

DIOCESE OF ROCKHAMPTON
STANDING ORDERS OF SYNOD
(Incorporating amendments to May 2007)

Meeting of Synod

1. The hour of meeting shall be 10 a.m. unless otherwise ordered.

Adjournment - If No Quorum

2. If at the expiration of half an hour from the time fixed for meeting there be not a quorum as prescribed by section 23 of "The Synod Canon 1893 - 2001" the President shall adjourn the Synod to the next day of sitting; and if, at the expiration of half an hour from the time fixed for meeting upon that day, there be not a quorum, the President may either adjourn the Synod to the next day of sitting, or may in his or her discretion adjourn it *sine die*.

Prayers

3. The Synod shall be opened each day with prayers by the President or his or her nominee.

Secretaries

4. There shall be one Clerical and one Lay Secretary for the Synod who shall be elected on motion without notice, immediately after prayers on the first day of each sitting of the Synod and before proceeding to the business of the day, and shall hold office until the election of their successors.

Duties of Secretaries

5. The secretaries shall prepare the business paper for each day of the sitting of the Synod, take minutes of the proceedings, and prepare and publish the report thereof. They shall also have charge of the record of all rules and regulations and canons passed by the Synod, and of all other documents appertaining to the business of the Synod, which shall be deposited for safe custody into the hands of the Registrar of the Diocese.

Recording of Attendance at Synod

- 5A. On each day of sitting of the Synod each member who is present shall record their attendance on that day by signing the Synod Roll which shall be placed in a prominent place near the entrance to the Synod venue.

Order of Business for the First Day of Each Sitting of the Synod

6. (a) Motions for the election of:
 - (1) A clerical and Lay Secretary.
 - (2) A chairman and a Deputy Chairman of Committees.
 - (3) The Treasurer of Synod

- (4) A Committee of Elections and Qualifications
- (5) A Committee to arrange the Order of Business
- (b) The President shall deliver his or her address.
- (c) Petitions.
- (d) Notices of Questions.
- (e) Notices of Motions.
- (f) Election of a Chairman and other officers of (i) the House of Clergy and (ii) the House of Laity.
- (g) Reports, accounts, and motions connected therewith.
- (h) Motions by request of Bishop-in-Council.
- (i) Motions which shall have been received by the Registrar from members of the Synod at least 14 days before the sitting of Synod.

Notices Before 7 p.m.

7. Notices of questions and of motions given by any member in writing before 7 p.m. on the first day of each sitting shall, after that hour, be deemed sufficient in lieu of notice given on a previous day.

Order of Business for the Second and Succeeding Days of Each Sitting of the Synod

8. (a) The minutes of the previous day shall be read and confirmed.
- (b) Responses to questions.
- (c) Petitions.
- (d) Notices of questions.
- (e) Notices of Motions.
- (f) Reports.
- (g) Orders of the Day.
- (h) Motions according to order arranged by the committee appointed by Synod for that purpose.
- (i) Elections required by any Canon.

Orders of the Day and Formal Motions

9. (a) Subject to paragraph (b), except on the first day of sitting:
- (1) at the morning and afternoon sittings, orders of the day and motions in respect of legislation take precedence over general business; and

- (2) at the evening sitting, general business takes precedence over legislation;
- unless Synod otherwise orders, and in all other respects orders of the day take precedence over other matters.
- (b) Before the orders of the day or motions are proceeded with the President at each sitting shall call the motions on the business paper and any motion may be taken as a formal motion, unless objection be taken thereto by the word "Debate" being called by a person other than the mover, and such motion on being declared formal shall be forthwith put without debate provided however that the mover of any such formal motion may speak to such motion for no longer than two (2) minutes.
- (c) The President at each sitting shall also call the reports on the business paper and any motion for the reception of any such report may be taken as a formal motion, unless objection be taken thereto by the word "Debate" being called by a person other than the mover, and such motion on being declared formal shall be forthwith put without debate provided however that the mover of any such formal motion may speak to the report for no longer than two (2) minutes.

Committee of Elections and Qualifications

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

Committee to Arrange the Order of Business

11. (1) Bishop-in-Council shall, before each sitting of Synod, appoint a provisional Committee, comprising the Bishop and such other persons as Bishop-in-Council deems fit:
 - (a) to arrange the order of business of the Synod for the first day of the sitting, and for any subsequent day before the appointment of the committee referred to in Standing Order 6 (a) (5), with a view to achieving the aim set out in Standing Order 11 (3) (a); and
 - (b) to cause to be proposed to Synod such motions relating to the order of business for a day specified in paragraph (a) as, in its opinion, are desirable to achieve this aim.
- (2) The Committee to arrange the order of business referred to in Standing Order 6 (a) (5) shall arrange the order of business of the Synod for each day after its appointment with a view to achieving the aim set out in Standing Order 11 (3) (a) and shall comprise the President, the Chancellor, the Chairman of Committees, the Deputy Chairman of Committees, the Clerical Secretary, the Lay Secretary, the Registrar and such other members, not exceeding 3, as the Synod, by resolution, appoints.
- (3) The aims of the Committee are:
 - (a) to arrange the order of business of the Synod in such a way, subject to the Standing Orders and to any orders of the Synod, as will, in its opinion, best facilitate Synod's dealing with the business before it from day to day; and
 - (b) to cause to be proposed to Synod such motions relating to the order of business as, in its opinion, are desirable to achieve this aim.

Select Committees

12. Every select committee shall consist of not less than five nor more than nine members and the notice of motion appointing such Committee shall state the number of members it is proposed should serve on such Committees and contain the names of the members proposed to serve thereon. It shall be in the power of any member of the Synod to propose the name or names of any other member or members to serve on such Committee. If the nominations are not in excess of the number of persons required to be elected the President shall declare the persons nominated to be duly elected, but whenever they are in such excess all the names proposed shall form a select list out of which such Committee shall be elected by ballot, such ballot shall be taken on the next day of sitting between the hours of 4.30 pm and 9 pm or on such other day and at such other time as Synod may appoint.
13. Whenever such a ballot is taken, the persons who shall be reported by the scrutineers appointed by the President to have the largest number of votes shall be declared by the President to be duly elected. Any voting paper containing more names than the number of vacancies to be filled shall be informal. Provided that if two or more shall have received an equal number of votes, rendering the issue of the election doubtful, the President shall thereupon give a casting vote.
14. Notice of motion may be given for adding to or substituting members of any select committee which may have been appointed, and such notice shall specify the names of such members. Notice of motion may also be given for discharging a select committee.
15. In select committees, three shall form a quorum.

16. Every select committee shall before proceeding to business elect a chairman, who shall prepare and sign the report of the Committee. The chairman shall have a deliberative vote only.
17. It shall be the duty of a member naming a select committee or proposing to add or substitute members thereon, to obtain previously the assent of the members whom he or she proposes to serve on such Committee.
18. Select Committees, unless specially appointed to report to the Synod then sitting, shall have power to sit during the recess and report to the Synod in the following sitting or to the Bishop-in-Council between sittings.
19. Motions for appointment of Select Committees who are to report at the same sitting of Synod, shall become Orders of the Day, and take precedence over all other business.
20. The mover of the motion for the appointment of a select committee, if a member thereof, shall fix the time for the first meeting of the Committee; if the mover be not a member the President shall fix the time.

Petitions

21. Petitions may be in writing or in typescript and must conclude with the prayer of the petitioners, and be duly signed.
22. Petitions shall not be received which, in the opinion of the President are disrespectful or couched in offensive language, or which have been altered by erasure or interlineation.
23. A Member presenting a petition must make himself or herself acquainted with its contents and affix his or her name at the beginning thereof, and shall state from whom it comes, its material allegations and its prayer, and may require that it be read by one of the Secretaries, and the only question which shall be entertained by the Synod on its presentation shall be "That the petition be received".

Questions

24.
 - (a) After the time for presenting petitions, questions may be put, upon notice, to the President relating to any motion or matter connected with the business of the Synod or any committee of the synod or any committee, established by or under a canon or resolution of Synod.
 - (b) In putting any such question no statement of fact shall be made without leave of Synod and no argument or opinion shall be offered and no imputation shall be made.
 - (c) A reply to a question shall be in writing and shall be recorded in the proceedings of Synod.
25. Every member shall stand while speaking and address the President.
26. The President may take part in debate without leaving the chair, and may vote on any question.
27. When the President rises in his or her place all other members shall be seated, and continue sitting until he or she resumes his or her seat.

28. All questions of order shall be decided by the President, and such decisions shall be final unless altered by a vote of the Synod forthwith. Any member may speak to a point of order.
29. The President shall confine each speaker to the subject matter of debate, and it shall not be in order for a member to interrupt a speaker except through the President. This Standing Order shall be applied to motions of adjournment.
30.
 - (a) The President shall call to order any member who in his or her opinion is digressing from the subject matter of the question under discussion, or who shall make personal reflections on, or impute improper motives to, any member.
 - (b) If any member shall persist in such irrelevant remarks, or shall, in the judgment of the President, be guilty of disorderly conduct, the President may call upon him or her to make apology, whereupon if he or she refuse, he or she shall withdraw, and the Synod shall take his or her conduct into consideration and may suspend or otherwise deal with him or her as the Synod thinks fit.
31.
 - (a) At any time during the debate any member may without notice and without debate ask "Whether in the opinion of the President the question should now be put?" whereupon, or of his or her own act, the President may inform the Synod that in his or her opinion the question has been sufficiently discussed.
 - (b) If after such expression of opinion by the President a motion be made "That the question be now put" the question on such motion shall then be put without further debate and if such motion be carried the President shall forthwith put the original question to the vote.

Provided that, whenever it is decided that any question shall be put the mover of the original motion shall have a right of reply.

32. At any time during debate two members of either House may hand to the President (or Chairman if the Synod be in Committee) a written request that it be ascertained whether or not their House desires an opportunity to consider the matter in debate separately. The President or Chairman as the case may be shall as soon as may be convenient call upon one of the signatories to move that the matter be considered separately by his or her House upon which motion only members of the House concerned shall vote. If the motion be carried the President or chairman shall thereupon adjourn the debate until after the chairman of the House concerned shall have notified him that it has concluded its separate consideration or until a time fixed by the President which shall in his or her opinion be sufficient to provide an opportunity for separate consideration by the House concerned whichever shall first occur and thereupon the House concerned shall fix a time and place for its separate meeting. If the motion be rejected the debate shall continue.

Adjournment of Debate

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

Length of Speeches

34.
 - (a) On any motion the mover shall not speak for more than ten minutes in support of the motion and the seconder shall not speak for more than seven minutes and any other member speaking to the motion and the mover speaking in reply shall not speak for more than five minutes.

- (b) Except when in Committee of the whole Synod no member shall be allowed to speak more than once on the same question, except in explanation. Provided that the mover of any motion, other than a Motion for an amendment or a motion that the question be now put or the previous question shall be allowed the right of reply, and after the reply the question shall be put forthwith. No new matter shall be introduced by the mover in reply.

Motion or Amendment Not Seconded

35. Except in Committee no motion or amendment unless seconded shall be further discussed, nor shall any entry thereof be made in the minutes.

Motions - Formally Seconding

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

Motions - Pursuant to Notice

37. Save as specially provided for in Standing Order No. 7, no member shall bring any subject under consideration of the Synod or ask any question except in pursuance of a notice given in writing on a previous day or having been given to the Registrar and posted or delivered to members of Synod not less than seven days before the first day of the sitting.

Motions Involving Expenditure

38. A notice of motion that will, if passed, result in expenditure from the funds available to the Diocese shall not be included on the order of business for a day in a session unless it sets out, or is accompanied by a paper setting out:
- (a) the proposed source of funding; and
 - (b) an itemised statement of expected income and expenditure that will result from the passing of the motion, being, if the expenditure will continue for more than one year, the expected annual income and expenditure for a period of up to five years.

Motions - Without Notice

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

Motions - Lapsed

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

Motions - Put by the President

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

Amendments

42. No amendment (except of a verbal character) shall be put from the chair unless it be seconded and a copy thereof shall have been handed to the President.

43. When an amendment is proposed it shall be in the following form:
- (a) When it is intended entirely to superseded the original motion by another motion on the same subject matter, the form in which the amendment shall be made by the mover shall be -
That all the words after the word "that" of the original motion be omitted with a view to the insertion of the following words in lieu thereof (words of the amendment).
 - (b) When the object of the amendment is to omit certain words only, but not all the words of the original motion, the form shall be -
"That the word..., or the words..., or all the words from ... to ... inclusive, or all the words after the word ... be omitted with the view of substituting the following word or words in lieu thereof (the word or words of the amendment)."
 - (c) The question before the Synod in either case shall be put by the President thus -
"That the word or words proposed to be omitted be so omitted."
 - (d) If it be decided in the negative, such word or words shall be retained. If it be decided in the affirmative, then the question shall be put by the President -
"That the word or words proposed to be inserted be so inserted."
If the latter question be negatived, other words may be moved until the Synod shall agree.
 - (e) The amended motion shall formally be submitted in its entirety to the vote of the Synod.
 - (f) An amendment proposed shall be disposed of before another amendment to the original question can be moved.
 - (g) Amendments may be proposed to a proposed amendment as if such proposed amendment were an original question.

Previous Question

44. When it is desired to avoid or postpone a decision on any question, it shall be competent for any member to move the previous question.

When the previous question is moved it shall not stop debate which shall continue, but no amendment may be moved until the previous question has been disposed of by the Synod.

The previous question shall be put by the President - "That the motion be not put."

The previous question shall not be moved in Committee.

Question May Be Superseded

45. A Question may be superseded -
- (1) By the adjournment of the Synod on the motion of a member "That the Synod do now adjourn."

- (2) By the previous question, viz., "That the motion be not put", being proposed and affirmed.

Motions - How Resolved

46. Unless a vote by Houses is requested a question shall be resolved by the majority of the voices "Aye" or "No", or by a show of hands, and the President shall state which side has the majority; but on demand being made by five members a division shall take place. On demand being made by five members a secret ballot shall be held.

Motion to Be Divided

47. The President may divide any complicated question in submitting it to the Synod.

Vote by Houses

48.
 - (a) A vote by Houses may be required on demand of the President or by three members of the House of Clergy or by three members of the House of Laity.
 - (b) In the event of a vote by Houses being required all questions shall be put by the President or Chairman or presiding member first to the House of Laity and then to the House of Clergy and no question shall be deemed to be resolved in the affirmative by Synod unless it be so resolved by a vote of the majority of those present in each house.
 - (c) Any five members of the House of Clergy or of the House of Laity may demand a division in their house.

Motions - Withdrawal of

49. Any motion may be withdrawn by the mover unless then members object.

Motions Previously Dealt With, Etc.

50. No subject which shall have been under the consideration of the Synod and disposed of, shall be again brought forward during the sitting nor shall notice of motion on any such subject be received provided that it shall be in order for the President to receive such motion for rescission of a resolution if notice thereof shall have been signed by at least ten members of Synod.
51. No question shall be entertained which in the opinion of the President is substantially the same as one which has been resolved during the same sitting.

Count Out

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

Adjournment of Synod or a Debate

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

When Members May Speak

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

Divisions

56. When a division is demanded whether Synod be voted together or by Houses, the President or the Chairman if the Synod be in Committee shall put the question, and, after the lapse of two minutes, shall direct the members then present to divide, the "Ayes" to the right, and "Noes" to the left of the chair, and shall appoint two tellers from each side, and shall declare the number of votes on each side from a count of the members voting to be given him or her by the tellers. The President or Chairman shall declare the question carried or lost as the case may be. Where the Synod is voting together a majority will carry the question unless a special majority is required by the Constitution or any Canon.
57. Members may leave or enter the Synod during the two minutes which elapse before the division, but after the President commences to direct the members to divide, no member shall leave or enter the Synod until the division is concluded; and after the appointment of tellers no member, except the tellers, shall change his or her place from one side of the chair to the other.

Standing Orders - Suspension of

58. Any Standing Order of the Synod may at any time be suspended on motion with notice. Any Standing Order may also be suspended on motion without notice, unless ten members object.

Committee of the Whole - Quorum

59. In Committee of the whole Synod, the same number of members shall form a quorum as in the Synod itself.
60. If, during the progress of business in Committee, notice be taken that there is not a quorum, the Chairman shall leave the chair and report the same.
61. A Motion made in Committee need not be seconded.

Adjournment of Committee

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

Standing Orders to Apply in Committee

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

Absence of Chairman of Committees

64. In case of the absence of the Chairman the Deputy Chairman shall act and in case of his or her absence a member whom the Committee shall appoint.

Bills to Make Canons

65. (1) In this Standing Order, unless the contrary intention appears:
- "Bill" means a bill for a canon and, in relation to a canon, means the bill for that canon;
- "Clause", in relation to a bill, includes a Schedule to the bill;
- "Committee" means the Committee of the whole Synod.
- (2) A canon of the Synod shall be made, subject to this Order by:
- (a) the Synod agreeing to a motion that the bill be now read a first time;
 - (b) the Synod agreeing to the bill in principle by agreeing to a motion that the bill be now read a second time;
 - (c) the Committee then considering the bill in detail and agreeing to it either with or without amendment;
 - (d) the Synod then agreeing to a motion that the bill be now read a third time; and
 - (e) the Bishop before the close of the session signifying in writing on the face of the bill his assent.
- (3) A motion that a bill be now read a first time shall not be included in the agenda:
- (a) unless a copy thereof shall have been posted or delivered to members of Synod at least fourteen days before the first day of the sitting or Synod has declared the bill to be a matter of urgency; and
 - (b) if Standing Order 38 applies to the motion - unless the financial information required by that Standing Order has been provided.
- (4) A motion that a bill be now read a first time shall, unless Synod otherwise orders, be put forthwith without debate.
- (5) When Synod has agreed to a motion that a bill be now read a first time, a motion may be moved forthwith without notice:
- (a) that the bill be now read a second time; or
 - (b) that the second reading be an order of the day for another time;
- but if no such motion is moved and passed the second reading is an order of the day for the following day.
- (6) When a motion that a bill be now read a second time has been moved and spoken to by the mover, the President may, before the debate continues, allow questions to be asked of, and replied to by, the mover or seconder to assist members to elucidate the purpose and intended effect of the bill.
- (7) When Synod has agreed to a motion that a bill be now read a second time, Synod shall, without motion being moved, forthwith be deemed to have resolved itself into Committee

to consider the bill in detail, unless Synod resolves that consideration of the bill by the committee be an order of the day for another time.

- (8) When the Committee meets to consider a bill in detail, the Chairman may inquire whether any member intends to propose an amendment or ask a question on any clause of the bill and, if no member so intends, the Chairman of Committees may declare that the Committee has completed its consideration of the bill and he or she shall then report it without amendment.
- (9) Subject to Standing Order 65 (8), in Committee, the Chairman may allow the bill to be considered:
 - (a) as a whole;
 - (b) clause by clause; or
 - (c) by groups of clauses or by groups of clauses and single clauses;as the Chairman, in his or her discretion considers, will best facilitate consideration of the amendments of the bill that are to be proposed.
- (10) In Committee if the bill is not taken as a whole:
 - (a) the title and preamble (if any) are postponed until after the clauses have been agreed to; and
 - (b) the question shall be put by the Chairman in respect of each clause or each group of clauses, as the case requires, that it stand as printed and
 - (c) when the clauses have all been agreed to either with or without amendment, the question shall be put, first in respect of the preamble (if any) then in respect of the title, that it stand as printed.
- (11) When the Committee has completed its consideration of a bill:
 - (a) the Synod shall reconvene and the Chairman shall report to the President that the Committee has agreed to the bill with or without amendment, as the case requires;
 - (b) the President shall, without a motion being moved, put to the Synod the question "That the report be agreed to": and
 - (c) that question is open to amendment that the bill or specified clause be recommitted to the Committee to consider an amendment.
- (12) When the question that the report of the Chairman be agreed to has been put to and passed by Synod, the motion that the bill be now read a third time may be moved forthwith without notice or made an order of the day for another time.
- (13) A motion that a bill be now read a third time shall not be moved unless and until the Chairman has, by certificate endorsed on a copy of the bill, certified that the copy is a true copy of the bill as agreed to by the Committee.

- (14) A motion that a bill be now read a third time is open to amendment that the bill, or a specified clause, be recommitted to the Committee to consider an amendment.
- (15) If a bill, or a clause of a bill, is recommitted to the Committee:
 - (a) Synod shall, without a motion being moved, forthwith be deemed to have resolved itself into Committee to consider the proposed amendment;
 - (b) the procedure in Committee shall, as nearly as practicable, be the same as the procedure following the passing of the motion that the bill be now read a second time except that the Committee shall consider only amendments relating to the purpose of its recommitment; and
 - (c) the procedure following completion of the consideration of the bill in Committee shall, as nearly as practicable, be the same as that following completion of consideration of the bill in Committee in the first instance.
- (16) Where Synod has agreed to a motion that a bill be now read a first, second or third time, it is not necessary for the title or any other part of the bill to be read to the Synod.
- (17) A Motion making the consideration of a bill an order of the day may be moved without notice.
- (18) A Motion that a bill be now read a first time may be moved by the member of Synod who gave the notice or any other member.
- (19) Amendments of a verbal or formal nature, or to alter the numbering of sections, subsections and paragraphs or subparagraphs or cross-references in consequence of an amendment made to a bill, may be made, and clerical or typographical errors may be corrected in any part of a bill by the Chairman of Committees without any motion being agreed to.

Bishop Ex-officio Member of Committees

66. The Bishop shall be an ex-officio member of all Committees elected by Synod.

Rules for the Conduct of Elections

67. (i) In these rules
- "Candidate" means any person duly nominated for election to any office under rules, regulations and canons of the Synod.
- "Secretaries of Synod" means the person holding such office for the time being under Standing Order 6(b) of the Synod, and includes any person or persons appointed by the President to act for the said secretaries.
- "Voter" means any member of Synod exercising his or her right to vote in any election by the whole Synod or by any portion thereof.
- (ii) Where it has been or shall hereafter be determined by any canon or resolution of Synod that an election of any person or persons to any office shall be made by Synod or by any house or by any portion of such Synod the election shall unless otherwise provided by such canon or resolution be conducted as hereinafter provided.

Nevertheless in the case of any election required under Standing Orders 6 (a), 12, 13 and 14 the Synod may by resolution determine the procedure for such election.

- (iii) The Bishop in his summons convening the Synod or otherwise shall specify the elections to be made at the sitting of the Synod so convened, and shall name the place of election, and the time within which any such election shall take place, and the said election shall take place upon the day and at the place and within the time so appointed, provided that Synod may by resolution name some different time within which any such election shall take place.
- (iv) Where, after the issue of the Bishop's summons convening Synod, necessity for any election has arisen, or if any notice of election should have been omitted from such summons, it shall be competent for the Synod at any time during the sitting by resolution to declare any such election to be an "emergent" election, and the President shall thereupon appoint a time and a place for receiving nominations for such emergent election, and also a time for the holding of such election.

In all other respects such emergent election shall be conducted as far as practicable in conformity with the provisions of these rules.

- (v)
 - (a) Any two members of Synod may nominate in writing any person or persons duly qualified for election to any office (but not exceeding the number of persons required to be elected to such office), and the consent of every person so nominated shall be endorsed thereon Provided that where elections to an office are to be made by the members of any house or portion of Synod nominations as aforesaid shall be made only by members of that house or portion.
 - (b) Every nomination shall be delivered to the secretaries of Synod or to the secretary of the house or portion as the case maybe, or to such other person or persons as the President may from time to time appoint, and no nomination shall be valid unless this procedure shall have been complied with.
- (vi)
 - (a) When nominations shall have closed, the Secretaries of Synod shall cause to be prepared lists of all persons so nominated, and the offices to which they are nominated, and shall cause such lists to be exhibited conspicuously in the Synod Hall up till and during the time of election.
 - (b) Any person so nominated may, by notice in writing, addressed to the Secretaries, withdraw his or her consent to his or her nomination at any time prior to the exhibition of the lists as aforesaid, and thereupon the nomination shall be withdrawn and his or her name omitted from the list of persons nominated.
 - (c) Notwithstanding the provisions of this standing order, the Secretaries may display the names of persons nominated and the offices to which they have been nominated prior to the closing of nominations.
- (vii) Where the number of persons nominated for any office does not exceed or is less than the number of persons required to be elected, the President shall declare the persons so nominated duly elected, and any additional number of persons still required to be elected shall be elected in the manner hereinafter provided.

- (viii) Where the number of persons nominated for any election exceeds the number required to be elected, the Secretaries shall cause ballot papers to be printed or otherwise prepared in the form in the schedule hereto.
- (ix) Where any ballot for any election becomes necessary, the President shall appoint two or more scrutineers for each election whose duty shall be to count the votes recorded at any such ballot, and to report in writing the result to the President as hereinafter provided.
- (x) In every election:
 - (a) The voter shall mark a cross opposite the name of each candidate appearing on the ballot paper for whom he or she desires to vote, and
 - (b) Each voter shall vote for not more than the number of candidates required to be elected.
- (xi) The Scrutineers shall reject as informal ballot papers:
 - (a) not initialled by the Secretaries or their deputies, or
 - (b) recording votes for a greater number of candidates than the number required to be elected; or
 - (c) not marked in accordance with the provisions of these rules.
- (xii) On the day and at the place appointed for the holding of any election, every member of Synod present at the sitting of the Synod, and being entitled to vote at any particular election, may on personal application to the Secretaries or their deputies receive a ballot paper for such election, and the Secretaries or their deputies shall before issuing any such ballot paper, initial the same, and shall keep a record of every person to whom any such ballot paper has been issued, and every such person shall thereupon be deemed to have voted, and shall not be entitled to receive any other ballot paper in respect of any such election unless and until the ballot paper already issued to him or her shall have been returned to the Secretaries or their deputies, in a spoilt condition in which case the Secretaries or their deputies shall destroy the ballot paper first issued to such person, and shall thereupon deliver to him or her a fresh ballot paper in its stead.
- (xiii) Every voter having received any ballot paper as aforesaid shall mark his or her vote on such ballot paper in the manner hereinbefore provided without leaving the room set apart for the election and shall forthwith deposit the same in a ballot-box provided for the purpose by the Secretaries.
- (xiv) At the close of any ballot the scrutineers shall proceed to count the votes recorded for each candidate, and shall with the least possible delay, report the result of such ballot to the President, in the manner hereinafter provided.
- (xv) In reporting the result of any ballot the scrutineers shall, in all cases, prepare and certify a list containing the names of the candidates and the number of votes recorded for every candidate.
- (xvi) Where at any election two or more candidates have received an equal number of votes the scrutineers shall report the result to the President, who shall thereupon give his or her casting vote.

- (xvii) As soon as practicable after receipt of the report of the result of any ballot, the President shall announce the names of the elected candidates to the Synod, and shall thereupon cause to be delivered to the Secretaries such report, together with the list hereinbefore mentioned, and the Secretaries shall file and keep such list in the records of the Synod.
- (xviii) (a) After every election, the Scrutineers shall deliver to the Secretaries all ballot papers used at any election (including all those ballot papers which have been rejected), and the Secretaries shall as soon as practicable place in separate sealed packets all such ballot papers, and shall safely keep the same in their custody until required by "The Committee of Elections and Qualifications", or until they are destroyed as hereinafter provided.
- (b) If the ballot papers be not applied for or required by "The Committee of Elections and Qualifications" within fourteen days following the day of the holding of any election, the Secretaries shall then forthwith cause all packets containing all used and rejected ballot papers to be destroyed, without the said packets being unsealed.
- (xix) Where any election directed by any canon or resolution of the Synod to be held has not been so held the persons who for the time being are holding such office shall continue to hold the same until their successors shall have been appointed.
- (xx) Where the number of persons declared by the President duly elected to any office under sub-rule (vii) hereof is less than the number required for such office or where the election of any person is reported under the next succeeding rule as invalid any vacancy or vacancies remaining shall be filled by the Bishop-in-Council at its first meeting following the sitting of Synod at which such declaration of election or report of validity of election was made.
- (xxi) All matters affecting the validity of any election held or of any vote taken under these rules shall be referred to "The Committee of Elections and Qualifications" appointed under Standing Order No. 6. The Committee shall report thereon to Synod if it is in session and if not to the Bishop-in-Council.

Provided that no question as to the validity of any election or of any vote taken shall be raised unless so raised within seven days of the holding of such election or of the declaration of the result thereof.

68. Notwithstanding Standing Order 67 (xvi) in the event of a vote for any canon, resolution, decision or election in which the votes of the clergy and laity are taken separately being tied; the Chairman of the House of Clergy or the Chairman of the House of Laity as the case may be shall have a casting vote in addition to a deliberative vote.
69. In all cases not herein provided for, resort shall be had to the rules, forms and practice of the House of Representatives of the Parliament of the Commonwealth of Australia, so far as they can be applied.

SCHEDULE

Form No 1

Election for

..... Members of Clergy to be elected

..... Members of Laity to be elected

Instructions to voters

The voter:

- (a) is to mark a cross against the name of each candidate for whom he/she desires to vote, and
- (b) Must vote for not more than the number of candidates required to be elected.

List of Candidates

Mark cross here

Names printed in alphabetical order of Surname
