



CHESTER DIOCESAN SYNOD

FUNCTIONS, CONSTITUTION, RULES

and

STANDING ORDERS

Revised edition, approved by Synod on 23 June 2012, amended on 15 November 2014

CHESTER DIOCESAN SYNOD

FUNCTIONS

The functions of the Diocesan Synod shall be:—

- (i) To consider matters concerning the Church of England and to make provision for such matters in relation to the Diocese, and to consider and express their opinion on any other matters of religious or public interest;
- (ii) to advise the Bishop on any matters on which he may consult the Synod;
- (iii) to consider and express their opinion on any matters referred to them by the General Synod, and in particular to approve or disapprove provisions referred to them by the General Synod under Article 8 of its Constitution;
- (iv) to consider proposals for the annual budget for the Diocese, and to approve or disapprove them;
- (v) to consider the annual accounts of the Diocesan Board of Finance;
- (vi) to act as the Diocesan Board of Finance, in accordance with its Memorandum and Articles of Association as amended from time to time:

Provided that the functions referred to in paragraph (i) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

CHESTER DIOCESAN SYNOD CONSTITUTION

House of Bishops: - The Bishop of the Diocese, President of Synod.
- The Suffragan Bishops.
- Such persons in Episcopal orders, working in the Diocese, as the Bishop of the Diocese, with the concurrence of the Archbishop of the Province, may nominate.

House of Clergy:

Ex-officio Members - The Dean.
- The Archdeacons.
- The Proctors in Convocation.
- The Chancellor (if in Holy Orders).
- The Chairperson of the Board of Finance (if in Holy Orders).
- The Chairperson of the Diocesan Advisory Committee (if in Holy Orders)
- Any other ex-officio or co-opted member of the House of Clergy of the General Synod who resides in the diocese

Elected Members Members elected by the Houses of Clergy of Deanery Synods (other than co-opted members). The number of elected members, related to the numbers of members of the Houses of Clergy of Deanery Synods, shall be as decided by the Diocesan Synod in advance of each general election of Synod members.

Co-opted Members Not more than five co-opted by the House of Clergy of the Diocesan Synod.

House of Laity:

Ex officio Members - The Chancellor (if not in Holy Orders).
- The Chairperson of the Board of Finance (if not in Holy Orders).
- The Chairperson of the Diocesan Advisory Committee (if not in Holy Orders)
- The members elected to the House of Laity of the General Synod (excluding the Registrar of the Diocese if so elected).
- Any other ex-officio or co-opted member of the House of Laity of the General Synod who resides in the diocese.

Elected Members - Members elected by the House of Laity of the Deanery Synods, (other than co-opted members). The number of elected members, related to the numbers of persons on the Electoral Rolls of the parishes of each Deanery, shall be as decided by the Diocesan Synod in advance of each general election of Synod members.

Co-opted Members - Not more than five co-opted by the House of Laity of the Diocesan Synod.

The Bishop may nominate ten additional members who may be Clerks in Holy Orders or lay persons and they shall be members of the appropriate House. The Registrar of the Diocese shall be the Registrar of the Synod and may appoint a deputy.

CHESTER DIOCESAN SYNOD

RULES

- (i) There shall be at least two meetings of the Diocesan Synod in any one year.**
- (ii) There shall be a Bishop *s Council, with such membership as shall be decided by the Synod, which shall be the Standing Committee of the Synod. Its members act as Directors of the Chester Diocesan Board of Finance, trustees of the Chester Diocesan Board of Finance and members of the Diocesan Pastoral Committee.**
- (iii) The Diocesan Synod shall appoint a Secretary.**
- (iv) The expenses in respect of the summoning, meeting and business of the Diocesan Synod shall be defrayed out of such funds as may be at the disposal of the Diocesan Board of Finance who shall, subject to the directions of the Synod, decide what expenses are necessary for the purpose.**
- (v) No proceedings of the Synod shall be invalidated by any vacancy in the membership of the Synod or by any defect in the qualifications or election of any member thereof.**
- (vi) Subject to these Rules and to the provisions of the Synodical Government Measure 1969, the Church Representation Rules made thereunder, the Companies Act 1985, the Charities Act 1993, the Pastoral Measure 1983 and any other Statutes and Measures in force for the time being, the Synod shall determine its own procedure and appoint such sub-committees as it deems necessary.**

CHESTER DIOCESAN SYNOD

STANDING ORDERS

MEMBERSHIP OF THE SYNOD

Roll of members

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

Procedure for co-options

2. The Bishop's Council constituted under standing order 73 shall have the right to nominate persons for co-option by the House of Clergy and the House of Laity or otherwise to determine who else may nominate such persons, but in other respects the procedure for co-opting members shall be determined by the respective Houses.

Participation by non-members

3. Any person attending by invitation of the President may, with the permission of the chairperson, address the Synod but shall have no right to move any motion or amendment or to vote.

TERM OF OFFICE

Co-opted and nominated members.

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

VICE-PRESIDENTS

Election of Vice-presidents

5. Before the first meeting of the Synod after the general election of Synod members, the Houses of Clergy and Laity shall each elect one of their number to be a Vice-President of the Synod. The procedure for their election shall be as provided in standing orders 86 and order 87 (*mutatis mutandis* with respect to the election being to an office rather than to a committee) but that a casual vacancy shall be filled as soon as reasonably practicable after the occurrence of the vacancy in a like manner to ordinary elections.

5(b). Disqualification after three successive periods of office. A person shall be disqualified from being chosen for the office of Vice president when that person has been previously elected as a Vice president for three successive periods of office, or parts thereof. Following such a disqualification a person shall be eligible to be chosen for the office of Vice president again after a break of at least three years. Provided that a meeting of the relevant house of Diocesan Synod may by resolution decide that this section shall not apply. Any such resolution may be revoked by a subsequent meeting of the relevant House of Diocesan Synod.

CHAIRING OF MEETINGS

Meetings of the Synod

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

Separate meetings of the Houses

7. The President and each Vice-President shall be chairperson of the House of which he or she is a member, but need not preside over its meetings.

Powers of chairmen

8. Subject to these standing orders and the directions of the President, the procedure of the Synod and its Houses shall be regulated by the respective chairpersons of each.

OFFICERS

Secretary

9. The Synod shall appoint a Secretary, being either a Clerk in Holy Orders or a lay person and either salaried or honorary, who shall:

- (i) be responsible for the administrative arrangements for meetings of the Synod;**
- (ii) be in attendance at such meetings;**
- (iii) prepare the draft agenda papers and minutes of the Synod;**
- (iv) act as Secretary to the Bishop's Council;**
- (v) perform such other duties as the Synod shall assign to him or her.**

Assistant Secretary

10. The Bishop's Council may appoint an Assistant Secretary.

Registrar

11. The Registrar or in the event of his absence or incapacity the Deputy Registrar where appointed, shall be the legal adviser to the Synod and when required shall attend the meetings of the Synod, its Houses and the Bishop's Council.

Terms of appointment

12. Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the Bishop's Council.

MEETINGS OF THE SYNOD

By whom convened

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

When and where held

14. The President shall summon not less than two meetings in each year at such times and places as he shall direct after consulting the Bishop's Council.

Meetings by request

15. If either the Bishop's Council by resolution so requests, or if the President receives a requisition for that purpose signed by not less than thirty members, the President shall summon a meeting of the Synod which shall be held within eight weeks following the resolution or request, unless a later date was specified in the resolution or request.

Notice of ordinary meetings

16. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the President shall approve; provided that not less than six weeks before each meeting a notice thereof specifying any business proposed to be transacted thereat shall be posted or delivered to the Rural Dean of every Deanery in the Diocese.

Notice of special meetings

17. In case of sudden emergency or other special circumstances a meeting of the Synod 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

18. Every notice under standing orders 16 and 17 shall be in writing and signed by the Secretary.

SEPARATE MEETINGS OF THE HOUSES

When and where held

19. Each House shall meet separately when:—

- (i) it is required so to do under these standing orders;**
- (ii) it has so decided;**
- (iii) the Synod has so directed;**
- (iv) the Bishop's Council has so directed;**
- (v) the Chairperson of the House, on his or her own initiative or on the requisition of fifteen of its members, has so directed;**

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

Agenda and procedure

20. The agenda for the meeting, together with the wording of any formal motion for its consideration shall be fixed by the Chairperson and Secretary of the House. The rules of debate shall be those of the Synod. A report of the meeting, including the wording of any approved motion, shall be made to the next following meetings of the Synod and of Bishop's Council.

AGENDA

Content

21. Subject to these standing orders and any resolution of the Synod, and with due recognition of the rights of individual members of the Synod (in accordance with standing order 26) to an opportunity to raise relevant matters within a reasonable time frame, the Bishop's Council shall settle the agenda for each Synod meeting, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

Circulation

22. The Secretary shall email, post or deliver an agenda paper to every member 14 days at least before a meeting or, in the case of a special meeting called at less than 14 days' notice, at the same time as the notice.

Business permitted to be considered

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

Order of business

24. In considering the order of business the Bishop's Council shall give special consideration to items:—

- (i) brought before the Synod at the request or direction of the President;**
 - (ii) referred to the Synod by the General Synod or by a Deanery Synod in the Diocese;**
- and may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where it considers this to be necessary.**

Varying the order of business

25. The order of business may be varied by resolution of the Synod or, unless any member objects, by the chairperson.

NOTICE OF BUSINESS

Form of notice

26. Subject to standing order 17, notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Secretary by email, by hand, by post or by facsimile not later than the period before the meeting which is specified in standing order

27. A proposed motion from an individual member shall be supported by the signatures of a further eleven members of Synod.

Length of notice

27. The following periods of notice shall be required:—

New business for the agenda	60 days
Motions and amendments arising from the agenda	7 days
Questions under standing order 70	7 days

When not required

28. Notice of the following business shall not be required:—

- (i) a motion or amendment moved by permission of the chairperson; provided that the full text of such motion or amendment, except by permission of the chairperson, shall be handed to the Secretary before it is moved;
- (ii) business adjourned under standing order 55 or 56 to a specified time or meeting;
- (iii) a procedural motion specified in standing order 51;
- (iv) a supplementary question by a member who has asked a question under standing order 70.

GENERAL RULES OF DEBATE

Quorum

29. One- third of the members of each House shall form a quorum of the Synod which shall be necessary for the consideration of all business except the adjournment of the Synod under standing order 55 or of a debate under standing order 56.

If quorum not present

30. If a quorum is not present, the chairperson shall adjourn the Synod until such time as he or she shall determine but the absence of a quorum shall only invalidate a decision of the Synod for which a quorum is necessary if:—

- (i) the attention of the chairperson has been called to such absence before the question is put; or
- (ii) on the counting of votes, less than a quorum is found to have voted and, in the opinion of the chairperson, it is not certain whether a quorum was present at the time when the question was put

Order of speeches

31. The chairperson shall call upon members who desire to speak and may require them to give their names to the Secretary in writing. He or she shall also determine the order in which they speak.

Breach of order

32. The chairperson shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairperson, or

any other breach of order, and may order the member to end any speech which he or she is making.

Points of order

33. A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he or she has to say in the form of a succinct question.

Personal explanations

34. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what he or she has said, or to explain some matter of strictly personal concern, and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the chairperson the debate is likely to benefit from such an explanation.

Interruptions otherwise not permitted

35. Save as provided in standing orders 33 and 34 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the Synod and shall preclude the interrupter from speaking further on that question. The ruling of the chairperson on a point of order or the admissibility of a personal explanation shall not be open to question.

Speaking to a motion

36. A member shall not speak unless upon a motion or amendment save as provided in standing orders 33,34 and 70.

Speaking more than once

37. A member shall not speak more than once upon the same question, except:—

(i) as provided in standing orders 33 and 34;

(ii) by permission of the chairperson and with the consent of the Synod;

(iii) the mover of a motion (but not an amendment) may reply, such reply shall not introduce any new matter and shall close the debate;

(iv) the mover of an amendment to a standing order may speak twice.

Length of speeches

38. Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the chairperson may at any time lengthen or shorten either of these periods; provided that he or she shall inform the Synod of his ruling, which shall not be open to debate or question.

Moving and seconding

39. (a) Every matter debated in the Synod shall have been moved and seconded, except that no seconder shall be required for:—

(i) a motion moved by the chairperson or by a member on behalf of a committee in relation to the report of that committee.

(ii) an amendment;

provided that any procedural motion under standing order 51 shall be seconded without speech.

(b) A motion or amendment which, when called by the chairperson, is not moved by the member who has given notice thereof may be moved by some other member in his or her stead.

Withdrawal

40. A motion or amendment, once moved, may be withdrawn by the mover or at his or her request unless more than five members object.

Reconsideration and rescission

41. No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without leave by the Bishop's Council.

Division

42. The chairperson may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to express its judgment separately upon each part of the motion or amendment so divided.

Special powers of chairperson

43. Unless the Synod otherwise provides, the chairperson shall: -

(i) adjourn the Synod at the hours fixed in accordance with these standing orders;

(ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 24;

(iii) close the debate on any motion at the hour appointed in accordance with standing order 24, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 57 (ii) shall apply.

AMENDMENTS

When permitted

44. Except as provided in standing order 45 any member may move an amendment to a motion which has been duly moved and seconded and such amendment shall be disposed of before that motion is put or any further amendment is moved.

When not permitted

45. Amendments to the following shall not be permitted:—

- (i) a procedural motion under standing order 51;**
- (ii) a motion to receive the report of a committee under standing order 91;**
- (iii) a motion under standing order 98 (a) in reply to any question referred by the General Synod.**

Amendments to amendments

46. No amendment may be moved to an amendment, except by permission of the chairperson.

Delivery in writing

47. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary in accordance with standing orders 27 and 28, unless this requirement is dispensed with by the chairperson.

Form of amendments

48. An amendment may be made:—

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

Content

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

Order of consideration

50. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate, and if more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the chairperson. By his or her permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

51. Subject to these standing orders, the following procedural motions may, with the consent of the chairperson, be moved with or without notice but not so as to interrupt the speech of any member:—

- (i) "That the Synod do pass to the next business" ("next business");**
- (ii) "That the Synod do now adjourn" ("adjournment of the Synod");**
- (iii) "That the debate be now adjourned" ("adjournment of debate");**
- (iv) "That the debate be now closed" ("closure");**

- (v) "That all further speeches on this question be limited to ... minutes" ("speech limit");
- (vi) "That the... be referred back" ("reference back"); (vii) A motion to vary the order of business; (viii) A motion to suspend a standing order.

Seconding

52. The seconding of procedural motions shall be formal and without speech.

When not permitted

53. A motion shall not be moved:—

- (i) for next business, the closure, a speech limit or a reference back on a question referred by the General Synod to the Diocesan Synod;
- (ii) for next business or a reference back on an amendment or another procedural motion.

Next business

54. The following rules of debate shall apply:—

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

Adjournment of the Synod

55. The following rules of debate shall apply;—

- (i) The motion to adjourn may, but need not, specify a time for the next sitting of the Synod or the resumption of the business interrupted.
- (ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion if any, or, if not, some other member, may speak for not more than three minutes in reply, the question shall then be put without further debate.
- (iii) If the motion to adjourn is carried and the Diocesan Synod has not by the same resolution appointed a time for the next sitting, such sitting shall be held at the time appointed in accordance with standing order 14.
- (iv) Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting.

(v) If negatived, the adjournment of the Synod shall not be moved again, except by permission of the chairperson, until a further hour has elapsed.

Adjournment of debate

56. Standing order 55 shall, unless the context otherwise requires, apply also to this motion except that—

(i) if such motion is carried and the Synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the Bishop's Council.

(ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

The closure

57. The following rules of debate shall apply:—

(i) If such motion is permitted by the chairperson and seconded, it shall be put forthwith without discussion.

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

Speech limit

58. The following rules of debate shall apply:—

(i) If this motion is permitted by the chairperson and seconded, it shall be put forthwith without discussion.

(ii) On this motion being carried, no speech shall exceed the number of minutes specified therein, but the chairperson may, for any special reason of which he or she shall be the sole judge, allow a longer time to any member; provided that when giving his consent the chairperson shall inform members of his or her ruling and shall have particular regard to any member who has a right of reply to the debate.

Reference back

59. If a motion to remit specifies no one to whom the matter is to be referred, this question shall be decided by the Bishop's Council

Suspension of standing orders

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

**VOTING Assent of
three Houses**

61. Subject to the two next following standing orders, nothing shall be deemed to have the assent of the Diocesan Synod unless the three Houses which constitute the Synod have assented thereto.

Procedure for decisions

62. Questions relating only to the conduct of business shall be decided by the votes of all the members of the Diocesan Synod present and voting, and every other question shall be decided in like manner, the assent of the three Houses being presumed, unless any ten members present demand that a separate vote of each of the Houses be taken, or unless the Bishop requires his distinct opinion to be recorded.

Matters referred under Article 8

63. If the votes of the Houses of Clergy and Laity are in favour of any matter referred to the Diocesan Synod by the General Synod under Article 8 of the Constitution of the General Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

Votes by separate Houses

64. A vote shall be taken by separate Houses on any question referred by the General Synod to the Diocesan Synod.

Majority required for decisions

65. 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 require the assent of the President and the votes of a majority of all the members of each of the Houses 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.

Voting rights of chairperson

66. The chairperson (subject to the rights of the President when he is chairman) shall have the same voting rights as other members and shall have no second or casting vote.

Mode of voting

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

Requests for separate voting

68. Where any ten members demand a separate vote of each House or the President requires his distinct opinion to be recorded, such demand or request shall be made before the question is put or immediately upon the announcement of a show of hands, whether counted or not

Procedure for count of hands

69. The counting of hands on a separate vote of each House shall be conducted in accordance with instructions to be issued from time to time by the Bishop's Council, and, subject thereto, the administrative arrangements for each count shall be made by the Secretary under the direction of the chairperson.

QUESTIONS

To whom addressed

70. Subject to due notice under standing orders 26 and 27 a question may be asked of:—

- (i) any officer of the Diocesan Synod referred to in these standing orders;**
 - (ii) the chairperson of any body constituted by the Synod or on which it is represented;**
- provided that the person asked may, without reason given, refuse to answer that question. A member who has asked a question may ask one supplementary question.**

Content

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

Persons authorised to reply

72. If the person of whom the question is asked is a member or officer of the Synod he or she shall reply personally and, if not, the reply may be given by one of its members nominated by the President; provided that

- (i) the President may instruct the Secretary to reply on his behalf;**
- (ii) a member who is absent may authorise another member to deputise for him.**

**THE BISHOP'S COUNCIL AND
STANDING COMMITTEE**

Composition

73. The Bishop's Council and Standing Committee (in these standing orders referred to as "the Bishop's Council") shall consist of:—

Ex-officio members	<ul style="list-style-type: none">- The President- All other members of the House of Bishops- The Dean- The Vice Presidents- The Archdeacons- The Chairperson of the Diocesan Board of Finance
Appointed members	One member appointed by each of> <ul style="list-style-type: none">- the Diocesan Board of Finance;- the Committee responsible for clergy housing matters;- the Diocesan Advisory Committee for the care of churches.
Elected members	Five clergy and five lay persons from each Archdeaconry, elected by and from among the members of the appropriate House of that Archdeaconry.
Nominated members	Not more than two persons (clergy or laity) nominated by the Bishop.
Co-opted members	Not more than two persons (clergy or laity) co-opted by the Council.

Elections to Bishop's Council

74. The elected members of the Council shall be elected immediately after the election of a new Synod and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing order 86.

Officers

75. The officers of the Council shall be as follows:—

- (i) The President of the Synod shall be chairman of the panel of Chairpersons (see standing order 78).
- (ii) The Secretary to the Synod shall be Secretary.

Functions

76. The functions of the Bishop's Council shall be:—

- (i) to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;

- (ii) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;**
- (iii) to advise the President on any matters which he may refer to the committee;**
- (iv) subject to the directions of the Synod to transact the business of the Synod when it is not in session;**
- (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;**
- (vi) to carry out such other functions as the Synod may delegate to it.**

NOTE. The members of Bishop's Council act also as:

- the Directors of the Chester Diocesan Board of Finance, a company limited by guarantee and registered in England;**
- the trustees of the Chester Diocesan Board of Finance, a registered charity;**
- the members of the Diocesan Pastoral Committee, in accordance with the provisions of the Pastoral Measure 1983.**

Meetings

77. The President of the Synod may at any time, and the Secretary on the requisition of five members shall, summon a meeting of Bishop's Council, and not less than four meetings shall be held each year.

Chairing of meetings

78. The President may direct which of the members of the panel of chairpersons shall take the chair at each meeting of Bishop's Council or part thereof. The panel of chairpersons shall comprise:

- the President of the Synod;**
- the Suffragan Bishops;**
- the Vice-Presidents of the Synod;**
- the Chairperson of the Diocesan Board of Finance.**

Agenda

79. With due recognition of the rights of individual members of Bishop's Council to a reasonable opportunity within the time available of bringing matters before the Council, the agenda for each of its meetings shall be settled by an agenda committee comprising:

- the President and Vice-Presidents of the Synod;**
- the Chairperson of the Diocesan Board of Finance;**
- the Secretary to the Synod.**

OTHER COMMITTEES

Statutory committees

80. The Synod shall establish such committees or other bodies as may be required by law (to be known as "statutory committees") with such membership, functions and procedure as may be provided in the relevant enactment Subject thereto, these standing orders shall apply to such committees or other bodies.

Committees other than statutory committees

81. The Synod may at any time constitute such other committees as in the opinion of the Synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the Synod as it thinks fit.

Membership of committees

82. Subject to any directions of the Synod and to any statutory provision, the Bishop's Council shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the Synod.

Duration of membership

83. The Bishop's Council may, subject to these standing orders and any resolution of the Synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

Sub-committees

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

Electors

85. Any elected members of a committee may be elected by the whole Synod or by the Houses voting separately.

Elections to Committees

86. Elections by the Synod, or its Houses, shall be conducted as follows :—

(a) Nominations for election

Every nomination shall require a proposer and seconder who shall be qualified electors but the Bishop's Council may (except in an election to itself) collectively nominate candidates. Nominations which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve shall be delivered to the Secretary within such period (not being less than 10 days) as he or she shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

(b) Voting in elections

The names of the candidates shall in any other event be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the Secretary within such period (not being less than 10 days) as he or she shall specify.

(c) Casual vacancies

A casual vacancy in the office of any member other than an ex-officio or co-opted member shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months before the next general election of Synod members need not be filled. In the case of elections by the Synod, casual vacancies shall be filled by appointment by the Bishop's Council, except that casual vacancies in the Bishop's Council shall be filled in a like manner to ordinary elections.

87. The conduct of elections to committees shall, subject to these standing orders, be in accordance with any directions by the Bishop's Council.

PROCEDURE OF COMMITTEES

Chairpersons

88. If the President is a member of a committee he shall be chairman thereof if he so elects or, if he does not elect to be chairperson, the committee shall, subject to any direction by the Synod or the Bishop's Council, at its first meeting elect a chairperson from among its own members. In the absence of the chairperson, a chairperson for that meeting may be similarly elected.

Quorum

89. Not less than one fifth of the total members of a committee shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

Voting

90. Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting. In the case of an equality of votes a proposal shall be deemed to be lost.

Reports

91. Every committee shall report to the Synod annually and in accordance with such procedure as may be determined by the Bishop's Council; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion "That this report be received". No amendment to such motion shall be permitted. If the motion is carried it shall not be deemed to commit the Synod to the acceptance of any matter in the report.

General

92. Subject to these standing orders and to any directions by the Synod or the Bishop's Council, a committee shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

93. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the Synod but on which it is required or permitted to be represented shall be determined in each case by the Bishop's Council.

DOCTRINAL MATTERS AND FORMS OF SERVICE

Requirement of early circulation

94. If notice is given of a motion, whether or not under standing order 98, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England, the Bishop's Council shall include it on the agenda of the earliest convenient meeting of the Synod; provided that, save by permission of the President and with the consent of the Synod, copies of such motion, together with a report thereon by the Bishop's Council, shall be sent to members at least three months before it is finally voted on by the Synod.

REFERENCES BY THE GENERAL SYNOD

When considered

95. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the Bishop's Council shall include it on the agenda of such meeting of the Diocesan Synod as the Council may consider appropriate.

Prior notice and documents required

96. Unless the Bishop's Council decide to the contrary for any reason:—

(i) members of the Diocesan Synod shall receive at least three months' notice of the reference; and

(ii) a report or other document prepared by or on behalf of either the General Synod or the Bishop's Council shall be circulated.

Consultations within the Diocese

97. The Diocesan Synod, before voting on a reference, may refer any question arising from it to the Deanery Synods or Parochial Church Councils or Parochial Church Meetings in the Diocese for the expression of their views.

Procedure of debate

98. (a) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the Diocesan Synod as a formal motion in the affirmative sense. No amendment shall be in order and the vote shall be taken by

separate Houses under standing order 64. If the motion is defeated, the question shall be decided in the negative.

(b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the Bishop's Council and amendments to such a motion shall be in order.

(c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

Report on result

99. The decisions on such motions and on any related motions not specifically included in the reference, together with the opinion recorded by the President and the number of votes cast in each House, shall be reported by the Secretary of the Diocesan Synod to the Secretary of the General Synod.

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters referable

100. The Diocesan Synod may on the motion of any member invite all or any Deanery Synods or Parochial Church Councils or Parochial Church Meetings in the Diocese:—

(i) to express an opinion on or to record approval or disapproval of any matter; or

(ii) to supply information within their knowledge; or

(iii) to exercise any other functions within their competence;

and to report to the Diocesan Synod by a specified date.

Report on proposal to refer matters

101. The Bishop's Council shall report to the Diocesan Synod on any proposal under the last preceding standing order and, unnecessary, consideration of such proposal shall be postponed or adjourned until the Bishop's Council has so reported.

Circulation of reference

102. The Secretary to the Diocesan Synod shall send a copy of any resolution under standing order 100 to the secretary of each body concerned, together with such instructions and other information as the Diocesan Synod or the Bishop's Council may direct.

Form and date of reply

103. Subject to any direction by Diocesan Synod, where a reference under standing order 100 invites clear approval or disapproval of any proposal, those bodies to whom reference is sent shall be requested to frame their replies in the common form prescribed by the Bishop's Council and shall be informed of the date for reply which shall not be less than three months later than the date of the resolution by the Diocesan Synod.

Report on replies received

104. At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Bishop's Council shall report, orally or in writing as it thinks fit, on the outcome of the reference.

MATTERS RAISED BY DEANERY SYNODS AND PAROCHIAL CHURCH COUNCILS AND MEETINGS

By Deanery Synods

105. A Deanery Synod may, on a motion moved by a member of the Diocesan Synod who represents that Deanery, bring before the Diocesan Synod any question of general Church interest or affecting the Deanery or any Parish within the Deanery.

By Parochial Church Councils and Meetings

106. A Parochial Church Council or Parochial Church Meeting may, on a motion moved on its behalf in the Deanery Synod by a member of that Synod who represents that particular Council or Meeting, request the Deanery Synod to take appropriate action under the last preceding standing order.

Notice to Diocesan Synod

107. Notice of a motion to be moved in the Diocesan Synod under standing order 105 shall be given by the secretary or a member of the Deanery Synod duly authorised for the purpose to the Secretary to the Diocesan Synod.

FINANCIAL BUSINESS

Diocesan Board of Finance

108. The members of the Chester Diocesan Board of Finance (in these standing orders referred to as "the DBF") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the Bishop of the Diocese and each and every member for the time being of the Synod.

The proceedings of the DBF shall be regulated by its Articles of Association.

Duties of Bishop's Council

109. The Bishop's Council (as Board of Directors of the DBF) shall have responsibility for the management of the business of the DBF, for the employment of the officers and members of staff of the DBF, and for advising the President and the Synod on the determination of priorities in the allocation of funds at the disposal of the Synod.

Presentation of accounts and budget

110. In each year, not later than the 15th July, the Bishop's Council shall present to Synod, for its consideration and approval, a report and accounts for the preceding financial year ended on the 31st December, and, not later than the 30th November each year, a draft budget for the following year. The budget shall provide for the expenditure required by every committee and other body responsible to the Synod, subject to any reductions made on grounds of priority or financial expediency.

Special votes on expenditure

111. If the Bishop's Council during any financial year either:—

(i) anticipates that expenditure sanctioned by the budget for that year will be inadequate because costs of authorised policies have risen or because new policies have been authorised since the budget; or

(ii) is so instructed by the Synod;

it shall submit at any meeting of the Synod before the end of that year a supplementary budget together with recommendations as to how the additional expenditure can be met

Expenditure in excess of votes

112. In presenting the accounts for the preceding year the Bishop's Council shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with comments and recommendations as to how the excess expenditure shall be met

Notice of proposals involving expenditure

113. Except with the consent of the Bishop's Council no motion involving expenditure shall be put to the vote unless 60 days' notice has been given to the Bishop's Council, so as to give opportunity for their views on the proposals to be formulated and expressed during the debate.

Money resolutions

114. The Bishop's Council shall not expend or engage to expend any funds in excess of the approved budget without the authority of a resolution (to be known as a "money resolution") explicitly stating the maximum sum so authorized to be expended; provided that no amendment which would make a motion take the form of a money resolution shall be in order.

Persons authorised to move money resolutions

115. No motion framed as a money resolution shall be moved otherwise than by a member authorised by the Bishop's Council.

Inadmissible amendments to money resolutions

116. Any amendment (other than an amendment moved by a member on behalf of the Bishop's Council) shall be out of order if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise.

Reference back of money resolutions

117. A money resolution may be referred back to the Bishop's Council for further consideration.

GENERAL PROVISIONS

Admission of Press and public

118. Subject to any directions by the Synod or the Bishop's Council any member of the Synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the Synod. If the motion is seconded and carried the chairperson shall request the representatives of the Press and the public to withdraw.

Periods of notice

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

Procedural defects

120. 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 meeting and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Amendment of standing orders

121. A motion for the amendment of these standing orders shall require the previous consent of the Bishop's Council.