

## RULES OF ORDER

- 1: On the first day of the Meeting of the Synod, after prayer for divine guidance and blessing, the Clerical Secretary of the Synod shall call the roll of the Licensed Clergy and Diocesan officials, which shall be furnished by the Bishop. The certificates of the Lay Delegates, having been presented, shall be referred to a committee appointed by the Bishop, and, where found by such committee to be in order, the holders' names shall be recorded, and shall constitute the roll of Elected Lay Delegates, which roll shall then be called by the Lay Secretary.
- 2: The order of general business after prayers at the beginning of synod shall be as follows:
  - A. Calling the rolls.
  - B. Reading and confirming the Minutes of the previous meeting.
  - C. Presenting, receiving, and disposing of memorials, petitions, and correspondence.
  - D. Presenting, receiving and disposing of reports of Committees.
  - E. Giving notices of motion, which must be in writing.
  - F. Taking up unfinished business.
  - G. New business, and consideration of motions.
    - (a) Special Committees may be appointed at any time.
    - (b) An address from the Bishop shall be in order at any time.
    - (c) Notices of motion given by members of the Synod for consideration at a subsequent meeting shall be read at such meeting, and may be taken up by any member present in the same manner as if he or she had himself or herself given the notice.
- 3: When any member is about to speak, he or she shall rise, address the Chair and state name and parish.
- 4: No motion or amendment shall be considered as before the Synod (excepting such as maybe proposed by the Bishop or Committees), unless seconded and reduced to writing.
- 5: No member, save the mover of a resolution, who is entitled to reply, shall speak more than once on the same question, except on a point of order, or in explanation, when he or she shall not introduce new matter.
- 6: When a question is under consideration, no other motion shall be received, except to

adjourn, to lay on the table, to postpone, to divide, to commit, or to amend; and motions for any of these purposes shall have preference in the order here named.

- 7: Motions to adjourn, or to lay on the table, shall be decided without debate.
- 8: When a motion is before the Synod, it shall not be withdrawn without the consent of the Synod.
- 9: Each member shall have the right, except when a member is speaking, to require that the motion or amendment under discussion be read for his or her information.
- 10: A member, called to order whilst speaking, shall sit down until the point of order has been settled.
- 11: All questions of order shall be decided by the Chair, subject to an appeal to the Synod, on the request of three members.
- 12: All amendments to any question or amendment shall be decided before the question or motion on which they arise is put.
- 13: Voting shall be by a show of hands, elections excepted, unless a standing vote be ordered by the Chair, in which case the yeas and nays shall be recorded.
- 14: A question being once determined shall not again be brought into discussion in the same session, without the special sanction of the Chair.
- 15: All Committees shall be appointed by the Bishop, unless appointed by a resolution of the Synod; and the names of the members shall be publicly announced during the sitting of the Synod.
- 16: The reports of Committees shall be in writing, signed by the members of the Committee, or a majority thereof; and if such reports shall recommend any action or contain any expression of opinion, they shall be accompanied by a resolution for the action of the Synod thereon.
- 17: Any proposed Canon shall be introduced upon motion for leave, specifying the title of the same; or upon motion to appoint a Committee to prepare and bring it in.
- 18: When the Synod is about to adjourn, every member shall remain in his or her place until the Bishop, or other person presiding, has concluded the meeting.
- 19: No Rule of Order shall be suspended except by a two-thirds vote of the Synod and the assent of the Bishop (or Presiding Officer).
- 20: When no Rule of Order is provided, Robert's Rules of Order Newly Revised (the most recent edition) shall be the guide in matter of doubt or dispute.