

THE DIOCESE OF LINCOLN

Standing Orders for Diocesan Synod

Revised by Diocesan Synod on 19 November 2022

MEMBERSHIP OF THE SYNOD

Roll of members

1. The membership of the Diocesan Synod ("the Synod") shall include:
 - (i) members duly elected by deanery synods;
 - (ii) co-opted and nominated members, as prescribed in Standing Order 2;
 - (iii) others prescribed in the Church Representation Rules for the time being in force and not otherwise included in Standing Order 1. (i) - (ii) above.

The Secretary shall keep a roll of the members of the Synod constantly up to date.

Members of Synod shall be members of the LDTBF unless excluded by virtue of the Articles of Association of the LDTBF.

No officer of the Synod, as defined in Standing Orders 9 and 10, shall be a member of the Synod.

Procedure for co-options

2.
 - (i) The Bishop's Council of Diocesan Trustees ("BCDT"), constituted under Standing Order 75, shall have the right to nominate persons for co-option by the House of Clergy or the House of Laity or otherwise to determine who else may nominate such persons but in other respects the procedure for co-opting members shall be determined by the respective houses.
 - (ii) The President may nominate up to ten additional members of the Synod and these may include employees of the Lincoln Diocesan Trust and Board of Finance Ltd. ("LDTBF"), subject to the restrictions set out in Standing Orders 1 and 130.

Participation by non-members

3.
 - (i) Any visitor by invitation of the President may, with the permission of the Chair, address the Synod but shall have no right to move any motion or amendment or to vote.
 - (ii) LDTBF employees not being members of Synod shall be entitled to attend meetings of the Synod and may, with the permission of whomsoever is chairing, address the Synod. They shall have no right to move any motion or amendment or to vote.

TERMS OF OFFICE

Co-opted and nominated members

4. Unless the House concerned or the President, as the case may be, fixes a shorter period of office, co-opted and nominated members shall retire on the last date for the return of results in the triennial elections, save that any such members who are Diocesan Trustees on that date shall continue to be members of Synod until the end of their respective terms of office as Diocesan Trustees.

THE PRESIDENT AND CHAIRS OF THE HOUSES OF CLERGY AND LAITY

Election of the Chairs of Houses

5. Between the first and second meetings of the Synod after the triennial elections and, where a casual vacancy occurs, as soon as reasonably practicable thereafter, each of the Houses of Clergy and Laity or, where appropriate, the one House concerned, shall hold a special meeting to elect one of its members to be its Chair. A member of the appropriate House appointed by the President shall act as Chair for such a meeting. Whoever so chairs shall have a vote in the election and in the case of equality of votes, the decision shall be taken by lot.

CHAIR OF MEETING

Meeting of the Synod

6. The President, unless on any occasion s/he nominates the Chair of either the House of Clergy or the House of Laity or another member to take the chair, shall be Chair at meetings of the Synod.

Separate meeting of the House

7. The President and the Chairs of the Houses of Clergy and Laity need not preside over separate meetings of the House each represents if and to the extent that standing orders of the House so provide.

Powers of Chair

8. Subject to these standing orders and the directions of the President, the procedure of the Synod and its Houses shall be regulated by the respective Chair of each.

OFFICERS

Secretary

9. The Synod shall appoint a Secretary, who shall not be a member of the Synod, but may be either clergy or lay and either salaried or honorary, and who shall:-
 - (i) be responsible for the administrative arrangements for the meeting of the Synod;

- (ii) be in attendance at such meetings;
- (iii) prepare the draft agenda papers and minutes of the Synod;
- (iv) act as secretary of the BCDT;
- (v) perform such other duties as the Synod shall assign to the Secretary.

Assistant Secretary

10. The BCDT shall appoint an Assistant Secretary, who shall not be a member of the Synod, but may be either clerical or lay and either salaried or honorary.

In the absence of the Secretary, the Assistant Secretary shall deputise.

Should neither the Secretary nor the Assistant Secretary be available to undertake the role of the Secretary, the President shall, in consultation with the Chairs of the Houses of Clergy and Laity, appoint some other individual to undertake the role on a temporary basis. The individual so appointed may be a member of the Synod.

Registrar

11. The Registrar, or in the event of his/her absence or incapacity the deputy registrar where appointed, shall be the legal adviser to the Synod and when required shall attend the meeting of the Synod, its Houses and the BCDT.

Terms of appointment

12. Subject to any statutory provision and to these standing orders, the terms and conditions of service on which officers are appointed shall be determined by the BCDT.

MEETINGS OF THE SYNOD

By whom convened

13. The Synod shall meet upon the summons of the President.

When and where held

14. The President shall summon not less than two meetings in each year at such times and places as s/he shall direct after consulting the BCDT.

Meetings by request

15. If either the BCDT by resolution so requests or if the President receives a requisition for that purpose signed by not less than thirty members, the President shall summon a meeting of the Synod which shall be held within eight weeks following the resolution or request unless a later date was specified in the resolution or request.

Notice of ordinary meeting

16. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced as soon as possible, and not less than 21 days before any such meeting, to members, and both chairs of every deanery synod in the Diocese.

Notice of special meeting

17. In case of sudden emergency or other special circumstances a meeting may be convened at not less than seven days' notice but the quorum for the transaction of any business at such a meeting shall be a majority of the members of each House and only business specified in the notice may be transacted.

Form of notice

18. Every notice under Standing Orders 16 and 17 shall be signed by the Secretary.

Provision for remote or hybrid meetings

18A.

- (i) A meeting of Diocesan Synod includes reference to a meeting which persons may attend, speak at, vote in, or otherwise participate in without all of the persons, or without any of the persons, being together in the same place.
- (ii) Reference to a place where a meeting of the Diocesan Synod is held, or is to be held, includes a reference to more than one place, including electronic, digital or virtual locations, web addresses or conference call telephone numbers.
- (iii) A person is to be regarded as present at a meeting of the Diocesan Synod if they are able to hear and be heard, and where practicable see and be seen, by the other persons present.
- (iv) A vote, whether of the whole Diocesan Synod or by Houses, may be taken by such electronic method of voting as may be determined by the BCDT or a sub-committee authorised by the BCDT to act on its behalf on this matter.

SEPARATE MEETINGS OF THE HOUSES

When and where held

19. Each House shall meet separately when:
- (i) it is required so to do under these standing orders;
 - (ii) it has so decided in accordance with its own standing orders;
 - (iii) the Chair of the House has so directed; or
 - (iv) the Synod has so directed
- and subject to any directions by the Synod or the House concerned, the date, time and place of any separate meeting shall be fixed by the Chair of that House.

Standing Orders for separate meetings of the Houses

- 19A. Subject to Standing Order 19B, separate meetings of the Houses shall be conducted in accordance with:
- (i) Standing Orders 16-58, 69, and 136-138, substituting "House" for "Synod" and "Chair of the House" for "President";
 - (ii) Standing Orders 66 and 67 shall additionally apply to separate meetings of the House of Bishops

- (iii) decisions of the Houses of Clergy and Laity shall require the votes of a majority of all the members present and voting, with the Chair having the same voting rights as other members and no second or casting vote.
- 19B. A House may resolve to vary or add to the provisions of Standing Order 19A through a majority vote of the House with at least two thirds of the members present voting in favour of the motion.

AGENDA

Content

20. Subject to these standing orders and any resolution of the Synod, the BCDT, or a sub-committee acting on its behalf, shall set the agenda for each meeting of the Synod, specifying all business for which due notice has been received and which is in order and determining the sequence in which the business shall be considered.

Circulation

21. The Secretary shall post or deliver by hand or electronically an agenda paper to every member 21 days at least before a meeting or, in the case of a special meeting called at less than 21 days' notice, at the same time as the notice.

Business permitted to be considered

22. Save for urgent or other important business added by direction of the President, no business shall be considered at a meeting other than that specified in the agenda (or any relating notice paper) or arising from the business considered.

Order and timing of business

23. In determining the order of business special consideration shall be given to items:-
- (i) brought before the Synod at the request or direction of the President;
 - (ii) referred to the Synod by the General Synod or by a Deanery Synod in the Diocese;
- The agenda may specify times at which items shall, unless previously disposed of, be taken and set time limits for debates on any motions.

Varying the order and timing of business

24. The order and timing of business may be varied by resolution of the Synod or, unless a member objects, by the Chair.

NOTICE OF BUSINESS

Form of notice

25. Subject to Standing Order 17, notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Secretary by hand, by post or electronically not later than the period before the meeting which is specified in Standing Order 26.

Length of notice

26. The following periods of notice shall be required:-

New business for the agenda	35 days
Motions arising from the agenda	7 days
Questions under Standing Order 72	7 days

When not required

27. Notice of the following business shall not be required:-

- (i) a motion moved by permission of the Chair, provided that, unless the Chair otherwise permits, the full text of such motion shall be made available to the members in a readable form before it is moved;
- (ii) an amendment to a motion, provided that
 - (a) if the mover of the amendment has previously spoken on the motion s/he shall move any amendment thereto formally and without speech; and
 - (b) where no agenda or notice paper containing the text of the amendment has been made available to members at the time when the amendment is to be moved, such amendment may only be moved by permission of the Chair;
- (iii) business adjourned under Standing Order 54 or 55 to a specified time or meeting;
- (iv) a procedural motion specified in Standing Order 51 (subject as provided in that standing order);
- (v) a supplementary question by a member who has asked a question under Standing Order 72.

GENERAL RULES OF DEBATE

Quorum

28. One third of the members of each House shall form a quorum of the Synod which shall be necessary for the consideration of all business except the adjournment of the Synod under Standing Order 54, a debate under Standing Order 55, or as required by Standing Order 17.

If quorum not present

29. If a quorum is not present, the Chair shall adjourn the Synod until such time as s/he shall determine. Any member may call the attention of the Chair to the absence of a quorum at any time before a question is put on a motion or amendment. A quorum shall thereafter be deemed to be present and it shall not be in order to query again the presence of a quorum until after the Chair has conclusively announced the result of the vote on that question.

Order of speeches

30. The Chair shall call upon members who desire to speak and may require them to give their names to the Secretary in writing. S/he shall also determine the order in which they speak.

Members identification when called to speak

- 30A. When called to speak a member shall start by clearly stating her/his name, deanery and any conflict of interest or loyalty s/he may have that is relevant to the business under consideration.

Breach of order

31. 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 being made.

Points of order

32. A member may submit a point of order to question the Chair as to whether the Standing Orders have been breached. A point of order may be raised at any time, including by interrupting another speaker. A point of order must be in the form of a succinct question.

Personal explanations

33. A member may ask permission to interrupt a debate to make a personal explanation but only so as to correct an important misunderstanding of fact during that debate with regard to 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.

Interruptions otherwise not permitted

34. Save as provided in Standing Orders 32 and 33 the interruption of a speech (by question, point of information or otherwise) shall not be permitted, but where it occurs in breach of this Standing Order it shall be reckoned as a speech on the question before the Synod and shall preclude the interrupter from speaking further on that question. The ruling of the Chair on a point of order or the admissibility of a personal explanation shall not be open to question.

Speaking to a motion

35. A member shall not speak upon a motion or amendment, save as provided in Standing Orders 30, 32, 33 and 72.

Speaking more than once

36. A member shall not speak more than once upon the same question except:
- (i) as provided in Standing Orders 32 and 33;
 - (ii) by permission of the Chair and with consent of the Synod;
 - (iii) the mover of a motion (but not an amendment) may reply; such reply shall not introduce any new matter and shall close the debate;
 - (iv) the mover of an amendment to a Standing Order may speak twice.

Length of speeches

37. Save as provided in these standing orders, no speech shall exceed ten minutes or, in the case of a member introducing a report, fifteen minutes, but the Chair may at any time lengthen or shorten either of these periods, provided that s/he shall inform the Synod of his/her ruling which shall not be open to debate or question.

Moving motions or amendments

38. (a) Every matter debated in the Synod shall have been moved by a member.
- (b) A motion or amendment which, when called by the Chair, is not moved by the member who has given notice thereof, may be moved by any other member in his/her stead.

Withdrawal

39. A motion or amendment, once moved, may be withdrawn by the mover or at his/her request unless more than five members object.

Reconsideration and rescission

40. 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 leave by the BCDT.

Despatch of Business

41. Notwithstanding any provision in these Standing Orders, the Chair may give such directions as may appear to be appropriate in relation to related motions and amendments including motions arising from the agenda of which notice has been given under Standing Order 25, for the purpose of enabling the Synod to deal with the matters raised in a way which is easily understood and likely to produce logical and compatible decisions. Such directions may include:
- (a) a direction that a motion arising from the agenda shall be dealt with as an amendment to a motion on the agenda and as to the wording of such an amendment.
- (b) a direction that a motion or motions arising out of the agenda shall be amalgamated with a motion on the agenda and as to the wording of such an amalgamated motion.
- (c) a direction that two or more motions arising out of the agenda shall be amalgamated and as to the wording of such an amalgamated motion.
- (d) a direction that two or more amendments to a motion shall be amalgamated and as to the wording of such an amalgamated amendment.
- (e) a direction that a motion or amendment be divided in such manner as to enable the Synod to express its judgement separately upon each part of the motion or amendment so divided.

In preparing directions under this order the Chair shall consult with the movers of the motions or amendments concerned or authorise the Secretary to do so and, notwithstanding Standing Order 36, may (but shall not be obliged to) allow the mover of a motion which has been turned into an amendment by virtue of the directions to speak twice

upon the same question so as to be able to reply. Such reply shall be subject to Standing Order 36 (iii).

Reference back motions not permitted

42. During the debate on any motion it shall not be in order to move a further motion to refer back that motion or any recommendation to which it relates but if otherwise permissible an amendment to this effect may be moved. Where a motion so amended is carried but specifies no-one to whom the matter is to be referred, this question shall be decided by the BCDT. No amendment shall be moved for the reference back of any matter referred by the General Synod to the Synod.

Special powers of Chair

43. Unless the Synod otherwise provides, the Chair shall:
- (i) adjourn the Synod at the hours fixed in accordance with these Standing Orders;
 - (ii) adjourn the debate on any question at the hour fixed for the commencement of other business in accordance with Standing Order 23;
 - (iii) close the debate on any motion at the hour appointed in accordance with Standing Order 23, whether or not there are other members who still desire to speak and thereupon the provisions of Standing Order 56 (ii) shall apply.

AMENDMENTS

When permitted

44. Except as provided in Standing Order 45 any member may move an amendment to a motion which has been duly moved and such amendment shall be disposed of before that motion is put or any further amendment is moved.

When not permitted

45. Amendments to the following shall not be permitted:
- (i) a procedural motion under Standing Order 51;
 - (ii) a motion to receive the report of a committee under Standing Order 103;
 - (iii) a motion under Standing Order 110(a) in reply to any question referred by the General Synod.

Amendments to amendments

46. No amendment may be moved to an amendment except by permission of the Chair.

Delivery in writing

47. Before an amendment is moved, a copy thereof in writing shall be delivered to the Secretary, unless this requirement is dispensed with by the Chair.

Form of amendments

48. An amendment may be made:

- (i) by leaving out words; or
- (ii) by leaving out words in order to insert other words; or
- (iii) by inserting or adding words.

Content

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

Order of consideration

50. Amendments shall be moved and put to the vote in the order in which they first affect the main motion or amendment to which they relate. If more than one amendment has been received affecting the same place in that motion or amendment, they shall be moved and put to the vote in the order determined by the Chair. By the Chair's permission, during the debate on an amendment, other amendments may be discussed but not moved.

PROCEDURAL MOTIONS

Content

51. Subject to these Standing Orders, the following procedural motions may, with the consent of the Chair, be moved with or without notice but not so as to interrupt the speech of any member:-
- (i) "that the Synod do pass to the next business" ("next business");
 - (ii) "that the Synod do now adjourn" ("adjournment of the Synod");
 - (iii) "that the debate now be adjourned" ("adjournment of the debate");
 - (iv) "that the debate be now closed" ("closure");
 - (v) "that all further speeches on this question be limited to ... minutes" ("speech limit");
 - (vi) a motion to vary the order of business;
 - (vii) a motion to suspend a Standing Order.

When not permitted

52. A motion shall not be moved:
- (i) for next business, the closure or a speech limit on any question referred by the General Synod to the Synod;
 - (ii) for next business on an amendment or another procedural motion.

Next business

53. The following rules of debate shall apply:
- (i) The motion may be moved either in the form "that the Synod do forthwith pass to the next business" or in the form "that the Synod do pass to the next business before the question is put".

- (ii) A motion for next business shall take precedence over all amendments of which notice has been given and arguments for and against the motion shall be heard in accordance with the procedure set-out in Standing Order 54(ii).
- (iii) If such motion is carried, the original motion shall lapse either forthwith or before the question is put, as the case may be, and not be reconsidered during the same meeting of the Synod.
- (iv) If it is not carried, such motion shall not be moved again on the original motion unless that motion be substantially amended.
- (v) During discussion on a motion “that the Synod do pass to the next business before the question is put” it shall be in order to debate the merits of the original question.

Adjournment of the Synod

54. The following rules of debate shall apply:

- (i) The motion to adjourn may but need not specify a time for the Synod to resume the business interrupted.
- (ii) The mover shall be allowed to speak for not more than three minutes; the mover of the original motion, if any, or, if not, some other member, may speak for not more than three minutes in reply; the question shall then be put without further debate.
- (iii) If the motion to adjourn is carried and the Synod has not by the same resolution appointed a time for resuming the interrupted business, the business interrupted shall be resumed at the next meeting.
- (iv) If the motion to adjourn is not carried, the adjournment of the Synod shall not be moved again, except by permission of the Chair, until a further hour has elapsed.

Adjournment of debate

55. Standing Order 54 shall, unless the context otherwise requires, apply also to this motion except that:

- (i) If such motion is carried and the Synod has not by the same or a later resolution appointed a time for resuming the interrupted debate, it shall be resumed only by direction of the BCDT;
- (ii) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

The closure

56. The following rules of debate shall apply:

- (i) If such motion is permitted by the Chair, it shall be put forthwith without discussion;
- (ii) if the closure is carried, the member, if any, who has a right of reply on a motion superseded by the closure shall be given an opportunity to speak for not more than five minutes in reply and the motion or amendment shall be put without further debate.

Speech limit

57. The following rules of debate shall apply:

- (i) if this motion is permitted by the Chair, it shall be put forthwith without discussion;
- (ii) notwithstanding the time limits imposed by Standing Order 37, on this motion being carried, no speech shall exceed the number of minutes specified therein, but the Chair may, for any special reason of which the Chair shall be the sole judge, allow a longer or shorter time to any member, provided that when so doing the Chair shall inform members of the ruling and in exercising this discretion shall have particular regard to any member who has a right of reply to the debate.

Suspension of Standing Orders

58. After notice or, by permission of the Chair, without notice a member may move that a Standing Order be suspended during a particular debate or meeting. Such a motion shall not be deemed to have been carried unless at least three quarters of those members present and voting are in favour. It shall not be in order to suspend Standing Orders 59 to 71.

VOTING

Assent of three houses

59. Subject to Standing Orders 60, 61 and 62, nothing shall be deemed to have the assent of the Synod unless the three Houses which constitute the Synod have assented thereto, but if in the case of a particular question (except a matter referred to the Synod by the General Synod under the provision of Article 8 of the constitution of that Synod) the President (if present) so directs, that question shall be deemed to have the assent of the House of Bishops, only if the majority of the members of that house who assent thereto, includes the President.

Procedure for decisions

60. Questions relating only to the conduct of business shall be decided by the voting of all members of the Synod present and voting.
61. Every other question shall be decided in like manner, the assent of the three Houses being presumed, unless the President (if present) requires, or any ten members require, that a separate vote of each House be taken.

Matters referred under Article 8

62. If the vote of the Houses of Clergy and Laity are in favour of any matter referred to the Synod by the General Synod under the provisions of Article 8 of the constitution of that Synod, that matter shall be deemed to have been approved for the purposes of the said article.

Voting by houses

63. A separate vote of each house shall be taken:
- (i) on any question referred by the General Synod to the Synod;
 - (ii) on any other question where this is required under Standing Order 61.

Majority required for decisions

64. Subject to any statutory requirements decisions of the Synod when no separate vote is taken by each of the Houses shall require the votes of a majority of all the members of the Synod present and voting.
65. Subject to any statutory requirements, decisions of the Synod when a separate vote is taken by each of the Houses shall, subject to Standing Order 59, require the votes of a majority of all the members of each House present and voting.

Equal voting in House of Bishops

66. Where there is an equal division of votes in the House of Bishops, the President shall have a second or casting vote.

Opinion of president

67. The President shall have a right to require that his/her opinion on any question shall be recorded in the minutes.

Voting rights of Chair

68. The Chair (subject to the rights of the President when s/he is Chair) shall have the same voting rights as other members and shall have no second or casting vote.
69. The Chair on putting any question to the vote shall take a show of hands, the result of which as announced by the Chair shall be conclusive. The Chair may at his/her discretion order the hands to be counted and shall do so on a vote by Houses.

Requests for separate voting

70. Where the President requires, or any ten members require, a separate vote of each House, or where the President gives a direction under Standing Order 59 (that his/her assent shall be necessary to carry a proposal in the House of Bishops), such requirement or direction shall be made or given before the question is put or immediately upon the announcement of the result of a show of hands, whether counted or not.

Procedure for count of hands

71. The counting of hands on a separate vote of each House shall be conducted in accordance with instructions to be issued from time to time by the BCDT, and, subject thereto, the administrative arrangements for each count shall be made by the Secretary under the direction of the Chair.

QUESTIONS

To whom addressed

72. Subject to due notice under Standing Orders 25 and 26 a question may be asked of:
 - (i) any officer of the Synod referred to in these Standing Orders;
 - (ii) any head of department employed by the LDTBF or the Lincoln Diocesan Board of Education Ltd. (LDBE);

- (iii) the Chair of any body constituted by the Synod or on which it is represented;
- (iv) the Chair of any body constituted by the BCDT;

provided that the person asked may, without reason given, refuse to answer that question. A member may ask up to two original questions at any one meeting. At the discretion of the Chair, a further supplementary question may be put to an original question by another member. A supplementary question must be strictly relevant to the original question or the answer given.

Content

- 73. A question, if addressed to an officer, shall relate to the duties assigned to that officer and, if addressed to the Chair of any body, to the business of that body. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem, and shall be otherwise in order.

Persons authorised to reply

- 74. If the person of whom the question is asked is a member or officer of the Synod, that person shall reply personally and, if not, the reply may be given by one of its members nominated by the President; provided that:
 - (i) the Secretary may reply on the President's behalf if so instructed
 - (ii) a member who is absent may authorise another member to respond to the question.

THE BISHOP'S COUNCIL OF DIOCESAN TRUSTEES

Composition

- 75.
 - (a). There shall be a Bishop's Council of Diocesan Trustees which shall constitute, and in all regards fulfil the statutory requirements of being, each of the following:
 - i. The Bishop's Council and Standing Committee

- ii. The Diocesan Mission and Pastoral Committee
 - iii. The directors and trustees of the LDTBF.
- (b). The membership of the BCDT shall be as follows, with such members being known as Diocesan Trustees:
- (i) the following ex officio members:
 - i. The Diocesan Bishop;
 - ii. The Suffragan Bishops;
 - iii. The Archdeacons;
 - iv. The Dean;
 - v. The Chairs of House of Clergy and House of Laity of the Synod;
 - (ii) the following ex officio members, if not otherwise members:
 - i. The Chair of the LDBE, having been appointed to that office in accordance with the relevant Measures and the LDBE's Articles of Association.
 - ii. The Chair of the LDTBF, having been appointed to that office in accordance with the relevant Measures and the LDTBF's Articles of Association.
 - iii. The Chair of the Diocesan Mission and Pastoral Committee), having been appointed to that office by the Diocesan Bishop for such period as the Bishop may determine.
 - (iii) three members of the House of Clergy, consisting of one such person from each archdeaconry elected by the House of Clergy in accordance with Standing Orders 75(c-f).
 - (iv) six members of the House of Laity, consisting of two such persons from each archdeaconry elected by the House of Laity in accordance with Standing Orders 75(c- f).
 - (v) up to six individuals nominated by the Diocesan Bishop following consultation with the Search and Nominations Committee and provided:
 - i. the persons so nominated are already members of the Synod;
 - ii. the total number of Diocesan Trustees does not exceed 24;
 - iii. due regard is given firstly to ensuring approximate parity in the numbers of clerical and lay Diocesan Trustees; and
 - iv. due regard is given secondly to including otherwise under-represented groups and filling any skills gaps within the BCDT membership.
- (c). The candidates for election shall be proposed and seconded by members of their respective houses. Election shall be by simple majority voting by houses (i.e. clergy may only vote for clergy, and laity may only vote for laity). This election shall be by

way of secret ballot on voting papers signed by the voter on the reverse thereof. In the event of an equality of votes, the decision shall be decided by lot.

- (i). The total number of votes cast and the number of votes cast for each of the candidates shall be made available to the candidates. The numbers may be made available to Synod members at the discretion of the Secretary.
- (d). The term of office for the elected members shall be three years, commencing immediately and ending at the start of the first meeting of the Synod following 30 September in the relevant year.
 - (i). Except in the circumstances covered by (dii), from 3 November 2018 onwards, elected members shall serve no more than two consecutive full terms, and are then not eligible for re-election for three years.
 - (ii). If, following an election to fill a BCDT position, the position remains vacant, a person excluded from standing by virtue of (di) may stand at the next election for a further term provided all other requirements within the Standing Orders are satisfied.
- (e). At the first meeting of Synod after 31 October each year, the Houses of Clergy and Laity shall elect Diocesan Trustees as follows.
 - (i) By the House of Clergy from amongst its own number:
 - a. in 2022 and every three years thereafter one member of the House of Clergy representing a deanery in the Archdeaconry of Stow & Lindsey;
 - b. in 2023 and every three years thereafter one member of the House of Clergy representing a deanery in the Archdeaconry of Boston; and
 - c. in 2024 and every three years thereafter one member of the House of Clergy representing a deanery in the Archdeaconry of Lincoln.
 - (ii) By the House of Laity from amongst its own number:
 - a. in 2022 and every three years thereafter two members of the House of Laity representing a deanery in the Archdeaconry of Lincoln;
 - b. in 2023 and every three years thereafter two members of the House of Laity representing a deanery in the Archdeaconry of Stow & Lindsey; and
 - c. in 2024 and every three years thereafter two members of the House of Laity representing a deanery in the Archdeaconry of Boston.

- (f). Should a vacancy for an elected member occur in mid-term, a person qualified under Standing Orders 75(b), (d) and (e) to fill the vacancy shall be elected to serve out the remainder of that term. The method of election shall be as per Standing Order 75(c) and should take place at the meeting of the Synod after the position becomes vacant. A part term of more than 18 months will count as a whole term, and one of lesser duration will not count at all, for the purposes of Standing Order 75(d).
- (g). Unless the Diocesan Bishop fixes a shorter period of office, persons nominated to the BCDT per Standing Order 75(b)(v) may serve for up to three years. They may be re-nominated for successive terms without limit at the Diocesan Bishop's sole discretion having consulted with the Search and Nominations Committee.
- (h). The Chair of the LDTBF should not be the Diocesan Bishop except under extraordinary circumstances and then only following a resolution of the Synod supporting such action.
- (i). The Chair of the LDBE may be the Diocesan Bishop.
- (j). The Chair of the Diocesan Mission and Pastoral Committee may be the Diocesan Bishop.

Safeguarding

- 76. Following election or appointment to the BCDT, Diocesan Trustees shall be subject to a check through the Disclosure and Barring Service ("DBS") or equivalent for the time being in force.

Code of Conduct, suspension and removal from office

- 77. There shall be a Code of Conduct for Diocesan Trustees, approved by resolution of the Synod. All Diocesan Trustees shall sign the Code of Conduct within 30 days of taking office without due reason. Failure to sign the Code of Conduct shall signify the person's resignation from the BCDT.
- 78. In the event of a Diocesan Trustee being debarred from holding office as either a trustee or a director, it shall signify the person's resignation from the BCDT.
- 79. All Diocesan Trustees are under duty to report to the Diocesan Bishop at the earliest opportunity if they become subject to any criminal or safeguarding investigation. In such event the Diocesan Bishop shall have the power to suspend the person's membership of the BCDT pending the outcome of the investigations.
- 80. If a Diocesan Trustee ceases to be a member of the Synod, his/her position on the BCDT shall be automatically terminated.
- 81. With the exception of the Diocesan Bishop, the Suffragan Bishops, the Archdeacons and the Dean, a Diocesan Trustee shall be asked to resign from the BCDT if:
 - (i) the Diocesan Trustee fails to attend 50% of the meetings of the BCDT in any one calendar year without due reason accepted by a resolution of the BCDT; and/or
 - (ii) the Diocesan Trustee fails to abide by the Code of Conduct, as found by a resolution of the BCDT; and/or

- (iii) the outcome of a DBS check is unsatisfactory.

Upon being so asked to resign, the person shall have the right of appeal to the Diocesan Bishop, whose decision in the matter shall be final.

82. If a Diocesan Trustee fails to resign from the BCDT having been asked to do so under the terms of Standing Order 81, the position on the BCDT shall be terminated by a resolution of the Synod. Such a resolution may only be passed if:
- (i) the Diocesan Trustee has been given at least twenty-one days notice in writing of the meeting at which the resolution will be proposed and the reasons why it will be proposed;
 - (ii) the Diocesan Trustee or, at the option of the Diocesan Trustee, a representative (who need not be a Synod member) has been allowed to make representations to the meeting; and
 - (iii) the Diocesan Bishop has consented to the resolution

Quorum

83. Eleven of the members of the BCDT shall form a quorum.

Officers

84. The officers of the BCDT shall be as follows:
- (i) the President of the Synod shall be Chair
 - (ii) one or more Diocesan Trustees nominated by the President with the consent of the BCDT shall be vice-Chair(s)
 - (iii) the Secretary of the Synod shall be Secretary.

Voting

85. Questions submitted to a meeting of the BCDT shall be decided by a majority of those present and voting, save that in the case of an equality of votes the President of the Synod shall have a second or casting vote. The President, in advance of an absence from a meeting, may in writing to the BCDT assign a proxy to exercise such a casting vote and may give such direction as as to how it shall be exercised. In the absence of the President and if a proxy has not been assigned, the person chairing the meeting shall have a casting vote.

Functions

86. The functions of the BCDT shall be:
- (i) to plan, or to delegate the powers to plan, the business of the Synod, to prepare the agenda for its sessions, and to circulate to members information about matters for discussion;
 - (ii) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
 - (iii) to advise the President on matters which the President may refer to the committee;
 - (iv) subject to the directions of the Synod to transact the business of the Synod when it is not in session;

- (v) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;
- (vi) to be the directors and trustees of the LDTBF in accordance with the LDTBF Articles of Association;
- (vii) to be the Diocesan Mission and Pastoral Committee in accordance with the requirements of the Mission and Pastoral Measure 2011 and such other legislation as may apply;
- (viii) to carry out such other functions as the Synod may delegate to it.

OTHER COMMITTEES, WORKING GROUPS AND ADVISORY PANELS

Statutory committees

87. The Synod shall establish such committees or other bodies as maybe required by law (to be known as “statutory committees”) with such membership, functions and procedure as may be provided in the relevant enactment. Subject thereto, these Standing Orders shall apply to such committees or other bodies.

Committees, working groups and advisory panels other than statutory committees

88. There shall be a Search and Nominations Committee, accountable directly to Synod, and governed by such Terms of Reference which the Synod may approve.
89. There shall be a committee, accountable to the BCDT, with responsibility, inter alia, to monitor and review:
- (i) the integrity of the Diocese’s Annual Report and accounting policies;
 - (ii) the effectiveness of the Diocese’s governance, internal controls and risk management systems;
 - (iii) the relationship with, and effectiveness of, the external audit function.
90. The Synod may at any time constitute such other committees as in the opinion of the Synod are necessary or desirable and may delegate to a committee so constituted, with or without conditions, such functions of the Synod as it thinks fit.
91. The BCDT may at any time constitute such other committees, working groups and advisory panels as in its opinion are necessary or desirable. It may delegate to bodies so constituted, with or without conditions, such functions as it thinks fit, provided that:
- (i) a working group’s remit shall be restricted to a specific task upon completion of which the working group shall be disbanded;
 - (ii) an advisory panel shall not have decision making powers.

Membership of committees, working groups and advisory panels

92. Subject to any directions of the Synod and to any statutory provision:
- (i) The BCDT shall determine the number of the members of committees, working groups and advisory panels, their terms of office, whether they shall be appointed or

elected, who is responsible for any such appointment, and who constitutes the relevant electorate.

- (ii) Such bodies may include persons who are not members of the Synod.
- (iii) The chair and vice-chair of every such body shall be appointed, and the terms of office set, by the BCDT.
- (iv) In the case of committees, the majority of the members shall be members of the Synod, and the chair and/or the vice-chair must be a Diocesan Trustee.
- (v) Subject to there being due reason or cause to do so, the BCDT shall be able to remove a member, chair or vice-chair it has appointed to a committee, working group or advisory panel, and to make a new appointment to fill the consequential vacancy.

Duration of membership

93. The BCDT may, subject to these Standing Orders and any resolution of the Synod, at any time dissolve a committee or alter the number of its members or its composition, and shall determine the term of office of its members.

Sub-committees

94. Every committee constituted by the Synod may appoint sub-committees for such purpose as it thinks fit, subject to the approval of the BCDT.

Electors

95. Any members of a committee to be elected by Synod may be elected by the whole Synod without discrimination as to Houses or by the three Houses voting separately. In the absence of any direction by either the Synod or the BCDT, they shall be elected by the whole Synod.

Nominations for election to committees

96. Every nomination shall require a proposer and seconder who shall be qualified electors. Nominations, which shall be in writing and accompanied by signed evidence of the candidate's willingness to serve, shall be delivered to the Secretary within such period and by such means as s/he shall specify. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

Voting in elections

97. In the event that there are more nominations than the number of seats to be filled in an election to a committee, and except as required by Standing Order 97A, the following process shall be followed.
- (i) The election shall be held at an ordinary meeting of the Synod, with notice of the election being included on the agenda paper provided in accordance with Standing Order 21.
 - (ii) The election shall be by secret ballot on voting papers signed by the voter on the reverse thereof.

- (iii) Each elector shall have as many votes as there are seats to be filled, but shall not give more than one vote to any one candidate.
 - (iv) In the event of an equality of votes the election shall be decided by lot.
- 97A. The process defined in Standing Order 97 shall be varied by the Secretary to the extent necessary to comply with the following.
- (i) The Church Representation Rules and such Measures and Regulations as may be applicable at the time.
 - (ii) A direction made by the President, following consultation with the BCDT, or by the Synod, that an election is to be conducted by postal ballot. For any such postal ballot the names of the candidates shall be circulated to every qualified elector on a voting paper which when marked and signed shall be returnable to the Secretary within such period (not being less than 14 days) as the Secretary shall specify.
 - (iii) A direction by the Synod that the election shall be conducted by the method of the single transferable vote. For any such election, the rules, with the necessary modification, under the General Synod's Standing Orders for the time being in force, shall be used.
98. The BCDT may direct that electronic voting is to be used for an election, either in place of, or in addition to, paper ballots, and may make such changes to the process defined in Standing Orders 96, 97 and 97A as are consequently necessary. Only electronic voting methods approved by Synod may be so used.

Casual vacancies

99. A casual vacancy in an elected position shall be filled within six months of the occurrence of the vacancy; provided that a vacancy which occurs within six months of the next triennial elections to the Synod need not be filled. In this Standing Order the expression 'casual vacancy' includes the case where insufficient candidates have been nominated to fill the places available.

Subject to any contrary statutory requirement, casual vacancies in committees or other bodies other than the BCDT (as to which see Standing Order 75) shall, unless otherwise specified in the applicable Terms of Reference, be filled not by election but by co-option by the BCDT following consultation with the Search and Nominations Committee.

Directions by BCDT

100. The conduct of elections to committees shall, subject to these Standing Orders, be in accordance with any directions by the BCDT.

PROCEDURE OF COMMITTEES, WORKING GROUPS AND ADVISORY PANELS

Quorum

101. Unless otherwise specified in the applicable Terms of Reference, not less than one third of the total members of a committee, working group or advisory panel shall form a quorum but a committee may act notwithstanding a vacancy in its membership.

Voting

102. Unless otherwise specified in the applicable Terms of Reference, questions submitted to a meeting of a committee, working group or advisory panel shall be decided by a majority of those present and voting, save that in the case of an equality of votes the Chair shall have a second or casting vote.

Reports

103. Every committee shall report to Synod at such times and in accordance with such procedure as may be determined by the BCDT; provided that each report shall be presented by a member of the committee which is responsible for the report, on the motion “that this report be received”. No amendment to such motion shall be permitted but if carried it shall not be deemed to commit the Synod to the acceptance of any matter in the report.
104. Subject to these Standing Orders, the applicable Terms of Reference, and any directions by the Synod or the BCDT, a committee, working group or advisory panel shall have power to determine its own procedure.

REPRESENTATION ON OTHER BODIES

105. The procedure for appointing or electing representatives to serve on any committees or other bodies which are not statutory committees or responsible to the Synod but on which it is required or permitted to be represented shall be determined in each case by the BCDT.

DOCTRINAL MATTERS AND FORMS OF SERVICE

Requirement of early circulation

106. If notice is given of a motion, other than under Standing Order 107, which raises any question touching doctrinal formulae or the services or ceremonies of the Church of England, the BCDT shall include it on the agenda of the earliest convenient meeting of the Synod; provided that, save by permission of the Chair and the consent of the Synod, copies of such motion, together with a report thereon by the BCDT, shall be sent to members at least three months before it is finally voted on by the Synod. For the purpose of this Standing Order the consent of the Synod shall not be deemed to have been given unless three quarters of those present and voting have agreed.

REFERENCES BY THE GENERAL SYNOD

When considered

107. When a reference is received from the General Synod, whether under Article 8 of the Constitution of that Synod or otherwise, the BCDT shall include it on the agenda of such meeting of the Synod as it may consider appropriate.

Prior notice and documents required

108. Unless the BCDT decide to the contrary for any reason:

- (i) members of the Synod shall receive at least three months' notice of the reference; and
- (ii) a report or other document prepared by or on behalf of either the General Synod or the BCDT shall be circulated.

Consultations within the Diocese

109. The Synod, before voting on a reference, may refer any question arising from it to the Deanery Synods or parochial church councils or parochial church meetings in the Diocese for the expression of their views. The BCDT, if so allowed under the terms of reference from the General Synod, may act on the Synod's behalf by so referring any such question prior to the Synod considering the reference.

Procedure of debate

- 110.
- (a) When the reference by the General Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the 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 Standing Order 63. 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 BCDT 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

111. The decisions on such motions and on any related motions not specifically included in the reference, together with any opinion recorded by the President and the number of votes cast in each House, shall be reported by the Secretary of the Synod to the Secretary of the General Synod.

REFERENCES BY THE SYNOD TO DEANERY SYNODS AND PARISHES

Matters referable

112. The Synod may on the motion of any member invite all or any deanery synods or parochial church councils or parochial church meetings in the Diocese:
- (i) to express an opinion on or to record approval or disapproval of any matter; or
 - (ii) to supply information within their knowledge;
 - (iii) to exercise any other functions within their competence; and to report to the Synod by a specified date.

Report on proposal to refer matters

113. The BCDT shall report to the Synod on any proposal under Standing Order 112 and, if necessary, consideration of such proposal shall be postponed or adjourned until the BCDT has so reported.

Circulation of reference

114. The Secretary of the Synod shall send a copy of any resolution under Standing Order 112 to the Secretary of each body concerned, together with such instructions and other information as the Synod or the BCDT may direct.

Form and date of reply

115. Subject to any direction by the Synod, where a reference under Standing Order 112 invites approval or disapproval of any proposal, those bodies to whom such reference is sent shall be requested to frame their replies in the common form prescribed by the BCDT and shall be informed of the date for reply which shall be not less than three months later than the date of the resolution by the Synod.

Report on replies received

116. At the earliest convenient meeting of the Synod after the period for replies has expired, the BCDT shall report, orally or in writing as it thinks fit, on the outcome of the reference.

MATTERS RAISED BY DEANERY SYNODS, PAROCHIAL CHURCH COUNCILS AND MEETINGS

By Deanery Synods

117. A deanery synod may, on a motion moved by a member of the Synod who represents that deanery, bring before the Synod any question of general church interest or affecting the deanery or any parish within the deanery.

By Parochial Church Councils and Meetings

118. A parochial church council or parochial church meeting may, on a motion moved on its behalf in the deanery synod by a member of that synod who represents the particular council or meeting, request the deanery synod to take appropriate action under Standing Order 117.

Notice to Synod

119. Notice of a motion to be moved in the Synod under Standing Order 117 shall be given by the Secretary or a member of the deanery synod duly authorised for the purpose to the Secretary of the Synod.

LINCOLN DIOCESAN TRUST AND BOARD OF FINANCE

Constitution

120. The LDTBF, as the diocesan board of finance, shall be constituted as a body corporate under the provisions of the Diocesan Boards of Finance Measure 1925, and shall be the financial executive of the Synod.
121. The LDTBF shall act as a committee of the Synod, shall be registered as a company under the Companies Act 2006, and shall have such general powers and duties and shall be constituted in such manner as its Articles of Association prescribe, and shall in the exercise of such powers and duties comply with such directions as may from time to time be given by the Synod, provided always that such directions shall be in accordance with the said Articles.
122. The duties of the LDTBF under its Articles of Association shall include
- (i) responsibility for the custody and management of the Diocese's funds, and
 - (ii) the employment, terms of employment and conditions of service of all persons in receipt of salaries paid directly from those funds, except when the board or council employing such persons shall have been separately incorporated.
123. The board shall be the diocesan authority for the purposes of the Parochial Church Councils (Powers) Measure 1956.

Duties of Diocesan Trustees

124. The Diocesan Trustees shall serve as the directors and trustees of the LDTBF and shall be responsible for advising the President and the Synod, in their capacity as members of the LDTBF, on the determination of priorities in the allocation of any funds at the disposal of the Diocese and for exercising oversight of the day-to-day administration of its financial and human resources by paid officers of the LDTBF.

Annual budget

125. Not later than 30th November the BCDT, acting as the directors and trustees of the LDTBF, shall prepare and present to the Synod for its approval a budget for the following year. The budget shall provide for the expenditure required by every committee and other body responsible to the Synod, and for the payments the Diocese is required to make to the national Church of England. The budget shall also specify the total amount proposed to be raised within the Diocese from parishes. The budget presented to Synod will propose the annual trading surplus or deficit for the relevant financial year.

For the avoidance of doubt, the BCDT, as the directors and trustees of the LDTBF, has the responsibility and is empowered to manage prudently the finances of the Diocese and, subject to Standing Order 126 has the authority to respond to changing needs and priorities by approving or, through a Scheme of Delegation, allowing to be approved, the virement of budget allocation between boards, councils, committees and/or departments.

126. During any financial year if
- (i) in the opinion of the BCDT, as the directors and trustees of the LDTBF, the state of the Diocese's finances under its control either are, or will be, substantially different from that planned in the approved budget, or

- (ii) Synod so instructs, the BCDT shall submit to the Synod at any meeting before the end of that financial year a revised budget. Where appropriate, this shall include recommendations as to how any extra expenditure is to be met.
127. The resolutions to be moved authorising the expenditure under the budget and recognising funding by parishes shall be moved by the chair of the LDTBF or such other Diocesan Trustee as the BCDT shall determine. The resolutions shall be in the following forms:
- (i) That the Synod authorises the BCDT to expend (a named sum) for the year ending
 - (ii) That the Synod, recognising pledges made by parishes, authorises the BCDT to raise (a named sum) from the parishes for the year ending
128. Save by the consent of the BCDT, or as allowed by Standing Order 129, an amendment to a resolution under Standing Order 127 shall be out of order.
129. An amendment may be moved to a resolution under Standing Order 127 to refer it back to the BCDT.
130. No employee of the LDTBF who is a member of the Synod and otherwise entitled to vote upon motions put before it may move or vote upon a resolution under Standing Order 127.

Parish financial contributions

131. The procedure for determining the financial contributions by parishes shall be approved by Synod on the recommendation of the BCDT.

Financial reporting

132. The BCDT shall report on the progress of expenditure and income in comparison with the budget at every ordinary meeting of the Synod convened in accordance with Standing Order 16.

In the event that changing needs or priorities require significant changes to be made to the planned expenditure for the year as approved in the budget, the report shall include an explanation of the circumstances and the action that the BCDT has taken and/or planned. Such action may include the submission of a revised budget as prescribed in Standing Order 126.

Notice of proposals involving expenditure

133. Except as elsewhere provided in these Standing Orders, or with the consent of the BCDT or its authorised representatives in the Synod, no motion involving expenditure or parish share shall be put to the vote unless thirty-five days' notice of the motion has been given to the BCDT, so as to give opportunity for its views on the proposal to be formulated and expressed during the debate.

Annual accounts

134. The BCDT, acting as the directors and trustees of the LDTBF shall not later than 31st May in each year consider a report and accounts for the preceding financial year ended on 31st December.

Not later than 31st July, it shall present to the Annual General Meeting of the LDTBF a financial report and accounts for the preceding year and make such recommendations thereon as it thinks fit.

Following the Annual General Meeting, copies of the report and accounts shall be distributed to parochial church councils in the diocese in such form and by such means as the BCDT shall determine. Copies of the full accounts shall be available for inspection, with notice, in the Diocesan Office.

135. In presenting the accounts for the preceding year the BCDT shall report any expenditure in excess of the funds voted for that year and give the explanation of those responsible, together with its comments and recommendations in relation to the excess expenditure.

GENERAL PROVISIONS

Admission of press and public

136. Subject to any direction by the Synod or the BCDT, 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 carried, the Chair shall request the representatives of the press and the public to withdraw.

Periods of notice

137. Any period of notice required by these Standing Orders 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

138. 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.

Amendment of Standing Orders

139. A motion for the amendment of these orders shall require:
- (i) the previous consent of the BCDT, and
 - (ii) a majority vote of Synod with at least two thirds of the members present voting in favour of the motion, such vote being taken as a vote of the entire Synod and not by Houses.