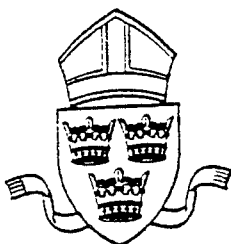


DIOCESE OF ELY



**FUNCTIONS, CONSTITUTION
AND RULES OF PROCEDURE
FOR DEANERY SYNODS IN
THE DIOCESE OF ELY**

Approved by the Diocesan Synod on 2nd March 1991

A

FUNCTIONS OF A DEANERY SYNOD

The functions of a Deanery Synod, as defined in section 5 (3) of the Synodical Government Measure, 1969, are as follows:

- (a) To consider matters concerning the Church of England and to make provision for such matters in relation to their deanery, and to consider and express their opinion on any other matters of religious or public interest.
- (b) To bring together the views of the parishes of the deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical.
- (c) To make known and so far as appropriate put into effect any provision made by the Diocesan Synod.
- (d) To consider the business of the Diocesan Synod, and particularly any matters referred to that synod by the General Synod, and to sound parochial opinion whenever they are required or consider it appropriate to do so.
- (e) To raise such matters as the Deanery Synod consider appropriate with the Diocesan Synod.

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

B

CONSTITUTION AND COMPOSITION OF DEANERY SYNODS

This section shall be read in conjunction with the Church Representation Rules, particularly Rules 19-22, and any relevant

- (i) The basis of lay representation to Deanery Synods shall be as follows:

For parishes with 50 names or less on the electoral roll
.... 1 representative

For parishes with 51 to 200 names, inclusive on the roll
.... 2 representatives

For parishes with over 200 names on the roll
.... 3 representatives

- (ii) The constitution of each Deanery Synod except that of the Cambridge Deanery shall be as follows:

- a All clergy beneficed in the deanery, and all those licensed under the seal of the Bishop and resident or working in the deanery.
 - b One retired clerk in holy orders in the accordance with CRR (19)(2)(e).
 - c Lay representatives from each parish in the deanery elected in accordance with the basis in (i) above.
 - d All deaconesses and licensed lay workers working in the deanery. (When the terms of the licence cover an area larger than one deanery the place of residence shall determine in which Deanery Synod membership shall be claimed).
 - e Any lay members of the General Synod or Diocesan Synod whose names are entered on the roll of any parish in the deanery.
- (iii) The constitution of the Cambridge deanery shall be as follows:-
- a All clergy beneficed, or licensed under the seal of the Bishop to parishes in the deanery.
 - b One retired clerk in holy orders in accordance with CRR (19)(2)(e).
 - c Representatives of all other clergy resident in the deanery who are licensed under the seal of the Bishop, elected from among themselves, and being not more than one third their total number. This election shall be conducted by the secretary of the Diocesan Synod.
 - d Lay representatives from each parish in the deanery elected in accordance with the basis in (i) above.
 - e All deaconesses and licensed lay workers working in the deanery. (When the terms of the licence cover an area larger than the Cambridge deanery the place of residence shall determine in which Deanery Synod membership shall be claimed).
 - f Any lay members of the General Synod or Diocesan Synod whose names are entered on the roll of any parish in the deanery.
- (iv)
- a All clergy who are members of the Foundation of the Cathedral shall be entitled to claim membership of the Ely Deanery Synod.
 - b Those lay persons who are certified by the Dean to be habitual worshippers in the Cathedral, and are not on the electoral roll of any parish, shall be entitled to elect representatives to the Ely Deanery Synod from among themselves on the same numerical basis as that provided for a parish in (i) above.

The following shall have the right to attend and speak, but not to move any motion or amendment nor to vote in the synod.

- i The Bishop of a duly appointed commissary
- ii The Archdeacon
- iii The Registrar of the Diocese
- iv Visitors invited by either of the joint chairmen of the standing committee.
- v Persons appointed by the standing committee of the Diocesan Synod under Rule 4.
- vi Members of General Synod appointed to attend meetings.

If there is no member of the deanery synod who is a member of the General Synod, the standing committee of the diocesan synod shall, if it think fit, appoint for the purposes of this Rule one or more members of the General Synod who represent the diocese to be entitled to receive copies of notices and other documents circulated to full members of the deanery synod and attend and speak at its meeting but not to move any motion or amendment nor to vote.

The Joint Chairmen

5. There shall be joint chairmen 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 of one, the functions exercisable jointly may be performed by the other alone. The lay chairman, unless he or she resigns or ceases to be qualified, shall continue in office until the commencement of the meeting at which a successor is to be elected.
6. Before business commences at 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 chairman. A member of the house appointed by the Rural Dean shall act as chairman for such meeting. Whoever so presides shall have a vote but no casting vote in the event of a tie, the decision being taken by lot.
7. At a meeting of the deanery synod the joint chairman shall arrange between them which is to preside. If both are absent the meeting shall elect a chairman.
8. The joint chairman shall preside over any 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

9. Appointment and term of office

At the first meeting after each triennial election the synod shall appoint a secretary, an assistant secretary and a treasurer, 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 commencement of the meeting at which their successors are to be appointed.

Committees

10. Standing Committee

There shall be a standing committee of the synod consisting of the joint chairmen, secretary, assistant secretary, treasurer and such number of other persons as the synod may determine, elected by members of each house in equal numbers from among their members. This committee shall have no power to co-opt.

11. Elections to the standing committee shall be triennial and immediately after elections to the synod. Voting shall be by houses and procedure otherwise the same as for elections at an annual parochial church meeting.

12. 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.

13. Other Committees

The synod may constitute additional committees with such chairmen, membership, terms of office, functions, mode of appointment and other procedures as it thinks fit.

Meetings of the synod

14. Frequency of meetings

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

15. The joint chairmen 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 the purpose signed by not less than 10 members of the synod such members may forthwith summon a meeting.

16. Notice of meetings

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 chairmen may approve.

17. Special meetings

In the case of sudden emergency or other special circumstances the joint chairmen or either of them 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.

18. Separate meetings of houses

Each house may 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.

19. Notice of meeting

The secretary shall post or deliver an agenda paper, together with the minutes of the previous meeting, to every member at least two weeks before a meeting, or, in the case of a meeting called at less than two weeks' notice, at the same time as the notice.

20. Business permitted to be considered

Nothing shall be considered at a meeting of the synod except business on or arising from the agenda; except by the consent of three quarters of the members present at the meeting.

21. The order of business may be varied by the chairman at his discretion, or by a resolution of the synod to be put without debate.

22. Notice of business

Notice of any business for a meeting of the synod shall be in writing, signed, and delivered to the secretary. Subject to Rules 15 and 20 the following notice is required:

New business for the agenda 4 weeks

Motions and business arising
from the agenda 7 days

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

24. Record of attendance

The secretary shall keep a record of the names of members attending each meeting, which may be included in the minutes.

25. Quorum

Except as provided in Rule 17 a quorum shall be one-third of the members of each house of the synod. Unless a quorum is present no business shall be considered.

26. Rules of debate

Subject to Rule 27 no member shall speak more than once on a motion or an 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 or order or a personal explanation may be made at any time

27. The chairman may at any time suspend Rule 26 for as long as he thinks the purposes of the synod would be more usefully served by a general discussion and 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 chairman, 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 26 when that Rule is declared by the chairman to be again in force.

28. The chairman may at any time impose a limit on the length of speeches and may vary or revoke such limit; provided that he shall inform members of each ruling which shall not be open to question.

29. Voting

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 chairman so rules
- ii If not fewer than five members so request
- iii on any matter referred by the diocesan synod

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

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

- i the chairman 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 chairman may at his discretion order a count on any other vote

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

References by the Diocesan Synod

33. References by the diocesan synod shall be included in the agenda of such meeting as the standing committee shall consider appropriate.

34. 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

35. 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 the vote shall be taken by separate houses under Rule 29.

- 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.
36. 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.
37. 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 and parochial church meetings in the deanery.

Other Provisions

38. Reports to PCCs

After a meeting of the deanery synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery and to the secretary of the diocesan synod a report approved by the standing committee of the proceedings of that meeting. Such report may be in the form of the minutes.

39. Presentation of matters raised by parochial church councils or meetings.

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.

40. Accounts

The standing committee shall not later than 31st May 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 reach such expenditure

41. Admission of press and public

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 chairman shall request the representatives of the press and members of the public to withdraw.

42. 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 and 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.

43. Any of these rules which have been made by the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.

44. Any deanery synod may make additional rules for the conduct of its business providing that they are not inconsistent with these rules approved by the diocesan synod, the Synodical Government Measure 1969 and the Church Representation Rules as amended.