



The Church of England

Diocese of Ely

STANDING ORDERS FOR DEANERY SYNODS IN THE DIOCESE OF ELY

THE FUNCTIONS OF DEANERY SYNODS

THE COMPOSITION OF DEANERY SYNODS

The Synodical Government Measure 1969

Approved by Bishop's Council 25 September 2025

and

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MEMBERSHIP OF THE DEANERY SYNOD

1. The Secretary of the Deanery Synod ("the Synod") shall keep an up-to-date roll of the members of the Synod including their name, parish and such contact details as they have provided, as notified to them by the Diocesan Secretary or by the secretary of a parochial church council in the Deanery.

Participation by Non-Members

2. The following shall have the right to attend and address the Synod but shall have no right to move any motion or amendment or to vote:
 - i) the Diocesan Bishop or a duly appointed commissary;
 - ii) a Suffragan Bishop of the Diocese of Ely;
 - iii) the Archdeacon whose archdeaconry includes the Deanery;
 - iv) the Diocesan Registrar;
 - v) the Diocesan Secretary;
 - vi) visitors invited by either of the Joint Chairs;
 - vii) if no member of the Synod is a member of the General Synod, any member of the General Synod who represents the Diocese and has been appointed by the Standing Committee of the Diocese to receive copies of notices and other documents circulated to members of the Synod and to attend and speak at its meetings.

THE HOUSE CHAIRS

3. The Rural Dean shall be the Chair of the House of Clergy and a Joint Chair of the Synod.
4. Before business commences at the first meeting of the Synod after the triennial elections, and where a casual vacancy occurs as soon as reasonably practicable, the House of Laity shall hold a meeting to elect one of its members to be the Chair of the House of Laity and a Joint Chair of the Synod. A member of the House of Laity appointed by the Rural Dean shall act as Chair of the House of Laity for the meeting and shall have an original vote, but no casting vote in the event of a tie. In the event of a tie the winner shall be decided by lot. The Lay Chair once elected shall, unless

they resign or cease to be qualified, continue in office until the first meeting of the House of Laity following the next triennial elections.

5. During the absence, incapacity or vacancy in the position of either Joint Chair the functions exercisable by the Joint Chairs, other than those relating to the House of the Synod of which they are not a member, shall be exercised by the other one alone.
6. At a meeting of the Synod at which both Joint Chairs are present they shall arrange between them which is to chair the whole or parts of the meeting. If neither are present, the members present shall elect one of their number to chair the meeting. Subject to these Standing Orders, the proceedings of a meeting or a part of the meeting of the Synod shall be regulated by the person chairing it.
7. The Rural Dean and the Lay Chair shall chair any separate meetings of their respective Houses. If either is absent the members of the respective House present shall elect one of their number to chair the meeting. Subject to these Standing Orders and the Standing Orders for the separate Houses, which are contained in Appendix 2, the proceedings of a meeting of either House shall be regulated by the person chairing it.

OFFICERS

Secretary

8. At the first meeting after each triennial election the Synod shall appoint an Honorary Secretary who shall, unless they resign or their appointment is terminated by the Synod, continue in office until the first meeting of the Synod following the next triennial elections.
9. The Secretary may be either a clerk in holy orders or a lay person.
10. The Secretary shall:
 - i) be responsible together with the Joint Chairs for the day-to-day administration of the Deanery including liaison with the Standing Committee and the Diocesan Office as appropriate;

- ii) prepare draft agendas in consultation with the Joint Chairs and circulate papers for, and the minutes of, the Synod, a House of Synod, their committees, and any working groups;
 - iii) make the arrangements for meetings of the Synod, a House of Synod, their committees and working groups;
 - iv) attend meetings of the Synod, a House of Synod, their committees, and working groups when available;
 - v) send a copy of a report of the Synod's meetings, which may be in the form of the minutes of the meeting, to the Secretary of every parochial church council in the Deanery;
 - vi) perform such other duties as provided by the Synodical Government Measure 1969, these Standing Orders, a direction of the Diocesan Synod or as given to them by the Synod or the Standing Committee.
11. If the Secretary is not a member of either House of the Synod, they may be co-opted as a member of the appropriate House if there is a vacancy for co-option to that House under Rule 18 of the Church Representation Rules. If the Secretary is not a member of either House they may speak but not vote at meetings of the Synod, a House of Synod, their committees, and any working groups.

Assistant Secretary

12. The Synod may from time to time appoint a clerk in holy orders or a lay person as Honorary Assistant Secretary of the Synod, to assist the Secretary in carrying out their duties and to act in their place when the Secretary is absent or incapacitated or there is no Secretary in post. If the Assistant Secretary is not a member of either House of the Synod, they may be co-opted as a member of the appropriate House if there is a vacancy for co-option to that House under Rule 18 of the Church Representation Rules. If the Assistant Secretary is not a member of either House they may speak but not vote at meetings of the Synod, a House of Synod, their committees, and any working groups. Where possible, the Assistant Secretary shall be a lay person if the Secretary is a clerk in holy orders, and a clerk in holy orders if the Secretary is a lay person.
13. The Assistant Secretary's appointment may be terminated at any time by a formal resolution of the Synod.

Treasurer

14. At the first meeting after each triennial election the Synod shall appoint an Honorary Treasurer who shall, unless they resign or their appointment is terminated by the Synod, continue in office until the first meeting of the Synod following the next triennial elections.
15. The Treasurer may be either a clerk in holy orders or a lay person.
16. The Treasurer shall:
 - i) inform the Synod what quota has been allocated to the Deanery by the Diocese towards the expenditure authorised by the Diocesan Synod, and how the quota has been calculated;
 - ii) if the Diocesan Synod delegates to deanery synods the calculation of parochial shares in the quotas allocated to the deaneries, propose ministry share allocations for each benefice in accordance with the method of allocating ministry shares agreed by the Synod, and assist multi-parish benefices in calculating the distribution of benefice share between their parishes;
 - iii) monitor parish payments of ministry share, advise the Synod and Standing Committee of potential shortfalls in the payment of ministry share and discuss apparent shortfalls in share payments by parishes with the relevant clergy and parish treasurers if requested to do so;
 - iv) keep parish treasurers advised of potential resource streams;
 - v) assist the Standing Committee in preparing reports, accounts, statements and proposals which may be required under Standing Order 47 and present them to meetings of the Synod;
 - vi) attend meetings of the Synod and the Standing Committee, together with other meetings within the Deanery if asked to do so by either Joint Chair and if they are available;
 - vii) perform such other duties as provided by the Synodical Government Measure 1969, these Standing Orders, a direction of the Diocesan Synod or as given to them by the Synod or the Standing Committee.
17. If the Treasurer is not a member of either House of the Synod, they may be co-opted as a member of the appropriate House if there is a vacancy for co-option to that

House under Rule 18 of the Church Representation Rules. If the Treasurer is not a member of either House they may speak but not vote at meetings of the Synod, a House of Synod, their committees and working groups.

OTHER APPOINTMENTS

18. The Synod may request one or more persons to carry out administrative duties from time to time. Unless they are a member of the Synod prior to their appointment, anyone appointed shall not be a member of the Synod but may be invited by the Joint Chairs or the Secretary to attend and speak at meetings of the Synod, a House of Synod, their committees and working groups from time to time.

MEETINGS OF THE SYNOD

When and Where Held

19. There shall be at least two ordinary meetings of the Synod in each year on such dates and at a time and place as the Joint Chairs decide after consulting with the Standing Committee and taking into account the dates fixed for meetings of the Diocesan and General Synods.

Notice of Ordinary Meetings

20. Notice of the dates, time and place of ordinary meetings shall be given to members of the Synod by the Secretary at least 42 days before the date of the meeting. The notice shall include an invitation to submit items of business to the Secretary and may be circulated with the draft minutes of the previous ordinary meeting if available.

Ordinary Meetings by Request

21. If the Secretary or either Joint Chair receives a requisition calling for a meeting of the Synod signed by at least 10 of its members and stating the business to be dealt with at the meeting, the Secretary shall give notice of the date, time, place and the business to be dealt with to members of the Synod within 7 days of the requisition being received. The meeting shall be held within 42 days of the requisition being received and only business specified in the requisition may be transacted.

Form of Notice

22. Every notice under Standing Orders 20 and 21 shall be in writing and shall be delivered by electronic means to those members who have previously given an e-

mail address for the receipt of Synod business to the Secretary and otherwise by hand or post.

Special Meetings

23. In case of sudden emergency or other special circumstances, the Joint Chairs or either of them may call a special meeting at not less than seven days' notice but the quorum for the transaction of any business at the meeting shall be a majority of the members of each House, and only business specified in the notice calling the meeting may be transacted. The Joint Chairs and the Secretary shall endeavour to give as much notice of the meeting as possible to members of the Synod.

SEPARATE MEETINGS OF THE HOUSES

24. A House shall meet separately when:

- i) it is required to do so under the Standing Orders;
- ii) it has decided to do so in accordance with its own Standing Orders;
- iii) the Chair of the House has so directed, or
- iv) the Synod has so directed.

and, subject to any directions by the Synod or the House concerned, notice and conduct of separate meetings of Houses shall be in accordance with the Standing Orders for the House of Clergy and House of Laity set out in Appendix 2.

AGENDAS OF ORDINARY MEETINGS

Content

25. Subject to these Standing Orders and any resolution of the Synod, and without prejudice to the right of individual members to a reasonable opportunity within the time available of bringing matters of information to the Synod's attention, the Joint Chairs in consultation with the Standing Committee shall set the agenda for each of its ordinary meetings, including all business of which due notice has been received and which is in order, and shall determine the order in which the business shall be considered.

Circulation

26. The Secretary shall deliver an agenda paper for ordinary meetings 14 days before the date of the meeting by electronic means to those members who have previously given an e-mail address for the receipt of Synod business to the Secretary and otherwise by hand or post. The notice shall state the date, start time and place of the meeting.

Business to be Considered

27. Except for urgent or other especially important business added to the agenda by direction of the Joint Chairs and anything arising from it, no business shall be considered at an ordinary meeting other than that contained in the agenda or arising from it.

Varying the Order of Business

28. The order of business may be varied by resolution of the Synod or, unless any member objects, by the Joint Chairs.

NOTICE OF BUSINESS FOR ORDINARY MEETINGS

Form of Notice

29. A member of the Synod who wishes the Synod to consider an item of business or report at an ordinary meeting shall give written notice of the item of business or a copy of the report to the Secretary not later than the period before the meeting specified in Standing Order 30. The Secretary shall forward copies of the item of business or report to the members of the Synod by electronic means to those members who have previously given an e-mail address for the receipt of Synod business to the Secretary and otherwise by hand or post.

Length of Notice

30. The following periods of notice shall be required:
- | | |
|---|---------|
| for an item of business requiring the meeting to take a decision: | 28 days |
| for motions and amendments relating to such items of business: | 7 days |
| for business not requiring a decision of the meeting and for reports: | 7 days |

When notice is not required

31. Notice of the following business shall not be required:
- i) with the permission of the Chair or by a resolution of the Synod, a motion or amendment relating to an item of business on the agenda, provided that the full text of the motion or amendment is handed to the Secretary before it is moved;
 - ii) business that has been adjourned by a previous meeting of the Synod to the current meeting;
 - iii) a procedural motion as specified in Standing Order A19;
 - iv) a written or oral report relating to an item of business on the agenda given by permission of the Chair;
 - v) notices, personal statements and matters of information only.

CONDUCT OF BUSINESS

32. The business of the Synod shall be conducted by:
- i) formal debate including amendments,
 - ii) informal structured discussion including small group discussion,
 - iii) presentations by members of the Synod or invited speakers followed by questions and answers, or
 - iv) information given under Standing Order 31 (iv) & (v).

QUORUM

33. A quorum of the Synod shall be one third of the members of the House of Clergy and one third of the members of the House of Laity except where these standing orders specify a different quorum.
34. If a quorum is not present at any time, the Joint Chairs shall adjourn the Synod until such time as they think fit. Any member may call the attention of the Joint Chairs to the absence of a quorum at any time before a vote is taken on a motion or amendment. If the Joint Chairs are not aware that a quorum is not present and no member has called their attention to its absence before the vote is taken, a quorum shall be deemed to be present and it shall not be in order to again query the absence

of a quorum until after the Chair has conclusively announced the result of the vote on that question.

DEPUTIES

35. The parochial church council of a parish entitled to only one parochial representative on the Synod may appoint a deputy to attend any meeting of the Synod, the House of Laity and their committees and working groups when the elected representative is unable to attend. The Secretary shall inform the secretary of the parochial church councils in question of their right to appoint a deputy. The secretary of the parochial church council shall provide the Secretary with the deputy's name and contact details.
36. The deputy shall be entitled to receive copies of all papers relating to the meeting and shall be entitled to speak at the meeting. The deputy shall be entitled to move or second any motion or amendment to a motion but shall not be entitled to vote on any matter.

RULES OF FORMAL DEBATE

37. When an agenda item is proceeding by way of formal debate the provisions of Appendix 1 shall apply.

VOTING

Procedure for Decisions

38. All decisions shall be decided by the votes of all the members of the Synod present and voting except that a separate vote of each House shall be taken:
 - i) if the Chair decides;
 - ii) if at least ten members of the Synod require;
 - ii) on any matter referred to the Synod by the Diocesan Synod pursuant to Standing Order 43 (i);

provided that separate votes shall not be taken in relation to procedural matters.

Majority Required for Decisions

39. Subject to any statutory requirements, decisions taken by the Synod as a whole shall be decided by a simple majority of the members present and voting, and decisions of the Synod when a separate vote is taken by each of the Houses shall require a simple majority of the members of each House present and voting, except where these Standing Orders require a different majority.

Voting Rights of the Chair

40. The Chair shall have the same voting rights as other members and shall have no second or casting vote.

Mode of Voting

41. The Chair on putting any question to the vote shall take a show of hands, the result of which as announced by the Chair shall be conclusive. The Chair may order the hands to be counted and shall do so if the Synod is considering a request under Standing Order 43 (i) or if at least ten members require a count. In cases where the vote is close, the Chair may decide, or at least ten members of the Synod may require, that the vote be taken again, with votes being recorded on voting papers signed by the voter on the reverse of the paper.

Requests for Separate Voting

42. If, either before the question is put to the meeting, or immediately after the announcement of the result of a vote by show of hands, whether counted or not, or of a vote by voting papers in accordance with Standing Order 41, at least ten members of the Synod require a separate vote of each House to be taken, the Chair shall direct that separate votes are taken.

REFERENCES BY THE DIOCESAN SYNOD TO DEANERY SYNODS AND PARISHES

Matters Referable

43. Where the Diocesan Synod has requested the Synod:
- i) to express an opinion on or to record approval or disapproval of any matter, or
 - ii) to supply information within their knowledge, or

- iii) to exercise any other function within their competence and to report to the Diocesan Synod by a specified date

the Standing Committee shall, when directed to do so in the case of an invitation under paragraph i), and may, in any other case, arrange for a meeting of the Synod to be held in accordance with any directions given to it by the Secretary of the Diocesan Synod.

- 44. Members of the Synod shall receive at least 28 days' notice of any meeting called in accordance with Standing Order 43 and the reason for it, together with such instructions and other information as the Diocesan Synod or the Bishop's Council has directed, unless the direction by the Secretary of the Diocesan Synod requires a shorter period of notice to be given.
- 45. The Synod or Standing Committee, as the case may be, shall frame its replies to the Secretary of the Diocesan Synod in accordance with the form, if any, prescribed by the Bishop's Council.

MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS OR MEETINGS.

- 46. 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 Synod any matter either of general church interest or affecting that parish and may move that a representative of the Synod on the Diocesan Synod shall be instructed to bring it before the Diocesan Synod on behalf of the Synod. Subject to any direction by the Synod, the Standing Committee shall decide which Deanery representative on the Diocesan Synod shall do so.

MATTERS RAISED BY DEANERY SYNODS

- 47. The Synod may appoint a member of the Diocesan Synod who represents the Deanery to bring a motion before the Diocesan Synod regarding any question of general Church interest or affecting the Deanery or any parish within the Deanery. The Secretary or the person appointed shall give notice of the motion to the Secretary of the Diocesan Synod and request that it is placed on the agenda of the next available meeting.

ACCOUNTS

- 48. If a meeting of the Synod resolves that it shall receive:

- i) a report on the accounts or audited or examined accounts for the preceding financial year,
- ii) a statement showing the estimated expenditure of the Synod during the next financial year, or
- iii) proposals for raising the income required to meet the estimated expenditure

the Standing Committee shall arrange for them to be presented to the next ordinary meeting of the Synod 42 days after they become available. In deciding whether to require audited or examined accounts, the Synod shall take into account directions given from time to time by the Charity Commission in relation to the financial affairs of registered charities.

RECORDS AND MINUTES

- 49. The Secretary or Assistant Secretary shall keep a record of the names of members attending each meeting of the Synod, a House of Synod, their committees and working groups, and shall include the record in the minutes together with the names of those members who have given their apologies for absence.
- 50. Minutes of the meetings of Synod shall be kept by the Secretary or Assistant Secretary of the Synod and shall be submitted for approval to the Synod.
- 51. The Secretary or Assistant Secretary shall circulate to the members of Synod a draft of the minutes of each Ordinary Meeting of the Synod before, or with, notice of the next Ordinary Meeting. In the case of a Special Meeting the minutes shall be circulated as soon as reasonably possible after the meeting.
- 52. Following a meeting of the Synod the Secretary or Assistant 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 Joint Chairs of the proceedings of that meeting. The report may be in the form of the minutes as approved by the Synod.

COMMITTEES

- 53. There shall be a Standing Committee of Synod whose membership shall include the Joint Chairs, the Secretary and the Treasurer. In addition, the Synod may resolve that the Standing Committee shall include a specified number of ordinary members.

Ordinary members shall be drawn in equal number from the House of Clergy and the House of Laity.

54. Immediately after the appointment of the Secretary and Treasurer at the first triennial meeting of the Synod, each House shall meet to appoint the ordinary members of the Standing Committee. If more members of either House seek appointment than there are places, an election shall be held by that House. The procedure for election shall be the same as for elections at an annual parochial church meeting.
55. A vacancy in the office of ordinary members shall be filled within six months of the vacancy arising. A vacancy which occurs within six months before the next triennial elections to the Synod need not be filled.
56. The Synod may resolve to appoint other committees or working groups from time to time and decide their membership and functions. Such committees and working groups shall provide advice to the Synod but have no executive powers.

Functions of the Standing Committee

57. The functions of the Deanery Standing Committee shall be:
 - i) subject to the directions of the Synod, to transact the business of the Synod when it is not in session;
 - ii) to advise the Synod on matters of policy which are placed before it;
 - iii) to receive and consider recommendations from any other committees or working group of the Synod for agenda items to be placed before the Synod and to circulate to members of the Synod information about matters for discussion;
 - iv) to make recommendations concerning the Deanery to the Synod;
 - v) to act when required as the Deanery Mission and Pastoral Committee unless the Synod has previously resolved to establish a separate Mission and Pastoral Committee, and
 - vi) to carry out such other functions as provided in the Standing Orders or which the Synod may delegate to it.

PROCEDURE OF COMMITTEES

Chair

58. The Joint Chairs shall arrange between them which is to preside at the meetings of committees. In the absence of both Joint Chairs from a meeting of a committee, the committee shall appoint a chair for that meeting.

Quorum

59. A quorum of a committee shall be one third of its members from time to time.

Voting

60. Matters of business shall be decided by a majority of those present and voting. In the case of an equality of votes the Chair shall have a second or casting vote.

Reports

61. Every committee shall report to the Synod at such times and in accordance with the procedure as the Synod may decide.

General

62. Subject to the Standing Orders and to any directions by the Synod, a committee shall have power to determine its own procedure.

GENERAL PROVISIONS

Admission of Press and Public

63. Subject to any directions by the Synod, any member of the Synod may propose 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 seconded and carried, the Chair shall request the representatives of the press and the public to withdraw.

Procedural Defects

64. A meeting of the Synod or any of its committees of which 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 the

meeting and no proceedings shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

Amendment of Standing Orders

65. These Standing Orders may only be amended by a resolution of the Diocesan Synod.

ADDITIONAL RULES

66. The Synod may by formal motion and resolution provisionally adopt additional local rules for the conduct of its business provided that:

i) they are not inconsistent with the Synodical Government Measure 1969, the Church Representation Rules and these standing orders, in the form current at the time the resolution is passed;

ii) they shall not come into force until the proposed rules have been considered and approved by the Diocesan Synod.

67. As and when approved by the Diocesan Synod the additional rules shall be deemed to have been adopted by the Synod on the date they are approved.

APPENDIX 1

Order of Speeches

- A1. Where the item of business under debate is a formal motion the Chair shall invite the mover of the motion to speak first. A motion or amendment which, when called by the Chair, is not moved by the member who has given notice of it, may be moved by some other member instead. The mover of the motion shall state their name and their benefice or parish, if any, in the Deanery. Any member present may second the motion without making a speech but shall state their name and their benefice or parish, if any, in the Deanery.
- A2. Subject to Standing Order A1 the Chair may call upon members who desire to speak on the agenda item including the member who has seconded a motion but not the proposer. Before speaking members shall state their name and their benefice or parish, if any, in the Deanery. The Chair shall determine the order in which they speak. The Chair may in their discretion exceptionally permit a speaker to address the meeting briefly for a second time in addition to any statement made under Standing Orders A5 and A6.
- A3. The mover of a motion shall have the right of final reply.

Breach of Order

- A4. The Chair shall call a member to order for any breach of order and may order the member to end any speech which they may be making.

Point of Order

- A5. A member may rise to make a point of order under these Standing Orders at any time and for this purpose may interrupt another speaker. A member rising to make a point of order shall state briefly what they have to say.

Personal Explanations

- A6. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to what they have said, or to explain some matter of strictly personal concern and for this purpose may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the Chair, the debate is likely to benefit from such explanation.

Interruptions Otherwise not Permitted

- A7. Except as provided by Standing Orders A5 and A6 the interruption of a speech (by question, point of information or otherwise) shall not be permitted. The ruling of the Chair on a point of order or admissibility of a personal explanation shall not be open to question.

Speaking to a Motion

- A8. During a debate on a motion or an amendment to a motion, a member shall only speak to the motion or amendment except as provided in Standing Orders A5 and A6.

Length of Speeches

- A9. Except as provided in these Standing Orders, or in the case of a visitor attending by invitation, no speech shall exceed five minutes but the Chair may at any time lengthen or shorten this period provided that they shall inform the Synod of that ruling which shall not be open to debate or question.

Withdrawal

- A10. A motion or amendment, once moved, may be withdrawn by the mover, or at his or her request, unless more than five members object.

Reconsideration and Rescission

- A11. 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 prior permission of the Standing Committee.

Division

- A12. The Chair may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to vote separately upon each part of the motion or amendment so divided.

AMENDMENTS IN FORMAL DEBATES

When Permitted

A13. Except as provided in Standing Order A14, any member may give notice of an amendment to any motion; the Chair shall decide which amendments are called for consideration by the Synod. An amendment shall be relevant to and shall not have the effect of negating the main motion or amendment.

When not Permitted

A14. An amendment to the following shall not be permitted:

- i) a procedural motion under Standing Order A19;
- i) a motion under Standing Order 43 (1) in reply to any question referred by the Diocesan Synod.

Amendments to Amendments

A15. No amendment may be moved to an amendment, except by permission of the Chair.

Delivery in Writing

A16. Before an amendment is moved, a copy in writing shall be delivered to the Secretary.

Form of Amendments

A17. An amendment may be made:

- i) by leaving out words, or
- ii) by leaving out words in order to insert other words, or
- iii) by inserting or adding words.

A18. Amendments shall be moved and put to the vote before the vote on the main motion, but otherwise in the order determined by the Chair. By permission of the Chair during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

A19. Subject to these Standing Orders, the following procedural motions (whose common title is shown in brackets) may, with the consent of the Chair, be moved with or without notice but not so as to interrupt the speech of any member:

- i) that the Synod do pass to the next business (next business);
- ii) that the Synod do now adjourn (adjournment of Synod);
- iii) that the debate be now adjourned (adjournment of debate);
- iv) that the debate be now closed (closure);
- v) that all further speeches on this question be limited to three minutes (speech limit);
- vi) a motion to vary the order of business;
- vii) a motion to suspend a Standing Order.

A20. A speech of up to two minutes duration will be allowed for the formal moving of motions (i-iv) only. No speech shall be allowed for the formal moving of the remaining procedural motions.

When not Permitted

A21. A procedural motion shall not be moved:

- i) for next business, the closure or a speech limit on any question referred by the Diocesan Synod to the Synod;
- ii) for next business on an amendment or another procedural motion.

Next Business

A22. The following rules of debate shall apply:

- i) the motion may be moved either in the form, "That the Synod do forthwith pass to the next business", or in the form, "That the Synod do pass to the next business before the question is put";
- ii) a motion for next business shall take precedence over all amendments of which notice has been given;

- iii) if such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the cases may be and not be reconsidered during the same meeting of the Synod;
- iv) if rejected, such motion shall not be moved again on the original motion unless that motion be substantially amended;
- v) during the discussion on a motion, “That the Synod do pass to the next business before the question is put”, it shall be in order to debate the merits of the original question.

Adjournment of Synod

A23. The following rules of debate shall apply:

- i) the motion to adjourn may, but need not, specify a time for the next sitting of the Synod or the resumption of the business interrupted;
- ii) the mover shall be allowed to speak for not more than two minutes; the mover of the original motion, if any, or if not, some other member may speak for not more than two minutes in reply; the question shall then be put without further debate;
- iii) if the motion to adjourn is carried and the Synod has not by the same resolution appointed a time for its next sitting, such sitting shall be held at the time appointed in accordance with Standing Order 19;
- iv) subject to any resolution of the Synod, the business interrupted shall be resumed at the next meeting;
- v) if rejected, the adjournment of the Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed.

Adjournment of Debate

A24. Standing Order A23 shall, unless the context otherwise requires, apply also to this motion except that:

- i) if a motion to adjourn the debate is carried and the Synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the Standing Committee;

- ii) if the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

Closure

A25. The following rules of debate shall apply:

- i) if a motion for closure is permitted by the Chair, it shall be put forthwith without discussion;
- ii) if the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure, shall be given an opportunity to speak for not more than five minutes in reply and the motion or amendment shall be put without further debate.

Speech Limit

A26. The following rules of debate shall apply:

- i) if a motion to limit the length of all further speeches on this question is permitted by the Chair, it shall be put forward without discussion;
- ii) notwithstanding the time limits imposed by Standing Order A9, on this motion being carried no speech shall exceed the number of minutes specified therein, but the Chair may, for any special reason of which he or she shall be the sole judge, allow a longer or shorter time to any member provided that when so doing the Chair shall inform members of that ruling and in exercising that discretion shall have particular regard to any member who has the right of reply to the debate.

Suspension of Standing Orders

A27. After notice or, by permission of the Chair, without notice, a member may move that a Standing Order be suspended during a particular debate or meeting. Such motions shall not be deemed to have been carried unless at least three quarters of those members present and voting are in favour.

APPENDIX 2

STANDING ORDERS OF THE HOUSES OF CLERGY AND LAITY

OFFICERS

1. The Secretary and Assistant Secretary shall be the Secretary and Assistant Secretary to the Houses.
2. The duties of the Secretary and Assistant Secretary to the Houses shall be similar to their duties to the Synod as set out in Standing Orders 10 and 12 of the Synod.

MEETINGS

3. The House of Clergy shall meet when summoned by the Rural Dean and the House of Laity when summoned by the Lay Chair.
4. The Chair of the respective House may summon a meeting whenever they see fit and shall do so:
 - i) when one is required under these Standing Orders;
 - ii) when the Diocesan Synod directs;
 - iii) when the Standing Committee requests;
 - iv) if they receive a requisition for that purpose signed by at least ten members of the House.
5. The Houses shall have no power of co-option.
6. Except with the permission of the Chair of the respective House no business shall be considered at a meeting of the House other than that specified on the agenda or arising therefrom.

GENERAL RULES OF DEBATE

7. The rules of debate in Appendix 1 shall apply to formal debates in the Houses.
8. The Chair of the respective House may at any time suspend all or any of the Standing Orders to facilitate a general discussion, conducted in the manner decided by the Chair.

GENERAL PROVISIONS

9. There shall be no committees of either House but either House may establish working groups
10. Subject to these Standing Orders the procedure of the Houses shall be the same as that of the Synod, and the Standing Orders of the Synod, where appropriate, shall apply to the Houses.
11. The Houses shall have no power to amend these Standing Orders.

Synodical Government Measure 1969

Section 5: Constitution and functions of Deanery Synods.

- (1) Deanery Synods shall be constituted for all deaneries in accordance with Part III of the Church Representation Rules contained in Schedule 3 to this Measure and the transitional provisions contained in Schedule 4.
- (2) Deanery Synods shall, as soon as they are constituted, take the place of ruri-decanal conferences where they exist, and those conferences shall thereupon be dissolved, and any references in any Measure to ruri-decanal conferences shall be construed as references to Deanery Synods.
- (3) The functions of a Deanery Synod shall be—
 - (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.

- (4) If the Diocesan Synod delegate to Deanery Synods functions in relation to the parishes of their deaneries, and in particular the determination of parochial shares in quotas allocated to the deaneries, the Deanery Synod shall exercise those functions.

In this subsection “quota” means an amount to be subscribed to the expenditure authorised by Diocesan Synods.

- (5) The General Synod may by Canon or Regulation extend, amend or further define the functions of Deanery Synods.

Note: This sets out the terms of Section 5 of the Synodical Government Measure 1969 as at 1 September 2025. Deanery Synods have been constituted for all deaneries in the Diocese of Ely. This note does not form part of the Measure.

THE SYNODICAL GOVERNMENT MEASURE 1969
SCHEDULE 3: THE CHURCH REPRESENTATION RULES
RULES 14, 15 & 16: THE COMPOSITION OF DEANERY SYNODS

Composition

14. The Deanery Synod shall consist of—

- (a) a house of clergy, and
- (b) a house of laity.

House of Clergy

15. (1) The members of the house of clergy of a Deanery Synod are every clerk in Holy Orders—

- (a) who is beneficed in or licensed to a parish in the deanery;
- (b) who is licensed under section 2 of the Extra-Parochial Ministry Measure 1967 in respect of an institution in the deanery;
- (c) who is a clerical member of the General Synod or a diocesan synod and is resident in the deanery;
- (d) who is resident in the deanery and licensed by the Bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another Deanery Synod;
- (e) who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the Deanery Synod;
- (f) who holds permission to officiate, is resident in the deanery or has habitually attended public worship in the deanery during the preceding six months, and is elected or chosen as provided by paragraph (2);
- (g) who is co-opted under Rule 18;
- (h) who is made a member by virtue of a scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).

(2) One clerk who is eligible for membership under paragraph (1)(f) is to be elected or chosen—

- (a) for every ten clerks of that description, and

- (b) where the number of such clerks is not divisible by ten without fraction or remainder, for the fraction or remainder.
- (3) The election or choice under paragraph (2) is made by and from the clerks who are eligible for membership under paragraph (1)(f) in such manner as the Bishop may approve;
- (4) As soon as possible after 31 December in the year before an election of the parochial representatives of the laity to the Deanery Synod, the rural dean of the deanery must inform the bishop of the number of clerks in Holy Orders who are eligible for membership under paragraph (1) (f).
- (5) A member of a deanery synod under paragraph (1) (f)-
 - (a) is elected or chosen every three years, and
 - (b) holds office for a term of three years beginning with the next 1 July following the date when the election or choice takes place.

House of Laity

16. (1) The members of the house of laity of a Deanery Synod are—
- (a) each parochial representative elected to the Deanery Synod by the annual parochial church meeting of each parish in the deanery;
 - (b) any lay member of the General Synod or a Diocesan Synod whose name is on the roll of a parish in the deanery;
 - (c) each deaconess or lay worker who is licensed by the Bishop to work in the whole or part of the deanery;
 - (d) any deaconess or lay worker who is resident in the deanery and licensed by the Bishop to work throughout the diocese or in more than one deanery and is not subject to a direction under Rule 17 to be a member of another Deanery Synod;
 - (e) any deaconess or lay worker who is not resident in the deanery but is subject to a direction under Rule 17 to be a member of the Deanery Synod;
 - (f) if the Bishop considers that a community in the deanery which is in the spiritual care of a chaplain licensed by the Bishop should be represented in the house of laity, one lay person chosen by and from the members of the community in such manner as the Bishop approves;
 - (g) any lay person who is co-opted under Rule 18;

- (h) any lay person who is made a member by virtue of a Scheme under Rule 23 or 24 (cathedrals, royal peculiars, mission initiatives).
- (2) Where a person's name is on the roll of more than one parish, the person must choose one of the parishes concerned for the purposes of paragraph (1)(a) or (b).
- (3) A person is eligible for membership of a deanery synod under paragraph (1)(f) only if the person is an actual communicant and is aged 16 or over.
- (5) The person who is a member of a Deanery Synod under paragraph (1) (f)-
- (a) is chosen every three years, and
 - (b) holds office for a term of three years beginning with the next 1 July following the date when the choice is made.

Notes:

1. The complete Church Representation Rules are readily available on-line.
2. In relation to Rule 15 (1) (b) the 1967 Measure defines an institution as any university, college, school, hospital or public or charitable institution, whether or not it possesses a chapel.
2. Rule 16 refers to a "lay worker". "Lay worker" is defined by Canon E7 and is distinct from a licensed lay minister as defined by Canons E4 and 5. LLMs may be members of a Deanery Synod, but as parochial representatives or by co-option.
3. In relation to Rule 16 (1) (b), there is no provision preventing a lay member of the General Synod or Diocesan Synod from being subsequently elected as a parish representative as well. If they subsequently cease to be a member of the General Synod or Diocesan Synod, they may remain a member of the synod as a parish representative. Similarly, if a parish representative is subsequently elected to the General or Diocesan Synod, they may also continue to be a parish representative on the synod.
4. Rule 17 contains detailed provisions for the operation of Rules 15 & 16 (1) (d) and (e).
5. Rule 18 contains detailed rules for co-opted membership of both houses for the purpose of Rules 15 & 16 (1) (g). Note in particular that the number co-opted to each house may not exceed 5% of the total number of members of the house or three, whichever is the greater.

6. Rule 19 contains detailed provisions for the election of the parochial representatives to the house of laity. From 2020 onwards, the representatives are elected every three years by the ACPM of each parish in the deanery, to take office for three years from 1 July in that year. The Diocesan Synod must pass a resolution before the end of the previous year stating the number of representatives each parish shall elect. The calculation can be by reference to (i) the number of names on each parish's electoral roll, (ii) the number of churches or districts in the parish, or (iii) a combination of both. The resolution passed by the Ely Diocese in 2022 provides that parishes with up to 50 names on the roll may elect 1 representative, parishes with 51-200 on the roll may elect 2 representatives and those with more than 200 on the roll may elect 3 representatives.
7. Rule 20 sets out the process by which deanery secretaries shall notify the diocesan electoral registration officer (appointed under Rule 27) of the Deanery Synod's membership.
8. Rule 21 deals with the duty of the Diocesan Synod to regulate the total membership of a Deanery Synod.
9. Rule 22 allows the diocese to make a scheme to vary Rules 15-21 in certain circumstances. It does not appear that the Ely Diocese has done so.
10. Rule 23 requires the Diocesan Synod to make a scheme for the representation of the dean, the residentiary canons and other ministers of the cathedral, together with the lay people on its community roll, on a Deanery Synod. In the case of this Diocese, they are currently represented on the Ely Deanery.
11. Rule 24 requires the Diocesan Synod to make a scheme for the representation of those involved with a Bishop's Mission Order on a Deanery Synod.
12. Rule 25 deals with the procedure for making schemes under Rules 22, 23 and 24.

These notes do not form part of the Rules.