

STANDING ORDERS OF THE TRURO DIOCESAN SYNOD

Made under rule 34 of the Church Representation Rules

Definitions

XB.1

“Company”	means the Truro Diocesan Board of Finance Limited
“Executive”	means the Bishop’s Council and Standing Committee of the Synod.
“Prescribed Date”	means a date for the receipt of nominations specified by the Secretary of the Synod in connection with an election to an office or body.
“President”	means the Bishop of the Diocese.
“Statutory Committee”	means a committee or body required by law.
“Synod”	means the Truro Diocesan Synod.
“Triennium”	means the period for which members of the Synod are elected provided by the Church Representation Rules.
“Triennial Election”	means the periodic election of members of the Synod provided by the Church Representation Rules.

Roll of Members

XB.2 The Secretary shall keep a roll of the full names and addresses of members of the Synod constantly up to date and shall on or before 31 July in each year in which a Triennial Election is held, issue to the President and to the Secretary of the Company a copy of such roll. If there are any changes in the membership of the Synod or in the name or address of any member of the Synod, the Secretary shall, within 7 days of notification to him of such change, give particulars to the President and to the Secretary the Company.

Election of Vice Presidents and members of the Executive, Statutory Committees and other committees

- XB.3 (a) Following every Triennial Election, the Houses of Clergy and Laity shall each elect one of their number to be a Vice President of the Synod and the Synod shall elect members to the Executive, the Statutory Committees and other committees established for the time being, in accordance with their constitutions.
- (b) On or before 1 September following such Triennial Election, the Secretary of the Synod shall send nomination forms to each member of the House of Clergy and of the House of Laity, inviting the nomination of a Vice President, and by 1 October, to each member of Synod inviting nominations for the Executive, Statutory Committees and other committees and by 1 December to each member of Synod inviting nominations for the Vacancy in See Committee.
- (c) Any member of the House of Clergy or of the House of Laity or of the Synod may complete the appropriate nomination forms, which must include the signed consent of the person nominated, and return them to the Secretary of the Synod so as to reach him on or before the appropriate Prescribed Date.

- (d) On the nomination form for the elected members of the Executive, the nominated person shall sign a declaration that he consents to serve as a director of the Company.
- (e) If there are the same number, or a lesser number, of people nominated as there are vacancies for a Vice President, the Executive, a Statutory Committee or other committee or any class of elected person to any such body, the Secretary of the Synod shall declare that person or persons elected.
- (f) If more people are nominated than there are vacancies for any such elected position, the Secretary of the Synod shall send a voting paper to each member of the appropriate House or to each member of Synod, as appropriate on, or before 7 days after, the Prescribed Date for that election. A person nominated may, if he wishes, supply to the Secretary of the Synod sufficient copies of an address to members not exceeding 100 words and the Secretary shall send such address with the voting papers.
- (g) A member may vote by returning a voting paper properly completed and signed by him so as to reach the Secretary of the Synod on, or before 21 days after, the Prescribed Date for that election.
- (h) The Secretary of the Synod and a person nominated by the President shall count the votes. If only one person is to be elected for each vacancy, the person elected is the one who receives the most votes. If there are two or more people to be elected to each post, the persons elected are those who receive the most votes. In the case of a tie the Secretary of the Synod shall decide the matter by the toss of a coin. The Secretary of the Synod shall declare the results. Elections to the Vacancy in See Committee shall be by single transferable vote in accordance with the Church Representation Rules.

Chairman of the meeting of the Synod

XB.4 The President, unless on any occasion he nominates one of the Vice Presidents or another member to take the chair, shall be Chairman at meetings of the Synod.

Chairman of the meeting of Separate Houses

XB.5 The President and each Vice President shall be Chairman of the House of which he is a member but need not preside over its meetings if and to the extent that any Standing Orders of the House so provide.

Secretary

- XB.6 (a) The Executive shall appoint a Secretary who will usually be the Diocesan Secretary and who shall also be Secretary of the Synod and shall serve on such terms as the Executive shall decide.
- (b) The House of Clergy shall appoint a Clerical Secretary who shall also be Clerical Assistant Secretary of the Synod and shall serve for a term of three years.

- (c) The House of Laity shall appoint a Lay Secretary who shall also be Lay Assistant Secretary of the Synod and shall serve for a term of three years.

Registrar

- XB.7 The Registrar or, in the event of his absence or incapacity, the Deputy where appointed, shall be the legal adviser to the Synod and when required shall attend the meetings of the Synod, its Houses and Standing Committee Executive.

Meetings of the Synod

- XB.8 The Synod shall meet in session at least twice a year on the summons of the President and at such time and places as he may direct.

Meetings by request

- XB.9 If either the Executive by resolution so requests or if the President receives a requisition for that purpose signed by not less than 30 members, the President shall summon a meeting of the Synod which shall be held within 8 weeks following the resolution or requisition, unless a later date was specified in the resolution or requisition.

Notice of ordinary meetings

- XB.10 The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the President shall approve; provided that not less than 6 weeks before each meeting a notice thereof specifying any business, shall be posted or delivered to every member.

Notice of special meetings

- XB.11 In case of sudden emergency or other special circumstances, a meeting may be convened at not less than 7 days' notice, but the quorum for the transaction of any business at such a meeting shall be a majority of the members of each House and only business specified in the notice may be transacted.

Form of notice

- XB.12 Every notice of a meeting of and agenda of the Synod shall be in writing and such notices shall be signed by the Secretary and in both cases shall be posted or delivered to the Member
- (a) by delivering it by hand to the address recorded for the Member;
 - (b) by sending it by post or other delivery service in an envelope (with postage or delivery paid) to the address recorded for the Member;
 - (c) by fax to a fax number notified by the Member;
 - (d) by electronic mail or other communication in electronic form not specified particularly in these paragraphs to an address notified by the Member;

- (e) by a website the address of which shall be notified to the Member at an electronic mail address notified by the Member.

Separate meetings of Houses

- XB.13** Each House shall meet separately when:
- (a) it is required to do so under these Standing Orders;
 - (b) it has so decided in accordance with its own Standing Orders (if any);
 - (c) the Chairman of the House has so directed;
 - (d) the General Synod has so directed;
 - (e) the Synod has so directed; or
 - (f) the Executive has so directed;

and subject to any directions by the General Synod, the Synod, the Executive, or House concerned, the date, time and place of any separate meeting shall be fixed by the Chairman of that meeting.

Agenda

- XB.14** Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available for bringing matters before that Synod, the Executive shall settle the agenda for each of its meetings. It shall pay due regard to business referred by General Synod and to motions from any Deanery Synod, but it shall not be obliged to include all business of which due notice has been received if there is unlikely to be adequate time at the relevant meeting. The Executive shall also determine the order in which business to be included shall be considered.

Circulation of Agenda

- XB.15** The Secretary shall post or cause to be delivered an agenda to every member 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

Business permitted to be considered

- XB.16** Save for urgent or other specially important business added by direction of the President, and such matters as may arise from it, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified

Varying the order of business

- XB.17** The order of business may be varied by resolution of the Synod or, unless any member objects, by the Chairman.

Form of notice of business

XB.18 Subject to Standing Order XB14, notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand or by post not later than the period before the meeting as follows:

New business for the agenda	35 days
Motions and amendments rising from the agenda	7 days
Questions under Standing Order XB21	7 days.

However, the President shall have the power to waive or reduce the periods of notice required for motions or amendments arising from the agenda.

References from the General Synod

XB.19 (a) When a reference is received from the General Synod, whether under Article 8 of Schedule 2 of the Synodical Government Measure 1969, (being the Schedule which contains the constitution for the General Synod) or otherwise, the Executive shall include it on the agenda of such meetings of the Synod as the Executive may consider appropriate.

- (b) Unless the Executive decides to the contrary for any reason:
- (i) members of the Synod shall receive at least three months notice of the reference and;
 - (ii) commentary or other documents prepared by or on behalf of the General Synod or the Executive shall be circulated.

Business of which notice is not required

XB.20 Notice of the following business shall not be required:

- (a) a motion or amendment moved by permission of the Chairman; provided that the full text of such motion or amendment, except by permission of the Chairman, shall be handed to the Secretary before it is moved;
- (b) business adjourned to a specified time or meeting;
- (c) a supplementary question by a member who has asked a question under Standing Order XB21.

Questions

XB.21 Subject to due notice under Standing Order XB18, a question may be asked of the Chairman of any body constituted by the Synod or on which it is represented or the Secretary of the Synod or the Registrar; provided that the person asked may, without reason, refuse to answer that question. A member may ask up to two original questions at any one meeting, and a member who has asked a question may ask one supplementary question in respect of each such original question.

Quorum

XB.22 One bishop of the House of Bishops, one third of the members of the House of Clergy and one third of the members of the House of Laity shall form a quorum of the Synod, which shall be necessary for the consideration of all business except the adjournment of the Synod.

If quorum not present

XB.23 If a quorum is not present, the Chairman shall adjourn the Synod until such time as he shall determine. Any member may call the attention of the Chairman to the absence of a quorum at any time before the question is put on a motion or amendment. Thereafter a quorum shall be deemed to be present and it shall not be in order to query again the presence of a quorum until after the Chairman has conclusively announced the result of the vote on that question.

Right of speech and reply

XB.24 No person may speak twice on the same subject except;

- (a) the mover of any motion or of any debated report shall have the right to reply at the close of the debate;
- (b) any other person by permission of the Chairman and with the consent of the Synod.

Length of speeches

XB.25 No speech shall exceed 10 minutes or, in the case of a member introducing a report, 15 minutes, but the Chairman may at any time lengthen or shorten either of these periods; provided that he shall inform the Synod of his ruling which shall not be open to debate or question.

Moving motions or amendments

- XB.26 (a) Every matter debated in the Synod shall have been moved by a member.
- (b) A motion or amendment which, when called by the Chairman, is not moved by the member who has given notice thereof may be moved by any other member in his stead.

Withdrawal

XB.27 A motion or amendment, once moved, may be withdrawn by the mover or at his request unless more than 5 members object.

Reconsideration and rescission

XB.28 No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding 12 months and no motion to rescind a resolution passed within the same period shall be proposed without leave of the Executive.

Assent of the three Houses

XB.29 Subject to the two next following Standing Orders, nothing shall be deemed to have the assent of the Synod unless the three Houses which constitute the Synod have assented thereto. If in the case of a particular question the President (if present) so directs, that question shall be deemed to have the assent of the House of Bishops only if the majority of the members of that House who assent thereto includes the President.

Procedure for decisions

XB.30 Questions relating to the conduct of business shall be decided by the votes of all the members of the Synod present and voting. Every other question shall be decided in like manner, the assent of the three Houses being presumed, unless the President (if present) requires, or any 10 members require, that a separate vote of each House be taken.

Matters referred under Article 8 of Schedule 2 of the Synodical Government Measure 1969

XB.31 If the votes of the Houses of Clergy and Laity are in favour of any matter referred to the Synod by the General Synod under the provisions of Article 8 of Schedule 2 of the Synodical Government Measure 1969, (being the Schedule which contains the constitution for the General Synod), that matter shall be deemed to have been approved for the purposes of the said Article.

Voting by Houses

XB.32 A separate vote of each House shall be taken:

- (a) on any question referred by the General Synod to the Diocesan Synod;
- (b) on any other question, except a question relating only to the conduct of business, where this is required under Standing Orders XB30 and XB38.

Majority required for decisions

XB.33 Subject to any statutory requirements, decisions of the Synod when no separate vote is taken by each of the Houses, shall require the votes of a majority of all the members of the Synod present and voting; and decisions of the Synod when a separate vote is taken by each of the Houses shall, subject as aforesaid and to Standing Order XB29, require the votes of a majority of all the members of each House present and voting; provided that a motion to suspend a Standing Order shall require the votes of at least three fourths of the members of the Synod present and voting.

Equal Voting in House of Bishops

XB.34 Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote.

Opinion of President

XB.35 The President shall have a right to require that his opinion on any question shall be recorded in the minutes.

Voting rights of Chairman

XB.36 The Chairman (subject to the rights of the President when he is Chairman) shall have the same voting right as other members and shall have no second or casting vote.

Mode of voting

XB.37 The Chairman on putting any question to the vote, shall take a show of hands, the result of which, as announced by him, shall be conclusive and may, at his discretion, order the hands to be counted, and shall do so on a vote-by-Houses.

Request for separate voting

XB.38 Where the President requires, or any 10 members require, a separate vote of each House or where the President gives a direction under Standing Order XB29 (that his assent shall be necessary to carry a proposal in the House of Bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

Counting

XB.39 The counting of hands on a separate vote of each House shall be conducted under the direction of the Chairman. Where a count is required by Houses on any mandatory motion referred by the General Synod, and where the Executive shall have so directed previously to the meeting, a count by ballot should be ordered. A ballot paper, which shall have been printed with the mandatory motion before the meeting, shall be issued to every member of each House. These papers shall be collected and counted under arrangements made by the Secretary, and the President or Chairman shall announce the results before the end of the meeting. The ballot papers shall be preserved until after the next meeting of the Synod.

Procedure at meetings

XB.40 Subject to these Standing Orders and directions of the President, the procedure of the Synod and its Houses shall be regulated by the respective Chairman of each.

Membership of the Executive

XB.41 The Executive shall consist of the following members:

- (a) The Bishop of the Diocese
- (b) The Suffragan Bishop of the Diocese
- (c) The Dean
- (d) The Archdeacon of Cornwall
- (e) The Archdeacon of Bodmin
- (f) The Chairman of the Truro Diocesan Board of Finance Limited
- (g) The Chairman of the Truro Diocesan Board of Education*
- (h) The Chairman of the Formation, Education and Discipleship Committee*
- (i) The Chairman of the Diocesan Mission and Pastoral Committee*
- (j) The Chairman of the Kingdom Subgroup*
- (k) The Chairman of the House of Clergy of the Synod
- (l) The Chairman of the House of Laity of the Synod
- (m) Two members of the House of Clergy of the Synod elected from and by those members of the House of Clergy who are incumbents of or licensed to a benefice or parish in the Archdeaconry of Cornwall.
- (n) Two members of the House of Clergy of the Synod elected from and by those members of the House of Clergy who are incumbents of or licensed to a benefice or parish in the Archdeaconry of Bodmin.
- (o) Two members of the House of Laity of the Synod elected by and from those members of the House of Laity resident in the Archdeaconry of Cornwall.
- (p) Two members of the House of Laity of the Synod elected by and from those members of the House of Laity resident in the Archdeaconry of Bodmin.
- (q) Up to 3 co-opted persons (lay or ordained)

*If the Chairman of (h), (i) or (j) is the Bishop of the Diocese, then the Vice-Chairman of that Committee or Group shall be a member of Executive.

Term of office of elected members

XB.42 The term of office of the members referred to in Standing Order XB41 (j), (k), (l), (m), (n), (o) and (p) above shall begin at the beginning of the first meeting of the Executive following their election and shall last until the beginning of the first meeting of the Executive following the election of their successors. Members of the Executive so elected by the House of Clergy or the House of Laity may serve continuously for six years but shall not be eligible for election for the next succeeding year. Such a person may, however, stand for election thereafter.

Co-opted members

XB.43 The Executive may, with the approval of the Bishop, co-opt two people, lay or ordained, and their term of office shall terminate at the beginning of the first meeting of the Executive in the next Triennium following their co-option.

Functions of the Executive

XB.44 The functions of the Executive shall include:

- (a) advising the Bishop on matters of concern to the Diocese and the wider Church;
- (b) developing policy and strategy;
- (c) subject to the directions of the Synod, transacting the business of the Synod when it is not in session;
- (d) when acting as the Board of Directors of the Company, being responsible for its staff, developing policy and strategy, preparing and implementing plans and budgets, monitoring and reviewing performance and ensuring compliance with relevant laws and regulations.

Statutory Committees

XB.45 The Synod shall establish Statutory Committees with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these Standing Orders shall apply to such committees or other bodies.

Committees other than Statutory Committees

XB.46 The Executive may, at any time, subject to any directions of the Synod and to any statutory provision, constitute such other committees as in the opinion of the Synod are necessary or desirable and may delegate such functions of the Executive to them, determining their terms of reference and membership as it thinks fit. A committee may include persons who are not members of the Synod.

Duration of membership

XB.47 The Executive may at any time, subject to any resolution of the Synod, dissolve a committee or alter the numbers of its members or its composition, and shall determine the term of office of its members. It shall report such action to the Synod at its next meeting.

Election to committees

XB.48 The conduct of elections to committees shall, subject to these Standing Orders, be in accordance with any directions by the Executive.

Procedure of committees

XB.49 Subject to any directions by the Synod or the Executive, a committee shall have power to determine its own procedure.

Reports of committees

XB.50 Every committee shall report at such times and in accordance with such procedure as may be determined by the Executive.

Ecumenical Observers

XB.51 The President shall be empowered, with the concurrence of the Executive, to invite other members of other churches to attend meetings of the Diocesan Synod and Executive as observers.

Visiting Speakers

XB.52 The President shall be empowered, with the concurrence of the Executive, to invite speakers who are not members of the Diocesan Synod to address the Synod, but they shall have no right to move any motion or amendment or to vote.

Financial Business

XB.53 The Executive shall be responsible for advising the President and the Synod on the determination of priorities in the allocation of any funds at the disposal of the Synod.

Duties of the Truro Diocesan Board of Finance Limited

XB.54 The Company as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Synod and be responsible for the custody and management of the Synod's funds and the employment of all persons in receipt of salaries paid directly from those funds.

Procedure for financial business

XB.55 The financial business of the Synod shall be transacted by the Synod sitting as the Company. Subject to the directions regulating the procedure of the Company, financial questions decided by the Synod sitting as the Company shall not require the further assent of the Synod sitting as the Synod. In case of doubt, the question whether any business or question is financial, shall be decided by the President.

Preparation of annual accounts and budget

XB.56. The Executive shall no later than 30 April in each year prepare a report and accounts for the preceding financial year ended on 31 December and not later than 30 September in each year a draft budget for the following year.

Presentation of annual accounts and budget

XB.57 Not later than 30 June in each year, the Executive shall present to a General Meeting of the Company the accounts for the preceding year and not later than 30 November in each year the budget for the following year as approved by the Executive. The budget shall provide for the expenditure required by every committee and other body responsible to the Synod.

Voting on the annual budget

XB58 On the presentation to a General Meeting of the Company of the budget for the following year as approved by the Executive, the General Meeting shall resolve as follows:

- (a) that the budget be approved; or
- (b) that the budget be referred back to the Executive.

No other resolution may be put and no amendment to either of these resolutions shall be allowed by the Chairman.

Procedural defects

XB.59. A meeting of the Synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such a meeting and no proceedings shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Amendment of Standing Orders

XB.60 A motion for the amendment of these Standing Orders shall not be moved before the Executive has considered it. The Executive shall report to the Synod orally or in writing as it thinks fit, on the implication of each proposed amendment.