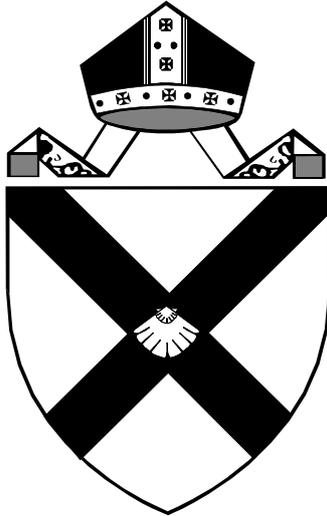


**R** Diocese of  
Rochester



# **DEANERY SYNOD RULES**

**1980 & 1991  
Amended to October 2007**

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N.B: References to a Rule are to these Rules unless prefixed by the abbreviation “CRR” in which case they are a reference to the relevant rule in the Church Representation Rules 2006.

**DIOCESE OF ROCHESTER**  
**RULES FOR DEANERY SYNOD**  
**MEMBERSHIP OF THE SYNOD**

**Membership**

1. Membership of the Synod shall be in accordance with the rules set out in the Appendix.

**Roll of Members**

- 1A. The secretary shall keep a roll of the members of the Synod constantly up to date, including the name, address and parish of any person notified to her/him by the secretary of the Diocesan Synod and qualified as an ex officio member.

**Variation of membership by resolution of Diocesan Synod**

2. Any determination made by Bishop's Council in accordance with paragraphs 1 – 7 of the Appendix relating to "Additional Members of Deanery Synods" shall, unless otherwise provided, take effect at the conclusion of the terms in office of the members appointed under any previous determination in force.

**Cathedral representation on Rochester Deanery Synod**

- 2A. The Cathedral Church shall be represented on the Rochester Deanery Synod by:-
  - (1) One representative of the Cathedral Chapter elected by the dean and chapter;
  - (2) Two lay representatives who are on the roll of members of the Cathedral Community (hereinafter in these rules referred to as "the community roll") required to be kept under Section 9 of the Cathedral Measure 1999, to be elected by members of the Cathedral congregation.

### **Procedure for co-options**

3. The co-option of additional members shall be by resolution of the respective house passed on a motion moved either on behalf or by permission of the standing committee of the Deanery Synod.

Any additional member shall be an actual communicant member of the Church of England of 16 years or upwards. The number of members co-opted by either house shall not exceed 5% of the total number of members of that house or 3 whichever is the greater.

### **Participation by Non-members**

4. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the Synod:-
  - (i) the bishop or a duly appointed commissary;
  - (ii) the archdeacon;
  - (iii) the registrar of the diocese;
  - (iv) visitors invited by either of the joint chairs or the standing committee;
  - (v) persons appointed by the standing committee of the Diocesan Synod under Rule 5.

### **Members of General Synod appointed to attend meetings**

5. If there is no member of the Deanery Synod who is a member of the General Synod, the standing committee of the Diocesan Synod may, if it thinks fit, appoint for the purposes of this rule one or more members of the General Synod who represent the diocese. Such persons shall be entitled to receive copies of notices and other documents circulated to full members of the Deanery Synod and to attend and speak at its meetings but not to move any motion or amendment or to vote.

### **Co-opted members**

6. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31st day of May in the year of the triennial elections.

## **THE JOINT CHAIRS**

### **General**

7. There shall be joint chairs of the Deanery Synod, being the rural dean and a member of the house of laity elected triennially by that house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chair unless he resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which a successor is elected.

### **Election of lay joint chair**

8. Before the first meeting of the Synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a special meeting to elect the lay joint chair, which shall be by ballot at the meeting. A member of the house appointed by the rural dean shall act as chair for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## **CHAIR OF MEETING**

### **Meetings of the Synod**

9. The joint chairs (as provided in Rule 7) shall agree between them who shall chair each meeting of the Deanery Synod or particular items of business in the agenda of the Synod. If either is absent, the other shall preside. If both are absent, the meeting shall elect a chair.

### **Separate meetings of the houses**

10. The joint chairs shall preside over separate meetings of their respective houses, but if either is absent a member of the house chosen by the members present shall take the chair.

## **OFFICERS**

### **Appointment and term of office**

11. At the first meeting after each triennial election the Synod shall appoint a secretary, an assistant secretary and a treasurer, none of whom need necessarily be a member of the Synod; provided that of

the secretary and assistant secretary, one shall be a clerk in Holy Orders and the other a lay person. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

## **STANDING COMMITTEE**

### **Membership**

12. There shall be a standing committee of the Synod consisting of the joint chairs, and three persons elected by the members of each house in equal numbers from among their members. This committee shall have no power to co-opt additional members.

### **Elected members**

13. (a) Elected members of the Standing Committee shall retire on the election of their successors or on ceasing to be qualified;
- (b) Elections shall be triennial and as soon as possible after elections to the Synod;
- (c) Voting shall be by Houses;
- (d) The outgoing standing committee shall make no nominations;
- (e) Subject to paragraph (f) below, not later than the 31<sup>st</sup> day of May in the year of the triennial elections, the Synod shall decide whether the next elections shall be conducted at a meeting, using the same procedure with essential modifications as for election at an annual parochial church meeting, or by post, using the same procedure with essential modifications as for elections to the Diocesan Synod;
- (f) Elections shall be by simple majority unless, not later than the said 31<sup>st</sup> May, the Synod shall have determined that the method of the single transferable vote under the regulations as from time to time in force shall apply.

### **Functions of committee**

14. The functions of the standing committee shall be to initiate and advise on proposals; to ensure that members are adequately informed on questions raised and other matters of importance to the Deanery; to prepare the agenda; to transact the business of the Synod between meetings; and to make such appointments and do such other things as the Synod may delegate to it.

## **OTHER COMMITTEES**

15. The Synod may constitute additional committees with such chairs, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

## **PROCEDURE OF COMMITTEES**

### **By whom determined**

16. Subject to these rules and any resolution of the Synod, the chairing and other procedure of a committee, including the standing committee shall be determined by itself.

## **MEETINGS OF THE SYNOD**

### **Meetings required annually**

17. The Synod shall hold two meetings at least in every year at such times and places as the joint chairs shall decide after consulting with the standing committee and taking account of the dates fixed for meetings of the Diocesan Synod.

### **Other Meetings**

18. The joint chairs may summon a meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by not less than one quarter of the members of the Synod such members may forthwith summon a meeting.

### **Notice of ordinary meetings**

19. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such a manner as the joint chairs may approve.

### **Special meetings**

20. In the case of sudden emergency or other special circumstances the joint chairs may summon a special meeting at not less than one week's notice but the quorum required for business at such meetings shall be a majority of the members of each house and only business specified on the agenda may be transacted.

## **SEPARATE MEETINGS OF THE HOUSES**

### **When held**

21. Either house shall sit and vote separately if the Deanery Synod so resolves, the house itself so decides or these rules or the rules of the house so provide. Each house may determine its own procedure consistently with these rules.

## **AGENDA**

### **Content**

22. Subject to these rules and any resolution of the Synod, and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before the Synod, the standing committee shall settle the agenda for each of its meetings, specifying therein all business:-

- (i) of which due notice has been received and which is in order;
- (ii) of an earlier meeting not disposed of or withdrawn;
- (iii) of the Diocesan Synod which is of concern to the Deanery Synod, and particularly any matters referred to the Diocesan Synod by the General Synod;

and shall determine the order in which the business on the agenda shall be considered.

### **Circulation**

23. The secretary shall post or deliver, or send by e-mail to an address previously supplied to the secretary by a member, an agenda paper to every member two weeks at least before a meeting, or in the case of a meeting called at less than two weeks' notice at the same time as the notice.

### **Report on proceedings**

24. Every agenda shall include the approval as a correct record not only of the minutes of the last meeting but also, unless it consists of those minutes, of a report by the standing committee of the proceedings of that meeting as circulated, or intended for circulation, to parochial church councils in accordance with Rule 64.

## **Addresses, papers and discussions**

25. Either of the joint chairs or, with the consent of the standing committee, any other member, may give notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the member signing the notice or by a visiting speaker, and then be followed by a general discussion, if the standing committee so decides.

## **Business permitted to be considered**

26. Nothing shall be considered at a meeting of the Synod except business on or arising from the agenda; provided that at the request or by consent of both joint chairs urgent matters may be considered but not decided by the Synod.

## **Varying the order of business**

27. The order of business may be varied by the chairs at their discretion, or by a resolution of the Synod to be put without debate.

## **NOTICE OF BUSINESS**

**(Please refer to heading ‘General provisions’ for provisions relating to notices generally.)**

### **General**

28. Notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the secretary, or sent by e-mail to the secretary, not later than the period before the meeting which is required by these rules.

### **Length of notice**

29. Subject to Rule 20, the following periods of notice are required:-

New business for the agenda 4 weeks

Motions and amendments arising from the agenda 7 days

## **Dispensing powers**

30. Notice of a motion arising from the agenda or of an amendment may be dispensed with by the permission of the chair or by resolution of the Synod, but a copy shall, if the chair so requests, be signed and delivered to the secretary.

## **Procedural motions**

31. A procedural motion mentioned in these rules may be moved without notice, unless express provision is made to the contrary.

## **POWERS OF CHAIR**

### **Procedure**

32. Subject to these rules, the procedure at any meeting of the Synod or either house shall be regulated by the person who presides.

## **MINUTES**

### **Circulation**

33. The secretary shall prepare minutes of every meeting which shall be circulated to members and shall record the names of those attending.

## **QUORUM**

### **One-third of each house**

34. Except as provided in Rule 20, a quorum shall be one-third of the members of each house of the Synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

### **If quorum not present**

35. The chair shall, if requested by any member take a count of the members present and shall adjourn the meeting if a quorum is wanting. No decision of the Synod shall be invalidated by the absence of a quorum unless the chair's attention is called thereto immediately upon the vote being taken.

## **GENERAL RULES OF DEBATE**

### **Moving instead of another member**

36. If the member who gave notice of a motion or amendment, on their name being called, chooses not to move it another member may do so in their stead.

### **Opportunity for questions**

37. Immediately after a motion has been moved the chair may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.

### **One motion at a time**

38. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 48 and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the chair may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest that this course would facilitate the proper conduct of the Synod's business.

### **Reconsideration and rescission**

39. No motion or amendment to the same effect as or dependent on one which has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the agreement of the standing committee and at least two-thirds of the members present and voting agree to the motion or amendment being moved.

### **Speaking more than once**

40. Subject to Rule 41, no member shall speak more than once on a motion or amendment under debate except that:-
- (i) the mover of a motion shall have a right of reply to the debate on his motion;
  - (ii) a speech on an amendment shall not be deemed a speech on the main motion;

- (iii) a point of order or a personal explanation may be made at any time whether or not another member is interrupted.

### **General Discussions**

- 41. The chair may at any time suspend the last preceding rule for so long as s/he thinks the purposes of the Synod would be more usefully served by a general discussion and s/he may direct that such discussion shall be held in informal groups. A general discussion under this rule shall be conducted in accordance with procedure to be determined by the chair under Rule 66, but no motion or amendment shall be moved or put to the vote during such discussion and the number of speeches made by any member while it continues shall be disregarded for the purpose of Rule 40 when that rule is declared by the chair to be again in force.

### **Speaking**

- 42. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

### **Length of speeches**

- 43. The chair may at any time impose a limit of not more than ten minutes on the length of speeches and may vary or revoke such limit; provided that s/he shall inform members of each ruling which shall not be open to question.

### **Withdrawal**

- 44. A motion or amendment which has been moved may be withdrawn by the mover unless any member objects.
- 44A. The chair may, with the consent of the mover, so divide any motion or amendment as to enable the Synod to vote separately upon each part.

## **AMENDMENTS**

### **Contents**

- 45. An amendment shall be relevant to and shall not have the effect of negating the motion.

46. No amendments shall be moved to:-

- (i) a motion to receive the report of a committee;
- (ii) a motion, under Rule 61 (a), on a question referred by the Diocesan Synod;
- (iii) another amendment.

### **Order of consideration**

47. Unless the chair rules otherwise, amendments shall be moved in the order in which they affect the motion.

## **PROCEDURAL MOTIONS**

### **Content**

48. With the consent of the chair the following procedural motions may be moved with or without notice, but so as not to interrupt the speech of any member:-

- (i) that the Synod be now adjourned;
- (ii) that the debate be now adjourned;
- (iii) that the Synod do now pass to the next business;
- (iv) that the debate be closed.

### **Motions under Rule 48 (iii) and (iv)**

49. In the case of the motions mentioned in Rule 48 (iii) and (iv):-

- (i) such motion shall not be moved on any question referred by the General Synod;
- (ii) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the chair permits further speeches, a brief reply by the mover of the original motion or, failing that, one other member.

## **Amendments and other procedural motions**

50. The adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business or to refer back shall not be so moved.

## **Effect of procedural resolutions**

51. In the event of any procedural motion being passed, the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed the mover thereof shall have a right to reply before the matter is put to the vote.

## **Adjourning amendments**

52. The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

## **Resumption of business interrupted**

53. Unless otherwise resolved, business interrupted by an adjournment of the Synod shall be resumed at the next meeting, and on an adjournment of debate, if and when the standing committee so decides.

## **Reference back**

54. If a motion to remit specifies no one to whom the matter is to be referred, this question shall be decided by the standing committee.

## **VOTING**

### **Votes by houses**

55. Decisions shall be taken by a majority of the members of the Synod present and voting, except that a separate vote of each house shall be taken in the following cases:-
- (i) if the chair so rules;
  - (ii) if not fewer than five members so request;
  - (iii) on any matter referred by the Diocesan Synod.

## **Decisions of houses**

56. On a vote by houses, decisions of the Synod shall be taken by a majority of the members of each house present and voting.

## **Mode of voting**

57. Unless otherwise provided in these rules, voting shall be by show of hands without a count, except that:-

- (i) the chair shall order a count on a vote by houses or if a member so requests either before or immediately after the result is announced;
- (ii) the chair may at his discretion order a count on any other vote.

## **Recording votes**

58. The voting on a vote by houses shall be recorded in the minutes.

## **REFERENCES BY THE DIOCESAN SYNOD**

### **When considered**

59. References by the Diocesan Synod shall be included in the agenda of such meetings as the standing committee shall consider appropriate.

### **Prior notice and documents required**

60. Unless the standing committee otherwise decides:-

- (i) at least 28 days' notice of any matter referred shall be given to every member,
- (ii) a report or other document prepared by or on behalf of the General Synod, Diocesan Synod or standing committee shall be circulated.

### **Procedure of debate**

61. (a) When the reference by the Diocesan Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the Deanery Synod as a formal motion in the

affirmative sense. No amendment shall be in order and a separate vote of each house shall be taken under Rule 56. If the motion is defeated, the question shall be decided in the negative.

- (b) When the reference invites a fuller statement of opinion a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.
- (c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

### **Report on result**

- 62. The decisions (together with the number of votes in each house) on every matter referred and on every additional motion shall be reported by the secretary of the Deanery Synod to the secretary of the Diocesan Synod.

### **Consultations within the Deanery**

- 63. Subject to any timetable laid down by the Diocesan Synod, the Deanery Synod before voting on a reference may refer any question to the parochial church councils or parochial church meetings in the Deanery.

## **REPORTS BY THE DEANERY SYNOD TO PAROCHIAL CHURCH COUNCILS**

### **Report of proceedings**

- 64. Within six weeks after a meeting of the Deanery Synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the Deanery a report approved by the standing committee of the proceedings of that meeting. Such report may be in the form of the minutes.

## **MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS**

### **Mode of representation**

65. Any parochial church council or parochial church meeting in the Deanery may, on a motion moved by a member representing that parish, bring before the Deanery Synod any matter either of general church interest or affecting that parish and may move that a representative of the Deanery Synod on the Diocesan Synod be instructed to bring such matter before that Synod on behalf of the Deanery Synod. Subject to any direction by the Deanery Synod, the standing committee shall appoint such representative.

### **ADDRESSES, PAPERS AND GENERAL DISCUSSIONS**

#### **Procedure determinable by chair**

66. The chair presiding shall determine the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:-
- (i) an address or the presentation of a paper, whether a report or other document, by a member or a visiting speaker;
  - (ii) a general discussion, whether or not introduced by such address or paper, including a discussion permitted by the chair under Rule 42.

### **FINANCIAL BUSINESS**

#### **Annual Review**

67. The standing committee shall not later than 30 June in each year submit to the Synod:-
- (i) a report and audited accounts for the preceding financial year;
  - (ii) a statement showing the estimated expenditure of the Synod during the next financial year;
  - (iii) proposals for raising the income required to meet such expenditure.

## **GENERAL PROVISIONS**

### **Admission of Press and public**

68. Subject to any directions by the Synod or the standing committee, any member of the Synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the Synod. If the motion is carried, the chair shall request the representatives of the Press and members of the public to withdraw.

### **Periods of notice**

69. Any period of notice required by these rules shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

### **Procedural defects**

70. A meeting of the Synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting, and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

### **Variation of rules made by Diocesan Synod**

71. Any of these rules which may have been made by the Diocesan Synod shall not be varied, revoked or suspended except by a further resolution of that Synod.

**APPENDIX**  
**(Church Representation Rules)**

**MEMBERSHIP**

- (1) A Deanery Synod shall consist of a house of clergy and a house of laity.
- (2) The members of the house of clergy of a Deanery Synod shall consist of:-
  - (a) the clerks in Holy Orders beneficed in or licensed to any parish in the Deanery;
  - (b) any clerks in Holy Orders licensed to institutions in the Deanery under the Extra- Parochial Ministry Measure 1967;
  - (c) any clerical members of the General Synod or Diocesan Synod resident in the Deanery;
  - (d) such other clerks in Holy Orders holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the house of clergy of the bishop's council that, having regard to the number of parochial and non-parochial clergy in the deanery, such clerk shall have membership of a specified deanery synod other than the deanery where s/he resides provided that no person shall thereby be a member of more than one deanery synod in the diocese;
  - (e) one or more clerks in Holy Orders holding permission to officiate in the diocese who are resident in the deanery or who have habitually attended public worship in a parish in the deanery during the preceding six months. One clerk may be elected or chosen for every ten such clerks or part thereof, elected or chosen in such manner as may be approved by the bishop by and from such clerks.
- (2A) Where an extra parochial place is not in a Deanery it shall be deemed for the purposes of these rules to belong to the Deanery which it abuts and if there is any doubt in the matter a determination shall be made by the bishop's council and standing committee.

- (2B) Not later than 1 July following the election of parochial representatives of the laity to the deanery synod the secretary of the said synod shall send to the diocese electoral registration officer appointed in accordance with CRR Rule 29 a list of names and addresses of the members of the house of clergy, specifying the class of membership, and shall keep the said officer informed of subsequent changes in membership.
- (3) Subject to the provision of CRR Rule 1(4), the members of the house of laity of a Deanery Synod shall consist of the following persons, that is to say -
- (a) the parochial representatives elected to the Synod by the annual meetings of the parishes of the Deanery;
  - (b) any lay members of the General Synod, the Diocesan Synod or an area Synod constituted in accordance with section 17 of the Diocese's Measure 1978 whose names are entered on the roll of any parish in the Deanery;
  - (c) if in the opinion of the bishop of the diocese any community of persons in the Deanery who are in the spiritual care of a chaplain licensed by the bishop should be represented in that house, one layperson, being an actual communicant member of the Church of England of sixteen years or upwards, chosen in such manner as may be approved by the bishop by from among the members of that community;
  - (d) the deaconesses and lay workers licensed by the bishop to work in any part of the deanery.
  - (e) such other deaconesses or lay workers holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the House of Laity of the bishop's council that, having regard to the number of deaconesses or lay workers in the deanery, such person shall have membership of a specified deanery synod other than the deanery where they reside provided that no person shall thereby be a member of more than one deanery synod in the diocese.

- (4) The house of clergy and house of laity of a Deanery Synod may co-opt additional members of their respective houses, being clerks in Holy Orders or, as the case may be, lay persons who shall be actual communicant members of the Church of England of sixteen years or upwards:

Provided that the number of members co-opted by either house shall not exceed five per cent of the total number of members of that house or three, whichever is the greater.

The names and addresses of co-opted members shall be sent by the secretary of the deanery synod to the diocesan electoral registration officer appointed in accordance with CRR Rule 29.

### **ADDITIONAL MEMBERS OF DEANERY SYNODS**

1. The Bishop's Council may determine that particular clerks in Holy Orders holding the bishop's license and resident or working in any part of the Deanery shall be members of the house of clergy of the Deanery Synod.
2. The Bishop's Council may determine that certain other deaconesses and lay workers licensed by the bishop to work in any part of the Deanery shall be members of the house of laity of the Deanery Synod.
3. In respect of paragraphs 1 and 2, the Bishop's Council may provide for the choice by a class of such persons of some of their number to be members, and for the term of office of persons so chosen.
4. No person may be an additional member of more than one Deanery Synod and no person who is already a member of a Deanery Synod shall be an additional member of another Deanery Synod.
5. Where, but for paragraph 4, a person could be an additional member of more than one Deanery Synod, the Bishop's Council shall determine of which Deanery Synod such a person shall be a member.
6. The Bishop's Council shall report to the Diocesan Synod the names of those who have become additional members of Deanery Synods.

7. The Bishop's Council shall exercise its powers with respect to additional members so as to secure that the total number of members of the Deanery Synod shall not be more than 150 and, so far as is practicable, shall not be less than 50, provided that the maximum number of 150 may be exceeded for the purposes of securing that the house of laity is not less in number than the house of clergy.

### **SCHEME FOR CATHEDRAL REPRESENTATION ON ROCHESTER DEANERY SYNOD**

The Cathedral Church shall be represented on the Rochester Deanery Synod by:-

- (1) One representative of the Cathedral Chapter elected by the dean and chapter.
- (2) Two lay representatives who are on the roll of members of the Cathedral Community (hereinafter in these rules referred to as "the community roll") required to be kept under section 9 of the Cathedrals Measure 1999, to be elected by members of the Cathedral congregation.