

RULES OF ORDER FOR SESSIONS OF SYNOD

1. Decorum of Members

- (a) The Chair shall preserve order and decorum and shall decide all matters of procedure subject to an appeal to Synod to be decided without debate.
- (b) When the Chair calls a sitting of Synod to order members shall immediately cease talking and be seated.
- (c) When the Chair, during the sitting, rises for any purpose, members shall immediately cease talking and be seated.

2. Rules of Debate

- (a) A member may speak not more than once on the original motion, nor more than once on an amendment, except the mover of the original motion who shall have the right to close the debate on the original motion.
- (b) A member may speak for not more than five (5) minutes on the same motion or amendment, except the mover of an original motion who may speak for not more than ten (10) minutes in opening the debate.
- (c) A member may rise to explain if permitted by the Chair.
- (d) Members who wish to speak shall raise their hand or rise until recognized by the Chair who shall determine the order in which members address the Synod.
- (e) Members who have been recognized by the Chair shall, before addressing the Synod, rise and identify themselves by name and by parish or other affiliation.
- (f) Members may speak without first being recognized by the Chair in the following cases:
 - questions of order or privilege;
 - parliamentary enquiries;
 - objection to consideration of a motion;
 - request for recount of votes.
- (g) All debate shall be directed to or through the Chair.
- (h) Debate on any resolution and amendments thereto shall not exceed thirty minutes in total, exclusive of opening remarks by the mover, unless Synod, by majority vote, extends the time for debate. If the time for debate is not extended, only a motion to refer the pending matter is in order. If no motion to refer has been made and passed, the mover of the motion shall have the right to close the debate and Synod shall then proceed, without further debate, to vote on the resolution and any amendments thereto.

3. **Motions and Amendments**

- (a) All motions must be made and seconded by members of Synod except that motions from committees of Synod do not require seconding.
- (b) The mover and the seconder of a motion must both be present at the time the motion is moved.
- (c) The text of all amendments to motions and the names of the mover and seconder shall, wherever practicable, be given in writing to the Secretary of Synod before being introduced. Where advance notice is not practicable, the text and the names of the mover and seconder shall be given in writing to the Secretary of Synod as soon as possible after the amendment has been introduced.
- (d) A motion or an amendment, once having been moved, may be withdrawn only if the withdrawal is approved by a majority vote of Synod.
- (e) A motion may be amended by adding, deleting, or substituting specific words, phrases, or paragraphs even to the extent of substituting an entirely different motion provided it relates to the subject matter of the original motion.
- (f) Motions to amend an amendment are allowed, but may not themselves be amended.
- (g) An amendment to a main motion must be disposed of before further discussion or voting is permitted on the main motion to which it relates. This also applies to amendments of amendments.
- (h) After amendments have been disposed of, the main motion may be further amended any number of times, so long as each successive amendment is different from those already considered.
- (I) Any amendment which would merely have the effect of negating the motion - i.e., if the same effect could be achieved by defeating the motion - is out of order.
- (j) An amendment cannot introduce an independent question; but an amendment can be hostile to, or even defeat, the spirit of the original motion and still be in order.
- (k) A motion may be altered by dividing it into two or more specific parts, but such division is not in order unless each part, as divided, can stand by itself, irrespective of the other part or parts.
- (l) When any one of the following motions is immediately pending, those listed above it are in order, and those below are out of order:
 - to adjourn or recess

- questions of privilege
- point of order or parliamentary enquiry
- to suspend a rule
- to withdraw a motion
- to call for count of votes or motion to ballot
- to object to consideration
- to table
- to close, limit or extend debate
- to postpone to a certain time
- to refer
- to amend
- to postpone indefinitely
- main motion (reconsider and rescind)

(m) The following motions may not be amended:

- to adjourn
- to amend an amendment
- to close nominations
- to close debate
- to call for count of votes or motion to ballot
- to object to consideration
- to reconsider
- to suspend a rule
- to withdraw a motion
- to postpone indefinitely
- to table or take from the table

(n) The following motions are not debatable:

- to adjourn
- to consider by paragraph
- to close, limit or extend debate
- to call for count of votes or motion to ballot
- to fix the time for the next sitting
- to object to consideration
- to suspend a rule
- to withdraw a motion

- to table or take from the table

- (o) The following motions require a two-thirds majority:
 - to object to consideration
 - to close, limit or extend debate
 - to suspend a rule
 - to rescind when proper notice has not been given
 - to close nominations
 - to reconsider at the same session
 - to appeal a decision of the Chair
- (p) Rules may only be suspended temporarily for a specifically declared purpose at a specific sitting or session of Synod.
- (q) A motion to table shall only be used if it is intended by the mover to take the motion, if tabled, from the table at a later time in the same session. A motion to table may not be qualified in any way.
- (r) Any member who has not spoken on a pending question may make a motion to close debate. If adopted, such a motion has the effect of causing an immediate vote on the question to which it applies. Unless otherwise specified, it applies to the original motion and to all pending amendments. If the motion to close debate does not pass it cannot again be made with respect to the motion and amendments to which it applied without leave of the Chair. Before putting the question to a motion to close debate, the Chair shall ask if any of the persons who are then in line to speak to the pending motion has an amendment or motion to propose. Any person in line to speak, who has an amendment to propose, shall be entitled to state to Synod the text of such amendment or motion. No debate is permitted; however, questions and answers for clarification purposes may be permitted by the Chair.
- (s) A member, if not interrupting a speaker, may request that the pending motion be read.

4. **Voting and Reconsideration**

- (a) When the Chair has called for a vote on any motion or amendment, members shall immediately cease talking and be seated and, during the taking of the vote, members shall not leave the hall.
- (b) In the event of an equality of votes, the motion shall be lost.
- (c) The ordinary method of voting shall be for the Chair to first ask those in the affirmative to hold up their voting cards or to rise and then to ask those in the negative to hold up their voting cards or to rise.

- (d) Synod may direct that a vote be taken by ballot.
- (e) If it is clear from the number of affirmative votes that a motion has the requisite majority to pass, the Chair, subject to a demand for a vote count, may declare the motion to have passed without calling a vote by those in the negative.
- (f) The Chair may dispense with taking a vote provided no member objects.
- (g) The vote on the pending question is not official until the Chair has announced the results of the vote.
- (h) A motion, once dealt with at a session may not be reconsidered at the same session without the consent of the Chair and with the consent of a two-thirds majority vote of the members.

5. **Committee Reports**

- (a) Committees of Synod shall report in writing to sessions of Synod.
- (b) Reports to Synod shall be presented and discussed, but not read.
- (c) The following motions are in order with respect to a report presented to sittings of Synod:
 - to receive
 - to table
 - to take as read
 - to consider as a whole or clause by clause
 - to refer back for reconsideration or amendment
 - to refer to another committee
 - to file, enter in the Minutes, print or publish
 - to adopt
 - to reject
- (d) A motion to adopt a report shall be deemed to refer only to the recommendations contained in the report unless otherwise specifically indicated.
- (e) When a report recommends that an action be taken, in order to give the proposition practical effect, a distinct corresponding substantive motion must be appended or a notice thereof must be given in the report.

6. **Minutes of Proceedings of Synod**

- (a) Except in the case of members who claim a conflict of interest, names of members abstaining shall not be entered in the minutes of the proceedings of Synod.

- (b) In respect of a motion, only the names of the mover and seconder shall be entered in the minutes of the proceedings of Synod.
- (c) Any member may require that the minutes of the proceedings of Synod show the number of affirmative and negative votes on any question.

7. **Address from the Bishop**

The Bishop may address the Synod at any time.

8. **Supplementary Rules of Order**

Roberts "Rules of Order" shall be used in respect of procedures not expressly provided for in these Rules of Order.