

## THE STANDING ORDERS OF SYNOD

**BE IT ORDAINED** by the Synod as follows:

### **RULES FOR THE CONDUCT OF ALL BUSINESS, COMING BEFORE THE SYNOD OF THE DIOCESE OF NEWCASTLE TO BE KNOWN AS STANDING ORDERS**

#### Meeting of Synod

1. The Synod shall meet at least once in every year on such days as the Bishop shall determine following consultation with the Diocesan Council. Two months' notice of such meeting shall be given.

#### Special Sessions

2. It shall be in the power of the Bishop with the advice of Diocesan Council, or upon a requisition signed by twenty (20) members of each order, to call a special meeting of Synod, to deal with specially important and urgent business which shall be embodied in the requisition. The period of notice shall be such as to enable the members of the Synod to be properly informed of the special and urgent business.

#### Election of a Bishop

3. The procedures for a Synod to elect a Bishop shall be as determined in accordance with the *Clerical Ministry Ordinance 2009*.

#### Prayers

4. The Synod shall be opened each day with prayers.

#### Place of Meeting

5. Meetings shall occur as follows:
  - (a) the place of meeting shall be determined each year by the Bishop;
  - (b) the Members of the Synod shall meet in one chamber, but either the clergy or laity shall, at the desire of ten members of the order or on the request of the Bishop, withdraw to a separate chamber for the purpose of deliberation; and
  - (c) the Synod may meet in conference for a period not exceeding 90 minutes during which no record of proceedings shall be taken. A conference may be initiated by the President or on the resolution of the Synod. The duration and the procedures for the conference session shall be determined by the President.

#### Time of Meeting

6. The Synod shall meet, unless otherwise ordered, at 9.00am, and proceed to business as soon as a quorum is present.

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### Quorum

7. The President, with fifteen clerical and thirty lay members, shall form a quorum.

### No Quorum

8. On the motion of a member the Synod may be counted at any time, and if a quorum is not present within fifteen minutes, the President shall adjourn the Synod until a later hour of the same day, or until the next regular day of meeting.

### Meeting to be public

9. The meetings of the Synod shall be open to the public. The President may at any time, or following a resolution of the Synod, shall order members of the public to withdraw. The President shall determine when members of the public may be re-admitted.

### Officers of Synod

10. The officers of Synod shall be a Chair of Committees, a Deputy Chair of Committees, a Clerical and a Lay Secretary, and a Returning Officer who shall be elected at the first session of each Synod; casual vacancies being filled as necessary. Such election is to take place, on motion without notice, immediately after any items are laid on the table at the opening of the session.

### Duties of the Chair of Committees

11. The Chair of Committees shall preside when Synod is in Committee of the Whole. When presiding the Chair shall have a casting vote only, and otherwise shall have the same privileges and exercise the same authority as the president in Synod.

### Duties of the Deputy Chair of Committees

12. The Chair of Committees may vacate the Chair with the consent of the President. The Deputy Chair shall have the same rights and duties of the Chair of Committees.

### Returning Officer and Scrutineer

13. There shall be a Returning Officer who shall be responsible for supervision of all aspects of all elections required by the Synod. The Returning Officer shall have care, custody and control of all election records during the Synod and at the conclusion of Synod shall hand all such records to the Diocesan Chief Executive.

### Duties of the Secretaries

14. The duties of the Secretaries shall be to oversee and undertake where necessary the taking of minutes of all proceedings of the Synod as well as in Committee of the Whole, to record all the Rules, Ordinances, Reports and other documents which may be received by the Synod and the Report of the Proceedings of Synod for publication, to carry out all instructions of Synod to them, under the direction of the Bishop. At the close of each session of Synod the Secretaries shall hand over for safe custody all books containing Minutes, Records and Letters of the Synod to the Diocesan Chief Executive, who shall produce them when and as instructed by the Bishop.

### Auditors

15. The Diocesan Auditors shall ensure that a copy of all financial reports audited by them are presented to the Synod.

### Committee of Elections and Qualifications

16. Elections and qualifications shall be as follows:

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- (a) the Synod shall elect a Committee of Elections and Qualifications comprising at least two and no more than five people at the first session of each Synod;
- (b) the Synod may elect a person to fill any casual vacancy on the Committee of Elections and Qualifications;
- (c) the Committee of Elections and Qualifications shall inquire into and report upon all questions which shall be referred to them by the Synod respecting the validity of any election or return of any member, and also respecting the qualification or disqualification of any person who has been returned as a member of the Synod;
- (d) the Committee when inquiring into the matters referred to them, may receive the best evidence they can procure or which is laid before them, whether it be such as would be admitted at law or not and they may reject any evidence tendered to them which they may see fit to reject;
- (e) the Committee shall report the result of their inquiries to the Synod, and shall report whether they find that the election or return of the member whose case has been referred to them is valid, or whether the member is qualified as the case may be; whereupon it shall be competent to move forthwith, without notice, or on any subsequent day, pursuant to notice, that the report be adopted;
- (f) upon the motion for the adoption of the report it shall be competent to substitute for it by way of amendment such resolution in respect to the matter referred to the Committee as to the Synod shall seem proper; provided that such resolution shall state distinctly that the election or return of the member is or is not valid, or that the member is qualified or disqualified to be such member as the case may be; and if by such resolution or by the adoption of the report, it be determined by the Synod that the member has not been properly elected or returned or that he/she is not qualified to be a member, he/she shall not thenceforth sit (unless re-elected) as a member of Synod, and the member's seat shall be declared vacant, but if the contrary be determined the member may forthwith take his/her seat; and.
- (g) No member of the Committee of Elections and Qualifications whose case has been directed to be referred to such Committee, and is still undecided, shall sit thereon until the case shall have been finally dealt with by the Synod.

### Organising the Business of Synod

- 17. The Bishop in consultation with the Diocesan Chief Executive shall arrange the order of business of the Synod for the first and subsequent days of the session. They shall arrange the order of business of the Synod in such a way, subject to the Standing Orders and to any orders of the Synod, as will, in their opinion, respect the manner in which business had been submitted for consideration by the Synod and best facilitate Synod's dealing with the business before it from day to day.
- 18. The Diocesan Council shall forward a business paper to every member of Synod at least fourteen days before the meeting of the and ensure that a copy of the business paper is placed on the Diocesan website provided that such business paper shall include:
  - (a) a copy of reports that have been received and are required to be submitted to the Synod in accordance with any ordinance of the Synod;

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- (b) a copy of the report of any select committee;
- (c) the draft of any ordinance to be brought before Synod;
- (d) the business paper for the first day;
- (e) a list of all elections required to take place during the session; and
- (f) such other material as will assist the deliberations of the Synod.

The business paper for any Synod called for the purpose of electing a Bishop shall not be placed on the Diocesan website.

### Confirmation of Minutes

19. The Synod shall elect a Synod Minute Reading Committee comprising at least two and no more than five people at the first session of each Synod provided also that the Synod may elect a person to fill any casual vacancy on Synod Minute Reading Committee.

### Order of Business for the first day of the first session of the Synod

20. The proceedings on the first day of the first session of the Synod shall be conducted in the following order:
- (a) prayers shall be said;
  - (b) the roll of clerical representatives and the roll of lay representatives summoned to Synod shall be tabled;
  - (c) the reports to the Synod and a copy of any ordinance passed by the Diocesan Council shall be tabled;
  - (d) the minutes of the preceding Session of the Synod and any Special Sessions of the Synod shall be tabled;
  - (e) motions for:
    - (i) the election of a Clerical and Lay Secretary;
    - (ii) the election of a Chair and a Deputy Chair of Committees;
    - (iii) the election of a Committee of Elections and Qualifications;
    - (iv) the election of a Synod Minute Reading committee;
    - (v) the election of a Returning Officer; and
    - (vi) the recognition of the any Assistant Secretary and Assistant Returning Officers appointed by the President;
  - (f) the Synod may consider any motion of a procedural nature affecting the functioning of the Synod provided that any motion not taken formally shall be considered later in the Synod;
  - (g) the Address by the President shall be delivered;
  - (h) questions of which previous notice has been given to be answered;
  - (i) notices of Questions;
  - (j) notices of Motions;
  - (k) orders of the Day;
  - (l) formal Motions;

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- (m) motions of which previous notice has been given shall be considered;
- (n) prayers shall be said; and
- (o) adjournment.

Order of business for the second and succeeding sessions of the Synod

21. The proceedings on the second and succeeding days of each session of the Synod shall be conducted in the following order:

- (a) prayers shall be said;
- (b) the minutes of the previous meeting be confirmed by the Minute Reading Committee;
- (c) notices of Questions;
- (d) notices of Motions;
- (e) formal motions;
- (f) orders of the day;
- (g) motions of which previous notice has been given and motions for which notice has been given in the course of the Synod;
- (h) prayers shall be said; and
- (i) adjournment.

President's Privilege

22. The President may take the same part in the discussions as other members without leaving the chair.

Members Speaking

23. If able, every member shall stand while speaking and address the President.

Questions of Order

24. All questions of order shall be decided by the President, and such decision shall be final unless altered by a vote of the Synod forthwith.

Limitation of Speeches

25. Except for a question of order or personal explanation:

- (a) no member when speaking shall be interrupted;
- (b) the mover of any motion shall be allowed ten minutes and all other speakers five minutes to speak to the motion, provided that Synod may extend the time allowed to any speaker; and
- (c) the mover of the motion shall have five minutes to reply.

No more than 2 successive speeches upon the same side of a question shall be made without leave of the President or Chair of committees as the case may be or by permission of two thirds of assembled members of Synod.

Calling to Order

26. The President shall:

- (a) confine every member to the subject matter of debate; and

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- (b) shall call to order any member who shall make personal reflections upon, or impute improper motives to another member; and
- (c) it shall not be in order for any member to interrupt a speaker, except through the medium of the President; and
- (d) then only on a point of order or to make a personal explanation.

### Speaking More than Once

27. No member shall be allowed, unless in committee of the whole to speak:
- (a) more than once on any question; or
  - (b) more than once on any amendment or such question, except in explanation of misquotation of; or
  - (c) misconstruction put upon the member's words, provided that the mover of any question, not being an amendment, shall have the right of reply, and that the seconder may reserve the right to speak at any period of the debate.

### Notice of Motions and Questions

28. 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 Chief Executive at least 6 weeks prior to the Synod. Notice of any motion or question received after this, but at least two weeks prior to the Synod, will be placed on the Supplementary List. The Diocesan Chief Executive shall cause this Supplementary List of notices of motion or questions to be prepared and distributed to Synod members prior to Synod. This supplementary list shall form part of and be read in conjunction with the business paper already distributed.

A member of Synod may move from the floor of Synod a motion, not relating to a subject already listed on the Business Paper or the Supplementary List, to be known as a 'late notice of motion'. Late notices of motion will be added to the agenda at the end of all other notices of motion and shall not be considered earlier without the consent of the President.

The procedure for considering a late notice of motion shall be that prior to any late notice of motion being considered the President shall ask the Synod, without explanation of the mover or the seconder, whether the Synod wishes to consider the motion, and, if supported by a majority, the Synod shall consider the motion in the same manner as other motions.

No member shall bring any other subject under the consideration of the Synod except by way of a personal explanation or to state a question of privilege.

### Formal Motion

29. Before the Orders of the Day or motions are proceeded with the President at each sitting shall read over the motions on the business paper, and any motion may be taken as a formal motion unless objection be taken thereto by the word "object", being called, by a person other than the mover and seconder and such motion on being declared formal shall be forthwith put from the chair without debate. The President may at his/her discretion invite the mover of any motion which has been accepted as a formal motion by the Synod to address the Synod for a period not exceeding five minutes after which the motion shall be put without further debate.

### Orders of the Day

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30. An Order of the Day is a Bill or other matter which the Synod has ordered to be taken into consideration at any particular time or on any particular day. The Synod may order any motion of which due notice has been given, to be an Order of the Day.

### Adjourned Debate an Order of the Day

31. An adjourned debate shall stand an Order of the Day for the next sitting, and, unless otherwise ordered, shall take precedence.

### Order of Motions

32. Motions shall be taken in the order in which they stand, and if not then made, unless postponed by leave of the Synod, shall be considered as having lapsed.

### Motion Not to be introduced same Session

33. No motion or amendment which is the same in substance as a motion or amendment which has been resolved in the affirmative or negative during the same session, shall be again brought forward during the same session unless 2/3rds majority of Synod gives approval.

### Amendment on Motions

34. Any amendment to the whole or any part of a motion or resolution submitted to the Synod may be proposed, which is not irrelevant, but no amendment on an amendment shall be in order, and although further amendments may be foreshadowed, no more than one amendment may be placed before the Synod at any one time.

### Motion considered in Committee

35. Any member may move that the Synod resolve itself into a committee of the whole to consider any motion submitted to it, and the same rules shall then be observed, where applicable, as when in committee on a Bill.

### Motions, How Submitted

36. No motion or amendment, except when in Committee of the whole Synod, shall be in order until it is seconded, and no amendment shall be put from the chair until a written copy shall be put into the hands of the President, Chair and Secretaries of Synod.

### Withdrawal of Motions

37. No motions or amendment, after being submitted, shall be allowed to be withdrawn, except with the consent of the mover and seconder, and by permission of a majority of the Synod.

### Division of Motions

38. Any motion or amendment, containing more than one question, shall be divided at the request of a member.

### Mode of Voting

39. On all occasions the voting shall be on the voices, or if called for, by a show of hands. If eight members of a house demand it there shall be a vote by Orders. If the President determines or the Synod by resolution determines, voting shall be by secret ballot. Any vote by secret ballot shall be taken as a vote by Orders. Where there is a vote by Orders a majority in both the House of Clergy and the House of Laity shall be required to resolve the matter in the affirmative.

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In case of a vote by orders which is not a secret ballot, those in favour of the motion or amendment shall go to the right of the Chair, and those against the motion or amendment to the left of the Chair, and the President or Chair shall appoint tellers, and shall declare which side has the majority from a count of the members voting, to be given to him or her by the tellers. No member shall leave or enter the Synod after a division is called for until the result is declared.

### Motion for Adjournment

40. A motion for adjournment, either of the Synod or the debate, may be made at any time, provided that no member be interrupted when speaking. Provided further that no motion for the adjournment of the Synod be made during the progress of any debate, unless such debate be first adjourned.

### Previous Question

41. A question may be superseded by:
- (a) a question of order:
  - (b) a motion for reading any official document relevant to the question;
  - (c) amendments:
  - (d) motion for the adjournment of the debate. If carried, the member moving the adjournment shall have the right to speak first upon resumption of the debate;
  - (e) the motion "that the Synod proceed to the next business" which shall be put without debate; and
  - (f) the motion "that the question be now put", which shall be decided without debate, provided that before the question is put the mover of the original question shall have the right of reply. If the motion be negatived the discussion shall continue.

### Questions

42. As prescribed in Standing Orders 20 and 21:
- (a) questions may be put, either upon notice or by leave of the President without notice. All questions shall be put to the President any may relate to any motion or matter connected with the business of the Synod or any organisation, committee, or board established by or under an ordinance or resolution of Synod.
  - (b) In putting any such question no statement of fact shall be made without leave of Synod and no argument or opinion shall be offered and no inference or imputation shall be made.
  - (c) A reply to a question shall be in writing and shall be recorded in the proceedings of Synod.
  - (d) The President at his/her discretion may permit questions to be asked at any point during the deliberations of the Synod provided that no answer shall be recorded in the minutes of the Synod to questions asked with the discretion of the President.

### Committee of the Whole - Quorum

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43. In Committee of the whole Synod, the same number of members shall form a quorum as in the Synod itself.

If, during the progress of business in Committee, notice to be taken that there is not a quorum, the Chair shall leave the chair and report the same.

A Motion made in Committee need not be seconded.

### Adjournment of Committee

44. A Motion of Adjournment of Committee shall be "That the Chair leave the chair, report progress, and ask leave to sit again." On such motion being carried the Chair shall report to the Synod and ask leave accordingly.

### Standing Orders to apply in Committee

45. The Standing Orders shall, so far as applicable, be observed in Committee, and the Chair shall have the same authority as the President for the preservation of order.

### Absence of Chair of Committees

46. In case of the absence of the Chair, the Deputy Chair shall act and in case of the Deputy Chair's absence a member whom the Committee shall appoint.

### Reports to be presented

47. Reports of Committees shall be printed in the Synod Business Paper.

### Reception of Reports

48. Reports shall be administered as follows:
- (a) the report shall not be debated except at the discretion of the Synod, Bishop or Diocesan Council;
  - (b) the motion for the reception of each group of reports shall be proposed and seconded by speeches of not more than ten minutes each, subsequent speakers to the motion being allowed one speech of not more than five minutes on each report, and before such motion is put to Synod the mover and seconder shall have the right of reply, if desired, by speeches of not more than five minutes each;
  - (c) immediately after each group of reports has been received, any resolution relevant to the subject of reports in question may be moved;
    - (i) of which prior notice has been given in accordance with Standing Orders;
    - (ii) of which written notice has been handed to the President during the course of the debate on the Motion for Reception such Notice to be brought to the attention of Synod at the earliest possible moment before the close of the debate; and
  - (d) the motion of thanks to the President for his address shall be formal.

## REGULATIONS AS TO ORDINANCES

49. Any Bill promoted by the Diocesan Council or to whose introduction the Diocesan Council has consented, shall be entered on the business papers.
50. Any member who wishes to bring before the Synod a Bill to whose introduction the Diocesan Council has not consented, shall send a draft to the Diocesan Chief Executive not less than six weeks before the first day of the session of Synod.

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### Order of Proceedings in Bills

51. In this Standing Order:

(a) unless the contrary intention appears:

<b>Bill</b>	means a Bill for an ordinance and, in relation to an ordinance, means the Bill for that ordinance.
<b>Clause</b>	in relation to an ordinance, includes a schedule to the Bill.
<b>Committee</b>	means the Committee of the Whole Synod.
<b>Trustees</b>	means the Trustees of Church Property for the Diocese of Newcastle.

- (b) an ordinance of the Synod shall be made, subject to this Order, by:
- (i) The Synod agreeing to a motion that the Bill be approved in principle;
  - (ii) The committee then considering the Bill in detail and agreeing to it either with or without amendment; and
  - (iii) The Synod agreeing to a motion that Bill do now pass;
- (c) at the time of moving a motion that a Bill be approved in principle the mover may seek the leave of the Synod to introduce the Bill with amendments to the Bill as circulated. If such leave is given the Bill as so introduced shall be the Bill to be debated;
- (d) when a motion that a Bill be approved in principle has been moved and spoken to by the mover and seconder, the President shall ask if any member or members wish to ask the mover or seconder any question or questions to assist members to elucidate the purpose and intended effect of the Bill, and any member may then ask any such question which may thereupon be answered by the mover or seconder. Further such questions may be asked and answered until the President announces that the debate shall proceed;
- (e) a person who has asked or answered a question during the period referred to in paragraph (d) shall not, for the purpose of the ensuing debate, be deemed to have spoken on the motion by virtue only of having asked or answered such question.
- (f) after the President shall have announced that the debate shall proceed, the general principle of the Bill shall be debated.
- (g) if the motion that the Bill be approved in principle be decided in the negative the Bill shall lapse.
- (h) when Synod has agreed to a motion that a Bill be approved in principle, the President shall ask if any member wishes to debate the Bill in Committee.
- (i) if any member shall answer "Yes" then the Synod shall, without motion being moved, forthwith be deemed to have resolved itself into Committee to consider the Bill in detail, unless the Synod resolves that consideration of the Bill by the Committee to be an Order of the Day for another time.
- (j) if no member shall answer "Yes", the motion that the Bill do now pass may be moved forthwith and the Chair of Committees shall be authorised to certify the Bill to the President, and upon passing of the Bill by the Synod

- such Bill shall come into effect upon assent of the President.
- (k) if a Bill is considered in Committee, the Chair may allow the Bill to be considered:
    - (i) as a whole;
    - (ii) clause by clause;
    - (iii) by groups of clauses or by groups of clauses and single clauses; or
    - (iv) in a manner which, in the Chair's opinion, the Chair considers will best facilitate consideration of the amendments of the Bill that are to be proposed.
  - (l) in Committee if the Bill is not taken as a whole:
    - (i) the title and preamble shall be postponed until after the clauses have been agreed to; and
    - (ii) the question shall be put by the Chair in respect of each clause or each group of clauses, as the case requires, that it be agreed to; and
    - (iii) when the clauses have all been agreed to either with or without amendment, the question shall be put, first in respect of the preamble (if any) then in respect of the title that it be agreed to.
  - (m) upon the Committee completing its consideration of a Bill:
    - (i) the Synod shall be deemed to be reconvened and the Chair shall report to the President the Bill as agreed by the Committee.
    - (ii) the President shall, without a motion being moved, put to the Synod the question "that the report be agreed to".
  - (n) when the question that the report of the Chair has been agreed to has been put to the Synod, the motion that the Bill do now pass shall be moved forthwith without notice.
  - (o) a motion that a Bill do now pass shall be open to amendment that the Bill, or a specified clause, be recommitted to the Committee to consider an amendment.
  - (p) if a Bill, or a clause of a Bill, is recommitted to the Committee:
    - (i) the Synod shall, without a motion being moved, forthwith be deemed to have resolved itself into Committee to consider the proposed amendment;
    - (ii) the procedure in Committee shall, as nearly as practicable, be the same as the procedure following the passing of the motion that the Bill be approved in principle except that the Committee shall consider only amendments relating to the purpose of its re-committal; and
    - (iii) the procedure following completion of the consideration of the Bill in Committee shall, as nearly as practicable, be the same as that following completion of consideration of the Bill in Committee in the first instance.
  - (q) If the motion that the Bill do now pass is agreed to, then:
    - (i) if the Bill was not considered in Committee, the Bill as introduced shall be an ordinance duly passed; or

- (ii) if the Bill was considered in Committee the Bill as certified by the Chair shall be an ordinance duly passed.
- (r) The ordinance shall come into effect upon assent being given by the President.
- (s) the clerical secretary and the lay secretary shall certify on a copy of the ordinance that it is a copy of the ordinance was passed and the date of its passing.
- (t) a motion making the consideration of a Bill an Order of the Day may be moved without notice.
- (u) a motion that a Bill be approved in principle may be moved by the member of Synod who gave the notice or, by leave of Synod, any other member.
- (v) amendments of a grammatical or editorial nature, or to alter the numbering of sections, subsections and paragraphs or subparagraphs or cross-references in consequence of an amendment made to a Bill, may be made, and clerical or typographical errors may be corrected in any part of a Bill by the Chair of Committees or, in the case of a Bill which has not been considered in Committee, by the clerical secretary and the lay secretary without any motion being agreed to.

Appointment of Select Committees

- 52. Select Committees may be appointed by name or by ballot; in the former case the notice of motion shall contain the names of those proposed to be elected, whose consent must first have been obtained; but any member may demand that the election be by ballot.

Power to Select Committees

- 53. Select Committees shall be summoned for the first meeting by the Diocesan Chief Executive, shall choose their own Chair, and unless directed specially to report to the Synod during the session in which they are appointed, shall have power to sit during recess, and to report at the next session, and every Select Committee shall continue in existence until its report shall have been finally disposed of, or permission for its dissolution shall have been given.

Reports of Select Committees

- 54. Every Select Committee appointed to report to the Synod at its next session shall send in its report to the Diocesan Council, and if the Diocesan Council shall so determine, the said report shall be printed and sent to all the members of Synod at least fourteen days before the day of the meeting.

**ELECTION BY BALLOT**

Mode of Election

- 55. In case of any election, unless the mode of election be prescribed by any rule or ordinance, any member may require that the election be by ballot.

Nominations and Elections

- 56.
  - (a) a list of elections required to take place during any Session of Synod,

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together with Form of Nomination, shall be sent to every member of Synod one month before the date on which Synod is to assemble.

- (b) any member of Synod desiring to submit nominations for any election shall complete and sign a Form of Nomination, and forward it to the Diocesan Chief Executive at least twenty-one days before the assembling of Synod.
- (c) a list of names of the persons so nominated shall be sent to each member, but no name shall be shown on the List of Nominations unless it appears on at least two valid nominations.
- (d) a member whose name appears on the List of Nominations may have the nomination withdrawn by giving notice in writing to the Diocesan Chief Executive, such notice to be received by the Diocesan Chief Executive not less than seven days before Synod meets.
- (e) printed ballot papers and facilities for voting shall be made available to members at such times as Synod may direct.

Voting by Ballots

57. Ballot voting shall be administered as follows:

- (a) the mode of election by ballot shall be that the Assistant Secretaries shall provide ballot papers containing the names of the members duly nominated:
  - (i) the name of each member shall be marked off from the Synod roll as the member collects a ballot paper; and
  - (ii) each member present shall place on the member’s voting paper the figure 1 opposite the name of the candidate for whom he or she votes; and may
  - (iii) in addition, indicate the order of the member’s choice of preference for as many other candidates as they wish by placing against their respective names the figures 2, 3, 4, 5, and so on in consecutive numerical order; and
  - (iv) the completed ballot papers shall be placed in locked ballot boxes provided by the Assistant Secretaries;
- (b) a scrutiny shall be made by the Returning Officer and/or other members of the Synod to be appointed by the President and any paper shall be rejected in which the intention of the ballot is unclear.
- (c) the Returning Officer and Assistant Returning Officers shall determine:
  - (i) the number of votes for each candidate by looking for the number one (1) next to a candidate’s name;
  - (ii) allocating the vote to that person;
  - (iii) the person with the lowest number of first preference votes is eliminated from the race and their second preferences are allocated to the remaining candidates;
  - (iv) the next person with the lowest number of votes is eliminated and their preferences are distributed; and
  - (v) this process of elimination continues until the remaining number of candidates equals the number of electoral vacancies;

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- (d) The candidates, to the number required, receiving the highest number of votes, shall be reported to the President, who shall:
  - (i) declare the said members elected.
- (e) In the event of an equality of votes rendering the issue doubtful, the Returning Officer shall:
  - (i) write the names of those candidates, whose election is doubtful, on individual pieces of paper; and
  - (ii) place the pieces of paper in a receptacle and draw therefrom by lot the names of candidates until the remaining places are filled.

Any names in excess of the number required shall be recorded in order of votes received.

### Suspension of Standing Orders

58. Any Standing Order may be suspended on motion with notice by consent of the majority of the members of the Synod then present, or on motion without notice, with the consent of two thirds of the members present.

### Alteration of Standing Orders

59. Any Standing Order may be amended or repealed, or any new Standing Order may be passed, on due notice being given under Rule 28, provided that at least one-half of the members of each order be present.

### Report of Proceedings of Synod

60. The Report of the Proceedings of Synod shall be printed as soon as possible after the close of each session, and shall contain the Roll of Members of Synod, the list of officers, and committees, a copy of resolutions and ordinances passed by the Synod, and all reports and other documents which Synod may order to be printed in it by express resolution.

### Cases Not Provided For

61. In all cases of order which may arise, not herein provided for, a ruling from the President shall be sought, and every such ruling, until the Synod shall otherwise determine, shall have the same force as a Standing Order, and shall be preserved by the Secretaries in a record of rulings.

**I HEREBY CERTIFY** the Ordinance as printed is in accordance with the Ordinance as reported.

Mr Geoffrey Spring

**Chair of  
Committees**

Passed by Synod on 26 October 2018

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**PROFESSIONAL STANDARDS ORDINANCE AMENDMENT ORDINANCE 2018**

The Reverend Scott Dulley  
**Clerical Secretary of Synod**

Mrs Wendy Armstrong  
**Lay Secretary of Synod**

**THE ASSENT** of Peter Derrick James Stuart, Bishop of the Diocese was given to the above Ordinance on 26 October 2018 in the Tenth year of our Consecration.

**PRESIDENT**

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