

THE STANDING ORDERS ACT, 1997.

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

1. This Act may be cited as The Standing Orders Act, 1997".
2. The Standing Orders Act 1971 is hereby repealed except as to every operation already effected or act done or any obligation already acquired or accrued under such enactment.
3. The Standing Orders set out and contained in the Schedule hereto together with any amendments or additions which may from time to time be duly made by this or any future synod shall be the Standing Orders of the synod and be binding upon all members for the time being thereof.

SCHEDULE.

Introduction.

1. Any one or more of these standing orders may be suspended by motion passed by a majority of the synod.
2. In all cases not provided for in these Standing Orders the practice of General Synod shall be followed.
3. The President shall take the chair at the hour appointed for the meeting of the synod and as soon as there shall be a quorum the proceedings shall be opened with prayer.

Quorum.

4. Forty five members of whom fifteen shall be clerical members and thirty shall be lay members shall constitute a quorum.
5. If the sitting lapse for want of a quorum the business under discussion and any other business not disposed of shall be inserted in the notice paper for the next day of meeting.
6. The President may take part in all the proceedings of the synod as fully as though he were an ordinary member thereof save that he shall not be entitled to vote upon any resolution unless there is an equality of votes in which case he shall exercise a casting vote.

Secretary of Synod.

7. The Registrar of the Diocese shall be Secretary of the synod and in case of inability to act the President may appoint a deputy.
8. Every vote and proceeding of the synod shall be recorded by the Secretary who shall cause the same to be fairly copied into a minute book.
9. Upon advice from the Minute Reading Committee that the minutes have been correctly entered, the President shall sign the same.
10. The Registrar shall have the charge of such minutes when signed and shall preserve the same in the Registry of the Diocese and the same shall be open at all reasonable times for the inspection of any member of the synod. or of any person authorised in writing by any member of the synod to inspect the same.
11. No later than two weeks prior to the commencement of every session of Synod the Secretary shall prepare and distribute to members of Synod a Notice Paper of Bills, Reports, Notices of Motions and Notices of Questions listed for such session. Such Notice Paper shall be laid on the table of the Synod at the hour of meeting and the business shall be called on in the order on which it stands on the Notice Paper.
12. No Bills, Reports, Notices of Motion and Notices of Question shall be placed on the Notice Paper unless received by the Secretary no later than four weeks prior to the commencement of the session of synod.

Synod Committee.

13. There shall be a Synod Committee which shall comprise the Bishop, the Registrar and the Chancellor.
14. The Synod Committee :
 - (a) shall appoint a time keeper and a deputy time keeper;
 - (b) shall appoint two or more persons as scrutineers to assist the Secretary in taking the votes at any election to be made by the synod;
 - (c) shall appoint a clerical member and a lay member to be minute secretaries and otherwise to assist the Secretary from time to time;
 - (d) shall appoint two clerical members and two lay members to be the Minute Reading Committee;

- (e) shall prepare a Notice Paper for the second day and every subsequent day of the session of synod which shall contain business listed on any previous Notice Paper and not disposed of and Questions and Motions of which Notice had been given at the commencement of a previous sitting.
15. As soon as is convenient after the commencement of a session of the synod the President shall announce the names of those appointed as the timekeeper, the deputy timekeeper, minute secretaries, members of the Minute Reading Committee and the scrutineers.

Order of Business.

16. The order of business for each sitting during the session of Synod shall be :
- (a) Prayers (where applicable)
 - (b) Questions
 - (c) Petitions
 - (d) Notices of Questions
 - (e) Notices of Motions
 - (f) The identification of those matters on the Business Paper which are to be received, voted upon or otherwise dealt with as formal business;
 - (g) Orders of the Day
 - (h) Business as listed on the Notice Paper.
17. In putting any Question no argument or opinion shall be offered nor any facts stated except so far as may be necessary to explain such Question.
18. Any member giving Notice of a Motion shall read it aloud and forthwith deliver to the Secretary two copies of such motion fairly written and containing the names of the members who are to propose and second the motion.
19. After a Notice of Motion has been given the terms thereof may be altered by leave of the synod.
20. An Order of the Day shall consist of a Bill or other matter which the Synod has ordered to be taken into consideration on a particular day.

21. 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 is taken thereto by the word "Object" being called by a member other than the mover and such motion on being declared formal shall be forthwith put without debate.
22. When a motion has been proposed and seconded the question shall then be stated to the Synod by the President.
23. Any motion not seconded shall not be further discussed nor shall any entry thereof be made in the minutes.
24. A member who has proposed a motion may withdraw the same unless five members of the Synod object.
25. A question may be superseded -
 - (a) By the adjournment of the synod on the motion "That the synod do now adjourn".
 - (b) By the Closure, that is to say a motion "That the question be now put" upon which such motion shall be put forthwith, without any right of reply being extended to the mover, and decided without amendment or debate.
 - (c) On notice being taken and it appearing that a quorum is not present.
 - (d) By a motion "That the synod proceed to the next business" which motion if carried ends any further consideration of the question under discussion.
26. The following motions are not open to debate and shall be moved without argument or opinion offered and shall be forthwith put from the Chair without amendment :
 - (a) A motion that a Bill be considered.
 - (b) A motion that "This debate be now adjourned".
 - (c) A motion in Committee that the Chairman report progress (either simply or in any form).
 - (d) A motion in Committee that "The Chairman leave the Chair".
 - (e) A motion to reinstate on the Notice Paper any business which has lapsed because of the lack of a quorum.

Conduct of debate.

27. When two or more members rise to speak the President shall call upon the member who in his opinion first rose.
28. No member may speak to any question after the same has been put by the President.
29. The synod may order a complicated question to be divided.
30. Any person presenting any question, motion or resolution shall be entitled to speak for a period not exceeding 10 minutes and any other member speaking to any question, motion or resolution shall be entitled to speak for a period of not more than 5 minutes save and except that such times may be extended by the leave of synod upon application made by any member of synod other than the speaker.
31. No member may speak twice to a question before the synod except in explanation or reply.
32. Order shall be maintained in the synod by the President and, whenever in consequence of disorderly conduct, the President shall call upon any member by name, such member shall withdraw so soon as an explanation has been heard and synod shall take the conduct and explanation into consideration and may suspend or otherwise deal with the member as the synod thinks fit.
33. Whenever the President rises during a debate any member then speaking or offering to speak shall sit down.
34. The several rules for maintaining order in debate shall be observed in every Committee of the synod.

Voting upon questions.

35. On all questions submitted to the vote of synod, save such as come within the meaning of the second section of the Church Constitution Act 1854, the clergy and the lay representatives shall express their opinion by voting together "aye" or "no" and the President shall state whether in his opinion the ayes or noes have it and unless his opinion be acquiesced in the question shall be determined by a show of hands or, if so sought by not less than ten members, by a division.
36. No question or amendment shall be proposed which, in the opinion of the President, is the same in substance as any question which during the same session of the synod has been resolved.

37. Whenever a division shall be demanded if the votes of the clergy and the laity are required by law to be taken separately the members present shall divide themselves into two classes the one being clerical and the other lay and the members of each class shall then take their seats in separate classes the "ayes" on the right and the "noes" on the left of the Chair respectively.
And the President shall appoint two tellers one of each class for each party and shall declare which has the majority from written lists of each class of members voting on each side to be handed to him by the tellers.
In all other cases the clerical and lay members shall vote in one class the "ayes" on the right and the "noes" on the left of the Chair.
38. Immediately after the expiration of three minutes after a division has been demanded the President or Chairman of Committee shall order the doors to be locked and every member present when a division is taken must vote.
39. An entry of the lists of every division shall be made by the Secretary and entered on the minutes with the names of members voting.
40. In case of any equality of votes the President shall give a casting vote and any reasons given by him may be entered on the minutes.
41. In case of confusion or errors concerning the numbers reported unless the same can be otherwise corrected the synod will proceed to another division.
42. If the numbers have been inaccurately reported the synod on being afterwards informed thereof shall order the minutes to be corrected.

Amendments.

43. A question having been proposed may be amended by leaving out certain words in order to insert or add other words or by inserting or adding words provided that such amendment is not a direct negative of the question.
44. Any member proposing an amendment shall read it aloud and forthwith deliver two copies of the same in writing to the Secretary.
45. Any amendment not seconded shall not be entertained by the synod nor entered in the minutes.
46. When the proposed amendment is to leave out certain words the President shall put a question "That the words proposed to be omitted be omitted".

47. When the proposed amendment is to leave out certain words in order to insert or add other words the president shall put a question "That the words proposed to be omitted be omitted" which if it be resolved in the negative will dispose of the amendment but if it be resolved in the affirmative and there be no motion before the synod for amending the proposed amendment another question shall be put "that the words of the amendment be inserted or added instead thereof".
48. No amendment shall be proposed on any part of a question after a later part has been amended or after an amendment on a later part has been proposed without the leave of the synod.
49. A proposed amendment may by leave of the synod be withdrawn.

Point of Order.

50. Any member may speak on a point of order.
51. When the synod is dividing members may speak to a point of order by permission of the President but not otherwise.

Personal Explanation.

52. By the indulgence of the synod a member may explain matters of a personal nature although there be no question before the synod but such matters shall not be debated.

Committee of the whole.

53. At the first session of each synod there shall be elected a member to be Chairman of Committees and another member to be Deputy Chairman of Committees and when so elected they shall continue to act as such during the continuance of the synod unless the synod shall direct otherwise.
54. Order shall be maintained in a Committee of the synod by the Chairman of Committees but disorder in a Committee can be censured only by the synod after receiving a report.
55. A Committee of the synod shall be appointed by resolution "That this synod resolve itself into committee".
56. A quorum in Committee shall be the same as a quorum of the synod.
57. If notice be taken or it appear upon a division in Committee that a quorum of members be not present the Chairman shall leave the chair which shall be resumed by the President.

58. If a quorum of members be present when the synod is counted by the President the synod shall again resolve itself into Committee of the whole without the question being put.
59. When a Bill or other matter has been partly considered in Committee and the Chairman has been directed to report progress and ask leave to sit again and the synod has ordered that the Committee shall sit on a particular day the President when the order for the Committee has been read shall forthwith leave the chair without putting any question and the synod thereupon resolves itself into such Committee.
60. Every question to Committee shall be decided by a majority of votes and in the case of an equality of votes the Chairman shall give a casting vote.
61. On any division in Committee the votes of the clergy and laity shall not be taken separately.
62. A motion proposed in Committee need not be seconded.
63. When there comes a question between the greater and lesser sum or the longer or shorter time the least sum and the longest time shall first be put to the question.
64. In Committee members may speak more than once to the same question.

Select Committee

65. A notice of motion for the appointment of every Select Committee shall contain the names of the members whom the mover intends to be appointed on such Committee unless the mover desires that the Committee be appointed by ballot in which case the number only need be stated and every member intending to move for the appointment of a Select Committee shall ascertain previously whether each member proposed to be named by the mover consents to becoming a member on such Committee.
66. If upon any motion for a Select Committee any ten members shall require it, such Committee shall be selected by ballot.
67. Any notice of motion for discharging adding or substituting members of a Select Committee shall contain the names of such members.
68. In all Select Committees three shall be a quorum.
69. In all Select Committees the members thereof shall appoint the chairman from among themselves.

70. All questions before Select Committees shall be decided by a majority of votes and the Chairman shall have a deliberative vote and, whenever the votes are equal, a casting vote.
71. It shall be the duty of the Chairman of every Select Committee to prepare its report.
72. Every report of a Select Committee shall be signed by the Chairman.

Petitions

73. Petitions may be presented when called for during the sittings of the Synod.
74. It shall be incumbent on every member presenting a petition to be acquainted with the contents thereof and to ascertain that it does not contain language disrespectful to the synod nor violate any of the standing orders of the synod.
75. Every petition must contain the prayer of the Petitioners at the end thereof.
76. Every petition must be signed by at least one person on each page on which it is written.
77. Every petition must be signed by the parties whose names are appended thereto by their names or marks.
78. No letters affidavits or other documents shall be attached to any petition.
79. Every member, when presenting a petition to the synod, shall state only the persons from whom it comes, the number of signatures attached to it and the material allegations contained in it and shall read the prayer thereof.
80. Every such Petition which according to the usual practice of this Synod can be received shall be brought to the table by the direction of the President who shall not allow any debate upon or any member to speak upon or in relation to such petition.
81. No petition shall be printed unless after notice of motion the synod resolves that it be printed.

Bills and Acts.

82. All Acts of the synod which are intended to have legislative authority shall be brought before the synod and be debated upon and passed according to the following rules and forms.
83. Such proposed Acts while under the consideration of the synod shall be styled "Bills" during the progress thereof through the synod.
84. A Bill shall be introduced by a motion that the Bill be considered, the mover explaining the provisions of the Bill and initiating a debate upon its principles.
85. (1) After the motion for consideration of the Bill has been moved and seconded, the President shall ask if any member or members wish to ask the mover any question or questions relevant to the subject-matter of the Bill and any member may, without comment, ask such question without speaking upon the motion and any such question may be answered by or on behalf of the mover.
- (2) Such questions may be asked and answered by or on behalf of the mover until the President shall put the question :
- "In the opinion of the synod has sufficient time been allowed for questions"*
- and if the synod shall answer in the affirmative the debate upon the motion shall proceed.
86. (1) When the motion for the consideration of the Bill has been passed the President shall inquire whether any member intends to propose an amendment to the Bill.
- (2) If no member indicates an intention to move an amendment the Bill shall not be considered in the Committee of the Whole.
- (3) If one or more members indicate that an amendment or amendments shall be moved the President, without any motion being put, shall leave the chair and the synod shall thereupon be in Committee.
- (4) Notwithstanding the provisions of this section, the synod may resolve that the consideration of the Bill by the Committee be an Order of the Day for some other specified time and at such specified time the President, without any motion being put, shall leave the chair and the synod shall thereupon be in Committee.

87. (1) While a Bill is under the consideration of the Committee any amendment may be moved to any part of the Bill if it is within the title or relevant to the subject-matter of the Bill and is otherwise in conformity with the rules and orders of the synod.
- (2) If a Bill is for the purpose of amending any particular provision of an existing Act, no amendment other than a consequential amendment shall be proposed to be made in any other provision of the Act, except by the leave of the Committee.
88. (1) In the Committee the question to be put as to each clause shall be :
- "That Clause ... stand part of the Bill"
- or-
- "That Clause ... as amended stand part of the Bill".
- (2) The chairman may put a question as to a group of clauses in the following form :
- That Clauses . . . to . . . stand part of the Bill.
- (3) If an amendment is moved to any clause within a group of clauses put pursuant to the preceding Rule, a separate question shall be put as to that clause.
89. Amendments of a formal nature or to rectify any clerical or typographical error may be corrected by the Chairman of the Committee.
90. (1) After consideration of the Bill by the Committee the Chairman of the Committee shall report the Bill to the President either with or without amendments.
- (2) The Chairman of the Committee shall certify in writing that the Bill before the President is in accordance with the Bill as reported and the President shall announce that the Chairman has so certified.
91. (1) As soon as practicable after the Chairman of the Committee has complied with the preceding Rule it shall be moved that the Bill do pass.
- (2) No amendment may be proposed to such a motion provided that it may be moved that the Bill be reconsidered by the Committee.
- (3) Upon any motion that the Bill be reconsidered by the Committee the President shall put to the clerical and lay representatives voting together the question :
- "That the motion for reconsideration be agreed to."

- (4) Upon the motion referred to in the preceding Rule being agreed to the Bill shall be reconsidered by the Committee either forthwith or at the time specified in the motion.
 - (5) If no motion pursuant to rule 91 (3) has been moved or agreed to the President shall put to each House of the synod the question :
"That the Bill do now pass"
 - (6) A motion pursuant to the preceding Rule having been agreed to in each House the Bill shall have been passed by the synod.
92. Every such Bill shall immediately after it shall have passed the synod be printed and when so printed shall be duly authenticated by the Secretary as the Bill to which the synod has agreed and thereupon the Registrar shall certify the day on which such Bill passed and shall present such Bill to the Bishop for his assent.
93. The assent of the Bishop or his refusal to assent to any Bill passed by the synod shall, with all convenient speed after the assent or refusal of assent by the Bishop has been declared by him to the Registrar, be notified by the Registrar to the synod and, if such Bill has been assented to, the Registrar shall cause the same to be duly registered as an Act of the Bishop the Clergy and the Laity of the Anglican Church of Australia within the Diocese of Bendigo and to be preserved in the Registry of the Diocese with the assent of the Bishop endorsed thereon or subscribed thereto.
94. Upon being assented to by the Bishop, each Bill shall come into operation either upon receiving such assent or upon such subsequent date as is specified in the Bill or upon the happening of such event as is specified in the Bill.