

**Act No 313/97**

**AN ACT**

to consolidate and amend the law relating to the Synod of the Diocese and for other purposes

BE IT ENACTED by the Bishop, the Clergy and the Laity of the Anglican Church of Australia within the Diocese of Gippsland in Victoria duly met in Synod according to law as follows :

**PART 1—PRELIMINARY**

**1. *Short Title***

This Act may be cited as the **Synod Act 1997**.

**2. *Commencement***

This Act commences on 1 January 1998.

**3. *Definitions***

In this Act—

**"dissolution"** of Synod includes an ending by effluxion of time;

**"elector"** has the meaning given by section 4;

**"eligible lay person"** means a person who is eligible to be a lay member of Synod as referred to in section 5;

**"incumbent"** has the same meaning as in the **Parish Administration Act 1994** and, in relation to a parish of which there is no such incumbent, means the relevant Archdeacon;

**"parish"** has the same meaning as in the **Parish Administration Act 1994**.

**4. *Elector***

A lay person who has attained the age of 18 years and who, during the period of 3 months immediately before an election of lay members of Synod by a parish—

(a) has usually attended Divine Service in the parish; and

(b) signs a declaration in, or to the effect of, the form in Schedule 1—

is an elector of the parish.

## PART 2—LAY MEMBERS OF SYNOD

### Division 1—Lay members generally

#### 5. *Eligibility and declaration of lay members*

(1) A lay person who—

(a) has attained the age of 18 years; and

(b) is a communicant member of the Anglican Church of Australia—

is eligible to be appointed or elected as a lay member of Synod or to hold office *ex officio* as a lay member of Synod.

(2) A lay member, before taking part in, or voting at, a Synod, shall sign and deliver to the President a declaration in the following form—

"I, AB. whose name is subscribed hereto, do declare that I am a communicant member of the Anglican Church of Australia and belong to no other religious denomination."

### Division 2—Parish lay members

#### 6. *Parish lay members*

The electors of a parish may elect—

(a) 3 eligible lay persons resident in the Diocese to be lay members of Synod; and

(b) 3 eligible lay persons resident in the Diocese to be supplementary lay members of Synod.

#### 7. *General election of lay members*

There shall be a general election of lay members of Synod by parishes within 12 months after the dissolution of a Synod.

#### 8. *Mandate for general election*

For obtaining a general election of lay members, the Bishop, by mandate under his hand addressed to each incumbent, shall require the incumbent to invite electors of the parish to elect—

(a) 3 lay members; and

(b) 3 supplementary lay members—

in accordance with this Act and within the period specified in the mandate.

**9. *Mandate for extra-ordinary election***

(1) If a new parish is constituted after a general election has taken place, the Bishop, by mandate under his hand addressed to each incumbent, shall require the incumbent to invite electors of the parish to elect—

(a) 3 lay members; and

(b) 3 supplementary lay members—

in accordance with this Act and within the period specified in the mandate.

(2) If there is a casual vacancy in the position of a lay member of a parish and there is no supplementary lay member of the parish to fill the vacancy, the Bishop, by mandate under his hand addressed to the incumbent, shall invite electors of the parish to elect a lay member to fill the vacancy.

**10. *Notice of Election***

(1) An incumbent, upon receipt of a mandate, shall call a meeting for the purpose of receiving nominations of candidates for election as lay members or supplementary lay members and for electing those lay members and supplementary lay members.

(2) A notice shall be posted on the notice board or principal door of every building in the parish licensed for worship not less than 14 days before the day appointed for the election, and the election shall be announced during each occasion of Divine Service during that period of 14 days.

**11. *Procedure at meeting to elect lay members***

(1) The incumbent, or such person as the incumbent shall appoint, shall be chairperson of the meeting to receive nominations and, when no fewer than 10 persons are assembled, shall proceed to the election.

(2) The chairperson shall first require each lay person present to sign a declaration in or to the effect of the form in Schedule 1 and any person refusing to sign the declaration shall be excluded from making nominations or voting.

(3) The chairperson shall then call for nominations of candidates as lay members and any eligible lay person may be nominated if he or she consents to be nominated or, if not present at the meeting, if his or her consent to the nomination has been obtained.

(4) Nominations shall be in or to the effect of the form in Schedule 2 and shall be signed by 2 electors.

**12. *When nominees shall be deemed duly elected***

If no more candidates are nominated than can be elected as lay members, the person or persons nominated are deemed to have been duly elected as lay members.

**13. *Voting by ballot***

- (1) If more candidates are nominated than can be elected as lay members, the chairperson shall forthwith proceed with the election.
- (2) Voting shall be by ballot and the chairperson shall appoint 2 scrutineers of the ballot who shall forthwith count the votes cast and communicate the result to the chairperson who shall thereupon announce it to the meeting.
- (3) In the event of an equality of votes among candidates for the last place, a further election shall immediately take place at the same meeting but no new nominations shall be called and, should the votes again be equal, the chairperson shall determine by lot which of the candidates shall be elected.

**14. *Supplementary lay members***

After the election of lay members at a meeting, the meeting may then proceed to elect supplementary lay members in the same manner as the election of lay members, save that the order in which the supplementary lay members are elected shall be recorded.

**15. *Result of election***

- (1) The incumbent shall, immediately after the election, give to the Registrar the name and address of every person duly elected together with the forms of declaration and a return setting out the result of the election in or to the effect of the form Schedule 3.
- (2) The incumbent shall cause to be given to each person elected a certificate of election.

**16. *Failure to elect members not to affect validity***

If an election is not held in any parish or the full entitlement of 3 lay members is not filled, that failure does not invalidate the proceedings of Synod.

**17. *Resignation and vacation of seat by lay member***

- (1) A lay member may resign his or her seat in the Synod by writing given to the Registrar.
- (2) The seat of a lay member who has been absent from the Synod for an entire ordinary session without the leave of the Synod is vacated.
- (3) If a lay member ceases to be a lay person or ceases to be a member of the Anglican Church of Australia, he or she shall be deemed to have forfeited his or her seat.

- (4) A supplementary lay member who ceases to be a lay person or ceases to be a member of the Anglican Church of Australia ceases to be a supplementary lay member.

**18. *Supplementary lay members***

If a lay member elected by a parish notifies the incumbent in writing that he or she will be unable to attend a session of Synod, a supplementary lay member elected by the parish nominated in writing by the incumbent to the Registrar before the commencement of that session, may take the place in all respects of the lay member and shall for all purposes during that session be a lay member for the parish in the stead of the elected lay member of Synod.

**19. *Provision for filling vacancies***

If the seat of a lay member for a parish is vacant, it shall be filled for the remainder of the Synod by a supplementary lay member of the parish nominated in writing to the Registrar by the incumbent.

**Division 3—Committee of Disputed Elections**

**20. *Election Committee***

- (1) If an election under this Act is disputed, the Bishop shall appoint 5 members of Synod as a Committee of Disputed Elections.
- (2) The Committee shall meet as directed by the Bishop and, in accordance with this Division, shall determine the matter in dispute and the procedure to be followed to resolve the issue.
- (3) A determination of the Committee is final.

**21. *Declaration***

If the Committee determines and reports to the Synod that a person was not duly elected who was returned as elected any person so declared not to be duly elected shall cease to be a member of the Synod.

**22. *Determination***

If the Committee determines and reports that any person has been duly elected who was not returned, the person so declared shall be admitted as a lay member of the Synod upon making the declaration required as to qualification.

**23. *Election void***

If the Committee declares an election to be void or declares a lay member to be unqualified and there is no supplementary lay member available, the Bishop shall issue a new mandate for the holding of an election and the person elected shall be a lay member for the parish.

**24. *Committee resolution***

If the Committee comes to any resolution other than the determinations referred to in this Division, the Committee shall report the determination to the Synod for its opinion and decision and the Synod may confirm or rescind the resolution and may make any order on the matter that the said Synod determines.

**Division 4—Other lay members of Synod**

**25. *Ex officio members***

- (1) An eligible lay person who is the Chancellor, the Advocate or the Registrar of the Diocese is, ex officio, a lay member of the Synod.
- (2) An eligible lay person who holds an office in the Diocese that is for the time being declared by the Bishop in Council to be an ex officio office for the purposes of this Act, is, ex officio, a lay member of Synod.
- (3) The number of offices declared under sub-section (2) shall not at any time exceed 4.

**26. *Lay members elected by Youth Synod***

- (1) In this section, "**Youth Synod**" means an organisation of the Diocese whose members are under the age of 30 and the constitution of which is approved by the Bishop in Council.
- (2) The Youth Synod may elect from its own members 3 eligible lay persons as lay members of Synod.
- (3) A lay member elected under this section holds office as a lay member of the Synod until the next sitting of the Youth Synod following the sitting at which he or she was elected, even if there is a dissolution of the Synod before the next sitting.
- (4) If there is no youth Synod or no lay members are elected by the Youth Synod, the Bishop in Council may appoint not more than 3 eligible lay persons under the age of 30 as lay members for a session of the Synod.

**27. *Gippsland Aboriginal Anglican Fellowship***

- (1) The Gippsland Aboriginal Anglican Fellowship or, if that body ceases to exist, another body recognised by the Bishop in Council as having purposes similar to those of the Fellowship, may appoint from among its members 3 eligible lay persons to be lay members of Synod.

- (2) The members appointed under sub-section (1) hold office as lay members of Synod until the end of the session of Synod first held after they are appointed.
- (3) A statement in writing by a priest responsible for ministering to the Gippsland Aboriginal Anglican Fellowship, or other body, certifying as to the appointment of the member is sufficient evidence of the appointment.

### **PART 3—SYNOD**

#### **28. *Duration of Synods***

Each Synod continues as a Synod for a period of not more than 3 years from the date of the last day of the first session of the Synod and shall be liable to dissolution in the meantime by the Bishop, who shall have the right to dissolve the Synod subject to this Part.

#### **29. *When sessions of Synod shall be held***

- (1) Once at least in every calendar year the Bishop shall convene the Synod by summoning thereto all clerical members and all lay members at such time and place as the Bishop may fix or direct so that a period of 18 calendar months shall not intervene between the last day of meeting in one session and the first day of meeting in the next session or between the last session of one Synod and the first session of the next Synod.
- (2) Synod may adjourn from time to time as may be agreed upon by a majority of the members then present and shall not be subject to be dissolved without its consent until it shall have sat on 5 days, whether in one session or more than one session.

#### **30. *Notification of meeting***

The notification by mandate of the Bishop of the time and place appointed for the first session of a Synod and the holding of a meeting in pursuance of the notification shall be sufficient evidence of the convening of the Synod and of compliance with the provisions or requirements of this Act as to the convening of any Synod and as to the election and summoning members.

#### **31. *Special sessions of Synod***

- (1) When it shall have been deemed expedient by the Bishop to convene the Synod for a special purpose and in the mandate convening the Synod or by notice given to the members of the Synod in any other manner he shall have stated the special purpose for which the Synod has been convened the session held in pursuance of that mandate shall be deemed a special session.
- (2) Unless the Synod by a majority of two-thirds of the clerical members and two-thirds of the lay members then present and with the consent of the Bishop shall otherwise determine, no business shall be transacted at a special session other than that which the Synod shall have been specially convened to consider.

- (3) No business required by any Act or resolution of the Synod to be done at an ordinary session shall be done at a special session unless with the consent of a majority of two-thirds of the clerical members and two-thirds of the lay members then present and with the consent of the Bishop.

**32. *Term of office of members of Council etc not affected by special meeting***

The term of office powers and duties of members of the Bishop in Council and of the Boards and Committees appointed at an ordinary session of the Synod shall not be limited or otherwise affected by a special session of the Synod, anything contained in any Act of the Synod to the contrary notwithstanding.

**33. *Attendance book to be signed***

Every member of Synod shall on some day in each session of the Synod enter his or her name in a book kept for that purpose and if the name of any member be not so entered it shall be evidence of his or her absence during the whole of the session.

**34. *Standing Orders***

- (1) The Synod may, by resolution, make, amend or repeal Standing Orders of the Synod, which shall be binding on the members of the Synod.
- (2) The Standing Orders of the Synod, as in force immediately before the commencement of this Act, are the Standing Orders of Synod and may be amended or repealed as if they had been made under this section.

**PART 4—REPEAL AND TRANSITIONAL**

**35. *Repeal of Synod Act 1970***

The **Synod Act 1970** is repealed.

**36. *Dissolution of 31st Synod***

The Thirty-first Synod of the Diocese is deemed to have been dissolved immediately before the commencement of this Act.



**SCHEDULE 1**

I, the undersigned do declare that I am a lay person who has attained the age of 18 years, that I have usually attended Divine Service of the Anglican Church of Australia within this parish during the past 3 months and that I am a member of the Anglican Church in Australia AND have not already voted at this election.

**SCHEDULE 2**

We, the undersigned electors of the Parish of.....

hereby nominate<sup>1</sup>.....for election as a

Lay member )  
Supplementary lay member ) of the Synod of the Diocese of Gippsland.

..... )  
..... ) *Signature of at least two electors*  
..... )

I consent to this nomination.....  
*(Signature of person nominated)*

OR

*(if the written consent of the person nominated cannot easily be obtained):*

I testify that the person nominated herein has given his or her consent to this nomination.

.....  
*(Signature of one nominator)*

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<sup>1</sup> A person is not eligible for nomination unless he or she is a lay person who—  
(a) has attained the age of 18 years; and  
(b) is a communicant member of the Anglican Church of Australia; and  
(c) belongs to no other religious denomination.

**SCHEDULE 3**

I, the undersigned certify as follows:

1. A meeting for the election of lay members and supplementary lay members called according to the provisions of the **Synod Act 1997** took place at

.....on.....

in the Parish of.....

2. There were ..... persons present of whom ..... signed the declaration on the sheet attached according to the form required by the Act.

3. The names of those nominated, and the votes recorded, were as follows :

	<u>LAY MEMBERS</u>	<u>VOTES RECORDED</u>
<i>(in order of election)</i>		

- 1.
  - 2.
  - 3.
- etc.

	<u>SUPPLEMENTARY LAY MEMBERS</u>	<u>VOTES RECORDED</u>
<i>(in order of election)</i>		

- 1.
  - 2.
  - 3.
- etc.

4. The following persons were elected :

Lay Members.....

Supplementary Lay Members.....

Signed.....(Chairperson)

I certify that the wording of the Bill is the wording agreed to by the Committee

John E Delzoppo  
Chairman of Committees

We certify that this Act is passed by the Synod of the Diocese of Gippsland this 24th day of May,  
1997

John Guy

Fred A Morrey  
Secretaries of Synod

I assent to this Act  
+ Arthur Gippsland  
Bishop

**DIOCESE OF GIPPSLAND**  
**STANDING ORDERS OF THE SYNOD**

**MEETING**

1. The members of the Synod shall meet for the discussion of business on the date and at the time and place set out in the Bishop's mandate.

**QUORUM**

2. A quorum is a majority of the clerical members and a majority of the lay members.

**ADJOURNMENT - IF NO QUORUM**

3. If, at the expiration of half an hour from the time fixed for meeting, there is not a quorum, the President shall adjourn the Synod to a time fixed by the President.

**ADJOURNMENT - ABSENCE OF PRESIDENT**

4. If the President is absent, and has not appointed a person to take the chair in his absence, the Synod shall stand adjourned until the next regular day of sitting.

**PRAYERS**

5. The Synod shall be opened each day with the prescribed prayers read by the President or a Chaplain appointed by him.

**SECRETARY AND ASSISTANT SECRETARIES**

6. (1) The Registrar of the Diocese is the Secretary of Synod.  
(2) The Secretary shall prepare the Business Paper for each day of a session of Synod, shall be responsible for the taking of the Minutes of the proceedings and prepare and publish the Report of proceedings. The Secretary shall also have charge of the record of all Regulations, Acts and Resolutions passed by the Synod, and of all other documents appertaining to the business of the Synod, which shall be deposited for safe custody in the Diocesan Registry.  
(3) There shall be 2 Assistant Secretaries for Synod, one clerical and one lay, who shall be appointed by the President at least 7 days before the first day of the First Session of each Synod, and shall hold office until the appointment of their successors.

## CHAIRMAN OF COMMITTEES

7. There shall be a Chairman of Committees, and a Deputy Chairman who shall be elected immediately after the announcement of the appointment of the Assistant Secretaries on the first day of the First Session of Synod and shall hold office until the election of their successors.

## MINUTES

8. (1) At least 7 days before the first day of the first session of each Synod, the President shall appoint 2 members of the Synod, one clerical and one lay, to peruse the minutes of Synod.
  - (2) The 2 members shall certify to the President, no later than 30 days after the end of each session of Synod, whether the minutes are a true record of proceedings.
  - (3) The President shall sign the Minutes on receiving the certification that they are a true record.

## TIMEKEEPER

9. (1) There shall be a timekeeper who shall be elected on the first day of each session of the Synod and shall hold office until the appointment of his or her successor.
  - (2) If the timekeeper is absent from Synod, the Synod shall appoint a person to act as timekeeper during the absence.

## SYNOD ARRANGEMENTS COMMITTEE

10. (1) There shall be a Synod Arrangements Committee consisting of the Secretary of Synod, the Chairman of Committees, the Clerical and Lay Assistant Secretaries and an Archdeacon appointed before each Session of Synod by the Bishop.
  - (2) A member of the Committee holds office until the appointment of his or her successor.
  - (3) The Synod Arrangements Committee shall recommend to Synod the order in which business should be taken at Synod.

## ORDER OF BUSINESS

11. (1) The list of the clergy and the list of the lay members summoned to the Synod shall be called over.
  - (2) The lay members who have not previously presented their certificates of election and signed the declaration shall then do so.
  - (3) All members are required to sign the Attendance Book once during each Session.
  - (4) The President shall deliver his address.

- (5) The Minute Book of the Bishop-in-Council and other documents shall be laid on the Table.
  - (6) Petitions may be presented.
  - (7) Introduction of persons nominated for election under Order 16.
  - (8) Notices of Questions.
  - (9) Notices of Motion, at the morning session only.
  - (10) Motions by request of the Bishop in Council
  - (11) Reports, Accounts and Motions connected therewith.
  - (12) Motions from Members of Synod.
12. A motion referred to in Order 11 (12) MUST have been received by the Secretary at least 28 days before the session of Synod.
  13. An order of the day shall consist of a Bill or other matter which the Synod has ordered to be taken into consideration on a particular day.

#### FORMAL MOTIONS

14. 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 by the word "Object" being called by a person other than the mover or the seconder and such motion on being determined formal shall forthwith be put without debate.

#### GENERAL ELECTIONS

15. (1) The Secretary shall give notice to each member of Synod at least 21 days prior to the first day of a Session of all elections required by Act or resolution to take place during that Session.  
  
(2) In the case of the First Session of a new Synod, such notice shall include a list of the names of all lay members and, in the case of an elected member, the parish in which the member was elected.
16. Nominations of persons for such elections, signed by the proposer and seconder, one of whom shall certify that the consent of the person or persons nominated has been obtained, shall be delivered to the Secretary not later than 7 days prior to the first day of the session.
17. A list of positions to be filled by election shall be posted in the Synod Chamber, together with the names of the persons whose nominations have been delivered to the Registrar under Order 16.
18. The persons who have been nominated for election shall be introduced on the floor of the Synod Chamber by one of the Assistant Secretaries of Synod who shall state in respect of each of them the person's name and parish and the position for election to which the

person has been nominated. The introductions shall take place at the time specified in Order 11.

19. If the nominations of persons for any such election are not in excess of the number of persons required to be elected, the President shall declare the persons nominated to be duly elected, but if they are in excess, a ballot shall be taken.
20. Unless Synod orders otherwise, ballot papers for all elections shall be made available and polling shall take place on a full day of sitting during the period beginning at 11 a.m. and ending at 2 p.m. on the first day of a session. For the purposes of this Order, a "full day" means a day upon which Synod has agreed that it will sit for an aggregate of not less than 4 hours.
21. If there be any election required by Act or resolution to take place during any Session which has not been notified by the Bishop-in-Council to members of Synod, or if sufficient nominations have not been received for any election, such election may be made, or nominations received, in such manner as the Synod may think fit without reference to the Standing Orders.

#### BALLOTS

22. Whenever a ballot is taken—
  - (a) Synod by resolution without notice shall appoint 2 scrutineers, who need not be members of Synod;
  - (b) the Assistant Secretaries shall give each member initialled ballot papers for each election (spoilt ballot papers may be exchanged for new ones);
  - (c) members shall vote by striking out the names of those candidates for whom they do not wish to vote;
  - (d) any ballot paper—
    - (i) containing more or less names voted for than directed; or
    - (ii) not initialled by an Assistant Secretary of Synod; or
    - (iii) not clearly marked in accordance with the instructions thereon so that the voter's intention is clear—  
  
shall be informal;
  - (e) before the close of nominations the President shall inform members of any extraordinary vacancies to be filled;
  - (f) the scrutineers shall ascertain the result of the ballot and deliver to the President a list showing the candidates in order of preference with the number of votes cast for each;

- (g) the President shall declare the required number elected to the office but if an equality of votes renders the issue doubtful, the President shall declare elected those of whose election there is no doubt, and at such time as Synod by resolution without notice shall direct, by a new ballot the remainder shall be elected from those for whom an equal number of votes has been recorded.

#### PETITIONS

23. Petitions may be in writing or in type, and must be in or to the effect of the form set out in the Schedule and must be duly signed.
24. Petitions shall not be received which, in the opinion of the President, are disrespectful or couched in offensive language, or which have been altered by erasure or interlineation.
25. A member presenting a petition may require that it be read by one of the Assistant Secretaries, and the only question which shall be entertained by the Synod on its presentation shall be "That the petition be received".

#### RULES OF DEBATE

26. Every member shall stand while speaking and address the President.
27. The President may take part in debate without leaving the Chair.
28. When the President rises in his place all other members shall be seated and continue sitting until he resumes his seat.
29. All Questions of Order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith. Any member may speak to a Point of Order.
30. The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a member to interrupt a speaker except through the President. This Standing Order shall be applied to Motions of Adjournment.
31. The President shall call to order any member who in his opinion is digressing from the subject matter of the Questions under discussion, or who shall make personal reflections on, or impute improper motives to, any member.
32. If any member shall persist in such irrelevant remarks, or shall, in the judgement of the President, be guilty of disorderly conduct, the President may call upon the member to withdraw his or her remarks, whereupon if the member refuses, he or she shall leave the Synod which shall then take the case into consideration.
33. (1) All speakers to motions or amendments shall be limited to 5 minutes, with an extension of 3 minutes if Synod so desires.
- (2) The time keeper shall sound a warning bell one minute before the expiry of time.

#### ADJOURNMENT OF DEBATE

34. When an adjournment of a debate shall take place, it may be resolved that at the next sitting the debate thus adjourned shall take precedence of all or any of the Motions and Orders of the day.



### RIGHT OF REPLY

35. Except in Committee of the whole Synod, no member shall be allowed to speak more than once on the same Question, except in explanation. Provided that the mover of any Question, other than an amendment, shall be allowed the right of reply, and after the reply the Question shall be forthwith put.

### MOTION OR AMENDMENT NOT SECONDED

36. Except in Committee, no Motion or Amendment unless seconded shall be further discussed, nor shall any entry thereof be made in the minutes.

### MOTIONS - FORMALLY SECONDING

37. Any member formally seconding a motion shall not be thereby considered as having spoken to the Question.

### MOTIONS - PURSUANT TO NOTICE

38. (1) A member shall not bring any subject under consideration of Synod or ask any question except in pursuance of a notice given in writing in duplicate on a previous day.
- (2) Motions may be made without notice —
- (a) to appoint scrutineers;
  - (b) to hold a ballot when voting is equal at an election.

### MOTIONS WITHOUT NOTICE

39. A motion however may be made or a question be asked without previous notice by leave of the majority of the members then present.

### MOTIONS LAPSED

40. 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.

### MOTIONS PUT BY THE PRESIDENT

41. When a Motion has been made and seconded, a question thereupon shall be proposed by the President, and at any time before the close of the debate any member may move an amendment.

### AMENDMENTS

42. No amendment shall be put from the Chair unless it be seconded and copies thereof shall have been handed to the President and Assistant Secretaries.
43. When an amendment is proposed it shall be in the following form—

- (a) when it is intended entirely to supersede the original Motion, the form in which the amendment shall be made by the mover shall be —

That all the words after the word "That" of the original motion be omitted with a view to the insertion of the following words in lieu thereof (*words of the amendment*);

- (b) when the object of the amendment is to omit certain words only, but not all the words of the original motion, the form shall be—

That all the words after the word (*here shall be specified the last word which it is desired to retain*) be omitted with the view of substituting the following words in lieu thereof (*words of the amendment*);

- (c) the question before the Synod in either case shall be put by the President thus—  
"That the words proposed to be omitted be so omitted."  
(d) if it be decided in the negative, such words shall be retained, and it shall not be competent to move any further amendment, save an addition to them;  
(e) if it be decided in the affirmative, then the question shall be put by the President—

"That the words proposed to be inserted be so inserted."

(if this question be negatived, other words may be moved until the Synod shall agree);

- (f) the amended motion shall formally be submitted in its entirety to the vote of the Synod;  
(g) an amendment proposed shall be disposed of before another amendment to the original question can be moved;  
(h) amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

44. (1) A question may be superseded—

(a) by the adjournment of the Synod on the motion of a member "That the Synod do now adjourn.";

(b) by a motion "That the Synod proceed to the next business.";

(c) on notice being taken, and it appearing that a quorum is not present.

- (2) A motion for "proceeding to the next business" may be superseded by the adjournment of the Synod.

- (3) A question that has been superseded may not be put again at the same session of Synod.

#### MOTIONS - HOW RESOLVED

45. A question shall be resolved by the majority of the voices "Aye" or "No", or by a show of hands, the clergy and the laity voting separately except on purely formal questions, and the President shall state which side has the majority; but on demand being made by 5 members a division shall take place.

#### MOTIONS - WITHDRAWAL OF

46. Any Motion may be withdrawn by the mover with the permission of the Synod.

#### MOTIONS - PREVIOUSLY DEALT WITH, ETC.

47. A subject which has been under consideration of the Synod at a Session and disposed of at that Session, shall not be again brought forward during that Session.
48. No Question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same Session.

#### COUNT OUT

49. If at any time during the progress of business, on any member moving that the Synod be counted out, there is not a quorum, the President shall adjourn the Synod until the next time of sitting.
50. A debate interrupted by such counting out may be resumed at the point where it was interrupted, on motion upon notice.

#### ADJOURNMENT OF SYNOD, OR DEBATE

51. A Motion for adjournment of either the Synod, or the debate, may be made at any time. Provided that no member shall be interrupted thereby while speaking.

#### MOTIONS - MEMBERS TO CONCLUDE WITH

52. When no question is before the Synod—
- (a) no member shall be at liberty to speak unless he or she intends to conclude by making a motion; and
  - (b) any member rising to submit a motion of which notice has not been given, shall, when called upon by the President, forthwith state what motion he or she intends to make.

#### DIVISIONS

53. When a Division is demanded, the President shall put the Question and, after the lapse of 2 minutes, shall direct the members then present to divide into 2 groups, one being the clerical and the other being the lay members, and the members of each group shall then divide, the "Ayes" to the right and the "Noes" to the left of the chair, and the President shall appoint 4 Tellers, two clerical and two lay, from amongst the members, and shall declare which has the majority of votes from a count of the members voting to be given to the President by the Tellers.

54. Members may leave or enter the Synod during the 2 minutes which elapse before the Division, but after the President commences to direct the members to divide, no member shall leave or enter the Synod until the Division is concluded; and after the appointment of Tellers no member, except the Tellers, shall change his or her place from one side of the Chair to the other.

#### STANDING ORDERS - SUSPENSION OF

55. Any Standing Order of the Synod may at any time be suspended on motion with notice. Any Standing Order may also be suspended on motion without notice with the consent of the majority of Synod present.

#### COMMITTEE OF THE WHOLE - QUORUM

56. In Committee of the whole Synod the same number of members shall form a quorum as in the Synod itself.
57. A motion made in Committee need not be seconded.

#### ADJOURNMENT OF COMMITTEE

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

#### STANDING ORDERS TO APPLY IN COMMITTEE

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

#### ABSENCE OF CHAIRMAN OF COMMITTEES

60. In case of the absence of both the Chairman and the Deputy Chairman, the Synod shall appoint another member to act.

#### BILLS AND ACTS

61. (1) Except with leave of the Synod, no Bill shall be brought before the Synod except by the Bishop-in-Council, unless a draft thereof has been received by the Secretary at least one month before the date appointed for the meeting of Synod.
- (2) All proposed Acts of the Synod which are intended to have legislative authority shall be brought before the Synod and debated on and passed according to the following rules and forms and such proposed Acts while under consideration by the Synod shall be styled "Bills" during the progress thereof through the Synod.
- (3) In motions of the Synod under this Order (not being Motions of the committee of the whole Synod) other than the motion "that the Bill do now pass", the clergy and the lay members shall only vote separately if 5 or more members so demand.
- (4) Except in the case of a Bill brought in at the request of Synod or of the Bishop-in-Council no Bill shall be introduced unless it bears the endorsement of at least 3 members of Synod.

- (5) Every Bill shall be introduced by a motion—
  - (a) "That Synod approves the Bill entitled "....." in principle"; or
  - (b) "That consideration of the Bill entitled "....." in principle be an order of the day for ....."
- (6) Except by leave of Synod, the motion "That Synod approves the Bill in principle" shall not be moved unless and until the Bill shall have been printed and circulated among the members.
- (7) After it has been moved that Synod approves the Bill in principle the general principles of the Bill may be debated by the Synod.
- (8) At the conclusion of any debate by the Synod of the Bill the title of the Bill shall be read.
- (9) Upon its being resolved that Synod approves the Bill, the Bill shall be considered in detail by the Committee of the whole Synod unless Synod resolves that consideration of the Bill in detail by the Committee of the whole Synod be an order of the day for some other time.
- (10) A Bill shall not be amended by the Synod except in Committee of the whole Synod.
- (11) When the Chairman of Committees reports to the Synod that a Bill has been considered by the Committee of the whole Synod and agreed to either with or without amendment, the President of the Synod shall, without motion being made, put the motion "that the report be adopted".
- (12) The motion referred to in paragraph (11) may be amended for the purpose of having the Bill reconsidered by the Committee of the whole Synod but may not otherwise be amended.
- (13) Where the Chairman's report concerning a Bill is adopted by the Synod, the member in charge of the Bill shall without notice move—
  - (a) "That the Bill do now pass"; or
  - (b) "That further consideration of the Bill be an Order of the day for.."
- (14) Upon the passing of the motion by the Synod that a Bill do pass, the Bill shall be presented to the Bishop for him to signify whether or not he assents to it.
- (15) Upon the assent of the Bishop to any Bill being given, such assent shall be declared by him to the Synod, if in session, and, if such Bill has been assented to, the Secretary shall cause the same to be duly registered as an Act of the Bishop, the Clergy and the Laity of the Anglican Church of Australia within the Diocese of Gippsland in Victoria with effect from the date of the assent of the Bishop and it

shall be recorded in the Registry of the Diocese with the assent of the Bishop endorsed thereon.

62. Clerical or typographical errors may be corrected in any part and in any stage of a Bill by the Secretary before it is assented to by the Bishop and the Secretary shall forthwith inform the Synod what errors he or she has so corrected in any Bill.

#### PARLIAMENTARY PRACTICE

63. In all cases not herein provided for, resort shall be had to the rules, forms and practice of the Legislative Assembly of Victoria, so far as they can be applied.

**SCHEDULE**

**Form of Petition**

To the President and Members of Synod duly assembled, we, the undersigned, respectfully request that—

**Principal petitioner:**

Name	Address	Signature
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**Other petitioners:**

Name	Address	Signature
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I certify that the wording of the Standing Orders is the wording agreed to by the Committee

John E Delzoppo  
Chairman of Committees