

# Memorandum

**Date:** 13 July 2018  
**To:** Members of Synod  
**From:** Diocesan Office  
**Subject:** **Notices of Motion and Questions**  
Second Session of the Fifty-Second Synod of the Diocese of Newcastle  
26 and 27 October 2018  
**Document:** 014 - 2018

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Dear Members of Synod

I draw your attention to Standing Order 27 of Synod, a copy of which is found on the following page of this memo.

The intent of this Standing Order is to prevent any matter coming before the Synod without adequate notice being given to all members.

It will mean that a member cannot bring a matter before Synod unless:

- (a) The member has given sufficient notice for it to appear in the Synod Business Paper or on the Supplementary List of Notices of Motion, OR
- (b) If the member has not given sufficient notice, the member obtains permission of a two-thirds majority of Synod (at Synod) to do so.

**Members of Synod should also note that in either (a) or (b) above, the name of the seconder of the motion must be supplied at the time the notice is given.**

The schedule for submission of Notices of Motions is as follows:

<b>For Notices of Motion to appear in the Synod Business Paper:</b>	Must be received at the Diocesan Office no later than 9.00am 31 August 2018
<b>For Notices of Motion to appear on the Supplementary List:</b>	Must be received at the Diocesan Office no later than 9.00am 12 October 2018

Notices of Motions are to be emailed or mailed to the Executive Team at the Diocesan Office:  
[executiveteam@newcastleanglican.org.au](mailto:executiveteam@newcastleanglican.org.au).

**Standing Order 27:**

27. Notice of Motions and Questions

Notice of any motion or question for insertion in the business paper for the first day of any session must be received by the Diocesan Business Manager at least 6 WEEKS prior to the first day of such session and for its insertion in the business paper of any subsequent day must be sent to the Diocesan Business Manager at least 2 WEEKS prior to the first day of such session. The Diocesan Business Manager shall cause a supplementary list of notices of motion or questions to be prepared and distributed to Synod members prior to the first day of such session. (This supplementary list shall form part of and be read in conjunction with the business paper already distributed).

Except in pursuance of such notice of motion or to offer a personal explanation or state a question of privilege, no member shall bring any subject under the consideration of Synod unless it appears on the first day's business paper or supplementary list or unless by permission of a two thirds (2/3rds) majority of Synod.

Where the answer to a question is in the opinion of the President inadequate the President may permit a member of Synod without notice to ask a supplementary question relative to the original question.