

RULES OF ORDER AND PROCEDURE

NOTE: These rules are applicable to the General Synod in Session or, with necessary changes, when the Orders meet separately.

I. Meetings of the General Synod

1. Meetings

- a) The General Synod shall meet for business on the day and at the hour and place appointed by the President. A quorum being present, the President shall state the business before the General Synod, specifying when necessary the order in which it is to be considered.
- b) Thereafter, the business of each day shall commence with prayer, after which the order of business shall be as determined by the Sessional Agenda Committee of the General Synod.

2. Registration and Credentials

- a) Before taking a seat in the General Synod, each member shall register on a form provided for this purpose, giving all particulars called for thereon. Registration shall be the responsibility of the Credentials Committee.
- b) All registration forms shall be referred to the Credentials Committee, which committee shall report to the General Synod on the standing of all persons who claim membership therein.
- c) Any appeals arising from the committee's report shall be heard by the Assessors, who shall report to the General Synod for decision.

3. Courtesies of the General Synod

- a) The President or other presiding officer may invite any person not a member to sit with the General Synod or to address the General Synod, but that person shall have no right to participate in debate or to vote.
- b) During the consideration of any report submitted by any committee, council, board or commission, the members of such committee, council, board or commission, if not members of the General Synod, may be permitted the privilege of sitting with the General Synod and participating in its debate, but shall not be entitled to vote.
- c) During a meeting of the General Synod the Treasurer, overseas, ecumenical and Indigenous partners, and representatives of the Primate's World Relief and Development Fund shall be entitled to be present and, subject to these Rules of Order and Procedure, to participate in any discussion without the right to vote.

4. The General Synod Services

- a) A service of the Holy Communion shall be held on the first day of the General Synod as determined by the Primate. The preacher shall be appointed by the Primate and special prayers shall be said for the General Synod. The offering shall be applied to whatever purposes may be determined by the Primate.
- b) There may be a special public General Synod service, which may be the same as a), during the session of the General Synod.

II. Sessional Officers and Committees

5. Sessional Officers

- a) *Secretaries*
 - i) On nomination of the General Secretary, the Prolocutor shall appoint from the membership of the General Synod an Honorary Clerical Secretary, an Honorary Assistant Clerical Secretary, an Honorary Lay Secretary and an Honorary Assistant Lay Secretary, who shall assist the General Secretary in keeping minutes of the General Synod.
 - ii) In the event of a vacancy occurring in the office of clerical or lay secretary by death or otherwise, the vacancy shall be filled by the Prolocutor, or in the event of a vacancy in that office, by the Deputy Prolocutor, and in the event of a vacancy in both offices, by the Primate.

- b) *Assessors*

The Prolocutor shall appoint two or more Assessors to advise the chairperson in respect to points of order and the Constitution and Canons.

6. Sessional Committees

The following sessional committees shall, except where otherwise specified, be appointed from the members of the General Synod by the Council of the General Synod in consultation with the Prolocutor:

- a) *Agenda Committee* — consisting of the chair of the General Synod Planning Committee and not more than seven members to be drawn from the members of the General Synod. It shall be the responsibility of the committee to prepare and publish the agenda for each day of the session.
- b) *Certification of Minutes Committee* — consisting of the General Secretary, the Prolocutor or Deputy Prolocutor, the Honorary Clerical and Lay Secretaries, and a member of the Resolutions Committee. It shall be the responsibility of the committee to certify the accuracy of the minutes of the session of the General Synod.

- c) *Credentials Committee* — consisting of the General Secretary, the Prolocutor or Deputy Prolocutor, and one Assessor. It shall be the responsibility of the committee to report to the General Synod on the standing of all persons who claim membership therein, and to advise the chairperson as to a quorum of each Order.
- d) *Nominating Committee* — consisting of one bishop, one clerical member and one lay member from each ecclesiastical province. The committee shall be constituted not later than one month prior to the opening of the General Synod, to receive nominations for standing committees and the Council of the General Synod and to supervise the election process.
- e) *Resolutions Committee* — consisting of up to eight members, one of whom shall be an Assessor, and with at least one bishop, one clerical and one lay member. It shall be the responsibility of the committee to receive resolutions from members of the General Synod and prepare them for submission in accordance with guidelines approved from time to time by the Council of the General Synod.
- f) *Expenditures Committee* — consisting of members appointed by the Primate and the Prolocutor in consultation with the chairperson of the Financial Management Committee. It shall be the responsibility of the committee to implement Rule of Order 15 with respect to spending motions for which sources of funds have not been identified prior to the General Synod session.
- g) Special committees as required.

7. Chairpersons of Sessional Committees

When a committee is appointed, the appointment shall contain the name of the chairperson.

8. Notice of Appointment of Sessional Committees

Notice shall be given at the first sitting of each session of the General Synod of the membership of all sessional committees and lists of the same shall be posted.

III. Motions and Debate

9. Chairperson

The chairperson shall preserve order and decorum and shall decide all questions of order, subject to an appeal to the General Synod, to be decided without debate, and when called upon to decide a point of order, shall state the rule applicable to the case without argument or comment. In any unprovided case, resort shall be had to the Kerr and King's *Procedures for Meetings and Organizations* (most recent edition) for guidance.

10. Order and Decorum

- a) Any member wishing to speak shall rise and address the chairperson.
- b) When two or more members rise at the same time, the chairperson shall name the person first to speak.
- c) A member called to order while speaking shall sit down, unless permitted to explain.
- d) A member may rise to explain, if permitted by the chairperson.
- e) A member, if not interrupting a speaker, may require any motion in discussion to be read for his or her information, at any time during the debate.
- f) If the attention of the chairperson is drawn to the fact that a quorum is not present, the sitting shall stand adjourned until a quorum can be secured.
- g) If the quorum cannot be secured within one hour, the General Synod shall stand adjourned until the next sitting. If the adjournment for lack of a quorum occurs at the final sitting the President shall declare the General Synod prorogued in accordance with section 31 of the Constitution.

11. Speeches

- a) No member, except the mover of a motion, who as mover is entitled to reply in closing the debate, shall speak more than once on a given motion, unless by the permission of the General Synod.
- b) Except with the consent of the General Synod, the mover of a motion may not speak for more than five minutes and the seconder for three minutes, and each speaker thereafter for three minutes. The mover may speak for three minutes in closing the debate.

12. Reports of Committees

- a) All reports of standing committees shall be in writing, signed by the chairperson and received in total at the beginning of the General Synod, on recommendation of the Agenda Committee.
- b) Reports of other committees may be made from time to time during the session of the General Synod.
- c) Motions with reference to reports from standing committees shall take precedence over other motions on the paper.

13. Notice of Motion

No Canon, or amendment to the Declaration of Principles or to the Constitution or to any existing Canon, shall be proposed or enacted unless notice has been transmitted by the General Secretary of the General Synod to the members of the General Synod at least 30 days before the meeting of the General Synod, or unless it has been left over as unfinished business and printed in the journal of the previous session.

14. Reference to Committee

Any motion having any relation to the work of any standing, sessional or special committee may, upon its coming before the General Synod, be referred by the General Synod to the appropriate committee for consideration and report.

15. Motions re Expenditures

- a) Before each session of the General Synod, a report shall be provided to the General Synod by, or through, the Financial Management Committee, as to whether any money proposed to be spent as a result of motions to be brought before the General Synod is available, or if not, what steps should be taken to provide such money should such motions be adopted.
- b) Before any motion involving the spending of money not already provided for is put for a vote, it shall be referred by the presiding officer to the Expenditures Committee for a report as to whether the money proposed to be spent is presently available, or if not, what steps should be taken to provide the money should the motion be adopted.

16. Motions and Amendments

- a) No motion or amendment shall be considered as before the General Synod unless seconded and reduced to writing.
- b) No original motion, except procedural motions, shall be received without notice, except by permission of the General Synod.
- c) No motion on any subject shall be received at any meeting of the General Synod after the time fixed by the Agenda Committee for the discussion of the subject and its consideration has been concluded.
- d) When a motion has been read by the presiding officer it cannot be withdrawn without the consent of the General Synod.
- e) A member who intends to propose an amendment to a motion that is being debated may give the presiding officer written notice of such intention with the text of the intended amendment.
- f) When a motion or an amending motion has been made and seconded any member who has not spoken on the motion or amendment may move that the debate be closed and a vote taken on the motion or the amendment.
- g) The presiding officer shall not accept a motion that the debate be closed
 - i) if any member who has given the presiding officer written notice of intention to propose an amendment has not had an opportunity to do so, or
 - ii) if in the opinion of the presiding officer the motion that the debate be closed is an abuse of the rules or would deny members of the synod of an adequate opportunity for discussion.

- h) When the presiding officer accepts a motion that the debate be closed that motion, when seconded, shall be decided without debate.
- i) A motion that the debate be closed, to be carried, requires a two-thirds majority of all three orders voting together.
- j) When a motion that the debate be closed is carried the presiding officer shall immediately call the question on the motion or amendment before the synod. When a motion that the debate be closed is lost, discussion shall continue on the motion or amendment before the synod.
- k) Subject to Rule 23, when a motion is under consideration, no other motion shall be received except:
 - i) to adjourn;
 - ii) to lay it on the table;
 - iii) to divide a compound motion;
 - iv) to consider it clause by clause;
 - v) to postpone it until a certain time;
 - vi) to postpone it indefinitely;
 - vii) to refer it;
 - viii) to amend it, or
 - ix) to close debate;

and motions for any of these purposes shall have precedence in the order named.

- l) A motion to adjourn shall always be in order.
- m) Motions to adjourn or to lay on the table or to close debate shall be decided without debate.
- n) Debate on a motion to refer shall be restricted to the questions whether to refer and to whom.
- o) No more than one amendment to a proposed amendment of a motion shall be in order at one time.

17. Putting the Question

- a) When the amendments are proposed to any motion, the amendments and the original motion shall be put in the reverse order to that in which they were brought forward.
- b) When a question is finally put by the presiding officer, either as an original motion, as an amendment, or as an amended motion, no further debate shall be allowed, the presiding officer first declaring that the question is finally put.
- c) When the presiding officer is putting a question, no member shall rise.

18. Voting

- a) When the question is put, every member present, except the presiding officer, shall be required to vote on the same, provided that any member who wishes to abstain from voting for reasons of conflict of interest shall be entitled to abstain on notifying the chairperson of his or her intention. Such abstentions and the names of the persons abstaining shall be recorded in the minutes.
- b) The three Orders of Bishops, Clergy and Laity shall vote together unless a vote by Orders is required by the Constitution or called for pursuant to the Rules of Order. In order to be passed the motion shall require a majority of the votes cast, and abstentions shall not be counted in determining the majority.
- c) In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative; and in the case of an equality of votes, except when voting by dioceses, the question shall be declared by the presiding officer to have been decided in the negative.
- d) When voting by Orders, the vote shall be put to all members of General Synod regardless of the result in any order. The sequence of voting shall be laity, clergy, bishops.
- e) The names of those who vote for or against a motion shall be recorded in the minutes, if required by three members.

19. Voting by Orders

When required by any six members of the General Synod prior to the question being put, the vote upon any motion shall be taken by Orders, voting separately in the sequence of laity, clergy, bishops. The vote shall be taken in all three Orders. A majority of each Order shall be necessary for an affirmative decision. If the motion is defeated there shall be no recourse to voting by dioceses.

20. Voting by Dioceses

- a) Upon any question being carried in the affirmative on a vote by Orders, and before proceeding to the next order of business, any six members (two from each of three different dioceses) may require that a vote on the question be taken by dioceses.
 - a.1) *Ex officio* and other non-diocesan members of General Synod shall vote with the diocese in which they are normally geographically resident for laity, or canonically resident, for clergy.
- b) The vote of each diocese shall be determined by the majority of the members of all Orders of that diocese and in case of equality in the votes of the members from any diocese, that diocese shall not be counted.
- c) If a majority of the dioceses vote in the negative, the question shall be declared in the negative.
- d) A tied vote shall be declared to be in the affirmative on the basis of the previous affirmative vote by Orders.

21. Finality of Decision

A question being once determined shall not again be drawn into discussion in the same session, without the consent of two-thirds of the members present voting as provided in Rule of Order 18 b).

22. Resolutions Non Referable

No motion to refer a resolution shall be received unless the resolution has either been:

- a) printed in the Convening Circular, or
- b) presented for debate.

23. Suspension of Rules

- a) A motion to suspend a Rule of Order and Procedure shall take precedence over all other motions and shall be decided without debate.
- b) No Rule of Order and Procedure shall be suspended except upon the vote of two-thirds of the members present voting as provided in the Rule of Order 18 b).