and minor improvement” means an amendment the sole effect of which is—
 - (a) to resolve an ambiguity,
 - (b) to remove a doubt,
 - (c) to bring an obsolete provision into conformity with modern practice;
 - (d) to remove an unnecessary provision or an anomaly not of substantial importance;
 - (e) to improve the form or manner in which the law is stated;
 - (f) to bring a provision into conformity with the existing law;
 - (g) to make transitional, transitory or saving provision which is necessary in consequence of an amendment within any of paragraphs (a) to (f).

64. *Final Approval*

- (1) When a Final Approval motion has been moved, it is not in order to move—
 - (a) an amendment to the motion,

- (b) a motion for the Closure (see SO 31),
- (c) a motion for the Speech Limit (see SO 32), or
- (d) a motion for Next Business (see SO 33).

(2) It is not in order to move a Final Approval motion at the same group of sessions as that at which any stage of Revision is concluded, if the Chair or 40 or more members object; but that does not apply in the case of a Consolidation Measure or Canon.

(3) Before a motion for the Final Approval of a Canon may be moved, the Presidents must cause to be prepared for adoption by the Synod a petition for Her Majesty's Royal Assent and Licence to make, promulge and execute the proposed Canon.

(4) In the case of an Article 7 or 8 Measure or Canon, the Final Approval motion—

- (a) is subject to the provisions of SO 104, with respect to reconsideration by the House of Bishops, and
- (b) may not be moved unless one of the Presidents is in the Chair.

(5) If the Final Approval motion on a Measure is carried, the Chair must report to the Synod that the Measure automatically stands committed to the Legislative Committee.

(6) If the Final Approval motion on a Measure or Canon is rejected, a Measure or Canon in the same form or a form which, in the opinion of the Presidents, the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity, is substantially to the same effect may not be considered again on First Consideration until a new Synod comes into being, unless the Presidents, Prolocutors and Chair and Vice-Chair—

- (a) give permission for a motion to that effect to be moved, and
- (b) make a report in writing to the Synod setting out a summary of the case for reconsideration and their reasons for giving permission.

65. *Measures providing for subordinate legislation*

(1) A Measure as finally approved by the Synod may not, subject to any express statutory provision, include a provision conferring power to make a subordinate instrument having the force of law, and having general rather than local application, unless the Measure meets the following three conditions, so far as applicable.

(2) The first condition is that the Measure requires the instrument to be approved, or deemed to be approved, by the Synod.

(3) The second condition is that, if the Measure requires the instrument to be deemed to be approved, it must enable a member to give notice in accordance with these Standing Orders that the member wishes the instrument to be debated on a motion for its approval.

(4) The third condition is that, if the instrument would affect the legal rights of any person and is not a scheme, or part of a scheme, to be approved or confirmed by Her Majesty in Council, the Measure requires the instrument—

- (a) to be laid before both Houses of Parliament, and
- (b) to be subject to approval by both Houses or to be subject to annulment in pursuance of a resolution of either House.

(5) “Subordinate instrument” means an instrument containing regulations, rules, an order or a scheme or any other instrument which may be authorised by Measure, but does not include a Canon and does not include an instrument which merely does either or both of the following—

- (a) appoints a day for the commencement of a provision;
- (b) makes consequential, incidental, supplemental, transitional or transitory provisions or savings.

66. *Withdrawal of Measure or Canon by Steering Committee*

(1) At any time during the progress of a Measure or Canon between its introduction and Final Approval, a member of the Steering Committee may move on behalf of the Committee, after giving due notice, a motion that the Measure or Canon be withdrawn.

(2) If the motion is carried, the Measure or Canon is withdrawn accordingly.

67. *Withdrawal of Measure by Legislative Committee and re-introduction*

(1) If the Legislative Committee, in exercise of its power under section 3(5) of the Church of England Assembly (Powers) Act 1919, withdraws a Measure from the consideration of the Ecclesiastical Committee, the Legislative Committee must report to the Synod the withdrawal and the reasons for it.

(2) A member of the Legislative Committee may, at the request of the Committee, move in the Synod a motion “*That the Measure entitled [Short title] be now reintroduced into the Synod.*”

(3) If the motion in paragraph (2) is carried, a member of the Legislative Committee may move—

- (a) an amendment to any Clause or Schedule,
- (b) the omission of any Clause or Schedule, or
- (c) the insertion of a new Clause or Schedule.

(4) No other member of the Synod may move a motion or amendment under paragraph (3) except with the permission of the Chair and the general consent of the Synod.

(5) The Standing Orders apply to a motion or amendment under paragraph (3) as if it were moved in accordance with SO 53 (Revision without prior Revision Committee).

(6) In the case of an Article 7 Measure, when consideration of such of the Clauses or Schedules as require to be considered has been completed, the Measure, subject to paragraph (7), stands referred to the House of Bishops and SO 62 applies to the Measure as if Final Drafting had been completed; but only the Clauses or Schedules which have been considered, and others relevant to them, are to be considered.

(7) Where, in the case of an Article 8 Measure, the Presidents and Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity jointly determine that any amendments proposed to the Measure would alter the substance of the proposals in the Measure which have been approved by a majority of the diocesan synods, the Presidents—

- (a) must inform the Synod accordingly, and
- (b) must specify the amendments in question in a notice paper.

(8) If any of the amendments are carried, the Measure stands referred again to the diocesan synods in accordance with Article 8 of the Constitution; and SO 99 applies accordingly.

(9) After the completion of the consideration of any Clause or Schedule, whether at the same or a subsequent session, a member of the Legislative Committee may move a motion “*That the Measure entitled [Short title] be finally approved*”; and SO 64 applies to the consideration of that motion.

68. Procedure for making a Canon

(1) On the grant of the Royal Assent and Licence to make, promulge and execute a Canon, the Presidents must arrange for the Registrar to prepare an Instrument of Enactment.

(2) At such subsequent group of sessions as the Presidents may jointly determine, one of the Presidents, being in the Chair, must—

- (a) read or cause to be read to the Synod the Title and Preamble of the Instrument of Enactment, and
- (b) move a motion “*That the new Canon [Short title] be made, promulged and executed*”.

(3) The question on the motion in paragraph (2)(b) must then be put and voted on without debate.

(4) The Presidents, after consulting the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity, and having regard to the ancient customs and traditions of the Convocations, must issue instructions concerning the promulgation and execution of Canons and their reference to and proclamation in the diocesan synods.

69. Re-introduction of a Canon

(1) If, before the making of a Canon in accordance with SO 68, the Business Committee considers that the Canon should be reconsidered, a member of the Committee may, at the Committee’s request, move in the Synod a motion “*That the Canon entitled [Short title] be now re-introduced into the Synod*”.

(2) If the motion in paragraph (1) is carried, a member of the Business Committee may move—

- (a) an amendment to a paragraph,
- (b) the omission of a paragraph, or
- (c) the insertion of a new paragraph.

(3) No other member of the Synod may move a motion or amendment under paragraph (2) except with the permission of the Chair and the general consent of the Synod.

(4) These Standing Orders apply to a motion or amendment under paragraph (2) as if it were moved in accordance with SO 59.

(5) In the case of an Article 7 Canon, when consideration of such of the paragraphs as require to be considered has been completed, the Canon stands referred to the House of Bishops, subject to paragraph (6); and—

- (a) SO 62 applies to the Canon as if Final Drafting had been completed, but
- (b) only the paragraphs which have been considered, and others relevant to them, are to be considered.

(6) Where, in the case of an Article 8 Canon, the Presidents, the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity jointly determine that any amendments proposed to the Canon would alter the substance of the proposals in the Canon which have been approved by a majority of the diocesan synods, the Presidents—

- (a) must inform the Synod accordingly, and
- (b) must specify the amendments in question in a notice paper.

(7) If any of the amendments are carried, the Canon stands referred again to the diocesan synods in accordance with Article 8 of the Constitution; and SO 99 applies accordingly.

(8) After the completion of the consideration of any paragraph, whether at the same or a subsequent session, a member of the Business Committee may move a motion “*That the Canon entitled [Short title] be finally approved*”; and SO 64 applies to the consideration of that motion.

REGULATIONS AND OTHER INSTRUMENTS

70. General

(1) The Business Committee must, subject to any express statutory provision, determine which of the following procedures is to apply to any regulations or rules or any order, scheme or other instrument, other than a Measure or Canon or a draft reorganisation scheme or liturgical business, laid before the Synod for its consideration—

- (a) the Procedure for Deeming (see SO 71);
- (b) the One Motion Procedure (see SO 72);
- (c) the Preliminary Motion Procedure (see SO 73);
- (d) the provisions in these Standing Orders that relate to a Measure, other than SO 37(4)(c) (which provides for the vote on Final Approval to be taken on a counted vote by Houses).

(2) Except with the permission of the Chair and the general consent of the Synod, an instrument of the kind referred to in paragraph (1) may not be considered by the Synod unless a copy has been posted or delivered to every member at least 14 days before the day on which the instrument is to be considered.

(3) Each instrument is to be considered for approval in accordance with these Standing Orders.

71. Procedure for deeming

(1) This Standing Order applies in the case of an instrument which a Measure or Canon provides may be deemed to be approved unless a member of the Synod gives due notice that he or she wishes the instrument to be debated.

(2) Where the Business Committee has determined that it would be appropriate for the instrument to be deemed to have been approved under the procedure in this Standing Order, the Synod is deemed to have approved the instrument unless, no later than 5.30 p.m. on the first day of the group of sessions at which the instrument has been laid, a member has given due notice that the member wishes the instrument to be debated.

(3) Where notice is received under paragraph (2), the Chair must, when the item on the agenda for the instrument in question is reached, call upon a member in charge of the business to move the motion in SO 72.

(4) Where the Business Committee has made a determination as mentioned in paragraph (2), a member of the Synod may nonetheless give notice of an amendment to the instrument, unless prevented from doing so by paragraph (7) or (8).

(5) Notice under paragraph (4) must be given no later than 5.30 p.m. on—

- (a) the day which falls one clear day before the first day appointed for such business to be considered, or
- (b) if no day has been appointed for that purpose, the first day of the group of sessions at which the instrument has to be laid or introduced.

- (6) Where a notice is received under paragraph (4), the Chair must, when the item on the agenda is reached, follow the procedure under SO 73.
- (7) It is not in order to give notice of, or to move, an amendment under paragraph (4) to an instrument laid before the General Synod under a Measure or Canon unless doing so is permitted by the Measure or Canon.
- (8) It is not in order to give notice of, or to move, an amendment under paragraph (4) to a Consolidation Instrument unless the effect of the amendment would be—
- (a) to reinstate the text of one or more of the enactments or instruments being consolidated by the Consolidation Instrument, or part of them,
 - (b) to make a correction or minor improvement in those enactments or instruments, or part of them, or
 - (c) to correct a textual error in the Consolidation Instrument.
- (9) “Consolidation Instrument” means an instrument the effect of which is, in the opinion of the Business Committee, to consolidate, or to consolidate with corrections and minor improvements, one or more enactments or instruments, or part of one or more enactments or instruments; and “corrections and minor improvements” has the same meaning in relation to a Consolidation Instrument as it has in relation to a Consolidation Measure (see SO 63).

72. *The One Motion procedure*

- (1) Where the Business Committee has determined that an instrument be considered on the single motion “*That [Short title or other description] be approved*”, the Chair must, when the item on the agenda is reached, call upon the member appointed by the Appointments Committee to move the motion.
- (2) No amendment of the motion in paragraph (1) is in order.
- (3) Despite the Business Committee’s determination, a member may give notice under SO 71(4) of an amendment to the instrument, subject to SO 71(7) and (8); and the procedure under SO 73 applies accordingly.

73. *The Preliminary Motion procedure*

- (1) The Business Committee may determine that an instrument be considered on the preliminary motion “*That [Short title or other description] be considered*”.
- (2) No amendment of the preliminary motion is in order.
- (3) When the item on the agenda is reached, the Chair must call upon the member appointed by the Appointments Committee to move the preliminary motion.
- (4) If the motion is carried, the Chair must call the mover of any amendment of which due notice has been given to speak; and he or she may do so for no more than five minutes.
- (5) Immediately after that, the member in charge of the business may speak in reply.
- (6) If the member in charge indicates support for the amendment, the debate on it continues.
- (7) If the member in charge indicates that he or she does not support the amendment, the Chair must declare the amendment to have lapsed unless at least 40 members indicate that they wish the debate to continue; and SO 59(6) to (9) applies in relation to the amendment.

(8) In the case of an instrument which is not Article 7 or 8 business, when all amendments have been dealt with, the member in charge must move a motion “*That [Short title or other description] be approved*”.

(9) In the case of an instrument which is Article 7 or 8 business, when all amendments have been dealt with, the instrument stands automatically committed to the House of Bishops for consideration under SO 93.

DRAFT REORGANISATION SCHEMES

74. Procedure for deeming

(1) This Standing Order applies where the Dioceses Commission lays a draft reorganisation scheme before the Synod under section 7(1) of the Dioceses, Pastoral and Mission Measure 2007.

(2) The Business Committee may determine that the scheme does not need to be debated by the Synod.

(3) If the Business Committee does so determine, the scheme is deemed to have been approved by the Synod unless—

- (a) no later than 5.30 p.m. on the first day of the group of sessions at which the scheme has been laid, a member gives due notice that he or she wishes it to be debated, or
- (b) a member gives notice of a motion for reconsideration in respect of the scheme in accordance with SO 75.

75. Motions for reconsideration

(1) This Standing Order applies where the Dioceses Commission lays a draft reorganisation scheme before the Synod—

- (a) under section 7(1) of the Dioceses, Pastoral and Mission Measure 2007, or
- (b) as authorised by the archbishop under section 7(2) of that Measure.

(2) A member may give notice of a motion that a matter contained in the scheme and specified in the motion should be reconsidered by the Dioceses Commission (a “motion for reconsideration”).

(3) Notice under paragraph (2) must be given no later than 5.30 p.m. on the day which falls one clear day before—

- (a) the first day appointed for the scheme to be considered, or
- (b) if no day has been appointed for that purpose, the first day of the group of sessions at which the draft has been laid.

76. Procedure for consideration of scheme: no motion for reconsideration

(1) This Standing Order applies in relation to the consideration of a draft reorganisation scheme where no notice of a motion for reconsideration has been given under SO 75.

(2) The business is to be considered on the motion “*That the [name of scheme] be approved*”.

(3) No amendment of the motion is in order.

(4) When the item on the agenda is reached, the Chair must call upon a member of the Commission to move the motion.

77. Procedure for consideration of scheme: motion for reconsideration

- (1) This Standing Order applies in relation to the consideration of a draft reorganisation scheme where notice of a motion for reconsideration has been given under SO 75.
- (2) The business is to be considered on the motion “*That the [name of scheme] be considered*”.
- (3) No amendment of the motion is in order.
- (4) When the item on the agenda is reached, the Chair must call upon a member of the Commission to move the motion.
- (5) If the motion is carried, the Chair must call the mover of the motion for reconsideration to speak to the motion; and he or she may do so for no more than five minutes.
- (6) The Chair must call upon a member of the Dioceses Commission to speak in reply.
- (7) If the member of the Commission indicates that the Commission supports the motion for reconsideration, the debate on it continues.
- (8) If the member of the Commission indicates that the Commission does not support the motion for reconsideration, the Chair must declare the amendment to have lapsed unless at least 40 members stand in their places or, if unable to do so, indicate by some other means that they wish the debate to continue.
- (9) If notice is given under SO 75 of more than one motion for reconsideration, paragraphs (5) to (8) apply in relation to each motion.
- (10) More than one motion for reconsideration may be moved in respect of the same matter included in a draft scheme.
- (11) If a motion for reconsideration is carried, the Commission must, once all such motions have been dealt with—
 - (a) withdraw the draft reorganisation scheme, and
 - (b) proceed in accordance with section 7(6) of the Dioceses, Pastoral and Mission Measure 2007.
- (12) If no motion for reconsideration is carried, the Chair must call upon a member of the Commission to move a motion “*That the [name of scheme] be approved*”.

LITURGICAL BUSINESS

78. Meaning of “liturgical business”

“Liturgical business” means a service or other liturgical provision which the Business Committee has designated as subject to—

- (a) the procedure in SOs 79 to 88,
- (b) the procedure in SO 89, or
- (c) the procedure in SO 90.

79. Steering Committee of members in charge

- (1) Before liturgical business is considered on First Consideration, the Appointments Committee must appoint such members as it thinks fit to be a Steering Committee in charge of the business; and those members must include at least three members of the Liturgical Commission (see SO 143).

- (2) The Chair of the Revision Committee stands appointed to the Steering Committee on conclusion of the Revision Stage or any Further Revision stage required under SO 87.
- (3) The Appointments Committee may at any time vary the number of persons appointed to the Steering Committee and the members already appointed to it.
- (4) The Steering Committee must conduct the liturgical business for which it is responsible in accordance with these Standing Orders.

80. *Introduction and circulation of liturgical business*

- (1) For First Consideration, liturgical business may be circulated to members only on the instructions of the House of Bishops.
- (2) For any other stage of consideration, liturgical business may be circulated to members only on the instructions of the Steering Committee.
- (3) Except with the permission of the Chair, and with the general consent of the Synod, liturgical business may not be considered by the Synod at any given stage unless a copy of it in the form in which it is to be considered at that stage has been posted or delivered to every member at least 14 days before the day on which it is to be considered.
- (4) But with the permission of the Chair, the Synod may take a stage on liturgical business if—
 - (a) members have been circulated with the full text of such amendments as have been passed by the Synod since the last version of the liturgical business was produced, or
 - (b) the full text of the amendments has been included in a notice paper.

81. *First Consideration*

- (1) Proceedings on First Consideration of liturgical business begin with a motion by a member of the Steering Committee “*That the liturgical business entitled [Title] be considered for revision in committee*”.
- (2) No amendment to the motion in paragraph (1) is in order; nor is a speech which is directed to points of detail rather than to the general purport of the business.
- (3) If the motion is carried, the business stands committed to a Revision Committee.
- (4) If the motion is negatived, it may not be moved again in relation to the same liturgical business for at least twelve months.
- (5) Where the Business Committee has determined that it would be appropriate for liturgical business to be deemed to have had first consideration without debate, the motion in paragraph (1) is, subject to paragraph (6), deemed to have been carried in relation to the business; and the business accordingly then stands committed to a Revision Committee.
- (6) If, where the Business Committee has determined as mentioned in paragraph (5), at least 25 members have, no later than 5.30 p.m. on the first day of the group of sessions at which the business has been laid, given due notice that they wish the business to be debated, the Chair must, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion in paragraph (1).

82. Reports on questions of doctrine

- (1) At any point after the consideration of liturgical business at First Consideration, and before the business stands committed to the House of Bishops, any of the following may call for a report by the House of Bishops on a question of doctrine arising out of the business—
- (a) the Revision Committee for the business,
 - (b) the House of Bishops,
 - (c) any other member of the Synod, if at least 100 other members stand in their places or, if unable to do so, indicate by some other means that they support the call for such a report.
- (2) If a report is called for under paragraph (1), the business stands adjourned until the completion of the debate on the motion in paragraph (4).
- (3) Once the report is prepared, it must be delivered to the Clerk; and the Clerk must include it in the agenda for debate at the next group of sessions and circulate it to all members of the Synod.
- (4) When the Chair calls the report, a member of the House of Bishops must move a motion “*That the Synod do take note of this report*”.
- (5) It is not in order to move an amendment to the motion or to move any further motion arising out of the report.

83. Revision Committee

- (1) The members of a Revision Committee for liturgical business are—
- (a) the members of the Steering Committee ex officio, and
 - (b) such other members of the Synod as the Appointments Committee appoints.
- (2) The members of the Steering Committee may not form a majority of the membership of the Revision Committee.
- (3) The Chair of the Revision Committee may not be chosen from the members of the Steering Committee or the Liturgical Commission.
- (4) SOs 55 to 57 apply to the Revision Committee Stage of liturgical business as they apply to the Revision Committee Stage of a Measure, with such modifications as are necessary.

84. Optional re-committal following Revision Committee

- (1) Where the Synod has taken note of a Revision Committee’s report, any member may, after giving notice in accordance with SO 11(1)(b), move a motion “*That the liturgical business entitled [Title] be re-committed to the Revision Committee for (further) revision of...*”; and the mover of the motion may speak for no more than five minutes.
- (2) After the mover of the motion has spoken, a member of the Steering Committee, named by the Chair, may speak in reply.
- (3) After that, the Chair must formally declare the motion to have lapsed, unless at least 40 members stand in their places or, if unable to do so, indicate by some other means that they wish the debate to continue; and if they do indicate that they wish the debate to continue, debate on the motion resumes.
- (4) More than one motion for re-committal may be moved in respect of the same part of liturgical business.

- (5) A member of the Steering Committee may without notice move on behalf of the Committee a motion for the recommittal of the liturgical business; and paragraphs (1) to (3) above and SO 11(1)(b) accordingly do not apply.
- (6) A motion for re-committal must refer to a matter in the report of the Revision Committee, unless the Business Committee has given permission for that requirement to be dispensed with.
- (7) The Synod must consider all motions for re-committal in the order in which they affect the substance of the liturgical business.
- (8) If one or more motions for re-committal are carried, the liturgical business stands committed to a Revision Committee for further revision, without further question being put.
- (9) If no motion for re-committal is carried, the liturgical business stands automatically committed to the House of Bishops for consideration under SO 93.

85. *Further Revision Committee Stage after re-committal*

- (1) Where liturgical business stands committed to a Revision Committee as a result of SO 84(8), SO 83 applies in relation to that business; and SOs 55 to 57 accordingly apply in relation to that business by virtue of SO 83(4), but also subject to the following modifications.
- (2) The period for submitting a proposal for amendment begins with the day on which the last motion for re-committal was disposed of by the Synod.
- (3) A proposal for amendment made in reliance on paragraph (2) must relate to some part of the liturgical business that is referred to in a re-committal motion which was carried.
- (4) The Revision Committee—
 - (a) must consider the parts of the liturgical business that are referred to in any re-committal motion that has been carried, and
 - (b) may make amendments to any other part of the liturgical business which are consequential on an amendment made in response to a re-committal motion.
- (5) In its report, the Revision Committee must—
 - (a) in the case of a re-committal motion in response to which it has made amendments, comment on the amendments;
 - (b) in the case of a re-committal motion in response to which it has not made amendments, give their reasons for not doing so.

86. *Expedited Further Revision*

- (1) This Standing Order applies if, before the debate on the motion in SO 84(1), the Steering Committee gives notice in a notice paper that it intends, if the motion is carried, to hold the Further Revision Stage at the same group of sessions as that at which the motion is carried.
- (2) If the motion is carried, both the Further Revision Committee Stage and the Further Revision Stage are to be held at the same group of sessions as that at which the motion is carried, unless the Revision Committee, the Chair or at least 40 members object.
- (3) SO 83 applies in relation to the business on the Further Revision Committee Stage; and SOs 55 to 57 accordingly apply in relation to that business by virtue of SO 83(4), but also subject to the modifications in paragraphs (4) and (5) below.

(4) Only a member of the Revision Committee may submit proposals for the amendment of the business.

(5) The Revision Committee's report is to be made to the Synod, and debated, in the same group of sessions as that at which the motion in SO 84(1) is carried.

(6) SO 87 applies in relation to the business on the Further Revision Stage.

87. Further Revision

(1) When a Further Revision Committee Stage, including taking note of the Revision Committee's report, has been completed under SO 85, the Synod must consider the liturgical business further under this Standing Order.

(2) Any member of the Synod may give notice under SO 11(1)(c) of an amendment to liturgical business on the Further Revision Stage.

(3) An amendment under paragraph (2)—

- (a) must be relevant to the general purport of the liturgical business and within the scope of the section to be amended, and
- (b) except as provided in these Standing Orders, is to be moved and disposed of in the same manner as an amendment to a motion.

(4) An amendment under paragraph (2), other than one moved on behalf of the Steering Committee, must also relate to a matter in the Further Revision Committee's report, unless the Business Committee has given express permission for that requirement to be dispensed with.

(5) In deciding whether to give permission under paragraph (4), the Business Committee must have regard to—

- (a) the importance of the amendment, and
- (b) any special reasons which may reasonably have prevented a proposal for the amendment being submitted to the Further Revision Committee under SO 85.

(6) The mover of an amendment under paragraph (2), other than one moved on behalf of the Steering Committee, may speak for no more than five minutes.

(7) Immediately after that, a member of the Steering Committee named by the Chair may speak in reply.

(8) If the member of the Steering Committee indicates that that the Committee supports the amendment, the debate on it continues.

(9) If the member of the Steering Committee indicates that the Committee does not support the amendment, the Chair must declare the amendment to have lapsed unless at least 40 members stand in their places or, if unable to do so, indicate by some other means that they wish the debate to continue; and if at least 40 members do indicate that they wish the debate to continue, the debate on the amendment resumes immediately.

(10) Paragraphs (6) to (9) do not apply to an amendment which, in the opinion of the Chair, is consequential on an amendment that has already been carried; and the Chair must inform the Synod of his or her ruling.

(11) On putting an amendment to the vote, the Chair must put the question in the form "*That this amendment be made*".

(12) After all amendments have been disposed of, the liturgical business stands automatically committed to the House of Bishops for consideration under SO 93.

88. Final Revision

(1) When a Further Revision Stage has been completed under SO 87, a member of the Steering Committee may move on behalf of the Committee a motion “*That the liturgical business entitled [Title] be considered for Final Revision in Full Synod*” (but see SO 36(4) for provision as to the majority required for the motion to be carried).

(2) If the motion is carried, the Synod must proceed to consider the liturgical business further; and SO 87, other than paragraphs (4) and (5), applies to the consideration.

89. Minor adjustments to forms of service

(1) Where the Business Committee determines that business comprises minor adjustments to a form of service already authorised by the Synod, the business may be dealt with as liturgical business by the procedure under this Standing Order unless—

- (a) at least 25 members of the Synod give due notice by 5.30 p.m. on the first day of the group of sessions at which the business has been laid that they wish the business to be dealt with in accordance with SO 81(1), or
- (b) the Steering Committee gives notice to that effect, after the giving of due notice of a proposed amendment to the business.

(2) If notice is given under paragraph (1)(b), the Chair must, when the item on the agenda is reached, call upon a member of the Steering Committee to move the motion in SO 81(1).

(3) The procedure under this Standing Order begins with a motion by a member of the Steering Committee “*That the liturgical business entitled [Title] be considered*”.

(4) No amendment to the motion in paragraph (3) is in order.

(5) When the item on the agenda is reached, the Chair must call upon a member of the Steering Committee to move the motion in paragraph (3).

(6) If the motion is carried, the Chair must call the mover of each amendment of which due notice has been given to speak; and the mover may do so for no more than five minutes.

(7) Immediately after that, a member of the Steering Committee may speak in reply.

(8) If the member of the Steering Committee indicates that the Committee supports the amendment, the debate on it continues.

(9) If the member of the Steering Committee indicates that the Committee does not support the amendment, the Chair must declare the amendment to have lapsed, unless at least 40 members indicate that they wish the debate to continue; and where at least 40 members do indicate that they wish the debate to continue, debate on the amendment is resumed.

(10) Paragraphs (6) to (9) do not apply to an amendment which, in the opinion of the Chair, is consequential on an amendment that has already been carried; and the Chair must inform the Synod of his or her ruling.

(11) On putting an amendment to the vote, the Chair must put the question in the form “*That this amendment be made*”.

(12) When all the amendments have been dealt with, a member of the Steering Committee must move a motion “*That the liturgical business entitled [Title] be approved*”.

(13) If the motion in paragraph (12) is carried, the liturgical business stands automatically committed to the House of Bishops for consideration under SO 93.

(14) “Form of service” has the same meaning as it has in Canon B 1.

90. *Extension or discontinuance of liturgical business already approved*

(1) Business which is subject to the procedure under this Standing Order is to be considered on the following stages—

- (a) First Consideration (see paragraphs (2) to (11) below));
- (b) reference to the House of Bishops (see SO 93);
- (c) subject to SO 95, Final Approval (see SO 103).

(2) Proceedings on First Consideration begin with a motion moved at the request of the House of Bishops by a member in charge of the business appointed by the Appointments Committee “*That [an extended period of authorisation until... / the discontinuance from ...] of the liturgical business entitled [Title] be referred to the House of Bishops.*”

(3) At First Consideration, any member of the Synod may give notice of an amendment relating to the proposed period of extension or the proposed date of discontinuance (as the case may be); but no other amendment of the motion in paragraph (2) is in order.

(4) The Chair must call the mover of an amendment under paragraph (3) to speak; and the mover may speak for no more than five minutes.

(5) Immediately after that, the member in charge of the business may speak in reply.

(6) If the member in charge indicates his or her support for the amendment, the debate on it continues.

(7) If the member in charge indicates that he or she does not support the amendment, the Chair must declare the amendment to have lapsed, unless at least 40 members indicate that they wish the debate to continue; and where at least 40 members do so indicate, debate on the amendment is resumed.

(8) Paragraphs (4) to (7) do not apply to an amendment which, in the opinion of the Chair, is consequential on an amendment that has already been carried; and the Chair must inform the Synod of his or her ruling.

(9) On putting an amendment to the vote, the Chair must put the question in the form “*That this amendment be made*”.

(10) If the motion in paragraph (2) is negatived, it may not be moved again in relation to the same liturgical business for at least twelve months.

(11) Subject to that, after all amendments have been disposed of, the liturgical business stands committed to the House of Bishops for consideration under SO 93.

MATTERS REFERABLE UNDER ARTICLE 7 OR 8 OF THE CONSTITUTION

91. *Designation*

(1) Every item which, in the opinion of the Business Committee, constitutes Article 7 or 8 business must be designated as such in every agenda or notice paper in which it appears.

(2) If the effect of a decision of the Synod is, in the opinion of the Business Committee, that business not previously designated under paragraph (1) as Article 7 or 8 business does constitute business of that description—

- (a) the Clerk must inform the Chair, and
- (b) the Chair must direct that the business is to be designated as such in any subsequent agenda or notice paper in which it appears.

(3) If the effect of a decision of the Synod is, in the opinion of the Business Committee, that business previously designated under paragraph (1) as Article 7 or 8 business ceases to constitute business of that description—

- (a) the Clerk must inform the Chair, and
- (b) the Chair must direct that the business is not to be designated as such in any subsequent agenda or notice paper in which it appears.

92. *Objection to designation or absence of designation*

(1) Where at least 25 members object to the designation of business as Article 7 or 8 business, or to the absence or cessation of designation of business as such, the question must immediately be referred for joint determination by the Presidents, the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity in accordance with Article 7(6) or 8(2) of the Constitution (as the case may be).

(2) An objection under paragraph (1) must be—

- (a) in writing,
- (b) signed by all the members making it, and
- (c) delivered to the Clerk no later than 30 minutes before the beginning of the first session appointed for the business to be taken.

(3) Paragraph (1) does not apply to an objection which the Chair considers to be without foundation.

(4) Pending a determination under paragraph (1), consideration of the business is adjourned or postponed.

(5) A determination under paragraph (1) is conclusive.

(6) If there is no objection, and accordingly no determination, under paragraph (1)—

- (a) the designation of business as Article 7 or 8 business, or the absence or cessation of designation of business as such, is to be treated as correct, and
- (b) no objection to the designation, or its absence or cessation, may then be made for so long as the business is unamended.

93. *References to the House of Bishops otherwise than under SO 62*

Where liturgical business, or an instrument which is Article 7 or 8 business other than a Measure or Canon (as to which see SO 62(1) and (2)), is referred to the House of Bishops, the House—

- (a) may amend the business as it thinks fit, and
- (b) must return it in the form it has approved for Final Approval (see SO 103).

94. *Consideration of business otherwise than under SO 62 or 93*

(1) Article 7 or 8 business which is not subject to SO 62 or 93 (legislation or liturgical business) is dealt with by the procedure under this Standing Order.

- (2) The first debate on the business is at First Consideration on a motion “*That [Short title or other description] be generally approved*”.
- (3) If the motion in paragraph (2) is carried, the business stands referred to the House of Bishops.
- (4) The House of Bishops—
 - (a) may amend the business as it thinks fit, and
 - (b) must return it in the form it has approved for Final Approval (see SO 103).

95. *Article 7 business: reference to the Convocations and the House of Laity*

- (1) Where the House of Bishops passes a motion for the return of Article 7 business to the Synod, the question of whether either of the Convocations, sitting separately, or the House of Laity requires the business to be referred in accordance with Article 7 of the Constitution must be decided as soon as possible in accordance with—
 - (a) Article 7 of the Constitution, and
 - (b) such provision as the body in question makes by Standing Orders.
- (2) The decision must be conveyed in writing to the Clerk by—
 - (a) in the case of each Convocation, the President and Prolocutor, and
 - (b) in the case of the House of Laity, the Chair and Vice-Chair.
- (3) If a reference is required—
 - (a) the business stands referred to the two Convocations and the House of Laity, and
 - (b) further proceedings in the Synod on the business are postponed until the procedure under SOs 96 to 98 has been completed.
- (4) The form in which business is so referred and the nature or content of any accompanying report or other documents are to be determined by the Business Committee, subject to any direction by the Synod.

96. *Reference under SO 95: first stage*

- (1) Where there is a decision under SO 95 that a reference is required, each of the two Convocations and the House of Laity must, no later than the beginning of the next group of sessions, sit separately to consider the business in accordance with their Standing Orders, but with no power to amend the terms in which the business has been proposed by the House of Bishops.
- (2) At each sitting under paragraph (1), a member of the body concerned must—
 - (a) if the reference is in the form of a motion, move a motion in the same form, or
 - (b) if the reference is in the form of an instrument, move a motion “*That [Short title or other description] be approved*”.
- (3) If the motion in paragraph (2)(a) or (b) is carried by each House of each Convocation and by the House of Laity, the business is referred back to the Synod for consideration on Final Approval; and SO 64 applies accordingly.
- (4) If the motion is negatived by only one House of one of the Convocations, SO 97 applies.

(5) If the motion is negated by more than one House of one of the Convocations or by the House of Laity—

- (a) further consideration of the business is terminated, and
- (b) it is not in order to introduce business containing the provision objected to or other provision to like effect until a new Synod has come into being.

97. Reference under SO 95: second stage

(1) Where the motion in SO 96(2)(a) or (b) is negated by only one House of one of the Convocations, a member of the Synod may move at the next group of sessions that the same business, unamended, be again referred for approval by the two Convocations only.

(2) If the motion in paragraph (1) is carried, SO 96(1) to (3) and (5), so far as relating to the Convocations, applies to consideration of the business in question.

98. Reference under SO 95: third stage

(1) Where the motion in SO 96(2)(a) or (b), as applied by SO 97(2), is negated by only one House of one of the Convocations, any member of the Synod may move at the next group of sessions that the same business, still unamended, be referred for approval by the House of Bishops and the House of Clergy.

(2) Where the motion in paragraph (1) is carried, the House of Bishops and the House of Clergy must, no later than the beginning of the next group of sessions, sit separately to consider the business in accordance with their Standing Orders, but with no power to amend the terms in which the business has already been proposed by the House of Bishops.

(3) At each sitting under paragraph (2), a member of the House concerned must—

- (a) if the reference is in the form of a motion, move a motion in the same form, or
- (b) if the reference is in the form of an instrument, move a motion “*That [Short title or other description] be approved*”.

(4) The approval of the House of Bishops or the House of Clergy under this Standing Order is not to be regarded as having been given unless at least two-thirds of the members of that House present and voting are in favour of the motion.

(5) If the motion in paragraph (3)(a) or (b) is carried by both Houses, the business is referred back to the Synod for consideration on Final Approval; and SO 64 applies accordingly.

(6) If the motion in paragraph (3)(a) or (b) is negated by either House—

- (a) further consideration of the business is terminated, and
- (b) it is not in order to introduce business containing the provision objected to or provision to like effect until a new Synod has come into being.

99. Article 8 business: reference to diocesan synods

(1) This Standing Order applies where Article 8 business, or a proposal intended to be embodied in Article 8 business, is referred to diocesan synods for approval in accordance with Article 8 of the Constitution.

- (2) The Business Committee is, subject to any direction by the Synod, to have power to supervise the conduct of the reference; and, in exercising that power, the Committee may in particular determine—
- (a) the form, content and date of issue of any documents circulated to diocesan synods (including such explanatory notes, summaries, instructions or questionnaires as the Business Committee considers necessary), and
 - (b) the form of any documents presenting the replies of diocesan synods to the Synod.
- (3) The exercise of the power of the Business Committee under paragraph (2) is subject to the following four conditions.
- (4) The first condition is that each diocesan synod must be invited to express a clear approval or disapproval of each matter referred to it.
- (5) The second condition is that no diocesan synod may be required or forbidden to consult any other body in the diocese before voting on a matter referred.
- (6) The third condition is that each diocesan synod must—
- (a) be requested to frame its reply in the common form prescribed by the Business Committee, and
 - (b) be informed of the date prescribed by the Business Committee as the date by which replies must be received.
- (7) The fourth condition is that each diocesan synod must be requested to include in its reply—
- (a) the numbers of those voting for and against each proposition, and the number of declared abstentions, in each house of the diocesan synod, and
 - (b) the distinct opinion of the bishop if the bishop has, in reliance on rule 34(1)(j) of the Church Representation Rules, required it to be recorded.
- (8) The date prescribed for the purposes of paragraph (6)(b) must be at least six months after the date of the Synod's decision that the reference be made.

100. *Report by Business Committee following submission of reports by diocesan synods*

No later than the second group of sessions following the date prescribed for the purposes of SO 99(6)(b), the Business Committee must submit to the Synod a written report or memorandum stating—

- (a) whether a majority of the diocesan synods has approved or not approved the Article 8 business or proposal referred,
- (b) how many votes were cast for and how many cast against each substantive proposal, and how many declared abstentions there were, in each house of each diocesan synod, and
- (c) the distinct opinion of each diocesan bishop who has, in reliance on rule 34(1)(j) of the Church Representation Rules, required it to be recorded.

101. *Final approval of Article 8 schemes: special majorities*

- (1) In the case of an Article 8 scheme, a member may move at any time before Final Approval that final approval of the scheme must require the assent of such majorities of the members present and voting as may be specified.
- (2) The motion in paragraph (1) may specify a special majority of each House or of the whole Synod or special majorities of both; and, in the case of a motion specifying special majorities of both, the majorities specified may be different.

102. *Declaration of compliance with the requirements of Article 7 or 8*

- (1) Article 7 or 8 business may not be considered on Final Approval unless, immediately before the motion for final approval is moved, the Chair, who must be one of the Presidents, declares on behalf of both Presidents, the Prolocutors of the Convocations and the Chair and Vice-Chair of the House of Laity that the requirements of Article 7 or 8 (as the case may be) of the Constitution have been complied with.
- (2) A declaration under paragraph (1) is conclusive.

103. *Final Approval: general*

Article 7 or 8 business, having been returned to the Synod on completion of the final reference under these Standing Orders, must be considered on Final Approval on a motion “*That [Short title or other description] be finally approved*”; and SO 64 applies accordingly.

104. *Final Approval: reconsideration by the House of Bishops*

- (1) After a motion for Final Approval of Article 7 or 8 business has been moved, a member of the House of Bishops or a member of the Steering Committee in charge of the business may move a motion “*That the debate be now adjourned to enable [Short title or other description] to be reconsidered by the House of Bishops*”.
- (2) If the motion in paragraph (1) is carried, the motion in paragraph (4) may not be moved in respect of the business.
- (3) If the motion in paragraph (1) is negatived, it may not be moved again during the debate on the motion for Final Approval.
- (4) After a motion for Final Approval of Article 7 or 8 business has been moved, any member of the Synod may, unless the motion in paragraph (1) has been carried, move a motion “*That the debate be now adjourned to enable [...] to be reconsidered by the House of Bishops*.”
- (5) The motion in paragraph (4) must refer to an amendment made to the business by the House of Bishops under SO 62, 93 or 94.
- (6) If the motion in paragraph (4) is negatived, it may not be moved again during the debate on the motion for Final Approval.
- (7) SO 34 (adjournment of debate) does not apply to the motion in paragraph (1) or (4); nor, while the motion in either of those paragraphs is under consideration, is it in order to move the Adjournment of Debate under SO 34.
- (8) If the motion in paragraph (1) or (4) is carried, the business stands referred to the House of Bishops.
- (9) On a reference under paragraph (8), the House of Bishops may—
- (a) in the case of a reference on the motion in paragraph (1), amend any part of the text referred;
 - (b) in the case of a reference on the motion in paragraph (4), amend such part of the text as has been altered by an amendment made by the House under SO 62, 93 or 94.
- (10) The business is then returned to the Synod in the form approved by the House of Bishops under this Standing Order for further consideration by the Synod; and after the return of the business, the Synod is to resume debate on the motion for Final Approval.

- (11) But where the business is amended by the House of Bishops under paragraph (9)—
- (a) the resumed consideration on Final Approval is subject to further compliance with SO 95 and the making of a further declaration under SO 102, and
 - (b) the motion for Final Approval on the resumed debate is to be treated as having been moved in respect of the business as so amended.

REPORTS

105. *Ordinary reports*

- (1) A report that is intended for debate by the Synod must be delivered to the Clerk, and the Clerk must, unless directed otherwise by the Business Committee, include the report in the agenda for debate at the next group of sessions and circulate it to all members of the Synod; but this is subject to SOs 106 and 107.
- (2) When the Chair calls the report, the Chair of the body that produced the report or another member of the body must move a motion “*That the Synod do take note of this Report*”.
- (3) It is not in order to move an amendment to the motion in paragraph (2).
- (4) If the motion in paragraph (2) is carried, that fact is not to be taken as committing the Synod to the acceptance of any matter in the report.
- (5) If the motion is carried, motions arising out of any recommendation appended to the report are then moved in turn; and any such motion may be amended.
- (6) Once the motions in relation to recommendations have been disposed of, any member of the Synod may, after giving due notice, move a further motion arising out of the report which—
- (a) expresses approval or disapproval of the report in whole or part, or
 - (b) is otherwise relevant to and within the scope of its subject matter.
- (7) If the motion in paragraph (2) is negatived—
- (a) no further discussion of the report is in order during the lifetime of that Synod, and
 - (b) the business of the Synod is to proceed as though the report had not been brought before the Synod.
- (8) The Business Committee may, where it is of the opinion that it would be for the better conduct of the Synod’s business, determine that a report need not be debated under paragraph (2); and the Clerk must so indicate in the agenda.
- (9) Where the Business Committee makes a determination under paragraph (8), motions in relation to any recommendation appended to the report may be moved; and paragraphs (5) and (6) apply accordingly as if the motion in paragraph (2) had been carried.
- (10) It is not in order, despite paragraph (5), for a member to move such a motion in relation to a report by the Business Committee on the agenda of a session or group of sessions.

106. *Annual reports*

- (1) Before the end of June in each year, the Archbishops’ Council must cause a report of its work and proceedings during the preceding year to be laid before the Synod.

- (2) The only motion which may be appended to a report under paragraph (1) is a motion “*That the Synod do take note of this Report*”.
- (3) The report under paragraph (1) must include specific reference to—
- (a) the work of bodies answerable to the Synod through the Archbishops’ Council,
 - (b) the membership of each of those bodies, the status of each member and any changes in membership during the year, and
 - (c) the number of meetings held by each of the bodies.
- (4) Before the end of June in each year, the Archbishops’ Council Audit Committee must cause a report of its work and proceedings in the preceding year to be laid before the Synod.
- (5) The only motion which may be appended to a report under paragraph (4) is a motion “*That the Synod do take note of this Report*”.
- (6) The Synod is deemed to have formally taken note of a report under paragraph (1) or (4) unless, no later than 5.30 p.m. on the day which falls six clear days before the first day appointed for the group of sessions at which the report has been laid, a member of the Synod gives due notice that the member wishes to debate the motion appended to the report; and the notice must include details of the member’s points of concern.
- (7) If notice under paragraph (6) is given, the Chair must, when the item on the agenda is reached, call on the Chair or another member of the body in question to move a motion “*That the Synod do take note of this Report*”.
- (8) It is not in order to move an amendment to the motion in paragraph (7).
- (9) Further motions arising out of a report under paragraph (1) may be moved in accordance with SO 105(5) or (6).

107. Presentations

- (1) The Business Committee may, where it is of the opinion that it would be for the better conduct of the Synod’s business, determine that an item of business should be the subject of a presentation to the Synod; and, where the Committee does so, the Clerk must so indicate in the agenda.
- (2) The presentation is to be made in such form and by such persons, who need not be members of the Synod, as the Committee agrees.
- (3) If the Business Committee so agrees, the Chair may invite the persons making the presentation to answer such questions from members of the Synod as the Chair allows.
- (4) Where a presentation relating to a report under SO 105 has been completed—
- (a) the motion in SO 105(2) may (but need not) be moved, and
 - (b) further motions arising out of the report may also be moved by any member in accordance with SO 105(5) or (6).
- (5) Where a presentation relating to a report under SO 106 has been completed—
- (a) the motion in SO 106(2) or (5) (as the case may be) may (but need not) be moved, and
 - (b) in the case of a report under SO 106(1), further motions arising out of the report may, by virtue SO 106(9), be moved by any member in accordance with SO 105(5) or (6).

FINANCIAL BUSINESS

108. *Reports*

- (1) The Archbishops' Council or the Church Commissioners may submit to the Synod at any time such reports as they think fit on the financial implications of an item of business included in the Synod's agenda or a notice paper.
- (2) Where a report is submitted under paragraph (1), the relevant motion relating to the item of business is not to be voted on by the Synod until—
 - (a) a member of the Council or the Commissioners (as the case may be), or a member of the Synod nominated by the Council or Commissioners for the purpose, has been called on by the Chair to speak to the report (and has done so), or
 - (b) the Council or the Commissioners have indicated to the Chair that they do not wish any member to speak to the report.

109. *Annual budget*

- (1) The Archbishops' Council must each year prepare a budget of its expected income and expenditure for the following year.
- (2) The budget must include a statement of its proposals as regards the use and retention of reserves in the following year and its reserves policy generally.
- (3) The statement of expected expenditure must distinguish between—
 - (a) expected expenditure in respect of the work of the Council generally, and
 - (b) expected expenditure in respect of such specific areas of activity within its work, such as training for the ministry, as the Council may in any year determine.

110. *Presentation of annual accounts, budget and proposals for apportionment*

- (1) No later than 30 June in each year, the Archbishops' Council must send to every member—
 - (a) the auditor's report, and the accounts, for the preceding year,
 - (b) the Council's budget for the following year, and
 - (c) its proposals for the apportionment among the dioceses of the amount respectively proposed to be paid by them to the Council to enable it to meet the expected expenditure shown in its budget ("the apportionment").
- (2) Except with the permission of the Chair and the general consent of the Synod, the Council's budget and its proposals for the apportionment may not be considered by the Synod unless copies have been posted or delivered to every member not less than 14 days before they are to be considered.
- (3) The Synod must be invited to approve, no later than 31 July in each year—
 - (a) the Council's budget, and
 - (b) its proposals for the apportionment for the following year.
- (4) When the Synod has approved the Council's budget—
 - (a) the amounts approved as expected expenditure in respect of the work of the Council generally must be applied to that purpose, but so that funds which are not in the event

required to be spent on an area of the Council's work in the year to which the budget relates may be applied to an area of the Council's work in one or more subsequent years, and

- (b) the amounts approved in respect of a specific area of activity must be applied to that area, but so that funds which are not in the event required to be spent in the year to which the budget relates may be applied to that area of activity in one or more subsequent years.

111. *Supplementary apportionment*

(1) If the Archbishops' Council finds in any year that it requires further sums from the dioceses to enable it to meet its expected expenditure for that year, it may submit to the Synod proposals for a supplementary apportionment among the dioceses of the amount respectively proposed to be paid by them to the Council to enable it to meet that expenditure.

(2) The Synod must be invited to approve that supplementary apportionment.

(3) But, except with the permission of the Chair and the general consent of the Synod, the Council's proposals for a supplementary apportionment are not to be considered by the Synod unless copies have been posted or delivered to every member at least 14 days before they are to be considered.

QUESTIONS

112. *General*

(1) A member may table a question to any of the following, subject to paragraph (2)—

- (a) the Chair of a House of the Synod;
- (b) the Chair of the Archbishops' Council;
- (c) the Chair of a committee of the Archbishops' Council to which members of the Synod are elected or appointed;
- (d) subject to sub-paragraph (f), the Chair of a Church of England body on which the Synod is represented;
- (e) on a matter concerning the Church Commissioners, one of the Church Estates Commissioners;
- (f) on a matter concerning the Royal School of Church Music, the representative of the Synod on its Governing Council;
- (g) the Chair of the Faith and Order Commission (see SO 142);
- (h) the Chair of the Liturgical Commission (see SO 143);
- (i) the Chair of the Legal Advisory Commission (see SO 144);
- (j) the Secretary General;
- (k) the Clerk.

(2) A member may table—

- (a) up to two original questions for answer at any one group of sessions in accordance with SO 114;
- (b) up to two questions for written answer between groups of sessions in accordance with SO 117.

(3) Where a question refers to a document, the Clerk may require the question to be accompanied by a copy of that document.

(4) A member may withdraw a question for answer at a group of sessions by giving written notice to the Chair, and SO 13 accordingly does not apply; and where notice is given under this paragraph, the question is not to be put.

113. Content

(1) A question to the Chair of a body referred to in SO 112 must relate to the business of that body.

(2) A question to the Secretary General must relate to his or her duties.

(3) A question to the Clerk must relate to his or her duties.

(4) A question or supplementary question must not—

(a) contain argument or imputation, or

(b) ask for an expression of opinion, including on a question of law, or for the solution of a hypothetical problem.

(5) Where the Clerk informs a member that his or her question is out of order, the member may ask for a ruling from—

(a) if the Synod is in session, the Chair of the sitting at which the question would, if it were in order, be answered;

(b) if the Synod is not in session, the Chair of the Business Committee.

(6) For the purpose of giving a ruling under paragraph (5)(a) or (b), the Chair concerned may consult the Registrar.

114. Circulation of questions and answers

(1) A written copy of each question of which due notice has been given for answer at a group of sessions, and of the answer to be given to that question, must be circulated to every member at least one clear day before the day on which the answer is due to be given at that group of sessions; and for this purpose, “clear day” includes a Saturday or Sunday.

(2) A question to the Chair of a body referred to in SO 112(1)(a) to (d) may, if the Chair of that body so directs, be answered by another member of the body (whether or not that person is also a member of the Synod).

(3) A single answer may be given to more than one question.

115. Supplementary questions

(1) A member may, in light of the answer given to an original question for answer at a group of sessions, ask without notice one supplementary question in respect of the original question.

(2) Unless the Chair determines otherwise, no more than two supplementary questions may be asked in respect of each original question asked.

(3) The member who asked the original question must have priority in asking the first supplementary question.

(4) A supplementary question must be strictly relevant to the original question and the answer given.

116. *Procedure for reply to supplementary questions*

- (1) The Business Committee must allocate in the agenda for a group of sessions one or more periods of time for answering supplementary questions in respect of original questions of which due notice has been given; if two or more periods are allocated, they may, but need not, be consecutive.
- (2) At the relevant time, the Chair must call on the persons who are to answer such supplementary questions as may be asked in respect of the original questions of which due notice has been given.
- (3) Where a question asked of the Chair of a body referred to in SO 112(1)(a) to (d) is, in reliance on SO 114(2), answered by another member of the body, any supplementary question in respect of that question must also be answered by that other member of the body.
- (4) Except with the Chair's permission, no answer to a supplementary question may exceed one minute.

117. *Answering questions between groups of sessions*

- (1) The Business Committee may specify one or more dates between groups of sessions by which members may give notice of questions for written answer.
- (2) The answer to a question of which notice is given by a date so specified must be given to the member no later than such date as the Business Committee specifies.
- (3) The text of the answer must be included in the report of the proceedings relating to the subsequent group of sessions.

ADDRESSES**118.** *Loyal address*

- (1) A loyal address is to be presented to the Sovereign on behalf of the Synod whenever a new Synod comes into being and on such other occasions as the Presidents may determine having due regard to the ancient customs and traditions of the Convocations.
- (2) The text of a loyal address—
 - (a) must be prepared by or on the instructions of the Presidents, and
 - (b) must be presented to the Sovereign in such manner as the Sovereign may determine.

119. *Presidential address*

At any group of sessions, an address may be delivered by either or both of the Presidents as they may determine.

120. *Address by invited speaker*

- (1) The Presidents may invite such persons as they think fit to address the Synod.
- (2) If the Business Committee so agrees, the Chair may invite such a person to answer such questions by members as the Chair may allow.

ATTENDANCE BY NON-MEMBERS, RIGHT TO SPEAK ETC.

121. *Representatives of other Churches*

- (1) The Business Committee may invite other Churches to send representatives to attend a group of sessions.
- (2) A representative of another Church in attendance at a group of sessions may, by prior arrangement, be invited by the Chair to speak in a debate.
- (3) But it is not in order for a representative of another Church—
 - (a) to speak in a debate on legislation or liturgical business, other than at First Consideration or in the debate on the report of the Revision Committee,
 - (b) to speak at Final Approval of Article 7 or 8 business, except to correct a serious misunderstanding of fact relating to the beliefs or practices of that Church,
 - (c) to move a motion or amendment,
 - (d) to table a question for answer, or
 - (e) to vote.
- (4) These Standing Orders apply to a speech by a representative of another Church as they apply to a speech by a member of the Synod.

122. *Representatives of Church of England Youth Council and Deaf Anglicans Together*

- (1) The Business Committee may invite the Church of England Youth Council, or any successor body recognised and approved by the Board of Education, to send three representatives to attend a group of sessions.
- (2) The Business Committee may invite Deaf Anglicans Together to send three representatives to attend a group of sessions.
- (3) A representative under paragraph (1) or (2) may be invited by the Chair to speak in a debate.
- (4) A representative under paragraph (1) or (2) may table a question for answer in accordance with these Standing Orders.
- (5) It is not in order for a representative—
 - (a) to move a motion or amendment, or
 - (b) to vote.
- (6) These Standing Orders apply to a speech by a representative under paragraph (1) or (2) as they apply to a speech by a member of the Synod.

123. *Vacancy in see*

- (1) Where a diocesan see is vacant during a group of sessions, and a suffragan bishop who has not been elected to the House of Bishops is exercising functions of the diocesan bishop under an instrument made under section 14 of the Dioceses, Pastoral and Mission Measure 2007, the suffragan bishop may speak, but not vote, in place of the diocesan bishop at that group of sessions.
- (2) If two or more persons are appointed to exercise functions of a diocesan bishop under an instrument made under section 14 of that Measure, the archbishop of the province or, if the see of the archbishop is vacant, the archbishop of the other province must determine which of those persons may speak in reliance on paragraph (1).

- (3) A suffragan bishop who is entitled to speak in reliance on paragraph (1) may table a question for answer at the group of sessions in accordance with these Standing Orders.
- (4) It is not in order for a suffragan bishop who is entitled to speak in reliance on paragraph (1) to move a motion or amendment.
- (5) These Standing Orders apply to a speech by a suffragan bishop made in reliance on paragraph (1) as they apply to a speech by a member of the Synod.

COMMITTEES

124. *Legislative Committee*

- (1) The members of the Legislative Committee appointed under Article 10(1) of the Constitution are—
- (a) the following ex officio members—
 - (i) the Presidents,
 - (ii) the Prolocutors of the Convocations,
 - (iii) the Chair and Vice-Chair of the House of Laity,
 - (iv) the Dean of the Arches and Auditor, and
 - (v) the Second Church Estates Commissioner,
 - (b) the following elected members—
 - (i) one bishop elected by and from the House of Bishops,
 - (ii) two clergy elected by and from the House of Clergy, and
 - (iii) three laity elected by and from the House of Laity, and
 - (c) not more than three members appointed by the Appointments Committee, each of whom must be a member of either House of Parliament.
- (2) As soon as possible after the election of a new Synod, the election of the persons who are to be the elected members under paragraph (1)(b) must take place in accordance with SOs 132 to 135.
- (3) At its first meeting following the election of the members under paragraph (1)(b), the Committee must elect a deputy Chair from the members of the Committee.
- (4) A casual vacancy among the elected members under paragraph (1)(b) is to be filled in accordance with SO 134.
- (5) At meetings of the Committee, the chair is to be taken by—
- (a) the Archbishop of Canterbury,
 - (b) in the absence of that Archbishop, the Archbishop of York, or
 - (c) in the absence of both Archbishops, the deputy Chair (see paragraph (3)).
- (6) The Committee may not co-opt additional members.
- (7) The Dean of the Arches and Auditor may nominate the Vicar-General of the Province of Canterbury or the Vicar-General of the Province of York as deputy with full voting rights at any meeting of the Committee at which the Dean is unable to be present.
- (8) The Chair of the Steering Committee and the Chair of the Revision or Further Revision Committee appointed for a Measure—
- (a) may attend a meeting of the Legislative Committee while the Measure is being considered, and
 - (b) may speak, but not vote, on questions relating to the Measure.

(9) If the deputy Chair considers that the Committee has business which can properly be conducted by correspondence, the deputy Chair may instruct the Secretary to circulate written proposals requiring the Committee's approval to—

- (a) the members of the Committee, and
- (b) the persons entitled to attend meetings on that business under paragraph (8).

(10) Unless objection is received from a person to whom proposals are required to be circulated under paragraph (9) within 14 days of the date on which they were posted or delivered, the proposals are deemed at the end of that period to have been approved by the Committee as if they had been approved at a duly convened meeting.

(11) But if the proposals consist of or include—

- (a) approval of the Comments and Explanations on a Measure and agreement that they be submitted to the Ecclesiastical Committee of Parliament, or
- (b) approval of the draft of a report of the Ecclesiastical Committee and agreement that it be presented to Parliament,

the proposals are not deemed to have been approved by the Legislative Committee unless and until a majority of the members have given their approval to the written proposals.

(12) The Committee may delegate to the deputy Chair the approval of the Comments and Explanations on a particular Measure to be submitted to the Ecclesiastical Committee of Parliament.

(13) The Committee may, subject to this Standing Order, regulate its own business and procedure.

125. *Business Committee*

(1) There is to continue to be a Business Committee of the Synod.

(2) The members of the Committee are—

- (a) a Chair elected by and from the Synod,
- (b) one bishop elected by and from the House of Bishops,
- (c) three clergy elected by and from the House of Clergy,
- (d) three laity elected by and from the House of Laity, and
- (e) two members of the Archbishops' Council appointed by the Council.

(3) The members to be elected under paragraph (2)(a) to (d) are to be elected in accordance with SOs 132 to 135.

(4) A casual vacancy among the elected members is to be filled in accordance with SO 134; but in the application of SO 134 to a casual vacancy in the office of the Chair, paragraph (2) does not apply.

(5) The Committee may not co-opt additional members.

(6) The Committee has the following functions—

- (a) to introduce draft legislation to the Synod;
- (b) to oversee the preparation of draft legislation requested by the Synod;
- (c) subject to SO 1, to be responsible for all matters relating to the sessional arrangements of the Synod;
- (d) to act as a steering committee for the business of the Synod except where, in relation to a particular item of business, another committee has been specifically charged with that responsibility;

- (e) to take such action as may be necessary to ensure that decisions of the Synod are implemented and that its work is carried on between groups of sessions;
- (f) generally to direct the work of the Secretariat of the Synod;
- (g) to report to the Synod at each group of sessions on the work of the Committee and on matters relating to the agenda of the Synod;
- (h) to advise the Synod on schemes laid before the Synod under the Church Representation Rules;
- (i) to advise the Synod on such matters as the Committee thinks fit;
- (j) to advise the Synod on the determination of priorities with regard to proposals affecting the allocation of Synod's time;
- (k) to appoint sub-committees or other ad hoc groups as the Committee thinks necessary and to delegate to them such functions as the Committee thinks fit.

(7) The Committee may, subject to this Standing Order and to SO 129, regulate its own business and procedure.

126. *Appointments Committee*

- (1) There is to continue to be an Appointments Committee of the Church of England.
- (2) The members of the Committee are—
 - (a) a Chair appointed by the Archbishops,
 - (b) one bishop elected by and from the House of Bishops,
 - (c) three clergy elected by and from the House of Clergy,
 - (d) three laity elected by and from the House of Laity, and
 - (e) four members of the Archbishops' Council appointed by the Council.
- (3) Before making the appointment under paragraph (2)(a), the Archbishops must consult the Archbishops' Council and the Appointments Committee; and the appointment and term of office are subject to confirmation by resolution of the Synod.
- (4) The members to be elected under paragraph (2)(b) to (d) are to be elected in accordance with SOs 132 to 135.
- (5) A casual vacancy among the elected members is to be filled in accordance with SO 134.
- (6) A casual vacancy among the appointed members is to be filled by a fresh appointment in the same manner.
- (7) The Committee may not co-opt additional members.
- (8) The function of the Committee is to make such appointments, or such recommendations for appointment, to synodical or other bodies as the Synod or the Archbishops' Council may require.
- (9) The Committee may, subject to this Standing Order and to SO 129, regulate its own business and procedure.

127. *Standing Orders Committee*

- (1) There is to continue to be a Standing Orders Committee of the Synod.
- (2) The members of the Committee are—
 - (a) the Prolocutors of the Convocations ex officio,
 - (b) the Chair and Vice-Chair of the House of Laity ex officio, and
 - (c) such other members of the Synod as the Appointments Committee appoints.

- (3) The Appointments Committee must nominate the Chair.
- (4) The Committee may not co-opt additional members.
- (5) The Committee must keep under review the procedure and Standing Orders of the Synod and must submit to the Synod such proposals for amendment to the Standing Orders as the Committee thinks fit.
- (6) The Committee must report to the Synod on such proposals and on any motion for amendment submitted by a member of Synod before a final decision on it is taken by the Synod.
- (7) The Committee may, subject to this Standing Order and to SO 129, regulate its own business and procedure.

128. *Duration of membership*

- (1) A member of the Legislative Committee, Business Committee, Appointments Committee or Standing Orders Committee, other than an ex officio member, continues in office from the date of his or her election, nomination or appointment throughout the lifetime of the Synod concerned, after its dissolution and until the election of a new Synod.
- (2) A member of a Committee referred to in paragraph (1) who, after the election of a new Synod, is still a member of the Synod continues to act as a member of the Committee until the election or appointment of successors.
- (3) A vacancy in a Committee referred to in paragraph (1) arises—
 - (a) on the removal of an elected member from one House to another, or
 - (b) by a member, whether elected or not, ceasing by resignation or otherwise to be a member of the Synod.
- (4) Where a person appointed to the Legislative Committee under SO 124(1)(c) ceases to be a Member of either House of Parliament, the person also ceases to be a member of that Committee; but that does not affect his or her further membership of the Committee in some other capacity.

129. *Procedure*

- (1) If the Chair of the Business Committee, Appointments Committee or Standing Orders Committee considers that the Committee concerned has business which can properly be conducted by correspondence, the Chair may instruct the Secretary to circulate to the members of the Committee written proposals requiring the approval of the Committee.
- (2) Unless objection is received from a member of the Committee within 14 days of the date on which the proposals were posted or delivered, they are to be treated on the expiry of that period as approved by the Committee as if they had been approved at a duly convened meeting.
- (3) A Committee referred to in paragraph (1) may delegate to the Chair the approval of any matter which requires decision and which, because of its urgency, cannot be dealt with at a meeting of the Committee or in correspondence as mentioned in paragraph (1).
- (4) A delegation under paragraph (3)—
 - (a) may be general or specific, and
 - (b) is subject to such conditions as the Committee may from time to time impose.

ARCHBISHOPS' COUNCIL

130. *Membership of Committees*

No member of the Synod may, except with the consent of the Business Committee—

- (a) serve concurrently on more than one committee of the Archbishops' Council to which members of the Synod are elected or appointed, or
- (b) stand for election to more than one committee of the Archbishops' Council to which members of the Synod are elected.

ELECTIONS

131. *Relevant elections*

- (1) In this Standing Order and SOs 132 to 135, “relevant election” means—
 - (a) an election in which the Synod, one or more of its Houses, either or both of the Convocations, or any other class of the Synod's members in their capacity as such, constitutes the electorate, or
 - (b) an election to a body whose constitution provides for SOs 132 to 135 to apply to the election.
- (2) In their application to a relevant election, SOs 132 to 135 have effect subject to any provision in the constitution of the body concerned.
- (3) The references in paragraphs (1)(b) and (2) to SOs 132 to 135 include a reference to SO 120 of the Standing Orders in force immediately before the commencement of these Standing Orders on 15 July 2015.

132. *Nominations*

- (1) The Clerk must circulate to each member entitled to vote in a relevant election an invitation to nominate qualified candidates.
- (2) A nomination must be supported by a proposer and a seconder, each of whom must be entitled to vote in the election.
- (3) Support given by a person for the purposes of paragraph (2) must be evidenced—
 - (a) in writing signed by the person, or
 - (b) where the person is a member of the Synod, by email or fax sent from an address previously notified to the Clerk.
- (4) A nomination is valid only if the person being nominated confirms his or her willingness to stand.
- (5) Confirmation for the purposes of paragraph (4) must be given—
 - (a) in writing signed by the candidate, or
 - (b) where the candidate is a member of the Synod, by email or fax sent from an address previously notified to the Clerk.
- (6) A nomination must contain the year of the candidate's birth.
- (7) A nomination must be delivered to the Clerk within such period as the Clerk may appoint, subject to any directions of the Business Committee; and the period appointed must not be less than 21 days.

133. *Conduct of elections*

- (1) As soon as possible after the period for nominations appointed under SO 132(7) for a relevant election has expired, voting papers containing a list of the nominated candidates, and each candidate's year of birth, must be circulated to the electors.
- (2) A voting paper, marked and signed, must be returned to the Clerk within such period as the Clerk may appoint, subject to any directions of the Business Committee; and the period appointed must not be less than 14 days.
- (3) A relevant election is to be conducted by the method of the single transferable vote in accordance with rules made by the Synod ("the election rules").
- (4) The Clerk must cause the votes to be counted, and must enable each candidate (or a person nominated by the candidate) to be present at the count.
- (5) The Clerk must declare the result; and a full return of the result and the result sheet must be sent to the candidates in accordance with the election rules.
- (6) A copy of the return and the result sheet must also be deposited in accordance with the election rules.
- (7) The rules in force immediately before the commencement of these Standing Orders on 15 July 2015 which had been made under SO 120(d)(iii) of the Standing Orders in force at that time continue to have effect as if they had been made under paragraph (3) above.

134. *Casual vacancies*

- (1) This Standing Order applies where a casual vacancy occurs among members of a body elected in a relevant election.
- (2) If the unexpired portion of the term of office of the outgoing member is no more than 12 months, the vacancy is not to be filled unless the Business Committee directs otherwise.
- (3) An election to fill the vacancy is to be conducted in the same way as an ordinary election.
- (4) The vacancy must be filled as soon as practicable and not later than six months after the occurrence of the vacancy (but see paragraph (6)).
- (5) If notice of resignation has been given to take effect at a later date, an election may be conducted before that date for the purpose of filling the vacancy on or after that date.
- (6) In the event of a vacancy not being filled by the end of the period of six months referred to in paragraph (4), the Business Committee must give directions as to the date by which the vacancy must be filled.
- (7) If the vacancy occurs within the period of two years beginning with the date of the declaration of the result of the last ordinary election to the body, or within the period of two years of an election to fill a casual vacancy which was conducted by voting papers in the same manner as an ordinary election, the election to fill the vacancy must be conducted by the voting papers of the previous election in accordance with paragraphs (8) to (11).
- (8) The Clerk must ask every candidate not elected in that election who is still qualified for election whether he or she consents to serve.

(9) If there is no such candidate or if no such candidate consents, the vacancy must be filled by a fresh election.

(10) If there is only one such candidate and that candidate consents, or if there is more than one such candidate but only one of them consents, that candidate is elected to fill the vacancy.

(11) If there is more than one such candidate and more than one of them consents, the votes validly cast in the previous election are to be recounted from the beginning in accordance with the election rules but not so as to exclude any member elected during the original count.

135. Appeals

(1) An appeal arising from a relevant election must be carried out as follows.

(2) The Appointments Committee must appoint an appeal panel of 30 members, consisting of—

- (a) six members of the House of Bishops,
- (b) twelve members of the House of Clergy, and
- (c) twelve members of the House of Laity.

(3) Notice of appeal must be given in writing to the Clerk no later than—

- (a) the end of the period of 14 days beginning with the day after the date of the declaration of the result of the election to which the notice relates, or
- (b) in a case where the Business Committee specifies a later date, that later date.

(4) An appeal must be considered and decided by three members of the appeal panel, who are to be appointed—

- (a) in a case involving an election by Houses, by the Chair and Vice-Chair of the House of Bishops, the Chair of the House of Clergy and the Chair and Vice-Chair of the House of Laity;
- (b) in any other case, by the Chair of the House of Bishops, the Chair of the House of Clergy and the Chair of the House of Laity.

(5) But where a person on whom a function is conferred by paragraph (4) is directly concerned in an appeal, the Standing Committee of the House concerned must nominate a deputy to exercise the function in relation to that appeal.

(6) The members of the appeal panel appointed under paragraph (4) must give the parties an opportunity of appearing in person, or with the assistance of another person, while the appeal is under consideration.

CROWN NOMINATIONS COMMISSION

136. Crown Nominations Commission: functions

(1) There is to continue to be a Crown Nominations Commission of the Synod.

(2) The Commission must consider any vacancy in a diocesan bishopric and candidates for appointment to fill the vacancy.

(3) The Commission must agree upon the names of two candidates for submission to the Prime Minister, with the names being given in the order decided by the Commission.

(4) The Commission must report to the Synod from time to time as it deems expedient on matters of general concern within its area of responsibility; and SO 105 applies in relation to a report under this paragraph.

137. *Crown Nominations Commission: membership*

- (1) The voting members of the Crown Nominations Commission are—
 - (a) the Presidents ex officio,
 - (b) three members elected by and from the House of Clergy,
 - (c) three members elected by and from the House of Laity,
 - (d) six members elected by and from the Vacancy in See Committee of the diocese in which there is a vacancy in the diocesan bishopric,
 - (e) if the archiepiscopal see in the Province in which that diocese is situated is itself vacant, the senior bishop of that Province able and willing to act as a member of the Commission, and
 - (f) for its considerations on a vacancy in either Archbishopric, the persons who are voting members by virtue of SO 139(1), (2)(a) and (3).
- (2) The non-voting members of the Commission are—
 - (a) the Prime Minister's Secretary for Appointments ex officio,
 - (b) the Archbishops' Secretary for Appointments ex officio, and
 - (c) for its considerations on a vacancy in the Archbishopric of Canterbury, the person who is a non-voting member of the Commission by virtue of SO 139(2)(b).
- (3) The members to be elected from the House of Clergy or the House of Laity are to be elected in accordance with SOs 132 to 135.
- (4) The Commission may not—
 - (a) co-opt additional members, or
 - (b) except as provided in SO 138(8), invite the attendance of persons other than its members.
- (5) If one of the Presidents is unable to be present at a meeting of the Commission, that President may nominate a member of the House of Bishops from that President's Province as deputy with full voting rights.

138. *Crown Nominations Commission: Chair*

- (1) The Archbishop of Canterbury is the Chair of the Crown Nominations Commission; and the Archbishop of York is its Vice-Chair.
- (2) The Archbishop of Canterbury presides at meetings of the Commission when an appointment in the Province of Canterbury is being considered, and the Archbishop of York presides at meetings of the Commission when an appointment in the Province of York is being considered; but this is subject to the following provisions of this Standing Order.
- (3) The Archbishop required to preside at a meeting by paragraph (2) may invite the other Archbishop to preside instead for all or part of that meeting.
- (4) In the absence of the Archbishop required to preside by paragraph (2), the other Archbishop must preside.
- (5) In the absence of both Archbishops, the Archbishop required to preside by paragraph (2) or, in the event of that Archbishop's incapacity, the other Archbishop must nominate one of the members of the Commission elected under SO 137(1)(b) or (c) (members from House of Clergy and members from House of Laity) to preside.

(6) For the Commission's considerations on a vacancy in the Archbishopric of Canterbury, the person presiding at meetings of the Commission must be an actual communicant lay member of the Church of England appointed by the Prime Minister after consultation with such persons or bodies as the Prime Minister thinks fit.

(7) For the Commission's considerations on a vacancy in the Archbishopric of York, the person presiding at meetings of the Commission must be an actual communicant lay member of the Church of England appointed by the Appointments Committee after consultation with the Archbishop of Canterbury.

(8) Where the person appointed under paragraph (6) or (7) has not previously served as a member of the Commission, that person is to be invited to attend, as an observer, such meetings (if any) of the Commission to consider another episcopal vacancy as are to take place before the meeting at which that person is to preside.

139. *Crown Nominations Commission: archiepiscopal vacancy*

(1) For the Crown Nominations Commission's considerations on a vacancy in either Archbishopric, the voting members of the Commission also include—

- (a) one person in episcopal orders elected by the House of Bishops, or
- (b) if the continuing Archbishop chooses not to attend the Commission's meetings on those considerations, two persons in episcopal orders elected by the House of Bishops.

(2) For the Commission's considerations on a vacancy in the Archbishopric of Canterbury—

- (a) the voting members of the Commission also include—
 - (i) the person appointed under SO 138(6), and
 - (ii) a member of the Primates Meeting of the Anglican Communion elected by the Joint Standing Committee of the Primates Meeting of the Anglican Communion and the Anglican Consultative Council, and
- (b) the non-voting members of the Commission also include the Secretary General of the Anglican Communion, if the Secretary General has accepted the invitation to serve as such.

(3) For the Commission's considerations on a vacancy in the Archbishopric of York, the voting members of the Commission also include the person appointed under SO 138(7).

(4) An Archbishop who has tendered a resignation may not attend meetings of the Commission on its considerations on the vacancy of the Archbishopric.

140. *Crown Nominations Commission: duration of membership*

(1) A member of the Crown Nominations Commission elected by the House of Clergy or the House of Laity holds office for a fixed term of five years; but that is subject to the following provisions of this Standing Order.

(2) A member elected by the House of Clergy or the House of Laity to fill a casual vacancy holds office for the unexpired portion of the term of office of the member who has been replaced.

(3) A member elected by the House of Clergy or the House of Laity—

- (a) is eligible for re-election, but
- (b) may not serve for more than two consecutive five-year terms or, if elected to fill a casual vacancy, part of two such terms.

- (4) A person who has ceased to be eligible for election as a member of the House of Clergy or the House of Laity may again be nominated for election after an interval of five years.
- (5) A person who, by virtue of paragraph (3)(b), is ineligible to be a member of the Commission elected by the House of Clergy or the House of Laity may nonetheless serve as a diocesan member of the Commission under SO 137(1)(d) or be nominated as a deputy under paragraph (9) below.
- (6) A vacancy in the Commission occurs, subject to Article 3(4) of the Constitution—
- (a) on the removal of a member elected by the House of Clergy or the House of Laity from one House to another, or
 - (b) on a member ceasing by resignation or otherwise to be a member of the Synod.
- (7) A vacancy arising under paragraph (6) is to be filled in accordance with SO 134.
- (8) Where the term of office of the members elected by the House of Clergy or the House of Laity expires, those members nonetheless continue to act as members of the Commission instead of the new members in order to complete the consideration of any vacancy on which the Commission has begun work.
- (9) Where a member elected by the House of Clergy or the House of Laity is unable to be present for the consideration of a particular vacancy, the Chair of that House must nominate a member of that House as deputy for that member at meetings of the Commission for the consideration of that vacancy.
- (10) Where a member elected by the House of Clergy or the House of Laity fails throughout a period of six consecutive months from his or her last attendance to attend meetings of the Commission—
- (a) the member is deemed to have offered his or her resignation to the Chair of that House, and
 - (b) the Chair may accept the resignation and order a by-election.
- (11) The members elected by the Vacancy in See Committee of a diocese—
- (a) hold office as members of the Commission until such time as an appointment is announced to the vacant see of their diocese, and
 - (b) attend only such meetings of the Commission as, in the opinion of the person presiding at the meeting, are concerned with that vacancy.

141. *Crown Nominations Commission: business and procedure*

- (1) The Crown Nominations Commission may, subject to this Standing Order, regulate its own business and procedure.
- (2) The Secretary of the Commission is the Archbishops' Secretary for Appointments.
- (3) The Secretary of the Commission must communicate to the Secretary General all details of its business and procedure and notice of each of its meetings.
- (4) The Secretary of the Commission must convene meetings subject to such directions as the Commission may give.
- (5) The Commission must not proceed to a decision to select a name for submission to the Prime Minister unless the person presiding at the meeting is satisfied that, in holding its discussions, the Commission has paid due regard—
- (a) to the views of the diocesan members, and
 - (b) to the requirements of the mission of the Church of England as a whole.

- (6) A name may not be submitted to the Prime Minister unless it has received the support of at least two-thirds of the total number of the voting members of the Commission, without discrimination in respect of Orders, in a secret ballot.
- (7) The Commission must indicate a preference between the two names submitted to the Prime Minister, determined by a vote conducted by secret ballot.
- (8) In the event of an equality of votes on a ballot under paragraph (7) when the Commission is considering a vacancy in either Archbishopric, the vote of the person presiding does not count.
- (9) In the event of an equality of votes on a ballot under paragraph (7) in any other case, the person presiding has a second or casting vote.
- (10) Names are to be submitted on the Commission's behalf to the Prime Minister—
 - (a) by the appropriate Archbishop, or
 - (b) in the case of an appointment to the Archbishopric of Canterbury, by the person presiding under SO 138(6).

OTHER COMMISSIONS OF THE SYNOD

142. *Faith and Order Commission*

- (1) There is to continue to be a Commission of the Synod known as the Faith and Order Commission.
- (2) The purpose and membership of the Commission are specified in the constitution approved by the Synod.
- (3) The constitution—
 - (a) must make provision for procedure;
 - (b) must make provision for membership, including the method by which members are to be appointed, elected or co-opted, and may include provision for its members to include persons who are not members of the Synod;
 - (c) may contain such other provision as is necessary or desirable for giving effect to its purposes.

143. *Liturgical Commission*

- (1) There is to continue to be a Commission of the Synod known as the Liturgical Commission.
- (2) The purpose and membership of the Commission are specified in the constitution approved by the Synod.
- (3) The constitution—
 - (a) must make provision for procedure;
 - (b) must make provision for membership, including the method by which members are to be appointed, elected or co-opted, and may include provision for its members to include persons who are not members of the Synod;
 - (c) may contain such other provision as is necessary or desirable for giving effect to its purposes.

144. *Legal Advisory Commission*

- (1) There is to continue to be a Commission of the Synod known as the Legal Advisory Commission.

- (2) The purpose and membership of the Commission are specified in the constitution approved by the Synod.
- (3) The constitution—
- (a) must make provision for procedure;
 - (b) must make provision for membership, including the method by which members are to be appointed, elected or co-opted, and may include provision for its members to include persons who are not members of the Synod;
 - (c) may contain such other provision as is necessary or desirable for giving effect to its purposes.

OFFICERS AND STAFF

145. *Secretary General*

- (1) The Secretary General of the Synod is, subject to the approval of the Synod, the person appointed by the Archbishops' Council as the Secretary General of the Council in accordance with paragraph 16 of Schedule 1 to the National Institutions Measure 1998.
- (2) Approval under paragraph (1) is deemed to have been given unless, within 14 days of notification being sent to the members of the Synod, at least 40 members give due notice that they wish the appointment to be debated.
- (3) If at least 40 members give notice under paragraph (2), the appointment is approved only if the Synod passes a resolution to that effect.
- (4) The duties of the Secretary General include—
- (a) acting as Secretary to the Archbishops' Council and making all necessary arrangements for its meetings,
 - (b) superintending, subject to the directions of the Council and the Business Committee, the activities of the Secretariat and generally co-ordinating the work of the other senior staff, and
 - (c) performing such other duties as may be assigned to the Secretary General by the Council or by the Archbishops acting jointly after consultation with the Council.
- (5) The Secretary General—
- (a) may attend all sittings of the Synod and its Houses, and meetings of the Business Committee, the Appointments Committee, other bodies of the Archbishops' Council, other bodies of the Synod and such other Church of England bodies as receive financial provision from the Council, and
 - (b) may receive all documents circulated to the members of a body referred to in subparagraph (a).
- (6) The reference in paragraph (5)(a) to bodies of the Synod does not include a reference to the Crown Nominations Commission.
- (7) The Secretary General, not being a member of Synod, may be invited by the Chair with the general consent of the Synod to speak in a debate where the Chair considers that this will assist in the better conduct of the Synod's business.

146. *The Clerk*

- (1) The Presidents, on the advice of the Business Committee, must appoint a person to be the Clerk to the Synod, such appointment to be subject to the approval of the Synod.
- (2) Approval under paragraph (1) is deemed to have been given unless, within 14 days of notification being sent to the members of the Synod, at least 40 members give due notice that they wish the appointment to be debated.
- (3) If at least 40 members give notice under paragraph (2), the appointment is approved only if the Synod passes a resolution to that effect.
- (4) The duties of the Clerk are—
 - (a) to keep a register of members of the Synod and those having the right to attend or speak under SO 121, 122 or 123 and to receive notice of vacancies and of appointments, elections and co-options to fill vacancies;
 - (b) to make available by publication on the Synod website or otherwise the names of those persons entered on the register referred to in sub-paragraph (a);
 - (c) to make all arrangements for sittings of the Synod in accordance with and under the directions of the Presidents and the Business Committee;
 - (d) to attend or arrange for the attendance of a member of the Secretariat of the Synod at all sittings of the Synod;
 - (e) to receive notice of business and prepare the agenda and notice papers of the Synod, specifying as soon as reasonably practicable all items of business required to be specified by the Business Committee or as the Presidents direct under SO 4(3);
 - (f) to act as Secretary to the Business Committee and to make all necessary arrangements for its meetings;
 - (g) to attend or arrange for the attendance of a member of the Secretariat to the Synod at all separate and joint sittings of the Houses of the Synod;
 - (h) to perform such other duties as may, after consultation with the Secretary General, be assigned to him or her by the Business Committee or by the Presidents after consultation with the Business Committee.
- (5) The Clerk—
 - (a) may attend meetings of the Archbishops' Council, the Appointments Committee and other bodies of the Synod, and
 - (b) may receive all documents circulated to the members of a body referred to in sub-paragraph (a).
- (6) The reference in paragraph (5)(a) to bodies of the Synod does not include a reference to the Crown Nominations Commission.

147. *The Registrar*

The Registrar or some other legally qualified person nominated by the Registrar for the purpose—

- (a) must attend all sittings of the Synod and advise the Chairs on the interpretation of the Standing Orders and on any matter arising from them so far as affects only the practice and procedure of the Synod or its Houses,
- (b) must, if so required by the Chair, address the Synod with regard to advice given under paragraph (a),

- (c) must act as secretary to the Legislative Committee and make all necessary arrangements for its meetings,
- (d) must attend all meetings of the Archbishops' Council, the Business Committee, the Appointments Committee and the Standing Orders Committee, and
- (e) must perform such other duties as the Presidents may direct after consultation with the Business Committee.

148. *Secretaries of Convocations etc.*

Each of the following is entitled to attend sittings of the Synod and receive papers of meetings of the Business Committee—

- (a) the Synodical Secretary of the Convocation of Canterbury;
- (b) the Synodical Secretary of the Convocation of York;
- (c) the Secretary of the House of Laity.

REPRESENTATION OF THE SYNOD ON OTHER BODIES

149. *Number, election or appointment, term of office*

(1) Where a body, other than a committee of the Archbishops' Council, requests the representation of the Synod on it or where the body's constitution requires that, the Appointments Committee must, subject to any directions by the Synod, determine—

- (a) the number of representatives to be chosen, if any,
- (b) the method of a representative's appointment or election,
- (c) the duration of a representative's terms of office, and
- (d) any other conditions on which a representative is to serve.

(2) Where an election is required as mentioned in paragraph (1)(b), SOs 132 to 135 apply with the necessary modifications.

(3) A representative who, at the time of appointment or election is a member of the Synod must, on ceasing to be a member, cease to be a representative but without prejudice to re-appointment or re-election if eligible.

PRESS AND PUBLIC

150. *Admission, no right to address Synod, withdrawal*

(1) The public are to be admitted to all sittings of the Synod within the limits of such seating capacity as the Clerk may allocate for that purpose in accordance with SO 3; but that is subject to paragraph (5).

(2) No person other than a member of the Synod may address the Synod, subject to SOs 107(3), 116, 120 to 123, 145 and 147.

(3) Members of the public must remain silent while in the hall.

(4) Any member of the Synod may at any time, but not so as to interrupt another member's speech, move a motion either "*That the public gallery now be cleared*" or "*That the press and public do now withdraw*".

(5) If either motion in paragraph (4) is carried, the Chair must ask members of the public or (as the case may be) the press and public to withdraw until such time as, with the general consent of the Synod, the Chair gives instructions to the Clerk for their re-admission.

(6) By permission of the Chair, a motion in paragraph (4) does not require notice; and, as it is a question of procedure, a vote by Houses is not permitted (see SO 37(5)(c)).

PROCEDURAL DEFECTS

151. *Procedural defects etc. not to invalidate a sitting or decision*

(1) A procedural defect or accidental error or omission in the summoning or conduct of a sitting of the Synod or one of its Houses, or a joint sitting of two of its Houses, does not invalidate the sitting.

(2) An accidental failure, error or omission in the sending of documents to members does not invalidate a decision of the Synod.

CIRCULATION OF DOCUMENTS

152. *Circulation of documents*

(1) Documents to be sent to members are to be sent by electronic means only, except in the case of a member who has by notice addressed to the Clerk elected to receive documents by post.

(2) Provisions in these Standing Orders which refer to the posting, delivery, circulation or sending of documents to members are to be read in light of paragraph (1).

DEFINITIONS

153. *Definitions*

(1) In these Standing Orders—

“address” includes, in the case of a communication sent by fax, a telephone number with a fax facility;

“Appointments Committee” means the Appointments Committee of the Church of England appointed in accordance with section 10 of the National Institutions Measure 1998 (see SO 126);

“Article 7 business” means a Measure, Canon or other provision touching any of the matters referred to in Article 7(1) of the Constitution;

“Article 7 Canon” means a Canon which is Article 7 business;

“Article 7 Measure” means a Measure which is Article 7 business;

“Article 8 business” means—

- (a) a Measure or Canon to which Article 8 of the Constitution applies by virtue of paragraph (1) of that Article, or
- (b) a scheme to which Article 8 of the Constitution applies by virtue of paragraph (1) or (1A) of that Article;

“Article 8 Canon” means a Canon which is Article 8 business;

“Article 8 Measure” means a Measure which is Article 8 business;

“Article 8 scheme” means a scheme which is Article 8 business;

“Business Committee” means the Business Committee of the Synod appointed in accordance with section 10 of the National Institutions Measure 1998 (see SO 125);

“Chair” means—

- (a) in relation to the House of Clergy, the person or persons determined by the Standing Orders of that House to be responsible in the case in question for carrying out the function of Chairman;
- (b) in relation of the House of Laity, the person who is elected as Chairman of that House under Article 9(2) of the Constitution;

“clear day”, except in SO 114(1), does not include a Saturday or Sunday;

“the Clerk” means the person appointed as Clerk to the Synod under SO 146;

“the Constitution” means the Constitution of the Synod as set out in Schedule 2 to the Synodical Government Measure 1969;

“draft reorganisation scheme” means a draft scheme prepared by the Dioceses Commission under section 6 of the Dioceses, Pastoral and Mission Measure 2007;

“full Synod” means a sitting of the Synod including all three Houses;

“general consent of the Synod” means such a preponderance of opinion of the members of the Synod present and voting as the Chair determines;

“group of sessions” means the sessions of the Synod on a number of consecutive days or, where the Synod is meeting on one day only, the session on that day;

“leave of the Synod” means the unanimous consent of the members and, for that purpose, unanimity is to be assumed unless a member objects when the Chair seeks to obtain it;

“Prolocutor”, in relation to one of the Convocations, means the Chair or spokesperson of the Lower House of that Convocation;

“the Registrar” means the Chief Legal Adviser to the Archbishops’ Council and Synod in the dual capacity of Joint Registrar of the Province of Canterbury and Joint Registrar of the Province of York for the purposes of Article 4(3) of the Constitution;

“the Secretary General” means the person appointed as Secretary General as described in SO 145;

“session” means the proceedings of the Synod or a House of the Synod on any one day, whether or not interrupted by a mid-day or other temporary adjournment;

“sitting” means the proceedings of the Synod or a House of the Synod for any uninterrupted period of time;

“stand part of” means be retained in;

“Steering Committee” means—

- (a) in relation to a Measure, Canon, regulation or other instrument, the Steering Committee of members in charge appointed by the Appointments Committee in accordance with SO 49, including by virtue of SO 70(1)(d);
- (b) in relation to liturgical business, the Steering Committee of members in charge appointed by the Appointments Committee in accordance with SO 79.

“substantive motion” means a question which is neither an amendment nor a special procedural motion in the form in which it is currently before the Synod including in its text any amendments which have been carried;

“Vice-Chair”, in relation to the House of Laity, means the person who is elected as the Vice-Chairman of that House under Article 9(2) of the Constitution.

(2) In these Standing Orders, a reference to delivering, circulating, submitting, sending, conveying, giving or receiving something in writing includes, in so far as it would not otherwise, a reference to doing so by email or fax.

(3) In these Standing Orders, a reference to a Measure, Canon, regulation or other instrument is, where the context so requires, a reference to a draft of the Measure, Canon, regulation or other instrument.

154. *Index*

In these Standing Orders, the following expressions are defined or otherwise explained by the provisions indicated—

| | |
|--|--------------------|
| abstention | SO 36(7) |
| address | SO 153(1) |
| the Adjournment of Debate, motion for | SO 34 |
| Appointments Committee | SOs 126 and 153(1) |
| Article 7 business | SO 153(1) |
| Article 7 Canon | SO 153(1) |
| Article 7 Measure | SO 153(1) |
| Article 8 business | SO 153(1) |
| Article 8 Canon | SO 153(1) |
| Article 8 Measure | SO 153(1) |
| Article 8 scheme | SO 153(1) |
| Business Committee | SOs 125 and 153(1) |
| Canon | SO 153(3) |
| Chair, in relation to a sitting of the Synod | SO 14 |
| Chair, in relation to the House of Clergy | SO 153(1) |
| Chair, in relation to the House of Laity | SO 153(1) |
| clear day | SO 153 |
| Clerk | SOs 146 and 153(1) |
| the Closure, motion for | SO 31 |
| Consolidation Canon | SO 47(4) |
| Consolidation Instrument | SO 71(9) |
| Consolidation Measure | SO 47(3) |
| Constitution | SO 153(1) |
| counted vote | SO 37(6) |
| diocesan synod motion | SO 5(c) |
| draft reorganisation scheme | SO 153(1) |
| election rules | SO 133(3) |
| full Synod | SO 153(1) |
| general consent | SO 153(1) |
| group of sessions | SO 153(1) |
| instrument | SO 153(3) |
| leave of the Synod | SO 153(1) |
| Legislative Committee | SO 124 |
| liturgical business | SO 78 |
| Measure | SO 153(3) |
| Next Business, motion for | SO 33 |

| | |
|---|--------------------|
| notice | SO 13 |
| Prolocutor | SO 153(1) |
| question of procedure | SO 30(6) |
| Registrar | SO 153(1) |
| regulation | SO 153(3) |
| relevant election | SO 131 |
| Secretary General | SOs 145 and 153(1) |
| session | SO 153(1) |
| sitting | SO 153(1) |
| special procedural motion | SO 30 |
| the Speech Limit, motion for | SO 32 |
| stand part of | SO 153(1) |
| Standing Orders Committee | SO 127 |
| Steering Committee | SO 153(1) |
| substantive motion | SO 153(1) |
| the Suspension of Sitting, motion for | SO 35 |
| the Synod | SO 1 |
| Vice-Chair, in relation to the House of Laity | SO 153(1) |
| writing | SO 153(2) |

APPENDIX A

HOUSE OF BISHOPS

STANDING ORDERS

1. *Application of Standing Orders of the Synod*

Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, *mutatis mutandis*, as the procedure of the Synod.

2. *Chairman*

(a) The Archbishop of Canterbury shall be Chairman of the House and the Archbishop of York shall be Vice-Chairman.

(b) Subject to SO 2(c), the Archbishop of Canterbury shall accordingly chair meetings of the House, save that if he is absent or his office is vacant or both he and the Archbishop of York so agree, the Archbishop of York shall act as chairman.

(c) In accordance with arrangements approved by the Archbishops, a member of the panel referred to in SO 2(d) may act as chairman of the House, whether for any meeting or meetings of the House or for any particular item or items of business at a meeting.

(d) The Archbishops, in consultation with the Standing Committee, may appoint a panel of not more than four other members of the House to act as chairmen under SO 2(c).

3. *Power of Chairman to Convene Separate Sittings*

Subject to any directions of the Synod or the House, the Chairman may convene a separate sitting of the House at any time, after due notice in accordance with the next succeeding Standing Order, and shall do so upon receiving:

- (i) A memorial of the House of Clergy or the House of Laity duly referred to the House under the Standing Orders of the Synod; or
- (ii) A request from the Standing Committee of the House; or
- (iii) A request in writing signed by not less than six members of the House.

4. *Notice of Separate Sittings*

(a) The Secretary shall give to every member not less than seven days' notice in writing of any separate sitting except:

- (i) a separate sitting required by SOs 60, 84 or 85(d) of the Synod¹; or
- (ii) a separate sitting required by SO 3 to consider a memorial; or
- (iii) a separate sitting required by the Standing Committee of the House; or
- (iv) a separate sitting convened at the request of not less than six members of the House;

for each of which he shall give not less than fourteen days' notice.

(b) In circumstances of special urgency or importance, oral notice may be given by the Secretary, either in Full Synod or at a separate sitting of the House, but only if it relates to a special sitting of the House to be held on the next or any other day of the same week.

¹ See SOs 62, 93 and 94(4) of the Synod (consolidated text, July 2015)

5. *Joint Sittings with Other Houses*

The procedure for convening a joint sitting of the House and one of the other two Houses shall be the same as for a separate sitting of the House except that the day and hours of the sitting shall be fixed by the person or persons nominated for such purpose by the Standing Orders of the Synod.

6. *Standing Committee*

(a) The Standing Committee of the House shall consist of:

- (i) the Archbishops of Canterbury and York;
- (ii) one bishop appointed by the Archbishops acting jointly from amongst those elected by the House to serve on the Church Commissioners' Board of Governors;
- (iii) the bishop appointed by the Archbishops to chair the Faith and Order Commission;
- (iv) one member elected by the House;
- (v) if either of the two bishops elected by the House to serve on the Archbishops' Council is appointed by the Council as Chairman of the Business Committee, both such bishops, but otherwise (1) one of such bishops appointed by the Archbishops acting jointly and (2) the member of the House elected by the House to serve on the Business Committee; and
- (vi) one member of the House appointed by the Archbishops acting jointly.

(aa) One of the female clergy having the right to attend sittings of the House under SO 12(e), chosen in accordance with rules made by the House, may attend and address meetings of the Standing Committee. Not being members of the House they shall not be entitled to a vote in the proceedings of the Standing Committee.

(b) The provisions of SO 2 which relate to the Chairmanship of the House shall apply also to the Chairmanship of the Standing Committee except that, in the absence of both Archbishops, a Chairman shall be elected by the members present.

7. *Agenda*

(a) The Standing Committee shall settle the agenda for each meeting of the House (specifying therein all items of business of which due notice has been received) and shall determine the order in which such business shall be considered.

(b) Where a separate sitting of the House is convened:

- (i) under SOs 60, 84 or 85(d) of the Synod¹;
- (ii) in accordance with a resolution of the Synod or of the House;
- (iii) to consider a memorial of another House of the Synod;
- (iv) at the request of the Standing Committee of the House or of not less than six members; or
- (v) by oral notice under SO 4(b);

the Standing Committee may, if it thinks fit and subject to the next following Standing Order, exclude from the agenda any business of which due notice has been given but which is not specified in the reference under SO 60, 84 or 85(d) of the Synod² or in the request, resolution or notice: provided that any business so excluded (unless notice thereof has been withdrawn) shall be carried forward to the next separate sitting of the House.

¹ See SOs 62, 93 and 94(4) of the Synod (consolidated text, July 2015)

² See SOs 62, 93 and 94(4) of the Synod (consolidated text, July 2015)

8. *Supplementary Agenda*

The Chairman shall have the same rights to direct the addition to the agenda of the House of urgent or other specially important business as are given to the Presidents for additions to the Agenda of the Synod by its Standing Orders.

9. *Notice of Business*

The Standing Orders of the General Synod as to notice shall apply save that notice of new business may be given not later than fourteen days before the day on which the House is to meet.

10. *Matters Referred under Article 7 or Article 8*

(a) The following special rules of debate shall apply to ‘Article 7 business’ or ‘Article 8 business’ as defined in SO 131 of the Synod¹.

(b) As regards business under SOs 60(b), 84 or 85(d) of the Standing Orders of the Synod²:

- (i) the Chairman or a member of the House nominated by him shall present such business to the House;
- (ii) notice of amendments to such business shall be given in writing to the Secretary not later than 5.00 p.m. on the day before the day appointed for the consideration of such business except that any amendment may be moved without notice by permission of the Chairman and with the general consent of the House;
- (iii) when all amendments have been disposed of the Chairman or the member nominated by him shall move ‘*That subject to the requirements of the Standing Orders of the Synod concerning reference of the business to the Convocations and to the House of Laity, the (Short Title or other description) be returned to the Synod in the form approved by the House for consideration on the Final Approval Stage.*’ No amendment to such motion shall be in order.

(c) As regards business under SO 89(c) of the Synod³, the Chairman or a member of the House nominated by him shall move the motion required by that Standing Order. No amendment to such motion shall be in order and in respect of such business it shall not be in order to move the *Next Business*, the *Closure* or the *Speech Limit*.

10A. *Declaration on the Ministry of Bishops and Priests*

(a) A motion for the amendment of the House of Bishops Declaration in the Ministry of Bishops and Priests or of this standing order shall not be deemed to have been carried unless a draft of the proposed amendment has been approved by a majority of two-thirds of each House of the General Synod present and voting.

(b) SO 38 of the Synod (Suspension)⁴, as applied by SO 1 above, shall not apply to this Standing Order.

¹ See SO 153 of the Synod (consolidated text, July 2015)

² See SOs 62(2), 93 and 94(4) of the Synod (consolidated text, July 2015)

³ See SO 98(3) of the Synod (consolidated text, July 2015)

⁴ See SO 39 of the Synod (consolidated text, July 2015)

11. *Secretary of the House and Other Staff*

- (a) The Secretary General shall act as Secretary of the House and shall attend and speak or ensure the attendance of a member of the Secretariat on his behalf at all sittings of the House.
- (b) Other persons may be invited by the Secretary on the instructions of the Chairman to attend and speak at sittings of the House.

12. *Attendance of Other Persons*

- (a) The Archbishop of Wales, the Primate of All Ireland and the Primus of the Episcopal Church in Scotland (or their respective representatives being in episcopal orders) may, at the invitation of the Chairman, attend a sitting of the House and, if so requested by the Chairman, may address the House. Not being members of the House they shall not be entitled to a vote in the proceedings of the House.
- (b) The Bishop of Beverley, the Bishop of Ebbsfleet, the Bishop of Maidstone and the Bishop of Richborough, if not members of the House, shall be notified of all meetings of the House and may attend and address the House. Any of those bishops who is not a member of the House shall not be entitled to vote in the proceedings of the House.
- (c) Where a See is vacant during a sitting of the House, and a suffragan bishop is during the period of that sitting exercising functions of the diocesan bishop by virtue of an instrument under section 14 of the Dioceses, Pastoral and Mission Measure 2007, and has not already been elected to the House, the suffragan bishop may attend and speak but not vote at that sitting in place of the bishop. Where 2 or more persons exercise functions by virtue of such an instrument the archbishop of the province or, if the see of that archbishop is vacant, the archbishop of the other province, shall determine which of those persons may attend and speak at that meeting in place of the bishop.
- (d)
 - (i) Where a diocesan bishop is unable to attend a sitting of the House due to his illness, sabbatical leave or his duties in the House of Lords, he shall inform the archbishop of the province and recommend to him the name of a suffragan bishop of the said diocese to attend the sitting in his place and, subject to sub-paragraph (iii) hereof, if he sees fit the archbishop may nominate the said bishop to attend the sitting.
 - (ii) Where a see is vacant or a bishop is too ill to make a recommendation, subject to sub-paragraph (iii) hereof, the archbishop of the relevant province shall have power to nominate a bishop from the said diocese to attend a sitting of the House.
 - (iii) The archbishop's power of nomination referred to in sub-paragraph (i) and (ii) above shall not be exercised where a bishop from the diocese concerned is an elected member of the House or is entitled to speak at a sitting under paragraph (c) above.
 - (iv) A nominated bishop may address the House if so requested by the Chairman but, not being a member of the House, he shall have no vote in its proceedings.
- (e) Eight female clergy, elected in accordance with rules to be made by the House, may attend and address the House. Not being members of the House they shall not be entitled to a vote in the proceedings of the House.

13. *Admission of the Public*

- (a) The public shall be admitted to all sittings of the House within the limits of such seating capacity as may be allocated by the Secretary for this purpose in accordance with SO 3 of the Synod¹.

¹ See SO 3 of the Synod (consolidated text, July 2015)

(b) Subject to Standing Orders 11 and 12 above no person other than a member of the House shall address the House and members of the public shall remain silent while in the hall.

(c) The expression 'public' in this Standing Order and in Standing Order 14 includes the press.

14. *Committee of the Whole House*

(a) By direction of the Chairman or resolution of the House, the House may at any time during a session go into Committee of the whole House. Any member may move at any time, but not so as to interrupt another member's speech, the motion: '*That the House do now go into Committee*'; if that motion is carried, the Chairman shall ask members of the public to withdraw until such time as, with the general consent of the House, he gives instructions to the Secretary for their re-admission.

(b) Such motion shall be a question of procedure and, by permission of the Chairman, shall not require notice.

15. *Committees of the House*

(a) The House may constitute for specific purposes such other Committees as it thinks fit and shall appoint members of the House to serve thereon.

(b) If the House determines that a Committee shall be elected by and from members of the House it shall fix the number of members to be elected and the election shall be conducted by the Secretary.

(c) Committees shall have power to co-opt any members of the House as additional members provided that such additional members do not exceed in number one-fifth of the membership of the Committee as originally constituted.

(d) Casual vacancies in any Committee (whether appointed or elected) shall be filled by the Chairman of the House unless the House otherwise determines.

APPENDIX B

HOUSE OF CLERGY

STANDING ORDERS

1. *Application of Standing Orders of the Synod*

Subject to these Standing Orders and so far as circumstances permit, the procedure of the House shall be the same, *mutatis mutandis*, as the procedure of the Synod.

2. *Joint Chairmen*

- (a) The two Prolocutors shall be Joint Chairmen of the House.
- (b) Where joint action or decision is not reasonably practicable, and in particular while the House is sitting, the Prolocutors shall carry out the functions of Chairman in alternate years, the first year of each Synod being allocated to the Prolocutor of the Convocation of Canterbury.
- (c) When the Prolocutor acting for that year is absent or when he decides to vacate the Chair for a particular item of business or the office is vacant, the other Prolocutor shall act as Chairman.
- (d) In the absence of both Prolocutors or when both of them decide not to take the Chair for a particular item of business, the senior Pro-Prolocutor or Deputy Prolocutor present, being a member of the same Convocation as the Prolocutor acting for that year, shall act as Chairman.

3. *Power of Chairman to Convene Separate Sitzings*

Subject to any directions of the Synod or the House, the Chairman for the year may convene a separate sitting of the House at any time, after due notice in accordance with the next succeeding Standing Order, and shall do so upon receiving a request in writing signed by not less than 25 members of the House.

4. *Notice of Separate Sitzings*

- (a) The Secretary shall give to every member not less than 7 days' notice in writing of any separate sitting except:
 - (i) a separate sitting required by Article 7 of the Constitution of the Synod;
 - (ii) a separate sitting convened at the request of not less than 25 members of the House;

for each of which he shall give not less than 14 days' notice.

- (b) In circumstances of special urgency or importance, oral notice may be given by the Secretary, either in Full Synod or at a separate sitting of the House, but only if it relates to a special sitting of the House to be held on the next or any other day of the same week.

5. *Joint Sitzings with Other Houses*

The procedure for convening a joint sitting of the House and one of the other two Houses shall be the same as for a separate sitting of the House except that the day and hours of the sitting shall be fixed by the person or persons nominated for such purpose by the Standing Orders of the Synod.

6. *Standing Committee*

- (a) The Standing Committee of the House shall consist of the Prolocutors of the Convocations, the Pro-Prolocutors of Canterbury Convocation, the Deputy Prolocutors of York Convocation, the two persons elected by the House to serve on the Archbishops' Council, the four persons elected to the

Standing Committee of the Lower House of the Convocation of Canterbury and the two persons elected to the Standing Committee of the Lower House of the Convocation of York.

- (b) Where a casual vacancy occurs among the members of the Standing Committee this shall be filled in accordance with Standing Orders by the Convocation concerned except for the two persons elected to the Archbishops' Council where a casual vacancy shall be filled in accordance with SO 6A(d) hereof.
- (c) The Standing Committee shall have power to co-opt not more than two members of the House to serve on the Committee.
- (d) The provisions of SO 2 which relate to the Chairmanship of the House shall apply to the Chairmanship of the Standing Committee.

6A. Elections to Archbishops' Council

- (a) As soon as reasonably practicable after the filling of the offices of Prolocutor of the Lower House of the Convocation of both provinces following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the House inviting nominations of two members of the House to be elected to the Archbishops' Council.
- (b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and signed by the candidate stating that he is willing to serve if elected. The nomination shall be delivered to the person (or persons) designated by the Synodical and Synodal Secretaries, within such period (not being less than 21 days) as the designated person (or persons) shall appoint.
- (c) If an election is required, it shall be conducted in accordance with the following provisions:
 - (i) So soon as may be after the period for nomination has expired, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors.
 - (ii) Voting papers, marked and signed, shall be returned to the designated person (or persons) within such period (not being less than 14 days) as the designated person (or persons) shall appoint.
 - (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under Standing Order 68 except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.
- (d) Where a casual vacancy occurs among the members of the Archbishops' Council elected by the House of Clergy this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod¹ with the necessary modifications. Provided that, where fewer than three candidates remain eligible and willing to serve, a fresh election shall be held.

7. Agenda

Where a separate sitting of the House is convened:

- (i) under Article 7 of the Constitution,
- (ii) in accordance with a resolution of the Synod or the House,

¹ See SO 134 of the Synod (consolidated text, July 2015)

- (iii) at the request of not less than 25 members, or
- (iv) by oral notice under Standing Order 4(b),

the Standing Committee may, if they think fit and subject to the next following Standing Order, exclude from the agenda any business of which due notice has been given but which is not specified in the reference under Article 7, or in the request, resolution or notice. Provided that any business so excluded (unless notice thereof has been withdrawn) shall be carried forward to the next separate sitting of the House.

8. *Supplementary Agenda*

The Chairman for the year shall have the same rights to direct the addition to the agenda of the House of urgent or other specially important business as are given to the Presidents for additions to the agenda of the Synod by its Standing Orders.

9. *Notice of Business*

The following provisions shall apply to separate sittings of the House in lieu of SOs 10 and 11 of the Synod¹:

- (i) New Business shall not be included in the agenda for any sitting of the House unless notice thereof has been delivered by 12 noon on the Monday 35 days before the Monday of the week in which the sitting is due to be held.
- (ii) *Questions and Motions for Amendment of Standing Orders which relate to or arise from business already in the agenda* shall not be in order unless notice thereof has been delivered by 12 noon on the day which falls six clear days (excluding Saturday and Sunday) before that on which the business is due to be considered.
- (iii) *Amendments to Motions for Amendment of the Standing Orders* shall not be in order unless notice thereof has been delivered by 5.30 p.m. on the day which falls one clear day (excluding Saturday and Sunday) before that on which the business is due to be considered.
- (iv) *Other Business* relating to or arising from business already on the agenda shall not be in order unless notice thereof has been given by 5.30 p.m. on the day (excluding Saturday and Sunday) before that on which the business is due to be considered.

10. *Voting*

(a) Except where a division of the House is required under paragraph (b) of this Standing Order, all votes shall be taken by a show of hands which may be counted by tellers appointed by the Chairman.

(b) A division of the House shall be taken:

- (i) on any matter referred to the House under Article 7 of the Constitution of the Synod, provided that, by leave of the House, this requirement may be dispensed with;
- (ii) whenever the Chairman considers that a division would be appropriate owing to the uncertainty of the result, or if any teller or other member with the general consent of the House so requests on the ground of such uncertainty.

11. *Procedure on a Division*

Where, under these Standing Orders, the Chairman decides or is required to order a vote by division of the House he shall direct the members who vote in the affirmative to pass out of the hall or beyond a

¹ See SOs 10 to 12 of the Synod (consolidated text, July 2015)

barrier in one direction, and the members who vote in the negative to pass out of the hall or beyond a barrier in a different direction, and members so voting shall be counted by the tellers.

12. *Communications with Other Houses*

If the House requests that a communication be made orally to either or both of the other Houses of the Synod, such communication shall be made by the Chairman for the year accompanied by the other Prolocutor and such other members, being not less than three, as the Chairman shall appoint.

13. *Gravamina and Reformanda*

(a) Any member of the House may give notice of a Schedule of Gravamina and Reformanda to be formally conveyed to the House of Bishops. Such Schedule, subject to the agreement of the Standing Committee that the content and language proposed are proper for such purpose, shall be included in the agenda at such place as the Standing Committee shall direct.

(b) Each such Schedule must be signed by one or more members of the House and shall be in the following form:

‘The Gravamen and Reformandum of the undersigned sheweth:

The Gravamen

[Here shall be stated the grievance to be redressed]

The Reformandum

[Here shall be stated the redress sought or the matter in need of reform]

Signature(s).¹

(c) When called upon by the Chairman, the person whose signature is first appended thereto shall read the Schedule to the House and unless immediately thereafter a motion is moved in accordance with paragraph (d) hereof the Schedule shall stand referred to the Chairman without further debate being permitted as the Schedule of the member or members who have signed it and be formally conveyed by the Chairman to the House of Bishops in such manner as he shall think fit.

(d) Any member may move without notice, immediately after a Schedule has been read but not subsequently, either ‘*That the Schedule be referred to the Standing Committee for investigation and report*’ or ‘*That the Schedule be discussed by the House with a view to its adoption as a Memorial of the House*’.² In either case the mover shall be allowed to explain the grounds of his motion briefly and one other member shall be allowed to speak briefly in opposition; the question shall then be put without debate. If the second of the two motions provided for herein be carried, the discussion agreed upon shall take place either forthwith or at such time as the Chairman shall appoint.

(e) On a Schedule being discussed with a view to its adoption by the House verbal amendments may be moved to the Gravamen, provided that in the opinion of the Chairman they do not alter the substance of the original Gravamen. Any amendment may be made to the Reformandum.

¹ Either the Gravamen or the Reformandum may be omitted and the words adapted accordingly.

² The term *Memorial* is the only one appropriate to the Standing Orders of the Synod and the House of Laity. The traditional term in the provincial Synods has been *Articulus Cleri*

(f) At the conclusion of the discussion, the Chairman, after adding such comment as he may think fit, shall move ‘*That the Schedule (as amended) be adopted as a Memorial of the House*’. If that motion be carried the Memorial shall be reported to the Synod in accordance with the Standing Orders of the Synod.¹

14. *Matters referred under Article 7*

The following special rules of debate shall apply to ‘Article 7 business’ as defined in SO 131 of the Synod²:

- (i) The Chairman of the House or a member nominated by him shall move the motion required under SO 89(c) of the Synod³. No amendment to such motion shall be in order.
- (ii) It shall not be in order to move the *Next Business*, the *Closure* or the *Speech Limit*.

¹ See SO 42 of the Synod (consolidated text, July 2015).

² See SO 153 of the Synod (consolidated text, July 2015)

³ See SO 98(3) of the Synod (consolidated text, July 2015)

APPENDIX C

HOUSE OF LAITY

STANDING ORDERS

1. *Application of Standing Orders of the Synod*

Subject to the Standing Orders of the House, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the House.

2. *Meetings of the House*

(a) The House shall meet separately when:

- (i) the House has so decided; or
- (ii) the Synod has so requested; or
- (iii) it is convened by its Chairman as provided in the next two paragraphs of this Standing Order; or
- (iv) it is convened as provided in SO 4 in the case of the first meeting of the House after an election.

(b) The Chairman may convene the House after not less than 14 days' notice, or, if the Synod is sitting during the same week, after not less than one clear day's notice.

(c) The Chairman shall convene the House if so required by a notice in writing signed by not less than one-fifth of the members, and in that case shall give not less than 21 days' notice.

(d) Notice of a meeting of the House shall be given in writing to each member of the House, save that when the Synod is sitting notice may be given orally during a session of the Synod by the Chairman or Vice-Chairman of the House and by written notices exhibited in such places as the said Chairman or Vice-Chairman shall direct.

2A. *Voting*

(a) Save as otherwise provided in this Standing Order, the Chair on putting an question to the vote shall take a show of hands of those seated in the hall, the result of which as announced by the Chair shall be conclusive.

(b) On any question the Chair may order a division of the House and shall do so if 11 members so request either before the question is put or immediately upon the announcement of the result of a show of hands.

(c) Divisions of the House shall be conducted by the physical separation of the members voting, save that the Chair may direct that a division be conducted by electronic means if available in the hall.

3. *Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Nominations and General Provisions*

(a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the House inviting nominations for the offices of Chairman, Vice-Chairman, and two other persons to be elected by and from the House as members of the Archbishops' Council.

(b) A person may be nominated for more than one of the offices specified in paragraph (a) above Provided that:

- (i) if a person is nominated for the offices of both Chairman and Vice-Chairman, the nomination for the latter office shall take effect subject to that person not being elected or returned unopposed as Chairman; and
- (ii) if a person is nominated both for the office of Chairman or Vice-Chairman or both and also as one of the other two members of the Archbishops' Council the nomination for the latter shall take effect subject to that person not being elected or returned unopposed as either Chairman or Vice-Chairman.

(c) Nominations shall be in writing, signed by a proposer and a seconder, both being members of the House, and containing a statement signed by the candidate of that person's willingness to serve if elected.

(d) Nominations shall be delivered to the Secretary within such period (not being less than fourteen days and ending not earlier than 12 noon on the day following the Inauguration of the new General Synod) as the Secretary shall appoint.

(e) In any case where an election is required it shall be conducted by the method of the single transferable vote in accordance with the procedure laid down in these Standing Orders. Subject to these Standing Orders:

- (i) the procedure to be followed for the election shall be in accordance with the Standing Orders of the General Synod relating to elections, except that, where a member of the House has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission; and
- (ii) any appeal arising from the election shall be determined in accordance with the Standing Orders of the General Synod relating to elections.

4. *First Meeting of the House*

(a) Before the Inauguration of a new General Synod:

- (i) the Standing Committee shall draw up a panel consisting of not less than three nor more than five members of the House who consent to be members of the panel, from whom a person to take the Chair at the first Meeting of the House and, if necessary, any subsequent meeting of the House shall be chosen in accordance with paragraph (d) below or in accordance with Standing Order 7(c); and
- (ii) the Senior Ecclesiastical Judges shall appoint one of their number to perform the functions specified in paragraphs (b), (c) and (d) below.

(b) The First Meeting of the House following the election of a new General Synod shall be convened by not less than 14 days' notice by such of the Senior Ecclesiastical Judges as is appointed under paragraph (a)(ii) above.

(c) That meeting shall commence not less than six hours after the period for nominations under Standing Order 3(d) has closed unless that period ends less than six hours before the Prorogation of the first Group of Sessions of the new General Synod, in which case the meeting shall follow such Prorogation but subject to a power for the person who is to take the Chair at the meeting to postpone the commencement of the meeting for not more than 30 minutes for the greater convenience of members of the House or in order to enable paragraph (e) below to be complied with, or both.

(d) No person who is a candidate for election (whether or not returned unopposed) shall take the Chair at the meeting. Subject to that, such of the Senior Ecclesiastical Judges as is appointed under

paragraph (a)(ii) above shall choose a member of the panel drawn up under paragraph (a)(i) above to take the Chair at the meeting. If no member of the panel is able to do so, such of the Senior Ecclesiastical Judges as is so appointed shall take the Chair.

- (e) Before the meeting there shall be placed on the seats in the place appointed for the meeting:
 - (i) a notice by the Secretary stating which candidates (if any) for the offices specified in Standing Order 3(a) have been returned to office unopposed and listing the candidates for those offices for which an election is required;
 - (ii) an account in not more than 100 words relating to and submitted by each candidate for an office for which an election is required and also by a person who has been returned unopposed; and
 - (iii) if any candidate for election or person returned unopposed so wishes, an address prepared by that person consisting of not more than one A4 sheet of paper.
- (f) Any persons returned unopposed may address the meeting for not more than three minutes each in relation to their being chosen for the relevant offices and the manner in which they propose to discharge their functions.
- (g) Candidates for election may then address the meeting for not more than three minutes each on their reasons for standing for election and the manner in which they would discharge their functions if elected.
- (h) No other business may be transacted at the meeting.

4A. *Election of Chairman and Vice-Chairman and two other members of the Archbishops' Council – Voting and Counts*

- (a) Following the meeting of the House under Standing Order 4, a copy of the notice specified in SO 4(e)(i) shall be sent to all members of the House.
- (b) If an election is required for the office of Chairman or Vice-Chairman or both, voting papers for the election shall be sent to all members of the House. Each voting paper shall contain a list of the candidates duly nominated (but excluding, in the case of the election for Vice-Chairman, any person returned unopposed as Chairman), and if elections are required for both offices there shall be separate voting papers for each election.
- (c) Voting papers, marked and signed, shall be returned to the Secretary within such period (not being less than 21 days) as the Secretary shall appoint.
- (d) If elections are required for the offices of both Chairman and Vice-Chairman, the count for the election of the Chairman shall be conducted first, and the person declared elected, if also a candidate in the election for Vice-Chairman, shall be excluded in relation to that election.
- (e) As soon as reasonably practicable after the offices of Chairman and Vice-Chairman have been filled by candidates being returned unopposed or being declared elected, the Secretary shall send to all electors:
 - (i) notice of the results of the relevant election or elections; and
 - (ii) if an election is required for the two other members of the Archbishops' Council to be elected by and from the House, one voting paper for that election, containing a list of the candidates duly nominated (other than the Chairman and Vice-Chairman)

(f) Voting papers under paragraph (e)(ii) above shall be returned to the Secretary, marked and signed, within such period, not being less than 21 days, as the Secretary shall appoint, and as soon as reasonably practicable after the result of the count for that election has been announced the Secretary shall notify all member of the House of the result.

4B. *Casual Vacancies*

(a) Once the office of Chairman, Vice-Chairman or either of the two other members of the Archbishops Council elected by and from the House has been filled, following the election of a new General Synod, under Standing Orders 3 to 4A, any vacancy which arises in the office concerned during the lifetime of that Synod shall be filled by the holding of a fresh election unless the Standing Committee is satisfied that there is insufficient time to complete the process before the period of the outgoing member's term of office would have come to an end.

(b) The procedure set out in Standing Orders 3 and 4A shall apply to any such election with any necessary modifications, but the provisions of Standing Order 4 regarding a meeting of the House shall not apply.

5. *Standing Committee*

(a) The Standing Committee of the House shall consist of the Chairman and Vice-Chairman, the members of the Business and Appointments Committees elected by the House and the members of the Archbishops' Council who are elected by the House. They shall assume membership of the Standing Committee immediately following the announcement of the result of the election.

(b) The Standing Committee shall have the power to co-opt from time to time not more than two members of the House to serve on the Committee for such period or periods as the Committee may think fit, provided not less than two-thirds of the members of the Committee present agree.

6. *Other Committees of the House*

(a) Subject to the directions of the House, all Committees other than the Standing Committee:

- (i) shall be appointed by the Standing Committee and their membership varied as thought fit by that Committee; and
- (ii) shall continue in office during the continuance of the House until the purpose for which they have been appointed has been fulfilled.

(b) A Committee may transact business notwithstanding vacancies, provided that a quorum of the full Committee is present.

7. *Chairman and Vice-Chairman*

(a) After the election of a new General Synod the Chairman and Vice-Chairman, if they continue to be members of the House, shall continue in office until their respective successors assume office under paragraph (b) below.

(b) The Chairman and Vice-Chairman shall each assume office immediately following the announcement that the person concerned has been returned unopposed or the announcement of the result of the relevant election and, at the next meeting of the General Synod, their proposers and seconders shall present them to the Presidents.

(c) Subject to Standing Order 4, the Chairman shall, if present, take the chair at meetings of the House and in the absence of the Chairman or when the Chairman decides for a particular item of

business to vacate the chair the Vice-Chairman shall take the chair. In the absence of both Chairman and Vice-Chairman, the Senior Ecclesiastical Judges shall choose a member of the panel drawn up under Standing Order 4(a)(i) to take the Chair at the meeting or, if no member of that panel is able to take the Chair, shall choose one of their number to do so.

(d) Where the office of Chairman or Vice-Chairman is vacant or where the officer concerned is incapable of acting, any function required to be discharged by both officers jointly may be discharged by the officer in office and capable of acting. If both offices are vacant or held by a person incapable of acting such function shall be discharged by the Dean of the Arches.

8. *Co-opted Members*

A motion for the co-option of a person as a member of the House may be moved in accordance with Rule 42(2) of the Church Representation Rules subject to the following conditions:

- (i) the motion shall be moved after not less than fourteen days' notice;
- (ii) not more than one person shall be named in any such motion;
- (iii) not more than two such motions shall be moved at any one sitting of the House; and
- (iv) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

9. *Content of Agenda*

Subject to any resolution of the House, the Standing Committee shall settle the agenda for each meeting of the House. The Chairman shall, subject to any decision of the Standing Committee, have power to direct the addition to the agenda of urgent or other specially important business.

9A. *Circulation of documents*

Notwithstanding any other provision in these Standing Orders, a member of the House may by notice in writing addressed to the Secretary elect to receive documents relating to the business of the House by electronic means only, in accordance with arrangements made from time to time by the Standing Committee.

10. *References to the House under Article 7*

The following special rules of debate shall apply to 'Article 7 business' as defined in SO 131 of the Synod¹:

- (i) the Chairman of the House or a member of the Standing Committee nominated by him shall move the motion required under SO 87(b) of the Synod²;
- (ii) no amendment to the motion shall be in order and it shall not be in order to move Next Business, the Closure or the Speech Limit.

11. *Communications with Other Houses*

If the House requests that a communication be made orally to either or both of the other Houses of the General Synod such communications shall be made by the Chairman accompanied by such other members being not less than two as he shall appoint.

¹ See SO 153 of the Synod (consolidated text, July 2015)

² See SO 96(2) of the Synod (consolidated text, July 2015)

12. *Gravamina and Reformanda*

(a) Any member of the House may give notice of a Schedule of Gravamina or Reformanda¹ which, subject to the agreement of the Standing Committee that the matters raised and the language proposed are proper for such purpose, shall be included in the agenda at such place as the Standing Committee shall direct.

(b) Each such Schedule must be signed by one or more members of the House and shall be in the following form:

‘The Gravamen and Reformandum of the undersigned sheweth:

The Gravamen

[Here shall be stated the grievance to be redressed]

The Reformandum

[Here shall be stated the redress sought or the matter in need of reform]

Signature(s).²

(c) When called upon by the Chairman, the person whose signature is first appended thereto shall read the Schedule to the House and unless immediately thereafter a motion is moved in accordance with paragraph (d) hereof the Schedule shall stand referred to the Chairman without further debate being permitted as the Schedule of the member or members who have signed it and be formally conveyed by the Chairman to the House of Bishops in such manner as he shall think fit.

(d) Any member may move without notice, immediately after a Schedule has been read but not subsequently, either ‘*That the Schedule be referred to the Standing Committee for investigation and report*’ or ‘*That the Schedule be discussed by the House with a view to its adoption as a Memorial of the House*’. In either case the mover shall be allowed to explain the grounds of his motion briefly and one other member shall be allowed to speak briefly in opposition; the question shall then be put without further debate. If the second of the two motions provided for herein be carried, the discussion agreed upon shall take place either forthwith or at such time as the Chairman shall appoint.

(e) On a Schedule being discussed with a view to its adoption as a Memorial of the House, verbal amendments may be moved to the Gravamen provided that in the opinion of the Chairman they do not alter the substance of the original Gravamen. Any amendment may be made to the Reformandum.

(f) At the conclusion of the discussion, the Chairman, after adding such comment as he may think fit, shall move ‘*That the Schedule (as amended) be adopted as a Memorial of the House*’. If that motion be carried the memorial shall be reported to the Synod in accordance with the Standing Orders of the Synod.

13. *Amendment of Standing Orders*

No amendment to the Standing Orders of the House shall be made unless there has first been submitted to the House a Report on the proposal by the Standing Committee, which may be given either on a separate paper or on a notice paper, and SO 39 of the Synod³ shall not apply to the House.

¹ For a definition and history of Gravamina, Reformanda and Articuli Cleri as they have been traditionally exercised in the Convocations of Canterbury and York, see *Convocation of Canterbury: What it is; What it does; How it works*. (A.F. Smethurst, SPCK 1949, pp. 43, 44 and 46, which are also summarised in Appendix A to 33rd Report (3.1.68) of the Standing Orders Committee of the Church Assembly, CA 1675).

² Either the Gravamen or the Reformandum may be omitted and the words adapted accordingly.

³ See SO 40 of the Synod (consolidated text, July 2015)

14. *Definitions*

In these Standing Orders:

the House means the House of Laity;

Chairman and *Vice-Chairman* mean respectively the Chairman and Vice-Chairman of the House;

Secretary means the Secretary of the House;

Senior Ecclesiastical Judges means such of the Dean of the Arches and Auditor, the Vicar-General of the Province of Canterbury and the Vicar-General of the Province of York as are members of the House;

Standing Committee means the Standing Committee of the House;

and any reference to Standing Orders or these Standing Orders or to a particular Standing Order or part of a Standing Order shall, unless the contrary intention appears, be construed as a reference to these Standing Orders of the House or the relevant provision of these Standing Orders.

APPENDIX D

GENERAL SYNOD

CONSTITUTION

Synodical Government Measure 1969, Schedule 2 (as amended by subsequent legislation):

1. The General Synod shall consist of the Convocations of Canterbury and York joined together in a House of Bishops and a House of Clergy and having added to them a House of Laity.
2. The House of Bishops and the House of Clergy shall accordingly comprise the Upper and Lower Houses respectively of the said Convocations, and the House of Laity shall be elected and otherwise constituted in accordance with the Church Representation Rules.
3. (1) The General Synod shall meet in session at least twice a year, and at such time and places as it may provide, or, in the absence of such provisions, as the Joint Presidents of the Synod may direct.
 - (2) The General Synod shall, on the dissolution of the Convocations, itself be automatically dissolved, and shall come into being on the calling together of the new Convocations.
 - (3) Business pending at the dissolution of the General Synod shall not abate, but may be resumed by the new Synod at the stage reached before the dissolution, and any Boards, Commissions, Committees or other bodies of the Synod may, so far as may be appropriate and subject to any Standing Orders or any directions of the Synod, or of the Archbishops of Canterbury and York, continue their proceedings during the period of the dissolution, and all things may be done by the Archbishops or any such bodies or any officers of the General Synod as may be necessary or expedient for conducting the affairs of the Synod during the period of dissolution and for making arrangements for the resumption of business by the new Synod.
 - (4) A member of the General Synod may continue to act during the period of the dissolution as a member of any such Board, Commission, Committee or body:

Provided that, if a member of the Synod who is an elected proctor of the clergy or an elected member of the House of Laity does not stand for re-election or is not re-elected, this paragraph shall cease to apply to him with effect from the date on which the election of his successor is announced by the presiding officer.

4. (1) The Archbishops of Canterbury and York shall be joint Presidents of the General Synod, and they shall determine the occasions on which it is desirable that one of the Presidents shall be the chairman of a meeting of the General Synod, and shall arrange between them which of them is to take the chair on any such occasions:

Provided that one of the Presidents shall be the Chairman when any motion is taken for the final approval of a provision to which Article 7 of this Constitution applies and in such other cases as may be provided in Standing Orders.

- (2) The Presidents shall, after consultation with the Appointments Committee of the Church of England, appoint from among the members of any House of the Synod a panel of such number of persons as the Presidents may determine, who shall be available to take the chair at meetings of the Synod, being persons who shall be chosen for their experience of chairing and ability to chair meetings; and it shall be the duty of one of the persons on the panel, in accordance with arrangements approved by the Presidents and subject to any special directions of the Presidents, to take the chair at meetings of the Synod at which neither of the Presidents take the chair.

(3) The Provincial Registrars shall be joint Registrars of the General Synod.

5. (1) A motion for the final approval of any Measure or Canon shall not be deemed to be carried unless, on a division by Houses, it receives the assent of the majority of the members of each House present and voting:

Provided that by permission of the chairman and with the leave of the General Synod given in accordance with Standing Orders this requirement may be dispensed with.

(2) All other motions of the General Synod shall, subject as hereinafter provided, be determined by a majority of the members of the Synod present and voting, and the vote may be taken by a show of hands or a division:

Provided that, except in the case of a motion relating solely to the course of business or procedure, any 25 members present may demand a division by Houses and in that case the motion shall not be deemed to be carried unless, on such a division, it receives the assent of the majority of the members of each House present and voting.

(3) This Article shall be subject to any provision of this Constitution or of any Measure with respect to special majorities of the Synod or of each House thereof, and where a special majority of each House is required, the vote shall be taken on a division by Houses, and where a special majority of the whole Synod is required, the motion shall, for the purposes of this Article, be one relating solely to procedure.

(4) Without prejudice to Article 11(1) below, where a vote is to be taken by a division either of the whole Synod or by Houses, Standing Orders may provide for the vote to be taken either by physical separation of the members voting or by other means including such electronic method of voting as may from time to time be determined by the Business Committee.

6. The functions of the General Synod shall be as follows:

(a) To consider matters concerning the Church of England and to make provision in respect thereof—

- (i) by Measure intended to be given, in the manner prescribed by the Church of England Assembly (Powers) Act 1919, the force and effect of an Act of Parliament, or
- (ii) by Canon made, promulgated and executed in accordance with the like provisions and subject to the like restrictions and having the like legislative force as Canons heretofore made, promulgated and executed by the Convocations of Canterbury and York, or
- (iii) by such order, regulation or other subordinate instrument as may be authorised by Measure or Canon; or
- (iv) by such Act of Synod, regulation or other instrument or proceeding as may be appropriate in cases where provision by or under a Measure or Canon is not required;

(b) To consider and express their opinion on any other matters of religious or public interest.

7. (1) A provision touching doctrinal formulae or the services or ceremonies of the Church of England or the administration of the sacraments or sacred rites thereof shall, before it is finally approved by the General Synod, be referred to the House of Bishops, and shall be submitted for such final approval in terms proposed by the House of Bishops and not otherwise.

(2) A provision touching any of the matters aforesaid shall, if the Convocations or either of them or the House of Laity so require, be referred, in the terms proposed by the House of Bishops for final approval by the General Synod, to the two Convocations sitting separately for their provinces and to the House of Laity; and no provision so referred shall be submitted for final approval by the General Synod unless it has been approved, in the terms so proposed, by each House of the two Convocations sitting as aforesaid and by the House of Laity.

(3) The question whether such a reference is required by the Convocation shall be decided by the President and Prolocutor of the Houses of that Convocation, and the Prolocutor shall consult the Standing Committee of the Lower House of Canterbury or, as the case may be, the Assessors of the Lower House of York, and the decision of the President and Prolocutor shall be conclusive;

Provided that if, before such a decision is taken, either House of Convocation resolves that the provision concerned shall be so referred or both Houses resolve that it shall not be so referred, the resolution or resolutions shall be a conclusive decision that the reference is or is not required by that Convocation.

(4) The question whether such a reference is required by the House of Laity shall be decided by the Prolocutor and Pro-Prolocutor of that House who shall consult the Standing Committee of that House, and the decision of the Prolocutor and Pro-Prolocutor shall be conclusive;

Provided that if, before such a decision is taken, the House of Laity resolves that the reference is or is not required, the resolution shall be a conclusive decision of that question.

(5) Standing Orders of the General Synod shall provide for ensuring that a provision which fails to secure approval on a reference under this Article by each of the four Houses of the Convocations or by the House of Laity of the General Synod is not proposed again in the same or similar form until a new General Synod comes into being, except that, in the case of objection by one House of one Convocation only, provision may be made for a second reference to the Convocations and, in the case of a second objection by one House only, for reference to the Houses of Bishops and Clergy of the General Synod for approval by a two-thirds majority of the members of each House present and voting, in lieu of such approval by the four Houses aforesaid.

(6) If any question arises whether the requirements of this Article or Standing Orders made thereunder apply to any provision, or whether those requirements have been complied with, it shall be conclusively determined by the Presidents and Prolocutors of the Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

8. (1) A Measure or Canon providing for permanent changes in the Services of Baptism or Holy Communion or in the Ordinal, or a scheme for a constitutional union or a permanent and substantial change of relationship between the Church of England and another Christian body, being a body a substantial number of whose members reside in Great Britain, shall not be finally approved by the General Synod unless, at a stage determined by the Archbishops, the Measure or Canon or scheme, or the substance of the proposals embodied therein, has been approved by the majority of the dioceses at meetings of their Diocesan Synods, or, in the case of the diocese of Europe, of the bishops council and standing committee of that diocese.

(1A) If the Archbishops consider that this Article should apply to a scheme which affects the Church of England and another Christian body but does not fall within paragraph (1) of this Article, they may direct that this Article shall apply to that scheme, and where such a direction is given this Article shall apply accordingly.

(1B) The General Synod may by resolution provide that final approval of any such scheme as aforesaid, being a scheme specified in the resolution, shall require the assent of such special majorities of the members present and voting as may be specified in the resolution, and the resolution may specify a special majority of each House or of the whole Synod or of both, and in the latter case the majorities may be different.

(1C) A motion for the final approval of a Measure providing for permanent changes in any such Service or in the Ordinal shall not be deemed to be carried unless it receives the assent of a majority in each House of the General Synod of not less than two-thirds of those present and voting

(2) Any question whether this Article applies to any Measure or Canon or scheme, or whether its requirements have been complied with, shall be conclusively determined by the Archbishops, the Prolocutors of the Lower Houses of the Convocations and the Prolocutor and Pro-Prolocutor of the House of Laity of the General Synod.

9. (1) Standing Orders of the General Synod may provide for separate sittings of any of the three Houses or joint sittings of any two Houses, and as to who is to take the chair at any such separate or joint sitting.
- (2) The House of Laity shall elect a Chairman and Vice-Chairman of the House who shall also discharge the functions assigned by this Constitution and the Standing Orders and by or under any Measure or Canon to the Prolocutor and Pro-Prolocutor of that House.
10. (1) The General Synod shall appoint a Legislative Committee from members of all three Houses to whom shall be referred all Measures passed by the General Synod which it is desired should be given, in accordance with the procedure prescribed by the Church of England Assembly (Powers) Act 1919, the force of an Act of Parliament; and it shall be the duty of the Legislative Committee to take such steps with respect to any such measure as may be so prescribed.
- (2) The General Synod may appoint or provide by their Standing Orders for the appointment of such Committees, Commissions and other bodies (in addition to the Committees mentioned in section 10 of the National Institutions Measure 1998), which may include persons who are not members of the Synod, and such officers as they think fit.
- (3) Each House may appoint or provide by their Standing Orders for the appointment of such Committees of their members as they think fit.
11. (1) The General Synod may make, amend and revoke Standing Orders providing for any of the matters for which such provision is required or authorised by this Constitution, for the meetings, business and procedure of the General Synod.
- (1A) Provision may be made by Standing Order that the exercise of any power of the General Synod to suspend the Standing Orders or any of them shall require the assent of such a majority of the members of the whole Synod present and voting as may be specified in the Standing Order.
- (2) Each House may make, amend and revoke Standing Orders for the matter referred to in Article 10(3) hereof and consistently with this Constitution and with any Standing Orders of the General Synod, for the separate sittings, business and procedure of that House.

(3) Subject to this Constitution and to any Standing Orders, the business and procedure at any meeting of the General Synod or of any House or Houses thereof shall be regulated by the chairman of the meeting.

- 12.** (1) References to final approval shall, in relation to a Canon or Act of Synod be construed as referring to the final approval by the General Synod of the contents of the Canon or Act, and not to the formal promulgation thereof:

Provided that the proviso to Article 4(1) shall apply both to the final approval and to the formal promulgation of a Canon or Act of Synod.

(2) Any question concerning the interpretation of this Constitution, other than questions for the determination of which express provision is otherwise made, shall be referred to and determined by the Archbishops of Canterbury and York.

(3) No proceedings of the General Synod or any House or Houses thereof, or any Board, Commission, Committee or body thereof shall be invalidated by any vacancy in the membership of the body concerned or by any defect in the qualification, election or appointment of any member thereof.

- 13.** Any functions exercisable under this Constitution by the Archbishops of Canterbury and York, whether described as such or as Presidents of the General Synod, may, during the absence abroad or incapacity through illness of one Archbishop or a vacancy in one of the Sees, be exercised by the other Archbishop alone.

APPENDIX E

CONVOCATION OF CANTERBURY

STANDING ORDERS OF FULL SYNOD AND OF THE UPPER AND LOWER HOUSES

1. *Application of Standing Orders of General Synod*

Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the Convocation and its Houses.

2. *President*

(a) The Archbishop of Canterbury as President of the Convocation shall take the chair at meetings of the Full Synod and of the Upper House;

(b) When the President is absent or when he decides to vacate the chair for a particular item of business the Bishop of London shall take the chair or, in his absence, the Bishop of Winchester shall take the chair;

(c) When the President and the Bishops of London and Winchester are absent, the bishop who has been a diocesan in the Province for the longest time shall take the chair.

3. *Election of Prolocutor*

(a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the Lower House inviting nominations for the office of Prolocutor.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodical Secretary, within such period (not being less than 21 days) as the designated person shall appoint. Provided that such nomination period shall include at least the first two days of the first group of sessions of the new Synod.

(c) If an election is required, it shall be conducted in accordance with the following provisions:

- (i) So soon as may be after the period for nomination has expired, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors.
- (ii) Voting papers, marked and signed, shall be returned to the designated person within such period (not being less than 14 days) as the designated person shall appoint.
- (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under SO 68¹ except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.

(d) Following his election the proposer and seconder shall present the Prolocutor to the President at the first available opportunity.

¹ See SOs 70 and 133(3) of the Synod (consolidated text, July 2015)

(e) On a vacancy in the office of Prolocutor during the quinquennium the election to fill the vacancy shall be conducted in the same manner as an ordinary election as soon as practicable after the vacancy has occurred.

4. *Pro-Prolocutors and Elected Members of the Standing Committee*

(a) Following the election of two members of the House of Clergy to the Archbishops' Council, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Pro-Prolocutors and four other persons to be members of the Standing Committee of the Lower House.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodical Secretary, within such period (not being less than 21 days) as the designated person shall appoint.

(c) If an election is required:

- (i) Subject to paragraph (ii), at the next meeting of the Lower House, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors being present at the meeting. The election shall forthwith be conducted by ballot of those present in the House by voting papers marked and signed at the meeting.
- (ii) The President, the Prolocutor and the Synodical Secretary, or a majority of them, may determine, for reasons which seem to them to be sufficient, that the election shall be conducted in accordance with the provisions of SO 3(c)(ii) and (iii).
- (iii) Standing Order 3(c)(iii) shall apply to the election with the necessary modifications.
- (iv) Two counts shall be conducted. The first shall be for the two Pro-Prolocutors and any candidates who have indicated on the nomination papers that they do not wish to stand for that office shall be excluded.
- (v) The second count shall be for the purpose of electing six persons to the Standing Committee of the Lower House. Provided that the six persons to be elected shall include the two persons elected as Pro-Prolocutors on the first count, but so that where one or both Pro-Prolocutors have been elected unopposed, their names shall not be included on the voting paper and the number of persons to be elected shall be reduced accordingly.

(d) At the first available opportunity the Prolocutor shall present the Pro-Prolocutors to the President.

(e) Where a casual vacancy occurs among the Pro-Prolocutors or the four members of the Standing Committee elected in accordance with Standing Order 4(a), this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod¹. Provided that any casual vacancy remaining unfilled after the application of that Standing Order (otherwise than as a result of the unexpired portion of the term of office of the outgoing member being twelve months or less) may be filled by the Standing Committee.

5. *Chairing of Meetings and Functions of Prolocutor*

(a) Subject to paragraphs (b) of this Standing Order, the Prolocutor shall, if present, take the chair at meetings of the Lower House and in his absence or when he decides for a particular item of business to vacate the chair the senior Pro-Prolocutor present shall take the chair.

¹ See SO 134 of the Synod (consolidated text, July 2015)

(b) After the election of a new Convocation the Prolocutor and Pro-Prolocutors, if they continue to be members of Convocation, shall continue in office until their successors are elected. If a meeting of the Lower House is held after the election of the new Convocation but before the election of the Prolocutor the chair shall be taken by a member of Convocation nominated by the President.

(c) Where the office of Prolocutor is vacant or where he is incapable of acting, any function required to be discharged by the Prolocutor may be discharged by the senior Pro-Prolocutor.

6. *The Synodical Secretary*

The Synodical Secretary shall be admitted by the Prolocutor on the nomination of the President. He shall be a person eligible for election to, but need not be a member of the Convocation.

7. *Co-opted Members*

A motion for the co-option of a person as a member of the Lower House may be moved in accordance with the provisions of Canon H 2 subject to the following conditions:

(a) the motion shall be moved after not less than fourteen days' notice;

(b) not more than one person shall be named in any such motion; and

(c) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

8. *Order of Business*

In determining the order of business, the President and the Prolocutor shall have regard to the ancient customs of Convocation and may consult the Standing Committee.

9. *Speech Limit*

There shall be no time-limit on speeches unless the Chairman so determines or, subject to Standing Order 8 hereof, unless the Convocation or the House, as the case may be, so resolves.

9A. *General Discussions*

When it is considered by the Standing Committee of the relevant House or, where appropriate, of the Full Synod that an item of business may best be conducted by means of a general discussion, this shall be indicated in the Agenda and it shall be in order for a member to speak more than once if so invited by the Chairman.

10. *Article 7 Business*

(a) Unless the President and the Prolocutor shall decide otherwise, a matter referred to the Convocation under Article 7 of the Constitution of the General Synod shall be considered in separate meetings of the Houses. Where a matter is considered in Full Synod the vote shall be taken on a division by Houses.

(b) During the debate on a matter referred under Article 7, no amendment to the motion shall be in order and it shall not be in order to move the Previous Question, Next Business, the Closure or the Speech Limit.

11. *Gravamina and Reformanda*

Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the House of Clergy of the General Synod relating to Gravamina and Reformanda shall apply *mutatis mutandis* to the Houses of the Convocation.

12. *Standing Committees*

(a) The President shall nominate members of the Upper House to serve on the Standing Committee of the House.

(b) The members of the Standing Committee of the Lower House shall consist of the Prolocutor, the two Pro-Prolocutors, any elected member of the Archbishops' Council and the four persons other than the two Pro-Prolocutors elected in accordance with SO 4.

(c) The Standing Committees of the Upper and Lower House may meet separately but when meeting together shall constitute the Standing Committee of the Full Synod.

13. *Joint Committees*

(a) The size and composition of Joint Committees shall be determined by the President. The members of the Upper House shall be appointed by him, and, subject to any other direction that he may give, twice that number shall be appointed by the Prolocutor with the concurrence of the House, or, when it is not in session, of its Standing Committee.

(b) The size and composition of Committees of a House shall be determined by the President or the Prolocutor as the case may be, who shall nominate the members to serve and shall, if possible, submit the names to the House or to its Standing Committee for its approval.

14. *Amendment of Standing Orders*

If a proposed amendment to these Standing Orders relates only to the procedure of one House, it shall not be necessary for the other House to meet in order to approve that amendment.

APPENDIX F

CONVOCAATION OF YORK

STANDING ORDERS OF FULL SYNOD AND OF THE UPPER AND LOWER HOUSES

1. *Application of Standing Orders of General Synod*

Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the General Synod shall, where applicable, apply *mutatis mutandis* to the Convocation and its Houses.

2. *President*

(a) The Archbishop of York as President of the Convocation shall take the chair at meetings of the Full Synod and of the Upper House.

(b) When the President is absent or when he decides to vacate the chair for a particular item of business, the Bishop of Durham shall take the chair, unless he himself is absent or declines in which event the bishop present who has served longest in the Northern Province in one or more Sees shall take the chair.

3. *Election of Prolocutor*

(a) Following the elections to the Convocations and the House of Laity to form a new General Synod, nomination papers shall be sent to every member of the Lower House inviting nominations for the office of Prolocutor.

(b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodal Secretary, within such period (not being less than 21 days) as the designated person shall appoint. Provided that such nomination period shall include at least the first two days of the first group of sessions of the new Synod.

(c) If an election is required, it shall be conducted in accordance with the following provisions:

- (i) So soon as may be after the period for nomination has expired, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors.
- (ii) Voting papers, marked and signed, shall be returned to the designated person within such period (not being less than 14 days) as the designated person shall appoint.
- (iii) The election shall be conducted by the method of the single transferable vote and the procedure to be followed shall be in accordance with rules or regulations to be made by the Synod under SO 68¹ except that, where a member has an address in the official list of members outside the United Kingdom, the presiding officer may accept as a valid vote a voting paper received by facsimile transmission.

(d) Following the completion of the election the proposer and seconder shall present the Prolocutor to the President at the first available opportunity.

(e) On a vacancy in the office of Prolocutor during the quinquennium the election to fill the vacancy shall be conducted in the same manner as an ordinary election as soon as practicable after the vacancy has occurred.

(f) The Prolocutor can be relieved of their office by vote of the Lower House.

¹ See SOs 70 and 133(3) of the Synod (consolidated text, July 2015)

4. *Deputy Prolocutors*

- (a) Following the election of two members of the House of Clergy to the Archbishops' Council, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Deputy Prolocutors and two other persons to be Assessors of the Lower House. At a time to be determined jointly by the newly elected Prolocutors, nomination papers shall be sent to every member of the Lower House inviting nominations for the election of two Deputy Prolocutors and two other persons to be Assessors of the Standing Committee of the Lower House.
- (b) Nominations shall be in writing, signed by a proposer and seconder, both being qualified to vote in the election, and containing a signed statement of the candidate's willingness to serve if elected. The nomination shall be delivered to a person designated by the Synodal Secretary, within such period (not being less than 21 days) as the designated person shall appoint.
- (c) If an election is required:
- (i) Subject to paragraph (ii), at the next meeting of the Lower House, voting papers containing a list of the candidates duly nominated shall be circulated to the relevant electors being present at the meeting. The election shall forthwith be conducted by ballot of those present in the House by voting papers marked and signed at the meeting.
 - (ii) The President, the Prolocutor and the Synodal Secretary, or a majority of them, may determine, for reasons which seem to them to be sufficient, that the election shall be conducted in accordance with the provisions of Standing Order 3(c)(ii) and (iii).
 - (iii) Standing Order 3(c)(iii) shall apply to the election with the necessary modifications.
 - (iv) Two counts shall be conducted. The first shall be for the two Deputy Prolocutors and any candidates who have indicated on the nomination papers that they do not wish to stand for that office shall be excluded.
 - (v) The second count shall be for the purpose of electing four persons to be Assessors of the Lower House. Provided that the four persons to be elected shall include the two persons elected as Deputy Prolocutors on the first count, but so that where one or both Deputy Prolocutors have been elected unopposed, their names shall not be included on the voting paper and the number of persons to be elected shall be reduced accordingly.
- (d) At the first available opportunity the Prolocutor shall present the Deputy Prolocutors to the President.
- (e) Where a casual vacancy occurs among the Deputy Prolocutors or the two Assessors elected in accordance with Standing Order 4(a), this shall be filled in accordance with Standing Order 120 of the Standing Orders of the General Synod¹. Provided that any casual vacancy remaining unfilled after the application of that Standing Order (otherwise than as a result of the unexpired portion of the term of office of the outgoing member being twelve months or less) may be filled by the Assessors.

5. *Chairing of Meetings and Functions of Prolocutor*

- (a) Subject to paragraph (b) of this Standing Order, the Prolocutor shall, if present, take the chair at meetings of the Lower House and in his absence or when he decides for a particular item of business to vacate the chair the senior Deputy Prolocutor present shall take the chair.

¹ See SO 134 of the Synod (consolidated text, July 2015)

(b) After the election of a new Convocation the Prolocutor and Deputy Prolocutors, if they continue to be members of Convocation, shall continue in office until their successors are elected. If a meeting of the Lower House is held after the election of the new Convocation but before the election of the Prolocutor the chair shall be taken by a member of Convocation nominated by the President.

(c) Where the office of Prolocutor is vacant or where he is incapable of acting, any function required to be discharged by the Prolocutor may be discharged by the senior Deputy Prolocutor.

6. *The Synodal Secretary and Treasurer*

The Synodal Secretary shall be admitted by the Prolocutor on the nomination of the President and shall also act as Treasurer, and he need not be a member of Convocation.

7. *Co-opted Members*

A motion for the co-option of a person of the Lower House may be moved in accordance with the provisions of Canon H 2 subject to the following conditions:

(a) the motion shall be moved after not less than fourteen days' notice;

(b) not more than one person shall be named in any such motion; and

(c) no such motion shall be acted upon unless the number of those in favour of the motion is not less than two-thirds of the members present and voting.

8. *Time, Place and Opening of Sessions*

(a) It is in accordance with Canon V of the First Council of Nicaea that there shall be Provincial Synods or Convocations of the Church. The date of each session of the Convocation of York and the time and place of the meeting shall be decided by the President after consultation with the Assessors. If the occasion requires, the President may direct that Convocation meets elsewhere than in St William's College, York.

(b) It is the tradition that members of Convocation, having robed in St William's College, shall assemble at the time appointed on the first day in the Minster, where the Litany may be said and the President's address delivered, followed by such other devotions as the President may desire to conduct. Members shall return in procession to St William's College for praeconisation by the Registrar and the transaction of its business.

(c) At each session of Convocation held in York there shall normally be a celebration of Holy Communion in the Minster, but other arrangements may be made by the President. When Convocation meets elsewhere than in St William's College, other arrangement for worship may be made at the discretion of the President.

9. *Praeconisation*

(a) Members shall sign their names in the Convocation register to mark their attendance at the session.

(b) Those who wish to be excused are under obligation to write to the President asking for leave of absence.

10. *Rules of Procedure in Full Synod*

(a) The order of the day shall be:

Praeconisation
Prayers, if not already said
Minutes of the preceding session in Full Synod
Communications from the President
Assessors' Report, if one is to be presented
Debate

(b) With the exception of *Articulus Cleri* under Standing Order 11(d) and questions of privilege, no motion shall be proposed without notice of its terms having been given not later than 6.00 p.m. on the previous day, excluding Saturday and Sunday. Such terms shall not be varied without similar notice, except by permission of the Synod on a motion for the special purpose.

(c) Subject to Standing Order 12 hereof, all important reports and resolutions shall be debated in Full Synod before being referred to the separate Houses.

(d) Communications from the Convocation to the Crown, to Parliament, to the General Synod and to the Convocation of Canterbury shall be made only by the President.

(e) Subject to Standing Order 12 hereof, while in Full Synod, the members of both Houses shall vote together unless a member of the Upper House or the Prolocutor shall claim a vote by Houses.

(f) There shall be no time-limit on speeches unless the Chairman so determines, or subject to Standing Order 12 hereof, unless the Convocation so resolves.

(g) The Synodal Secretary shall keep minutes of the proceedings to be printed at the beginning of the York Journal of Convocation.

(h) On a matter being considered by the President or Prolocutor to be urgent, Standing Orders may be suspended in order that the matter may be considered forthwith, provided that the majority in favour of the motion is not less than two-thirds of the members present and voting.

(i) Two copies of the Standing Orders shall be placed in some conspicuous position in the place where the Convocation assembles and remain there during the time of the sitting. A copy of the Standing Orders shall be sent to each new member.

11. *Rules of Procedure in the Lower House*

(a) Each session shall be opened with prayer unless it follows immediately upon the opening of Convocation in Full Synod.

(b) Messages from the President shall take precedence over all other business.

(c) Standing Order 10 shall apply, with the necessary variations, to meetings of the Lower House.

(d) Subject to these Standing Orders and so far as circumstances permit, the Standing Orders of the House of Clergy of the General Synod relating to *Gravamina* and *Reformanda* SO 13 shall apply *mutatis mutandis* to the Houses of Convocation.

(e) In respect of Petitions to Convocation,

- (i) no member of the Convocation shall sign a Petition to the Synod;
- (ii) every member presenting a Petition must endorse it as presented by him;
- (iii) every Petition must have autograph signatures only;

- (iv) one signature at least must be written on the paper on which the Petition itself is written; and
- (v) no speech shall be allowed on the presentation of any Petition.

12. *Article 7 Business*

- (a) Unless either the President or the Prolocutor shall decide otherwise, a matter referred to the Convocation under Article 7 of the Constitution of the General Synod shall be considered in Full Synod. Where a matter is considered in Full Synod the vote shall be taken on a division by Houses.
- (b) During the debate on a matter referred under Article 7, no amendment to the motion shall be in order and it shall not be in order to move the Previous Question, Next Business, the Closure or the Speech Limit.

13. *The Assessors*

- (a) At the beginning of a new Convocation, a body of Assessors shall be constituted:
 - (i) for the Upper House, the bishop who has served longest as a diocesan in the Province of York whether in one or more Sees and one other member of that House appointed by the President;
 - (ii) for the Lower House, the Prolocutor, the Deputy Prolocutors, any elected member of the Archbishops' Council who is a member of the Lower House, the two Assessors elected by the Lower House in accordance with Standing Order 4(b)(iii) above and not more than 4 other assessors approved by the Prolocutor.
- (b) The Assessors shall be responsible for the preparation of the business of Convocation and for drawing up the agenda for each session in consultation with the President and the Prolocutor.
- (c) The bishop who has served longest as a diocesan in the Province of York whether in one or more Sees shall be chairman of the body of Assessors meeting jointly, and that bishop and the Prolocutor respectively shall be chairman when the Assessors of the two Houses meet separately.
- (d) In the absence of the designated chairman, the chair shall be taken by persons in the order specified in Standing Orders 2(b) and 5(a).
- (e) The body of Assessors of the Lower House shall be, and shall perform the duties of, the Committee on Privileges and Gravamina.

14. *Going into Committee*

When a motion '*That the House go into Committee*' is carried, it shall be in the power of the President or the Prolocutor to ask strangers and the press to withdraw.

15. *Pastoral Measure Compensation Appeal Tribunal*

The Prolocutor and Assessors shall nominate twelve persons for appointment by the Lower House to form a panel for the Appeal Tribunal constituted under Schedule 4 of the Pastoral Measure 1983.

16. *The Court of Ecclesiastical Causes Reserved 1963*

The panel of eminent theologians and liturgiologists (from whom the Dean of the Arches selects three to five advisers) required by section 45(a) of the Ecclesiastical Jurisdiction Measure 1963 shall be drawn up by the President and Prolocutors of Canterbury and York after consultation with their Assessors or Standing Committee and the names shall be submitted for the approval of the Convocations of Canterbury and York at the next ensuing session of the General Synod.

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