

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. Order of Business

The business of each day shall commence with prayer, after which the order of business shall be as determined by the Agenda Committee.

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 shall report to the General Synod on the standing of persons who claim membership.
- 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 who is 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 Service

- 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 4(1), 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

- a) 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:

- i) *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.
- ii) *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.
- iii) *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.
- iv) *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.

- v) *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.
 - vi) *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 14(4) with respect to spending motions for which sources of funds have not been identified prior to the General Synod session.
 - vii) Special committees as required.
- b) When a committee is appointed, the appointment shall contain the name of the chairperson.
 - c) 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

7. The Chairperson

- a) The Chairperson is responsible for preserving order and decorum at meetings of the General Synod, including by:
 - i) recognizing members who wish to speak and determining the order of speakers,
 - ii) inviting the mover of a motion to present the opening and closing arguments on the question, c. facilitating discussion and enabling the members to hear and listen to each other,
 - iii) ensuring that all views are heard and that none dominate,
 - iv) ruling, when necessary, that speeches be limited to the time limits specified in section 9 h),
 - v) ruling whether proposed procedural motions or amendments to motions are in order,
 - vi) putting the question to a vote when all views have been sufficiently expressed, and
 - vii) when necessary, calling members to order.
- b) The Chairperson may request the advice of the Chancellor or the Assessors on questions of order and shall rule on such questions stating the applicable rule or practice without argument or debate. When a question of procedure or order is not covered by these Rules, the Chairperson may refer to Kerr and King's *Procedures for Meetings and Organizations* for guidance.
- c) Any member may appeal the Chairperson's ruling on a question of order and the General Synod shall decide the appeal without debate.

8. Quorum

- a) A quorum of the General Synod shall consist of not less than a majority of the members of each Order, excluding those who do not have a right to vote in the synod.
- b) 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.
- c) 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.

9. Order and Decorum

- a) Members are responsible for assisting debate by:
 - i) identifying themselves and addressing all remarks to the Chairperson,
 - ii) confining their remarks strictly to the motion being considered,
 - iii) stating their positions clearly, succinctly and without repetition, and
 - iv) maintaining an impersonal tone and not engaging in personal comments, and
 - v) respecting the Chairperson's calls to order.
- b) A member wishing to speak shall rise and address the Chairperson.
- c) When two or more members rise at the same time, the Chairperson shall determine the order in which they shall speak.
- d) A member called to order while speaking shall sit down without further comment, unless permitted by the Chairperson to explain.
- e) A member, if not interrupting a speaker, may at any time request that the motion being debated be read for clarification of the debate.
- f) No member shall speak more than once on the same question, except the mover of the motion, who shall have the right to reply at the close of debate.
- g) A member who has spoken on a question may speak in explanation if recognized by the Chairperson, but may not introduce new information.
- h) No speaker may speak for more than three minutes in debate, except the mover of a motion, who may not speak for more than five minutes in presenting a motion, and for three minutes in reply at the close of debate.
- i) The seconder of a motion shall have the right to speak immediately after the mover, but may defer speaking until a later time in the debate.
- j) The mover of a motion may delegate the right of reply to the seconder.

10. Reports of Committees

- a) Reports of any committee or other body required to report to the General Synod shall be in writing and signed by the chairperson of the committee or other body.
- b) Motions with reference to reports from standing committees shall take precedence over other motions on the agenda.

11. Notice of Canonical Resolutions

No Canon or amendment to the Declaration of Principles, Constitution or 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 prior to 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.

12. No Debate List

- a) There may be a No Debate List of resolutions prepared by the Resolutions Committee of motions which, in the opinion of the Committee, do not require debate.
- b) The No Debate List shall be circulated on the floor of General Synod not less than twenty-four hours prior to its consideration.
- c) Any member of General Synod may require that a resolution be removed from the No Debate List by:
 - i) giving written notice to the Resolutions Committee stating that the member will speak against the resolution;
 - ii) providing notice of motion in writing and duly seconded to amend the resolution; or
 - iii) providing written notice to the Resolutions Committee that the member requires clarification of the resolution.
- d) When the No Debate List is presented to General Synod, there shall be an omnibus motion moved by the chairperson of the Resolutions Committee to adopt all the resolutions on the List, which shall be decided without debate.
- e) If the omnibus motion is defeated, each resolution on the List shall be presented individually by the original mover to the General Synod and decided without debate or amendment.

13. Motions

- a) No motion or amendment shall come before the General Synod unless it is seconded and in writing.
- b) No motion shall contain a preamble, however a motion may be accompanied by explanatory material setting out the rationale of the motion, but such explanatory material shall not form part of the motion.
- c) No substantive motion, except a procedural motion, shall be received without notice unless permitted by the General Synod.

- d) No motion that would result in a new expenditure may be considered unless it identifies a proposed source of funding or is qualified as being subject to available funding. Prior to considering any such motion, it shall be referred by the Chairperson to the Expenditures Committee for a report as to whether the money proposed to be spent is available, or if not, what steps should be taken to provide the money should the motion be adopted.
- e) When a motion has been read by the Chairperson it cannot be withdrawn without the consent of the General Synod.
- f) When a motion is being considered, no other motion shall be received except
 - i) to adjourn,
 - ii) to consider it clause by clause,
 - iii) to divide a complex motion,
 - iv) to postpone it until a certain time,
 - v) to postpone it indefinitely,
 - vi) to refer it,
 - vii) to amend it, or
 - viii) that the debate be closed,

and such motions shall have precedence in the order named.

- g) No more than one amendment to a proposed amendment of a motion shall be in order at one time.
- h) Motions to adjourn, or to close the debate shall be decided without debate.
- i) With respect to a motion to close debate:
 - i) 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.
 - ii) The Chairperson shall not accept a motion that the debate be closed if in the opinion of the Chairperson the motion that the debate be closed is an abuse of the rules or would deny members of the General Synod of an adequate opportunity for discussion.
 - iii) When the Chairperson accepts a motion that the debate be closed that motion, when seconded, shall be decided without debate.
 - iv) A motion that the debate be closed, to be carried, requires a two-thirds majority of the members of the General Synod present, voting together.
 - v) When a motion that the debate be closed is carried the Chairperson shall immediately call the question on the motion or amendment before the General Synod, subject to the mover's right of reply. When a motion that the debate be closed is lost, discussion shall continue on the motion or amendment before the General Synod.
- j) Debate on a motion to refer shall be restricted to questions whether to refer and to whom.

- k) Debate on a motion to postpone a motion to a certain time shall be restricted to the specified time.
- l) When amendments to a motion are proposed, the amendments and the original motion shall be put in the reverse order to that in which they were made.
- m) When the Chairperson declares that a question is being put no further debate shall be allowed and no member shall rise.

14. Voting

- a) When a question is put, all members present shall vote, except that a member who declares a conflict of interest to the Chairperson may abstain from voting. Any such abstentions shall be recorded in the minutes.
- b) A vote may be taken by show of hands, by standing vote, or by electronic voting terminal.
- c) The three Orders of Bishops, Clergy and Laity shall vote together unless a vote by Orders is required by the Declaration of Principles or the Constitution or requisitioned pursuant to the Rules of Order and Procedure.
- d) In order to pass, a motion shall obtain the required majority of the votes cast, and abstentions shall not be counted in determining whether the required majority has been achieved.
- e) In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative. When voting electronically, members may vote simultaneously.
- f) The names of those who vote for or against a motion shall be recorded in the minutes if required by three members.
- g) A question once determined shall not again be drawn into discussion at the same meeting of the General Synod without the unanimous consent of General Synod.

15. Voting by Orders

- a) When required by the Declaration of Principles or the Constitution a vote of the General Synod shall be taken by the three Orders of Bishops, Clergy and Laity voting separately.
- b) In addition, when requisitioned in writing by any six members of General Synod, prior to the debate being closed, the vote of General Synod upon any substantive motion, other than a procedural motion under Rules 13 f) or 17, shall be taken by Orders voting separately.
- c) When there is a vote by Orders the required majority of each order shall be necessary for an affirmative decision.
- d) Votes by Orders shall be taken in all three orders in the sequence Laity, Clergy and Bishops. When voting electronically, members may vote simultaneously.

- e) If the motion is defeated on a Vote by Orders there shall be no recourse to voting by dioceses.

16. Voting by Dioceses

- a) Upon any question being carried in the affirmative by 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 diocese.
- b) *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.
- c) Each diocese shall cast one vote. The vote of each diocese shall be determined by the majority of the members of all Orders of that diocese and in the case of an equality in the votes of the members of any diocese, the vote of that diocese shall not be counted.
- d) If a majority of the dioceses vote in the negative, the question shall be declared in the negative.
- e) A tied vote shall be declared to be in the affirmative on the basis of the previous affirmative vote by Orders.

17. Suspension of the Rules of Order

A motion to suspend a Rule of Order and Procedure shall take precedence over all other motions, shall be decided without debate, and to be carried requires the affirmative votes of two thirds of the members present.