



DIOCESAN SYNOD STATUTE 2021

The Synod Statute 2021.

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LONG TITLE

A Statute to provide for the rules by which the Diocesan Synod is administered.

The Synod of the Diocese of North West Australia resolves as follows.

NAME

1. This is the *Diocesan Synod Statute 2021*.

Definitions

2. In this Statute, the following terms have the meanings given in this section:

Bishop means the Bishop of the Diocese;

Clergyman means a bishop, priest or deacon of the Anglican Church of Australia;

Day means the whole of the time set aside for business on a day of a Meeting

Diocese means the Anglican Diocese of North West Australia;

House of Clergy means the licensed clergy of the Diocese in attendance at a Meeting of Synod.

House of Laity means the lay members of Synod in attendance at a Meeting of Synod.

Meeting means the whole of a Synod

Non-parochial organisation means an organisation listed in Schedule 2;

Qualified Person means a person who has the characteristics and holds the beliefs set out in Schedule 1 and has signed a declaration in the form of the Schedule 1;

Sitting means part of a Day

Synod in Committee means the Meeting of the Synod to consider the text of proposed Bills under the chairmanship of the Chairman or Deputy Chairman of Committee.

Membership of Synod

3. The Synod of the Anglican Diocese of North West Australia ("the Diocese") shall consist of the following persons:

- (a) the Bishop
- (b) each Clergyman who holds a current licence issued by the Bishop and resides in the Diocese;
- (c) the Chancellor and Deputy Chancellor of the Diocese;
- (d) Clergymen who are members of Diocesan Council and are not members of Synod under paragraph (b);
- (e) the lay members of Diocesan Council who are Qualified Persons;
- (f) the Diocesan Registrar;
- (g) in relation to each Parish – two lay members who are Qualified Persons elected at an Annual general Meeting of the members of that parish;
- (h) in relation to each Provisional Parish – one lay member who is a Qualified Person elected at an Annual general Meeting of the members of that parish;
- (i) in relation to each ecclesiastical district which is not a Parish or Provisional Parish – one lay member who is a Qualified Person appointed by the Bishop, if the Bishop in his absolute discretion considers it appropriate to make such an appointment;
- (j) in relation to each Non-parochial organisation – one lay member who is a Qualified Person appointed by the Bishop, if the Bishop in his absolute discretion considers it appropriate to make such an appointment.

Qualifications for and Election of Lay Members of Synod

- 4.
- (a) To be elected or appointed as a lay member or alternate lay member of Synod, a person must be a Qualified Person.
 - (b) The Annual General Meeting of a Parish shall elect two Qualified Persons to be lay members of Synod who, subject to the provisions of this Statute, shall remain as members of the Synod until the next Annual General Meeting of that Parish.
 - (c) The Annual General Meeting of a Provisional Parish shall elect one Qualified Person to be a lay member of Synod who, subject to the provisions of this Statute, shall remain as a member of the Synod until the next Annual General Meeting of that Parish.
 - (d) The Annual General Meeting of a Parish or Provisional Parish may elect two Qualified Persons to be alternate lay members of Synod who, subject to the provisions of this Statute, shall remain as alternate lay members of the Synod until the next Annual General Meeting of that Parish.
 - (e) The lay members elected by a parish or ecclesiastical district who are in office immediately prior to this Statute being passed shall maintain office until an election is held at an Annual General Meeting for the ecclesiastical district in accordance with subsection (b).

Resignations and Vacancies

5. A person ceases to be a lay member of Synod when that person:
- (a) submits a written and signed resignation to the Registrar;
 - (b) ceases to be a Qualified Person;
 - (c) dies;
 - (d) becomes an undischarged bankrupt;
 - (e) is declared by a court or tribunal as being incompetent to manage his or her own affairs;
 - (f) is convicted of an offence listed in the Schedule 1 or Schedule 2 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*;
 - (g) is disqualified from managing a corporation within the meaning of the *Corporations Act 2001 (Cth)*;
 - (h) is suspended or removed from being a responsible entity of a registered entity under the *Australian Charities and Not-for-profits Commission Act 2012*.
6. When a person referred to in sections 3 (g) or (h) ceases to be a lay member of Synod or is unable to attend a Meeting of Synod, the first person elected as an alternate lay member of Synod at an Annual General Meeting which elected that lay member will become a lay member of Synod but, if no alternate lay member is willing or able to become a member of Synod or if no alternate lay member of Synod has been elected, then the Parish Council may appoint a Qualified Person to be an alternate member of Synod in place of the person who has ceased to be a member or is unable to attend that Meeting of Synod.
7. An alternate lay member of Synod appointed as a lay member of Synod under section 6 shall be a member of Synod for the period for which the member they replace would have been a member of Synod.
8. When a person referred to in sections 3 (i) or (j) ceases to be a lay member of Synod, or is unable to attend a Meeting of Synod, the Bishop may appoint a Qualified Person to be a lay member of Synod in place of the first-mentioned person.

Standing Orders

9. The business of Ordinary and Special Meetings of Synod shall be governed by the Standing Orders set out in Schedule 3.

Elections held by Synod

10. Elections to be held at an Ordinary Meeting of Synod shall be conducted in accordance with Schedule 4.

Repeal

11. The *Synod Statute 2016* is repealed.

Review

12. The Diocesan Council shall review the operation of this Statute within six years of its commencement, and at least every 6 years after that, and provide a report to Synod on its findings and any recommendations for amendment.

SCHEDULE 1

QUALIFICATIONS FOR ELECTION AS A LAY MEMBER OF SYNOD

FORM OF DECLARATION

I declare that:

- (a) I am a baptised person over the age of 18 years who regularly attends public worship at Anglican Church and this is my primary place of worship;
- (b) I acknowledge that Jesus is the Son of God and no-one comes to the Father except through Him;
- (c) I submit to the Bible as the authoritative Word of God and as the final authority in matters of faith and conduct;
- (d) I adhere to the Nicene and Apostles' and Athanasian creeds;
- (e) I assent to the doctrine of the Anglican Church of Australia as expressed in the Thirty-nine Articles, the Book of Common Prayer and the Ordering of Bishop's Priests and Deacons;
- (f) I endorse the Declaration of Faith adopted by Synod 2008 known as the "Jerusalem Declaration (2008)";
- (g) I assent to the *Constitution Statute 2016* of the Anglican Diocese of North West Australia;
- (h) I assent to and respect the authority of the Bishop of North West Australia in spiritual and liturgical matters within the Diocese.
- (i) I agree to conform to the behaviour and practises set out in *Faithfulness in Service: a national code for church workers*.

..... Signed & dated

..... Minister-in-Charge

..... Church Warden

SCHEDULE 2
NON-PAROCHIAL ORGANISATIONS

1. Missions to Seafarers North West Australia Ltd

SCHEDULE 3
STANDING ORDERS
FOR THE SYNOD OF THE DIOCESE OF NORTH WEST AUSTRALIA

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Convening Synod

1. There shall be an Ordinary Meeting of Synod at least every two years. The date, time and location of the Meeting is to be set by the Bishop after consultation with Diocesan Council. The Bishop shall convene an Ordinary Meeting of Synod by causing to be delivered to each member of Synod a written summons giving at least sixty (60) days notice of such Meeting.
2. The Bishop may convene a Special Meeting of Synod on his own motion by causing to be delivered to each member of Synod a written summons giving at least sixty (60) days notice of such Meeting.
3. A Special Meeting of Synod shall be convened by the Bishop at the written request of:
 - (a) the Diocesan Council, or
 - (b) one quarter of the members of each of the houses of Synod.
4. Each request for a Special Meeting of Synod shall have attached thereto or incorporated therein the full text of Bills for Statutes, statements and resolutions which those who make the request require the Synod to consider at the Special Meeting together with an explanatory memorandum.
5. The summons for a Special Meeting shall:
 - (a) in the case of a Special Meeting to be convened pursuant to section 2, be accompanied by a document setting out the full text of the Bills for Statutes, statements or resolutions which the Bishop determines should be considered at the Special Meeting together with an explanatory memorandum; or
 - (b) in the case of a Special Meeting to be convened pursuant to section 3, be accompanied by a copy of the Bills for Statutes, statements, resolutions and explanatory memorandum attached to or incorporated in the request for the Special Meeting.
6. The only business that may be conducted at a Special Meeting is that set out in the documentation accompanying the summons (5 (a) and (b)).

President

7. The Bishop is the President of the Synod.

8. In the absence of the Bishop the President is:
- (a) the Bishop's Commissary, or if none has been appointed
 - (b) the Vicar General, or in his absence
 - (c) the person next most qualified to be Administrator under the Vicar General and Administrator Statute 2020.

Quorum

9. One quarter of the members of the House of Clergy and one quarter of the members of the House of Laity besides the President shall form a quorum for both the Synod and the Synod in Committee.

Adjournment if no Quorum

10. If a quorum is not present at the time fixed for commencement of a Meeting of Synod and a quorum is still not present thirty minutes thereafter, the President shall adjourn the Synod to a later hour on the same day or to the next regular day of sitting.
11. The Synod may be counted at any time, on the motion of a member, and if a quorum is not present within fifteen (15) minutes, the President shall adjourn the Synod until a later hour on the same day or the next regular day of sitting.
12. If at any time, on any member moving that the Synod in Committee be counted, and a quorum is not present, the Chairman or Deputy Chairman shall report to the President, and he shall ask leave for the Synod in Committee to sit again at a later time.

The Committee for the Order of Business

13. Prior to each Ordinary Meeting of Synod the Diocesan Council shall appoint a Committee for the Order of Business to settle the order and scheduling of all items appearing on the business paper for each day of Synod.
14. The Committee for the Order of Business is to consist of
- (a) the Registrar, and
 - (b) up to 3 members of Synod appointed by the Diocesan Council.

Election and Duties of Synod Officers

15. The following officers, who unless otherwise specified in this section shall be members of the Synod, shall be elected by Synod on the first sitting of each Synod:
- (a) the Clerk of the Synod who shall be responsible for taking the minutes of all proceedings of the Synod and keeping a record of attendance and all Statutes and motions passed by the Synod and shall deposit the minutes, records or letters of the Synod with the Registrar of the Diocese at the conclusion of each Synod;
 - (b) the Minute Secretary who shall assist the Clerk of the Synod in their duties and who is not required to be a member of Synod;
 - (c) the Chairman of Committee who presides during Meetings of the Synod in Committee and, when presiding, has the same authority as the President;
 - (d) the Deputy Chairman (or Chairmen) of Committee who presides during Meetings of the Synod in Committee if the Chairman of Committee is unable or unwilling to act, or if the Chairman of Committee requests that a Deputy Chairman of Committee act. When presiding, the Deputy Chairman has the same authority as the President;
 - (e) the Scrutineers (3 in number) who are to oversee Synod elections conducted under the rules found in Schedule 4 and assist with votes by ballot during the Synod, and who are not required to be members of Synod;

- (f) the members of the Minute Reading Committee (not more than 3 members) who are to review the minutes of the proceedings of each day and certify their correctness, or otherwise, to the President.

The Proceedings of Synod

16. The proceedings of each day shall be preceded by prayer.
17. On the first Day of Synod the following shall pertain:
 - (a) the election of the Synod Officers (Standing Order 15),
 - (b) the President shall ascertain that all members present have signed the roll or recorded their attendance in a manner determined by the President and apologies shall be recorded,
 - (c) the President may address the Synod (or do so at a time of his choosing),
 - (d) announcement of the time by which nominations for Synod elections close, the time the elections will be held and the time the ballot box will close;
 - (e) reports previously distributed to members of Synod, which shall either be taken as read and received without debate, or deferred;
 - (f) ratification of any resolutions of Diocesan Council requiring the approval of Synod.
18. Thereafter the order of business should be as follows:
 - (a) Procedural Motions;
 - (b) Notices of Questions;
 - (c) Notices of Motions;
 - (d) Orders of the day;
 - (e) Motions in the order they appear on the Business Paper;
 - (f) Reports and presentations by invitation of the Synod.
19. The order of business for the last day may include motions of thanks without notice.

General Procedures

20. Members of Synod, when speaking, shall stand, state their name, and address the President, or when in Committee, the Chairman or Deputy Chairman.
21. The President may take part in the discussions of Synod without leaving the Chair and may vote on any question.
22. The President shall confine every member to the subject of debate, and shall call to order any member who makes personal reflections upon, or imputes improper motives to, another member, or who interrupts another when speaking.
23. No member shall address the President while another is speaking except on a point of order.

Questions

24. A question may be asked by any member using the following procedure:
 - (a) A member seeking to include a question to be tabled on the first day of a Meeting of Synod must submit the full text of the question to the Registrar no later than 7 days prior to the first day of the Meeting.
 - (b) The Secretary is to make the full text of each question submitted in accordance with paragraph (a) available on the noticeboard in the foyer of Synod, prior to the commencement of the first day of the Meeting.
 - (c) On the other days provided for asking questions, a member called on by the President to do so is to make a brief statement informing the Synod of the subject matter of the question and hand the full text

of the question to the Clerk of the Synod to be printed in the business paper for the next day of the Meeting.

- (d) If a member asking a question indicates in writing that they do not require the answer to their question to be read orally to the Synod, the President need not read the answer orally (but may do so at his discretion).
25. A question is to relate to a matter connected with the business of:
- (a) the Synod, or
 - (b) any committee, board or commission of the Synod, or established by or under any Statute, or by resolution of the Synod or the Diocesan Council.
26. No question is to
- (a) contain an assertion, or
 - (b) express an opinion, or
 - (c) offer an argument, or
 - (d) make any inference or imputation, or
 - (e) be expressed in language which, in the opinion of the President, is disrespectful or offensive, or
 - (f) seek a legal opinion.
27. Replies to questions shall be in writing, posted on the noticeboard in the foyer of Synod and be recorded in the minutes of the Meeting. Where a reply can only be provided after the conclusion of the Meeting a copy shall be sent to the member who asked the question and the reply may be appended to the minutes and certified correct by the members of the Minute Reading Committee.

Length and Number of Speeches

28. The following time limits for speeches apply:
- (a) For a motion that a proposed Bill be approved in principle –
 - i. the mover may speak for up to 15 minutes, and up to 5 minutes in reply
 - ii. other members may speak for up to 5 minutes.
 - (b) For other motions, except the motions referred to in paragraphs (c) and (d) –
 - i. the mover may speak for up to 10 minutes, and up to 5 minutes in reply
 - ii. other members may speak for up to 5 minutes.
 - (c) For motions to amend a motion, a member may speak for up to 5 minutes.
 - (d) For procedural motions and for motions moved in a Meeting of the Synod in Committee, a member may speak for up to 3 minutes.
29. Those presenting reports to Synod may speak for no more than ten (10) minutes.
30. A bell shall be rung when the speaker has one (1) minute left of their allotted time to speak. A bell shall be rung twice when the speakers time has expired.
31. A member, not being the speaker at the time, may, without making a speech, move a procedural motion for the speaker to continue for a nominated number of minutes.
32. No member may speak more than once on the same motion except
- (a) during a Meeting of the Synod in Committee, or
 - (b) when invited to give an explanation, or
 - (c) when exercising a right of reply as the mover of a motion.
33. A member who formally seconds a motion is not regarded as having spoken to the motion.

34. Once a motion to amend a motion (the principal motion) has been moved, it is a separate motion for the purpose of this section. Accordingly, if a member has already spoken on the principal motion, they may not move a motion to amend the principal motion, but they may speak on any amendment to the principal motion.

Motions

Notices of Motion

35. Members wishing to move a motion to be debated at an Ordinary Meeting of Synod must submit notice of the motion to the Registrar in writing prior to 1pm on the day preceding the first day of that Ordinary Meeting of Synod for inclusion on the business paper.
36. On each day of Synod when the President calls for notices of motions, a member may give notice of a motion when called and must immediately thereafter hand a copy of written text of the motion to each of the President and the Clerk of Synod.
37. Each motion must be moved and seconded by a member of Synod except for motions moved in a Meeting of Synod in Committee. Motions moved in a Meeting of Synod in Committee need only have a mover.

Procedures for the Handling of Motions

38. A motion that would, if passed, result in a change to the Diocesan budget or expenditure from the funds available to the Synod shall not be considered unless it sets out, or is accompanied by a paper setting out:
- (a) the proposed source of funding; and
 - (b) an itemised statement of expected income and expenditure that will result from the passing of the motion, being, if the expenditure will continue for more than one year, the expected income and expenditure per year.
39. A motion may be made or question may be asked without previous notice by leave of the majority of members of Synod then present.
40. Motions shall ordinarily be taken in the order in which they stand on the business paper but the President can direct their taking otherwise, should it lead to the more efficient despatch of the business of Synod.
41. After a motion has been moved and seconded, the President is to ask a question to the effect "Does any member wish to speak against the motion or move an amendment?"
- (a) If no member indicates a wish to speak against the motion or move an amendment, the Synod is to vote on the motion without further debate.
 - (b) If a member indicates a wish to speak against the motion or move an amendment, debate on the motion is to proceed, commencing with speeches against and for the motion before considering amendments to the motion, unless the President determines otherwise.
42. Any motions that Synod is unable to consider in the time available during the Meeting will lapse.

Arrangements for Handling Amendments to Motions

43. A member may move a motion to amend a principal motion at any time before the close of debate. The motion to amend must be in writing and a copy handed to each of the President and the Clerk of Synod.
44. A member may move a motion to amend a motion to amend a principal motion. The motion to amend must be in writing and a copy handed to each of the President and the Clerk of Synod.
45. A motion to amend is not to be irrelevant to the principal motion or give rise to an entirely different subject matter from or a direct negative of the principal motion.
46. A member may, with the permission of the Synod, withdraw their own motion to amend at any time before the close of debate.
47. If the mover of a motion accepts any proposed amendment the mover may, with the leave of Synod, move the motion in that amended form incorporating any consequential amendments.
48. If motions to amend have been moved, but not passed by the Synod, the motion to be put to the vote is the principal motion.

49. If motions to amend have been moved and passed by the Synod, the motion to be put to the vote is the amended principal motion.
50. The provisions in this part of the Standing Orders are subject to an overriding discretion vested in the President to put to the Synod any other procedure which will best work for the efficient despatch of the business of the Synod.

Motion Resolution

51. Questions shall normally be resolved by the majority of the voices "Aye" or "No", or by a show of hands, and the President shall state which side has the majority.
52. On request being made by five members a vote by ballot shall take place and the Scrutineers shall issue ballots and count and record the votes for and against the motion.

Vote by Houses

53. A vote of the Houses may be requested by either five members of the House of Clergy or five members of the House of Laity:
 - (a) a vote of the Houses shall be conducted by ballot and the Scrutineers shall issue ballots by House and count and record the votes for and against the motion by House,

a majority of those voting by ballot in each of the Houses is required for a question to be resolved in the affirmative by the Synod.

Withdrawal of Motions

54. Any motion may be withdrawn by the mover unless ten (10) members object.

Motions previously dealt with

55. No subject which has been under the consideration of the Synod and disposed of shall be again brought forward during the Meeting.
56. No question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same session.

Bills and Statutes

57. Bills that have been promoted to the Synod by Diocesan Council shall be considered prior to Bills introduced by members of the Synod without first being endorsed by Diocesan Council. The Business Paper should clearly indicate which Bills are being promoted to the Synod by Diocesan Council.
58. Bills being promoted to the Synod must be submitted to the Registrar no later than thirty (30) days before the Ordinary Meeting of Synod along with a notice of motion to approve the proposed Bill in principle and an explanatory memorandum setting out the need for the Bill, its aims and how it achieves those aims.
59. Bills being promoted to the Synod along with the explanatory memorandum shall be distributed to Synod members no later than twenty one (21) days before the Ordinary Meeting of Synod.
60. Consideration of every Bill is to be in three stages:
 - (a) approving the proposed Bill in principle;
 - (b) considering the text of the proposed Bill;
 - (c) passing the proposed Bill as a Statute of the Synod.

Approving the proposed Bill in principle

61. A member desiring to move a proposed Bill in principle may move a motion to the effect "That the [name of the proposed Bill] be approved in principle."
62. After this motion has been moved and seconded, and the mover and seconder have spoken, the President is to ask the Synod a question to the effect "Does any member have a question about the proposed Bill?"
63. If a member indicates that he or she has a question, the President is to allow the question to be asked and Standing Orders 64, 65 and 66 apply. If no member indicates that he or she has a question, the time for questions will be regarded as having ended.

64. A question is to be answered by the mover or seconder unless the President allows another person to answer the question. If, during the time for questions, no further member indicates that he or she has a question, the President may declare that the time for questions has ended.
65. If the President thinks that sufficient time has been allowed for questions but there remains one or more members indicating a wish to ask a question, the President is to ask the Synod a question to the effect – “Does the Synod consider that sufficient time has been allowed for questions?”
66. If the majority of members present answer “Aye”, the time for questions will be regarded as having ended. If the majority of members present answer “No”, the President is to allow the time for questions to continue. Standing Orders 64 and 65 apply until the time for questions has ended.
67. After the time for questions has ended, the President is to immediately ask the Synod a question to the effect “Does any member wish to speak for or against the motion?”
68. If a member indicates that he or she wishes to speak for or against the motion, the President is to allow debate on the motion to proceed.
69. If the motion to approve the Bill in principle fails, the Bill lapses.
70. If the motion to approve the Bill in principle passes, the President is to immediately ask the Synod a question to the effect “Does any member wish to move an amendment to the text of the proposed Bill?”
71. If a member indicates to the President that he or she wishes to move an amendment to the text of the proposed Bill, Standing Order 73 applies.
72. If no member indicates to the President that he or she wishes to move an amendment the mover is to immediately move the motion in Standing Order 79.

Considering the text of the proposed Bill

73. If upon the President asking the question under Standing Order 70 a member indicates that he or she wishes to move an amendment to the text of the proposed Bill, the Synod is to:
 - (a) immediately consider the text of the proposed Bill in a Meeting of the Synod in Committee, or
 - (b) determine another time during the Meeting of Synod for such consideration.
74. When considering the text of a proposed Bill in a Meeting of the Synod in Committee, the Chairman of Committee is to put each clause of the proposed Bill separately in the order in which the clauses occur in the proposed Bill, leaving the title and the preamble to be considered last, unless, in the opinion of the Chairman of Committee, it is expedient to put 2 or more consecutive clauses together.
75. When consideration of the text of the proposed Bill has been completed by the Synod in Committee, the Chairman of Committee is to report the proposed Bill to the Synod, with or without amendments as the case may be.
76. Upon the report of a Bill with amendments the mover of the proposed Bill is to immediately move a motion to the effect “That Synod agrees to consider [on a specified future day/on a specified future day and at a specified time] a motion that the [name of the proposed Bill] pass as a Statute of the Synod.”
77. Upon the report of a Bill without amendments the mover of the proposed Bill may move the motion under Standing Order 79 unless 10 members object, in which case the mover is to immediately move the motion under Standing Order 76.
78. Notwithstanding Standing Order 77, upon the report of a Bill with or without amendments on the last sitting day of a Meeting of Synod, the mover of the proposed Statute may move the motion under Standing Order 79.

Passing proposed Bill as a Statute of the Synod

79. When permitted by these Standing Orders, the mover may move a motion to the effect “That the [name of proposed Bill] pass as a Statute of the Synod.”
80. A motion that a proposed Statute pass as a Statute of the Synod is not to be moved until the Chairman of Committee has certified the text on the original copy of the proposed Statute.

81. If the Synod passes a motion that a proposed Bill pass as a Statute of the Synod, the Secretary of the Synod is to:
- (a) certify on the original copy of the Bill that the Bill has passed as a Statute of the Synod, and
 - (b) as soon as possible, send the original copy of the Bill to the Bishop to enable him to consider his assent.

Further consideration of the text of the proposed Statute

82. At any time before the Synod passes a motion that a proposed Bill pass as a Statute of the Synod, the Synod may, as a result of a motion with or without notice passed by the Synod, refer the proposed Bill, or any clause of the proposed Bill, or any amendment, to the Synod in Committee for consideration. Standing Orders 73 to 81 then apply, so far as they are relevant.
83. If during the Meeting the Bishop informs the Synod he intends to withhold assent to a Statute then the Synod may, as a result of a motion with notice passed by the Synod, refer the proposed Bill, or any clause of the proposed Bill, or any amendment, to the Synod in Committee for consideration. Standing Orders 73 to 82 then apply, so far as they are relevant.

Suspension of Standing Orders

84. Any Standing Order may be suspended on motion with notice, by consent of a majority of the members present.
85. Any Standing Order may also be suspended on motion without notice, unless ten members object.

Other Matters

86. With the permission of the President, a member may explain matters of a personal nature on a matter arising during the course of that Meeting of the Synod. These matters are not to be debated.
87. Any question about the application of these Standing Orders, the form of motions and Bills and the voting on motions and Bills during a session of the Synod is to be decided by the President. The President's decision on all such questions is final unless immediately altered as a result of a motion without notice agreed to by the Synod.
88. Whilst Synod is sitting the making and receiving of telephone calls on the floor of Synod will not be allowed.
89. With the permission of the President, the proceedings, or parts of the proceedings, may be televised, broadcast or photographed.

Visitors

90. Visitors may not participate in the business of Synod and should be seated in a designated visitors' gallery separate from the members of Synod.
91. Where the President considers it appropriate, a visitor may be invited by the President to sit with the members of Synod (but may not participate in the business of Synod).
92. A visitor is permitted to address the Synod at the invitation of the President, or where Synod has agreed to a presentation by a visitor.

SCHEDULE 4

RULES FOR ELECTIONS AT AN ORDINARY MEETING OF SYNOD

1. These Rules do not apply to the election of persons to the Synod offices or positions of:
 - (a) Clerk of the Synod, or
 - (b) Minute Secretary
 - (c) Chairman of Committee, or
 - (d) Deputy Chairman or Chairmen of Committee, or
 - (e) Scrutineers, or
 - (f) members of the Minute Reading Committee,which are provided for in the Standing Orders in Schedule 3.
2. Notice of all vacancies to be filled shall be sent to each Synod member at least thirty (30) days prior to each Ordinary Meeting of Synod along with relevant details concerning each vacancy, such as the term of the appointment and any qualifications for appointment specified in the relevant Statute.
3. Nominations for all vacancies to be filled shall:
 - (a) be submitted in writing to the Registrar by the time specified on the business paper,
 - (b) be signed by 2 members, other than the nominee, as nominators,
 - (c) use the relevant nomination form provided by the Registry Office,
 - (d) contain a certification from at least one of the nominators that the nominee has consented to his or her name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes and be submitted only if the nominee shall have consented to the nomination,
 - (e) where a Statute requires that a member of a body be a Qualified Person, the original declaration of the nominee required by that Statute shall be attached to the nomination.
4. Such nominations as are received shall be posted on a notice board prior to the holding of the election.
5. In the event a vacancy occurs after notice has been sent pursuant to Rule 2, on the first day of the Meeting, the Registrar shall seek the leave of Synod:
 - (a) to give notice of the vacancy and the details referred to in Rule 2 and
 - (b) to move a motion without notice that an election be held to fill the vacant position and that the formal requirements for notice, nomination and elections which would otherwise apply be varied to accommodate the circumstances.
6. If the number of candidates nominated does not exceed the number required to be elected to an office respectively, the candidate or candidates nominated shall be declared elected by the President.
7. Where the number of nominations received exceeds the number required to be elected to an office, an election shall be held.
8. The scrutineers appointed by Synod under Standing Order 15 shall oversee the voting.
9. The President shall inform the Synod of the time set on the business paper for the closing of the ballot and all members of Synod shall before that time place their ballot papers in the ballot box.

10. Ballot papers shall be prepared by the Clerk of the Synod for each office requiring an election and shall be made available to the members of Synod. The ballot paper shall contain the office for which the election is being held, the number of vacancies to be filled and, in alphabetical order by surname, the title and name of each candidate nominated along with a box next to the name of each candidate.
11. Every member of Synod who receives one or more ballot papers must sign a register kept by the Clerk of the Synod to acknowledge receipt.
12. Every member of Synod desiring to vote shall mark the box next to the name of each candidate or candidates for whom the member intends to vote and place their ballot papers in the ballot box. For the ballot to be valid the number of boxes marked must be equal to or less than the number of vacancies to be filled.
13. The scrutineers shall count the votes and advise the President of the outcome of the election who shall, in turn, inform the Synod. The President may at his discretion request the scrutineers to recount any vote.
14. In the event of a tied vote, a new ballot shall be held between those nominees so affected to ensure that all the positions for which an election is required are filled.
15. When Synod creates a new body, it may, at that same Meeting of Synod, proceed to elect members of that body and may suspend so much of these Rules and adopt such procedures as may be necessary or convenient to permit such an election.
16. Subject to the terms of any Statute which creates an office, a casual vacancy in that office to which the holder is elected by the Synod may be filled by the Diocesan Council when the Synod is not in session.