

DIOCESE OF WAIKATO

STATUTE NO. 3

THE STANDING ORDERS STATUTE 1972

[Updated to 2015]

A Statute to repeal the Standing Orders of the Waikato Diocesan Synod Statute 1927 and to enact a new Statute.

BE IT ENACTED by the Bishop, Clergy and Laity of the Diocese of Waikato, in Synod assembled, as follows:

1. The short title of this Statute is "The Standing Orders Statute 1972".

PRE-SESSIONAL ARRANGEMENTS

2. No Motion for leave to bring a Bill for a new Statute or to repeal or amend a Statute shall be brought before Synod unless Notice of such Motion setting forth the wording proposed to be made in such Statute shall be given to the Diocesan Manager at least forty-five days preceding the time appointed for the commencement of the session of Synod.
3. Notice of all motions containing a matter of an important or contentious nature or character to be considered by a Synod shall first be given in writing to the Diocesan Manager setting out the full text of such motion not less than forty-five days preceding the commencement of any session of Synod.
4. A copy of all such Notices of Motion together with Reports and Statements of Accounts shall be sent by post or by electronic means to each member of the Synod not less than twenty-eight days preceding the commencement of each annual session of Synod.
5. Reports of Committees having leave to sit during the recess shall be forwarded to the President of Synod at least forty-five days preceding the commencement of each session, and shall be open to inspection by the Members of the Synod.
6. Members of the Synod, when unable to attend the session or any part of a session of the Synod, shall notify such inability to the President in writing at any time preceding the commencement of the session.

MEETING OF SYNOD AND GENERAL CONDUCT

7. The Members of the Synod shall meet for the transaction of business in the same chamber; but it shall be competent for any of the three Orders at any time to withdraw to a separate chamber for the purpose of deliberation on the requisition of any Member of any such Order. The Order so withdrawing if Clerical or Lay shall elect its own Chairperson. During such withdrawal Synod shall stand adjourned.

8. Unless otherwise ordered the Synod shall sit daily. The hours of Synod shall be as determined by Synod at its commencement PROVIDED HOWEVER that the sitting hours of Synod may be amended from time to time by a majority vote of all members of Synod.
9. An attendance book shall be provided by the Secretary of the Standing Committee in which all the Members of the Synod shall sign their names at the commencement of each day when Synod is in session.
10. If after the expiration of half an hour after the hour appointed for the commencement of each sitting of Synod there shall not be a quorum, as required by the next succeeding Clause hereof, the President shall adjourn the meeting until the day or hour appointed for the next sitting of the Synod.
11. Except as hereinafter provided, the presence of one of the Bishops of the Diocese, of one quarter of the Clergy of the Diocese qualified to be members of the Synod and of one quarter of the Lay Synod Representatives shall constitute a quorum of the Synod for the due exercise of its powers PROVIDED HOWEVER that it shall be competent for any Member at any time to move that members of Synod be counted.
12. The meeting of the Synod shall be open to the public, who shall have free access to the visitors' gallery but, at the request of any Member, the President may at any time order visitors to withdraw.

ORDER OF BUSINESS

13. The Proceedings of the Synod shall be conducted in the following order:
 - (1) After Prayer the Minutes of the last meeting shall as soon as they are available either be read and confirmed or, if so resolved, be taken as read and confirmed.
 - (2) Petitions and Memorials shall be presented.
 - (3) The Reports of Committees, Boards, Sub-Committees and Commissions shall be presented and received on Motion without Notice, no Secunder being required.
 - (4) Every Report of a Committee requiring action shall be accompanied by a Resolution or Resolutions setting forth such proposed action which shall be moved in the ordinary course for the consideration of the Synod.
 - (5) Motions, of which due notice shall have been given, shall be considered.
 - (6) Business ordered by the Synod at a previous meeting to be taken into consideration shall be proceeded with.
 - (7) Subject to the above rules, any business not disposed of on the proper day shall have precedence at the next day's sitting.
 - (8) In case there shall be no quorum on any sitting day, the Motions for which notices shall have been given shall be taken into consideration on the

next day following on which there shall be a quorum, and shall take precedence.

(9) Suspended debates, and other business ordered by the Synod at a previous meeting to be taken into consideration, shall be proceeded within two hours after the time appointed for the meeting of Synod, unless all previous business shall have been disposed of sooner.

(10) Notices of Motion may be tendered to Synod at any convenient opportunity during the course of the day.

14. The President of Synod shall have power from time to time to determine the order of business in respect of the categories included in Clauses 13(3) to 13(10) (both inclusive in the immediately preceding Clause).

APPOINTMENT OF SECRETARIES

15. The Synod at the commencement of the first sitting day of each session shall appoint two secretaries, one of whom shall be Clergy and the other a Lay Synod Representative whose duty it shall be to take Minutes of the proceedings and enter them in a book to be kept for that purpose.

MOTIONS

16. All Motions not seconded shall lapse.

17. Any Member having the right to vote may move or second a Motion.

18. A Member or a person with leave to address the Synod may speak to any Motion, and when speaking shall stand and address the President.

RULES OF DEBATE

19. Except by leave of the President, the Mover of a Resolution shall not speak for more than five minutes, and any subsequent speaker on the Motion shall not speak for more than three minutes.

20. The Mover of any Motion shall have a right of reply, but in so doing shall not speak for more than three minutes.

21. All questions of order of speaking and procedure for the conduct of meetings of Synod not otherwise laid down by these rules shall be decided by the President.

22. All speakers shall confine their speeches to the subject matter of the debate.

23. No Member may interrupt the speech of another Member except through the medium of the President.

24. No Member shall speak more than once to any Motion except by leave of the President.

25. No Motion, the subject matter of which has already been before the Synod, shall be dealt with at the same session of Synod.

26. No Motion on any subject may be introduced until the Motion under consideration is disposed of.
27. Any Member may rise to a Point of Order when a Member deems these rules or the Statutes of this Diocese to have been infringed and submit the Point of Order to the President whose decision shall be final. The Member immediately upon submitting the Point of Order shall resume his or her seat.

CLOSURE

28. At any time after a Motion has been debated for twenty minutes any Member may move "that the Motion be now put". If this Motion is seconded it shall be put to the meeting without debate. If such a Motion is lost it may not be moved again for a further period of ten minutes and so on from time to time.

ADJOURNMENT

29. A decision on any matter before the Synod may be deferred upon the Motion being put to Synod "That the Motion now before Synod be deferred to ...". Such a Motion after being properly seconded shall be put to the meeting forthwith without debate. Voting thereon shall be by show of hands and shall be carried only by two-thirds of those Members present and eligible to vote voting in favour of it. A decision on any matter before the Synod shall likewise be deferred upon Synod being adjourned.
30. Any Member may move "that Synod do now adjourn" and such Motion upon being properly seconded shall be put to the meeting without debate.

AMENDMENTS

31. Any Motion before the Synod may be amended by omitting certain words; by omitting certain words and substituting other words in place thereof, or by inserting or adding words, but in no case shall an Amendment be accepted which substitutes all the words in the original Motion for other words.
32. All Amendments to Motions shall be moved, seconded, debated and voted upon in accordance with these rules and, if passed, shall become and form part of the Substantive Motion.
33. No Amendment on an Amendment can be accepted until the first Amendment has become part of the Substantive Motion.
34. No Amendment can be accepted which will have the effect of contradicting or negating the Substantive Motion.
35. Any number of Amendments may be moved and seconded and if accepted by the President shall be dealt with in the Order that they affect the Substantive Motion - namely Amendments affecting the first part of the Substantive Motion shall be dealt with first and so on until all Amendments have been disposed of.
36. No Amendment may be debated until all prior Amendments have been disposed of.

WITHDRAWAL

37. Any Member proposing a Motion may with the leave of the Seconder of that Motion and the leave of Synod withdraw that Motion.

VOTING ON RESOLUTIONS

38. Every Resolution shall require a majority of the Members present in all three Houses.
39. After the Motion has been put by the President voting shall be taken in the following manner:
 - (1) Either on the sound of voices of all members of Synod, in the first instance, and the declaration of the President as to the result of the vote of all three Houses shall be final and an entry in the Minutes of Synod to that effect shall be conclusive evidence that such Resolution was carried by a majority of each Order.
 - (2) Or on the sound of voices, the President asking first the House of Laity and then the House of Clergy, in the first instance, and the declaration of the President as to the result of the vote of all three Houses shall be final and an entry in the Minutes of Synod to that effect shall be conclusive evidence that such Resolution was carried by a majority of each Order.
 - (3) The President may call for a show of hands in taking the vote if the President deems that desirable to assist in the declaration of the vote on any Motion.

DIVISIONS

40. The President may of his own Motion, and shall if so demanded by not less than three Members present, call for a Division by Orders.
41. The mode of taking a Division shall be as follows:
 - (1) All Divisions shall be taken in Houses and the President shall appoint one clerical teller for the House of Clergy and one lay teller for the House of Laity. Members of the Synod wishing to abstain from voting shall remain seated in the Synod hall and those wishing to vote shall retire, in Houses, from the Synod hall. The teller for each house, using the list of members present prepared by the Registrar at the beginning of each day, shall record their own votes first and then record the votes of those wishing to vote "Aye" and the votes of those wishing to vote "No" by marking the list appropriately. The secretaries to the Synod shall record the Bishops' votes. The tellers shall deliver the lists to the President who shall declare the result of the voting in each House.
 - (2) The names of Members voting in a Division shall be recorded in the Minutes if a request to that effect signed by not less than six Members be made in writing to the President before the adjournment of the sitting.
42. All business before Synod other than that referred to in Clauses 2 and 3 shall be by way of Notice of Motion in writing duly moved seconded and read at Synod

provided that no Motion shall be considered by Synod on the same day that it is introduced unless prior notice of the same has been given to all Members of Synod.

PETITIONS

43. All Petitions shall be presented and dealt with in the form and manner for the time being provided by the Standing Orders of General Synod.

APPOINTMENT OF COMMITTEE OFFICERS

44. A Chairperson of Committee of the whole Synod shall be appointed by the Synod at the commencement of each session.
45. A Clerk of Committee of the whole Synod shall be appointed by the Synod at the commencement of each session.

STATUTES REVISION SUB-COMMITTEE

46. At its first meeting following Synod each year, the Standing Committee shall appoint a Sub-committee to review the Statutes of the Diocese. This Sub-committee shall consist of the Diocesan Manager/Registrar and up to four members, at least three of whom shall be a Barrister or Solicitor of the High Court of New Zealand of not less than three years' standing and must be a member of the Anglican Church in Aotearoa, New Zealand and Polynesia.
47. **Repealed 2008.**
48. The Committee shall elect its own Chair person.
49. Two members shall constitute a quorum of the Committee.
50. The duties of the Committee shall be:
 - (1) To draft such Bills as the Standing Committee may direct to be prepared for the consideration of Synod and such Amendments of such drafts as may from time to time be required during the passage of such Bills in Synod.
 - (2) To supervise the printing of such Bills and Amendments.
 - (3) To examine all Bills introduced to Synod otherwise than under the authority of the Standing Committee and to report to the Bishops or the Standing Committee as to the form and effect of such Bills.
 - (4) As and when directed by the Standing Committee to compile, with their Amendments, Statutes which have been amended, and to supervise the printing of such compilations.
 - (5) To consider the language and effect of the Statutes of Synod and to state for the consideration of the Standing Committee suggestions or proposals for the revision of such Statutes or for the extension or limitation of the effect of such Statutes or for amendment of the wording of any such Statute.

- (6) Such other duties relating to the drafting, preparation, revision, compilation of Statutes and the amendment or extension or limitation of the effect of Statutes as are assigned to it by the Synod or the Standing Committee.

SESSIONAL COMMITTEES

51. Synod may elect such number of Committees as it may deem necessary.
52. Unless otherwise ordered each Sessional Committee shall consist of not less than three nor more than five members one of whom shall be named as Convenor of the first meeting. Each Committee shall elect its own Chair person and the quorum of each Committee shall be a majority of its members unless otherwise ordered.
53. The number of Sessional Committees to be elected and the Reports and Statements to be considered by each Committee may be determined from time to time by Ordinary Resolution of Synod.
54. Every Report of a Sessional Committee shall (in addition to any Special Resolution the Committee may bring forward) be accompanied by a General Resolution that the Report of the Committee be adopted by Synod.
55. Any vacancy occurring in any Sessional Committee shall be filled by Synod if in session and otherwise shall be filled by the Standing Committee.

SELECT COMMITTEES

56. Every Select Committee shall consist of one of the Bishops (or the Vicar-General appointed by one of the Bishops) who shall be an ex-officio member and of not fewer than five or more than seven other members unless otherwise specially ordered and in every such Committee three shall form a quorum.
57. Notices of Motion for the appointment of Select Committees or Commissions shall be accompanied by a notice of names of Members proposed to be placed on such Committee or Commission but the Mover in every case shall be a member of the Committee or Commission.
58. The Motion that a Select Committee be appointed and the Motion for appointment of persons to serve on such Select Committee shall be decided separately and each shall form the subject of a separate Notice of Motion.
59. Upon the Motion for the appointment of persons to serve on a Select Committee any Member may propose additional names for such Committee.
60. If the total number of names proposed exceeds that fixed as the maximum for the Committee each Member of Synod shall delete from the list of persons so proposed the names of those for whom each Member does not vote so that the total number of names voted for is the same in number as that fixed for the Committee.

61. If the number of members elected shall be fewer than that required as a minimum for the Committee a new vote shall be taken to supply the deficiency.
62. Where a ballot shall be taken for members of a Committee and the number of persons elected shall be fewer than the number required as a minimum for the Committee the

President may declare the number of votes recorded in each Order for the respective Members nominated.
63. The President shall appoint four Scrutineers, two from the Clergy and two from the Laity, whose duty it shall be to collect the ballot papers and report the election to the President.
64. Every Report of a Committee requiring action shall be accompanied by a Resolution or Resolutions for the consideration of Synod.
65. The Chairperson of any Select Committee shall have an original as well as a casting vote.

COMMITTEE OF THE WHOLE SYNOD

66. When any Motion is before the Synod it shall be in order for any Member to Move without Notice that the Synod go into Committee to consider the same. The Motion that the Synod go into Committee shall, if seconded, be put forthwith without debate.
67. If the motion to go into Committee be carried the President shall leave the Chair, and the Chairperson of Committees shall preside PROVIDED HOWEVER that at the request of Synod the President may remain in the Chair.
68. The Standing Orders of Synod shall where applicable govern procedure in Committee PROVIDED that it shall not be necessary that a Motion or Amendment should be seconded and PROVIDED FURTHER that any Member may speak more than once, or propose more than one Amendment, to the same Motion.
69. The Committee shall consider such matters only as have been referred to it by the Synod.
70. When any matter referred to the Committee has been considered the Chair person shall report the same to the Synod.
71. A Motion may be made during the proceedings of the Committee that the Chair person do report progress and ask leave to sit again.
72. A Motion that the Chair person do now leave the Chair will if carried supersede further proceedings of the Committee in respect of the question then under consideration, and the Synod shall immediately resume.
73. When the Synod in Committee is considering the Reports and Accounts, the Chair person shall not be required to read more than the headings thereof.

74. Any question relating to the Accounts other than that of their accuracy, shall be discussed in Synod upon Motion, of which Notice shall have been duly given.
75. Visitors and the press shall not be excluded when Synod is in Committee unless a majority of the Synod shall so order.

BILL AND STATUTES

76. Bills may be brought into the Synod only when notice has been given as provided in Clause 42 of this Statute, or by the leave or order of the Synod.
77. A Bill may be considered by the Synod only if it has been circulated to members at least twenty-four hours prior to its being debated.
78. Every Bill will be considered by the Synod as follows –
 - (1) The Bill must be approved in principle by resolution before it can proceed.
 - (2) Once approved in principle, the Bill will then be considered by the Synod in Committee either immediately on its acceptance in principle by the Synod or at a time set by the Synod.
 - (3) A Bill may be amended only in Committee.
 - (4) When the debate in Committee has been completed, the Bill will be reported back to the whole Synod as approved or amended by the Committee and the Synod will set a time or day for its confirmation.
79. The President may move the confirmation of any Bills either in a single motion or, at the request of any member, in a motion relating to a particular Bill.
80. A Bill may be recommitted for further amendment at any stage before it has been confirmed.
81. Where a Bill, the purpose of which is to amend an existing Statute, has been introduced to the Synod, only those matters contained in the Bill may be amended and those matters that are a consequence of the amendment.
82. A Bill that has been confirmed becomes a Statute of the Synod.

MATTERS NOT PROVIDED FOR

83. As nearly as may be cases not provided for by these Standing Orders shall be governed by the provisions of the Standing Orders for the time being of the General Synod.

SUSPENSION OF STANDING ORDERS

84. Standing Orders may be suspended on Motion without Notice with the consent of two-thirds of the Members present at any duly constituted meeting of Synod.
85. A Motion to Suspend a Standing Order shall state the purpose for which the suspension is desired and shall, if seconded, be put without debate; and the suspension, if granted, shall not allow of the introduction of any matter other than that specified in the Motion.

ALTERATIONS TO STANDING ORDERS

86. REPEALED 2006

STANDING RESOLUTIONS

87. At the close of each session of Synod the Resolutions passed thereat shall be referred to the Statutes Revision Committee which shall prepare and present to the next session of the Synod a schedule of all the resolutions which in its opinion should be maintained in force as Standing Orders.
88. The said schedule shall be circulated with other matter sent to members before the session; and it shall be the duty of the President of the Synod to move at some time during the session that the schedule be considered by Synod in Committee and then presented to Synod for adoption.
89. Every resolution so approved shall be styled a Standing Resolution and be printed with the Diocesan Statutes under the heading "Standing Resolutions of Synod".
90. No repeal or amendment of a Standing Resolution shall be made unless the motion for the same shall have been considered by the Committee of the whole Synod before it is submitted to the vote of the Synod.
91. Standing Committee may review resolutions passed at previous sessions of Synod in order to prepare a schedule of such Resolutions to be included among the Standing Resolutions.
92. Any Resolution not included in the Standing Resolutions of the Synod shall remain in force until the meeting of the next session of Synod.