

# OXFORD DIOCESAN SYNOD

## Amendment of Rules for Deanery Synods

1. Under rule 28 of the Church Representation Rules, diocesan synods are to “make rules for deanery synods” providing as follows:

- “(a) that the rural [i.e. area] dean and a member of the house of laity elected by that house shall be joint chairmen of the deanery synod and that they shall agree between them who shall chair each meeting of the synod or particular items of business on the agenda of the synod;
- (b) that there shall be a secretary of the deanery synod;
- (c) that a specified minimum number of meetings shall be held by the deanery synod in each year;
- (d) that on such matters and in such circumstances as may be specified in the rules, voting shall be by houses, but that otherwise decisions shall be taken by a majority of the members of the synod present and voting;
- (e) that there shall be a standing committee of the synod with such membership and functions as the rules may provide;
- (f) that the synod shall prepare and circulate to all parochial church councils in the deanery a report of its proceedings;”

as well as for “such other matters consistent with these rules as the diocesan synod think fit”.

2. The Rules for Deanery Synod currently in force in this Diocese were made by the Diocesan Synod in March 1991. Those Rules were based very closely on the fourth edition of the ‘Model Rules’ issued by the General Synod in 1990. Though a fifth edition of the ‘Model Rules’ was issued in 1995, this was to reflect only minor changes in the Church Representation Rules, and the Rules in force in this Diocese were not revised at the point. No further editions of the ‘Model Rules’ have since been issued.

3. The March 1991 Rules have for some years been showing their age, in particular in that they inevitably make no reference to electronic forms of communication. This in turn means that some of the minimum notice periods specified are arguably unnecessarily long. There are, in addition, other respects in which the Rules would benefit from updating, for example the occasional reference to a ‘rural dean’, and a good number of drafting errors and inconsistencies, in themselves trivial but significant when taken together.

4. The following revised version of the Rules for Deanery Synods is therefore offered for the Synod’s consideration, with changes shown tracked from the existing version. Area Deans, Lay Chairs and Deanery Secretaries have been consulted on the proposed changes, and the version following takes account of feedback received from 12 individuals representing 10 deaneries from across the Diocese. The Archdeacons, the Chairs of the Houses of Clergy and Laity of the Diocesan Synod, and the Diocesan Registrar have also been consulted.

5. The majority of proposed changes are minor and fall into the category of drafting amendments to correct typographical errors, remove inconsistencies or

improve sense. A small number are more substantial, as follows (with numbering referring in all but the first case to the Rules as proposed to be revised):

*Variation of membership (old rule 2)*

- The deletion of this rule was one of the changes made in the 1995 'Model Rules' issued by the General Synod

*Officers of the synod (rule 9)*

- It is proposed that the appointment of an Assistant Secretary should be optional, many smaller deaneries managing satisfactorily without one, and that on grounds of flexibility the requirement for the Secretary and any Assistant Secretary to be from different houses should be removed
- It is proposed that deaneries should have the option of appointing an Assistant Lay Chair, who would be one of the officers of the synod and a member of the Standing Committee ex-officio

*Standing Committee (rule 10)*

- It is proposed that the Standing Committee should have power to co-opt any Associate or Assistant Area Dean
- It is proposed that the stipulation that "The outgoing standing committee shall make no nominations" should be removed as being unnecessarily prescriptive

*Electronic communication (rules 11, 17, 21 and 26)*

- It is proposed that these rules should be updated to permit use of email and other electronic means of communication

*Notice periods (rules 17, 21, 27)*

- In light of the proposed changes to allow electronic communication it is proposed that the minimum notice periods specified in these rules should be reduced

*Speech limits (rule 41)*

- It is proposed that the chair should have discretion to lengthen or shorten the speech limit

*Annual review (rule 67)*

- Since only one deanery in the Diocese is currently legally incorporated, it is proposed that the requirement for all deaneries to produce audited accounts should be removed; the one deanery (Amersham) that is incorporated is in any case subject to the generic charitable accounting requirements set by the Charity Commission.

6. Should revisions to the Rules for Deanery Synods be approved, the intention would be for these to have immediate effect, to tie in with the start of the new deanery synod triennium running from 1 June 2014 to 31 May 2017.

**7. In light of the above, the Synod is asked to approve the proposed revisions to the Rules for Deanery Synods to take immediate effect.**

Howard Cattermole  
Electoral Registration Officer

May 2014

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## MEMBERSHIP OF THE SYNOD

### *Roll of members*

1. The secretary shall keep a roll of the members of the synod constantly up to date, including the name, address and parish of any person notified by the secretary of the diocesan synod and qualified as an ex-officio member.

### ~~2. Variation of membership by resolution of diocesan synod~~

- ~~2.1. A resolution of the diocesan synod under Rule 19(2) (d) or (3) (d) of the Church Representation Rules shall, unless otherwise provided, take effect at the conclusion of the term of office of the members appointed under any previous resolution in force.~~

### *Procedure for eCo-opted members*

2. The co-option of additional members shall be by resolution of either ~~respective~~ house passed on a motion moved ~~either~~ on behalf or by permission of the standing committee of the ~~deanery~~ synod. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31st day of May in the year of the triennial elections.

The above combines existing rules 3 and 6

### *Participation by non-members*

3. 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 archdeacon;
  - (c) the registrar of the diocese;
  - (d) visitors invited by either of the joint chairmens or the standing committee;
  - (e) persons appointed by the standing committee of the diocesan synod under **rule 4.**

### *Members of General Synod appointed to attend meetings*

4. If there is no member of the ~~deanery~~ synod who is a member of the General Synod, the standing committee of the diocesan synod shall, if it thinks fit, appoint for the purposes of this rule one or more members of the General Synod resident in the diocese who represent the diocese and whose names are entered on the roll of any parish in the diocese. Such persons shall report regularly to the synod on the proceedings of the General Synod and shall be entitled to receive copies of notices and other documents circulated to ~~full~~ members of the ~~deanery~~ synod and to attend and speak at its meetings but not to move any motion or amendment or to vote.

## **TERM OF OFFICE**

### *Co-opted members*

- ~~6.1. Unless the house concerned fixes a shorter period of office, co-opted members shall retire on the 31st day of May in the year of the triennial elections.~~

## THE JOINT CHAIRMENS

### *General*

5. There shall be joint chairmens of the deanery-synod, being the ~~arearural~~ dean and a member of the house of laity elected triennially by thate house; provided that, during the absence or incapacity of one, the functions exercisable jointly may be performed by the other alone. The lay chairman unless she or he resigns or ceases to be qualified, shall continue in office until the commencement of the meeting at which his-a successor is to be elected.

### *Election of lay joint chairman*

6. Before the first meeting of the synod after any triennial election or in the event of a vacancy in the office, the house of laity shall hold a ~~special-separate~~ meeting to elect the lay joint chairman. A member of thate house appointed by the ~~arearural~~ dean shall act as chairman for such meeting. Whoever so presides shall have a vote but no casting vote in the election and in the case of an equality of votes the decision shall be taken by lot.

## CHAIRMAN OF MEETING

### *Meetings of the synod*

7. The joint chairmens (~~as provided in standing order 7~~) shall agree between them who shall chair each meeting of the deanery-synod or particular items of business in the agenda of the synod. If either is absent, the other chairman shall preside. If both are absent, the meeting shall elect a chairman.

### *Separate meetings of the houses*

8. The joint chairmens shall preside over any separate meetings of their respective houses, but if either is absent, a member of the house concerned chosen by the members present shall take the chair.

## OFFICERS

### *Appointment and term of office*

9. At the first meeting after ~~anyeach~~ triennial election the synod shall appoint from among its members a secretary, ~~an assistant secretary~~ and a treasurer, and may appoint an assistant lay chair and an assistant secretary, from among its own members; provided that of the secretary and assistant secretary, one shall be clergy and the other a lay person. In the event of a vacancy in any such office, the synod shall elect a successor as soon as possible after the vacancy arises. The persons so appointed, unless they resign or cease to be qualified, shall serve until the conclusion of the meeting at which their successors are appointed.

## STANDING COMMITTEE

### *Membership*

10. There shall be a standing committee of the synod consisting of the joint chairmens, assistant lay chair (if appointed), secretary, assistant secretary (if

appointed), treasurer and ~~[—]~~ persons elected by the members of each house in equal numbers from among their members. The standingis committee shall have no power to co-opt additional members, except that it may co-opt any person appointed as assistant or associate area dean in the deanery.

#### *Elected members*

11. (a) Elected members shall retire on the election of their successors or on ceasing to be qualified;
- (b) Elections shall ~~be triennial and shall~~ take place immediately as soon as practicable after any triennial elections after elections to the synod;
- (c) Voting shall be by houses;
- ~~(d) The outgoing standing committee shall make no nominations.~~
- ~~(de)~~ Subject to paragraph ~~(ef)~~ below, not later than the 31st day of May in the year of the triennial elections, the synod shall decide whether the next elections shall be conducted at a meeting, using the same procedure with essential modifications as for electionss at an annual parochial church meeting, or by post or electronic means, using the same procedure with essential modifications as for elections to the diocesan synod;
- ~~(ef)~~ Elections shall be by simple majority unless, not later than the said 31st May, the synod shall have determined that the method of the single transferable vote under the regulations as from time to time in force shall apply.

#### *Functions*

12. The functions of the standing committee shall be to initiate and advise on proposals; to ensure that members of the synod are adequately informed on questions raised and other matters of importance to the deanery; to prepare the agenda; to transact the business of the synod between meetings; and to make such appointments and do such other things as the synod may delegate to it.

### **OTHER COMMITTEES**

#### *Constitution*

13. The synod may constitute additional committees with such chairmens, membership, term of office, functions, mode of appointment and other procedure as it thinks fit.

#### *Procedure* ~~OF COMMITTEES~~

#### *By whom determined*

14. Subject to these rules and to any resolution of the synod, the chairmanship and other procedure of a committee, including the standing committee, shall be determined by itself.

### **MEETINGS OF THE SYNOD**

#### *Meetings required annually*

15. The synod shall hold two meetings at least in every year at such times and places as the joint chairsmen shall decide after consulting with the standing committee and taking account of the dates fixed for meetings of the diocesan synod.

*Other meetings*

16. The joint chair~~smen~~ 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 not less than ~~20~~ a quarter of the members of the synod such members may forthwith summon a meeting.

*Notice of ordinary meetings*

17. The date, time and place of ordinary meetings of the synod, when fixed, shall be announced to members as soon as possible in such mann~~ntter~~er as the joint chair~~smen~~ may approve; provided that not less than ~~foursix~~ six weeks before each meeting a notice signed by the secretary, specifying any business proposed to be transacted thereat and inviting other business, shall be ~~posted or~~ delivered to every member, by hand, post or electronic means.

*Special meetings*

18. In the case of sudden emergency or other special circumstances the joint chair~~smen~~ may summon a special meeting at not less than one week's notice but the quorum required for business at such 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*

19. Either house shall sit and vote separately if the ~~deanery~~ synod so resolves, the house itself so decides or these rules or the rules of the house so provide. Each house may determine its own procedure consistently with these rules.

**AGENDA**

*Content*

20. Subject to these rules and to 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 shall settle the agenda for each of ~~its~~ the meetings of the synod, specifying therein all business:

- (a) of which due notice has been received and which is in order;
- (b) of an earlier meeting not disposed of or withdrawn;
- (c) of the diocesan synod which is of concern to the ~~deanery~~ synod, and particularly any matters referred to the diocesan synod by the General Synod;

and shall determine the order in which the business on the agenda shall be considered.

*Circulation*

21. The secretary shall ~~post or~~ deliver an agenda paper to every member on ~~two~~ weeks at least before a meeting, by hand, post or electronic means, ~~or in the case of a meeting called at less than two weeks' notice at the same time as the notice.~~



30. Subject to these rules, the procedure at any meeting of the synod or either house shall be regulated by the person who presides.

## MINUTES

### *Circulation*

31. The secretary shall prepare minutes of every meeting which shall be circulated to members and shall record the names of those attending.

## QUORUM

### *One-third of each house*

32. Except as provided in **rule 18**, a quorum shall be one-third of the members of each house of the synod. Unless at least a quorum is present no business shall be considered at a meeting except a motion to adjourn a debate or the meeting.

### *If quorum not present*

33. The chair~~man~~ shall, if requested by any member, take a count of the members present and shall adjourn the meeting if a quorum is wanting. No decision of the synod shall be invalidated by the absence of a quorum unless the chair~~man~~'s attention is called thereto immediately upon the vote being taken.

## GENERAL RULES OF DEBATE

### *Moving instead of another member*

34. If the member who gave notice of a motion or amendment on being called to speak chooses not to move it, another member may do so instead.

### *Opportunity for questions*

35. Immediately after a motion has been moved the chair~~man~~ may give members an opportunity to ask questions of the mover or speaker, solely for the purpose of elucidating facts.

### *One motion at a time*

36. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under **rule 49** and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the chair~~man~~ may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest that this course would facilitate the proper conduct of the synod's business.

### *Reconsideration and rescission*

37. No motion or amendment to the same effect as or dependent on one which 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 standing committee or the consent of the synod.

### *Speaking more than once*

38. Subject to **rule 39**, no member shall speak more than once on a motion or amendment under debate except that:
- (a) the mover of a motion shall have a right of reply to the debate on the 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 or not another member is interrupted.

*General discussion*

39. The chair~~man~~ may at any time suspend ~~the last preceding rule 38~~ for so long as ~~he thinks~~—the purposes of the synod would be more usefully served by a general discussion and ~~he~~ 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~~man~~ under **rule 66**, but no motion or amendment shall be moved or put to the vote during such discussion—~~and the number of speeches made by any member while it continues shall be disregarded for the purpose of rule 38 when that rule is declared by the chairman to be again in force.~~

*Speaking*

40. Every speech shall be addressed to the chair and shall be succinct and relevant to the matter under debate.

*Length of speeches*

41. Save as otherwise provided in these rules, no speech shall exceed five minutes or, in the case of a member moving a motion (other than a procedural motion under **rule 47**) or introducing a report, ten minutes, but the chair~~man~~ may at any time lengthen or shorten either of these periods, provided that members are informed of each ruling, which shall not be open to debate or question.

*Withdrawal*

42. A motion or amendment which has been moved may be withdrawn by the mover with the consent of the synod.

*Division of text*

43. The chair~~man~~ may, with the consent of the mover, so divide any motion or amendment as to enable the synod to vote separately upon each part.

## AMENDMENTS

*Content*

44. An amendment shall be relevant to and shall not have the effect of negating the motion.

*Moving*

45. No amendment shall be moved to:
- (a) a motion to receive the report of a committee;

- (b) a motion, under **rule 61(a)**, on a question referred by the diocesan synod;
- (c) another amendment.

*Order of consideration*

- 46. Unless the chair~~man~~ rules otherwise, amendments shall be moved in the order in which they affect the motion.

**PROCEDURAL MOTIONS**

*Content*

- 47. With the consent of the chair~~man~~ the following procedural motions may be moved with or without notice, but **not** so as ~~not~~ to interrupt the speech of any member:
  - (a) that the synod be now adjourned;
  - (b) that the debate be now adjourned;
  - (c) that the synod do now pass to the next business;
  - (d) that the debate be closed;
  - (e) that the matter under discussion be referred back.

*Motions under rule 47(c)–(e)*

- 48. In the case of the motions mentioned in rule 47(c), (d) and (e):
  - (a) such motion shall not be moved on any question referred by the General Synod;
  - (b) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the chair~~man~~ permits further speeches, a brief reply by the mover of the original motion or, instead, one other member;

*Amendments and other procedural motions*

- 49. The adjournment or closure may be moved on an amendment or another procedural motion but a motion to pass to the next business shall not be so moved.

*Effect of procedural ~~mo~~resolutions*

- 50. In the event of any procedural motion being passed, the debate to which it relates shall be closed or stand adjourned, as the case may be, except that in the case of a motion that the debate on a motion be closed the mover thereof shall have a right to reply before the matter is put to the vote.

*Adjourning amendments*

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

*Resumption of business interrupted*

- 52. Unless otherwise resolved, business interrupted by an adjournment of the synod shall be resumed at the next meeting, and ~~by~~ an adjournment of debate, if and when the standing committee so decides.

*Reference back*

- 53. If a motion to refer back specifies no one to ~~w~~shom the matter is to be referred, this question shall be decided by the standing committee.

### *Suspension of rules*

54. After notice, or by permission of the chair~~man~~ without notice, a member may move that a rule be suspended during a particular debate or meeting. Such motions shall not be deemed to be carried unless at least three ~~fourths~~ quarters of those members present and voting are in favour. On each occasion the fact of such a suspension must be reported by the secretary to the secretary of the diocesan synod. This is without prejudice to the chair's discretion at any time to suspend rule 38, as provided for in rule 39.

## **VOTING**

### *General*

55. 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 in the following cases:
- (a) if the chair~~man~~ so rules;
  - (b) if not fewer than five members so request;
  - (c) on any matter referred by the diocesan synod.

### *Votes by houses*

56. On a vote by houses, decisions of the synod shall be taken by a majority of the members of each house present and voting.

### *Mode of voting*

57. Unless otherwise provided in these rules, voting shall be by show of hands without a count, except that:
- (a) the chair~~man~~ 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) the chair~~man~~ may choose to order a count on any other vote.

### *Recording votes*

58. The voting on a vote by houses shall be recorded in the minutes.

## **REFERENCES BY THE DIOCESAN SYNOD**

### *When considered*

59. References by the diocesan synod shall be included in the agenda of such meeting as the standing committee shall consider appropriate, taking account of any timetable laid down by the diocesan synod.

### *Prior notice and documents required*

60. Unless the standing committee 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 standing committee shall be circulated.

### *Procedure of debate*

61. (a) When the 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 55**. If the motion is defeated, the question shall be decided in the negative.
- (b) When the reference invites a fuller statement of opinion a motion containing a draft of such statement shall be moved on behalf of the standing committee and amendments to such a motion shall be in order.
- (c) When all motions under the foregoing paragraphs (a) and (b) have been decided, other motions arising therefrom may, if otherwise in order, be moved by any member.

*Report on result*

62. 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*

63. Subject to any timetable laid down by the diocesan synod, the ~~deanery~~synod before voting on a reference may refer any question to the parochial church councils or parochial church meetings in the deanery.

**REPORTS ~~BY THE DEANERY SYNOD~~ TO PAROCHIAL CHURCH COUNCILS**

*Report of proceedings*

64. Within six weeks after a meeting of the ~~deanery~~synod the secretary shall prepare and circulate to the secretaries of the parochial church councils in the deanery a report of the proceedings of that meeting approved by the standing committee under rule 22~~of the proceedings of that meeting~~. Such report may be in the form of the minutes.

**MATTERS RAISED BY PAROCHIAL CHURCH COUNCILS AND MEETINGS**

*Mode of representation*

65. Any parochial church council or parochial church meeting in the deanery may, on a motion moved by a member representing that parish, bring before the ~~deanery~~synod any matter either of general Church interest or affecting that parish 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 representative.

**ADDRESSES, PAPERS AND GENERAL DISCUSSION**

*Procedure determinable by chair~~man~~*

66. The chair~~man~~ presiding shall determine 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 chairman under **rule 39**.

## **FINANCIAL BUSINESS**

### *Annual review*

67. The standing committee shall not later than the 31st day of March in each year submit to the synod:
- (a) a report and financial statements of the synod for the year ending on the 31st December immediately preceding~~audited accounts for the preceding financial year~~;
  - (b) a statement showing the estimated expenditure of the synod during the ~~next financial~~current year;
  - (c) proposals for raising the income required to meet such expenditure.

## **GENERAL PROVISIONS**

### *Admission of press and public*

68. 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 before the synod. If the motion is seconded and carried, the chairman shall request the representatives of the press and members of the public to withdraw.

### *Periods of notice*

69. Any period of notice required by these rules shall be deemed to consist of clear days or weeks, not including the date of despatch and the date of the event before which the notice must be delivered.

### *Procedural defects*

70. A meeting of the synod or any of its committees of which the minutes have been approved and signed shall be deemed to have been duly summoned and held notwithstanding any defect in the procedure for summoning or conducting such meeting, and no proceedings thereat shall be invalidated by the accidental omission to give the required notice of the meeting to any member.

### *Variation of rules ~~made by diocesan synods~~*

71. Any of these rules which have been made by resolution of the diocesan synod shall not be varied, revoked or suspended except by a further resolution of that synod.

**APPENDIX**  
**Church Representation Rules 24, 25, 27 and 27A governing**  
**membership of deanery synods and related matters**

**DEANERY SYNODS**

**Membership**

- 24.** (1) A deanery synod shall consist of a house of clergy and a house of laity.
- (2) The members of the house of clergy of a deanery synod shall consist of –
- (a) the clerks in Holy Orders beneficed in or licensed to any parish in the deanery;
  - (b) any clerks in Holy Orders licensed to institutions in the deanery under the Extra-Parochial Ministry Measure 1967;
  - (c) any clerical members of the General Synod or diocesan synod resident in the deanery;
  - (d) such other clerks in Holy Orders holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the house of clergy of the bishop's council that, having regard to the number of parochial and non-parochial clergy in the deanery, such clerk shall have membership of a specified deanery synod other than the deanery where he resides provided that no person shall thereby be a member of more than one deanery synod in the diocese;
  - (e) one or more clerks in Holy Orders holding permission to officiate in the diocese who are resident in the deanery or who have habitually attended public worship in a parish in the deanery during the preceding six months. One clerk may be elected or chosen for every ten such clerks or part thereof, elected or chosen in such manner as may be approved by the bishop by and from such clerks.
- (3) Where an extra parochial place is not in a deanery it shall be deemed for the purposes of these rules to belong to the deanery which it abuts and if there is any doubt in the matter a determination shall be made by the bishop's council and standing committee.
- (4) For the purposes of paragraph 2(e) of this rule the relevant date shall be the 31st December in the year immediately preceding any election of the parochial representatives of the laity, and as soon as possible after that date the rural dean of the deanery shall inform the bishop of the number of clerks in Holy Orders who are qualified for membership of the deanery synod by virtue of that sub-paragraph.
- (5) Not later than the 1st July following the election of parochial representatives of the laity to the deanery synod the secretary of the said synod shall send to the diocesan electoral registration officer appointed in accordance with rule 29 a list of the names and addresses of the members of the house of clergy, specifying the class of membership, and shall keep the said officer informed of subsequent changes in membership.
- (6) Subject to the provisions of rule 1(4), the members of the house of laity of a deanery synod shall consist of the following persons, that is to say –
- (a) the parochial representatives elected to the synod by the annual meetings of the parishes of the deanery;

(b) any lay members of the General Synod or a diocesan synod whose names are entered on the roll of any parish in the deanery;

(c) if in the opinion of the bishop of the diocese any community of persons in the deanery who are in the spiritual care of a chaplain licensed by the bishop should be represented in that house, one lay person, being an actual communicant member of the Church of England of sixteen years or upwards, chosen in such manner as may be approved by the bishop by and from among the members of that community;

(d) the deaconesses and lay workers licensed by the bishop to work in any part of the deanery;

(e) such other deaconesses or lay workers holding the bishop's licence to work throughout the diocese or in more than one deanery and resident in the deanery subject to any direction which may be given by the members of the House of Laity of the bishop's council that, having regard to the number of deaconesses or lay workers in the deanery, such person shall have membership of a specified deanery synod other than the deanery where they reside provided that no person shall thereby be a member of more than one deanery synod in the diocese.

(7) The house of clergy and house of laity of a deanery synod may co-opt additional members of their respective houses, being clerks in Holy Orders or, as the case may be, lay persons who shall be actual communicant members of the Church of England of sixteen years or upwards:

Provided that the number of members co-opted by either house shall not exceed five per cent of the total number of members of that house or three, whichever is the greater.

The names and addresses of co-opted members shall be sent by the secretary of the deanery synod to the diocesan electoral registration officer appointed in accordance with rule 29.

### **Election and choice of members**

**25.** (1) The parochial representatives of the laity elected by annual meetings shall be so elected every three years, and shall hold office for a term of three years beginning with the 1st June next following their election.

(2) The numbers to be so elected from the several parishes shall be determined by resolution of the diocesan synod not later than the 31st December in the year preceding any such elections, and those numbers shall be calculated by reference to the numbers of names on the rolls of the parishes as certified ... under rule 4 or the number of parish churches or districts in each parish or a combination of both such methods, in each case in such manner as the diocesan synod shall determine provided that such resolution shall not make it possible for a parish with fewer than twenty-six names on the roll to have more than one representative.

(3) Not later than the 31st December in the year preceding any such elections, the secretary of the diocesan synod shall certify to the secretary of each parochial church council the number of such representatives to be elected at the annual meeting of the parish ... and shall send to the secretary of each deanery synod copies of the certificates and information relating to the parishes of the deanery.

(4) Any person to be chosen as mentioned in rule 24(2)(e) or 24(6)(c) shall be so chosen every three years and shall hold office for a term of three years beginning with the 1st June next following the date on which he is so chosen.

(5) A direction by the appropriate members of the bishop's council making provision under rule 24(2)(d) or 24(6)(e) for the membership of the clerks in Holy Orders or the deaconesses or lay workers therein mentioned may provide for the choice by a class of such persons of some of their number to be members, and for the term of office of persons so chosen.

(6) The diocesan synod shall exercise their powers under this and the last preceding rule so as to secure that the total number of members of any deanery synod in the diocese shall not be more than 150 and, so far as practicable, shall not be less than 50:

Provided that the maximum number of 150 may be exceeded for the purpose of securing that the house of laity is not less in number than the house of clergy.

For the avoidance of doubt it is hereby declared that the number of 150 specified in this paragraph includes the maximum number of members who may be co-opted by each house.

[...]

#### **Representation of cathedral clergy and laity**

**27.** (1) Any diocesan synod may provide by scheme for the representation on such deanery synod as may be determined by or under the scheme –

(a) of the dean or provost, the residentiary canons and other ministers of the cathedral church of the diocese, or any of them; and

(b) in the case of a cathedral church which is not a parish church, of lay persons who are on the roll of members of the cathedral community (hereinafter in these rules referred to as "the community roll") required to be kept under section 9 of the Cathedrals Measure 1999 or, in the case of Westminster Abbey, St George's Chapel, Windsor and the cathedral church of Christ in Oxford, who are declared by the dean to be habitual worshippers at the cathedral church and whose names are not entered on the roll of any parish.

[...]

#### **Representation of persons to whom mission orders relate**

**27A.** (1) Any diocesan synod may, at the request of the bishop or bishops who has or have made a bishop's mission order under section 47 of the Dioceses, Pastoral and Mission Measure 2007 which is in force, provide by scheme for representation on such deanery synod as may be determined by or under the scheme of such persons to whom the order relates as may be specified in or under the scheme.