



# **CONSTITUTION AND RULES OF DEANERY SYNODS**

**(Revised July 2013)  
(Formula of Parochial Representation as at June 1989)**

# **CONSTITUTION**

Chairman (joint)  
The Rural Dean and a lay member elected by  
the House of Laity of the Deanery Synod

## **House of Clergy**

All Clerks in Holy Orders beneficed or licensed by the Bishop who reside or work within the deanery.

All Clerical members of the General or Diocesan Synods resident in the deanery.

One or more retired Clerks in Holy Orders, having permission to officiate and resident, or habitually worshipping, in the deanery. One may be elected or chosen for every 10 such clerks by and from themselves.

In Salisbury Deanery the Dean, the Residentiary Canons and any other full-time Ministers of the Cathedral Church.

Any Clerks in Holy Orders serving in an area within a deanery to which a Bishop's Mission Order relates.

Co-opted Clerks in Holy Orders up to 5% of the total members of the House or three whichever is the greater.

## **House of Laity**

Lay members of the General and Diocesan Synods whose names are entered on the roll of any parish in the deanery.

Deaconesses and other whole-time lay workers licensed to work in any part of the deanery.

Parochial representatives (and in Salisbury Deanery those entered on the roll of members of the Cathedral community and whose names are not entered on the roll of any parish) elected by the Annual Meetings of the parishes, districts or the Cathedral (in Salisbury Deanery) in the deanery, in accordance with the formula set out below.

Parochial representatives elected by the Annual Meeting of any missional community within a deanery to which a Bishop's Mission Order relates. The missional community to be treated as a parish for these purposes.

Co-opted members (actual Communicants of sixteen years or upwards) up to 5% of the total members of the House or three whichever is the greater.

### **Formula of Parochial Representation**

Numbers on electoral Roll	Numbers of representatives on Deanery Synods
1 - 25	1
26 - 100	2
101 - 200	3
201 - 300	4
301 - 400	5
401 - 500	6
501 - 750	7
751 - 1000	8
Over 1000	9

Please note that the formula applies to the numbers on the roll in the previous year to the year in which elections are held.

# RULES

## MEMBERSHIP

### 1. **Composition**

A Deanery Synod shall consist of two houses, a house of clergy and a house of laity, who shall normally sit together for deliberation and for transaction of business.

### 2. **Co-opted Members**

The procedure for co-opting members shall be determined by the respective houses, except that nominations for such co-options shall be approved by the Standing Committee of the Deanery Synod.

3. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 30th day of June in the year of the triennial elections.

### 4. **Participation by Non-Members**

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, the Suffragan Bishop or duly appointed commissary.
- (b) The Archdeacon.
- (c) The Registrar of the Diocese.
- (d) Visitors invited by either of the joint chairmen or the Standing Committee.
- (e) Members of the General Synod appointed to a Deanery Synod by the Standing Committee of the Diocesan Synod should there be no member of the Deanery Synod who is a member of the General Synod and should the Deanery Synod so request.

## CHAIRMAN

5. There shall be joint Chairmen of the Synod, the Rural Dean and a member of the house of laity to be elected by that house at the first meeting of the Synod. The two Chairmen shall decide by mutual agreement which shall preside at any meeting or part of a meeting; and in the absence of such agreement the decisions shall be made by the Standing Committee of the Deanery Synod.

## **OFFICERS AND STANDING COMMITTEE**

6. At the first meeting of the Synod, it shall appoint from its members a Secretary, a Treasurer, an Information Officer and (if desired) an Assistant Secretary. A Standing Committee shall also be constituted, consisting of the officers and of six other members. (It is desirable that there should be a reasonable balance between clergy and laity on the Standing Committee).

## **DUTIES AND POWERS**

7. The functions of a Deanery Synod shall be:
  - (a) to consider matters concerning the Church of England, and to make provision for such matters in relation to their Deanery, and to consider and express their opinion on any other matters of religious or public interest, provided that no statement purporting to declare the doctrine of the Church be issued;
  - (b) to bring together the views of the parishes of the Deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence among those parishes, and generally to promote in the Deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - (c) to make known and, so far as appropriate, put into effect any provision made by the Diocesan Synod;
  - (d) to consider the business of the Diocesan Synod, and particularly any matters referred to that Synod by the General Synod and to sound parochial opinion whenever it is required, or it considers it proper to do so;
  - (e) to raise any appropriate matters with the Diocesan Synod;
  - (f) to elect, by houses, every three years its representatives to the Diocesan Synod, and every five years, the representatives to the house of laity of the General Synod.
8. It shall be the duty of the Standing Committee to initiate and advise on proposals; to ensure that members are informed on matters of importance to the Deanery; to prepare the agenda for each meeting of the Synod and a report on its proceedings and to make such appointments and do such things as the Synod may delegate to it.

9. The Secretary shall keep a roll of the members up-to-date, including the name, address and parish of any person notified to him by the Secretary of the Diocesan Synod as qualified to be an ex-officio member.
10. At least two ordinary meetings shall be held each year. Special meetings may be convened at one week's notice by the joint Chairmen, or by twenty members if, following a requisition signed by them, a meeting has not been convened for a date within 28 days of their requisition.
11. The quorum for an ordinary meeting shall be one-third, and for a special meeting a majority, of the members of each house.

## **PROCEDURE**

12. Unless otherwise decided by the Deanery Synod, at least four weeks before each ordinary meeting the Secretary shall notify each member of the time and place, specifying any business proposed, and inviting other business.
13. Members shall give 3 weeks' notice of new business for the agenda, and one week's notice of motions or amendments arising from the agenda.
14. The Standing Committee shall settle the agenda, specifying therein all business:
  - (i) of an earlier meeting not disposed of or withdrawn;
  - (ii) of the Diocesan Synod which is of concern to the Deanery Synod, and particularly of any matter referred by the General Synod;
  - (iii) of which due notice has been received, and which is in order.
15. A Motion for the suspension of a Rule shall not be deemed to be carried unless at least three-fourths of the members present and voting are in favour.
16. The Secretary shall send an agenda paper to each member at least ten days before an ordinary meeting.

## **RULES OF DEBATE**

17. Every motion and amendment shall require a seconder, who may reserve his/her speech until later, and shall not be withdrawn without leave of the Synod.

18. No member may speak more than once on a motion or an amendment, other than in explanation, except that the mover of the motion may reply to the debate. No speech of more than five minutes' duration shall be permitted, save in so far as the Chairman, having regard to the circumstances, may waive the restriction.
19. No motion or amendment to the same effect as one that has been rejected within the preceding twelve months, and no motion to rescind within the same period, shall be proposed without leave of the Standing Committee.
20. An amendment shall be relevant to and shall not purport to negate the motion; and no amendment may be moved to a motion to receive the report of a committee, or to a motion on a question requiring the answer 'yes' or 'no' referred by the Diocesan Synod.
21. All amendments shall be moved in the order that they affect the motion.
22. Except by permission of the Chairman, no amendment of a proposed amendment shall be in order, until such proposed amendment by being carried shall have become a substantive motion.
23. Any member may move as a procedural motion at any time, without however interrupting the speech of another member:
  - (i) that the Synod or the debate be now adjourned;
  - (ii) that the debate be closed, or that the matter be referred back; or that the Synod do now pass to the next business: except on a question referred by the Diocesan Synod to the Deanery Synod.

The moving and seconding of a procedural motion shall be formal, except that, on the carrying of a closure motion, the proposer of the original motion shall have the right of reply.

## **VOTING**

24. Decisions shall ordinarily be taken by a majority of the members present and voting, but voting shall be by houses:
  - (i) if the Chairman so rules;
  - (ii) if not fewer than five members so request;
  - (iii) on any matter referred by the Diocesan Synod.

25. Voting shall be by show of hands without a count, except when voting is by houses, or a member so requests either before or immediately after the result is announced, or the Chairman so directs. In case of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.

## **RELATIONS WITH THE DIOCESAN SYNOD AND PAROCHIAL CHURCH COUNCILS**

26. References by the Diocesan Synod shall be included in the agenda of an appropriate meeting, and any relevant document circulated therewith.
27. When the reference is in the form of a question requiring the answer 'yes' or 'no', the question shall be put as a formal motion in the affirmative sense, no amendment being permitted. If the reference invites a statement of opinion, this shall take the form of a motion drafted by the Standing Committee, and amendments shall be allowed.
28. Before the Synod votes on a reference, the views of Parochial Church Councils may be invited, if the timetable set by the Diocesan Synod permits.
29. A member representing any parish may raise any matter of general Church interest or affecting that parish, and may move that a Deanery representative be requested to bring the matter before the Diocesan Synod.

## **FINANCIAL AND GENERAL PROVISIONS**

30. Not later than 1<sup>st</sup> June in each year, the Standing Committee shall submit a report and audited accounts for the preceding financial year, and proposals to meet the estimated expenditure for the next financial year.
31. No defect in procedure shall invalidate the proceedings of a meeting of which the minutes have been approved and signed.
32. No Change shall be made in any rules made by the Diocesan Synod except by further resolution of that Synod; but subject to such rules the Deanery Synod shall be free to determine its own procedure and to appoint committees.