

DS 963

**STANDING ORDERS
FOR
BLACKBURN DIOCESAN SYNOD**

Amended June 2018

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1. MEMBERSHIP OF THE SYNOD

The Houses

The membership of the Diocesan Synod shall consist of three Houses:

- A House of Bishops
- A House of Clergy and
- A House of Laity

1.1 The House of Bishops

The House of Bishops shall consist of:

- The Bishop of Blackburn
- The Bishop of Burnley
- The Bishop of Lancaster

1.2 The House of Clergy

Ex Officio Members

- The Dean of Blackburn
- The Archdeacon of Blackburn
- The Archdeacon of Lancaster
- The Proctors elected from the Diocese to the Lower House of the Convocation of the Province of York
- The Chancellor of the Diocese, the Chairs of the Diocesan Board of Finance, the Diocesan Board of Education and the Diocesan Advisory Committee (if in Holy Orders)

Co-opted Members

Not more than five members (5) being Clerks in Holy Orders co-opted by the House of Clergy to the Synod

Nominated Members

The Bishop of the Diocese may nominate five (5) additional Clerks in Holy Orders to the House of Clergy of the Diocesan Synod

Elected Members

Members elected by the House of Clergy of the Deanery Synods in the Diocese in accordance with rules agreed by the Diocesan Synod. Such elections shall be held every three years

1.3 The House of Laity

Ex Officio Members

(a) The members elected from the Diocese to the House of Laity of the General Synod

- (b) The Chancellor of the Diocese, the Chair of the Diocesan Board of Finance, the Chair of the Board of Education and the Chair of the Diocesan Advisory Committee (if not in Holy Orders)

Co-opted Members

Not more than five members (5) co-opted by the House of Laity to the Diocesan Synod who shall be actual communicants of eighteen years, or upwards

Nominated Members

The Bishop of the Diocese may nominate five (5) additional lay members to the House of Laity of the Diocesan Synod

Elected Members

Members elected by the Houses of Laity of the Deanery Synods in the Diocese in accordance with rules agreed by the Diocesan Synod. Such elections shall be held every three years

1.4 Ex Officio Membership of Deanery Synods and PCCs

Members of General Synod, co-opted and nominated members shall be ex officio voting members of their Deanery Synod and of their PCC

If any person so nominated is recorded on more than one electoral roll then they may designate the PCC on which they wish to serve and shall serve on the Deanery Synod of which that parish is a member

2. ADMINISTRATION

2.1 Secretary

- The Diocesan Secretary shall be Secretary
- The Bishop's Council may appoint an Assistant Secretary
- The Secretary and Assistant Secretary are not members of Synod and may not vote. They may speak with the permission of the Chair

The Secretary to Synod shall:

- Be responsible for the administrative arrangements for meetings of the Synod
- Attend such meetings
- Prepare the draft agenda papers and minutes of the Synod
- Act as Secretary of Bishop's Council and any sub committees that it may establish
- Perform such other duties as the Synod or Bishop's Council shall assign

2.2 Registrar

- The Registrar shall be the legal adviser to the Synod and may appoint a deputy
- They are not members of the Synod and not entitled to vote
- They may speak at Synod by the permission of the Chair

3. ROLL OF MEMBERS

The Secretary shall maintain an up to date list of members and a register of attendance

4. PROCEDURE FOR CO-OPTIONS

4.1 Bishop's Council shall have the right to nominate persons for co-option by the Houses of Clergy or Laity or to determine who else may nominate such persons

4.2 In other respects, the procedure for co-opting members shall be determined by the respective Houses

5. TERMS OF OFFICE OF CO-OPTED AND NOMINATED MEMBERS

Unless the House concerned or the President fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial elections

6. PARTICIPATION BY NON-MEMBERS

Any visitor by invitation of the President may, with the permission of the Chair, address Synod. They shall have no right to move any motion or amendment or to vote

7. THE PRESIDENT AND THE VICE-PRESIDENTS

7.1 PRESIDENT

The President of Synod is the Bishop of Blackburn. He shall chair Synod unless he invites a Vice President to take the chair

7.2 ELECTION OF VICE-PRESIDENTS

Before the first meeting of the Synod after the triennial elections and where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the houses of clergy and laity or, where appropriate, the one house concerned, shall conduct a postal ballot to elect a vice-president of the Synod. The elections will be conducted using the Single Transferable Vote System

The Vice-Presidents of the Synod shall be Chairs of each House

7.3 ELECTION OF VICE-CHAIRS OF THE HOUSES OF CLERGY AND LAITY

Before the first meeting of the Synod after the triennial elections and where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the houses of clergy and laity or, where appropriate, the one house concerned, shall conduct a postal ballot to elect a vice-chair of its House. The elections will be conducted using the Single Transferable Vote System

The Vice-Chairs of the Houses of Clergy and Laity may chair meetings of the Diocesan Synod

8. MEETINGS OF THE SYNOD

8.1 The President shall chair the Synod unless he invites one of the Vice-Presidents, or another member, to take the chair

9. SEPARATE MEETINGS OF THE HOUSES

The President and appropriate Vice-President shall be Chair of the House of which they are members and will normally preside over the meetings of the House

10. POWERS OF THE CHAIR

10.1 Subject to these Standing Orders and the directions of the President, the procedure of the Synod and its Houses shall be regulated by the respective Chair of each

10.2 The ruling of the Chair on any item of business or procedural issue which is not covered by Standing Orders of Diocesan Synod shall be final

11. TERMS OF APPOINTMENT

11.1 Subject to any statutory provision and to these Standing Orders, the terms and conditions of service on which officers are appointed shall be determined by the Bishop's Council

11.2 If the post of Diocesan Secretary is vacant or the Diocesan Secretary is prevented from attending a meeting then the Assistant Secretary or someone chosen by the President shall fulfil the Secretary's duties

12. MEETINGS OF THE SYNOD

12.1 CONVENING THE SYNOD

The Synod shall meet upon the summons of the President

12.2 DATES, TIMINGS AND VENUE

(a) The President shall summon not less than two meetings in each year. These meetings shall be at such times and places as directed after consulting the Bishop's Council

(b) The President shall summon a meeting if either Bishop's Council by resolution requests it or if the President receives a requisition for that purpose signed by not less than thirty members

(c) The President shall summon a meeting of Synod to be held within eight weeks following the resolution or request

12.3 NOTICE OF ORDINARY MEETINGS

The date, time and place of ordinary meetings of the Synod shall be announced to members as soon as possible provided that not less than six weeks before each meeting a notice shall be sent to every member

12.4 NOTICE OF SPECIAL MEETING

(a) In case of sudden emergency or other special circumstances a meeting may be convened at not less than 7 days' notice

(b) The quorum for the transaction of any business at such a meeting shall be a majority of the members of each House and only business specified in the notice may be transacted

13. FORM OF NOTICE

Every notice under SO12.3 or SO12.4 shall be in writing

14. MEETINGS OF THE HOUSES

14.1 VENUE AND TIMING

Each House shall meet separately when:

- required under these Standing Orders
- it has so decided
- the Chair of the House has so directed
- or the Synod has so directed

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

15. AGENDA

15.1 CONTENT

(a) Bishop's Council shall settle the agenda for meetings of Synod. The agenda shall indicate all items of business of which due notice has been received and are in order. It shall determine the order in which all the items of business shall be considered

(b) In preparing agendas Bishop's Council shall be subject to these Standing Orders and any resolutions passed by Synod. Agendas shall be constructed to give individual members reasonable opportunity in the time available to bring matters before the Synod

15.2 CIRCULATION

(a) The Secretary shall post or deliver an agenda paper to every member at least 14 days before a meeting

(b) However, when a special meeting is called at less than 14 days' notice, then the agenda may be dispatched with the notice

15.3 PERMISSIBLE BUSINESS

Save for urgent or other especially important business added by direction of the president, no business shall be considered at a meeting other than that specified in the agenda

15.4 ORDER OF BUSINESS

(a) In considering the order of business Bishop's Council shall give special consideration to items:

- Brought before the Synod at the request or direction of the President
- Referred to the Diocesan Synod by the General Synod
- Referred by a Deanery Synod in the Diocese
- The Bishop's Council may also allot special times at which such items shall, unless previously disposed of, be taken and set time-limits for debates on any motions, where it considers this to be necessary

- The order of business may be varied by resolution of the Synod or, unless any member objects, by the Chair

15.5 NOTICE OF BUSINESS

FORM OF NOTICE

(a) Subject to SO12.4 (Special Meetings), notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand, by post or electronically

(b) It must be received not later than the period before the meeting which is specified in SO15.6

15.6 LENGTH OF NOTICE

The following periods of notice shall be required:

- New business for an agenda 35 days
- Motions and amendments arising from the Agenda 7 days
- Questions (SO36) 7 days

15.7 WHEN NOTICE IS NOT REQUIRED

Notice of the following shall not be required:

- Motions or amendments moved by permission of the Chair. Normally the full text shall be handed to the Secretary before it is moved unless the Chair rules otherwise
- Business adjourned under SO20 to a specified time or meeting
- A procedural motion specified in SO18
- A supplementary question by a member who has asked a question under SO36

16. GENERAL RULES OF DEBATE

16.1 THE QUORUM

(a) One third of the members of each House shall form a quorum of the Synod which shall be necessary for the consideration of all business except the adjournment of the Synod under SO20 or of a debate under SO21

(b) If a quorum is not present, the Chair shall adjourn the Synod until such time as the Chair shall determine

(c) Any member may call the attention of the Chair to the absence of a quorum at any time before the question is put on a motion or amendment

(d) A quorum shall thereafter be deemed to be present. It shall not be in order to query again the presence of a quorum until after the Chair has conclusively announced the result of the vote on that question

16.2 ORDER OF SPEECHES

(a) The Chair shall call upon members who desire to speak and may require them to give their names to the Secretary in writing

(b) The Chair shall also determine the order in which they speak

16.3 BREACH OF ORDER

(a) The Chair shall call a member to order for:

- failure to address the Chair
- irrelevance, undue repetition of arguments previously put forward by the same or any other member
- unbecoming language
- reading a speech without permission of the Chair
- disregard of the authority of the Chair
- or any other breach of order

(b) The Chair may order the member to end any speech being made

16.4 POINTS OF ORDER

(a) A member may submit a point of order under these Standing Orders at any time and for this purpose may interrupt another speaker

(b) A member rising to a point of order shall ask a succinct question

16.5 PERSONAL EXPLANATIONS

A member may ask permission to interrupt a debate to make a personal explanation, and for this purpose, may interrupt another speaker. However, this will only be allowed:

- to correct an important misunderstanding of fact during that debate with regard to what has been said
- to explain matters of strictly personal concern or make a declaration of interest

Such permission shall be given only if:

- any person interrupted consents and
- if in the opinion of the Chair the debate is likely to benefit from such an explanation

16.6 INTERRUPTIONS OTHERWISE NOT PERMITTED

(a) Save as provided in SO16 the interruption of a speech (by question, point of information or otherwise) shall not be permitted

(b) Where the interruption of a speech occurs in breach of this Standing Order it shall be considered to be a speech on the question before the Synod and shall preclude the interrupter from speaking further on that question

(c) The ruling of the Chair on a point of order or the admissibility of a personal explanation shall not be open to question

16.7 SPEAKING TO A MOTION

A member shall not speak unless upon a motion or amendment save as provided in these Standing Orders

16.8 SPEAKING MORE THAN ONCE

(a) A member shall not speak more than once upon the same question, except:

- As provided in SO16
- By permission of the Chair and with the consent of the Synod
- The mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate
- The mover of an amendment to a Standing Order may speak twice

16.9 LENGTH OF SPEECHES

(a) Save as provided in these Standing Orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes

(b) The Chair may at any time lengthen or shorten either of these periods. The Chair shall inform the Synod of this ruling, which shall not be open to debate or question

16.10 MOVING MOTIONS OR AMENDMENTS

(a) Every matter debated in the Synod shall have been moved by a member

(b) A motion or amendment which, when called by the Chair, is not moved by the member who has given notice thereof may be moved by another member

16.11 WITHDRAWAL

(a) A motion or amendment, once moved, may be withdrawn by the mover on request unless more than five members object

16.12 RECONSIDERATION AND RESCISSION

Without the leave of the Bishop's Council it is not permitted to:

- Move a motion or amendment to the same effect as, or dependent on, one which has been rejected in the preceding twelve months nor
- To move a motion to rescind a resolution passed in the preceding twelve months

16.13 DIVISION OF MOTIONS INTO SECTIONS

(a) The Chair may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to express its judgement separately upon each part of the motion or amendment so divided

16.14 WHEN REFERENCE-BACK MOTIONS ARE NOT PERMITTED

- (a) During debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved
- (b) Where a motion so amended is carried but specifies no one to whom the matter is to be referred, this question shall be decided by the Bishop's Council
- (c) No amendment shall be moved for the reference back of any matter referred by the General Synod to the Diocesan Synod

16.15 SPECIAL POWERS OF THE CHAIR

- (a) Unless Synod otherwise provides, the Chair:
- Shall adjourn Synod at the hours fixed in accordance with these Standing Orders
 - Shall adjourn debate on any question at the hour fixed for the commencement of other business in accordance with SO15
 - Shall close the debate on any motion at the hour appointed in accordance with SO15 whether or not there are members who still desire to speak

17. AMENDMENTS TO MOTIONS

17.1 WHEN AMENDMENTS ARE PERMITTED

- (a) Except as provided in SO17.2 any member may move an amendment to a motion which has been duly moved. Such amendment shall be disposed of before that motion is put or any further amendment is moved
- (b) The Chair may permit an amendment to be moved to an amendment which has already been submitted

17.2 WHEN AMENDMENTS ARE NOT PERMITTED

- (a) Amendments to the following motion shall not be permitted to:
- a procedural motion under SO18
 - a motion to receive a report
 - a motion in reply to any question referred by the General Synod

17.3 WRITTEN SUBMISSION OF AMENDMENTS

Before an amendment is moved, a written copy of it shall be delivered to the Secretary, unless this requirement is dispensed with by the Chair

17.4 CONTENT OF AMENDMENTS

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

17.5 THE FORM OF AMENDMENTS

(a) An amendment may be made:

- by deleting words; or
- by deleting words to insert other words; or
- by inserting or adding words

17.6 ORDER FOR CONSIDERING AMENDMENTS

(a) Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate

(b) If more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the Chair

(c) The Chair may permit, during the debate on an amendment, that other amendments may be discussed but not moved

18. PROCEDURAL MOTIONS

18.1 CONTENT

(a) Subject to these Standing Orders, the following procedural motions may, with the consent of the Chair, be moved with or without notice but not to interrupt the speech of any member:

- 'That the Synod do pass to the next business' ('next business')
- 'That the Synod do now adjourn' ('adjournment of the Synod')
- 'That the debate be now adjourned' ('adjournment of debate')
- 'That the debate be now closed' ('closure')
- 'That further speeches on this question be limited to.....minutes' ('speech limit')
- A motion to vary the order of business
- A motion to suspend a Standing Order

18.2 WHEN NOT PERMITTED

A procedural motion shall not be moved:

- for next business, the closure or a speech limit on any question referred by General Synod to Diocesan Synod
- for next business on an amendment or another procedural motion

19. NEXT BUSINESS

The following rules of debate shall apply:

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

20. ADJOURNMENT OF THE SYNOD

The following rules of debate shall apply:

- The motion to adjourn may but need not specify a time for the next sitting of the Synod or the resumption of the business interrupted
- The mover of the adjournment motion shall be allowed to speak for not more than three minutes
- the mover of the original motion, if any, or if not, some other member, may speak for not more than three minutes in reply; the question shall then be put without further debate
- If the motion to adjourn is carried and the Diocesan Synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with SO12
- Subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting
- If lost, the adjournment of the Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed

21. ADJOURNMENT OF DEBATE

SO20 shall, unless the context otherwise requires, apply also to this motion except that:

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

- If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned

22. THE CLOSURE OF DEBATE

(a) The following rules of debate shall apply:

- If such motion is permitted by the Chair, it shall be put forthwith without discussion
- If the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply
- the motion or amendment shall be put without further debate
- by deleting words; or
- by deleting words to insert other words; or
- by inserting or adding words

23. LIMITS ON LENGTH OF SPEECHES

(a) The following rules of debate shall apply:

- If this motion is permitted by the Chair, it shall be put forthwith without discussion
- If the motion is passed then no speech shall exceed the number of minutes specified in it
- However, the Chair may, for any special reason of which the Chair shall be the sole judge, allow a longer or shorter time to any member

When so doing the Chair shall inform members of the ruling and in exercising discretion shall have particular regard to any member who has a right of reply to the debate

24. SUSPENSION OF THESE ORDERS

(a) After notice or, by permission of the Chair, without notice a member may move that a Standing Order be suspended during a particular debate or meeting

(b) Such motion shall not be deemed to have been carried unless at least three quarters of those members present and voting are in favour

25. VOTING

25.1 ASSENT OF THREE HOUSES

(a) Subject to the two next following Standing Orders, nothing shall be deemed to have the assent of the Diocesan Synod unless the three Houses which constitute the Synod have assented thereto

(b) In the case of a particular question (except a matter referred to the Diocesan Synod by the General Synod under the provisions of Article 8 of the Constitution of that Synod) then if the President (if present) so directs, that question shall be deemed to have the assent of the

House of Bishops only if the majority of the members of that House who assent thereto includes the President

26. PROCEDURE FOR DECISIONS

(a) Questions relating only to the conduct of business shall be decided by the votes of all the members of the Diocesan Synod present and voting

(b) Every other question shall be decided in like manner, the assent of the three Houses being presumed, unless the President (if present) requires, or any ten members require, that a separate vote of each House be taken

27. MATTERS REFERRED UNDER ARTICLE 8

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

28. VOTING BY HOUSES

(a) A separate vote of each House shall be taken:

- on any question referred by the General Synod to the Diocesan Synod
- on any other questions (except a question relating only to the conduct of business) where this is required under SO34

29. MAJORITY REQUIRED FOR DECISIONS

(a) Subject to any statutory requirements, decisions of the Synod when no separate vote is taken by each of the Houses shall require the votes of a majority of all members of the Synod present and voting

(b) Decisions of the Synod when a separate vote is taken by each of the Houses shall, subject as aforesaid and to SO25, require the votes of a majority of all the members of each House present and voting

(c) A motion to suspend a Standing Order shall require the votes of at least three-quarters of the members of the Synod present and voting

30. EQUAL VOTING IN HOUSE OF BISHOPS

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

31. OPINION OF PRESIDENT

(a) The President shall have a right to require that the President's opinion on any question shall be recorded in the minutes

32. VOTING RIGHTS OF CHAIR

(a) The Chair (subject to the rights of the President when Chair of the meeting) shall have the same voting rights as other members

(b) The Chair of Synod or a House shall have no second casting vote except under SO30

33. MODE OF VOTING

(a) The Chair on putting a question to the vote shall take a show of hands. The Chair may declare the result to be conclusive

(b) The Chair may order the hands to be counted

34. REQUESTS FOR SEPARATE VOTING

(a) A request for voting by Houses shall be put before the result of a show of hands whether counted or not if:

i. the President requires it

ii. any ten members require it

iii. or where the President gives direction under SO26 (that the President's assent shall be necessary to carry a proposal in the House of Bishops)

35. PROCEDURE FOR COUNT OF HANDS

(a) The counting of hands on a separate vote of each House shall be conducted in accordance with instructions to be determined by the Chair

Administrative arrangements for each count shall be made by the Secretary under the direction of the Chair

36. QUESTIONS

36.1 TO WHOM QUESTIONS ARE ADDRESSED

(a) Subject to due notice under SO15 a question may be asked of:

- Any Officer of the Diocesan Synod referred to in these Standing Orders
- The Chair of any body constituted by the Synod or the Bishop's Council
- Representatives on bodies on which the Diocese is represented

(b) The person asked may nominate another person to reply or, without reason given, refuse to answer that question

(c) A member may ask up to two original questions at any one meeting and may then ask one supplementary question in respect of each such original question

36.2 SUPPLEMENTARY QUESTIONS

- (a) Any member, may, in the light of the answer given to a Question for oral answer, ask without notice one supplementary question in respect of and arising from each Question asked
- (b) Any member who asked the Question shall have priority in asking the first Supplementary Question
- (c) A Supplementary Question shall be strictly relevant to the original Question and to the answer given
- (d) Notwithstanding the above the Chair has the right to rule out every Supplementary Question

36.3 CONTENT

- (a) A question, if addressed to an Officer, shall relate to the duties assigned to that Officer's and, if addressed to the Chair of any body, to the business of that body
- (b) Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and shall be otherwise in order

37. PERSONS AUTHORISED TO REPLY

- (a) If the person of whom the question is asked is a member or officer of the Synod, the reply shall be given personally and, if not, the reply may be given by one of its members nominated by the President; provided that:
- the President may instruct the Secretary to reply
 - a member who is absent may authorise another member to deputise and reply

38. COMMITTEES

38.1 STATUTORY COMMITTEES

- (a) The Synod shall have a Standing Committee known as the Bishop's Council. It shall:
- Report to Synod on key activities
 - Subject thereto, these standing orders shall apply to such committees or other bodies.
 - The Members of Bishop's Council are also Directors of the Blackburn Diocesan Board of Finance Limited

38.2 COMMITTEES OTHER THAN STATUTORY COMMITTEES

- (a) In addition, the Synod or Bishop's Council on behalf of the Synod may constitute such other Committees as are desirable and may delegate to a committee so constituted, with or without conditions, such functions of the Synod as it thinks fit

38.3 MEMBERSHIP OF COMMITTEES

Subject to any directions of the Synod and to any statutory provision, the standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the Synod, provided that a majority of the members of the committee shall be members of the Synod. The president or a member nominated by the President, being either a suffragan bishop or an archdeacon, shall be a member of every committee

38.4 DURATION OF MEMBERSHIP

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

38.5 SUB-COMMITTEES

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

38.6 REPORTS

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

39. ELECTIONS FROM DIOCESAN SYNOD TO COMMITTEES

39.1 ELIGIBILITY TO STAND FOR COMMITTEES

(a) Any elected members of a Committee (including Bishop's Council) may be elected by the whole Synod without discrimination as to Houses or by the three Houses voting separately

(b) In the absence of any direction by either the Synod or the Bishop's Council, they shall be elected by the whole Synod

39.2 NOMINATIONS FOR ELECTION TO COMMITTEES

(a) Every nomination shall require a proposer and seconder who shall be qualified electors but the Bishop's Council may (except in an election to itself) collectively nominate candidates

(b) Nominations which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve shall be delivered to the Secretary within such period as s/he shall specify

(c) If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected

39.3 VOTING IN ELECTIONS

- The names of the candidates shall be circulated on a voting paper to every qualified elector by dispatching a voting paper to every qualified elector which when marked and signed shall be returnable to the Secretary within a specified period (not being less than 14 days)

- Subject to the following paragraph, each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate. In the event of an equality of votes an election shall be decided by lot
- Where the Synod or Bishop's Council has directed that the election shall be conducted by the method of the single transferable vote, the rules, with the necessary modification, made by the General Synod under the Church Representation Rules and for the time being in force, shall be used

39.4 CASUAL VACANCIES

(a) A casual vacancy on any Committee of a member elected by the Synod shall be filled within six months of the occurrence of the vacancy

(b) However, if a vacancy occurs within six months before the next triennial elections to the Synod need not be filled

40. DIRECTIONS BY BISHOP'S COUNCIL

The conduct of elections to Committees shall, subject to these Standing Orders, be in accordance with any directions by the Bishop's Council

41. REPRESENTATION ON OTHER BODIES

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

42. PROCEDURE OF COMMITTEES

Chairs

If the president is a member of a committee he shall be chair. If he does not elect to be chair, he may appoint a chair or the committee at its first meeting shall elect a chair from among its own members. In the absence of the chair, a chair for that meeting may be similarly elected

Quorum

Not less than one third of the total members of a committee shall form a quorum but a committee may act irrespective of a vacancy in its membership

43. REFERENCES BY THE GENERAL SYNOD

43.1 CONSIDERATION

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

43.2 PRIOR NOTICE AND DOCUMENTS REQUIRED

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

- members of the Diocesan Synod shall receive at least three months' notice of the reference; and
- a report or other document prepared by or on behalf of either the General Synod or Bishop's Council shall be circulated

43.3 CONSULTATIONS WITHIN THE DIOCESE

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

43.4 PROCEDURE OF DEBATE

- (a) When the reference by the General Synod is in the form of a question requiring the answer *yes or no*, the question shall be put to Diocesan Synod as a formal motion in the affirmative sense. No amendment shall be in order. A separate vote of each House shall be taken. If the motion is defeated, the question shall be decided in the negative
- (b) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of Bishop's Council and amendments to such a motion shall be in order
- (c) When all motions under the foregoing paragraphs (a) – (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member

43.5 REPORT ON RESULT

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

44. REFERENCES TO DEANERY SYNODS AND PARISHES

44.1 METHOD OF REFERRAL

- (a) Diocesan Synod may on the motion of any member invite all or any Deanery Synods or Parochial Church Councils (PCCs) or Parochial Church Meetings (PCMs) in the Diocese:
 - to express an opinion on or to record approval or disapproval of any matter; or

- to supply information within their knowledge; or
- to exercise any other functions within their competence
- This motion shall include a statement asking those who have been invited to respond to report back to the Diocesan Synod by a specified date

44.2 REPORT ON PROPOSALS TO REFER

(a) The Bishop's Council shall report to the Diocesan Synod on any proposal under the last preceding Standing Order

(b) If necessary, consideration of such proposal shall be postponed or adjourned until the Bishop's Council has so reported

44.3 CIRCULATION OF INFORMATION

(a) The Secretary of the Diocesan Synod shall send a copy of any resolution under SO44.1 to the Secretary of each body concerned

(b) Such resolutions will be accompanied by such instructions and other information as the Diocesan Synod or the Bishop's Council may direct

44.4 FORMAT AND DATE OF REPLY

Subject to any direction by the Synod, where a reference under SO44.1 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be:

- (a) requested to frame their replies in the common format prescribed by Bishop's Council
- (b) and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Diocesan Synod

44.5 REPORT ON REPLIES RECEIVED

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

45. MATTERS RAISED BY DEANERY SYNODS, PAROCHIAL CHURCH COUNCILS AND MEETINGS

45.1 BY DEANERY SYNODS

A Deanery Synod may, on a motion moved by a member of Diocesan Synod who represents that Deanery, bring before Diocesan Synod any question of general church interest or affecting the Deanery or any parish within it

45.2 BY PAROCHIAL CHURCH COUNCILS AND PAROCHIAL CHURCH MEETINGS

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

45.3 NOTICE TO DIOCESAN SYNOD

Notice of a motion to be moved in the Diocesan Synod under SO45.1 shall be given by the Secretary or a member of the Deanery Synod duly authorised for the purpose to the Secretary of the Diocesan Synod

46. FINANCIAL BUSINESS

46.1 THE DIOCESAN BOARD OF FINANCE (DBF)

(a) The DBF is constituted under the Diocesan Boards of Finance Measure 1925. The DBF's Board of Directors and Trustees also comprise the membership of Bishop's Council and Standing Committee

(b) The DBF comprises a maximum of 270 members including:

- All the members of the Diocesan Synod
- Others co-opted by the DBF so that the majority of the DBF's members are laity

(c) The DBF shall meet for an Annual General Meeting (AGM) at which the Annual Report and Accounts shall be presented. This meeting shall normally be held in conjunction with a Diocesan Synod meeting

(d) The AGM and any Special Meetings that may be called shall be governed by the Memorandum and Articles of Association of the DBF

46.2 REPORTING OF FINANCIAL AFFAIRS

(a) The DBF Directors shall:

- Produce reports as required for Synod
- Submit the Parish Share budget for the following year for approval by the Synod
- Give reports on its work to Bishop's Council in ways to be arranged
- Produce an Annual Report and Audited Accounts for the AGM of the DBF

46.3 NOTICE OF PROPOSALS INVOLVING EXPENDITURE

Any motion involving expenditure shall not be put to Synod unless Bishop's Council and DBF Directors have had the opportunity for their views on the proposal to be formulated and expressed

47. GENERAL PROVISIONS

47.1 ADMISSION OF PRESS AND PUBLIC

- (a) Subject to any directions by the Synod or Bishop's Council, any member of the Synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the Synod
- (b) If the motion is carried, the Chair shall request the representatives of the Press and the public to withdraw

47.2 PERIODS OF NOTICE

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

47.3 PROCEDURAL DEFECTS

- (a) A meeting of the Synod of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting
- (b) No proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member

48. THE BISHOP'S COUNCIL AND STANDING COMMITTEE

48.1 TITLE

Bishop's Council is the Standing Committee of Diocesan Synod (in these Standing Orders referred to as 'Bishop's Council')

48.2 FUNCTIONS

The functions of Bishop's Council shall be:

- to plan the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion
- to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it
- to advise the President on any matters which he may refer to the Council
- subject to the directions of the Synod to transact the business of the Synod when it is not in Session
- to appoint members of Committees or to nominate members for election to Committees, subject to the directions of the Synod
- to undertake the duties of the Directors of the Blackburn Diocesan Board of Finance Limited in accordance with the objects of the company as expressed in the Memorandum and Articles of Association

- to carry out such other functions as the Synod may delegate to it

48.3 COMPOSITION

(a) Ex Officio Members:

The Bishop of Blackburn (President)
 The Bishop of Burnley
 The Bishop of Lancaster
 The Dean of Blackburn
 The Archdeacon of Blackburn
 The Archdeacon of Lancaster

(b) Ex Officio Members – elected to position by Diocesan Synod

The Chair and Vice Chair of the House of Clergy
 The Chair and Vice Chair of the House of Laity

(c) Ex Officio Members – appointed to position by Diocesan Synod

The Chair and Vice Chair of the Board of Finance

(d) Ex Officio Members – appointed to position by the Diocesan Bishop

The Chair of the Property Committee

(e) Elected Members

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

Two clergy and four lay persons from each of the two Archdeaconries

(d) Appointed Members

Two lay persons will be appointed from the membership of the Diocesan Synod by the Diocesan Bishop and the Chair of the Board of Finance

48.4 CHAIRS AND VICE CHAIRS

- The President of Synod shall be Chair
- The Vice-Presidents of the Synod shall be Vice-Chairs of the Council

48.5 SECRETARIAT AND ADMINISTRATION

- The Diocesan Secretary shall be Secretary
- The Bishop's Council may appoint an Assistant Secretary
- The Secretary and Assistant Secretary are not members of Bishop's Council and may not vote. They may speak with permission of the Chair
- The Secretary to Bishop's Council shall:
 - be responsible for the administrative arrangements for meetings of Bishop's Council
 - attend such meetings
 - prepare the draft agenda papers and minutes of Bishop's Council

- act as Secretary of Bishop's Council and any sub-committees that it may establish
- perform such other duties as Bishop's Council shall assign

48.6 REGISTRAR

- (a) The Registrar shall be the legal adviser to Bishop's Council and may appoint a deputy
- (b) The Registrar and Deputy Registrar are not members of Bishop's Council and may not vote. They may speak with the permission of the Chair

48.7 ELECTIONS TO BISHOP'S COUNCIL

The elected members of Bishop's Council shall be elected by the house of which each is a member, as soon as practicable after the election of a new Synod and shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall be as provided in standing order SO39

48.8 QUORUM

- (a) The quorum for the Bishop's Council shall be one third of the members
- (b) The Council may act notwithstanding that there are vacancies in its membership

48.9 CHAIR'S RULING

The ruling of the Chair on any item of business or procedural issue which is not covered by Standing Orders of Bishop's Council shall be final

49.10 VOTING

- (a) Voting shall be by a majority of those present and voting
- (b) In the event of an equality of votes then the Chair shall have a second or casting vote

48.11 PROCEDURAL DEFECTS

When minutes of a Council meeting have been approved and signed then it shall be regarded as having been duly summoned and held

No proceedings at any meeting shall be invalidated by an accidental omission to give requisite notice to any member/members

49. STANDING ORDERS

49.1 AMENDMENT TO STANDING ORDERS

- (a) A motion for the amendment of these Standing Orders shall not be moved before it has been considered by Bishop's Council
- (b) Bishop's Council shall report to the Synod, in writing as it thinks fit, on the implication of each proposed amendment
- (c) All amendments shall be circulated in writing at least two weeks before the meeting at which they are to be considered

49.2 IMPLEMENTATION OF AMENDMENTS

If the amendments are approved then the revisions will come into place immediately unless the Synod shall decide otherwise

49.3 CIRCULATION OF REVISED STANDING ORDERS

- (a) When changes are made in Standing Orders then a revised copy of Standing Orders must be circulated to all Synod members at least 7 days before the next meeting of the Synod