

APPENDIX B

RULES AND ORDERS AT MEETINGS OF SYNOD

1. CALL TO ORDER

Upon the Bishop or other presiding officer taking the Chair, the meeting shall be called to order.

2. OPENING EXERCISES

The meeting shall be opened with prayer.

3. QUORUM

A quorum of the Synod at its Ordinary meetings shall consist of not less than one-fourth of the Clerics and of the Lay Delegates respectively.

4. MINUTES

Following verification and declaration of quorum, the minutes of the proceedings at the previous Session of the Synod shall be examined, amended at need, and approved.

5. POINTS OF ORDER

All points of Order shall be decided by the Chairperson.

6. WITHDRAWAL OF NON-MEMBERS

The Chairperson may require at any time that all non-members withdraw, and that proceedings be suspended until they do so.

7. SUSPENSION OF THE RULES OF ORDER

Any Rule of Order, except numbers 3 and 22 may be suspended by the consent of two-thirds of the members present and voting.

8. CALL TO ORDER

Any person called to order when speaking shall immediately be seated, and not rise again until the point of order has been determined.

Constitution and Canons

9. MANIFESTATION OF FEELING

No manifestation of feeling, such as applause or dissatisfaction, shall be in order.

10. MOTIONS TO BE CONSIDERED

No motion shall be considered as before Synod (excepting such as proposed by the Bishop or one of the committees of Synod) unless duly seconded and previously reduced to writing.

11. SPEAKING TO MOTIONS

- A. No member shall speak more than once to the same motion, unless in explanation of his or her previous remarks. An exception shall be made for the mover of the original motion, who shall be permitted to reply; and
- B. No member, in addressing the Synod, shall introduce into the discussion matter foreign to the subject. Such members shall be called to order.
- C. If possible, speakers shall alternate between lay and clergy.

12. DISPOSITION OF MOTIONS

When a question is under consideration, no other motion shall be received, with the exception of motions

- A. to amend, or
- B. to commit it, or
- C. to postpone it to a certain day, or
- D. to adjourn Synod

13. WITHDRAWAL OF MOTIONS

Once a motion has been read to the Synod from the Chair, it shall not be withdrawn by the mover without the consent of the meeting.

14. AMENDMENT OF MOTIONS

- A. Once an amendment has been proposed and is under consideration, no new amendment shall be received, and
- B. Only one sub-amendment shall be allowed at a time.

Constitution and Canons

15. DECISIONS ON AMENDMENTS

All sub-amendments and amendments shall be voted upon in that order before the original motion be put to the Synod.

16. THE RIGHT TO HAVE MOTIONS READ

At any time during debate, any member shall have the right to require that the motion or other matter under discussion be read for information.

17. QUESTIONS FROM THE CHAIR

- A. While any question is being put from the Chair, the members remain seated and preserve silence.
- B. When the question is put, no member may retire until the motion has been disposed of.

18. VOTING

In voting, those voting in the affirmative shall vote first, followed by those voting in the negative. When voting by orders, the order of laity shall be called on to vote first.

19. RE-INTRODUCTION OF QUESTIONS

A question having been once determined shall not be discussed again in the same session.

20. PROTEST, DISSENT AND RECORDED VOTES

No protest or dissent shall be entered in the minutes of proceedings; however, upon request by any three members, the number of affirmative and of negative votes, and the names of those so voting, shall be recorded.

21. COMMITTEE REPORTS

- A. Reports of all committees shall be made in writing, signed by the Chairperson of Synod, and received, according to ordinary procedure, without a motion for their acceptance, unless re-committed by vote of the Synod.
- B. All reports recommending or requiring any action or expression of opinion by Synod, shall be accompanied by a motion for the recommended action of the House thereon.

Constitution and Canons

22. NOTICE IN CASE OF AMENDMENT TO CANON

No Canon or alteration of a Canon shall be brought forward at any session of Synod without it first having been submitted to a meeting of the Diocesan Executive Council, and subsequently printed and circulated among all delegates to Synod at least 30 days prior to its meeting. In the event of a Canon or an alteration of a Canon being submitted to the Secretary of Synod three months (90 days) before Synod but after the last Diocesan Executive Council meeting, the Bishop will call a special meeting of the Diocesan Executive Council to submit the resolution(s).