

**STANDING 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**

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## A. MEETING

### 1. Roles

1.1 There are the following roles.

<b>Name of Role</b>	<b>How identified or appointed</b>	<b>Other rules relating to appointment</b>
Assistant secretaries	Appointed by the President	The President may appoint any number of assistant secretaries, or none.
Chair of Committees	Appointed by the Synod	Continues for the remainder of the Synod (unless removed)
Deputy Chair of Committees	Appointed by the Synod	Up to three may be appointed. At least one must be lay.
Deputy Secretary	Appointed by the President	The President must appoint a Deputy Secretary
President	The Archbishop	
Observer	(1) Certified to the President by the Head of a qualifying Church as having been duly appointed by that Church to be an observer at meetings of the Synod. or (2) if not otherwise members, the chief executive officer and the Directors of the Melbourne Anglican Diocesan Corporation Ltd; or (3) if not otherwise members, the Trustees of the Melbourne Anglican Trust Corporation.	A qualifying Church is a Church which is a member of the Victorian Council of Churches or a Church to which an invitation has been extended by resolution of Synod.
Secretary	The Registrar of the Diocese	

Senior Deputy Chair of Committees	Appointed by the Chair of Committees	Only appointed if there are two or three Deputy Chairs of Committees
Synod Business Committee	Appointed by the Archbishop in Council	Appointed before each session of the Synod. Each member must be a member of the Synod.

- 1.2 If so directed by the President or the Secretary, the Deputy Secretary or Assistant secretaries may do anything that these Standing Orders require or permit the Secretary to do.

## **2. Chairing**

- 2.1 The Archbishop as President chairs the Synod, except when—
- (a) the Synod is considering legislation in committee, or
  - (b) the President has vacated the chair and nominated another member of Synod to chair.
- 2.2 The President may participate in the proceedings of Synod (other than voting) as fully as any member of the Synod, but he or she must vacate the chair while addressing the Synod in a debate as a member of the Synod.
- 2.3 The President must take the chair at the time appointed for meeting or, if there is no quorum at that time, as soon as there is a quorum.
- 2.4 It is the role of the President to maintain order in the Synod. Order 13 deals with maintaining order.
- 2.5 Whenever the President stands during a debate any member who is speaking or wishing to speak must sit down or if standing at a microphone move away from the microphone and the Synod must be silent and hear the President without interruption.

## **2A. Synod Portal**

- 2A.1 The Secretary of the Synod may establish, and must notify members of Synod of, an electronic format for depositing and recovering documents and information, and logging into and participating in a meeting of the Synod.
- 2A.2 In these standing orders *Synod Portal* means the electronic format established and notified under paragraph 2A.1.

## **3. Distribution of materials**

- 3.1 In this Order *materials* means any record of information, and includes—
- (a) anything on which there is writing; or
  - (b) anything from which sounds, images or writings can be reproduced with or without the aid of something else; or
  - (c) a map, plan, drawing or photograph.
- 3.2 Materials must not be displayed or distributed to members generally within the meeting venue or its precincts (including in any place where elections are conducted) except as permitted under this paragraph.
- 3.3 The Synod Business Committee may determine which materials and which classes of materials may be displayed or distributed to members generally within the meeting venue and its precincts and any particular conditions associated with that determination. The Synod Business Committee may delegate some or all of its functions under this paragraph to one or more people who are Synod members.
- 3.4 The Synod Business Committee may from time to time issue guidelines regarding the display and distribution of materials at meetings of the Synod.
- 3.5 The Synod Business Committee must report to the Synod on the first day of sitting of each session, and on any other day after a further determination has been made, each

determination in relation to materials made under paragraph 3.3, and on the question that the report of the Synod Business Committee be received an amendment may be moved to determine that particular materials or particular classes of material be displayed or distributed, or be not displayed or distributed, in a manner different to that determined by the Committee.

- 3.6 Despite the rest of this Order,
- (a) if there is no Report of Synod Business Committee regarding display and distribution of materials at the time provided for the consideration of such a report by these Standing Orders, a member may move in respect of any materials that they be displayed or distributed to members generally or in some particular way, and
  - (b) at the conclusion of any item of business in which materials have been displayed or referred to, a member may move that those materials be displayed or be distributed to members in some particular way.
- 3.7 It is the duty of the Secretary to ensure that materials are not displayed or distributed otherwise than as permitted under this Order.
- 3.8 A reference in this order to the display or distribution of materials includes the display or distribution of materials by electronic means.

#### **4. Questions**

- 4.1 At the commencement of the first and second day of each ordinary session of Synod a member may put to the President or to any member of the Synod a question relating to any Bill, motion or other matter connected with the business of the Synod. The question must not include any argument or opinion, and must not offer any facts other than what is necessary to explain the question.

- 4.1A A question asked under paragraph 4.1 must have been provided to the Secretary of the Synod in writing by the closing time for inclusion in the notice paper.
- 4.2 An answer to a question must not include argument or opinion, and must not debate the subject matter of the question.
- 4.3 The answer to a question may be given orally or circulated to the members in writing, and may be circulated at any time within three months after the question was put.
- 4.4 The person to whom a question is put may inform the Synod that he or she refuses to answer the question on the grounds that the amount of research required to do so would place an unreasonable burden on the resources available.

## **5. Petitions**

- 5.1 A petition may be presented immediately before the Synod proceeds to the business of the day. A petition:
- (a) must be in writing;
  - (b) must be signed by at least one person on the sheet on which it is written;
  - (c) must be signed by each petitioner (or on behalf of a petitioner who is incapable by reason of sickness);
  - (d) must end with the prayer of the petitioners; (e) must not have attachments of any kind;
  - (f) must not refer to any debate in the Synod.
- 5.2 A member presenting a petition must before presenting it—
- (a) acquaint himself or herself with its contents so as to ascertain that it does not contain language disrespectful to the Synod or violate any of the Standing Orders of Synod; and

- (b) affix his or her name at the beginning of the petition.
- 5.3 When presenting a petition to the Synod, a member must only—
- (a) state from whom the petition comes;
  - (b) state the number of petitioners who have signed it;
  - (c) state the material allegations contained in it;
  - (d) read the prayer of the petitioners.
- 5.4 A petition that conforms to the Standing Orders must be tabled after it is presented. It may not be debated, and no member may address the Synod in relation to it.
- 5.5 A petition will not be printed (including electronically) unless a member moves that it be printed and in so moving states that he or she intends to move a motion in relation to the subject matter of the petition.

## **B. PARTICIPATION**

### **6. Attendance**

- 6.1 Each member of the Synod must record their attendance by entering their name on each sitting day on which they are present—
- (a) where the member is attending electronically, by logging into the Synod Portal;
  - (b) where the member is attending physically, by signing in at that place in the manner approved by the Synod Business Committee.
- 6.2 If the name of a member of the House of Clergy has not been entered on at least one sitting day of a session it is evidence that that member has been absent for the whole session.

### **7. Quorum**

- 7.1 The quorum is one third of the total number of clerical and lay members.



- 7.2 If a quorum is not present within half an hour of the time set for the commencement of a session of the Synod the President must adjourn the Synod until the next day of sitting (if any) specified in the mandate convening the session.
- 7.3 Subject to the following, if at any time after the commencement of the business of the day—
- (a) a member requests that notice be taken of the state of the house; or
  - (b) following a count of members in a vote it appears that there may not be a quorum—
- there must be a count of the members present after an interval of five minutes, and if a quorum is not present the President must adjourn the Synod until the next day of sitting.
- 7.3A For the purposes of a count of the members present, a count is determined by—
- (a) where the meeting is held physically, counting the number of members present at the place;
  - (b) where the meeting is held electronically, counting the number of members currently participating in the meeting electronically through concurrent connections to the Synod Portal; and
  - (c) where the meeting is held both physically and electronically, adding the number of members present under paragraphs (a) and (b).
- 7.4 In the hour after a count of the members present has shown that a quorum is present paragraph 7.3 does not apply and a quorum is to be considered as being present.
- 7.5 If the Synod is adjourned to the next day of sitting through want of a quorum, the business that was under discussion on the preceding day, and all other orders of that day, must be dealt with before the business of the day to which the meeting was adjourned.

## **8. Observers**

- 8.1 A copy of each notice sent to members of Synod must be sent to each Observer.
- 8.2 Observers are entitled to sit on the floor of Synod.
- 8.2A Where the meeting is conducted by videoconference, for the purposes of Standing Orders 8.1 and 8.2, Observers are to be treated as if they were members of Synod.
- 8.3 Where—
- (a) so invited by the President; or
  - (b) the Synod by motion so agrees—
- Observers are entitled to speak upon the subject matter then before Synod as though they were members.
- 8.3A The chief executive officer or a director of the MADC or a trustee of the MATC who is an Observer under Standing Order 1.1 has a right to speak and is not subject to Standing Order 8.3.
- 8.4 Observers are not entitled to vote on any matter before Synod.

## **9. Speaking**

- 9.1 During consideration of any business a member wishing to speak must proceed to a microphone and wait to be called in the order determined by the President.
- However, a member wishing to speak to order, or to speak in relation to an item of business where there is no-one currently at a microphone, may first rise in their place and address the President and then proceed to a microphone to continue speaking.
- 9.2 Where there is no microphone:
- (a) a member wishing to speak must rise in his or her place and address the President;

- (b) if two or more members rise to speak, the President calls upon the member who in the opinion of the President was first to rise in his or her place; and
  - (c) someone may move that one of the members who rose to speak “be now heard” or “do now speak”, and that question must be put straight away without amendment or debate.
- 9.3 During a count of hands or name cards or voting cards, a member may speak only to a point of order and then only by permission of the President.
- 9.4 After a question has been put to the voices, whether or not there is a subsequent show of hands or count of hands, name cards or voting cards, a member may not speak further to the question or move that the Synod proceed to the next business, that the Synod not consider this matter further, or that the motion be not put.
- 9.5 By the indulgence of the Synod a member may explain matters of a personal nature even though there is no question before the Synod but those matters are not to be debated.
- 9.6 By leave of the Synod, a member who has spoken to a question may again be heard for a time determined by the President to explain himself or herself in regard to some material part of his or her speech but in doing so may not introduce any new matter.

## **10. Voting**

- 10.1 All questions put to the vote of the Synod, except for a regulation, act or resolution referred to in section 2 of Act No. 45 of the Parliament of Victoria or a motion that a Bill do now pass, are to be determined by a vote of the members of Synod voting in one House.
- 10.2 The only circumstance in which the President can vote is when exercising a casting vote. Where the clerical and lay

- members vote in one House and there is an equality in the votes counted, the President must give a casting vote and any reasons given by the President must be entered into the minutes.
- 10.3 A member must not vote on any question in which he or she has a direct pecuniary interest and the vote of any member who does so vote is to be disallowed. A member does not have a direct pecuniary interest if the member's interest is the same as the interest of a majority of other members of the member's House.
- 10.4 When a question is submitted to a vote the President must state whether in the President's opinion on the voices the ayes or noes have it.
- 10.5 If the President has no such opinion, or if the President's opinion is dissented from by the minority in the relevant House, the question must then be determined by a show of hands.
- 10.6 If the President considers it necessary or desirable, or if five members of the House or the relevant House so demand by rising in their places, there will be a count of the number in favour and against. Such a count will be conducted by the Secretary, and will count the voting cards or identification badges of each member present held aloft by that member.
- 10.7 In the case of confusion or an error concerning the numbers reported that cannot be readily corrected, the President must direct a further count.
- 10.8 Following a count of those in favour and against a question, the numbers of those in favour and against must be reported to the Synod. There is no obligation to count or record abstentions.
- 10.9 On any vote in committee the votes of all the members present in the committee will be taken together.

10.10 Every question in committee is to be decided in the way set out in paragraphs 10.4 to 10.8, and in the case of an equality of votes the Chair has a casting vote.

10.11 Before each session of Synod, the Secretary may issue a voting protocol for the purposes of Standing Order 10.

## **C. MANAGING THE MEETING**

### **11. Organizing the business of the meeting**

11.1 The Synod must determine on the first day of each session the order of business for that session.

11.2 It is the responsibility of the Synod Business Committee to recommend to the Synod on the first day of each session:

- (a) the order in which business should be taken during the session; and
- (b) the particular day or time at which Synod should order the consideration of reports and other matters of business of which the Secretary has received notice.

11.3 An order of the day is consideration of—

- (a) a Bill; or
- (b) any matter (including a Bill) for the consideration of which the Synod has fixed a particular day or particular time.

11.4 A particular time may be ordered by reference to one or both of a time (such as 2:30 pm) or some other event (such as following some other item of business).

11.5 An order of the day for which a particular time has been fixed has priority over all other business at that time.

11.6 Consideration of a Bill for which no particular day or time has been fixed has priority over all other business except for orders of the day for a particular day or time.

11.7 The order of business on each day of session is as follows.

Anglican Diocese of Melbourne  
Standing Orders

Day 1 (first session of a new Synod)	Day 1 (later ordinary sessions of Synod)	Day 2	Days following Day 2
Archbishop's charge	Archbishop's charge		
		Prayers	Prayers
Questions	Questions	Questions	-
Petitions	Petitions	Petitions	Petitions
		Answers to questions	Answers to questions
Notices of motion	Notices of motion	<i>Notices of motion (only by leave)</i>	<i>Notices of motion (only by leave)</i>
Tabling of documents required by Diocesan legislation	Tabling of documents required by Diocesan legislation	-	-
Times of sitting of the session	Times of sitting of the session	-	-
Times for considering orders of the day	Times for considering orders of the day	-	-
Appointments to roles	-	-	-
Report of Synod Business Committee regarding display and distribution of materials	Report of Synod Business Committee regarding display and distribution of materials	<i>Report of Synod Business Committee regarding display and distribution of materials (if required)</i>	<i>Report of Synod Business Committee regarding display and distribution of materials (if required)</i>

-	-	Any business not completed on the previous day through lack of a quorum	Any business not completed on the previous day through lack of a quorum
-	-	Orders of the day for which this time has been fixed (if any)	Orders of the day for which this time has been fixed (if any)
-	-	Orders of the day for which this day but not a time has been fixed (if any)	Orders of the day for which this day but not a time has been fixed (if any)
-	-	Bills	Bills
Motions	Motions	Other business on the notice paper	Other business on the notice paper

- 11.8 The notice paper, reports, election nomination and information and other papers distributed before the first day of sitting of each session must be sent by the Secretary so as to reach each member at least three weeks before that day.
- 11.9 A paper will be considered to have been sent and received for the purposes of paragraph 11.8 if it is sent electronically to a member.
- 11.10 It is the responsibility of the Synod Business Committee to classify and arrange from day to day the order in which motions of which notice has been given in accordance with these Standing Orders are to be considered.
- 11.11 (1) The Secretary must—
- (a) prepare for each day of sitting a notice paper setting out the business of that day and the remaining business of that session; and

- (b) make that notice paper available to all members through the Synod Portal at least 3 hours before the Synod convenes that day.
  - (2) The notice paper must include all motions, questions and amendments of which notice has been given under these standing orders.
  - (3) In these Standing Orders *the closing time for inclusion in the notice paper* means—
    - (a) on a sitting day that commences at or after 7pm, 12 noon on that day; and
    - (b) in the case of any other sitting day, 3pm on the previous day.
- 11.12 Subject to the previous provisions of this Order in relation to the order of business, the business shall be called on in the order in which it stands on the notice paper. However, a motion may be discussed and disposed of ahead of motions before it on the notice paper if the mover and seconder of every prior motion consent to consideration of their motion being postponed for that purpose or are not present when their consent is sought.

## **12. Motions relating to the business of the meeting**

- 12.1 The consideration of a motion may be interrupted by—
- (a) a motion that the House do now adjourn;
  - (b) a question to the President whether in the opinion of the President the question should be now put;
  - (c) a motion that the Synod not consider this matter further;
  - (d) a member rising to order;
  - (e) a motion that an official document relevant to the question be read to the Synod.
- 12.2 A motion that the House do now adjourn supersedes a motion that the Synod not consider this matter further.



- 12.3 At any time during the debate a member may without notice and without debate ask “Whether in the opinion of the President the question should now be put?”. Either at that time or at any other time the President may inform the Synod that in his or her opinion the question has been sufficiently discussed, in which case the motion “That the question be now put” must be put to the Synod without further debate.
- 12.4 If the motion that the question be now put is carried, the mover of the original motion has a right of reply, after which the original motion (as amended by the Synod to that point) must be put to the vote.
- 12.5 A motion that the Synod not consider this matter further:
- (a) may be moved by any member who has not so far spoken (whether on the main question or an amendment) at any stage in the debate on the motion and may also be moved after the debate has closed and before the President puts the question;
  - (b) must be seconded by a member who has not so far spoken in the debate;
  - (c) must not be debated;
  - (d) must be put immediately to the vote;
  - (e) applies to the whole of the business currently before the meeting;
  - (f) cannot be moved in committee or on the reading of a Bill.
- 12.6 If a motion that the Synod not consider this matter further is carried the Synod takes up the next order of the day or item of business on the notice paper.
- 12.7 If a motion that the Synod not consider this matter further is moved during debate and lost, debate on the motion resumes. If a motion that the Synod not consider the matter further is moved at the time when the question is about to be put to the

meeting and lost, the question must then be put immediately without further debate.

### **13. Suspending standing orders and granting leave**

13.1 The Standing Orders may be suspended by motion passed by a majority of the Synod. A motion to suspend Standing Orders cannot be debated or discussed, but it cannot be put if ten members rise in their place and object to it being put.

13.2 When a member seeks the leave of Synod to do anything under these Standing Orders, other than where the member is seeking leave to bring in a Bill or where the Standing Orders require that leave be given by a majority of the Synod or a committee, he or she must be refused leave if five members rise in their places and object. If the President asks the Synod “Is leave granted?” and leave is not refused by five members rising in their places and objecting, the President must then state that leave is granted.

### **14. Committee of the Whole**

14.1 A committee of the whole Synod is appointed by resolution  
“That this Synod will resolve itself into a committee.”

14.2 A committee is chaired by—

- (a) the Chair of Committees; or
- (b) a Deputy Chair of Committees when asked to do so by the Chair; or
- (c) the Senior Deputy Chair of Committees if the Chair of Committees is absent and has not requested another Deputy to act; or
- (d) a member chosen for the time being by the Committee if the Chair of Committees is absent or wishes to take part in a debate in the Committee, and none of the Deputy Chairs of Committees is available to chair the committee.

- 14.3 A person chairing the committee has all the powers of the Chair of Committees.
- 14.4 The quorum of a committee is the same as the quorum of the Synod.
- 14.5 A committee can consider only the matters referred to it by the Synod.
- 14.6 The Standing Orders in relation to debate apply in committee as well, except that in committee—
- (a) a motion or amendment need not be seconded;
  - (b) a member may speak more than once on the same question.
- 14.7 If in committee it appears that there may not be a quorum the President will immediately resume the chair until it has been established whether or not there is a quorum. If there is, the committee will resume straight away.
- 14.8 Before the committee has finished considering the matters referred to it, the committee may resolve (on the motion either of a member or of the Chair) that the Chair of the committee do report progress and seek leave to sit again. A motion to that effect is to be put without debate.
- 14.9 If the Chair has reported progress and sought leave to sit again and the Synod has ordered that the committee is to sit on a particular day the Synod will resolve itself into committee without any question being put as soon as the order for the committee has been read.
- 14.10 The report of a committee will be considered by the Synod without any question being put first.
- 14.11 In considering the report of a committee (except in relation to a Bill), the Synod may—
- (a) agree to the report;
  - (b) disagree with the report;
  - (c) agree to the report with amendments;

- (d) postpone consideration of the report; or
- (e) recommit some or all of the matter to the committee.

## **15. Maintaining order**

15.1 A member must not in addressing the Synod—

- (a) impute improper motives to any other member;
- (b) reflect on another member;
- (c) use offensive or unbecoming words to any member of the Synod;
- (d) express themselves in a way that is defamatory, or that the President considers may be defamatory, of anyone, whether or not another member.

15.2 In addition, a member must not in a debate—

- (a) digress from the subject-matter of the question under discussion;
- (b) comment upon the words used by any other member in a previous debate;
- (c) allude to any other debate in the same session on a question or Bill not under discussion in the current debate; or
- (d) comment on any vote in that session of the Synod except for the purpose of moving that the vote be rescinded.

15.3 A member who considers that another member is in breach of paragraph 15.1 or 15.2 may rise “to order”, but only at the time when the words are used or immediately after the member has finished speaking and not after any other member has spoken.

15.4 The President may at his or her own initiative or after a member has risen to order call the member speaking in the debate to order.

- 15.5 A member called to order must sit down unless permitted to explain, retract or apologize.
- 15.6 Where as a result of disorderly conduct the President calls upon a member of Synod by name the member must withdraw as soon as he or she has been heard in explanation and after the member has withdrawn the Synod must immediately consider how the matter is to be dealt with.
- 15.7 If a member called to order does not explain or retract the words used and offer apologies for their use to the satisfaction of the Synod, the Synod may by resolution, censure or otherwise deal with the member as it thinks fit.
- 15.8 A member who rises to order under this Order may ask that the words used be written down, and the President must immediately put to the Synod the question that the Secretary be directed to write down the words used.
- 15.9 These rules also apply to a Committee of the Synod.
- 15.10 When the Synod is in committee the Chair of Committees maintains order, but only the Synod can censure disorder in a Committee. Before censuring disorder in a Committee the Synod must receive a report from the Committee.
- 15.11 If any sudden disorder arises in committee the President resumes the chair without any question being put.

## **D. MOTIONS**

### **16. Pre-session notices of motion**

- 16.1 At the time of summoning a session of Synod the Archbishop may state a date and time before which the Secretary will receive notices of motion. The date must be between eight weeks and 10 weeks before the first day of the session.
- 16.2 A pre-session notice of motion must be in writing and state the name of the mover and the seconder.
- 16.3 A pre-session notice of motion may be accompanied by an argument in support of not more than 100 words.

16.4 Pre-session notices of motion and any accompanying argument must be included in the notice paper for the first day of sitting of a session.

## **17. Notices of motion after a session has commenced**

17.1 (1) On the first sitting day of an ordinary session of Synod, a member may give notice of a motion. The notice of motion, together with the names of the mover and seconder, must be given to the Secretary by the closing time for inclusion in the notice paper for that day.

(2) If a notice of motion is properly given under Order 17.1(1) but not included in the notice paper circulated under Order 11.11, the mover must read it aloud to the meeting.

17.2 A notice of motion may not be given after the first sitting day of an ordinary session of Synod except by leave given by a majority of the members then present. Before the question that leave be given is put to the meeting, the member seeking the leave must read aloud the full text of the proposed motion and state the name of the seconder.

The member may then explain the circumstances in which he or she seeks the leave but the question that leave be granted is not to be debated and must be put to the vote straight away. If leave is given, the member must deliver to the Secretary a copy of the notice in writing with his or her name and the name of the seconder.

## **18. Motions**

18.1 Notice of a motion that is not seconded must not be placed on the notice paper or given after the commencement of the Synod and may not be discussed, and no entry in relation to such a motion is to be made in the minutes.

- 18.2 A motion or amendment may not be proposed if it is the same in substance as any motion or amendment which has been resolved in the affirmative or negative during the same session.
- 18.3 Except by leave of the Synod, a motion or amendment may not be proposed if it is the same in substance as any motion or amendment which has been resolved in the affirmative or negative during a previous session of the same Synod.
- 18.4 The mover may alter the text of a motion by leave of the Synod at any time between the commencement of a session and when consideration of the motion by the Synod commences.
- 18.5 It is the responsibility of the Synod Business Committee 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.
- 18.6 The Synod Business Committee, 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, and if the mover accepts that invitation and gives to the Secretary a new notice of motion in substitution for the original notice, the new notice takes the place of the original notice in the business of Synod.
- 18.7 The Synod Business Committee, 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, and if some or all of those so invited 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 supersedes the notices for which it is substituted and takes the place in the order of business of Synod of the first such notice.

18.7A The speech of the mover of a motion must be recorded in advance unless—

- (a) the President decides that the speech should be given by the mover at the time when the motion is to be considered; or
- (b) the Synod Business Committee determines otherwise.

18.7B Unless a motion is withdrawn, a pre-recorded speech is to be included in the minutes as if it had been delivered.

18.7C At the time when a motion is first considered, the pre-recorded speech is to be played to the meeting by the Secretary of the Synod.

18.7D If a motion is moved using a pre-recorded speech, the speech constitutes speaking to the motion for the purpose of these standing orders, but the use of a pre-recorded speech does not prohibit the mover from speaking in person for any purpose permitted by the President.

18.8 If the member moving a motion is not in the House when the motion is called on, the motion must be withdrawn from the notice paper unless another member at the mover's request and with leave of Synod moves the motion or fixes a future time for moving the motion.

18.9 The mover of a motion may withdraw it by leave.

18.10 The mover of a motion may at any time before commencing to speak to a motion in his or her name inform the Synod that the motion is to be seconded by a member other than the seconder named on the notice paper.

## **19. Motions relating to finances**

19.1 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 cannot be received unless it specifies the proposed source of funding and includes a budget for its expenditure.



- 19.2 Each Synod must consider in an ordinary session a motion that it receive and note the Diocesan budget approved by the Archbishop in Council.
- 19.3 A motion or amendment asking the Archbishop in Council to reconsider the Diocesan budget will not be received unless—
- (a) it, together with the names of the proposer and seconder, is given in writing to the Chair of Committees before the commencement of the second day of sitting in the session; and
  - (b) if the proposed amendment seeks an increase in expenditure for a particular purpose, the proposed amendment indicates the source of the funding for that increase.

## **20. Formal motions**

- 20.1 At a time when 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)—
- (a) is the next item of business, or
  - (b) is reached during a time set aside by the Synod for the consideration of all motions on the notice paper to determine whether any are formal—
- the President may in his or her 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.
- 20.2 If no-one stands in response to such a request, the President must declare that the motion is a formal motion. The mover may then speak to the motion for no more than three minutes (without extension), and after confirming that the motion is formally seconded, the President must put the motion immediately without debate.

- 20.3 If someone does stand in response to the President's request, the motion is then dealt with in accordance with these Standing Orders, but the President may ask that member to state whether he or she is intending to speak against the motion or to propose an amendment.

## **21. Speaking in debate**

- 21.1 The seconder of a motion may speak to the motion or an amendment to the motion at any time during the debate (unless the time of the debate expires first).
- 21.2 The seconder of an amendment may speak to the motion or amendment at any time during the subsequent debate (unless the time of the debate expires first).
- 21.3 Except by leave of the Synod, only two speakers (other than the mover of a motion, but including the seconder) may be heard in succession in favour of a motion or against it.
- 21.4 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 motion. If a speaker refuses to do so, the President can determine whether the speaker is speaking for or against the motion.
- 21.5 The mover and the seconder of an amendment to a motion are to be considered as speaking against the motion.
- 21.6 The Synod may at any time determine that this Order is not to apply to a particular speaker or to the whole of the debate on a particular motion.
- 21.7 In the debate on a motion (which includes the consideration of any amendments to the motion) the mover may speak no more than twice and any other member may speak only once.

## **22. Amendments to motions**

- 22.1 An amendment to a motion may propose:

- (1) omitting certain words;
  - (2) omitting certain words in order to insert or add other words; or
  - (3) inserting or adding words.
- 22.2 An amendment may not have the effect of directly negating the original motion.
- 22.3 The seconder to an amendment must be identified as soon as the member moving the amendment has spoken to it: otherwise, it is not to be considered by the Synod or entered in the minutes.
- 22.3 The amendment must be in writing and delivered to the Secretary (at the latest) as soon as the mover has spoken to it.
- 22.4 If an amendment is proposed the President may first ask the mover of the motion whether he or she agrees to the proposed amendment. If the mover does agree to the proposed amendment, the President must seek the leave of the Synod to amend the motion as proposed and if leave is given the motion is so amended. If leave is not given, the amendment is to be dealt with as if the mover had not agreed to the proposed amendment.
- 22.4A If the President has knowledge of a number of proposed amendments to a motion he or she may call the proposer of an amendment to an earlier part of a motion in priority to the proposer of an amendment to a later part.
- 22.5 An amendment cannot be proposed to remove words that the Synod has resolved be inserted or be not omitted, but an amendment can be proposed to add further words.
- 22.6 A proposed amendment may be withdrawn by leave of Synod.
- 22.7 An amendment proposed must be disposed of before another amendment to the original motion can be moved but when it is relevant to the debate notice may be given of an intention to move a further amendment. However, 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.

- 22.8 The President may, and must upon the request of not less than five members, require that debate and voting proceed upon proposals for amendment in the order in which they affect the motion.
- 22.9 The question in relation to an amendment is "That the amendment be agreed to".
- 22.10 When amendments have been agreed to the question is to be put in relation to the motion as amended.
- 22.11 When amendments have been proposed but none has been agreed to the question is put in relation to the motion as originally proposed.

### **23. Time limits**

23.1 The time limits for speakers on a motion are as follows.

Member	Length of speech	Length of each extension (if any)	Number of possible extensions
Mover	7 minutes	2 minutes	2
Mover in reply	3 minutes	2 minutes	2
Seconder	5 minutes	2 minutes	2
Any other member	3 minutes	2 minutes	2

23.2 An extension of time may be given by leave of a majority of the members then present. Any member other than the member then speaking to the motion, including (at the

President's discretion) the President from the chair, can move that leave be given for an extension of time, and the motion need not be seconded.

- 23.3 The time limit for consideration of a motion, other than a motion to bring in a Bill or concerning or arising out of a report, is 30 minutes. This time limit may be extended one or more times by 15 minutes by a resolution "That the debate continue". A motion "That the debate continue" is to be moved and seconded without debate and must be put to a vote immediately.
- 23.4 Even though the time limit for consideration of a motion has expired, the mover may speak in reply.

## **24. Putting a motion**

- 24.1 As soon as a debate upon a question has concluded the President must put it to the vote of Synod.
- 24.2 The Synod, by resolution on a motion put without debate, and the President at his or her own initiative, may determine that a question be divided and voted on in parts.
- 24.3 Where a question has been divided and any part has been amended or lost, the main question is deemed to have been amended and is to be put as so amended.

## **E. LEGISLATION**

### **25. Legislation**

- 25.1 Every decision of the Synod intended to have legislative authority must be considered and passed in accordance with this Order and when it is made it is to be styled an Act.
- Proposed Acts while under consideration by the Synod are to be styled "Bills".

- 25.2 A Bill cannot be introduced unless it has been circulated among members of Synod.
- 25.3 The Synod Business Committee may decide that the Synod should consider two or more Bills related to the same subject matter concurrently, but when it does so there must still be separate motions to bring in each Bill and each Bill must be separately considered in Committee.
- 25.4 A Bill is introduced by a motion for leave to bring it in. On a motion for leave to bring in a Bill the mover is to explain the provisions of the Bill, and the motion may then be seconded and debated.
- 25.5 The Synod Business Committee may permit the mover of a motion to bring in a Bill to speak for a length of time other than that set by Order 23, and the speaker may speak to the motion for that length of time, but without the option of extension.
- 25.6 If the motion for leave to bring in a Bill is passed, the mover has two options.
- (1) If the Bill is in the same form as was sent in the notice paper under Order 11.8 and the Secretary has not received notice of any proposed amendments to the Bill, the mover may seek leave to move that the Bill do now pass.
  - (2) Otherwise, the mover moves that the Bill be considered in a Committee of the whole Synod.<sup>1</sup> The mover may move that consideration in Committee be an Order of the Day for some specified time on a future day, or that the Bill be considered in Committee now.

If leave is given to the mover to move that the Bill do now pass, the procedure in paragraphs 25.14 to 25.16 is followed immediately as if the Bill had been considered in Committee and reported without amendment.

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<sup>1</sup> see Order 14  
As at 2 January 2023

If leave is sought but not given, the question before the Synod is that the Bill be considered in Committee now.

25.7 At the time set for consideration of the Bill in Committee, the President, without any motion being put, leaves the chair and the Synod is then in Committee.

25.8 While a Bill is under consideration in Committee, 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.

However, if a Bill is for the purpose of amending a particular provision of an existing Act, an amendment to some other provision of the Act may not be proposed except by a decision of the majority of the Committee.

25.8A An amendment to a Bill moved in committee under standing order 25.8 must have been provided to the Secretary of the Synod in writing by the closing time for inclusion in the notice paper on the day on which the amendment is due to be considered, unless the Chair considers that the amendment—

- (a) may assist in the consideration of a provision already subject to consideration in committee; or
- (b) is or may be necessary as a result of other amendments made in committee.

25.9 A question is put as to each clause “That Clause...stand part of the Bill”, or subject to any direction of the Committee, “That Clauses ... to ... stand part of the Bill”, but if an amendment is moved to any clause in a group, a separate question must be put as to that clause.

25.10 If the Committee resolves to amend a clause, following consideration of all amendments proposed to a clause, the question is put “That Clause ... as amended stand part of the Bill”.

- 25.11 Following consideration of all clauses, the Committee must consider a question regarding each Schedule or a group of Schedules and a question as to the long title of the Bill (if any).
- 25.12 The Committee may resolve on the motion of the Chair or a member to defer further consideration of a clause or Schedule and, on so resolving, proceed to consider later clauses or Schedules.
- 25.13 When the Bill is reported the Synod must, upon motion, appoint a time for consideration of the passing of the Bill.
- 25.14 At the time appointed for consideration of the passing of the Bill, it may be moved that the Bill do pass.
- 25.15 The only amendment that may be proposed to a motion that the Bill do pass is that the Bill, or a clause or Schedule of the Bill, be referred again to the Committee of the whole Synod for consideration at a time specified in the amendment. The question “That the amendment be agreed to” must be put to all members of Synod voting in one House.
- 25.16 If on the motion that the Bill do pass—
- (a) no amendment is proposed, or
  - (b) an amendment is proposed but lost—
- the Chair of Committees must certify in writing that the Bill before the President is in accordance with the Bill as reported and the President must announce that the Chair has so certified. The President then puts to the House of Clergy the question “That the Bill do now pass”, and then to the House of Laity the question “That the Bill do now pass”, and if the question is decided in the affirmative in both Houses, the Bill has passed the Synod.
- 25.17 At any stage of a Bill before it is assented to by the Archbishop amendments of a verbal or formal nature may be made and clerical or typographical errors may be corrected by the Secretary of Synod acting with the authority of the Chair



of Committees, and the Secretary or the Chair of Committees must then inform the Synod at the first convenient opportunity of the amendments or corrections that have been made.

- 25.18 A Bill that has passed the Synod must immediately be authenticated by the Secretary as the Bill to which the Synod has agreed. The Registrar must then certify the day on which the Bill passed and present the Bill to the Archbishop for assent.
- 25.19 The Registrar must notify the Synod as soon as conveniently possible of the assent of the Archbishop or of the Archbishop's refusal to assent to a Bill passed by the Synod. If the Archbishop has assented to a Bill, the Registrar must then cause the Bill 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 kept in the Registry of the Diocese endorsed with the Archbishop's assent.

## **F. MISCELLANEOUS**

### **26. Records**

- 26.1 The Secretary, acting under the direction of the President, must record the votes and proceedings of the Synod in a minute book.
- 26.2 If the minutes are correctly entered in the minute book they must be signed by the President as soon as possible.
- 26.3 The Registrar has charge of the signed minutes of the Synod and must keep them in the Registry of the Diocese.
- 26.4 The minutes of the Synod may be inspected at all reasonable times by a member of the Synod or by someone else authorized in writing by a member of the Synod to do so.

## **27. Rising and standing**

27.1 Where these standing orders refer to a member rising or standing, they are to be taken to include a member communicating to the President and other members of Synod in any way that the President has told the Synod can be used for that purpose.

## **28. House of Representatives practice to apply in other cases**

28.1 In any situation not provided for in these Standing Orders, resort is to 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 whatever order it considers expedient.

### **NOTES**

Date passed	Date of Commencement
15 October 2015	52nd Synod

Standing Orders 11.7 and 18.10 amended 19.10.2016

Standing Orders 1, 3.7, 5.5, 6.1, 10, 11.8, 11.9, 11.11, 17.1, 18.7, 22, 25.2, 25.3, 25.5, 25.8, 25.18 amended and Standing Orders 4.1A, 7.3A, 8.2A and 8.3A added by Act No. 3 of 2022.