

ANGLICAN DIOCESE OF WAIAPU SYNOD INFORMATION

This information is issued to assist members of Synod in taking a full part in the proceedings. It should be particularly helpful to new members attending for the first time.

Seating Arrangements

Members may sit in Parishes or in whatever grouping they wish. During the Conference Session it could be helpful to sit alongside someone from a different Parish to enable you to share your own Parish experience and hear theirs.

Synod Papers

All members are issued with a "Summons" by the Bishop. This is sent at least 30 days before the date of the first day of Synod.

You are also receiving:

1. A notice giving details of the main events.
2. An Order Paper setting out the motions and bills to be debated at Synod.
3. Supporting material to some motions.
4. Appendix 1 which contains the Diocesan Budget for 2023
5. Appendix 2 which contains the Reports to Synod.
6. Appendix 3 which contains the Financial Statements for the past year.
7. A copy of the Standing Orders of the Synod.

Procedures

Speaking in Synod

1. If you want to speak, raise your hand and wait for the President (or Chairman of Committees) to call on you. Begin by giving your name and Parish (unless the President has introduced you as he asks you to speak). You have a maximum of four minutes to speak unless you are formally moving a motion, when you can speak for eight minutes, or as a Seconder four minutes. The President will decide whether you have spoken to time.

You must speak to the motion being debated but it is in order to ask for a point of clarification. You must state (unless just asking a question) whether you are for or against the motion.

You cannot speak to any one motion more than once unless in Committee or if you are the Mover of the motion summing up at the end of the debate.

Moving an Amendment

2. If you want to move an amendment, stand as before and then state that you want to amend the motion. Read the amendment from a written script.

See Standing Order 28/44 for details. A written copy of the amendment must be passed to the President so that it can be read to members and handed to the Synod Secretaries. You cannot move an amendment if you have already spoken in the debate.

Synod in Committee

3. Sometimes the Synod, by a motion without notice, goes into "Committee" to discuss matters more fully. This gives opportunity for a "question and answer" or "page by page" type of discussion. You can speak as often as necessary in Committee.

Voting

4. **How do you vote?**

The President will ask all those voting in favour of a motion to say aye and those against no. On most motions he will put this to the whole Synod and declare the result. On other motions, the President may ask the Clergy and the Laity to vote separately. If the President or any other member calls for a division (see Standing Orders Page A5) then a further vote by voices is taken after an interval of three minutes. A show of hands may be requested to count those voting for each side. Different colour cards will be issued for clergy & laity to facilitate a show of hands. If you want to abstain from voting or wish to return to the room to vote then you have those three minutes to leave or enter the Synod Room. Once inside everyone eligible must vote. If anyone is not satisfied that the result is clear or they wish to have recorded how everyone voted then they can call "Division" a second time and the President will then ask, members to divide "by Houses" (i.e. the Clergy, Laity and Bishops' separately) and record their vote.

Any motion or bill will be passed only if it receives the majority of votes (either by voice or as recorded) in each house. It can be defeated by a majority of negative votes of either the Laity or the Clergy or Bishop.

When the Vicar General presides over Synod then that vote is in the House of Bishops.

Elections

5. **What happens at elections**

There are elections for various Committees or for General Synod and Inter-Diocesan Conference representatives. These are normally for a two year period. The method of election for each office differs.

- (a) Most Committees put up a list of names of members and ask Synod to confirm these by motion. If you want to amend the list by deletion or addition, you simply move an amendment in the usual way (see 2 above.)
- (b) Some Committees require that nominations be made by members of Synod and then an election (if nominations exceed the number required) is held. In the Order Paper you will find the details of the elections to be held and the number required. Nomination forms are obtained from the Secretaries in the Synod room.

- (c) The Representatives for General Synod/Te Hinota Whanui and for the Inter-Diocesan/Synodical Conference are elected in alternate years from the Standing Committee election. The procedure is similar to (b). Nominations always close earlier than the time for election so nominations will be called on the 1st full day of sitting.

Bills

6. **What is a Synod Bill** - If a change is to be made to the Diocesan Canons or to a Parish's status then a Bill is required to make the change.

The Rules governing the procedure are set out in Standing Orders 57/62. Usually the Synod agrees to allow the Bill to be read "the first time" so that it can be considered properly by the Synod at its second reading. At the second reading the mover and the Seconder speak to the principle as to why the bill is required and should be enacted. If the synod agrees to the principle it will pass the second reading and then consider the wording of the Clauses of the Bill "in Committee." Here it can be amended as required and if the Committee votes in favour the Bill is reported back to the Synod. Later it will be considered again in its final form at a third reading and if passed it becomes an "Act" of Synod. A Bill can be defeated by voting at any stage or consideration be suspended or amended any time in Committee after the Second Reading and before the Third Reading is given approval.

Commissions

7. **Commissions**

For details of how to ask for a Commission see page A7.

General Synod - Diocesan Synod

8. **What is the connection between General Synod and the Diocesan Synod?**

All actions taken by General Synod are binding on a Diocesan Synod. However General Synod often has to have the assent to its Statutes by the three Tikanga, e.g. Te Runanga of Te Pihopatanga-o-Aotearoa, Diocesan Synods of New Zealand and the Synod of the Diocese of Polynesia, before they are finally passed. This is especially true of alternative services of worship and changes to the Constitution (but not the General Synod Canons).

General Synod can also pass legislation which permits but does not require Dioceses to take certain action. It is the responsibility of the General Synod members to report the actions of General Synod to the Diocesan Synod but they are not required to promote legislation to make changes unless General Synod seeks assent to a Statute to change services or the Constitution.

The Diocesan Synod can act as a result of General Synod legislation any time before the next session of General Synod which is held every two years.

A Diocesan Synod can request its representatives to introduce legislation at General Synod to make any changes it desires. However, its representatives can vote on that legislation in any way they think best at the time.

Much of the life and organisation of the Church is governed by General Synod and you will hear reference to the "Blue Book" which is the Manual of the Constitution, Canons and Standing Orders of the Anglican Church in Aotearoa, New Zealand and Polynesia. Clergy should have

a copy as well as the General Synod Representatives. You should be able to borrow one during Synod if you want to look up some detail.

Finance

9. (a) **Annual Financial Statements**

The Financial Statements of the Diocese for the past year are considered in a motion for their adoption, and this motion is referred to "the Committee of Synod." You can ask any questions or correct any mistake during this consideration.

(b) **Budget**

The Annual Budget is approved for the work of the Diocese (except at Parish level) in a motion. You can move an amendment to add or delete any item or change an amount. Again these amendments are usually taken in the "Committee" consideration.

(c) **Sustentation/Allowances/Assessment**

Clergy Stipends, allowances, pensions and the percentage of the total budget paid by each Parish are all fixed by Standing Committee under the Diocesan Canons. Synod can request but not require Standing Committee to take a certain course of action in this regard.

Synod Attendance Records

10. Those unable to attend the Synod at all or part of any day of the Synod should write to ask the Bishop for leave of absence.

If for a special reason after arriving at Synod you find it necessary to leave Synod, you should advise the President or the Diocesan Registrar and obtain leave.

You should sign the attendance register each day.

Synod Etiquette

You are asked to acknowledge the Chair when leaving and entering the Synod room while Synod is in session.

You are asked to stand silently for the entry and departure of the President, Chancellor, and Chaplain at the beginning and end of each session.

These notes have been prepared to assist you. They are not the Standing Orders. For all legal points you must refer to the Diocesan Canons and Regulations.

Ask for God's guidance and use your opportunity of service with wisdom.