

CANON 18

SYNOD PROCEEDINGS

1. **Notice of Session of Synod**

At least fourteen days prior to each session of Synod, the Secretary of Synod shall send to each member of Synod a copy of the convening circular, which shall include a notice in writing of the day, time and place of the session of Synod and of the sittings thereof and a copy of the report of the Treasurer and of the committees and boards of Synod received by the Secretary.

2. **Chair of Synod**

Except as otherwise provided in the Constitution and Canons of the Diocese and of the Ecclesiastical Province of Rupert's Land, the Bishop shall preside at sittings of Synod. The Bishop may, from among the members of Synod, appoint another person to preside who shall continue to serve at the pleasure of the Bishop.

3. **Sittings**

- (a) Sittings of Synod may be held:
 - i) between breakfast and lunch (the morning sitting)
 - ii) between lunch and supper (the afternoon sitting)
 - iii) after supper (the evening sitting)
- (b) Sittings shall be held at such time or times as are set out in the convening circular or otherwise directed by the Chair of Synod.
- (c) If sittings additional to those scheduled for the session are necessary, notice thereof shall be given by the Chair of Synod before the adjournment of the last scheduled sitting, and, where the additional sitting is to be an evening sitting, notice shall be given before 5:00 p.m. the same day.
- (d) Sittings shall be opened and closed with prayers chosen for the occasion by the Chair of Synod or by such other person as the Chair may designate.

4. **Order of Business**

Each session of Synod shall commence with the service of Holy Communion. Subsequent business may include:

- (a) Delivery of the Bishop's charge, unless it has been delivered during the service of Holy Communion. The charge shall be printed and copies distributed to the members as soon after delivery as possible.

- (b) Appointment of scrutineers.
- (c) Appointment of honorary secretaries.
- (d) Appointment of sessional committees.
- (e) Appointment of auditors.
- (f) Presentation, reading and referral of memorials, petitions, and correspondence.
- (g) The business of which notice has been given in the convening circular.
- (h) Reading of notices of motion.
- (i) Presentation and consideration of reports to Synod.
- (j) Consideration of reports of General Synod and Rupert's Land Provincial Synod, if any.
- (k) Consideration of resolutions.
- (l) Announcement of nominations.
- (m) Elections.
- (n) Concurrence of the Bishop.

5. Notices of motion

- (a) A notice of motion to be considered by Synod shall be in writing, have a proposer and seconder, and be delivered to the Secretary of Synod.
- (b) A notice of motion intended to be included in the convening circular of a session of Synod shall be delivered to the Secretary of Synod at such time prior to the commencement of that session as the Diocesan Council shall determine, and, except as provided in clauses (c) and (d), shall be presented verbatim in the convening circular, and may be accompanied by background information of not more than 500 words in length.
- (c) A notice of motion delivered as provided in clause (a) that is received by the Secretary of Synod before the last meeting of Diocesan Council prior to the session of Synod shall be placed on the agenda of that meeting.
- (d) The Diocesan Council may consider a notice of motion referred to in clause (a) and may recommend its adoption by Synod, with or without alteration, and the recommendation shall be included in the convening circular.

- (e) A notice of motion not included in the convening circular and received by the Secretary of Synod prior to or during the session shall be referred by that Secretary to the Chairs of the Resolutions Committee and of the Agenda Committee.
- (f) Except with the consent of the Chair and the affirmative vote of at least two-thirds of the members of Synod present and voting, a notice of motion shall not be considered by Synod unless received by the Secretary on or before five o'clock in the afternoon of the day immediately preceding the final day of the session of Synod. If the session of Synod consists of one day or less, a notice of motion shall not be considered unless received by the Secretary not later than 12 o'clock noon of the same day.
- (g) A motion, which term includes a motion of amendment, shall not be considered by Synod unless seconded and reduced to writing.
- (h) A Notice of Motion is required for each motion, except a procedural motion, a motion of privilege, a motion appended to or arising from a report to Synod, or a motion arising from the Bishop's Charge.
- (i) Except with the unanimous affirmative votes of the members of Synod present and voting, a motion arising from a report made to Synod shall not be received after consideration of the report by Synod has been concluded.

6. Notice of Motion Relating to Constitution and Canons

A notice of motion for the enactment, amendment or repeal of any part or provision of the Constitution or of any Canon, By-law or Rule of Order, shall be in writing, shall set out in full the part or provision affected; and the proposed enactment, amendment or repeal and shall be referred to the Board on Canons and Rules of Order pursuant to the provisions of the Constitution and Canon 17.

7. Notice of Motion Relating to Expenditures

A notice of motion that will result in an increase in diocesan expenditure shall be submitted to the Diocesan Council for its opinion prior to being considered by Synod; provided, however, that if the motion provides for the means by which the expenditure may be financed, this provision may be waived by the affirmative vote of at least two-thirds of the members of Synod present and voting.

8. Agenda Committee

- (a) At each session of Synod the Bishop shall appoint the Chair of the Committee to act as such in respect of the next ensuing session of Synod.
- (b) Prior to each session of Synod the Bishop shall appoint the members of the Committee other than the Chair.

- (c) The Committee, in consultation with the Chair of Synod, shall
 - i) determine the day, time and place of, and ensure that proper arrangements are made for, the next ensuing session of Synod;
 - ii) consider the matters to be dealt with by Synod, the order in which matters should be dealt with and the times to be allotted for discussion, and report thereon to Diocesan Council from time to time and, in any event, prior to the time for preparation of the convening circular; and
 - iii) receive any application for permission to present displays at meetings of Synod and assign space for the displays that have been approved by the Committee. All applications shall be in writing and shall be made within the time limits determined by the Committee. In allocating display space, the Committee shall be guided by any principles or priorities, set by Diocesan Council.
- (d) The Chair of the Committee, in consultation with the Chair of Synod, the officers of Synod, and the Chair of other affected Committees, shall ensure the orderly flow of business during the sittings and session of Synod.

9. Nominations Committee

- (a) At each session of Synod the Bishop shall appoint a member of the Order of Clergy as Chair of the Committee to act as such in respect of the ensuing session of Synod.
- (b) Prior to each session of Synod the Bishop shall appoint the members of the Committee other than the Chair.
- (c) The Committee shall
 - i.) prepare and submit to Synod a list of the names of persons (who have previously indicated their willingness to serve) for nomination to fill the elected membership of Diocesan Council and any Board or Standing Committee of Synod, and for nomination as delegates and substitutes to Provincial Synod and to General Synod, and the list shall show separately the clerical and lay nominees;
 - ii.) post the list of the names of nominees referred to in sub-clause (i) on the bulletin board at the session of Synod;
 - iii.) receive through its Chair, nominations for any office referred to in sub-clause (i) from any two members of Synod who give evidence of the nominee's willingness to serve, but nominations may not be received by the Chair of the Committee later than the time specified in the agenda or revised agenda of Synod; and

iv.) after the closing of nominations, present to Synod through its Chair of the Committee the names of all nominees for each office, showing separately the clerical and lay nominees.

(d) **Membership**

The members of the Committee shall be:

- i) the Chair of the Committee;
- ii) four clerical members of the Anglican Church of Canada residing in the Diocese, of whom at least one shall be from outside the City of Winnipeg, and
- iii) four lay members of the Anglican Church of Canada residing in the Diocese, of whom at least one shall be from outside the City of Winnipeg.

10. **Credentials Committee**

- (a) At each session of Synod the Bishop shall appoint the Chair of the Committee to act as such in respect of the next ensuing session of Synod.
- (b) Prior to each session of Synod the Bishop shall appoint the members of the Committee other than the Chair.
- (c) The Committee shall
 - i.) Examine the certificates of appointment of the lay delegates and the substitute lay delegates, and deal with and report to Synod concerning any questions that arise relating to lay representation under the Constitution;
 - ii.) prepare a list of clerical and lay members of Synod and of substitute lay delegates, indicating the names of the parishes, if any, that they represent, and report thereon to Synod;
 - iii.) determine the number of clerical and lay members in attendance at the first sitting of the session of Synod, and whether or not a quorum is present, and report thereon to Synod; and,
 - iv.) from time to time as requested by the Chair determine the number of clerical and lay members at the time and whether or not a quorum is present.

11. **Resolutions Committee**

- (a) At each session of Synod the Bishop shall appoint the Chair of the Committee to act as such in respect of the next ensuing session of Synod.

- (b) Prior to each session of Synod, the Bishop shall appoint the members of the committee other than the Chair.
- (c) The Committee shall:
 - i) receive from the Secretary of Synod a copy of the notices of motion received by the Secretary of Synod after the last meeting of Diocesan Council preceding the session of Synod;
 - ii) receive from that Secretary other notices of motion made during the session of Synod;
 - iii) make any change in form to the motions of which notice has been given as it may consider necessary or desirable and report thereon to Synod;
 - iv) make any change in language to the motions of which notice has been given as it may consider necessary or desirable to render the motions unambiguous, and report thereon to Synod; and
 - v) consult with the person or bodies submitting the motions if it is possible to do so before making any change.

12. **Committee on Bishop's Charge**

- (a) Prior to each session of Synod, the Bishop shall appoint a Committee on the Bishop's Charge and the Chair thereof.
- (b) The Committee shall
 - i) prepare and present to Synod a reply to the Bishop's Charge; and
 - ii) frame and present to Synod such resolutions arising from the Bishop's Charge as the Committee deems appropriate.

13. **Expenses**

If so directed by Synod or by Diocesan Council the Treasurer of Synod shall pay the reasonable expenses of the members of Synod and of the Diocesan Council whenever they attend sessions of Synod, meetings of Diocesan Council , or of its committees.

14. **Assessors of Synod**

The Bishop may appoint one or more persons called Assessors, generally lawyers, to advise the Chair of Synod respecting points of order and procedure.