

RULES OF ORDER AND PROCEDURE OF DIOCESAN COUNCIL

1 Definitions

"Chair" means the Bishop or other person presiding at a meeting of the Diocesan Council;
"member" means a member of the Diocesan Council.

2 The Chair

- 2(1) The Chair is responsible for preserving order and decorum at meetings of the Diocesan Council by
 - (a) recognizing members who wish to speak and determining the order of speakers,
 - (b) inviting the mover of a motion to present the opening and closing arguments on the question,
 - (c) facilitating discussion and enabling the members to hear and listen to each other,
 - (d) ensuring that all voices are heard and that none dominate,
 - (e) ruling, when necessary, that speeches be limited to a specified time limit,
 - (f) ruling whether proposed procedural motions or amendments to motions are in order, and
 - (g) putting the question to a vote when all views have been sufficiently expressed.
- 2(2) The Chair may request the advice of the Chancellor on questions of order and shall rule on such questions stating the applicable rule or practice without argument or debate.
- 2(3) Any member may appeal the Chair's ruling on a question of order and the Diocesan Council shall decide the appeal without debate.

3 Order and Decorum

- 3(1) Members are responsible for assisting debate by
 - (a) identifying themselves and addressing all remarks to the Chair,
 - (b) confining their remarks strictly to the motion being considered,
 - (c) stating their positions clearly, succinctly and without repetition, and
 - (d) maintaining an impersonal tone and avoiding personal comments.
- 3(2) A member wishing to speak shall rise and address the Chair.
- 3(3) When two or more members rise at the same time, the Chair shall determine the order in which they shall speak.
- 3(4) A member called to order while speaking shall sit down, unless permitted by the Chair to explain.
- 3(5) A member, if not interrupting a speaker, may at any time request that the motion being debated be read for clarification of the debate.

- 3(6) Subject to subsections (7) and (8) no member shall speak more than once on the same question.
- 3(7) A member who makes a motion may speak a second time to close the debate on the motion.
- 3(8) An address by the Bishop is in order at any time.

4 Courtesies of the Diocesan Council

- 4(1) The Chair may invite a person who is not a member of the Diocesan Council to sit with the Diocesan Council or to address the Council but that person shall not participate in debate or vote.

5 Reports of Committees

- 5(1) Reports of the Finance Committee, the Constitution and Canons Committee and any other committee required to report to the Diocesan Council shall be in writing and submitted by the Chair of the Committee.

6 Motions

- 6(1) No motion or amendment is before the Diocesan Council unless it is seconded and in writing.
- 6(2) No original motion, except a procedural motion, shall be received without notice unless permitted by the Diocesan Council.
- 6(3) No motion that would result in a new expenditure may be considered unless it identifies a proposed source of funding or is qualified as being subject to available funding.
- 6(4) When a motion has been read by the Chair it cannot be withdrawn without the consent of the Diocesan Council.
- 6(5) When a motion is being considered, no other motion shall be received except
 - (a) to adjourn,
 - (b) to lay it on the table,
 - (c) to consider it clause by clause,
 - (d) to postpone it until a certain time,
 - (e) to postpone it indefinitely,
 - (f) to refer it,
 - (g) to amend it, or
 - (h) that the question be put,and such motions have precedence in the order named, following a motion to put the question.

- 6(6) No more than one amendment to a proposed amendment of a motion is in order at one time.
- 6(7) Motions to adjourn, to adjourn the debate, or to lay a motion on the table shall be decided without debate.
- 6(8) A motion that the question be put shall be decided without debate and to be carried requires the affirmative votes of two-thirds of the members present.
- 6(9) Debate on a motion to refer shall be restricted to questions whether to refer and to whom.
- 6(10) When amendments to a motion are proposed, the amendments and the original motion shall be put in the reverse order to that in which they were made.
- 6(11) When the Chair declares that a question is being put no further debate shall be allowed and no member shall rise.

7 Voting

- 7(1) In voting, those who vote in the affirmative shall so signify first, and then those who vote in the negative.
- 7(2) If there is an equality of votes the Chair shall declare the question to have been decided in the negative.
- 7(3) A question once determined shall not again be drawn into discussion at the same meeting of the Diocesan Council without the permission of the Chair.

8 Suspension of the Rules of Order

- 8(1) A motion to suspend a Rule of Order and Procedure shall take precedence over all other motions, shall be decided without debate, and to be carried requires the affirmative votes of two-thirds of the members present.

9 Unprovided Cases

- 9(1) When a question of order is not covered by these Rules, the Chair may refer to Kerr and King's "Procedures for Meetings and Organizations"¹ for guidance.

1. [Carswell Publishing](#), 1996

Adopted
17 September 2008