

STANDING RULES AND ORDERS*

OF THE SYNOD OF

THE ARCHBISHOP THE CLERGY AND THE LAITY

OF

THE ANGLICAN CHURCH
OF AUSTRALIA

WITHIN THE DIOCESE OF MELBOURNE
IN VICTORIA

General Conduct of Business.

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| Presidency | 1. The President shall take the chair at the hour appointed for the meeting of the Synod and as soon as there shall be a quorum the proceedings shall be opened with the prescribed prayer but if at the expiration of half-an-hour after the hour appointed there be not a quorum the President shall adjourn the Synod until the next appointed sitting. |
| Quorum | 2. One third of the total number of clerical and lay members shall constitute a quorum and if at any time after the commencement of the business of the day notice be taken or on the report of a division by the tellers it shall appear after an interval of five minutes that a quorum is not present the President shall adjourn the Synod until the next day of meeting. |
| Adjournment when no quorum | 3. In such case the business under discussion and any other business not disposed of shall be inserted in the notice paper for the next meeting and shall take precedence of all other business. |
| Business postponed. | 4. The President may take part in all the proceedings of the Synod as fully as though the President were an ordinary member thereof (with the exception of voting) but in case of an equality of votes where the Clergy and lay Representatives |

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| Vacates chair | 5. Whenever the President desires to take part in a debate the President shall vacate the chair for the time and another Chairman (to be nominated by the President) shall take the chair. |
| Secretary | 6. The Registrar of the Diocese shall be Secretary of the Synod and the President shall appoint a deputy Secretary and may appoint such assistant secretaries as the President deems fit and any duty or function of the secretary under these Standing Orders and Rules may, subject to any direction of the President, be performed by the deputy or an assistant Secretary on the instructions of the Secretary. |
| Minutes | 7. The Votes and Proceedings of Synod shall be recorded under the direction of the President by the Secretary who shall cause them to be entered in a Minute Book, and the Minutes, if correctly so entered, shall be signed by the President as soon as possible. |
| Custody of minutes | 8. The Registrar shall have the charge of such minutes when signed and shall preserve the same in the Registry of the Diocese and the same shall be open at all reasonable times for the inspection of any member of the Synod or of any person authorised in writing by any member of the Synod to inspect the same. |
| Synod Business Committee | 9. The Archbishop in Council shall before each session of Synod appoint a Committee of members of Synod to be called the Synod Business Committee whose duty it shall be -
(a) On the first day of each session to recommend to Synod -
(i) the order in which business should be taken during the session; and
(ii) the particular day or time at which Synod should order the consideration of reports and other matters of business of which the Registrar has received notice;
(b) to classify and to arrange from day to day the order of presentation of motions, notices of which have been given in accordance with these Standing Orders and;
(c) to review all notices of motion and to take such action in relation to them consistent with these orders as in the opinion of the Committee is calculated to expedite the business of Synod. |

- Notice Paper 10. The Secretary shall prepare for each day of sitting a notice paper of the business which notice paper shall be laid on the table of the Synod at the hour of meeting and the business shall be called on in the order in which it stands on the notice paper. Provided that any motion may be discussed and disposed of before motions standing prior to it on the notice paper if those in whose names the prior motions are standing consent to their postponement for the purpose.
- New notices of motion 10A. (1) The Synod Business Committee, through one of its members, may at any time invite a member of Synod who has given a notice of motion (“the original notice”) to substitute a new notice for the original notice.
 (2) If the mover gives to the Secretary a new notice of motion in substitution for the original notice, the new notice shall take the place in the business of Synod of the original notice.
- Consolidation of notices of motion 10B. (1) The Synod Business Committee, through one of its members, may at any time invite members of Synod who have given notices of motion (“the earlier notices”) to consult with each other with a view to substituting a new notice for two or more of the earlier notices.
 (2) If those members, or some of them, give to the Secretary a new notice of motion in the name of one of them in substitution for two or more of the earlier notices, the new notice shall for all purposes supersede the notices for which it is substituted and shall take the place in the order of business of Synod of the first of them.
- Absence of mover 11. If a member is not in his or her place when the notice of motion given by him or her is called on it shall be withdrawn from the notice paper unless another member at his or her request and with leave of Synod moves the motion or fixes a future time for moving the motion.
- Motions on notice 12. (1) A member may give notice in writing of a motion initiating a subject for discussion at any ordinary session of Synod (which may include argument of not more than 100 words in support of the motion) to the Registrar on or before a day specified in that behalf by the President at the time of giving the mandate convening that Session.
 (2) Motions of which notice is so given, together with any argument given to the Registrar with the notice, shall be

- included in the notice paper for the first day of meeting of that session.
- Motions 13. (1) On the first and second days of meeting of an ordinary session of Synod, a member may give notice of intention to make a motion initiating a subject-matter for discussion.
 (2) Unless Synod, by a majority of the members then present, gives leave, no notice of motion may be given after the second day of meeting of any session of Synod.
 (3) A member seeking leave under clause (2) of this Order may explain the circumstances in which the member seeks the leave but the question shall not otherwise be debated and shall forthwith be put to the vote.
14. * * *
- Notices to be read 15. Every member on giving a notice of motion shall read it aloud and deliver to the Secretary a copy of such notice fairly written with his or her name.
- Alteration of notices 16. After a notice of motion has been given the terms thereof may be altered by the member by leave of the Synod.
- Formal Motions 17. (1) When the next business of Synod is a motion of which notice appears on the notice paper (not being a motion for the reception of a report and not being a motion proposed in the course of dealing with a Bill) the President may in the President’s discretion ask that any member who intends to speak against the motion or to propose an amendment of the motion stand in his or her place.
 (2) If, in response to any such request, no member stands the President shall so declare and the mover may then speak to the motion for no more than three minutes and upon the motion being formally seconded the President shall put the motion forthwith without debate.
 (3) If in response to any such request any member stands the President shall so declare and the motion shall be dealt with in accordance with these Standing Orders.
- Notices of motion proposing expenditure 17A. A notice of motion which proposes expenditure of moneys by or on behalf of the Diocese or from any funds held by or on behalf of the Diocese shall not be received unless it specifies the proposed source of funding and includes a budget for its expenditure.

Standing Orders

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| Putting motion | 18. When a motion has been made and seconded the question shall then be stated to the Synod by the President. |
| Motion to be seconded | 19. Any motion not seconded shall not be further discussed nor shall any entry thereof be made in the minutes. |
| Withdrawal of motion | 20. A member who has made a motion may withdraw the same unless three members of the Synod object to the withdrawal of such motion. |
| Time to be granted to speakers | 21. (1) On a motion, the mover may speak not longer than 7 minutes, the seconder not longer than 5 minutes and any other person not longer than 3 minutes.
(2) The mover of a motion may speak in reply not longer than 3 minutes.
(3) An extension of time of 2 minutes may be given by leave of a majority of the members of Synod present.
(4) A speaker may not be granted more than 2 extensions of time. |
| Successive speakers | 22. Unless Synod otherwise determines, no more than two speakers (not including the mover of a motion) shall be heard in succession in support of a proposal and not more than two speakers shall be heard in succession against a proposal. The President may at any time require a speaker to declare whether he or she is speaking or proposes to speak in support of or against a proposal. |
| Time for debate | 23. (1) The period allowed for the debate upon a motion shall, subject to paragraph (2) of this Order, to Order 74 and to the direction of Synod given in any particular case, not exceed in the case of any motion other than
(i) a motion for leave to bring in a Bill
and
(ii) a motion concerning or arising out of a report 30 minutes provided that the period allowed for a debate may from time to time be extended for 15 minutes by a resolution "That the debate continue".
(2) Upon the expiration of the time so allowed for a debate and the giving or completion of any reply by the mover the debate shall conclude.
(3) A motion "That the debate continue" shall be moved and seconded without debate and shall be forthwith put to the vote. |
| Motion for printing | 24. On the presentation of any document except a petition a motion may be made without notice that it be printed and a |

Standing Orders

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| Objection to leave | 25. When a member seeks the leave of Synod to the doing of any act under these Standing Orders other than the bringing in of a Bill he or she shall be refused leave if five members rise in their places and object thereto. |
| Order of business | 26. The Synod shall decide on the first day of each session what shall be the order in which the business shall be taken. |
| Order of the day | 27. An order of the day shall consist of a Bill or other matter which the Synod has ordered to be taken into consideration on a particular day. |
| Reading of orders of the day | 28. After notices of motion shall have been disposed of and petitions received the President shall direct the Secretary to read the orders of the day without any question being put. |
| Disposing of orders of the day | 29. The orders of the day shall be disposed of in the order in which they stand upon the paper unless the Synod order to the contrary. |
| Questions may be superseded | 30. A question may be superseded -
i. By the adjournment of the Synod on the motion of a member "That the House do now adjourn".
ii. By a motion "That the Synod proceed to the next business".
iii. By the Previous Question -
(i) The "Previous Question" being resolved in the affirmative shall mean that the Synod does not consider it expedient to further discuss or give deliverance on the matter in debate and the effect shall be that the Synod forthwith departs from that matter and takes up the next order of the day or motion as the case may be -
(a) The "Previous Question" may be moved at any stage in the debate after the motion in debate has been moved and seconded whether any other member is addressing the chair or not but not by anyone who has spoken to the main question or to an amendment thereupon.
(b) The "Previous Question" shall be moved and seconded without debate and shall be forthwith put to the vote. |
| Previous Question | |

- (c) The "Previous Question" must refer to the whole subject in debate.
 - (d) The "Previous Question" cannot be moved in a Committee of the whole House or in a Select Committee or on the reading of a Bill.
 - (ii) The "Question" that it be not put being resolved in the negative shall mean that the debate on the main question shall proceed.
- Closure of debate 31. (a) At any time during the debate any member may without notice and without debate ask "Whether in the opinion of the President the Question should now be put?" whereupon, or of the President's own act, the President may inform the Synod that in the President's opinion the Question has been sufficiently discussed.
- (b) If after such expression of opinion by the President a Motion be made "That the Question be now put" the Question on such Motion shall then be put without further debate and if such Motion be carried the President shall forthwith put the original Question to the vote;
Provided that, whenever it is decided that any Question shall be put the mover of the original Motion shall have a right of reply.
- Effect of adjournment 32. A motion for "proceeding to the next business" and also for "the previous question" may be superseded by the adjournment of the house.
- Interruption of debate 33. The debate upon a question may be interrupted -
- i. By words of heat between members.
 - ii. By a question of order.
 - iii. By a motion for reading any official document relevant to the question.
- Complicated questions 34. (1) The Synod, by resolution on a motion put without debate, and the President of the President's own motion, may determine that a question be divided and voted on in parts.
- (2) Where a question has been divided and any part has been amended or lost, the main question shall be deemed to have been amended and the main question shall be put as so amended.
- Putting of 35. (1) As soon as a debate upon a question shall be concluded

- questions the President shall state the question to the Synod and shall put it to the vote of Synod
Provided that before a question (not being a question which arises while dealing with a Bill) is so put a member who has not spoken to the question or to an amendment thereof may move that no vote be taken on the question.
- (2) A motion that no vote be taken on a question shall be moved and seconded without debate and shall itself be put forthwith to the vote.
- (3) If a motion is carried that no vote be taken on a question the Synod shall proceed forthwith to the next order of the day or motion as the case may be but otherwise the President shall put the question to the Synod forthwith.
- Method of voting 36. On all questions submitted to the vote of the Synod save such as come within the meaning of the second section of the Church Constitution Act the Clergy and the Lay Representatives shall express their opinion by voting in one House "aye" or "no".
- Show of hands 37. When a question is submitted to a vote the President shall state whether in the President's opinion the ayes or noes have it but if the President has no such opinion or if the President's opinion is dissented from by the minority the question shall be determined by a show of hands provided always that on demand being made by five members of Synod or of the Clergy or of the Laity as the case requires a division shall take place.
- Questions dealt with not to be again proposed 38. No question or amendment shall be proposed which is the same in substance as any question which during the same session has been resolved in the affirmative or negative.
- Same question 39. Except by special leave of the Synod, no question or amendment shall be proposed which is the same in substance as any question which during any prior session of the same Synod has been resolved in the affirmative or negative.
- Divisions 40. Whenever a division shall be demanded, if the votes of the Clergy and Laity are required by law to be taken separately, the members present shall divide themselves into two classes the one being clerical and the other lay and the members of each class shall then take their places as directed by the President and the President shall appoint tellers of each class for each party and shall declare which has the majority from

- written lists of each class of members voting on each side to be handed to the President by the tellers. In all other cases the clerical and lay members shall vote in one class in a similar manner as directed by the president.
- Doors to be locked 41. Immediately after the expiration of three minutes after a division has been demanded the President or Chairman of Committee shall order the doors to be locked and every member present when a division is taken must vote.
- Names 42. An entry of the lists of every division shall be made by the Secretary and entered on the minutes with the names of members voting.
- Member to be present 43. No member shall be entitled to vote in any division unless he or she be present in the Synod when the question is put.
- President's casting vote 44. In case of an equality of votes where the Clergy and lay Representatives vote in one House the President shall give a casting vote and any reasons given by the President shall be entered into the minutes.
- Rectification of errors in divisions 45. In the case of confusion or error concerning the numbers reported unless the same can be otherwise corrected the Synod will proceed to another division.
- Correction of minutes 46. If the numbers have been inaccurately reported to the Synod the Synod on being afterwards informed thereof will order the minutes to be corrected.
- No member to vote if pecuniarily interested 47. No member shall be entitled to vote upon any question in which he or she has a direct pecuniary interest and the vote of any member so interested shall be disallowed.
- Amendments 48. A question having been proposed may be amended
 (1) by omitting certain words only;
 (2) by omitting certain words in order to insert or add other words; or
 (3) by inserting or adding words.
- Amendment to be in writing 49. Any member proposing an amendment shall deliver the same in writing to the President and, unless it be seconded, it shall not be entertained by the Synod nor entered in the minutes. The writing may be delivered to the President at any time and notwithstanding any other Rule the President may call the proposer of an amendment to an earlier part of a question in priority to the proposer of an amendment to a later part.
- Omission of words 50. When the proposed amendment is to omit certain words the President shall put a question "That the words proposed to be

- omitted be omitted".
- Question to be put 51. When an amendment is proposed
 (a) by which it is intended entirely to supersede the original motion by another motion on the same subject-matter the form in which the amendment shall be made by the mover shall be -
 "That all the words after "that" be omitted with a view to the insertion of the following words in lieu thereof...(words of the amendment)";
 or
 (b) by which it is intended that some but not all the words of the original motion be omitted with a view to the insertion of others in their place the form shall be "That the words...be omitted with a view of substituting the following words...in lieu thereof"
 the question before the Synod in either case shall be put by the President thus -
 "That the word or words proposed to be omitted be so omitted"
 and if it be decided in the negative, such word or words shall be retained. If it be decided in the affirmative, then the Question shall be put by the President -
 "That the word or words proposed to be inserted be so inserted".
 If the latter Question be negatived, other words may be moved until the Synod shall agree.
- Insertions or additions 52. When the proposed amendment is to insert or add certain words the President shall put a question "That such words be inserted" or "added".
- Question that amendment be agreed to 53. If no member objects the President may put a question "That the amendment be agreed to" in place of the question or questions stated in Orders 50, 51 and 52.
- Amendments 54. (1) An amendment proposed shall be disposed of before another amendment to the original question can be moved but when it is relevant to the debate notice may be given of an intention to move a further amendment.
 (2) Despite sub-clause (1), the President may, in the President's discretion, allow any number of proposals for amendment of a particular question to be before Synod at one time.
 (3) The President may, and shall upon the request of not less

Standing Orders

- than five members, require that debate and voting shall proceed upon proposals for amendment in the order in which they affect the motion.
- Restriction on amendments 55. No amendment shall be proposed to any part of a question after a later part has been amended or after an amendment on a later part has been proposed unless the proposed amendment has by leave of the Synod been withdrawn.
- Further restriction 56. No amendment shall be proposed to be made in any words which the Synod has resolved shall stand part of a question or shall be inserted in or added to a question except the addition of any other words thereto.
57. A proposed amendment may by leave of Synod be withdrawn.
- Amendment of amendment 58. Amendments may be proposed to a proposed amendment as if such proposed amendment were the original question.
- Question as amended 59. When amendments have been made the main question as amended shall be put.
- Question put 60. When amendments have been moved but not made the question is put as originally proposed.
- Speakers to rise, &c 61. Every member desiring to speak shall rise in his or her place and address the President.
- Other regulations about speakers 62. When the Synod is dividing, members may speak to a point of order by permission of the President but not otherwise.
- No speakers after vote 63. No member may speak to any question after the same has been put by the President and the voices have been given in the affirmative and the negative thereon.
- Speaker first to rise 64. Subject to Order 49 when two or more members rise to speak to the President shall call upon the member who in the opinion of the President first rose in his or her place.
- Motion to hear member 65. A motion may be made that any member who has risen “be now heard” or “do now speak”, and the question shall be put forthwith and determined without amendment or debate.
- Matter to be spoken to 66. A member may speak to any question before the Synod or upon any amendment proposed thereto or upon a question or amendment to be proposed by the member or upon a question of order arising out of a debate but not otherwise.
- Questions put to President 67. At the time of giving notices of motion questions may be put to the President or any member of the Synod relating to any Bill motion or other matter connected with the Business of the Synod in which such members may be concerned.

Standing Orders

- No argument 68. In putting any such questions no argument or opinion shall be offered nor any facts stated except so far as may be necessary to explain such question.
- Answer to question 69. In answering any such question the President or member shall not debate the matter to which the same refers.
- Answers 69A. Any question may be answered by circulating a written answer to members of the Synod.
- Explanations 70. By the indulgence of the Synod a member may explain matters of a personal nature although there be no question before the Synod but such matters shall not be debated.
- Speaking twice 71. No member may speak twice to a question before the Synod except in explanation or reply or in Committee of the whole Synod.
- Formal Seconder may speak later 72. It shall be competent to a member who seconds a motion or amendment without speaking to it to speak to the motion or amendment at a later period during the debate.
- Explanation 73. A member who has spoken to a question may again be heard to explain himself or herself in regard to some material part of his or her speech but shall not introduce any new matter.
- Replies 74. A reply shall be allowed to a member who has made a substantive motion to the Synod or moved an order of the day but not to any member who has moved any amendment or an adjournment of the House or an instruction to a Committee.
- Questions of order 75. A member may rise to speak “to order”.
- Allusions to other debates 76. No member shall allude to any debate of the same session upon a question or Bill not being then under discussion.
- Reflections 77. No member shall reflect upon any vote of the Synod except for the purpose of moving that such vote be rescinded.
- Offensive words 78. No member shall use offensive or unbecoming words to any member of the Synod.
- Objections 79. When any member shall object to words used in debate and shall desire them to be taken down the President if it be the pleasure of the Synod will direct the Secretary to take them down accordingly.
- Objections to be taken at once 80. Every such objection shall be taken at the time when such words are used and not after any other member has spoken.
- Censure 81. Any member having used objectionable words and not explaining or retracting the same or offering apologies for the

- use thereof to the satisfaction of the Synod will be censured or otherwise dealt with as the Synod may think fit and any member called to order shall sit down unless permitted to explain.
- Digression 82. No member shall digress from the subject-matter of the question under discussion or comment upon the words used by any other member in a previous debate and all imputations of improper motives and all personal reflections upon members shall be considered highly disorderly.
- Disorderly conduct 83. Order shall be maintained in the Synod by the President and whenever in consequence of disorderly conduct the President shall call upon any member by name such member shall withdraw so soon as he or she has been heard in explanation and after such member's withdrawal the Synod shall at once take the case into consideration.
- President to be heard 84. Whenever the President rises during a debate any member then speaking or offering to speak shall sit down and the Synod shall be silent so that the President may be heard without interruption.
- Application of rules to committees 85. The several rules for maintaining order in debate shall be observed in every Committee of the Synod.
- Committee of the Whole.*
- Order to be maintained 86. Order shall be maintained in a Committee of the Synod by the Chairman of Committee but disorder in a Committee can only be censured by the House on receiving a report.
- Committee 87. A Committee of the Synod will be appointed by resolution "That this Synod will resolve itself into a Committee."
- Chairman Deputy Chairman 88. Synod shall appoint from its members -
 (a) a Chairman of Committees; and
 (b) not more than three Deputy Chairmen of Committees (including at least one lay person) -
 who shall act as such during the continuance of Synod unless the Synod or the Committee of the whole Synod directs otherwise.
- Chairman may request a Deputy to act 89. A Deputy Chairman of Committees shall act as Chairman of Committees whenever requested to do so by the Chairman of Committees.
- Senior Deputy and absence of Chairman 89A. (1) If two or more Deputy Chairmen of Committees are appointed, the Chairman of Committees shall appoint

- one as senior Deputy for the time being.
- (2) The Senior Deputy Chairman of Committees shall act as Chairman of Committees if the Chairman is absent and has not requested another Deputy to act.
- Acting Chairman 89B. If the Chairman of Committees is absent or wishes to take part in a debate in the Committee of the whole Synod, and none of the Deputy Chairmen of Committees is available to act as Chairman, the Committee shall appoint from its members another person to take the chair for the time being.
- Powers of Deputy Chairman 89C. A Deputy Chairman of Committees, when acting as Chairman of Committees, is entitled to exercise all the powers of the Chairman of Committees.
- Quorum 90. The Quorum in Committee shall be the same as a quorum of the Synod.
- Procedure 91. When a Bill or other matter has been partly considered in Committee and the Chairman has been directed to report progress and ask leave to sit again and the Synod has ordered that the Committee shall sit on a particular day the President when the order for the Committee has been read shall forthwith leave the chair without putting any question and the Synod thereupon resolves itself into such Committee.
- Matters considered 92. A Committee shall consider such matters only as shall have been referred to them by the Synod.
- Casting vote 93. Every question in Committee shall be decided by a majority of voices and in the case of an equality of votes the Chairman shall give a casting vote.
- Joint vote 94. On any division in Committee it shall not be necessary to take the votes of the Clergy and Laity separately.
- No seconder 95. A motion made in Committee need not be seconded.
- Order of questions 96. When there comes a question between the greater and lesser sum or the longer or shorter time the least sum and the longest time shall first be put to the question.
- Speaking twice 97. In Committee, members may speak more than once to the same question but the same order in debate shall otherwise be observed in Committee as in the Synod itself.
- Resumption of chair 98. If any sudden disorder shall arise in Committee the President shall resume the chair without any question being put.
- No quorum 99. If notice be taken or it appear upon a division in Committee that a quorum of members be not present the Chairman shall leave the chair and the President shall resume it.

Standing Orders

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| Return to Committee | 100. If a quorum of members be present when the Synod is counted by the President the Synod shall again resolve itself into Committee of the whole without question put. |
| Report | 101. When all matters referred to a Committee have been considered the Chairman shall be directed to report the same to the Synod. |
| Reporting progress | 102. When all such matters have not been considered the Chairman shall report progress and ask leave to sit again. |
| Motion without debate | 103. When a motion is made that the Chairman of Committees do report progress or do leave the chair the question shall be put forthwith without debate. |
| No question on report | 104. Every report from a Committee of the Synod shall be brought up without any question being put. |
| Dealing with report | 105. The resolutions reported from a Committee may be agreed to or disagreed to by the Synod or agreed to with amendments recommitted to the Committee or the further consideration thereof postponed. |

Select Committees

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| Number | 106. No select Committee shall consist of fewer than five nor more than ten members from each Region of the Diocese without leave from the Synod. |
| President need not serve | 107. It shall not be compulsory on the President to serve on any Select Committee. |
| Names of members | 108. The notice of motion for the appointment of every Select Committee shall contain the names of the members whom the mover intends to be appointed with the mover on such Committee but if the mover desires that the Committee be appointed by ballot the number from each Region only need to be stated. Every member intending to move for the appointment of a select Committee shall ascertain previously whether each member proposed to be named by the mover on such Committee will give his or her attendance thereon. |
| Ballot for members may be required | 109. If upon any motion for a Select Committee any five members shall require it such Committee shall be selected by ballot and the election by ballot shall take place in the manner following viz: Each member shall give in to the Secretary a list of the members whom he or she wishes to be appointed on such Committee not exceeding the number proposed inclusive of the mover and if any list contain a larger number of names it shall be rejected and the President may appoint Scrutineers |

Standing Orders

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| | who with the Secretary shall ascertain the number of votes for each member and members from each Region to the number required therefrom who shall be reported by the Secretary to have the greatest number of votes shall be declared by the President to be the members of such Committee and in any case of doubt arising from two or more members having an equality of votes it shall be decided by lot which shall serve in such a Committee. |
| Names | 110. Any notice of motion for discharging adding or substituting members of a Select Committee shall contain the names of such members. |
| Quorum | 111. In every Select Committee a majority of the members thereof shall be a quorum. |
| Casting vote | 112. All questions before Select Committees shall be decided by a majority of voices and the Chairman shall have a vote and whenever the voices are equal a casting vote. |
| Chairman | 113. Every Select Committee previously to the commencement of business shall elect one of its members to be the Chairman. |
| No quorum | 114. If there shall not be a quorum of members present within one-quarter of an hour after the time fixed for the meeting of any Select Committee the Chairman shall summon the meeting of the Committee on a future day. |
| Report | 115. It shall be the duty of the Chairman of every Select Committee to prepare the report. |
| Procedure | 116. In the first instance the Chairman shall read to the Committee convened for the purpose of considering his or her report the whole of his or her draft report which shall be circulated amongst the members of the Committee and at the next meeting of the Committee thereafter the Chairman shall read the draft report paragraph by paragraph putting the question to the Committee at the end of each paragraph that it do stand part of the report. A member objecting to any portion of the report shall propose his or her amendment at the time the paragraph he or she wishes to amend shall be under consideration. |
| Signature | 117. Every report of a Select Committee shall be signed by the Chairman. |

Petitions

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| Time | 118. No Petition shall be presented after the Synod shall have |
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Standing Orders

- proceeded to the orders of the day.
- Contents 119. It shall be incumbent on every member presenting a Petition to acquaint himself or herself with the contents thereof and to ascertain that it does not contain language disrespectful to the Synod or violate any of the Standing Orders of Synod.
- Signature 120. Every member presenting a Petition to the Synod shall affix his or her name at the beginning thereof.
- Writing 121. Every Petition must be in writing.
- Prayer 122. Every Petition must contain the prayer of the Petitioners at the end thereof.
- Signing 123. Every Petition must be signed by at least one person on the sheet on which it is written.
- Parties to sign 124. Every Petition must be signed by the parties whose names are appended thereto by their names or marks and by no one else except in cases of incapacity by sickness.
- No attachments 125. No letters affidavits or other documents shall be attached to any Petition.
- No reference to debate 126. No Petition shall make reference to any debate in the Synod.
- Presentation 127. Every member presenting a Petition to the Synod shall confine himself or herself to a statement of the persons from whom it comes of the number of signatures attached to it of the material allegations contained in it and to the reading of the prayer thereof.
- No debate 128. Every such Petition which according to the rules of the usual practice of this Synod can be received shall be brought to the table by the direction of the President who shall not allow any debate upon or any member to speak upon or in relation to such Petition.
- Printing 129. No Petition shall be printed unless the member moving the printing thereof shall state it to be his or her intention to make a motion upon the matter or subject to which such Petition shall relate.

Bills and Acts.

- Bills 130. All Acts of the Synod which are intended to have legislative authority shall be brought before the Synod and debated on and passed according to the following rules and forms and such proposed Acts while under consideration by the Synod shall be styled "Bills" during the progress thereof through the

Standing Orders

- Synod.
- Copies of Bills 131. A Bill shall not be introduced unless copies have been printed and circulated among members of Synod.
- Introduction 132. A Bill shall be introduced by a motion for leave to bring it in, the mover explaining the provisions of the Bill and initiating a debate on its principles.
- Committee stage 133. On the passing of a motion for leave to bring in a Bill, the mover shall move that consideration of the Bill by a Committee of the whole Synod be an Order of the Day for some specified time which shall be on a future day, unless the Synod by leave agrees that the consideration be undertaken at some earlier specified time.
- Consideration of Bill in Committee 134. At the time set for consideration of the Bill by a Committee of the whole Synod, the President, without any motion having been put, shall leave the chair and the Synod shall thereupon be in Committee.
- Amendments 135. While a Bill is under consideration by a Committee of the whole Synod, any amendment may be moved to any part of the Bill if it is within the title or relevant to the subject-matter of the Bill and is otherwise in conformity with the rules and orders of the Synod.
- Scope of amendments 136. If a Bill is for the purpose of amending any particular provision of an existing Act, no amendment shall be proposed to be made in any other provision of the Act, except by leave.
- Questions on clauses 137. A question shall be put as to each clause "That Clause ... stand part of the Bill", or "That Clause ... as amended stand part of the Bill", provided that, subject to any direction of the Committee, the Chairman may put a question as to a group of clauses "That Clauses ... to ... stand part of the Bill" but if an amendment is moved to any clause in the group, a separate question shall be put as to that clause.
- Bill reported without amendment 138. If the Bill is reported without amendments, the Synod shall, upon motion, appoint a time, which may be either the same or a future day, for consideration of the passing of the Bill.
- Bill reported with amendments 139. If the Bill be reported with amendments, Synod shall appoint a time which, except by leave, shall be a future day for consideration of the passing of the Bill.
- Passing of Bill 140. (1) At the time appointed for consideration of the passing of the Bill, it may be moved that the Bill do pass.
(2) No amendment may be proposed to such a motion except

that, by way of amendment, it may be moved that the whole Bill or any clause of the Bill be again referred to the Committee of the whole Synod for consideration at some specified time which shall be on a future day unless Synod by leave agree that such consideration be undertaken forthwith.

- (3) When it is proposed to amend a motion that the Bill do pass, the President shall put to the Clergy and the Lay Representatives voting in one House the question “That the amendment be agreed to”.
- (4) If no amendment to such a motion is proposed, or if such an amendment is proposed but is lost, the President shall put to the Synod the question “That the Bill do now pass”, taking the votes of the Clergy and the Laity in separate houses and if the question is decided in the affirmative in both Houses, the Bill shall have passed the Synod.

Certification of Bill 141. Before a question is put that a Bill do pass, the Chairman of Committees shall certify in writing that the Bill before the President is in accordance with the Bill as reported and the President shall announce that the Chairman has so certified.

Formal etc. amendments 142. Amendments of a verbal or formal nature may be made and clerical or typographical errors may be corrected in any part or at any stage of a Bill by the Secretary of Synod acting with the authority of the Chairman of Committees before it is assented to by the Archbishop and the Secretary or the Chairman of Committees shall forthwith inform the Synod what amendments or corrections have been so made.

Assent of Archbishop 143. Every such Bill shall immediately after it shall have passed the Synod be engrossed or printed and when so engrossed or printed shall be duly authenticated by the Secretary as the Bill to which the Synod has agreed and thereupon the Registrar shall certify the day on which such Bill did pass and shall present such Bill to the Archbishop for assent.

Registrar to register Act 144. The assent of the Archbishop of the Diocese or the Archbishop’s refusal to assent to any Bill passed by the Synod shall with all convenient speed after the assent or refusal of assent by the Archbishop has been declared by the Archbishop to the Registrar be notified by such Registrar to the Synod and such Registrar if such Bill has been assented to shall cause the same to be duly registered as an Act of the Archbishop the

Clergy and the Laity of the Diocese of Melbourne in Victoria and to be preserved in the Registry of the Diocese with the assent of the Archbishop endorsed thereon or subject thereto.

General

Suspension of Standing Orders 145. The Standing Orders may be suspended by motion passed by a majority of the Synod but no debate or discussion shall be allowed on such motion Provided always that no such motion shall be put if ten members rise in their place and object thereto.

Parliamentary practice 146. In all cases not herein provided for, resort shall be had to the rules forms and practice of the House of Representatives of the Parliament of the Commonwealth of Australia so far as they can be applied and otherwise Synod shall make such order as it shall deem expedient.

Observers 147. (1) For the purposes of this Order, “Observer” means a person whom the Head of a Church which is a member of the Victorian Council of Churches or of a Church to which an invitation under this Order is extended by resolution of Synod certifies to the President is for the time being duly appointed by that Church to be an observer at meetings of the Synod.
 (2) Save where Synod otherwise resolves,
 (a) A copy of each notice sent to members of Synod shall be sent to each Observer;
 (b) Observers shall be entitled to sit on the floor of Synod;
 (c) (i) At the invitation of the President, or
 (ii) By leave or Synod granted upon motion, Observers shall be entitled to speak upon the subject matter then before Synod as though Observers were members.
 (3) Observers shall not be entitled to vote upon any matter before Synod.

Clergy to Sign attendance book 148. Each member of the House of Clergy shall on some day during each session of Synod enter his or her name in a book kept for that purpose and if the name of a member of the House of Clergy is not so entered, it is evidence of his or her absence during the whole session.

NOTE

* Reprinted as at 1 November 2002 incorporating amendments made to the 1960 consolidation in 1973, 1979, 1986, 1987, 1988, 1992, 1994, 1995, 1996 and 2002.