

SODOR AND MAN DIOCESAN SYNOD
STANDING ORDERS

Adopted by resolution of the Synod 14th May 1992
with amendments up to 1st January 2010

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MEMBERSHIP OF THE SYNOD

1. *Roll of members*

The secretary shall keep a roll of the members of the synod constantly up to date.

2. *Participation by non-members*

Any visitor by invitation of the president may, with the consent of the synod, address the synod but shall have no right to move any motion or amendment or to vote.

TERM OF OFFICE

3. *Nominated members*

Unless the president fixes a shorter period of office, nominated members shall retire at the end of the term of 3 years referred to in rule [31] of the Church Representation Rules.

VICE-PRESIDENTS

4. *Vice-presidents*

Before the first meeting of the synod after the beginning of the term of 3 years referred to in rule [31] of the Church Representation Rules 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 hold a special meeting to elect one of its members to be a vice-president of the synod. A member of the appropriate house appointed by the president shall act as chairman for such meeting. Whoever so presides shall have a vote in the election. In the case of an equality of votes a further ballot shall be held between the candidates; and in case of an equality of votes after a second ballot, the election shall be decided by lot.

CHAIRMAN OF MEETING

5. *Meetings of the synod*

The president, unless on any occasion he nominates one of the vice-presidents or another member to take the chair, shall be chairman at meetings of the synod.

6. *Separate meetings of the houses*

The president and each vice-president shall be chairman of the house of which he is a member, unless he is absent from or does not wish to preside at a meeting, in which case a member of the house elected by the members present shall be chairman.

7. *Powers of chairman*

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 chairman of each.

OFFICERS

8. *Secretary*

(1) The synod shall appoint a secretary, being either a clergyman or a layman and either salaried or honorary, who shall —

- (a) be responsible for the administrative arrangements for meetings of the synod;
- (b) be in attendance at such meetings;
- (c) prepare the draft agenda papers and minutes of the synod;
- (d) act as secretary of the standing committee;
- (e) perform such other duties as the synod may assign to him.

(2) The secretary of the synod may attend meetings of every other committee or body referred to in standing order 77 and may take part in the discussions at such meetings, but shall not have the right to move any motion or amendment or to vote.

9. *Assistant secretary*

The standing committee may appoint an assistant secretary.

10. *Legal adviser*

The diocesan registrar, or in the event of his absence or incapacity a person appointed for the purpose by the president, shall be the legal adviser to the synod, and when required shall attend the meetings of the synod, its houses and the standing committee.

11. *Terms of appointment*

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 standing committee.

MEETINGS OF THE SYNOD

12. *By whom convened*

The synod shall meet upon the summons of the president.

13. *When and where held*

The president shall summon not less than 2 meetings in each year at such times and such places as he may direct after consulting the standing committee.

14. Meetings by request

If either the standing committee by resolution so requests or if the president receives a requisition for that purpose signed by not less than 30 members, the president shall summon a meeting of the synod which shall be held within 8 weeks following the resolution or requisition unless a later date is specified in the resolution or requisition.

15. Notice of ordinary meetings

The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such manner as the president shall approve.

16. Notice of special meeting

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

(2) A notice under this standing order shall be in writing, signed by the secretary and sent to every member in such manner as the president may approve.

17. Separate meetings of the houses

If —

- (a) the standing committee so requests, or
- (b) the chairman of the house of clergy or the house of laity receives a requisition for that purpose signed by not less than one quarter of the members of that house,

the chairman shall summon a meeting of that house which shall be held within 4 weeks following the resolution or requisition unless a later date is specified in the resolution or requisition.

AGENDA

18. Content

Subject to these standing orders and any resolution of the synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before the synod, the standing committee shall settle the agenda for each of its meetings, specifying therein all business of which due notice has been received and which is in order, and shall determine the order in which the business so included shall be considered.

19. Circulation

The secretary shall send an agenda paper to every member, in such manner as the president may approve, 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

20. Business permitted to be considered

Save for urgent or other specially important business added thereto by direction of the president, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

21. Order of business

In considering the order of business the standing committee shall give special consideration to items —

- (a) brought before the synod at the request or direction of the president;
- (b) referred to the synod by the General Synod, a deanery synod, a parochial church council or a parochial church meeting;
- (c) brought before the synod by the legislative committee or the diocesan board of finance;

and 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.

22. Varying the order of business

The order of business may be varied by resolution of the synod or, unless any member objects, by the chairman.

NOTICE OF BUSINESS

23. Form of notice

Subject to standing order 16, notice of any business for a meeting of the synod shall be in writing, signed and delivered to the secretary by hand, post or email not later than the period before the meeting which is specified in standing order 24.

24. Length of notice

The following periods of notice shall be required —

New business for the agenda	35 days
Motions arising from the agenda	7 days
Questions under standing order 68	7 days

25. When not required

Notice of the following business shall not be required —

- (a) a motion moved by permission of the chairman, provided that (unless the chairman otherwise permits) the full text of such motion shall be made available to members in a notice paper before it is moved;
- (b) an amendment to a motion, provided that —
 - (i) if the mover of the amendment has previously spoken on the motion, he shall move any amendment thereto formally and without speech; and
 - (ii) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the chairman;
- (c) business adjourned under standing order 52 or 53 to a specified time or meeting;
- (d) a procedural motion specified in standing order 49 (subject as provided in that standing order);
- (e) a supplementary question by a member who has asked a question under standing order 68.

GENERAL RULES OF DEBATE

26. Quorum

Except as provided by standing order 16, 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 standing order 52 or of a debate under standing order 53.

27. If quorum not present

If a quorum is not present, the chairman shall adjourn the synod until such time as he may determine. Any member may call the attention of the chairman to the absence of a quorum at any time before the question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the chairman has conclusively announced the result of the vote on that question.

28. Order of speeches

The chairman shall call upon members who desire to speak and may require them to give their names to the secretary in writing. He shall also determine the order in which they speak.

29. Breach of order

The chairman shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may order the member to end any speech which he is making.

30. Points of order

A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he has to say in the form of a succinct question.

31. Personal explanations

A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what he has said, or to explain some matter of strictly personal concern, and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the chairman the debate is likely to benefit from such an explanation.

32. Interruptions not otherwise permitted

(1) Save as provided in standing orders 30 and 31 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this standing order it shall be reckoned as a speech on the question before the synod and shall preclude the interrupter from speaking further on that question.

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

33. Speaking to a motion

A member shall not speak unless upon a motion or amendment save as provided in standing orders 30, 31 and 68.

34. Speaking more than once

A member shall not speak more than once upon the same question, except —

- (a) as provided in standing orders 30 and 31;
- (b) by permission of the chairman and with the consent of the synod;
- (c) the mover of a motion (but not an amendment) may reply; such reply shall not

introduce any new matter and shall close the debate;

- (d) the mover of an amendment to a standing order may speak twice.

35. Length of speeches

(1) Save as provided in these standing orders, no speech shall exceed 10 minutes or, in the case of a member introducing a report, 15 minutes, but the chairman may at any time lengthen or shorten either of those period; provided that he shall inform the synod of his ruling, which shall not be open to debate or question.

(2) This standing order does not apply to a member of the legislative committee in presenting a measure to the synod.

36. Moving motions or amendments

(1) No matter may be debated in the synod unless it has been moved by a member.

(2) A motion or amendment which, when called by the chairman, is not moved by the member who has given notice thereof may be moved by any other member in his stead.

37. Withdrawal

A motion or amendment, once moved, may be withdrawn by the mover or at his request unless any member objects.

38. Reconsideration and rescission

No motion or amendment to the same effect as, or dependent on, one which has been rejected within the preceding 12 months and no motion to rescind a resolution passed within the same period shall be proposed without leave of the standing committee.

39. Division of text

The chairman may, with the consent of the mover, divide any motion or amendment in such manner as to enable the synod to express its judgment separately upon each part of the motion or amendment so divided.

40. Reference-back motions not permitted

(1) During the 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 that effect may be moved.

(2) Where a motion so amended is carried but specifies no-one to whom the matter is to be so referred, this question shall be decided by the standing committee.

(3) No amendment shall be moved for the reference back of any matter referred by the General Synod to the synod.

41. Special powers of chairman

Unless the synod otherwise provides, the chairman shall —

- (a) adjourn the synod at the hours fixed in accordance with these standing orders;
- (b) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with standing order 21;
- (c) close the debate on any motion at the hour appointed in accordance with standing order 21, whether or not there are other members who still desire to speak, and thereupon the provisions of standing order 54(2) shall apply.

AMENDMENTS

42. When permitted

Except as provided in standing order 43, any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

43. When not permitted

Amendments to the following shall not be permitted —

- (a) a procedural motion under standing order 49;
- (b) a motion to receive the report of a committee under standing order 91;
- (c) a motion under standing order 98(1) in reply to any question referred by the General Synod.

44. Amendments to amendments

No amendment may be moved to an amendment, except by permission of the chairman.

45. Delivery in writing

Before an amendment is moved, a copy of it in writing shall be delivered to the secretary, unless this requirement is dispensed with by the chairman.

46. Form of amendments

An amendment may be made —

- (a) by leaving out words;
- (b) by leaving out words and inserting other words; or
- (c) by inserting or adding words.

47. Content

An amendment must be relevant and must not have the effect of negating the main motion or amendment.

48. Order of consideration

- (1) 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, and 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 chairman.
- (2) By permission of the chairman, other amendments may be discussed but not moved during the debate on an amendment.

PROCEDURAL MOTIONS

49. Content

Subject to these standing orders, the following procedural motions may, with the permission of the chairman, be moved with or without notice but not so as to interrupt the speech of any member —

- (a) "That the synod do pass to the next business" ("next business");
- (b) "That the synod do now adjourn" ("adjournment of the synod");
- (c) "That the debate be now adjourned" ("adjournment of the debate");
- (d) "That the debate be now closed" ("closure");
- (e) "That all further speeches on this question be limited to . . . minutes" ("speech limit");
- (f) a motion to vary the order of business;
- (g) a motion to suspend a standing order.

50. When not permitted

A motion shall not be moved —

- (a) for next business, the closure or a speech limit on any question referred by the General Synod;
- (b) for next business on an amendment or another procedural motion.

51. Next business

The following rules of debate apply to a motion for next business:

- (a) 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 forthwith pass to the next business before the question is put".
- (b) The motion shall take precedence over all amendments of which notice has been given.

- (c) If the 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.
- (d) If negatived, the motion shall not be moved again on the original motion unless that motion is substantially amended.
- (e) During discussion on a motion "That the synod do forthwith pass to the next business before the question is put" it shall be in order to debate the merits of the original question.

52. Adjournment of the synod

The following rules of debate apply to a motion for adjournment of the synod:

- (a) The motion may but need not specify a time for the next sitting of the synod or the resumption of the business interrupted.
- (b) The mover shall be allowed to speak for not more than 3 minutes; the mover of the original motion, if any, or if not, some other member may speak for not more than 3 minutes; the question shall then be put without further debate.
- (c) If the motion is carried and the synod has not by the same resolution appointed a time for its next sitting, the sitting shall be held at the time appointed in accordance with standing order 13.
- (d) Subject to any resolution of the synod, the business interrupted shall be resumed at the next meeting.
- (e) If negatived the adjournment of the synod shall not be moved again, except with the permission of the chairman, until a further hour has elapsed.

53. Adjournment of debate

Standing order 52, so far as applicable, applies to a motion for adjournment of debate except that —

- (a) if the motion is carried and the synod has not by the same resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the standing committee;
- (b) if the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

54. Closure

The following rules of debate apply to a motion for the closure:

- (a) If the motion is permitted by the chairman, it shall be put forthwith without discussion.
- (b) if the closure is carried, the member, if any, who has the right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than 5 minutes in reply, and the motion or amendment shall be put without further debate.

55. *Speech limit*

- (1) If the motion is permitted by the chairman, it shall be put forthwith without discussion.
- (2) Notwithstanding the time-limits imposed by standing order 35, on a motion for speech limit being carried, no speech shall exceed the number of minutes specified in the motion, but the chairman may, for any special reason (of which he shall be the sole judge), allow a longer or shorter time to any member.
- (3) When so doing the chairman shall inform members of his ruling, and in exercising his discretion shall have particular regard to any member who has a right of reply to the debate.

56. *Suspension of standing orders*

After notice or, by permission of the chairman, without notice a member may move that a standing order be suspended during a particular debate or meeting. The motion shall not be deemed to have been carried unless at least three-fourths of the members present and voting are in favour.

VOTING

57. *Assent of three houses*

- (1) Subject to standing orders 58 and 59, nothing shall be deemed to have the assent of the synod unless the three houses which constitute the synod have assented thereto.
- (2) If in the case of a particular question (except a matter referred to the synod by the General Synod under Article 8 of the Constitution of that Synod) 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 who assent to it includes the president.

58. *Procedure for decisions*

Questions relating only to the conduct of business shall be decided by the votes of all the members of the synod present and voting, and 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 10

members require, that a separate vote of each house be taken.

59. *Matters referred under Article 8*

If the votes of the houses of clergy and laity are in favour of a matter referred to the synod by the General Synod under Article 8 of the Constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said Article.

60. *Voting by houses*

A separate vote of each house shall be taken —

- (a) on any question referred by the General Synod to the synod;
- (b) on any other question (except a question relating only to the conduct of business) where that is required under standing order 58.

61. *Majority required for decisions*

- (1) Subject to any statutory requirements and to standing order 56, decisions of the synod, when no separate vote is taken by each of the houses, shall require the votes of the majority of all the members of the synod present and voting.
- (2) Subject to any statutory requirements and to standing orders 56 and 57, decisions of the synod, when no separate vote is taken by each of the houses, shall require the votes of the majority of all the members of each house present and voting.

62. *Equal voting in house of bishops*

Where there is an equal division of votes in the house of bishops, the president shall have a second or casting vote.

63. *Opinion of president*

The president shall have a right to require that his opinion on any question shall be recorded in the minutes.

64. *Voting rights of chairman*

The chairman (subject to the rights of the president when he is chairman) shall have the same voting rights as other members and shall have no second or casting vote.

65. *Mode of voting*

- (1) Subject to paragraph (2), the chairman on putting any question to the vote shall take a show of hands, the result of which as announced by him shall be conclusive, and may at his discretion order the hands to be counted, and shall do so on a vote by houses.
- (2) The standing committee may in the case of any question determine that the vote (whether or not by houses) shall be taken by ballot. In that

case the ballot shall be conducted in such manner as the standing committee may direct, and subject thereto the administrative arrangements for the ballot shall be made by the secretary under the direction of the chairman.

66. Requests for separate voting

Where —

- (a) the president requires, or any 10 members require, a separate vote of each house, or
- (b) the president gives a direction under standing order 57,

such requirement or direction shall be made or given before the question is put or immediately on the announcement of the result of a show of hands, whether counted or not, or of a ballot.

67. Procedure for count of hands

The counting of hands on a separate vote of each house shall be conducted in accordance with instructions issued from time to time by the standing committee, and subject thereto the administrative arrangements for each count shall be made by the secretary under the direction of the chairman.

QUESTIONS

68. To whom addressed

- (1) Subject to due notice under standing order 24, a question may be asked of —
 - (a) any officer of the synod referred to in these standing orders;
 - (b) the chairman of any body referred to in standing order 77.
- (2) With the prior permission of the chairman, the person asked may, without reason given, refuse to answer the question.
- (3) A member may ask up to two original questions at any one meeting, and a member who has asked a question may ask one supplementary question in respect of each original decision.

69. Content

- (1) A question, if addressed to an officer, must relate to the duties assigned to him and, if addressed to the chairman of a body, to the business of that body.
- (2) Questions may not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and must be otherwise in order.

70. Persons authorised to reply

If the person of whom the question is asked is a member or officer of the synod, he shall reply

personally and, if not, the reply may be given by one of its member nominated by the president:

Provided that —

- (a) the president may instruct the secretary to reply on his behalf;
- (b) a member who is absent may authorise another member to deputise for him.

THE STANDING COMMITTEE

71. Composition of standing committee

The standing committee of the synod shall consist of —

- (a) ex officio members —
 - the president;
 - the archdeacon;
 - the proctor elected from the diocese to the lower house of the Convocation of the province of York;
 - the member elected from the diocese to the house of laity of the General Synod;
 - the diocesan registrar;
 - the chairman of the house of clergy of the synod;
 - the chairman of the house of laity of the synod;
 - the chairman of the diocesan board of finance;
- (b) the following persons elected from among the members of the synod —
 - three members of the house of clergy
 - three members of the house of laity.

72. Elections to standing committee

The elected members of the standing committee shall be elected by the house of which each is a member, as soon as practicable after the beginning of the term of 3 years referred to in rule [31] of the Church Representation Rules, and shall retire on the election of their successors or on ceasing to be qualified.

73. Chairman

The president shall be chairman of the standing committee and, in his absence, a member of the committee elected by the members present shall be chairman.

74. Functions

The functions of the standing committee shall be —

- (a) to plan the business of the synod, to prepare the agenda for its meetings, and to circulate

- to members information about matters for discussion;
- (b) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;
 - (c) to advise the president on any matters which he may refer to the committee;
 - (d) subject to the directions of the synod, to transact the business of the synod when it is not in session;
 - (e) to appoint members of committee or nominate members for election to committees, subject to the directions of the synod;
 - (f) to carry out such other functions as the synod may delegate to it.

OTHER COMMITTEES

75. Statutory committees

The synod shall establish such committees or other bodies as may be required by law with such membership, functions and procedure as may be provided in the relevant statutory provisions.

76. Other committees

The synod may at any time constitute such other committees or other bodies as in the opinion of the synod are necessary or desirable, and may delegate to a committee or other body so constituted, with or without conditions, such functions of the synod as it thinks fit.

GENERAL PROVISIONS AS TO COMMITTEES ETC.

77. Application of provisions

- (1) Except so far as any statutory provision, resolution of the synod or standing order otherwise provides, standing orders 78 to 92 apply to the following bodies (so far as applicable), and references to a committee shall be construed accordingly:
- (a) the standing committee;
 - (b) the legislative committee;
 - (c) the vacancy in see committee;
 - (d) any committee or other body referred to in standing order 75;
 - (e) any committee or other body established by the synod under standing order 76.
- (2) Except as aforesaid, standing orders 81 to 84 and 86 (so far as applicable) apply also to the following bodies, and references to a committee shall be construed accordingly:

- (a) the Church Commissioners for the Isle of Man;
- (b) the Sodor and Man Diocesan Board of Finance.

78. Membership of committees

- (1) The standing committee shall determine the number of the members of a committee and whether they shall be appointed or elected.
- (2) A committee may include persons who are not members of the synod:

Provided that, in the case of a committee to whom functions are delegated under standing order 76 —

- (a) a majority of the members shall be members of the synod;
- (b) the president or the archdeacon shall be a member.

79. Duration of membership

The standing committee may 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.

80. Sub-committees

Every committee may appoint sub-committees for such purposes as it thinks fit.

81. Electors

Any elected members of a committee may be elected by the whole synod without discrimination as to houses or by the three houses voting separately. In the absence of any direction by either the synod or the standing committee, they shall be elected by the whole synod.

82. Nominations for elections to committees

- (1) Every nomination for election to a committee shall require a proposer and seconder who must be qualified electors, but the standing committee may (except in an election to itself) collectively nominate candidates.
- (2) Nominations shall be in writing and accompanied by signed evidence of the candidate's willingness to serve, and shall be delivered to the secretary within such period (not being less than 14 days) as he may specify.
- (3) If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

83. Voting in elections

- (1) The names of the candidates shall in any other case be set out on a voting paper.
- (2) The voting shall take place at a meeting of the synod.

(3) Each voter shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate.

(4) In case of an equality of votes for any seat, a further ballot for that seat shall be held between the candidates who received the same number of votes.

(5) Paragraph (3) applies to a ballot under paragraph (4), and in case of an equality of votes the election shall be decided by lot.

84. Representation of deaneries

(1) Where a member of a committee is to be appointed or elected by the synod to represent a deanery, no person shall be eligible to be so appointed or elected unless —

- (a) he resides in a parish in the deanery, or
- (b) he is the incumbent of a benefice, or a member of a team ministry, which comprises such a parish, or
- (c) he is a clerk in Holy Orders and licensed to such a parish, or
- (d) his name is entered on the church electoral roll of such a parish.

(2) Where a person is (apart from this paragraph) eligible to be appointed or elected to represent more than one deanery, he must choose one of those deaneries for the purpose of election or appointment of members of that committee; and he shall not be eligible to be appointed or elected to represent any other deanery.

(3) Where a member or members of a committee are to be elected or appointed by the synod to represent a deanery, the secretary of the synod shall request the chairmen of the deanery synod concerned to convene a meeting of the deanery synod for the purpose of nominating such member or members.

(4) The chairmen or secretary of the deanery synod shall certify any such nomination in writing to the secretary of the synod within the period specified under standing order 82(2); and a person certified as so nominated shall be deemed to have been duly proposed and seconded.

(5) For the purpose of determining the number of nominations and the number of seats to be filled, standing orders 82 and 83 apply to the election of a member or members to represent each deanery as if it were a separate election.

85. Casual vacancies

A casual vacancy in the elected members of any committee shall be filled by co-option by the committee.

86. Directions by standing committee

The conduct of elections to a committee shall be in accordance with any directions of the standing committee.

PROCEDURE OF COMMITTEES

87. Chairman

(1) If the president is a member of a committee he shall be chairman of it if he so elects or, if he does not elect to be chairman, the committee shall, subject to any direction by the synod or the standing committee, at its first meeting elect a chairman from among its own members.

(2) In the absence of the chairman, a member of the committee elected by the members present shall be chairman.

88. Quorum

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

89. Voting

Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, save that in the case of an equality of votes the chairman shall have a second or casting vote.

90. Agenda etc.

The agenda of each meeting of every committee, together with a copy of any paper circulated therewith, and a copy of the minutes of each meeting, shall be sent to the secretary of the synod.

91. Reports

(1) Every committee (other than the legislative committee) shall report to the synod at such times and with such procedure as may be determined by the standing committee.

(2) If the standing committee determines that the acceptance of a report shall be moved, the report shall be presented by a member of the committee on a motion "That the report of . . . be received". No amendment to the motion shall be permitted, but if carried it shall not commit the synod to the acceptance of any matter in the report.

92. General

Subject to these standing orders and to any directions by the synod or the standing committee, a committee shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

93. Representation on other bodies

The procedure for appointing or electing representatives to serve on any committee or other body not referred to in standing order 77 shall be determined in each case by the standing committee.

DOCTRINAL MATTERS AND FORMS OF SERVICE

94. Requirement of early circulation

(1) If notice is given of a motion, whether or not under standing order 98, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England, the standing committee shall include it in the agenda of the earliest convenient meeting of the synod.

(2) Except with the permission of the chairman and the consent of the synod, copies of such motion, together with a report thereon by the standing committee, shall be sent to members at least 3 months before it is finally voted on by the synod.

REFERENCES BY THE GENERAL SYNOD

95. When considered

When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the standing committee shall include it on the agenda of such meeting of the synod as the committee may consider appropriate.

96. Prior notice and documents required

Unless the standing committee decide to the contrary for any reason —

- (a) members of the synod shall receive at least 3 months' notice of the reference; and
- (b) a report or other document prepared by or on behalf of either the General Synod or the standing committee of the synod shall be circulated.

97. Consultations within the diocese

The synod, before voting on a reference, may refer any question arising from it to the deanery synods or parochial church councils or parochial church meetings in the diocese for the expression of their views.

98. Procedure of debate

(1) 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 the synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under standing order 60. If the motion is defeated, the question shall be decided in the negative.

(2) When the reference invites a fuller statement of opinion, a motion containing a draft of such statement shall be moved on behalf of the standing committee, and amendments to such a motion shall be in order.

(3) When all motions under paragraphs (1) and (2) have been decided, other motions arising from it may, if otherwise in order, be moved by any member.

99. Report on result

The decisions on motions referred to in standing order 98 and on any related motions not specifically included in the reference, together with the opinion of the president and the number of votes cast in each house, shall be reported by the secretary to the secretary of the General Synod.

REFERENCES TO DEANERY SYNODS AND PARISHES

100. Matters referable

The president or the standing committee may invite all or any deanery synods or parochial church councils or parochial church meetings in the diocese —

- (a) to express an opinion on or to record approval or disapproval of any matter; or
- (b) to supply information within their knowledge;
- (c) to exercise any other functions within their competence;

and to report to the synod by a specified date.

MATTERS RAISED BY DEANERY SYNODS AND PARISHES

101. Motions

A deanery synod or parochial church council or parochial church meeting may, on a motion moved by a member of the diocesan synod who represents that deanery or parish, as the case may be, bring before the diocesan synod any question of general Church interest or affecting the deanery or any parish within the deanery.

102. Notice to synod

Notice of a motion to be moved in the synod under standing order 101 shall be given to the

secretary of the diocesan synod by the secretary or a member of the deanery synod duly authorised for the purpose, or by the secretary of the parochial church council, as the case may be.

FINANCIAL BUSINESS

103. The diocesan board of finance

The Sodor and Man Diocesan Board of Finance (in these standing orders referred to as "the diocesan board of finance") shall be the financial executive of the synod and responsible for —

- (a) the custody and management of any funds at the disposal of the synod; and
- (b) the employment of all persons in receipt of salaries paid directly from those funds.

104. Submission of draft budget

- (1) Not later than the end of every year the diocesan board of finance shall, after consultation with the standing committee, submit to the synod a draft budget for the following year.
- (2) If during any year the diocesan board of finance either —
 - (a) anticipates that expenditure sanctioned by the budget will be inadequate, or
 - (b) is so instructed by the synod,the board shall submit to the synod before the end of that year a supplementary budget, together with recommendations as to how the additional expenditure can be met.

105. Presentation of annual accounts

- (1) Not later than the end of every year the diocesan board of finance shall submit to the synod a report and accounts for the preceding year.
- (2) In presenting the accounts for the preceding year the board shall report and explain any expenditure in excess of the budget, together with the board's comments and recommendations as to how the excess expenditure shall be sanctioned.

106. Notice of proposals involving expenditure

Except with the consent of the diocesan board of finance, no motion involving expenditure shall be put to the vote unless 35 days' notice of the motion has been given to the board, so as to give opportunity for their views on the proposal to be formulated and expressed during the debate.

CHURCH LEGISLATION

107. Notice of Measures

Where a draft measure is presented to the synod by the legislative committee, there shall be sent or delivered to every member with the agenda paper —

- (a) a copy of the draft measure; and
- (b) a report of the legislative committee on the draft measure, including an explanation of its objects and general effect;

and the agenda paper shall include a statement of the effect of standing order 108(4) and (5).

108. Consideration of measures

- (1) Subject to paragraph (2), every draft measure presented to the synod by the legislative committee shall be considered in 3 stages —
 - (a) general approval, when the policy of the measure shall be considered;
 - (b) consideration of the clauses of the measure;
 - (c) final approval of the measure.
- (2) Where the draft measure is one to which standing order 110 applies, the chairman may direct that stage (b) shall be omitted except for the purpose of considering amendments.
- (3) Stages (a), (b) and (c) may be taken on the same day, but the synod may by resolution determine that stage (c) shall be taken at a subsequent meeting of the synod.
- (4) No amendment may be moved at stage (b) without the leave of the chairman unless notice thereof in writing has been delivered to the secretary by hand, post or email not later than 7 days before the meeting.
- (5) The chairman may refuse to permit any amendment to be moved if he is of opinion that it is defective in form.
- (6) No amendment may be moved at stage (c), other than drafting amendments to carry out in proper form what may have been decided at stage (b).

109. Subordinate legislation

- (1) Where any order, rules, regulations or other instrument of a legislative character is required to be approved by the synod, a copy of the instrument, with an explanatory note of its general effect, shall be sent or delivered to every member with the agenda paper.
- (2) Where any such instrument is required to be laid before the synod, it shall be sufficient compliance with the requirement if a copy of the instrument, with an explanatory note of its general

effect, is sent or delivered to every member with the agenda paper.

110. Application of English legislation

- (1) This standing order applies to —
- (a) a draft measure,
 - (b) any order, rules, regulations or other instrument of a legislative character, or
 - (c) a resolution under section 7(3) of the Synodical Government Measure 1969, as it has effect in the Isle of Man;

which provides for the extension or application to the Isle of Man, with or without exceptions, adaptations or modifications, of any English legislation.

- (2) No matter to which this standing order applies shall be considered by the synod unless a copy of the English legislation is either —

- (a) sent or delivered to every member with the agenda paper, or
- (b) for a period of not less than 21 days before the meeting, deposited, and made available for inspection by any member of the synod free of charge at all reasonable hours, at a place specified in a notice which is included in or sent with the agenda paper.

- (3) In this standing order "English legislation" means —

- (a) a Measure, or a provision of a Measure, of the General Synod, or
- (b) an order, rules, regulations or other instrument of a legislative character, or
- (c) a resolution of the General Synod,

which has effect in England.

GENERAL PROVISIONS

111. Admission of press and public

Subject to any directions by the synod or the standing committee, 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. If the motion is carried, the chairman shall request the representatives of the press and the public to withdraw.

112. Periods of notice

A meeting of the synod or any of its committees 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 and conducting such meeting, and no proceedings thereat shall be

invalidated by the accidental omission to give the required notice of the meeting to any member.

113. Procedural defects

A meeting of the synod or any of its committees 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 the meeting, and no proceedings at it shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

114. Amendment of standing orders

A motion for the amendment of these standing orders shall not be moved before it has been considered by the standing committee. The standing committee shall report to the synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.

SUPPLEMENTAL STANDING ORDERS

Adopted by resolution of the Synod
17th May 1993

Amended by resolution of the Synod
6th May 1997

115. Sodor and Man Diocesan Board of Finance

- (1) There shall be 12 appointed members of the board elected by the synod (voting as one body).

- (2) So far as practicable, at least 2 appointed members of the board shall represent each deanery.

- (3) Not more than 6 appointed members of the board shall be clerks in Holy Orders.

116. Church Commissioners for the Isle of Man

- (1) The member of the Commissioners to be appointed by the Sodor and Man Diocesan Board of Finance shall be so appointed —

- (a) in the case of an ordinary appointment, before the meeting of the synod next before they are to take office;
- (b) in the case of an appointment to fill a casual vacancy, as soon as may be after the vacancy arises.

- (2) The members of the Commissioners to be appointed by the synod shall be elected by the synod (voting as one body) from among the members of the synod —

Standing Orders of Sodor and Man Diocesan Synod

- (a) in the case of an ordinary appointment, at the meeting of the synod next before they are to take office;
 - (b) in the case of an appointment to fill a casual vacancy, as soon as may be after the vacancy arises.
- (3) So far as practicable —
- (a) of the clergy members appointed by the synod, one shall represent each deanery, and
 - (b) of the lay members so appointed, 2 shall represent the deanery of Douglas and one shall represent each other deanery.

APPENDIX

CONSTITUTIONS OF COMMITTEES ETC.

*Standing Committee*¹

Bishop
Archdeacon
proctor in Convocation
lay member of General Synod
Diocesan Registrar
chairman of house of clergy
chairman of house of laity
chairman of Diocesan Board of Finance
3 members of house of clergy (elected by that house)
3 members of house of laity (elected by that house)

*Church Commissioners for the Isle of Man*²

Bishop
Archdeacon
one actual communicant member of Church of England, appointed by Diocesan Board of Finance
3 persons, being clerks in Holy Orders, elected by the synod, one to represent each deanery
4 persons, being of the laity, elected by synod, 2 to represent the deanery of Douglas and one to represent each other deanery

*Sodor and Man Diocesan Board of Finance*³

Bishop
Archdeacon
12 members appointed or elected by synod (at least 2 representatives of each deanery; not more than half to be clergy)

*Legislative Committee*⁴

Bishop
Archdeacon
Vicar General
proctor in Convocation
lay member of General Synod
3 members of house of clergy (elected by synod)
4 members of house of laity (elected by synod)

*Vacancy in See Committee*⁵

Archdeacon
proctor in Convocation
lay member of General Synod (unless he is diocesan registrar)
chairman of house of clergy
chairman of house of laity
2 beneficed or licensed clergy (elected by house of clergy)
2 actual communicant lay persons on electoral roll of parish in diocese (elected by house of laity)
(Standing Committee may appoint not more than 4 additional persons)

*Sodor and Man Diocesan Advisory Committee for the Care of Churches*⁶

Archdeacon
2 members of synod appointed by synod
not more than 4 persons appointed by Bishop
(committee may co-opt additional non-voting members)

¹ Church Representation Rules r.28(1)(k), as applied by Church Act 1987 Sch.1; Standing Order 71

² Church Act 1992 Sch.4 para.1 as amended by Church Commissioners for the Isle of Man (Constitution) Resolution 1996 (SD 696/96); Standing Order 116

³ Church Act 1992 Sch.1 para.1 as amended by Sodor and Man Diocesan Board of Finance (Constitution) Resolutions 1996 (SD 254/96) and 1999 (SD 323/99); Standing Order 115

⁴ Church Legislation Procedure Act 1993 s.1; resolution of synod 23rd November 1993

⁵ Vacancy in See Committees Regulation 1993 as amended by Vacancy in See Committees (Amendment) Regulation 2003

⁶ Resolution of diocesan synod 17th May 1993

Diocesan Council for Mission⁷

Bishop

4 members of diocesan synod (appointed by synod, 2 to represent Douglas deanery and one to represent each other deanery)

2 actual communicant members of the Church of England (appointed by standing committee after consultation with such missionary societies and other bodies connected with the work of the Church overseas as appear to the committee to be appropriate)

Decade of Evangelism Officer of the diocese (appointed by Bishop)

Ecumenical Officer (appointed by Bishop)
secretary of Council
treasurer of Council

(council may co-opt additional non-voting members)

Diocesan Council for Education⁸

Bishop

4 members of diocesan synod (appointed by synod, 2 to represent Douglas deanery and one to represent each other deanery)

chairman of any committee of Council who is nominated by Bishop to be a member

one person nominated by diocesan council of Mothers' Union

head teacher of St Thomas' Church of England Primary School

secretary of Council
treasurer of Council

(council may co-opt additional non-voting members)

Rule Committee⁹

Bishop

Vicar General

2 persons, one clerical and one lay, appointed by synod

Panels of members of Bishop's Disciplinary Tribunal¹⁰

Diocesan panel

6 lay persons appointed by the standing committee, being persons who are resident in the diocese and on the electoral roll of a parish in the diocese

6 persons in Holy Orders appointed by the standing committee, being persons who have served in Holy Orders for at least 7 years and are resident in the diocese

(panel members must be actual communicants)

Provincial panel

2 lay persons nominated by the bishop after consultation with the standing committee, being persons who are resident in the diocese and are on the electoral roll of a parish in the diocese;

2 persons in Holy Orders nominated by the bishop after consultation with the standing committee, being persons who have served in Holy Orders for at least seven years and are resident in the diocese;

(panel members must be actual communicants)

Panels of members of Appeal Tribunal under Pastoral Measure¹¹

5 members of house of clergy, appointed by house of clergy

5 members of house of laity, appointed by house of laity

⁷ Resolution of diocesan synod 5th May 1998

⁸ Resolution of diocesan synod 5th May 1998

⁹ Care of Churches and Ecclesiastical Jurisdiction Measure 1991 s.25, as applied by Care of Churches and Ecclesiastical Jurisdiction Measure (Isle of Man) 1992

¹⁰ Clergy Discipline Measure 1993 ss.20A & 21 as applied by Clergy Discipline Measure (Isle of Man) 2005

¹¹ Pastoral Measure 1983 Sch.4 para.15 as applied by Pastoral Measure (Isle of Man) 1990: to provide clerical and lay members of tribunal to determine disputes as to compensation

