

STANDING ORDERS OF THE GENERAL SYNOD / TE HĪNOTA
WHĀNUI

Conduct of Business

1.
 - a) The Members of the Synod / te Hīnota shall meet for the transaction of business in the same meeting hall; *Meeting place.*
 - b) It shall be competent for any Order at any time to withdraw to a separate place for the purpose of deliberation on the request of any member of such Order. *Any Order may meet separately*
 - c) It shall be competent for any Tikanga at any time to withdraw to a separate place for the purpose of deliberation on the request of any member of that Tikanga. *Any Tikanga may meet separately*
 - d) The Order or Tikanga so withdrawing shall elect its own Chairperson; *Chairing*
 - e) During any such withdrawal the Synod / te Hīnota shall stand adjourned. *Adjournment*
2.
 - a) The Primate / te Pīhopa Mātāmua shall convene the Synod / te Hīnota. *Role of Primate / te Pīhopa Mātāmua*
 - b) The Primate / te Pīhopa Mātāmua and the two Co-Presiding Bishops / nga Pīhopa Aporei shall be joint Presidents of the Synod / te Hīnota. They shall preside conjointly at the opening and conclusion of the proceedings of the Synod / te Hīnota and at such other times as they consider such conjoint presidency to be appropriate. *Joint Presidency*
 - c) For the remainder of the Synod / te Hīnota the Primate / te Pīhopa Mātāmua and the Co-Presiding Bishops / nga Pīhopa Aporei shall preside severally as they shall agree among themselves. During such times the Primate / te Pīhopa Mātāmua or a Co-Presiding Bishop / te Pīhopa Aporei may invite any other member of the Synod / te Hīnota previously approved by the Synod / te Hīnota to preside from time to time in place of that Primate / te Pīhopa Mātāmua or Co-Presiding Bishop / te Pīhopa Aporei at the discretion of that Primate / te Pīhopa Mātāmua or Co-Presiding Bishop / te Pīhopa Aporei. The person or persons actually presiding from time to time is hereinafter referred to as “the President”. *Invitation to others to preside*

3. a) The quorum for the Synod / te Hīnota, as provided in Title B Canon I Clause 2.5, shall be one quarter of the total membership of the Synod / te Hīnota, provided that in such number each Order and each Tikanga shall be represented. *Quorum*
- b) If at the expiration of an hour after the time appointed for a sitting there be not a quorum present, the President shall adjourn the meeting until the time appointed for the next sitting of the Synod / te Hīnota. *Adjournment if quorum not present*
- c) If the senior bishop of any Tikanga, or some person duly appointed by that bishop, shall have notified the Primate / te Pīhopa Mātāmua of the inability of all the members of that Tikanga to be present it shall be competent for the Synod / te Hīnota to proceed to its business subject always to the subsequent confirmation of its decisions by a majority of the members of that Tikanga. *Case of absence of a Tikanga*
4. If at any time a Member request that the Synod / te Hīnota be counted, the President shall immediately ring a bell, and if at the expiry of two minutes there be not a quorum present, Synod / Hīnota shall stand adjourned until the time appointed for the next sitting. *Counting the Synod / te Hīnota*
5. The meetings of the Synod / te Hīnota shall be open to the public, but the President shall at any time ask visitors to withdraw, upon the vote of Synod / te Hīnota. *Meetings open to public*
6. On the first day of the Session, Synod / te Hīnota shall decide at what times it will sit. *Hours of business*
7. The duties of Clerk of Synod / te Hīnota shall be discharged by the General Secretary, who shall make all necessary arrangements for all Sessions of the Synod / te Hīnota, including the recording of the Minutes of the Proceedings, the preparation of the Order Paper for each sitting day, the financial arrangements in connection with the Session, and all other matters appertaining to the efficient conduct of the business of the Session, and who shall have the custody of all books, papers and documents appertaining thereto. *Duties of Clerk of Synod / Hīnota*
8. The Clerk of Synod / te Hīnota shall be assisted by a Deputy-Clerk, who shall be appointed by the Primate / te Pīhopa Mātāmua , and who shall discharge such duties as the Clerk shall require, and who, in the absence of the Clerk, shall act as Clerk of the Session. *Deputy-Clerk*
9. An attendance book shall be provided by the Clerk in which it shall be the duty of the members to sign their names each day when attending the Synod / te Hīnota. *Attendance book*

10. The Proceedings of the Synod / te Hīnota shall be conducted in the following order: *Order of business*

- (i) On each sitting day
 - a) Prayers
 - b) Petitions shall be presented.
 - c) Reports of Committees and Commissions shall be presented, read, and laid upon the table.
 - d) Motions for leave to introduce Bills.
 - e) Notices of Motion may be given, and such Notices may also be received at any convenient opportunity during the day.
 - f) Business which shall have been made an Order of the Day shall be taken into consideration on the day for which it was ordered and shall then have precedence over all other business on the Order Paper (other than elections) except that when a debate on a Bill or other matter which has been made an Order of the Day shall be interrupted by the adjournment of Synod / te Hīnota it shall take precedence of all other business at the next sitting.
 - g) If the Orders of the Day shall have been disposed of before the usual time for adjournment business ordered for consideration on previous days and not yet disposed of shall be taken in the order of the days for which it was set down for consideration by the Synod / te Hīnota.
 - h) After all such Orders of the Day have been disposed of business interrupted by the adjournment may be proceeded with.
 - i) Motions of which previous notice shall have been given shall be taken into consideration in the order in which they appear on the Order Paper unless otherwise ordered by the Synod / te Hīnota **Provided** that motions for appointment of Select Committees shall take precedence of all other motions.

(ii) In addition on the first day, following the Prayers

*Order of business
on first day*

- a) The Primate's Address / Whaikorero
- a) Opportunity shall be given for one of the bishops of each Tikanga to respond and to offer information to the other partners about the life and mission of that Tikanga.
- b) The hours of sitting and the time for any elections shall be determined.

Order Paper Committee

Amt [2008]

11. The Standing Committee shall at its first meeting after the conclusion of each Ordinary Session of General Synod / te Hīnota Whānui appoint an Order Paper Committee consisting of four members of the Standing Committee and the General Secretary. The duties of the Order Paper Committee shall be:

*Appointment by
Standing
Committee*

- i) Both in preparation for and during the next Session of Synod / te Hīnota to arrange matters for consideration by the Synod / te Hīnota and in the order of what in its opinion is their relative importance and urgency and in the case of any Motion which includes no provision for carrying it into effect to refer such motion back to the mover in order that it may be amended. "In arranging the Order paper:

*Duties of Order
Paper Committee*

- ii)
- (a) The Committee must in general give priority to those motions of which notice has been sent to members of Synod / te Hīnota under Standing Order 29
 - (b) Where such notice of a motion has been sent, but the member subsequently proposes or concurs with an amendment to the motion which in the Committee's view incorporates a substantial amount of new material, that motion loses the priority it would otherwise have under subpart (a) unless the intended mover of the proposed amendment explain to the satisfaction of the Synod / te Hīnota how the intended amendment derives from the debate generated by the original Notice of Motion.
 - (c) Motions which in the opinion of the Committee are of the following character, are exempted from the priority rule in subparagraphs (a) and (b):
 - A motion relating to the progression of a Bill through any of its stages
 - A motion of a formal, procedural or personal character
 - A motion which is supplementary to, or follows on from, a motion which has been passed during that session of Synod / te Hīnota
 - A motion concerning a matter of special urgency or importance

Provided that in the last two cases, exemption from the priority rule must be sought at the time notice of the motion is given, with an explanation of the reasons for the exemption

- (d) In all other respects, the Committee must take into

consideration the order in which notices of motion have been received but shall not be bound to place them in the Order Paper strictly in such order.

- iii) To assist and advise the General Secretary.
- iv) To examine and report upon matters entrusted to it by the Standing Committee.

The Standing Committee may vary the membership of the Order Paper Committee and fill up any vacancies from time to time.

Working Groups

- 12. (i) (a) The incoming Standing Committee of the General Synod / te Hīnota Whānui shall be the Printing Committee, with authority to decide all matters relating to printing in connection with the General Synod / te Hīnota Whānui. (SO 17 repealed) *Printing Committee*
- (b) The Order Paper Committee shall be the Petitions Committee
- (ii) The Order Paper Committee shall on the first day of the Session nominate to the Synod / te Hīnota a Minutes Committee consisting of not less than three and not more than five members, and the Synod shall confirm or amend such nomination. *Order Paper Committee*
- 13. The Minutes Committee shall peruse the Minutes of each day's proceedings and cause any necessary corrections to be made therein and shall so soon as practicable on the succeeding sitting day, or in the case of the Minutes of the last day of Synod / te Hīnota so soon as practicable after the conclusion of the Synod / te Hīnota, certify to the President that the Minutes are a true record of the proceedings and the President shall submit the Minutes to Synod / te Hīnota for confirmation as soon thereafter as conveniently may be done: provided that the President may confirm the Minutes of the last day of the Session. The Minutes of the proceedings of each day shall be duplicated and circulated to members of Synod / te Hīnota as soon as practicable. *Minutes Committee duties*
- 14. When Notice of Motion has been given on any matter within the scope of the Order Paper Committee, Minutes Committee or Committee on Statutes and Canons, the Synod / te Hīnota may forthwith on Motion without Notice or Debate refer the Motion to that Committee, and the Motion shall be placed upon the Order Paper with a notice that it has been so *Notice of Motion referred to a Working Group*

referred, but shall not be debated by the Synod / te Hīnota until the Committee shall have reported upon it. any Resolution appended by the Committee to its Report on a Motion shall be treated as an Amendment to the original Motion, and shall be so moved by the Chairperson or some other Member of such Committee.

15. Any Report of the Order Paper Committee, Minutes Committee or Committee on Statutes and Canons recommending action to be taken by the Synod / te Hīnota shall have appended to it a Motion or Motions setting forth such action, which shall be moved in the ordinary course. *Report and action required*
16. Every Report of the Order Paper Committee, Minutes Committee or Committee on Statutes and Canons shall be signed by the Chairperson or by some other Member thereof acting in the Chairperson's behalf. *Report to be signed*

Petitions

17. It shall be incumbent on every Member presenting a Petition to be acquainted with the contents thereof, and to ascertain that it is respectful, decorous, and temperate in language. Every Member presenting a Petition shall affix that Member's name at the head thereof. *Duties of Member presenting a petition*
18. Every Petition must contain the Prayer of the Petitioner or Petitioners at the end thereof, and must be signed by them. *Prayer and signature required*
19. No letters or other documents shall be attached to, or accompany any Petition. *No attachments*
20. No Petition shall make reference to any debate in the Synod / te Hīnota. *No reference to Synod / Hīnota debate*
21. Every Member presenting a Petition shall be confined to a statement of the parties from whom it comes, of the number of signatures attached to it, and the material allegations contained in it, to the reading of the Prayer thereof, and to the expression of that Member's assent to or dissent from the allegations or Prayer thereof. *Manner of presentation*
22. After a Petition has been presented the question shall be immediately put that the Petition be received; if this be carried the Petition shall forthwith, without any debate or discussion, stand referred to the Order Paper Committee, whose duty it shall be to consider the same and to report thereon to Synod / te Hīnota as soon as possible as to whether such Petition is in compliance with the Standing Orders, whether the subject matters of such Petition are within the jurisdiction of the Synod / te Hīnota and whether the Petition is otherwise unobjectionable. *Petition referred to Committee*
23. Upon the receipt and consideration of the Report of the Order Paper Committee upon such Petition, the Synod / te Hīnota may, if of opinion that the Petition is not in order, by Motion without notice direct that the Petition be not allowed to proceed; but if of opinion that the Petition is in order, the *Petition received, but not read or printed unless ordered*

Synod / te Hīnota may similarly, by motion without notice, direct that the Petition be read or printed, and be forthwith referred to a Select Committee to be then appointed by the Synod / te Hīnota, whose duty it shall be to consider and report generally to the Synod / te Hīnota upon such Petition.

Rules of Debate

24. All questions of order shall be decided by the President. *President to decide*
25. Every Member when speaking shall stand and address the President, and may speak in any of the languages used in Aotearoa, New Zealand or the Diocese of Polynesia. *President to be addressed, Languages*
26. No Member shall pass between the President and a Member who is speaking. *Restriction on movements*
27. Any Member may rise at any time to speak to a Point of Order. *Point of order*
28. By indulgence of the Synod / te Hīnota a Member may explain matters of a personal nature although there is no question before the Synod / te Hīnota; but such matters may not be debated. *Personal explanation*
29. Except as herein otherwise provided no Member shall bring any question before the Synod / te Hīnota unless that Member shall on some previous day have given in writing and read notice of the same provided that if notice shall have been given to the General Secretary seven weeks before the Session such notice shall be sent forth with the Summons of Members to Synod / te Hīnota and may be proceeded with on the first or subsequent days of Synod / te Hīnota without further notice. *Notice to be given of business*
30. It shall be the duty of the President to confine each speaker to the subject matter of debate; but it shall not be in order for any member to interrupt the speaker except through the medium of the President. *Speaker to be confined to subject without interruption*
31. The President shall call to order any Member proceeding to speak more than once on the same question except in explanation. **Provided** that the mover of any question not being an amendment, shall be allowed the liberty of reply, and that the seconder may reserve the seconder's speech to any period of the Debate. *No member to speak twice*
32. The President may take part in the discussions of the Synod / te Hīnota without leaving the Chair. *President may participate*
33. No Member may continue the debate on any question after the same has been put by the President and the votes have been given in the affirmative and negative thereon by voices or by show of hands, or by a count of Synod / te Hīnota. *Debate to cease once question has been put*

34. When a subject has been under the consideration of the Synod / te Hīnota and disposed of by a negative vote, or superseded under Standing Order 35, no subject that is the same in substance shall be brought forward during the same Session, nor shall Notice of Motion on any such subject be admissible. *Subject disposed of may not be proposed again*
35. A question may be superseded by amendment or by a Motion that the Synod / te Hīnota do now pass to the next business on the Order Paper; such Motion shall be forthwith put from the Chair without any discussion. *Passing to next business*
36. During a debate any member of Synod / te Hīnota who has not already spoken during the debate may (provided that member does not interrupt another member while speaking) move without notice 'That the motion "be now put"'. If such motion is seconded the President shall (unless of the opinion there should be further opportunity for debate) immediately put the same without discussion. If such a motion is carried the mover of the motion under debate shall then be called upon to exercise the right of reply after which calling (whether or not the mover shall be present) the motion shall be put forthwith without further discussion other than the reply of such mover. *Motion to be put*
37. A Motion to adjourn the Synod / te Hīnota shall always be in order, and if seconded shall be forthwith put from the Chair, but no discussion shall take place thereon except in cases when the Motion shall be for adjournment for a longer period than the next sitting. *Motion for adjournment*
38. Any member may at any time propose that "the Synod / te Hīnota do now go into Conference", provided that in so doing the mover may not interrupt another speaker; and upon the motion being carried, the Synod / te Hīnota shall stand adjourned at the President's pleasure for the purpose of presenting the question named in the motion without the requirements of a formal debate under the rules of these Standing Orders. The Conference shall order its own affairs and procedure; except that the President shall determine at the President's own discretion when the proceedings of the Synod / te Hīnota shall resume. *Synod / te Hīnota may go into Conference*
39. Except in the case of a Motion or Amendment proposed by the President, no notice shall be taken of any Motion or Amendment which has been proposed but not seconded, nor shall it be entered on the Minutes of the Synod / te Hīnota. *Motion lapses unless seconded*
40. After a Motion has been moved and seconded it shall be proposed by the President, and shall then be in possession of the Synod / te Hīnota, and shall not be withdrawn without leave, such leave being granted without any negative voice. *Leave required to withdraw Motion*
41. A Motion which has been by leave of the Synod / te Hīnota withdrawn may be made again during the same Session, with Notice duly given. *Withdrawn Motion may be made again*

42. Any Motion or Amendment containing more than one question shall be divided and each part put separately, and on the request of any Member the part or parts agreed to shall again be put as a single Motion. *Question may be divided*
43. If a Debate be interrupted by the Adjournment under Standing Order 6, or by proceedings under Standing Orders 27 or 28 or 38, the Member in possession shall on the resumption of the Debate, be allowed to continue that Member's speech. *Interrupted debate*
- Amendments**
44. A Motion which is in possession of the Synod / te Hīnota may be amended by omitting certain words only, by omitting certain words in order to insert or add other words, or by inserting or adding words. *Different forms of amendment*
45. No Amendment not being of a purely verbal nature shall be proposed from the Chair until it shall have been written and handed to the President. *Amendment to be in writing*
46. When an Amendment is proposed to omit certain words the President shall put the question: **That the words proposed to be omitted be so omitted.** *Amendment by omission of words*
47. When it is proposed to insert or add certain words the question shall be: **That the words proposed to be inserted (or added) be so inserted (or added).** *Amendment by insertion of words*
48. When the Amendment proposed is to omit certain words in order to insert other words the question of omitting such words shall be first put as before directed, and if it be decided in the affirmative the question of inserting the words proposed shall be subsequently put; if the insertion of such words be negatived it shall be in order to propose the insertion of other words. *Amendment by omitting words in order to insert others*
49. No Amendment except of a purely verbal nature may be proposed to any part of a Motion after a later part of the said Motion has been amended. *Preceding words not to be amended*
50. No further Amendment shall be proposed of any words after their inclusion in a Motion has been affirmed by a vote of the Synod / te Hīnota. *No amendment of words once affirmed*
51. When an Amendment is under consideration by the Synod / te Hīnota it shall be in order for any Member to read a second or other Amendment to the Synod / te Hīnota, but such Amendment shall not be debated until the first Amendment has been put and dealt with. *Second amendment may be used*
52. No Amendment on an Amendment shall be in order until the latter Amendment has become the Substantive Motion. *Amending an amendment*
53. A Motion which has been amended shall finally be submitted in its entirety to the vote of the Synod / te Hīnota. *Amending motion to be put in entirety*

54. When Synod / te Hīnota has accepted an Amendment which entirely supersedes the original Motion such Amendment becomes the Substantive Motion, and must be submitted to the vote of the Synod / te Hīnota in place of the original Motion. *Amendment which becomes substantive motion*
55. No Member who has already spoken to the Motion before the Synod / te Hīnota may move or second an Amendment thereto; nor may a Member who has moved or seconded an Amendment move or second a further Amendment to the same Motion. *Member who has spoken unable to move amendment*
56. When an Amendment is being considered by the Synod / te Hīnota the debate shall be confined to such Amendment. *Debate confined to Amendment*
57. Any Member may speak once to an Amendment before the Synod / te Hīnota, and the doing so shall not affect that Member's right to speak later to the main question, whether it be amended or not. *Member may speak to Amendment and to main question*
58. i) After putting a question the President shall declare on the sound of voices or upon request on a show of hands, on which side the majority lies. *Sound of voices, or show of hands*
- ii) The President may ask for, or any Member may request, a count of Synod / te Hinota, in which case, the President shall direct that the Lay Members voting "Aye" shall stand in their places, then the Lay Members voting "No" shall stand in their places; the Clergy Members voting "Aye" shall stand in their places, then the Clergy Members voting "No" shall stand in their places; the Bishops voting "Aye" shall stand in their places, then the Bishops voting "No" shall stand in their places. The numbers of Members of each order voting "Aye" and "No" shall be counted by the Clerk and Deputy-Clerk of Synod / te Hīnota, who shall report the result to the President *Standing count*
- iii) Unless a Division by Orders is (on the declaration of the result of the vote) demanded by some Member, a declaration by the President that the resolution has been carried and an entry in the Minutes of the Synod / te Hīnota to that effect shall be conclusive evidence of the fact that such resolution was carried by a majority of each Order, without proof of the number of votes cast in favour of or against such resolution; except that where a resolution is required to be passed by a particular majority there shall be a Division by Orders unless the resolution is passed without dissentient voice, in which case the President shall declare that the resolution has been so carried and an entry in the Minutes of the Synod / te Hīnota to that effect shall be made and shall be conclusive evidence that such resolution was carried by the requisite majority of each Order. *Declaration of Majority*

Declaration of Assent by Tikanga

59. (i) Any member of the Synod / te Hīnota may request a Declaration of Assent by Tikanga on any proposal; *Any member may request*
- (ii) Such a Declaration shall be taken immediately prior to the vote by Orders, and shall not infringe the right (if any) of the mover or any other member to speak in the debate; *Prior to vote by Orders*
- (iii) The President shall ask a representative of each Tikanga whether that Tikanga assents to the proposal. If necessary, any such representative may request an indication by show of hands of the members of their Tikanga; *Tikanga representatives*
- (iv) Any member may demand a Formal Declaration of Assent by Tikanga. In such case the representative of each Tikanga shall sign a list of the members of that Tikanga, (either after each member present has indicated to that representative whether they assent to the proposal or not, or abstain, or after consultation among the members of the Tikanga) declaring whether the Tikanga has assented to the proposal, or not assented, or has abstained; *Formal Declaration*
- (v) If every member of any Tikanga shall abstain, that Tikanga shall be deemed to have assented to the proposal; *Tikanga may abstain*
- (vi) If the proposal has not been assented to by all three Tikanga, the President shall declare the proposal to be lost, and shall not proceed further to a Vote by Orders. *Lack of assent*

Division by Orders

60. Whenever a Division by Orders is called for, the President shall ring a bell and after an interval of one minute the President shall a second time put the question and declare on the sound of the voices or upon a show of hands on which side the majority lies. If no Member demands a Division by Orders on the second declaration of the result, no Division by Orders shall take place. But if a Division by Orders be again demanded, the President shall first ask whether any member requests a Tikanga Declaration or the withdrawal of any Tikanga or Order for further deliberation. When and if such a request has been complied with, the President shall then direct that the Division by Orders be taken. *Procedure for divisions*
61. The President shall appoint a Clerical and a Lay Teller for each party for the purpose of taking the Votes of the Clergy and Laity and checking the Division Lists; the Clerical Teller voting "aye" shall act with the Lay Teller voting "no" and vice versa. *Tellers to be appointed*

62. The Tellers shall first record their own votes and shall then take the votes of the other Members present, first of the Clergy, then of the Laity. *Tellers votes recorded*
63. Each of the Division Lists shall be signed by the two Tellers who have checked it, and shall then be delivered to the President. *Tellers to sign Division Lists*
64. The votes of the Bishops shall be taken by the Clerk, who shall report the same to the President. *Bishops votes*
65. When the President has received the Division Lists the President shall declare the result of the Division. *President to declare results*
66. The names of Members voting in a Division by Orders shall be recorded in the Minutes, if a request to that effect signed by not less than six Members be made in writing to the President before the adjournment of the sitting. *Request for names to be recorded*

Committee of the Whole Synod / te Hīnota

67. When any question is before the Synod / te Hīnota it shall be in order for any Member to move without Notice that the Synod / te Hīnota go into Committee to consider the same. The Question that the Synod / te Hīnota go into Committee shall, if seconded, be put forthwith without debate. *Motion to go into Committee*
68. If the motion to go into Committee be carried the President shall immediately declare the General Synod / te Hīnota Whānui to be in Committee. *Presiding in Committee*
69. The Orders of Synod / te Hīnota shall where applicable govern procedure in Committee. **Provided that** it shall not be necessary that a Motion or Amendment should be seconded. **Provided further that** any Member may speak more than once, or propose more than one Amendment, to the same question **provided further that** except by the leave of Synod / te Hīnota in Committee, given in each case, a speech in Committee shall not exceed three minutes. *Procedure in Committee*
70. The Committee may consider such matters only as have been referred to it by the Synod / te Hīnota. *Consideration restricted*
71. When any matter referred to the Committee has been considered the President shall move that the Synod / te Hīnota shall resume, and if that Motion be carried the Synod / te Hīnota shall immediately resume. The President shall repeat to the Synod / te Hīnota the details of the decision of the Committee on the matters referred to it and shall then move that the decision of the Committee be a decision of the Synod / te Hīnota. *Report to Synod / te Hīnota*

72. A Motion may be made during the proceedings of the Committee that further consideration of the matter by the Committee be deferred for later consideration by the Committee, and if that Motion be carried the Synod / te Hīnota shall immediately resume. *Motion to report progress*
73. A Motion in Committee that the Synod / te Hīnota resume will, if carried, supersede further proceedings of the Committee in respect of the matter then under consideration, and the Synod / te Hīnota shall immediately resume. *Motion that the Synod / Hīnota resume*

Select Committees

74. A Motion for the appointment of a Select Committee shall contain the names of the members proposed to serve on such Committee, and the mover in every case shall be a Member of the Committee. As far as is possible, the membership of any Select Committee shall include at least one member from each Tikanga; provided that in any particular case the representatives of any Tikanga may agree to waive their right to membership of that Select Committee. *Motion for Select Committee to contain names*
75. The Motion that a Committee be appointed and the Motion for the appointment of persons to serve on such Committee shall be decided separately. *Committee appointment and names separate*
76. Unless otherwise ordered no Select Committee shall consist of less than four or more than nine Members. In all Select Committees the Quorum shall be three Members unless otherwise ordered. *Number and quorum*
77. The mover for a Select Committee shall convene the first meeting thereof, and the Committee shall elect its own Chairperson previous to the commencement of business. *Convening and chairing*
78. The Motion for appointment of a Select Committee shall name a day on or before which the Committee shall present its Report. **Provided that** on or before such day the Committee may ask for an extension of the time. *Day named for report*
79. When the Report of a Select Committee has been read no discussion shall take place thereon, but it shall be laid upon the table. *Report once read to lie on table*
80. Every Report of a Select Committee shall be signed by the Chairperson or by some other Member thereof acting in the Chairperson's behalf. *Report to be signed*
81. Notice shall be given of any Motion that the Report be printed, or that action arising out of the Report be taken. *Motion required for action*
82. It shall be competent to Synod / te Hīnota by Resolution to direct that a Report be referred back for further consideration by the Committee presenting the same. *Synod / te Hīnota may move for referral*

Bills

83. 83.1 A Bill to enact, amend or repeal any non-fundamental clause of the Constitution / te Pouhere or any Canon must be lodged with the General Secretary at least ten weeks before the opening day of that Session of the General Synod / te Hīnota Whanui. [2006]
- 83.2 The following process is then followed:
- (a) The General Secretary circulates the Bill to the Statutes and Canons Committee at least nine weeks before the opening day of the Session.
 - (b) The Committee considers the Bill and reports to the mover any alterations it considers necessary
 - (i) to prevent conflict with the Constitution / te Pouhere, the Canons or previous legislation of the Synod / te Hīnota, or
 - (ii) to make the intention of the Bill clear and avoid difficulty in its interpretation, or
 - (iii) to comply with principles of plain language drafting
 - (c) The Committee reports the Bill with any changes agreed to by the mover to the General Secretary at least six weeks before the opening day of the Session
 - (d) The report includes advice to the President of any changes recommended by the Committee but not agreed to by the mover.
- 83.3 A Bill which has not been lodged ten weeks before the Session may only be introduced with the leave of the Synod / te Hīnota, without dissent. The Bill must then be referred immediately to the Statutes and Canons Committee and must not progress further until the Committee has reported on it.
- 83.4 Bill may not be introduced after the third day of the Session, except upon the recommendation of a Select Committee.

Stages:

84. A Bill shall have been passed by the Synod / te Hīnota when each of the following stages has been completed: [2006]

- (a) Introduction
- (b) Approval in Principle
- (c) Approval in Detail
- (d) Confirmation

Introduction:

- 85.1 In the case of Bills which have been lodged with the General Secretary ten weeks before the Session the President shall move a single motion in the following or similar form: [2006]

That the Bills numbered One to [number to be inserted] on the Order Paper be introduced and that Consideration in Principle of each bill be set down as an Order of the Day for [day or days to be inserted]

- 85.2 If any member requests the President to do so, the President must make the introduction of a particular Bill the subject of a separate motion.

Approval in Principle and in Detail:

[2006]

- 86.1 If the Synod / te Hīnota approves the Bill in principle the Bill is considered in detail in the Committee of the whole Synod / te Hīnota immediately or at a time set by the Synod / te Hīnota.
- 86.2 A Bill may only be amended in Committee.
- 86.3 When the Committee has completed its consideration of the Bill and reported its decisions to the Synod / te Hīnota the confirmation of the Bill shall be ordered for a specified day.

Confirmation:

- 87.1 The President may move the confirmation of any Bills set down for confirmation in the same sitting of the Synod / te Hīnota in a single motion. [2006]
- 87.2 If any member requests the President to do so, the President must make the confirmation of a particular Bill the subject of a separate motion.
- 87.3 A Bill may be recommitted for further amendment at any stage before it has been confirmed.
- 87.4 When a Bill has been confirmed it shall be a Statute passed by the Synod / te Hīnota.

Referral to a Committee:

- 88.1 The Synod / te Hīnota or the Committee of the whole Synod / te Hīnota considering a Bill may refer it or any part of it to the Statutes and Canons Committee in order. [2006]
- (a) to prevent conflict with the Constitution / te Pouhere or the Canons, or
 - (b) to make the intention of the Bill clear and avoid difficulty in its interpretation, or
 - (c) to comply with principles of plain language drafting
 - (d) to draft amendments necessary because of amendments already passed.
- 88.2 The Synod / te Hīnota or the Committee of the whole Synod / te Hīnota may when considering a Bill refer the Bill or any part of it to a Select Committee to report on any amendments it considers desirable.
- 88.3 If a Bill has been referred under this Standing Order to the Statutes and Canons Committee or to a Select Committee the mover of the Bill is a member of that Committee while it considers the Bill.
- 88.4 Further consideration of the Bill or part of a Bill referred to the Statutes and Canons Committee or a Select Committee is adjourned until the Committee concerned has reported.

Please note that due to 2006 Revision the next Standing Order is numbered 93

Commissions

93. Synod / te Hīnota may by Resolution refer any matter to the consideration of a Commission, which shall report thereon to the next General Synod / te Hīnota Hīnota Whānui, *Commissions may be established*
94. Such Commission shall not necessarily consist solely of Members of the Synod / te Hīnota. *Membership*
95. The Resolution setting up a Commission shall name one of the Members thereof as Convenor, but the Commission shall elect its own Chairperson. *Convening and chairing*
96. The Report of a Commission shall be treated in the same manner as one of a Select Committee. *Report of a Commission*

Forms of Prayer

97. Whenever it shall be proposed to the General Synod / te Hīnota Whānui to authorise any Form of Prayer for general use throughout this Church the Motion shall be made by one of the Bishops; and when Notice of such Motion shall be given a number of printed copies of such Form of Prayer not less than the whole number of Members of Synod / te Hīnota shall be laid on the table; and not less than two clear days shall intervene between such Notice of Motion and bringing the Motion before the General Synod / te Hīnota Whānui, except where notice of the proposal has been given to the General Secretary not less than seven weeks before the Session, and dispatched to Members of Synod / te Hīnota at least five weeks before the commencement of Synod / te Hīnota.

Procedure for adopting Forms of Prayer

Miscellaneous

98. Every Question proposed to be asked of the President or of any Member of the Synod / te Hīnota shall be with Notice: and the Answer, if any, shall be in writing. The Question and Answer, if any, shall be read without explanation or comment on either side; but they shall not be recorded on the Minutes except by Order of the Synod / te Hīnota, which may be made on Motion without Notice.

Questions and answers not to be minuted

Copies of Synod / te Hīnota documents

Nominations may be accompanied by brief factual statement

Explanatory notes for bills and motions

Suspension of Standing Orders

- (ii) Any other Standing Order may be suspended on Motion without Notice, provided that such Motion shall not be deemed to be carried if at least five Members vote against it. *Motion for suspension not to be debated*
103. A Motion to Suspend a Standing Order shall state the purpose for which the suspension is desired, and shall, if seconded, be put without debate; and the suspension, if granted, shall not allow of the introduction of any matter other than that specified in the Motion. *Altering or annulling Standing Orders*
104. Except where notice thereof has been given to the General Secretary not less than seven weeks before the Session, and dispatched to members of Synod / te Hīnota at least five weeks before the commencement of Synod / te Hīnota, no proposal for enacting, amending, or repealing any Standing Order of the Synod / te Hīnota shall be entertained until the second Sitting Day after the Notice of such proposal has been given; and every such proposal shall be considered by the Committee of the whole Synod / te Hīnota before it is submitted to the vote of the Synod / te Hīnota. *Cases not provided for*
105. Reports to the Synod / te Hīnota required by the Canons or by a previous Session of the Synod / te Hīnota may be presented together under a single Motion with the consent of the reporting body or the member presenting the report PROVIDED THAT such a Motion shall be considered by the Committee of the whole Synod / te Hīnota before it is adopted. *Reports presented under single motion.*
106. Cases not herein provided for shall be governed by the Standing Orders of the House of Representatives so far as applicable to the proceedings of the Synod / te Hīnota and Committees thereof respectively.