

CANON TWO

THE BUSINESS OF THE SYNOD

PART I - RULES OF ORDER AND PROCEDURE

Definitions

1 In this Canon

“Chair” means the Bishop or other person presiding at a meeting of the Synod;

“member” means a member of the Synod.

The Chair

2(1) The Chair is responsible for preserving order and decorum at meetings of the Synod by

(a) recognizing members who wish to speak and determining the order of speakers,

(b) inviting the mover of a motion to present the opening and closing arguments on the question,

(c) facilitating discussion and enabling the members to hear and listen to each other,

(d) ensuring that all voices are heard and that none dominate,

(e) ruling, when necessary, that speeches be limited to a specified time limit,

(f) ruling whether proposed procedural motions or amendments to motions are in order, and

(g) putting the question to a vote when all views have been sufficiently expressed.

2(2) The Chair may request the advice of the Chancellor on questions of order and shall rule on such questions stating the applicable rule or practice without argument or debate.

2(3) Any member may appeal the Chair’s ruling on a question of order and the Synod shall decide the appeal without debate.

Sessional Committees

- 3(1) The Chair shall appoint for each regular meeting of the Synod a Credentials Committee, an Agenda Committee, a Nominating Committee, a Resolutions Committee and such other sessional committees as are deemed necessary.
- 3(2) The Chair shall appoint for any special meeting of the Synod a Credentials Committee and such other sessional committees as are deemed necessary.
- 3(3) The Chair shall announce the names of the members of sessional committees when the Synod convenes for business.
- 3(4) The Credentials Committee shall
 - (a) register the names of the members in attendance at the meeting,
 - (b) decide any question about the standing of persons claiming membership, and
 - (c) report to the Chair as to whether there is a quorum
- 3(5) The Agenda Committee shall prepare and announce the agenda for each day of the meeting.
- 3(6) The Nominating Committee shall
 - (a) receive nominations from members for the election of representatives to the Provincial and General Synods, and any other position to which the Synod is required to elect, and
 - (b) shall supervise the election process.
- 3(7) Subject to the age qualification in section 12 and to any requirement that a position be filled by a member of the Order of Clergy or a member of the Order of Laity, all members of the Synod and all substitute lay members of the Synod, whether they are present at the Synod or not, are eligible to be nominated for election to the Diocesan Council, as representatives to the Provincial and General Synods, and to any other position to which the Synod is required to elect.
- 3(8) When two or more persons receive an equal number of votes on a ballot of the Synod for the election of representatives to the Provincial and General Synods, or any other position to which the Synod is required to elect, the Diocesan Council shall resolve the tie or ties by ballot at its first meeting after the meeting of the Synod.
- 3(9) Neither the Nominating Committee nor the Chair shall accept a nomination unless the nominee has expressly consented to nomination.
- 3(10) The Resolutions Committee shall receive resolutions from members and prepare them for submission in accordance with guidelines approved by Diocesan Council.

Order and Decorum

- 4(1) Members are responsible for assisting debate by
 - (a) identifying themselves and addressing all remarks to the Chair,
 - (b) confining their remarks strictly to the motion being considered,
 - (c) stating their positions clearly, succinctly and without repetition, and
 - (d) maintaining an impersonal tone and avoiding personal comments.
- 4(2) A member wishing to speak shall rise and address the Chair.
- 4(3) When two or more members rise at the same time, the Chair shall determine the order in which they shall speak.
- 4(4) A member called to order while speaking shall sit down, unless permitted by the Chair to explain.
- 4(5) A member, if not interrupting a speaker, may at any time request that the motion being debated be read for clarification of the debate.
- 4(6) Subject to subsections (7) and (8) no member shall speak more than once on the same question.
- 4(7) A member who makes a motion may speak a second time to close the debate on the motion.
- 4(8) An address by the Bishop is in order at any time.

Courtesies of the Synod

- 5 The Chair may invite a person who is not a member of the Synod to sit with the Synod or to address the Synod but that person shall not participate in debate or vote.

Reports of Committees

- 6 Reports of the Diocesan Council, the Finance Committee, the Constitution and Canons Committee and any other committee required to report to the Synod shall be in writing and signed by the Chair of the Council or Committee.

Notices of Motion

- 7(1) Members may give notices of motion

(a) during a meeting of the Synod for consideration at the next regular meeting of the Synod and, in the absence of the member who gave such a notice, the motion may be made by any other member, and

(b) by sending the same to the Secretary of the Synod not less than six weeks before a regular meeting of the Synod.

7(2) The Secretary shall cause notices of motion given pursuant to subsection (1) to be printed in the notice of the meeting in the order in which they were given or received.

7(3) Members may give notices of motion during a meeting of the Synod at times appointed by the Agenda Committee.

7(4) Motions of which notices are given pursuant to subsections (1) and (2) shall be considered in priority to motions of which notices are given pursuant to subsection (3).

Motions

8(1) No motion or amendment is before the Synod unless it is seconded and in writing.

8(2) No original motion, except a procedural motion, shall be received without notice unless permitted by the Synod.

8(3) No motion that would result in a new expenditure may be considered unless it identifies a proposed source of funding or is qualified as being subject to available funding.

8(4) When a motion has been read by the Chair it cannot be withdrawn without the consent of the Synod.

8(5) When a motion is being considered, no other motion shall be received except

(a) to adjourn,

(b) to lay it on the table,

(c) to consider it clause by clause,

(d) to postpone it until a certain time,

(e) to postpone it indefinitely,

(f) to refer it,

(g) to amend it, or

(h) that the question be put,

and such motions have precedence in the order named, following a motion to put the question.

- 8(6) No more than one amendment to a proposed amendment of a motion is in order at one time.
- 8(7) Motions to adjourn, to adjourn the debate, or to lay a motion on the table shall be decided without debate.
- 8(8) A motion that the question be put shall be decided without debate and to be carried requires the affirmative votes of two-thirds of the members present.
- 8(9) Debate on a motion to refer shall be restricted to questions whether to refer and to whom.
- 8(10) When amendments to a motion are proposed, the amendments and the original motion shall be put in the reverse order to that in which they were made.
- 8(11) When the Chair declares that a question is being put no further debate shall be allowed and no member shall rise.

Voting

- 9(1) When the votes of the clergy and of the lay members are required to be taken separately under subsection 8(2) of the Constitution or upon any motion to amend the Constitution or to adopt, amend, suspend or repeal a Canon, the question shall be put first to the order of the mover.
- 9(2) In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative.
- 9(3) If there is an equality of votes, either of the Synod voting collectively or in the votes of either the clergy or the lay members taken separately, the Chair shall declare the question to have been decided in the negative.
- 9(4) A question once determined shall not again be drawn into discussion at the same meeting of the Synod without the permission of the Chair.

Suspension of the Rules of Order

- 10 A motion to suspend a Rule of Order and Procedure shall take precedence over all other motions, shall be decided without debate, and to be carried requires the affirmative votes of two-thirds of the members present.

Unprovided Cases

- 11 When a question of order is not covered by these Rules, the Chair may refer to Kerr and King's *Procedures for Meetings and Organizations* for guidance.

PART II - MEMBERSHIP IN THE PROVINCIAL AND GENERAL SYNODS

Election of Members

- 12(1) The Synod shall, at each regular meeting, elect such number of members of the Provincial Synod and of the General Synod as are required by the Constitutions and Canons of those Synods, and may elect an equal number of substitutes.
- 12(2) Clergy members of the Provincial Synod and of the General Synod shall be elected from among the priests and deacons who are members of the Synod.
- 12(3) Lay members of the Provincial Synod and of the General Synod shall be elected from among the lay members of the Synod and substitute lay members.
- 12(4) Youth members of the Provincial Synod and of the General Synod and substitutes shall be elected from among the members of the Synod who will be younger than 26 years when the Provincial Synod or the General Synod meets.
- 12(5) If there are no members of the Diocesan Synod who will be younger than 26 years when the Provincial Synod or the General Synod meets, or if both the youth member and the substitute are ineligible or unable to attend a session of the Provincial Synod or the General Synod, the Diocesan Council shall elect or appoint a youth member who need not be a member of the Diocesan Synod.
- 12(6) Members of the Provincial and General Synods and substitutes shall be elected by ballot of all members of the Synod.
- 12(7) The nominees receiving the greatest numbers of votes to the number required to be elected shall be the members, and those receiving the next greater numbers of votes shall be the substitutes.
- 12(8) Tie votes shall be resolved as provided in subsection 3(8).

Vacancies

- 13 If a member of the Provincial Synod or the General Synod resigns as such or ceases to be a member of the Synod or a substitute member, or if a youth member attains the age of 26 years before the meeting of the Provincial Synod or the General Synod, the place of that member shall be taken by the substitute next in order of election.

Term of Office

- 14(1) Members of the Provincial and General Synods take office when they are elected unless the Synod by resolution fixes a later date for the taking of office.

- 14(2) Subject to Section 13, representatives shall remain in office until their successors are elected and take office.

PART III - ENACTING AND AMENDING CANONS

- 15(1) The Synod may adopt a new Canon or amend, repeal or suspend an existing Canon when a notice of intention to propose the same, containing the proposal in full, has been
- (a) given at the previous meeting of the Synod, or
 - (b) sent to the Secretary of the Synod not less than six weeks before the meeting of the Synod at which it is to be considered.
- 15(2) A notice of intention to propose the adoption, amendment, repeal or suspension of a Canon shall contain the proposal in full.
- 15(3) The Secretary of the Synod shall include every notice of intention to propose the adoption, amendment, repeal or suspension of a Canon in the notice of the meeting of the Synod at which it is to be considered.
- 15(4) A motion to adopt, amend, repeal or suspend an existing Canon, to be carried, requires
- (a) the affirmative votes of two-thirds of the clergy members and two-thirds of the lay members of the Synod present and voting at the meeting at which it is considered, and
 - (b) the Bishop's approval.
- 15(5) If a motion to adopt, amend, repeal or suspend a Canon does not receive the majorities required by subsection (4) but receives a simple majority of the votes of each order, it may be voted on again at the next regular meeting of the Synod when it may be adopted by
- (a) the affirmative votes of a majority of the clergy members and a majority of the lay members of the Synod present and voting at the meeting at which it is considered, and
 - (b) the Bishop's approval.
- 15(6) The Bishop's approval of the adoption, amendment, repeal or suspension of a Canon shall be signified at the meeting of the Synod at which it is adopted by the required majorities; but if the Bishop is absent or there is a vacancy in the office of bishop the adoption, amendment, repeal or suspension of a canon shall await the pleasure of the Bishop.