



Jersey
Deanery

**RULES
of the
JERSEY DEANERY SYNOD
Under the episcopal authority of the
Bishop of Salisbury, with the Mandates
and
Constitutions of its Committees**

Dear Friends,

I commend these rules to you, in the hope and expectation that they will provide a firm framework for our discussions and decisions when we meet to discharge our Synodical responsibilities, as we make Jesus known within our Island community.

Since our formal attachment to the Diocese of Salisbury in 2021, the Deanery has continued to administer its own processes through the Deanery Office but in partnership with the Diocese. Our Island Synod enables us to pass Church of England Legislation and Measures that are appropriate to the Island, as well as pass local motions and discuss matters of theology, mission and ministry pertaining to the life of the Church of England in Jersey.

Bishop Stephen joins me in commending these rules to you and may God continue to bless his work in our midst.

Very Reverend Michael R Keirle
September 2024

Approved by Bishop Stephen of Salisbury September 2024

RULES

These Rules of the Deanery of Jersey were made by the Deanery Synod under powers conferred upon it by the Channel Islands (Representation) Measure 1931 (as amended) to replace those previously made by the Deanery Synod and remaining in force on the date on which these Rules were adopted.

Adopted by the Deanery Synod on 21st November 2023

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PART ONE

GENERAL PROVISIONS

FUNCTIONS OF THE DEANERY SYNOD

1. The functions of the Deanery Synod shall include:
 - a. To consider matters concerning the Church of England, to make provision for such matters in relation to the Deanery and express its opinion on any other matters of faith or public interest.
 - b. To bring together the views of the Benefices of the Deanery (Benefice includes Parishes, Districts and Proprietary Chapels.) on common problems, to discuss and formulate common policies on those problems, foster a sense of community and interdependence amongst those benefices and promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical within the Deanery.
 - c. To make known, as appropriate, and put into effect any provision made by the Diocesan Synod and, where appropriate, to bring General Synod Measures to the Deanery Synod for their inclusion within our structures.
 - d. To consider the business of the Diocesan Synod and particularly any matters referred to that Synod by the General Synod and sound out parochial opinion whenever it is appropriate to do so.
 - e. To raise such matters as the Deanery Synod considers appropriate with the Diocesan Synod; and
 - f. To support and encourage the work of the Deanery about Mission and Church Growth, Social Responsibility, Pastoral Care and Finance.

Provided that the functions referred to above shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

2. All financial functions relating to the Benefices and other churches of the Deanery, including but not limited to the determination of parochial shares to meet the expenditure of the Deanery, and its agreed financial contributions to the Diocese, shall be exercised by the Deanery through the Deanery Finance Committee.
3. In these Rules "quota" means an amount to be subscribed to the expenditure of the Salisbury Diocesan Board of Finance to cover such items as clergy stipends, clergy pension contributions, the Deanery's contribution to the National Church, the Deanery's contribution to Diocesan administration costs and other direct and indirect costs allocated by the Diocese to the Jersey Deanery.

MEMBERSHIP OF THE DEANERY SYNOD

Membership

4. The Deanery Synod shall be composed of two Houses: the House of Clergy and the House of Laity:
 - a. The House of Clergy shall comprise:
 - i. The Dean.
 - ii. All beneficed and licensed clergy in the Deanery.
 - iii. An elected representative of clergy resident in the Deanery and holding permission to officiate (PTO).
 - b. The House of Laity shall comprise:
 - i. Representatives of the laity elected in accordance with the provisions of Part Two of these Rules.
 - ii. Lay members co-opted under the Rule 6.
 - iii. Members of the House of Laity of the General Synod whose names are inscribed on the Electoral Roll.
 - iv. All persons elected as Lay Members of the Diocesan Synod.

Roll of Members

5. The Deanery Synod Secretary shall keep a roll of the members of the Synod constantly up to date, including the name, e-mail, postal address and benefice of any Church or Chapel.

Procedure for Co-opting

6. The co-opting of additional members shall be by resolution of the respective House passed on a motion moved either on behalf of, or by permission of, the Standing Committee of the Deanery Synod, to a maximum of three of either House.
7. Unless the House concerned fixes a shorter period of office, co-opted members shall retire on the following 31st day of May.

Ecumenical Representatives

8. Other Churches may be invited by the Dean or Deanery Synod to send representatives to attend a meeting or meetings of the Deanery Synod. Subject to Rule 8 below, a representative of another Church in attendance at a meeting of the Synod may speak in any debate.
9. A representative of another Church may not:
 - a. Move any motion or amendment.
 - b. Exercise any voting rights.

10. These Rules shall apply to a speech by a representative of another Church in the same way as they apply to a member of the Deanery Synod.

Participation by Non-Members

11. The following shall have the right to attend and speak but not to move any motion or amendment or to vote in the Synod:

- a. The Bishop, or a duly appointed commissary.
- b. The Registrar of the Diocese.
- c. Visitors invited by either of the joint Chairs, or the Standing Committee.

THE JOINT CHAIRS

General

12. The Dean shall chair the Deanery Synod jointly with the Chair of the House of Laity elected triennially by that House. During the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The Lay Chair shall continue in office until the end of the meeting at which their successor is elected, unless they resign, or ceases to be qualified.

Election of Lay Joint Chair

13. In the event of a vacancy in the office, the House of Laity shall hold a special meeting to elect the Lay Chair. A member of the House of Laity appointed by the Dean shall act as Chair for such meeting. Whosoever presides shall have a vote but no casting vote in the election. In the case of an equality of votes the decision shall be taken by lot.

CHAIR OF THE MEETING

Meetings of the Deanery Synod

14. At a meeting of the Deanery Synod the Dean shall preside if he so desires and if he is absent, or being present so elects, the Lay Chair shall preside. If both are absent, or elect not to preside, one of the Vice-Deans present, shall preside. If both Chairs and Vice-Deans are absent the meeting shall elect a Chair.

Powers of the Chair Presiding.

15. Subject to these Rules, the proceedings at any meeting of the Deanery Synod shall be regulated by the Chair presiding at that time and those of the proceedings of either house by the Chair of that House or in their absence a member of that House chosen by the members present.

Separate Meetings of the Houses

16. The joint Chairs shall preside over any separate meetings of their respective Houses, but if either is absent a member of the House chosen by the members present shall take the chair.

OFFICERS OF THE DEANERY SYNOD

Officers

17. The Officers of the Deanery Synod shall comprise of the Dean, the Lay Chair, the Deanery Synod Secretary, and the Finance Chair.

Appointment and Term of Office

18. At the first meeting after any triennial election, the Deanery Synod shall appoint a Deanery Synod Secretary and a Finance Chair. Unless they resign, the persons appointed shall serve until the conclusion of the meeting at which their successor is appointed. The Chapter Clerk shall act as Secretary of the House of Clergy and the Deanery Synod Secretary, if a layperson, shall act as Secretary of the House of Laity. If the Secretary is not a layperson the House of Laity shall elect a layperson to act as Secretary of that House.

19. The Deanery Synod Secretary shall:

- a. Be responsible for the administrative arrangements for meetings of the Synod.
- b. Attend such meetings.
- c. Prepare the draft agenda papers and minutes of the synod; and
- d. Perform such other duties as the Synod shall assign.

STANDING COMMITTEE

Membership

20. There shall be a Standing Committee (SC) of the Synod. Membership of the committee shall be:

- a. Ex-officio:
 - i. The Dean
 - ii. The Lay Chair
 - iii. The two Vice-Deans
 - iv. The Finance Chair
 - v. A Proctor*
 - vi. The Deanery Synod Secretary*
 - vii. The Deanery Executive Secretary*

*Non-voting, ex-officio members

b. Elected:

- i. Two members of the House of Clergy
- ii. Two members of the House of Laity

21. Total Membership of the Standing Committee shall be 12. The Standing committee shall have no power to co-opt additional members.

22. The quorum shall be 5 voting members, two of whom shall be members of Clergy and two of whom shall be members of Laity.

23. The Deanery Synod Secretary, the Deanery Executive Secretary, and a Proctor, if members of the Synod, may attend meetings of the SC and may speak, but shall not have a vote.

24. The Dean is the Chair of the SC. In their absence the committee is to be chaired by the Lay Chair, or one of the Vice Deans in the absence of both the Dean and the Lay Chair.

Elected Members

25. Elected members of the SC shall retire on the election of their successors, or on ceasing to be qualified.

26. Elections to the SC shall take place once every three years at the annual business meeting.

27. Elections to the SC shall be by the respective Houses and voting shall be by Houses.

28. Elections shall be by simple majority, unless the Synod decides that the method of the single transferable vote shall apply.

Functions of the Standing Committee

29. The functions of the SC are to:

a. Initiate and advise on proposals; to ensure that members are adequately informed on questions raised and other matters of importance to the Deanery; to prepare the agenda for and transact the business of Synod between meetings; and to make such appointments and to do such other things as the Synod may delegate to it;

b. Consider the form and legality of Deanery motions to the Diocesan Synod.

c. Constitute and appoint such sub-committees as it may from time-to-time resolve. On the nomination of the Dean the SC shall decide the Chair of such sub-committees; and

d. Appoint other committees, working groups or individuals to undertake business in conformity with its constitution and against such timelines and with any such rules, constitutions, membership, and resources as it sees fit and considers helpful.

PROCEDURE OF COMMITTEES

By whom determined

30. Subject to these rules and any resolution of the Synod, procedures of a committee, including the Standing Committee, shall be determined by itself. Deanery Synod reserves the right to form additional committees and working groups with such chairs, membership (including save in respect of the Standing Committee the power to co-opt persons who are not members of the Deanery Synod) term of office, functions, mode of appointment and other procedure as it sees fit.

MISSION AND CHURCH GROWTH COMMITTEE

Membership

31. The Deanery Synod shall constitute and appoint a Deanery committee for Mission and Church Growth (M&CG), which shall be responsible for fostering missionary, evangelistic and ecumenical initiatives to encourage church growth plus support of the Church in countries overseas. Membership of the committee shall be:

- a. Ex-officio: One of the Vice-Deans appointed by the Dean.
- b. Elected: Four persons, two from each House who shall be members of the Deanery Synod, from which a Chair will be appointed.

SOCIAL RESPONSIBILITY COMMITTEE

Membership

32. There shall be a Social Responsibility Committee (SRC) of the Synod, which, subject to any general direction of the Synod, shall have responsibility to hold before the Synod matters of peace, social justice, and the environment. Membership of the committee shall be:

- a. Ex-officio: One of the Vice-Deans appointed by the Dean.
- b. Elected: Four persons, two from each House who shall be members of the Deanery Synod, from which a Chair will be appointed.

PASTORAL COMMITTEE

Membership

33. There shall be a Pastoral Committee (PC) of the Deanery Synod, which, subject to any general direction of the Synod, shall have responsibility to consider, with the Dean the needs and the provision of ministry to the Parishes and Districts, and to other sectors and industries as deemed appropriate. Membership of the committee shall be:

- a. Ex-officio: One of the Vice-Deans appointed by the Dean.

- b. Elected: Four persons, two from each House who shall be members of the Deanery Synod, from which a Chair will be appointed.

FINANCE COMMITTEE

Membership

34. There shall be a Finance Committee (FC) of the Synod, which, subject to any general direction of the Synod, shall have responsibility for the financial affairs of the Deanery. Membership of the committee shall be:

- a. Ex-officio:
 - i. A Vice-Dean*
 - ii. Finance Chair
 - iii. The Deanery Executive Secretary*
- b. Elected:
 - i. Four lay members.
 - ii. Three clergy members.

*Non-voting, ex-officio members

35 A Chair will be appointed from the lay members of the committee.

36 Total Membership of the Finance Committee shall be 10.

37 The quorum shall be 5 voting members, two of whom shall be members of Clergy and two of whom shall be members of Laity.

Mandate

38 To conclude, based on general directions from the Deanery Synod, an agreement with any diocesan or other authority of the Church of England on the amount to be paid each calendar year by the Deanery of Jersey in respect of:

- a. The stipends and pension contributions of the clergy, to include the Dean, in Jersey; and
- b. The appropriate contribution to be made by the Deanery towards any diocesan, or central expenses of the Church of England.

39 To assess, after consultation with the Dean, the local financial needs of the Deanery in relation to:

- a. Any top-up of clergy pension contributions that may be required.
- b. Any health grants to and travel expenses of the clergy.
- c. To negotiate the part-funding of Deanery posts with the Crown (Receiver General)
- d. The administrative and any other expenses of the Deanery.

40 To manage and to invest the funds of the Deanery and any other monies of the Deanery, as it may see fit.

41 To determine a methodology for apportioning the financial needs of the Deanery (including Share and local financial needs) between the twelve ancient parishes, the Proprietary Chapel of St. Paul's, the Consolidated Chapelry of St Matthew, the Ecclesiastical Districts of St. Martin de Gouray, St Andrew, St Mark, and St Luke with St James and the United Benefice for the Ecclesiastical District of All Saints.

42 To monitor Share payment made by Churches and Chapels and to discuss regularly with the representatives of each, their ability to pay a fair proportion of those financial needs.

43 Before 1st November of each calendar year, to prepare for the consideration and approval of the Deanery Synod a draft Budget of the proposed income and expenditure of the Deanery for the succeeding year.

44 To undertake any other specific tasks that it may be mandated to undertake by the Deanery Synod.

MEETINGS OF THE SYNOD

Ordinary Meetings Required Annually.

45 The Synod shall meet at least three times in every year and shall hold one of these meetings (in these Rules referred to as the Annual Business Meeting) not later than 31st July for the purpose of receiving and approving the annual accounts of the Deanery. Not later than 30th November in each year the Synod shall meet to receive the budget proposals for the following financial year. Subject to this, meetings shall take place at such times and places as the Dean shall decide after consulting with the SC and taking account of the dates fixed for the meetings of the Diocesan Synod.

Other Meetings

46 The joint chairs may summon a meeting of the Synod at any time. If they refuse or neglect to do so within 28 days after a requisition for that purpose signed by at least ten percent (10%) of the members of the Synod such members may forthwith summon a meeting.

Special Meetings

47 In the case of sudden emergency, or other special circumstances, the joint Chairs may summon a special meeting at not less than one week's notice. The quorum required for such a meeting shall be a majority of the members of each House and only business specified on the agenda may be transacted.

SEPARATE MEETINGS OF THE HOUSES

When Held

48 Either House shall sit and vote separately if the Deanery Synod resolves, or the House decides to, or these Rules, or the Rules of the House, provide. Each House may determine its own procedure consistently with these Rules.

AGENDA FOR MEETINGS OF SYNOD

Content

49 Subject to these Rules and any resolution of the Synod and without prejudice to the rights of individual members to a reasonable opportunity within the time available of bringing matters before the Synod, the Standing Committee (SC) shall decide on the agenda for each of its meetings, specifying within it:

- a. The notice that has been received (See Rules 55 and 56 below).
- b. The business of any earlier meeting not disposed of or withdrawn.
- c. Matters arising from the Diocesan Synod, which are of concern to the Deanery Synod and any matters referred to the Diocesan Synod by the General Synod; and
- d. The order in which the business on the agenda shall be considered.

Circulation

50 The Secretary shall e-mail an agenda paper to every member at least two weeks before a meeting, or in the case of a meeting called at less than two weeks' notice, at the same time as the notice. E-mail is the preferred method of delivery, but members may request postal delivery.

Report on Proceedings

51 Every agenda, having invited comment on such minutes in draft, shall include the approval as a correct record of the minutes of the last meeting.

Addresses, Papers, and Discussions

52 Subject to the provisions of Rule 56 below, an individual motion put forward by not less than 10% of Synod members; or if accepted by the SC, put forward by any other member: or put forward by the SC itself, will be included in the next Synod agenda. An address or paper of reasonable length (as the chair of the meeting may decide at their discretion) pertinent to the motion may be given at that meeting by a member of the said 10% nominated by them, or the said other member, or a member of the SC. If agreed by the SC, or by a majority at that next meeting (being a quorate meeting), the address or paper may be given by a visiting speaker. Subject to the General Rules for Debate below, general discussion may then follow.

Business Permitted to be considered.

53 Save for urgent or other especially important business added thereto by the direction of the joint chairs a meeting of the Synod will only deal with business detailed on the agenda, unless half of the members present agree to new business being considered.

Varying the Order of Business

54 The order of business may be varied by the Chair at their discretion, or by resolution of the Synod put without debate.

NOTICE OF BUSINESS

General

55 Notice of any business for a meeting of the Synod will be in writing and sent electronically, or by hard copy, by the Secretary in accordance with Rule 56.

Length of Notice

56 Subject to Rule 52, the following periods of notice are required:

- a. New business for the agenda: 3 weeks.
- b. Motions and amendments arising from the agenda: 7 days.

Dispensing Powers

57 Notice of a motion arising from the agenda, or of an amendment may be dispensed with by permission of the Chair, or by resolution of the Synod and a copy of such notice shall be signed and delivered to the Secretary, if the Chair so requests.

Procedural Motions

58 Procedural motions mentioned in Rules 78 – 79, below, may be moved without notice, unless express provision is made to the contrary.

POWERS OF THE CHAIR

Procedures

59 Subject to these Rules, the person who is presiding shall regulate the procedure at any meeting of the Synod, or either House.

MINUTES

Circulation

60 The Secretary shall prepare minutes of every meeting, which shall be circulated to members, in draft, within 10 working days of the meeting. The following rule shall apply to minutes of meetings of Synod. Names of those attending will be recorded

and will be available for inspection by members but, subject to any applicable law, shall not be circulated more widely. Amendments and comments to the draft minutes are to be sent to the Secretary within ten working days, after which time the minutes of the proceedings of that meeting will be sent to the members, and in the case of the Deanery Synod, to the SC and later be submitted to the Deanery Synod for approval at its next meeting.

QUORUM

One Third of Each House

61 Except as provided in Rule 78, a quorum shall be one-third of the members of each House of the Synod.

If Quorum is Not Present

62 The Chair shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is not present. No decision of the Synod shall be invalidated by the absence of a quorum, unless the Chairman's attention is called to it, or to the possibility of it happening, immediately after the vote being taken, or at an earlier time during the meeting.

GENERAL RULES OF DEBATE

Order of Speeches and Speaking

63 The Chair shall call upon members who desire to speak and may invite them in advance to give their names to the secretary in writing. The Chair shall also determine the order in which they speak. Every speech shall be addressed to the Chair. Speeches shall be succinct and relevant to the matter under debate.

Breach of order

64 The Chair shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward by the same or any other member, unbecoming language, disregard of the authority of the Chair, or any other breach of order, and may order the member to end any speech which is being made.

Moving Instead of Another Member

65 If the member, who gave notice of a motion, or amendment, on their name being called, chooses not to move it, another member may do so in their stead.

Opportunity for Questions

66 Immediately after a motion has been moved the Chairman will give members an opportunity to ask questions of the mover or speaker, or to address the motion.

One Motion at a Time

67 During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 78. No other amendment may be moved on the same motion before the prior amendment is decided. The Chair may however permit two or more motions, or amendments to be discussed but not voted on if circumstances suggest to them that this course would facilitate the proper conduct of the Synod's business.

Reconsideration and Rescission

68 No motion or amendment to the same effect as, or dependent on, one that has been rejected within the preceding twelve months and no motion to rescind a resolution passed within the same period shall be proposed without the agreement of the SC unless an appeal by a majority of the membership of Synod is received within the notice periods set out in Rule 56, above. In which case the subject will be included as an agenda item in the following meeting of Synod.

Points of Order

69 A member may submit a point of order under these standing orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what is to be said in the form of a succinct question.

Personal Explanations

70 A member may ask permission to interrupt a debate to make a personal explanation but only to correct an important misunderstanding of fact during that debate regarding what that member has said, or to explain some matter of strictly personal concern, and for this purpose, may interrupt another speaker. Such permission shall be given only if any person interrupted consents and if in the opinion of the Chair the debate is likely to benefit from such an explanation.

Speaking More Than Once

71 Subject to Rule 72 below, no member shall speak more than once on a motion or amendment under debate without the permission of the Chair and with the consent of the Synod except that:

- a. The mover of a motion shall have a right of reply to the debate on their motion.
- b. A speech on an amendment shall not be deemed a speech on the main motion.
- c. A point of order or a personal explanation may be made at any time whether another member is interrupted under these Rules.

General Discussions

72 The Chair may suspend the last preceding rule at any time for so long as they think the purposes of the Synod would be more usefully served by a general discussion. They may direct that such discussion shall be held in informal groups. A general discussion under this rule shall be conducted in accordance with procedure to be determined by the Chair. No motion or amendment shall be moved, or put to the vote, during such discussion. The number of speeches made by any member while it continues shall be disregarded for the purpose of Rule 72 until that rule is declared by the Chair to be in force again.

Length of Speeches

73 At any time, the Chair may impose a reasonable limit on the length of speeches and shall inform the Synod of the ruling, which shall not be open to question.

Withdrawal

74 The mover may withdraw a motion or amendment at any time, before or during a meeting of Synod.

AMENDMENTS

Form and Content

75 An amendment

a. May be made by:

- (i) Leaving out words.
- (ii) Leaving out words to insert other words; or
- (iii) Inserting or adding words.

b. Shall be relevant to and shall not have the effect of negating the main motion or amendment.

Restrictions

76 No amendment shall be moved to:

- a. A motion to receive the report of a committee.
- b. A motion on a question referred by the Diocesan Synod.
- c. Another amendment.

Order of Consideration

77 Unless the Chairman rules otherwise, amendments shall be moved in the order in which they affect the motion.

PROCEDURAL MOTIONS

Content

78 With the consent of the Chair, the following procedural motions may be moved, with or without notice, but without interrupting the speech of another member:

- a. Synod be now adjourned.
- b. Debate be now adjourned.
- c. Synod do now pass to the next business.
- d. The matter under discussion is referred back.
- e. Debate be closed.
- f. All further speeches on this question be limited to 10 minutes.
- g. A motion to vary the order of business.
- h. A motion to suspend the operation of any of these rules.

Motions Under Rules 64 -67

79 In the case of the motions mentioned in Rules 64 - 67:

- a. Such motion shall not be moved on any question referred by the General Synod or the Diocesan Synod.
- b. The debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the Chair permits further speeches, a brief reply by the mover of the original motion, or failing them, one other member.

Amendments and Other Procedural Motions

80 An adjournment, or closure may be moved on an amendment, or another procedural motion. A motion to pass to the next business, or to refer back shall not be moved in this way.

Effect of Procedural Resolutions

81 In the event of any procedural motion being passed, the agenda item to which it relates shall be closed or stand adjourned other than in the case of a motion that the debate on a motion be closed. In this case the mover of the closure motion shall have a right of reply before the matter is put to the vote.

Adjourning Amendments

82 The adjournment of an amendment shall be deemed to adjourn the debate on the original motion.

Resumption of Business Interrupted

83 Unless otherwise resolved, business interrupted by an adjournment of the Synod shall ordinarily be resumed at the next meeting.

VOTING

General

84 Decisions shall be taken by a majority of the members of the Synod present and voting except that a separate vote of each House shall be taken:

- a. If the Chair so rules.
- b. If no fewer than five members so request.
- c. On any matter referred by the Diocesan Synod or the General Synod.

Votes by Houses

85 On a vote by Houses decisions of the Synod shall be taken by a majority of the members of each House present and voting, unless a greater majority in favour is requested for a motion passed to Deanery Synod by Diocesan or General Synod. If on any motion or resolution there shall be conflicting decisions of the Houses of Synod, the motion shall be lost.

Mode of Voting

86 Unless otherwise provided in these Rules, voting shall be by show of hands without a count, except that the Chair:

- a. Shall order a count on a vote by Houses or if a member so requests either before or immediately after the result is announced.
- b. May at their discretion order a count on any other vote.

Recording Votes

87 The result of the voting in a vote by Houses shall be recorded in the minutes.

REFERENCES BY THE DIOCESAN SYNOD

When Considered

88 Subject to any timetable laid down by the Diocesan Synod, the SC shall decide when references by the Diocesan Synod shall be included in the agenda of Deanery Synod meetings.

Prior Notice and Documents Required

89 Unless the SC otherwise decides:

- a. At least 28 days' notice of any matter referred shall be given to every Member.
- b. A report or other document prepared by or on behalf of the General Synod, Diocesan Synod or SC shall be circulated.

Procedure of Debate

90 When reference by the Diocesan Synod is in the form of a question requiring the answer 'Yes' or 'No' the question shall be put to the Deanery Synod as a formal motion in the affirmative sense. No amendment shall be in order and a separate vote of each House shall be taken under Rule 85. If the motion is defeated, the question shall be decided in the negative.

91 When the reference invites a fuller statement of opinion a motion containing a draft of such a statement shall be moved on behalf of the SC and amendments to such a motion shall be in order.

92 When all motions under paragraphs 90 and 91, above, have been decided, any member may move other motions arising from them.

Report of the Result

93 The decisions (together with the number of votes in each House) on every matter referred and on every additional motion shall be reported by the Secretary of the Deanery Synod to the Secretary of the Diocesan Synod.

Consultations within the Deanery

94 Subject to any timetable laid down by the Diocesan Synod, the Deanery Synod may refer any question, or request arising from a Diocesan Synod, directly to the churches in the Deanery before voting on a motion covering the question or issue raised by the Diocesan Synod.

MATTERS RAISED AT CHURCH MEETINGS

Mode of Representation

95 Any church meeting in the Deanery may, on a motion at that meeting moved by a member representing that church or Chapel, bring before the Deanery Synod any matter either of general church interest or affecting that church or Chapel and may move that a representative of the Deanery Synod on the Diocesan Synod be instructed to bring such matter before that Synod on behalf of the Deanery Synod. Subject to any direction by the Deanery Synod, the Standing Committee shall appoint such a representative.

ADDRESSES, PAPERS, 3AND GENERAL DISCUSSION

Procedure Determined by the Chair

96 The Chair presiding shall decide on the procedure for any part of a meeting during which the item under consideration is not a motion or amendment but is:

- a. An address or the presentation of a paper, whether a report or other document, by a member or a visiting speaker.

- b. A general discussion, whether or not introduced by such address or paper, including a discussion permitted by the Chair under Rule 72, above.

FINANCIAL BUSINESS

Annual Review

97 The Finance Committee shall:

- a. Submit a report and independently assessed accounts for the preceding financial year to the Synod not later than the Annual Business Meeting in July of each year.
- b. Submit to Synod not later than 30th November in each year:
 - i. A statement showing the estimated expenditure of the Synod during the next financial year.
 - ii. Proposals for raising the income required to meet such expenditure.

GENERAL PROVISIONS

Admission of Press and Public

98 Subject to any directions by the Synod, or the Standing Committee, any member of the Synod may move that the representatives of the Press and members of the public shall withdraw during the whole, or part of the business agenda before the Synod. If the motion is carried, the Chairman shall request the representatives of the Press and members of the public to withdraw.

Periods of Notice

99 Any Period of notice required by these Rules will consist of clear days or weeks, not including the date of dispatch and the date of the event before which the notice must be delivered.

Procedural Defects

100 A meeting of the Synod or any of its committees where the minutes have been approved and signed shall be accepted as properly summoned and held, notwithstanding any defect in the procedure for summoning or conducting such a meeting. No proceedings shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

PART TWO

ELECTORAL PROCEDURES

Lay Representation

101 The Laity shall be represented in the:

- a. Deanery Synod.
- b. Diocesan Synod.
- c. House of Laity of the General Synod, by persons elected in accordance with these Rules.

102 All representatives are to be lay communicant members of the Church of England of seventeen years of age, or over.

103 No person may be elected as a lay representative on Synod or any of its committees without their consent.

104 No person shall be disqualified from being elected as a lay representative by the fact that they are not qualified to vote at the election at which they are elected.

Areas

105 The areas that are to be represented in the Deanery Synod are the Ancient Parishes, the District Churches, Proprietary Chapels, and Daughter Churches into which the Deanery is divided. The number of representatives to be elected from each Church or Chapel shall be based on the individual church's electoral Roll numbers:

- | | |
|---------------------|-------------------|
| a. Up to 50 names | 1 representative. |
| b. 50 to 100 names | 2 representatives |
| c. 100 to 200 names | 3 representatives |
| d. Over 200 names | 4 representatives |

106 In the event that a church or chapel is closed, it will cease to be represented on Deanery Synod.

Church Electoral Roll

107 The Deanery Electoral Roll shall be formed by the Deanery Synod from lists of entitled electors whose names are recorded on the Church Electoral Roll. There shall be a separate Electoral Roll for each benefice.

108 The Minister and Churchwardens shall revise Electoral Roll lists in each benefice, annually and prepare a new roll every six years. They shall include the names of all persons claiming to be electors, who reside in such benefice, or who have habitually attended public worship in the parish or church during a period of six months prior to enrolment and whose claim in the opinion of the Minister and Churchwardens should be allowed.

109 No person shall be entitled to be on the list of more than one electoral roll.

Elections

110 Not later than the 31st May annually, each church or chapel shall hold a Congregational meeting to elect representatives of that church or chapel to the Deanery Synod.

111 The meeting to elect parish/church/chapel representatives to the Deanery Synod shall be convened by the Minister and affixed at or near the principal door of the Church for a period to include the two Sundays immediately preceding the day of the meeting.

112 During the vacancy of the benefice, or when the Minister is incapacitated by absence or illness or any other cause, the Churchwardens shall have the powers vested in the Minister under Rule 96, above.

113 The convenor, if present and, if not, a chair chosen by and from the electors present, shall preside at the meeting to elect representatives, but no clerical chair shall have a vote (except a casting vote) in the election of lay representatives.

114 The candidates must, either previously to the meeting by written notice to the convenor, or at the meeting, with the prior consent of the candidate, be nominated by one elector and seconded by another.

115 If more candidates are nominated than there are seats to be filled, the election shall take place at the meeting by a show of hands, or by ballot.

116 At every election each elector shall have as many votes as there are persons to be elected but may not give more than one vote to any one candidate.

117 If there is an equality of votes, the election is decided by the drawing of a lot by the presiding officer.

118 The person presiding at the election shall announce the result at the meeting and also publish the result by a notice fixed at, or near to, the principal door of the Church, where it is to remain for fourteen days. The person presiding shall report the result in writing to the Dean and the Synod Secretary within three working days following the day of the election.

Diocesan Synod

119 At such time and date as may be appropriate to coincide with Diocesan Rules, the clerical and lay members, voting in Houses, shall elect such numbers of clerical and lay representatives to the Diocesan Synod of Salisbury, for the period whilst that Synod is convened.

General Synod - House of Laity

120 At such time and date as may be appropriate to coincide with the Rules of the General Synod, Lay members of the Deanery Synod shall elect one lay person who is an actual communicant of the Church of England and whose name is entered on the electoral roll of the Church of England in Jersey to represent the Deanery in the House of Laity of the General Synod. The period for which such member is elected shall be the quinquennium of the General Synod.

121 Nominations of candidates, signed by both the proposer and seconder (who must be members of the Deanery Synod), together with the candidates' written consent to serve, shall be sent to the Dean not less than fourteen days before the date fixed for the election.

Casual Vacancies

122 Elections to fill casual vacancies among representatives shall be conducted in the same manner as ordinary elections and a special meeting of the electing body shall be held for the purpose. Any person elected to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he or she is elected.

Appeals

123 Any person aggrieved by a decision concerning:

- a. Any enrolment or refusal of enrolment, on the Church Electoral Roll, or on any list of a benefice.
- b. The removal of a name, or the refusal to remove any name, from the Church Electoral Roll, or from the list of any benefice.
- c. The allowance or the disallowance of any vote given or tendered under these Rules at an election.
- d. The result of any election held or purporting to be held under these Rules; may apply for a review of such decision in accordance with the provisions in Rules 126, below.

124 Notice of any such application shall be given in writing to the Dean, or in their absence to the Vice-Dean. Such notice shall be given within fourteen days of such grievance coming to the notice of the person concerned. The grievance shall forthwith be notified to the Standing Committee.

125 If the Standing Committee thinks that the grievance in question justifies such an action, it will appoint a Review Panel of three from among the lay members of Synod.

126 The grievance in question shall be considered by the Panel, which may make such recommendations as it may think appropriate.

127 For the purpose of such hearings and recommendations the Panel shall consider all the relevant circumstances. It shall be entitled to inspect all documents and papers relating to the grievance and demand to be furnished with all the relevant information that it may require.

Special Provisions

128 Where any person charged with any duty to act under these Rules has neglected or failed to discharge that duty the Dean may appoint a person to carry out the required act.

129 In the case of an omission in any benefice to prepare or maintain a list, or to hold the annual meeting to elect representatives to the Deanery Synod, the Dean, on such an omission being brought to their notice, shall make enquiries as to the cause of such omission and if he/she thinks fit, report the matter to the Bishop.

Representation of Clergy Resident in the Deanery and holding Permission to Officiate in the Deanery

130 Annually the clergy resident in the Deanery who have permission to officiate, but who are not licensed or beneficed, shall elect one representative to the Deanery Synod from among their number.