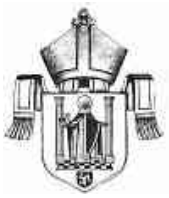

SODOR AND MAN DIOCESAN SYNOD

STANDING ORDERS

Introductory

1. Interpretation

Officers of synod

2. Vice-presidents
3. Secretary
4. Assistant secretary
5. Legal adviser
6. Terms of appointment

Meetings of synod and houses

7. Convening of meetings of synod
8. Ordinary meetings of synod
9. Meetings of synod by request
10. Separate meetings of houses

Notice of meetings of synod

11. Notice of ordinary meetings
12. Notice of special meeting

Chairmanship

13. Chairmanship of synod
14. Chairmanship of separate meetings of houses
15. General powers of chairman
16. Special powers of chairman

Business of meeting of synod

17. Agenda: content
18. Circulation of agenda
19. Business permitted to be considered
20. Order of business
21. Varying the order of business
22. Form of notice of business
23. Length of notice of business
24. When notice not required

Procedure at meetings

25. Quorum
26. Participation by non-members
27. Order of speeches
28. Breach of order
29. Points of order
30. Personal explanations
31. Interruptions not otherwise permitted
32. Speaking to a motion

33. Speaking more than once
34. Length of speeches
35. Admission of press and public

Motions and amendments

36. Moving motions or amendments
37. Withdrawal
38. Reconsideration and rescission
39. Division of text
40. Reference back not permitted
41. Amendments: when permitted
42. Amendments: when not permitted
43. Amendments to amendments
44. Notice of amendment
45. Form of amendments
46. Content of amendments
47. Order of consideration of amendments

Procedural motions

48. Procedural motions: content
49. Procedural motions: when not permitted
50. Motion for next business
51. Motion for adjournment of synod
52. Motion for adjournment of debate
53. Motion for closure
54. Speech limit
55. Motion for suspension of standing orders

Voting

56. Voting: assent of Bishop and houses
57. Procedure for decisions
58. Matters referred under Article 8
59. Separate votes
60. Majority required for decisions
61. Opinion of Bishop
62. Voting rights of chairman
63. Mode of voting

Questions

64. Questions: to whom addressed
65. Content of questions
66. Persons authorised to reply

Committees and other bodies

67. Sodor and Man Diocesan Board of Finance
68. Church Commissioners for the Isle of Man
69. Standing committee: membership
70. Elections to standing committee
71. Chairman of standing committee
72. Functions of standing committee
73. Statutory committees
74. Other committees

75. Committees: application of provisions
76. Representation on other bodies
77. Membership of committees
78. Duration of membership of committees
79. Sub-committees
80. Mode of election to committees
81. Nominations for elections to committees
82. Elections to committees
84. Casual vacancies on committees
85. Directions by standing committee

Proceedings of committees and other bodies

86. Chairmanship of committees
87. Quorum of committees
88. Voting on committees
89. Agenda and minutes of committees
90. Reports of committees
91. Committees: general

Special business

92. Doctrinal matters and forms of service
93. References by General Synod: preliminary
94. References by General Synod: debate and report
95. References to … parishes
96. Matters raised by … parishes

Financial business

97. Functions of board of finance
98. Draft budget
99. Annual accounts
100. Notice of proposals involving expenditure

Legislative business

101. Notice of measures
102. Consideration of measures
103. Subordinate legislation
104. Application of English legislation

Supplemental provisions

105. Term of office of nominated members
106. Procedural defects
107. Amendment of standing orders

Constitution of Committees etc.

1. Standing Committee
2. Church Commissioners for the Isle of Man
3. Sodor and Man Diocesan Board of Finance
4. Legislative Committee
5. Vacancy in See Committee
6. Sodor and Man Diocesan Advisory Committee for the Care of Churches
7. Panels of members of Bishop's Disciplinary Tribunal
8. Panels of members of Appeal Tribunal under Mission and Pastoral Measure

SODOR AND MAN DIOCESAN SYNOD

STANDING ORDERS

Adopted by resolution of the Synod 29th November 2011

Amended by resolution of the Synod 10th July 2024

Introductory

1. Interpretation

(1) In these standing orders —

"the 3-year term" means term of 3 years referred to in rule 31 of the Church Representation Rules;

"the Bishop" includes a person in episcopal orders appointed to exercise the functions of the president of the synod under rule 53 of the Church Representation Rules;

"the board of finance" means the Sodor and Man Diocesan Board of Finance;

"financial year" means a year ending on 31st December;

"notice" means a notice in writing, and includes a notice sent by electronic means;

"the synod" means the Sodor and Man Diocesan Synod.

(2) Any period of notice required by these standing orders shall consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

Officers of synod

2. Vice-presidents

(1) Before the first meeting of the synod after the beginning of the 3-year term, the houses of clergy and laity must each hold a special meeting to elect one of its members to be a vice-president of the synod.

(2) As soon as reasonably practicable after a casual vacancy occurs, the house concerned must hold a special meeting to elect one of its members to be a vice-president of the synod.

(3) A member of the appropriate house appointed by the Bishop shall act as chairman for such a meeting. Whoever so presides shall have a vote in the election.

(4) In case of an equality of votes a further ballot shall be held between the candidates who received the same number of votes; and in case of an equality of votes after a second ballot, the election shall be decided by lot.

3. Secretary

(1) The synod shall appoint a secretary, being either of the clergy or of the laity, who may be either salaried or honorary.

(2) The secretary 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) keep a roll of the members of the synod constantly up to date; and

(f) perform such other duties as the synod may assign to him or her.

(3) The secretary of the synod may attend meetings of every other committee or body referred to in standing order 75 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.

4. Assistant secretary

The standing committee may appoint an assistant secretary.

5. Legal adviser

The diocesan registrar, or in the event of his absence or incapacity a person appointed for the purpose by the Bishop —

(a) shall be the legal adviser to the synod, and

(b) when required shall attend the meetings of the synod, the houses of clergy and laity and the standing committee.

6. 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 synod and houses

7. Convening of meetings of synod

A meeting of the synod shall be held when summoned by the Bishop.

8. Ordinary meetings of synod

The Bishop must summon at least 2 meetings in each year at such times and such places as he may direct after consulting the standing committee.

9. Meetings of synod by request

(1) The Bishop must summon a meeting of the synod if —

(a) the standing committee by resolution so requests, or

(b) he receives a requisition for that purpose signed by not less than 30 members.

(2) A meeting under this standing order shall be held within 8 weeks following the resolution or requisition unless a later date is specified in it.

10. Separate meetings of houses

(1) A meeting of the house of clergy or the house of laity shall be held when summoned by the respective chairman.

(2) The chairman must summon a meeting of the house if —

(a) the standing committee so requests, or

(b) he or she receives a requisition for that purpose signed by not less than one quarter of the members of that house.

(3) A meeting under paragraph (2) must be held within 4 weeks following the request or requisition unless a later date is specified in it.

Notice of meetings of synod

11. 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 Bishop may approve.

12. Notice of special meeting

(1) In case of sudden emergency or other special circumstances, a meeting may be convened at not less than 5 days' notice.

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

(3) Only business specified in the notice may be transacted at such a meeting..

Chairmanship

13. Chairmanship of synod

(1) Subject to paragraph (2), the Bishop shall be chairman at meetings of the synod.

(2) The Bishop may on any occasion nominate one of the vice-presidents or another member to take the chair.

14. Chairmanship of separate meetings of houses

(1) Subject to paragraph (2), each vice-president shall be chairman of the house of which he is a member.

(2) If the chairman of a house is absent from or does not wish to preside at a meeting, a member of the house elected by the members present shall take the chair.

15. General powers of chairman

Subject to these standing orders and the directions of the Bishop, the procedure of the synod and its houses shall be regulated by the respective chairman.

16. Special powers of chairman

Unless the synod otherwise decides, 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 20;

(c) close the debate on any motion at the hour appointed in accordance with standing order 20, whether or not there are other members who still desire to speak, and thereupon standing order 53(2) shall apply.

Business of meeting of synod

17. Agenda: content

(1) The standing committee shall settle the agenda for each of the meetings of the synod, and determine the order in which the business shall be considered.

(2) The agenda must specify all business of which due notice has been received and which is in order.

(3) This standing order is 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,.

18. Circulation of agenda

The secretary shall send an agenda paper to every member in such manner as the Bishop may approve —

(a) at least 21 days before a meeting or

(b) in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

19. Business permitted to be considered

No business shall be considered at a meeting of the synod other than —

(a) that specified in the agenda (or any notice paper relating to it);

(b) urgent or other specially important business added to the agenda by direction of the Bishop, or

(c) matters arising from business so specified or added,.

20. Order of business

(1) In considering the order of business the standing committee must give special consideration to items —

(a) brought before the synod at the request or direction of the Bishop;

(b) referred to the synod by the General Synod, a parochial church council or a parochial church meeting;

(c) brought before the synod by the legislative committee or the board of finance.

(2) The standing committee may also —

(a) allot special times at which such items shall, unless previously disposed of, be taken, and

(b) set time-limits for debates on any motions, where it considers this to be necessary.

21. 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.

22. Form of notice of business

Subject to standing order 12, notice of any business for a meeting of the synod must be signed and delivered to the secretary by hand, post or email not later than the period before the meeting specified in standing order 23.

23. Length of notice of business

The following periods of notice are required —

New business for the agenda	35 days
Motions arising from the agenda	7 days
Questions under standing order 64	7 days

24. When notice not required

(1) Notice of the following business is not required —

(a) a motion moved by permission of the chairman;

(b) an amendment to a motion;

(c) business adjourned under standing order 51 or 52 to a specified time or meeting;

(d) a procedural motion specified in standing order 48 (subject as provided in that standing order);

(e) a supplementary question by a member who has asked a question under standing order 64.

(2) Unless the chairman otherwise permits, the full text of a motion under paragraph (1)(a) or an amendment under paragraph (1)(b) must be made available to members in an agenda or notice paper before it is moved.

(3) If the mover of an amendment under paragraph (1)(b) has previously spoken on the motion, he must move the amendment formally and without speech.

Procedure at meetings

25. Quorum

(1) A quorum of the synod is necessary for the consideration of all business except an adjournment under standing order 51 or 52.

(2) Subject to paragraph (3), one third of the members of the house of clergy or the house of laity forms a quorum.

(3) A majority of the members of the house of clergy or the house of laity forms a quorum at a special meeting convened under standing order 12.

(4) If a quorum is not present, the chairman must adjourn the synod until such time as he may determine.

(5) 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.

(6) After that question is put, a quorum shall be treated as present, and the presence of a quorum may not be queried again until after the chairman has conclusively announced the result of the vote on that question.

26. Participation by non-members

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

27. Order of speeches

The chairman —

(a) shall call upon members who desire to speak;

(b) may require them to give their names to the secretary in writing; and

(c) shall determine the order in which they speak.

28. Breach of order

(1) The chairman shall call a member to order for —

(a) failure to address the chair,

(b) irrelevance,

(c) tedious repetition of arguments previously put forward by the same or any other member,

(d) unbecoming language,

(e) disregard of the authority of the chairman, or

(f) any other breach of order.

(2) The chairman may order the member to end any speech which he or she is making.

29. Points of order

(1) A member may submit a point of order under these standing orders at any time, and for this purpose may interrupt another speaker.

(2) A member rising to a point of order shall state what he or she has to say in the form of a succinct question.

30. Personal explanations

(1) A member may ask permission to interrupt a debate to make a personal explanation, but only so as —

(a) to correct an important misunderstanding of fact during that debate with regard to what he has said, or

(b) to explain some matter of strictly personal concern.

and for this purpose may interrupt another speaker.

(2) Such permission shall be given only if –

(a) any person interrupted consents, and

(b) in the opinion of the chairman the debate is likely to benefit from such an explanation.

31. Interruptions not otherwise permitted

(1) Except as provided in standing orders 29 and 30 the interruption of a speech (by question, point of information or otherwise) shall not be permitted.

(2) Where such an interruption occurs in breach of this standing order, it shall be treated as a speech on the question before the synod, and the interrupter may not speak further on that question.

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

32. Speaking to a motion

A member shall not speak except —

(a) upon a motion or amendment, or

(b) as provided in standing orders 29, 30 and 64.

33. Speaking more than once

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

(a) as provided in standing orders 29 and 30 and paragraphs (2) and (3);

(b) by permission of the chairman and with the consent of the synod.

(2) The mover of a motion (but not an amendment) may reply, but such a reply may not introduce any new matter and shall close the debate;

(3) The mover of an amendment to a standing order may speak twice.

34. Length of speeches

(1) Except as provided in these standing orders, no speech shall exceed 10 minutes or, in the case of a member introducing a report, 15 minutes.

(2) The chairman may at any time lengthen or shorten either of those periods, but he must inform the synod of his ruling, which shall not be open to debate or question.

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

35. Admission of press and public

(1) 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.

(2) If the motion is carried, the chairman shall request the representatives of the press and the public to withdraw.

Motions and amendments

36. Moving motions or amendments

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

(2) If a motion or amendment is called by the chairman but is not moved by the member who gave notice if it, it may be moved by any other member in his or her place.

37. Withdrawal

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

38. Reconsideration and rescission

The following may not be moved without the permission of the standing committee —

(a) a motion or amendment to the same effect as, or dependent on, one which has been rejected within the previous 12 months;

(b) a motion to rescind a resolution passed within the previous 12 months.

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.

40. Reference back not permitted

(1) Except as provided by standing order 102, 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, that question shall be decided by the standing committee.

41. Amendments: when permitted

(1) Except as provided in standing order 42, any member may move an amendment to a motion which has been duly moved.

(2) Such an amendment shall be disposed of before that motion is put or any further amendment is moved.

42. Amendments: when not permitted

Amendments to the following shall not be permitted —

(a) a procedural motion under standing order 48;

(b) a motion to receive the report of a committee under standing order 90;

(c) a motion under standing order 94(1) in reply to any question referred by the General Synod;

(d) a motion for approval of a draft measure under standing order 102.

43. Amendments to amendments

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

44. Notice of amendment

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

45. Form of amendments

An amendment may be made —

(a) by leaving out words;

(b) by substituting words; or

(c) by inserting or adding words.

46. Content of amendments

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

47. Order of consideration of amendments

(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.

(2) 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.

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

Procedural motions

48. Procedural motions: 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.

49. Procedural motions: when not permitted

A motion may 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.

50. Motion for 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 may 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 motion.

51. Motion for adjournment of 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 8.

(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.

52. Motion for adjournment of debate

Standing order 51, 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.

53. Motion for closure

(1) If a motion for the closure is permitted by the chairman, it shall be put forthwith without discussion.

(2) If the motion 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.

54. Speech limit

(1) If a motion for speech limit is permitted by the chairman, it shall be put forthwith without discussion.

(2) On a motion for speech limit being carried, no speech shall exceed the number of minutes specified in the motion, and standing order 34 shall not apply, 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.

55. Motion for suspension of standing orders

(1) 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.

(2) The motion shall not be treated as carried unless at least three-quarters of the members present and voting are in favour.

Voting

56. Voting: assent of Bishop and houses

Subject to standing orders 57 and 58, nothing shall be treated as having the assent of the synod unless the Bishop, the house of clergy and the house of laity have all assented to it.

57. Procedure for decisions

(1) Questions relating only to the conduct of business shall be decided by the votes of all the members of the synod present and voting.

(2) Every other question shall be decided in like manner, the assent of the Bishop, the house of clergy and the house of laity being presumed, unless the Bishop (if present) requires, or any 10 members require, that a separate vote of the Bishop and each house be taken.

(3) A requirement under paragraph (2) must be made —

(a) before the question is put, or

(b) immediately on the announcement of the result of a show of hands, whether counted or not, or of a ballot.

58. 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 that Article.

59. Separate votes

A separate vote of the Bishop, the house of clergy and the house of laity 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 57.

60. Majority required for decisions

(1) Subject to any statutory requirements and to standing order 55, decisions of the synod, when no separate vote is taken in accordance with standing order 59, 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 55 and 56, decisions of the synod, when no separate vote is taken in accordance with standing order 59, shall require the votes of the majority of all the members of the synod present and voting.

61. Opinion of Bishop

The Bishop may require that his opinion on any question shall be recorded in the minutes.

62. Voting rights of chairman

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

63. Mode of voting

(1) Subject to paragraphs (2) and (3), 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.

(2) The chairman may at his discretion order the hands to be counted, and shall do so on a vote in accordance with standing order 59.

(3) The counting of hands on a separate vote in accordance with standing order 59 shall be conducted in accordance with instructions issued from time to time by the standing committee.

(4) Subject to any such instructions the administrative arrangements for each count shall be made by the secretary under the direction of the chairman.

(5) The standing committee may in the case of any question determine that the vote (whether or not by houses) shall be taken by ballot.

(6) A ballot shall be conducted in such manner as the standing committee may direct.

(7) Subject to any such directions the administrative arrangements for the ballot shall be made by the secretary under the direction of the chairman.

Questions

64. Questions: to whom addressed

(1) Subject to due notice under standing order 23, 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 75.

(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 question.

65. Content of questions

(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.

66. Persons authorised to reply

(1) If the person of whom a question is asked is a member or officer of the synod, he must reply personally.

(2) Otherwise, the reply may be given by a member of the synod nominated by the Bishop, except that the Bishop may instruct the secretary to reply on his behalf.

(3) In either case a member who is absent may authorise another member to deputise for him.

Committees and other bodies

67. Sodor and Man Diocesan Board of Finance

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

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

NOTE: Paragraph (2) omitted 10 July 2024

68. Church Commissioners for the Isle of Man

(1) 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 —

(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) The member of the Commissioners to be appointed by the 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.

NOTE: Paragraph (2) omitted 10 July 2024

69. Standing committee: membership

The standing committee of the synod shall consist of —

(a) ex officio members —

the Bishop;

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 board of finance;

(b) the following persons elected from among the members of the synod —

3 members of the house of clergy

3 members of the house of laity.

70. Elections to standing committee

The elected members of the standing committee —

(a) shall be elected by the house of which each is a member, as soon as practicable after the beginning of the 3-year term, and

(b) shall retire on the election of their successors or on ceasing to be qualified.

71. Chairman of standing committee

(1) The Bishop shall be chairman of the standing committee.

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

72. Functions of standing committee

The functions of the standing committee shall be —

(a) to plan the business of the synod;

(b) to prepare the agenda for its meetings;

(c) to circulate to members information about matters for discussion;

(d) to initiate proposals for action by the synod and to advise it on matters of policy which are placed before it;

(e) to advise the Bishop on any matters which he may refer to the committee;

(f) subject to the directions of the synod, to transact the business of the synod when it is not in session;

(g) to appoint members of committees or nominate members for election to committees, subject to the directions of the synod;

(h) to carry out such other functions as the synod may delegate to it.

73. 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.

74. Other committees

(1) The synod may at any time constitute such other committees or other bodies as in the opinion of the synod are necessary or desirable.

(2) The synod may delegate to a committee or other body so constituted, with or without conditions, such functions of the synod as it thinks fit.

75. Committees: application of provisions

(1) This standing order is subject to any statutory provision, resolution of the synod or standing order which provides otherwise.

(2) Standing orders 77 to 91 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 73;

(e) any committee or other body established by the synod under standing order 74.

(3) Standing orders 80 to 83 and 85 (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 board of finance.

76. 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 75 shall be determined in each case by the standing committee.

77. 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:

(3) In the case of a committee to whom functions are delegated under standing order 74 —

(a) a majority of the members must be members of the synod;

(b) the Bishop or the Archdeacon must be a member.

78. Duration of membership of committees

The standing committee —

(a) may at any time dissolve a committee or alter the number of its members or its composition, and

(b) shall determine the term of office of its members.

79. Sub-committees

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

80. Mode of election to committees

(1) Any elected members of a committee may be elected —

(a) by the whole synod without discrimination as to houses, or

(b) by the three houses voting separately.

(2) In the absence of any direction by either the synod or the standing committee, those members shall be elected by the whole synod.

81. 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 must be —

(a) in writing and accompanied by signed evidence of the candidate's willingness to serve, and

(b) delivered to the secretary within such period (not being less than 14 days) as he or she may specify.

82. Elections to committees

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

(2) Otherwise a vote shall be taken by ballot in accordance with the following rules:

(a) The names of the candidates shall be set out on a voting paper.

(b) The voting shall take place at a meeting of the synod.

(c) 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.

(d) 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.

(e) Rule (c) applies to a ballot under rule (d); and in case of an equality of votes on that ballot the election shall be decided by lot.

83.

NOTE: Standing Order 83 omitted 10 July 2024

84. Casual vacancies on committees

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

85. Directions by standing committee

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

Proceedings of committees and other bodies

86. Chairmanship of committees

(1) If the Bishop 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.

87. Quorum of committees

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.

88. Voting on committees

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

89. Agenda and minutes of committees

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.

90. Reports of committees

(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.

91. Committees: 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.

Special business

92. Doctrinal matters and forms of service

(1) If notice is given of a motion, whether or not under standing order 94, 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.

93. References by General Synod: preliminary

(1) 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.

(2) Unless the standing committee decide to the contrary for any reason —

(a) members of the synod must 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 must be circulated.

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

NOTE: Paragraph (3) amended 10 July 2024

94. References by General Synod: debate and report

(1) When a 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 may be moved, and a separate vote of each house shall be taken under standing order 59. 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 a 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.

(4) The decisions on motions under paragraphs (1) and (2) and on any related motions not specifically included in the reference, together with the opinion of the Bishop and the number of votes cast in each house, shall be reported by the secretary to the secretary of the General Synod.

95. References to … parishes

The Bishop or the standing committee may invite all or any … 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;

(b) to supply information within their knowledge; or

(c) to exercise any other functions within their competence;

and to report to the synod by a specified date.

NOTE: Standing Order 95 amended 10 July 2024

96. Matters raised by … parishes

(1) A … parochial church council or parochial church meeting, on a motion moved by a member of the synod who represents [that parish], as the case may be, may bring before the synod any question of general Church interest or affecting [that parish].

[(2) Notice of a motion under paragraph (1) shall be given to the secretary of the synod by the secretary of the parochial church council.]

NOTE: Paragraph (1) amended and paragraph (2) substituted 10 July 2024

Financial business

97. Functions of board of finance

The 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.

98. Draft budget

(1) Not later than the end of every financial year the board of finance shall, after consultation with the standing committee, submit to the synod a draft budget for the next financial year.

(2) If during any financial year the 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.

(3) A copy of every draft budget or supplementary budget submitted to the synod shall be sent or delivered to every member with the agenda paper.

99. Annual accounts

(1) Not later than the end of every financial year the board of finance shall submit to the synod a report and accounts for the previous financial year.

(2) A copy or summary of the report and accounts shall be sent or delivered to every member with the agenda paper.

(3) In presenting the accounts for the previous year the board shall report and explain any expenditure in excess of the budget, and give its comments and recommendations as to how the excess expenditure should be sanctioned.

100. Notice of proposals involving expenditure

Except with the consent of the 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.

101. 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 102(3) and (4).

102. Consideration of measures

(1) Every draft measure presented to the synod by the legislative committee shall be considered on a motion by a member of the legislative committee "that the draft *[title of measure]* be approved" ("motion for approval"). No amendment to the motion for approval may be moved.

(2) Subject to paragraphs (3) and (4), an amendment to the draft measure may be moved at any time before the question is put on the motion for approval.

(3) No amendment, other than a drafting amendment to correct errors or to carry out in proper form what may have been previously decided, may be moved without the permission of the chairman unless notice of it in writing has been delivered to the secretary by hand, post or email not later than 7 days before the meeting.

(4) The chairman may refuse to permit any amendment to be moved if he is of opinion that it is defective in form.

(5) Amendments shall be moved and put to the vote in the order determined by the chairman.

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

(7) In addition to the procedural motions referred to in standing order 48, a motion "that the draft measure be referred back to the legislative committee" may, with the permission of the chairman, be moved with or without notice but not so as to interrupt the speech of any member.

103. 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.

104. 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 —

(i) deposited, and made available for inspection by any member of the synod free of charge at all reasonable hours, at the Bishop's office, and

(ii) published on a website 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.

Supplemental provisions

105. Term of office of nominated members

Unless the Bishop fixes a shorter period of office, nominated members shall retire at the end of the 3-year term.

106. Procedural defects

(1) A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be treated as duly summoned and held, despite any defect in the procedure for summoning or conducting the meeting.

(2) No proceedings at such a meeting shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

107. Amendment of standing orders

(1) A motion for the amendment of these standing orders may not be moved before it has been considered by the standing committee.

(2) The standing committee shall report to the synod, orally or in writing as it thinks fit, on the implication of each proposed amendment.

Constitution of Committees etc.

1. 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)

2. 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
4 persons, being of the laity, elected by the synod

3. Sodor and Man Diocesan Board of Finance [3]

Bishop
Archdeacon
12 members appointed or elected by synod from among members of synod (not more than half to be clergy)

4. 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)

5. Vacancy in See Committee [5]

Archdeacon
Dean of cathedral
Proctor in Convocation
Lay member of General Synod

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[1] Church Representation Rules r.28(1)(k), as applied by Church Act 1987 Sch.1; Standing Order 69

[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 68

[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 67

[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) Regulations 2003, 2007, 2008 and 2013

Chairman of house of clergy

Chairman of house of laity

8 beneficed or licensed clergy (elected by house of clergy)

9 actual communicant lay persons on electoral roll of parish in diocese (elected by house of laity)

6. 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)

7. Panels of members of Bishop's Disciplinary Tribunal [7]

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)

8. Panels of members of Appeal Tribunal under Mission and Pastoral Measure [8]

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

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

[6] Resolution of diocesan synod 17th May 1993

[7] Clergy Discipline Measure 1993 ss.20A & 21 as applied by Clergy Discipline Measure (Isle of Man) 2005 (SD 538/05)

[8] Mission and Pastoral Measure (Isle of Man) 2012 (SD 654/12) Sch.6 para.13