



**DIOCESE OF
LICHFIELD**

**Lichfield Diocesan
Synod**

**Standing Orders
and Principles
Governing the
Conduct of
Meetings**

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Part A: Principles Governing the Conduct of all Synodical Meetings

1. All meetings must be conducted in a transparent, robust and fair manner in a spirit of Christian grace.
2. We are the body of Christ and will seek to work in a collaborative and inclusive way at all times.
3. We are committed to upholding Synodical government as instituted by the national Church of England. The constitution of the Synod determines membership, voting rights, election procedures, notice of meeting, committee procedures and General Synod business.
4. The Chair is responsible for the conduct of a meeting, but is accountable and must be flexible.
5. The Chair must strive to ensure a balanced debate and manage the business of the meeting and speakers to time.
6. Any subject being debated and its desired outcome must be clearly stated.
7. The Bishop's Council, as Directors/Trustees of the Synod/DBF, is responsible for finance but is accountable to Synod as "shareholders". Synod must receive the annual accounts, approve the annual budget and appoint auditors at the AGM of the DBF.
8. Synod may not authorise or direct any expenditure without the agreement of Bishop's Council.
9. Items raised by Deanery Synods will take precedence in Agenda Planning, providing the Agenda Planning Committee has had time to review it.
10. Private member's items will be reviewed by the Agenda Planning Committee which will make an appropriate recommendation about moving the item forward to Synod.
11. Members of Synod may query the decisions of the Agenda Planning Committee.
12. Questions at Question Time will be permitted, without notice, subject to time being available.

Part B: Guidelines Governing Debates

B1.1: The Chair of the meeting shall apply the Principles and the provisions of Parts B and D of these standing orders.

(S)he will also call on the provisions of Part C where necessary. Please note part C shall always apply to any debate on Article 8 business (items referred by General Synod for Diocesan consultation) and may be applied to other debates as determined by the Chair or the Agenda Planning Committee.

B1.2: It is not necessary for a Motion to be moved formally if the text is included in the Agenda. Any other Motion coming up in the context of the debate needs to be formally moved by a member.

B1.3: No Motion resembling one which has been rejected within twelve months and no motion to rescind a resolution passed within the same period shall be allowed without express consent of the Agenda Planning Committee.

B1.4: The Chair may divide any Motion (other than Article 8 Business) so as to enable the Synod to debate each part of the Motion

B1.5: Any member wishing to amend a Motion shall, where possible, give notice in writing to the Chair prior to the start of the business. Members may also seek permission to amend during the said debate (providing the Chair with the amended terms in writing). A Motion for Amendment shall not negate the main Motion.¹

B1.6: No Amendments can be made to a “take note” motion.

B1.7: The Chair may allow debate on any motion amendment(s) to proceed simultaneously.

B1.8: A member may call out “Point of Order” after another member has finished speaking. The Chair will then invite that member to give a short explanation of their Point of Order.

Points of order may take the following forms:

1. **To move an amendment:** The Chair will require the member to provide the amendment in writing, if the Chair permits the proposed amendment to be moved.

¹ where a member wishes to propose a different form of words than has been moved as an amendment the better course is to propose an amendment to the motion itself and for the chair to determine the manner in which the alternative amendments are to be debated and put to the vote.

2. **Point of clarification:** which should take the form of a short question.
 3. **Point of information**
 4. **Point of personal explanation**
 5. **To question whether the Standing Orders have been correctly applied:** The Chair will then explain his/her position before inviting Synod to vote on the question.
 6. **To apply Part 3:** A member may propose that some or all of Part C of these Standing Orders should apply to a debate at any point.
 7. **To move a Procedural Motion:** The Chair may interrupt a member in order to control the debate or to propose a Procedural Motion. If a member seeks to move a Procedural Motion, the Chair will then invite the member to state which one he wishes to raise, and may call for a short explanation.
- B1.9: The Chair's ruling on Points of Order shall not be open to debate or question.
- B1.10: If the Chair permits a Procedural Motion the mover of that Motion may be allowed up to 2 minutes to open the debate.

Procedural Motions

Procedural Motions may be:

- 1: **A motion to vary the order of business**
- 2: **A motion to impose a speech limit**
- 3: **A motion to adjourn the debate:** If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.
- 4: **A motion that Synod should pass to its Next Business:** If such a motion is carried then both the original motion and amendments shall lapse.
- 5: **A motion for Closure:** If carried, any member who has a right of reply on a motion shall be given an opportunity to speak before a vote.
- 6: **A motion that a vote be taken by houses:** Such a motion may be moved prior to a vote being taken, or immediately on the result of a show of hands, whether the votes have been counted or not. Such a motion shall be deemed to be carried if the President, the Chair, or any 10 members vote in favour of it.

- 7: **A motion that the votes be counted:** Prior to or immediately after a vote by hands has been taken (and whether or not the result has been announced by the Chair) a member may move that there be a count of the votes by raising a point of order to that effect. Such a motion shall be deemed to be carried if the President, the Chair, or any 10 members vote in favour of it.
- 8: **A motion that the Synod adjourn:** if carried, the effect is to bring the Synod's business to a close.

Part C: Rules for Formal Debate

- C1.1: Only members of Synod may address the Synod. Those who are not members of the Synod may address it by the invitation of the Chair. Persons who are not members of the Synod do not have the right to move motions or amendments or to vote.
- C1.2: The Chair shall determine the order in which members are called to speak. Members wishing to be called to speak should give their names to the Secretary in writing prior to the meeting, indicating their position on the subject.
- C1.3: The Chair shall determine the length of speeches which (s)he will permit but will not interrupt a Member whilst speaking.
- C1.4: A member shall not speak more than once in the same debate except:
- (a) to raise a Point of Order;
 - (b) by permission of the Chair;
 - (c) the mover of a motion (but not of an amendment) may reply (such reply shall not introduce any new matter and shall close the debate).
- C1.5: If the Chair believes that additional information would help the debate,(s)he may invite the proposer of a motion to answer one or more questions raised by speakers. In such a case the proposer of the motion should restrict his/her answer to the specific question(s) identified by the Chair.
- C1.6: The Chair may invite an Officer or a member of Synod to clarify a particular point at any stage of the debate if, in the opinion of the Chair, this would assist the debate.
- C1.7: The Chair may call a member to order for failure to address the Chair, irrelevance, unnecessary repetition of arguments, unbecoming language, disregard of the authority of the Chair, or any other breach of the Standing Orders, and may order the member to end any speech which (s)he is making.
- C1.8: The interruption of a speech is not permitted, but if such an interruption occurs, the Chair can deem it as a speech and therefore preclude the interrupter from speaking further on that matter.

- C1.9: A member whose “Point of Order” is ruled by the Chair as irrelevant or inappropriate may be deemed to have made a speech on the question under consideration and not be permitted to speak again in the debate.
- C1.10: 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. If more than one amendment has been received affecting the same place in the motion or amendment, they shall be moved and put to the vote in the order determined by the Chair.

Part D: Constitutional Matters

D1: Membership of the Synod

- D1.1: The composition and membership of the Diocesan Synod shall be as contained in Part E of these Standing Orders.
- D1.2: The composition and membership of the Bishop's Council and Standing Committee (abbreviated as BC) shall be as contained in Part F of these Standing Orders.
- D1.3: The Secretary shall keep an updated register of the members of both Diocesan Synod and Bishop's Council which is available for inspection by members and publicly available on the Diocesan web site.
- D1.4: Bishop's Council shall have the right to nominate persons for co-option by the House of Clergy or 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. (For the avoidance of doubt a person shall not be co-opted to a House save by resolution of that House).
- D1.5: Unless the House concerned or the President, as the case may be, fixes a shorter period of office, the elections of members of the Diocesan Synod by the House of Clergy or Laity of deanery synods in the diocese shall take place every three years, and the members so elected shall hold office for a term of three years beginning with 1st August following their election. Co-opted and nominated members shall retire on the last date for the return of results of the triennial elections.

D2: Governance

- D2.1: The Bishop of the diocese shall be President of the Synod.
- D2.2: The Area Bishops, the Chair of the House of Clergy and the Chair of the House of Laity shall be Vice Presidents of the Synod.
- D2.3: The President or one of the Vice Presidents shall be Chair for all or part of every meeting of the Synod
- D2.4: The President and each non-episcopal Vice President shall be Chair of the House of which he or she is a member and shall preside over

meetings of their respective Houses (but need not preside over its meetings if they do not wish to do so for any reason).

D2.5: In the event that no person designated as Chair is present or wishes to act as Chair the Secretary of Synod or the Registrar shall call upon Synod or the House as the case may be to elect a Chair for the purpose of that meeting only; such person once elected shall have all the powers and duties conferred upon the Chair by these Standing Orders.

D2.6: 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 Chair of each.

D2.7: The Synod shall appoint a Secretary either salaried or honorary who shall:

(a) be responsible for the administrative arrangements of the Synod;

(b) be in attendance at such meetings;

(c) prepare the Agenda papers and Minutes of the Synod and of the Diocesan Board of Finance;

(d) act as Secretary of the Bishop's Council; and

(e) perform such other duties as the Synod shall assign to him/her. For the avoidance of doubt the Secretary or assistant secretary shall not be a member of Synod by virtue of such appointment.

D2.8: The Registrar of the Diocese shall be the legal adviser to the Synod and if s/he has appointed a deputy then the deputy shall also be a legal adviser to the Synod. One of them shall attend meetings of the Synod, its Houses and the Bishop's Council when requested to do so by the President or a non-episcopal Vice President. For the avoidance of doubt the Registrar or deputy shall not be a member of Synod by virtue of such appointment.

D3: Meetings of the Synod

D3.1: The Synod shall meet upon notice given by the President or in his absence by a Vice-President.

D3.2: Every notice under this Order shall be in writing and signed by the Secretary.

- D3.3: The President shall summon no fewer than two meetings in each year after consulting the Bishop's Council.
- D3.4: If either the Bishop's Council by resolution so requests or if the President receives a requisition for that purpose signed by no fewer than thirty members, the President shall summon a meeting of the Synod which shall be held within eight weeks following the resolution or request. In either case the request shall specify the business proposed for transaction at the proposed meeting.
- D3.5: One meeting so summoned shall be the Annual General Meeting of the Diocesan Board of Finance and shall take place not less than 15 months after the preceding Annual General Meeting, but any other meeting of the Diocesan Board of Finance shall be specified as an Extraordinary General Meeting.
- D3.6: Notice of the place and time of every meeting and the Agenda thereof shall be published on the diocesan web site and given to every member not less than twenty-one days clear days before an ordinary meeting of Synod and an Annual General Meeting and not less than 14 clear days before an Extraordinary General Meeting of the Diocesan Board of Finance. Notice may be given electronically by email in which event it is deemed delivered at the time of sending. Notice given by post shall be deemed delivered 2 days after being sent by first class pre-paid post.
- D3.7: A special meeting of the Synod (but not of the Diocesan Board of Finance) may be convened by the President (or in his absence by one of the Vice-Presidents) in case of sudden emergency or other special circumstance with not less than 7 days' notice.
- D3.8: If a meeting of the Diocesan Board of Finance is called by shorter notice than that specified then it will be deemed to have been duly called if it is so agreed:
- (a) in the case of an Annual General Meeting by all the members entitled to attend and vote.
 - (b) in the case of any other meeting by a majority in number of the members entitled to attend and vote representing not less than 95% of the total voting rights at that meeting of all the members.

- D3.9: The date, time and place of ordinary meetings of the Synod for the calendar year shall be arranged before the end of the previous year and publicised by the Secretary on the Diocesan web site.
- D3.10: Each House shall meet separately, after due notice has been given by the Secretary, when:
- (a) it is required to do so under these Standing Orders
 - (b) it has decided so to meet;
 - (c) the Chair of the House has so directed
 - (d) the Synod 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 Chair of that meeting.
- D3.11: Members of the public and representatives of the Press may attend meetings of the Synod. The Chair may direct that they shall withdraw from sections of business as deemed necessary.

D4: Agenda

- D4.1: The Bishop's Council's Agenda Planning Group shall settle the Agenda for each of Synod's meetings, specifying the business to be discussed at the meeting. The business for the meeting shall be expressed in the form of a Motion for a resolution of Synod, or if no resolution is required may be in the form of a topic for debate.
- D4.2: The Agenda may indicate the approximate time at which business is to be discussed and the order in which business shall be discussed, but no such indication shall be binding on the Chair of the meeting who may alter the order of business or the time to be allocated to the business as shall appear appropriate. However, the Agenda Planning Committee may direct that business shall be discussed at a particular time or not before a particular time or set a maximum time-limit for debate on any motion, where it considers this to be necessary, and the Chair shall not depart from such direction.
- D4.3: The Agenda Planning Committee and the Chair shall give priority to items:
- (a) referred to the Diocesan Synod by the General Synod;
 - (b) brought before the Synod at the request of the President;

- (c) tabled by a private member or by a Deanery Synod in the diocese and accepted by the Agenda Planning group.
- D4.4: The Agenda Planning Committee may include on the Agenda any Motion which it considers appropriate to enable Synod to Receive a Report from any committee or sub-committee of Synod or of Bishop's Council.
- D4.5: Notice of any motion which a private member or deanery synod wishes to put to meeting of the Synod shall be delivered to the Secretary for consideration (where necessary) by the Agenda Planning Committee not later than the following period before the meeting of Synod:
- (a) Members' motions and Deanery Synod motions – 60 days;
 - (b) Follow-on Motions arising from the Agenda – 7 days;
 - (c) Questions – 10 days;
 - (d) Receive a Report motions 2 days; save that the Agenda Planning Committee may decide to accept shorter notice if it considers it expedient so to do. Where the Agenda Planning Committee decides not to include a proposed item of business on the agenda for any meeting, the Secretary shall cause a motion to Receive a Report on their decision to be included on the Agenda.
- D4.6: The Notice of business should include the text of any motion or a description of the topic for debate.
- D4.7: Save for urgent or other especially important business added to the Agenda by direction of the President, no business shall be considered at an ordinary meeting other than that specified in the Agenda or arising from business so specified. In the case of a special meeting only the business specified in the Agenda may be transacted.
- D4.8: Any member may on giving not less than 5 days' notice to be delivered to the Secretary at St Mary's House, The Close Lichfield WS13 7LD submit any resolution or special business for a General Meeting of the Diocesan Board of Finance. Notice of this business shall be inserted in the agenda of the next meeting of the Diocesan Board of Finance. If the agenda has already been despatched an additional notice should be sent.

D5: Business

- D5.1: The quorum for the transaction of all business at Ordinary meetings of Synod shall be one-third of the members of each House.
- D5.2: The quorum for the transaction of any business at a Special meeting of Synod shall be a majority of the members of each House.
- D5.3: The quorum for a meeting of the Diocesan Board of Finance is 12 members personally present.
- D5.4: If it is suspected that a quorum is not present then the Chair shall determine the matter. If a quorum is not present the Chair may
- (a) suspend this Standing Order so as to allow debate on specified items of business whilst Synod is inquorate without any formal vote being taken.
 - (b) (s)he may adjourn the Synod until such time as (s)he shall determine.
- D5.5: Unless the Synod otherwise provides, the Chair shall:
- (a) adjourn the Synod at the time indicated on the Agenda;
 - (b) adjourn or close the debate on any business at the time directed for the commencement of other business by the Agenda Planning Group,
 - (c) adjourn or close the debate on any business at the approximate time indicated for the commencement of other business by the Agenda Planning Group.

The Chair may also pause a debate for up to 15 minutes at any time.

D6: Voting

- D6.1: Where on a particular question (except a matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod) the President (if present) so directs, that question shall be deemed to have the assent of the House of Bishops only if the President assents.
- D6.2: Subject to D6.1, questions relating only to the conduct of business before the Synod for which a resolution is required (save for a motion for a Vote by Houses) shall be decided by the votes of all the members of the Diocesan Synod present and voting;
- D6.3: Subject to D6.1, nothing shall be deemed to have the assent of the Diocesan Synod unless the three Houses which constitute the Synod

have assented by a majority of the members of the three houses present and voting; but the assent of the three Houses shall be presumed where a majority of Synod vote in favour of a question, unless a Procedural Motion for a vote by houses is carried or a vote by houses is required by the President.

- D6.4: The President shall have a right to require that his opinion on any question shall be recorded in the minutes.
- D6.5: The Chair on putting any question to the vote shall either take a show of hands, or a vote on paper. The chair shall direct that the votes be counted
- (a) if the vote is to be by Houses;
 - (b) if he does not consider the result to be clear;
 - (c) if a procedural motion to that effect is carried
- D6.6: The counting of hands or papers on a separate vote of each house shall be conducted by persons appointed by the Secretary under the direction of the Chair. In the case of a vote by hands (whether in separate houses or not) the Chair may declare the result without counting the votes if in his/her opinion the result is clear one way or the other.
- D6.7: Where there is an equal division of votes in Synod the Chair (subject to rights of the President when in the Chair) shall have the same voting rights as other members and shall have no second or casting vote. Where there is an equal division of votes in the House of Bishops the President shall have a second or casting vote. Where an Amendment is subject to an equal division of votes in Synod, it shall be deemed to be lost.
- D6.8: A separate vote of each House shall be taken on any question referred by the General Synod to the Diocesan Synod. If the votes of the House of Clergy and the House of Laity are in favour of any matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

D7: Questions

- D7.1: As long as ten days' notice has been given to the Secretary, any member of Synod can ask a question to the President, the Chair, the Synod Secretary or any Officer of the Diocesan Board of Finance.
- D7.2: One supplementary question may be asked by the member and up to two further supplementary questions may be asked by other members in respect of the original question. A member may ask no more than two original questions at any one meeting but may ask a first supplementary question in respect of each.
- D7.3: A question or a supplementary question must be framed as a straightforward and succinct question. A question shall relate to the duties of the person to whom it is addressed, or to the business of a body of which that person is a member or officer. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem.
- D7.4: The person to whom the question is asked may refer it for reply to a more appropriate person or persons or (if the person is not present) authorise another person to reply on his/her behalf. If no reply is given the President may nominate another person to reply or (if he thinks it appropriate) instruct the Secretary to reply. In the case of a supplementary question requiring a detailed explanation or further research a written reply may be provided which will normally be provided within ten working days and the written reply shall be published with the Minutes of the meeting of Synod.

D8: References by the General Synod

- D8.1: When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod² or otherwise, the Agenda Planning committee shall include it on the Agenda of such meeting of the Synod as they may consider appropriate.
- D8.2: Unless the Bishop's Council decide to the contrary Members of Synod shall receive at least 15 working days' notice of the reference. Any report or other documents prepared by or on behalf of either the

² Article 8 of the Constitution of the General Synod provides that certain kinds of legislation may not receive the final approval of the General Synod unless they have first been approved by the majority of the dioceses at meetings of their diocesan synods. An example was the draft legislation to enable women to become bishops which fell within the scope of Article 8, hence its reference of the draft legislation to dioceses.

General Synod or the Bishop's Council shall be circulated to all members with the notice of the reference (unless that is impractical).

- D8.3: Synod, before voting on referred business, (or if it considers it to be appropriate, the Bishop's Council) may refer any question arising from it to the Deanery Synods, Parochial Church Councils or Parochial Church Meetings in the diocese to give them the opportunity to express their views.
- D8.4: 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 Synod as a formal motion in the affirmative sense. No amendment shall be permitted and a separate vote of each house shall be taken. If the motion is defeated, the question shall be decided in the negative.
- D8.5: When the reference invites a fuller statement of opinion, a motion containing a draft of such a statement shall be drafted by the Agenda Planning Committee. Amendments to such a motion shall be permitted.
- D8.6: Once the original motion has been decided any Follow-on Motions arising may be moved by any member.
- D8.7: The decisions on the original motion(s) and on any related motion(s), shall be reported by the Secretary of the Diocesan Synod to the Secretary of the General Synod, together with any opinion recorded by the President and the number of votes cast in each house.

D9: References by the Diocesan Synod to Deanery Synods and Parishes

- D9.1: The Diocesan Synod or Bishop's Council may by resolution invite all or any Deanery Synods, Parochial Church Councils or Parochial Church Meetings in the diocese: to
- (a) express an opinion on or to record approval or disapproval of any matter;
 - (b) to supply information within their knowledge;
 - (c) to exercise any other functions within their remit.
 - (d) to report to the Diocesan Synod by a specified date.

- D9.2: The Secretary of the Synod shall send a copy of any resolution under this Order to the Secretary of each body concerned, together with instructions and other information as the Synod or the Bishop's Council may direct.
- D9.3: Subject to any direction by the Diocesan Synod, where a reference under this Order invites opinion about any proposal, those bodies to whom such business is sent shall be requested to frame their replies in a common form as prescribed by the Bishop's Council. The date for reply shall be not less than three months after the date of the resolution by the Diocesan Synod.
- D9.4: At the earliest convenient meeting of the Diocesan Synod after the period for replies has expired, the Secretary or a member of the Bishop's Council shall report orally or in writing as it thinks fit on the outcome of the consultation.

D10: Matters raised by Deanery Synods and Parochial Church Councils and Meetings

- D10.1: A Deanery Synod may propose business as to any matter of general Church interest or which affects the deanery or any parish within the deanery for inclusion in the Agenda of Diocesan Synod by giving notice to the Secretary for discussion by the Agenda Planning Committee.
- D10.2: 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 them may request the Deanery Synod to take appropriate action under Standing Order L1.
- D10.3: A District Church Council wishing to raise a matter of general concern should do so via its PCC. In the event that the PCC is unwilling to raise the matter, the DCC may request the Deanery Synod to debate the matter.

D11: Financial Business

- D11.1: The Diocesan Board of Finance of the Diocese (in these Standing Orders referred to as "the Board") as constituted under the Diocesan Boards of Finance Measure 1925 shall be the financial executive of the Synod and 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. The Board shall act in accordance with its Memorandum and Articles of Association as amended by special resolution on 6th February 1968 18th June 2003 and 13th March 2004 or subsequently.

- D11.2: Each year, after consultation with the Council of the Board,
- (a) the accounts for the preceding year shall be presented to the Synod meeting as a Synod and as the Board for its consideration; and
 - (b) the budget for the following year shall be presented to the Synod meeting as the Board for its approval or disapproval.
- D11.3: The Board's budget shall provide for the expenditure required by every committee and every other body responsible to the Synod, subject to any reductions made by the Council of the Board on the grounds of priority or financial expediency.
- D11.4: No motion directly involving expenditure shall be put to the vote unless the Chair considers that sufficient notice of motion has been given to the Bishop's Council and the Council of the Board, to give opportunity for their views on the proposal to be formulated and expressed during the debate.
- D11.5: Any resolution of Synod which calls for new works, projects or any expenditure that does lie within the Budget or which the Chair of the Board or the Secretary considers might have adverse implications for the administration of the Budget shall be deemed to be conditional on the prior approval of the Council of the Board and shall not be implemented without such approval.

Any member intending to move a motion which might have such implications should seek the advice of the Secretary as to the budgetary implications of the motion. The Agenda Planning Group shall take appropriate steps to ensure that the promoter of any business for Synod's consideration shall put before Synod full details both of funding required and of any arrangements agreed with the Council of the Board for the provision of the necessary finance, but the Secretary and Chair shall ensure that if such matters are not placed before Synod by the person speaking first on any such business then Synod is given the necessary information by the Secretary.

- D11.6: In presenting the accounts for the preceding year the Board shall report any expenditure in excess of the funds voted for that year and

give an explanation, together with the Board's comments and recommendations as to how the excess expenditure shall be sanctioned.

- D11.7: The Board shall not expend or engage to expend any diocesan funds for which it is responsible without the authority of a resolution in the following form (to be known as a "money resolution"): *"That the Synod authorise (or direct) the Board to expend a sum not exceeding (a named sum)"*; provided that no amendment which would make any other motion take the form of a money resolution shall be in order.
- D11.8: No motion framed as a money resolution nor any amendment to a money resolution (if its effect would be to increase the expenditure which a motion framed as a money resolution seeks to authorise) shall be moved otherwise than by a member authorised by the Council of the Board.
- D11.9: A money resolution may be so amended as to provide that the motion be referred back to the Council of the Board for further consideration.
- D11.10: At the first General Meeting of the Board after the triennial elections a Chair (who shall be a lay person) and a Deputy Chair (who may be a lay person or a clerk in Holy Orders) shall be elected by the members present and shall hold office until such times as their successors are appointed and shall be eligible for re-election. In their absence at any meeting of the Diocesan Board of Finance the General Meeting shall appoint one of the members as Chair of that particular meeting.
- D11.11: The following provisions shall apply in respect of any meeting of the Diocesan Board of Finance in place of the equivalent provisions of these Standing Orders where there is any discrepancy but otherwise in addition to the Standing Orders:
- (a) Any question arising shall be decided by a majority of votes of the members present personally, and, in case of equality of votes the Chairman shall have a second or casting vote. Every question arising at a general meeting shall be decided on a show of hands unless a poll is demanded by not less than 3 members personally present or by any member or members so present and representing not less than one tenth of the total voting rights of all the members having the right to vote

at the meeting. A poll duly demanded shall be taken at such time and in such manner as the Chairman of the meeting may direct.

- (b) No business shall be transacted unless the prescribed quorum be present. If at an Extraordinary General Meeting there be no quorum, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case, it shall stand adjourned to the same day in the next week but one, and if, at such adjourned meeting a quorum of members shall not be present, those present shall form a quorum.
- (c) The Chairman, with the consent of the meeting, may adjourn the meeting from time to time, and from place to place.
- (d) Every member shall have one vote only, and an objection to the validity of any vote shall be made only at the meeting at which it is tendered. Every vote not then and there disallowed shall be deemed valid for all purposes.
- (e) Subject to the provisions of the Act and of these presents the Chairman shall be the sole and absolute judge of the validity of any vote tendered.
- (f) No vote shall be given by proxy.

D12: General Provisions

- D12.1: Papers for the Bishop's Council will be sent electronically within 10 working days of the meeting. Papers for the Synod will be sent by mail within 15 working days of the meeting.
- D12.2: 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. Any defect in the procedure for summoning or conducting such meetings (e.g. the accidental omission of the required notice of the meeting to any member) will not invalidate any decisions made.
- D12.3: A motion for the amendment of these Standing Orders shall not be moved before it has been considered by the Bishop's Council. The Bishop's Council shall report to the Synod, orally or in writing as it thinks fit, on the implication of each proposed amendment, which will require a two-thirds majority in Synod.

Part E: Diocesan Synod

E1: General Regulations

The Diocesan Synod shall consist of a House of Bishops, a House of Clergy and a House of Laity. The number of members of the House of Clergy and the House of Laity shall be approximately equal.

E2: The House of Bishops

The members of the House of Bishops shall consist of the Bishop of the Diocese, every Area Bishop of the Diocese, and such other person or persons in episcopal Orders working in the Diocese, as the Bishop of the Diocese, with the concurrence of the Archbishop of Canterbury, may nominate.

E3: The House of Clergy

Subject to the endorsement of the Synod in the year preceding an election, in accordance with the Church Representation Rules, the members of the House of Clergy of the Diocesan Synod shall consist of:

(a) ***Ex-officio members***

- (i) Any person in episcopal Orders nominated by the Bishop of the Diocese, other than an Area Bishop or person nominated as mentioned in paragraph 4 above.
- (ii) The Dean, Archdeacons, and the proctors elected from the diocese to the Lower House of the Convocation of Canterbury excluding the Registrar of the diocese (if so elected).
- (iii) The Chancellor of the Diocese (if in Holy Orders)
- (iv) The Chair of the Board of Finance (if in Holy Orders)

(b) ***Elected members***

NOTE: in this rule the term "largest Deanery" means the Deanery having the greatest number of members in its house of Clergy.

- (i) FOUR members elected by each of the SIX LARGEST deaneries;
- (ii) THREE members elected by each of the NEXT ELEVEN LARGEST deaneries;
- (iii) TWO members elected by each of the remaining deaneries;

(c) ***Co-opted members***

Not more than five members (being clerks in Holy Orders) co-opted by the House of Clergy

E4: THE HOUSE OF LAITY

Subject to the endorsement of the Synod in the year preceding an election, in accordance with the Church Representation Rules, the membership of the House of Laity shall consist of:

(a) ***Ex-officio members***

- (i) The Chancellor of the Diocese (if not in Holy Orders);
- (ii) The Chair of the Board of Finance (if not in Holy Orders);
- (iii) Members elected from the diocese to the House of Laity of the General Synod excluding the Registrar of the Diocese (if so elected).

(b) ***Elected Members***

NOTE: in this rule the term "largest Deanery" means the Deanery having the greatest number of names on the electoral rolls of its constituent parishes.

- (i) FOUR members elected by each of the SIX LARGEST deaneries;
- (ii) THREE members elected by each of the NEXT ELEVEN LARGEST deaneries;
- (iii) TWO members elected by each of the remaining deaneries;

(c) ***Co-opted members***

Not more than five members co-opted by the House of Laity of the Diocesan Synod, who shall be actual communicant members of the Church of England aged 18 years or over.

E5: NOMINATED MEMBERS

The Bishop of the Diocese may nominate ten additional members of the Diocesan Synod, who may be of the clergy or the laity and shall be members of the appropriate House.

Part F: The Bishop's Council (Standing Committee)

F1: Composition

The Bishop's Council and Standing Committee of Diocesan Synod (in these Standing Orders referred to as "the Bishop's Council") shall consist of 28 persons and shall comprise:

Ex-officio members

Ex-officio members 11:

The President (1C)

All other members of the House of Bishops (3C)

The Dean of the Cathedral (1C)

The Archdeacons of the Diocese (4C)

The Chair of the Diocesan Board of Finance (1L)

The Chair of the Diocesan Board of Education (1L)

Elected members

Elected members 17:

The following persons elected from among the members of the Synod:

The person elected as Chair of the House of Clergy (1C) (*ex officio*)

The person elected as Chair of the House of Laity (1L) (*ex officio*)

Four clergy (4C)

Eleven lay (11L)

Nominated members and Co-opted members

A maximum of two members may be nominated by the President and a maximum of two co-options by the Council in order to bring particular expertise which the President and Council considers necessary for the Bishop's Council provided that any nomination of a person shall be of a person who is

- (a) otherwise qualified to be a member of Synod
- (b) shall ensure that the number of clerical members and the number of lay members is as far as possible equal and
- (c) shall be during the pleasure of the President and Council and the President and Council may at any time terminate the nomination/co-option and make a new appointment. All nominated and co-opted appointments shall terminate when a new Bishop's Council is elected.

F2: Quorum

Not less than one-third of the total members of the Council shall form a quorum.

F3: Elections to Bishop's Council

The elected members of the Council shall be elected by the House of which each is a member, immediately after the election of a new Synod and after the election by Synod of the Chairs of its respective Houses, and the elected members shall retire on the election of their successors or on ceasing to be qualified. Employees of the Board shall not be eligible to be elected to the Council

F4: Officers

The Officers of the Council shall be as follows:

- (a) The President of the Synod shall be the Chair.
- (b) The Chairman of the DBF will chair Diocesan Board of Finance business.
- (c) The Secretary of the Synod shall be the Secretary of the Council.

F5: Functions

The functions of the Bishop's Council shall be:

- (a) To plan the business of the Synod, through the Agenda Planning Committee and to circulate to members information about matters for discussion;
- (b) To initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
- (c) To advise the President and the Synod on the merits of any proposals for diocesan work which may have financial implications,
- (d) To advise the President and the Synod on the determination of priorities in the allocation of any funds at the disposal of the Synod;
- (e) To advise the President on any matters which he may refer to it (the Bishop's Council);
- (f) Subject to the directions of the Synod to transact the business of the Synod when it is not in session;
- (g) To elect members for election to the Finance Committee and the Agenda Planning Committees

(h) To carry out such other functions as the Synod may delegate to it.

F6: Agenda Planning Committee

This Committee will be responsible for forward planning to ensure a steady flow of business to the Synod. All business for both the Bishop's Council and the Diocesan Synod, with the exception of Article 8 Business will normally be referred in the first instance to it. It may also be asked to carry out other tasks from time to time by the Bishop's Council to which it is accountable.

The membership of this body shall comprise:

- The Diocesan Bishop as President or The Bishop's Chaplain (or Lay assistant)
- The Chair of the House of Clergy;
- The Chair of the House of Laity;
- The Chair of the Diocesan Board of Finance
- Two members nominated by and from the Bishop's Council
- The Secretary of Synod

Membership will be reviewed as necessary on the election of each new Synod.

The Group will meet as appropriate to determine the agenda for the next meeting of the Bishop's Council and to prepare a draft agenda for the next meeting of the Synod The Secretary to the Synod is also Secretary to this Sub-Committee.

In 2014/15 a complete review of the Lichfield Diocesan Standing Orders, as a part of the bringing together as one body the Diocesan Synod, the Diocesan Board of Finance and the Diocesan Mission and Pastoral Committee was undertaken to be sure the bodies fulfilled their legal requirements, to make meetings easier and to enable the members to actively engage with the business of the bodies.

The Review was undertaken by:

Revd. Prebendary John Allan	Chair of the House of Clergy
Mr Niall Blackie	Diocesan Registrar
Mrs Julie Jones	Diocesan Secretary
Mr Cyril Randles	Agenda Planning Group Elected member
Mr John (Tug) Wilson	Chair of the House of Laity

Following extensive consultation and review this edition of Standing Orders and Principles Governing the Conduct of Meetings was approved and adopted by Diocesan Synod at the March 2015 meeting of the Diocesan Synod, to come into operation following elections to the new Diocesan Synod in 2015 for an initial 12 month period. It was then permanently adopted by Synod on 5th November 2016.