

ANGLICAN NETWORK IN CANADA

RULES OF ORDER AND PROCEDURE

Definitions

I In these Rules of Order

“Chair” means the Moderator 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, if necessary, 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, if necessary, 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 receive all nominations for offices to be filled by election by the Synod and shall supervise the election process.

3(7) Neither the Nominating Committee nor the Chair shall accept a nomination unless the nominee has expressly consented to nomination.

3(8) The Resolutions Committee shall receive resolutions from members and prepare them for submission in accordance with guidelines approved by the Board.

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 Moderator 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.

Notices of Motion

6(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.

6(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.

6(3) Members may give notices of motion during a meeting of the Synod at times appointed by the Agenda Committee.

6(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

7(1) No motion or amendment is before the Synod unless it is seconded and in writing.

7(2) No original motion, except a procedural motion, shall be received without notice unless permitted by the Synod.

7(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.

7(4) When a motion has been read by the Chair, it cannot be withdrawn without the consent of the Synod.

7(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.

7(6) No more than one amendment to a proposed amendment of a motion is in order at one time.

7(7) Motions to adjourn, to adjourn the debate, or to lay a motion on the table shall be decided without debate.

7(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.

7(9) Debate on a motion to refer shall be restricted to questions whether to refer and to whom.

7(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.

7(11) When the Chair declares that a question is being put no further debate shall be allowed and no member shall rise.

Voting

8(1) When the votes of the clergy and of the lay members are required to be taken separately under any provision 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.

8(2) In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative.

8(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.

8(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

9 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 twothirds of the members present.

Unprovided Cases

10 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.