



STANDING ORDERS

of the

UNITED DIOCESAN SYNOD

of

**LIMERICK, KILLALOE &
ARDFERT**

CHAPTER 1

STANDING ORDERS

RULES AND REGULATIONS

PREAMBLE

Union of Diocesan Synods – 1990. In accordance with Chapter 2, Section 1 of the Constitution of the Church of Ireland, Resolutions were passed by the Synods of Limerick and Killaloe and Clonfert on 2nd July 1990, and by the Synod of Ardfert and Aghadoe on 6th November 1990: **“That the Dioceses of Limerick, Ardfert, Aghadoe, Killaloe, Kilfenora, Clonfert, Kimacduagh and Emly do unite in Synod”**.

CHAPTER 2

STANDING ORDERS

OF THE DIOCESAN SYNOD OF

LIMERICK, KILLALOE AND ARDFERT

SECTION 1: The annual ordinary meeting of the Synod of Limerick, Killaloe and Ardfert shall be held in the Diocese of Limerick, Killaloe and Ardfert alternately within each triennium as decided by the Bishop. The venue of special meetings of the Synod shall be determined by the Bishop.

SECTION 2: The Bishop or Commissary may summon a special Synod at any time, and must summon a special Diocesan Synod if he/she receives a requisition by at least half the members of the Diocesan Council, or one third of the members of either Order of the Diocesan Synod.

SECTION 3: The Diocesan Council shall publish the date of the annual Synod at least two months in advance of its meeting in the diocesan magazine and on the diocesan web-site – www.limerick.anglican.org

SECTION 4: All lay representatives and supplemental lay representatives elected to the Diocesan Synod shall within one month of the date of the notification sign and transmit to the Secretary of the synod of the diocese for which they shall have been elected a declaration in the following form:

I, ...*Name*.....of ...*Address* do hereby solemnly declare that, on 1st January last preceding, I had attained the age of seventeen years and had not attained the age of seventy-four years, and I further solemnly declare that I am a member of the Church of Ireland and a communicant of the said Church.

Signature

Date of Birth

Dated this day ...*Date and Month*.... of in the year of Our Lord... *Year*,

And such declaration shall be *prima facie* evidence of such qualifications;

And, should any representative fail to do so within the time prescribed, the place of such representative shall become vacant and shall thereupon be filled by the person whose name stands highest on the relevant list of supplemental lay representatives: Provided that the Secretary of the diocesan synod shall have power to extend by not more than twenty-one days the time for signing the above declaration if they are satisfied that unavoidable circumstances have delayed the signing of the said declaration.

SECTION 5: Notice of meeting shall be given by letter or e-mail, dispatched at least fourteen clear days before the first day appointed. Such notice shall include notification of the Order of Business of the Synod insofar as it is known at that time. It shall include a list of the elections which must take place at the meeting, and a copy of any Bill or Motion to be brought forward, notice of which shall have been given to the Diocesan Secretary not less than 28 days before the day of the meeting and shall be sent to the members of the Synod along with any Resolutions to be proposed by the Diocesan Council. Any Motion of which such notice has not been given shall be entertained only with the consent of a two-thirds majority of the members present.

The Report of the Diocesan Council and the Statement of Accounts shall be printed and shall be sent to each member of Synod at least fourteen clear days before the Ordinary meeting.

SECTION 6: Each meeting of Synod shall commence with a celebration of the Holy Communion.

SECTION 7: The business of each Synod shall commence with the reading of a portion of Holy Scripture and Prayer. The Holy Bible and the Book of Common Prayer shall be laid upon the table.

SECTION 8: An attendance roll for signatures by members shall be in a convenient place at the meeting and every duly elected Synod member shall sign the roll before taking part in any session of the Synod.

SECTION 9: None but members of the Synod, or Supplemental Synod members if summoned, shall be admitted to the meetings, except Officers of the Synod, Clergy with the Bishop's permission to officiate and such persons as may be allowed by any Resolution of the Synod to attend.

SECTION 10: A quorum consists of the presence of the President, together with one half of the Clergy qualified to be members, and one half of the Lay members. It shall be competent for any member during the progress of business, to move that the House be counted, and should there not be a quorum present, the Synod shall stand adjourned until such time as the President shall decide.

SECTION 11: When the Diocesan Secretary is not available for a Synod meeting, the President shall appoint an Acting Secretary.

SECTION 12: When the President shall have taken the chair no one shall continue standing except when addressing the chair and when the President rises during a debate any member speaking or attempting to speak shall at once cease speaking and sit down.

SECTION 13: When at any time the President desires to leave the chair his/her place shall be taken by a member of the Synod appointed by him/her.

SECTION 14: All questions of order shall be decided by the President whose duty it shall be to confine speakers to the subject matter of the debate, to prevent them from being interrupted, except through the medium of the President, on a point of order, or for an explanation, and generally to enforce the Standing Orders.

SECTION 15: No member shall speak more than once on the same question in the same debate, except in explanation or order, provided that the mover of any question (not being an amendment) shall be allowed the right of reply and that the seconder of a Motion or an Amendment may reserve his/her speech to any period of the debate. Speeches shall be limited to five minutes with the exception of those of the mover of either a Resolution or an Amendment, when the limit shall be ten minutes.

SECTION 16: The President may nominate an Assessor to assist him/her in the conduct of the proceedings.

SECTION 17: Amendments and all Questions shall be in with the Diocesan Secretary at least seven days before the date of Synod. Amendments may also be made from the floor of the Synod, but must be in writing and handed to the Secretary. Any amendments or Questions as to items appearing on the Order Paper which are with the Secretary seven days before the date of the Synod shall be read at the commencement of the meeting and shall have precedence.

SECTION 18: Motions introduced by the Diocesan Council shall take precedence. Other Motions shall be considered in the order in which they have been received, provided the Motions relating to the same matter shall be considered in sequence save that Amendments affecting the principle of any Motion shall have precedence over all other Amendments on the same Motion.

SECTION 19: No Resolution affecting the Financial Scheme shall be put to the Synod until a report from the Diocesan Council shall have been first obtained.

SECTION 20: No Motion or Amendment shall be taken into consideration unless it is seconded, and if it be seconded, it shall not be withdrawn without the leave of the Synod.

SECTION 21: Unless an Amendment shall have become a substantive Motion, no Amendment to it shall be in order. The mover of the Amendment, may, however, with the leave of the Synod, alter its terms.

SECTION 22: Every Report of a committee requiring action shall be accompanied by a Resolution or Resolutions for the consideration of the Synod.

SECTION 23: No Motion to rescind any Resolution adopted or to pass any Resolution rejected in the same meeting shall be in order unless leave to introduce it shall have been obtained.

SECTION 24: Standing Orders shall not be suspended except by a three quarters majority of those voting.

SECTION 25: The votes of the Clerical and Lay representatives shall be taken conjointly except when separate votes shall be demanded by at least six members of either Order present who shall so requisition in writing.

SECTION 26: Voting shall normally be by acclaim or by show of hands, except when a ballot shall be requested by at least ten members of the Synod, or at the discretion of the President.

SECTION 27 The Business of the Synod shall be taken in the following order:-

- (a) The President shall take the chair.
- (b) The Synod shall commence with a reading of the Holy Scripture and with Prayer.
- (c) A quorum shall be ascertained.
- (d) The President may nominate an Assessor.
- (e) The Secretary may read the Order of Business, including Motions, Amendments, or Questions, of which due notice has been given.
- (f) The Secretary may propose a resolution to allow the presence of visitors at Synod.
- (g) If not already circulated the Minutes of the last Synod shall be read, and if approved, signed.
- (h) A Returning Officer (preferably a member of Synod and who is not standing for Election) and scrutineers (who need not be Members of Synod) shall be appointed. (Scrutineers who are Members of Synod should not intend standing for election).
- (i) The President's Address.
- (j) Communications from the House of Bishops and the General Synod.
- (k) Reports of Diocesan Council and other Committees in the order that the President shall decide and consideration of any Motions,
- (l) President's Business.
- (m) Communications to the House of Bishops and the General Synod.
- (n) Election results may be declared.
- (o) The Benediction.

SECTION 28:

(1) The Diocesan Synod shall make regulations for the recording of its proceedings and for the safe keeping of those records. Such records shall be in writing and signed by the President of the Synod.

(2) The Diocesan Synod shall also make regulations for the maintenance of written records of the proceedings of diocesan councils, general vestries, select vestries, boards of nomination and cathedral chapters in its diocese and for the authentication and safekeeping of such records.

CHAPTER 3**ELECTIONS**

SECTION 1: The election of the Diocesan Council (other than ex-officio and co-opted members), Committees of Patronage, Representatives of the Episcopal Electoral College, the General Synod and Central Church Committees, shall be conducted by voting papers, and by Orders, the form of voting paper to be decided by the Diocesan Council. All other elections of Diocesan Committees or Boards shall be conducted as the Synod may order.

SECTION 2: All elections shall be held in Synod assembled, and no member, or supplemental member if summoned, shall be entitled to vote at any election unless present.

SECTION 3: A Returning Officer and such scrutineers as are necessary, shall count the votes in all elections by voting paper. The Returning Officer shall report the results to the President, the report to be in the order of election and signed by the Returning Officer.

SECTION 4: The Returning Officer and scrutineers shall be required to sign a declaration that they will keep secret all matters of things which may come to their knowledge with regard to the elections.

SECTION 5: Immediately after the report shall have been given to the President, the voting papers shall be handed over to the Secretary to be destroyed after the next annual ordinary meeting of the Diocesan Synod. An objection to any of the elections may be lodged with the President, such objection to be in writing and must be signed by the objector. The objection must be lodged within twenty-one days of publication of the election results. In such cases the voting papers relating to such elections shall be handed over to the Committee on Elections who shall examine the same and forward their reports to the Bishop or Commissary within twenty-one days of receipt of the objection, and before the next ordinary Diocesan Council meeting.

SECTION 6: In the case of an equality of votes in any election, the President shall decide by lot the order of priority.

SECTION 7: In order to form the supplemental lists for the Diocesan Council, Representatives in the General Synod, and the Episcopal Electoral College, the Returning Officer shall return the names next in order of voting of the members elected, and so far as the votes recorded shall enable them to do so, shall return not less than three names on each of the supplemental lists.

SECTION 8: COMMITTEE ON ELECTIONS. The Committee on Elections comprising 1 Clerical and 2 Lay members from each area (Limerick, Killaloe and Ardfert) shall be elected triennially as the Synod may order.

SECTION 9: DIOCESAN COUNCIL. The Diocesan Council shall consist of the Bishop, who shall act as Chairman, (or in his/her absence some other person appointed by him/her), the Diocesan Secretary, together with 11 Clergy and 22 Lay members elected annually at the Diocesan Synod as follows:

	CLERICAL	LAY
Limerick	3	6
Killaloe	5	10
Ardfert	3	6

At least 1 Clerical and 2 Lay members from the Clonfert Diocese must be elected as part of the Killaloe numbers.

In addition, the Diocesan Council may at its discretion, co-opt additional Clerical and Lay members, not exceeding in number the limits prescribed by Chapter 2, Part II, Paragraph 35 (2) of the Constitution of the Church of Ireland.

Vacancies to be filled from the Supplemental lists of the Diocese in which the vacancy occurs.

SECTION 10: COMMITTEE OF PATRONAGE. In accordance with Chapter 4, Section 1 of the Constitution, there shall be a separate Committee of patronage for each Diocese of Limerick, of Killaloe and of Ardfert. The Members of such Committees, and Supplemental Members, shall be elected triennially in accordance with the Constitution of the Church of Ireland, by means of voting papers with each Diocese voting separately.

SECTION 11: REPRESENTATION ON THE GENERAL SYNOD. The Synod of the Diocese shall be divided into three Dioceses for the Election of Representatives on the General Synod.

- 1 Diocese of Limerick
- 2 Diocese of Killaloe
- 3 Diocese of Ardfert

The Representatives shall be appointed as follows:

	CLERICAL	LAY
Limerick	4	7
Killaloe	7	14
Ardfert	3	7

SECTION 12: EPISCOPAL ELECTORAL REPRESENTATIVES

The Dioceses of Limerick, Killaloe and Ardfert shall vote jointly for the election of Episcopal Electoral Representatives and Supplemental Representatives in accordance with Part 1 of Chapter 6 of the Constitution. There shall be 12 Clerical and 12 Lay Electoral Representatives.

SECTION 13: BOARD OF EDUCATION. There shall be one Board of Education for the United Diocese. The Synod shall be divided into each of the three Dioceses of Limerick, of Killaloe and of Ardfert for the purpose of electing members to the Board of Education.

SECTION 14: BOARD OF MISSION. There shall be one Board of Mission for the United Diocese.

SECTION 15: In order not to delay the proceedings of the Synod, or to delay members with long distances to travel, triennial or other lengthy elections may be counted during the Synod, or if necessary, deferred. In the latter case the papers shall be in the care of the Returning Officer. Those elected shall be advised by post or by e-mail if desired and the results published in the diocesan magazine and on the diocesan web-site.

DIOCESAN COUNCIL STANDING ORDERS

1. MEETINGS

(i) At least three Ordinary Meetings of the Diocesan Council shall be held each year, at a time and place agreed by the Council.

(ii) Special or Emergency Meetings of the Council may be held as the Bishop or Commisary shall appoint. A Special Meeting of the Diocesan Council may be summoned on petition in writing or by e-mail of at least half of the elected Council members.

2. QUORUM

The Quorum shall consist of at least 40% of each Order of the total membership for Ordinary, Special or Emergency Meetings.

3. NOTICE

(i) At least 14 clear days' notice of all Ordinary Meetings of the Diocesan Council shall be given to each member accompanied by the Agenda and Minutes of the previous meeting. Notice to be given by post or e-mail.

(ii) In the case of Special or Emergency Meetings, 7 clear days' notice shall be given to every member accompanied by the Agenda for the meeting. Notice to be given by post or e-mail.

4. ORDER OF BUSINESS

(i) The Order of Business shall be determined by the Diocesan Secretary in consultation with the Chairman.

(ii) Notices of Motion for inclusion on the Agenda must be received by the Diocesan Secretary, either by post or e-mail, at least 21 clear days before any meeting of the Council.

(iii) Motions or amendments in relation to any item on the agenda must be received at least 7 clear days before the meeting and shall be placed on a Supplemental Agenda which shall be available at the meeting.

(iv) Motions of which notice has not previously been given, shall not be considered except with the consent of two thirds of the Council members present.

(v) Priority shall be given to matters relating to finance which are received from the Finance Committee and the Council may refer any item relating to finance to the Finance Committee before making any decision.

(vi) Matters dealing with Glebes may be referred to the appropriate Glebes Committee before being considered by the Diocesan Council.

(vii) The Diocesan Council shall have power to appoint sub-committees to deal with special or other matters.

FINANCE COMMITTEE

1. MEMBERSHIP

(i) The Diocesan Council shall elect as soon as possible after its own election a Finance Committee which shall consist of the Bishop (or some other member of the Diocesan Council appointed by him/her) who shall act as Chairman, the Diocesan Secretary (who shall act as Secretary to the Committee) and eight elected members as follows:

2 from the Diocese of Limerick
4 from the Diocese of Killaloe
2 from the Dioceses of Ardfert
(3 of whom shall be clergy)

(ii) The Finance Committee shall have the power to appoint up to 3 additional members if it thinks fit. If any such additional member appointed is a serving member of Diocesan Council, he/she shall have full voting rights as a member of the Finance Committee. Any additional member appointed who is not on Diocesan Council shall not have any voting rights.

(iii) The Diocesan Secretary shall ensure the appointment of one independent Scrutineer and one Assistant Scrutineer, neither of whom are members of Diocesan Council, for the purpose of counting the votes.

2. MEETINGS

(i) The Finance Committee may meet prior to each Ordinary Meeting of the Diocesan Council at a place and time agreed by the members and at other times as deemed necessary by the Committee.

(ii) The Finance Committee shall be responsible for drawing up and implementing a Financial Scheme for the Diocese which shall be approved by the Diocesan Council and Diocesan Synod

(iii) The Finance Committee shall be responsible for making recommendations on all matters concerning finance, including the annual budget, to the Diocesan Council prior to its meeting.

Standing Orders of the United Diocesan Synod, Diocesan Council and Finance Committee were adopted in 1991 and revised by the Diocesan Synod in 2014

UNITED DIOCESES OF LIMERICK, KILLALOE AND ARDFERT
Diocesan Glebes Committee Bye Laws and Regulations
BYE LAWS

1. The following Bye Laws supersede all existing Bye Laws, Regulations, Minutes, Agreements, etc.
2. At the first meeting of the Diocesan Council, held after the ordinary meeting of the Diocesan Synod in every year, the Diocesan Council shall appoint 3 Glebes Committees (Ardfert and Aghadoe, Limerick and Emly, and Killaloe and Clonfert) which shall continue in office until the first meeting of the Diocesan Council held after the next ordinary meeting of the Diocesan Synod.
3. The Glebes Committee shall consist of a minimum of six members which shall include:
 - a. The Archdeacon (or other Bishop's Nominee) as Chairman
 - b. The Rural Deans as appointed by the Bishop
 - c. The Glebes Secretary
 - d. An equal number of laity to clergy, the Archdeacon being considered as one of the clerical number. If thought desirable, Glebewardens may be included as members of the laity.
4. Any vacancies which arise during the year, to be filled:
 - a. By nominations of the Bishop, if the vacancy is a Rural Dean
 - b. By co-option, if the vacancy relates to a lay member.The Committee shall have power to co-opt clergy or laity as specialist advisors, such co-opted members shall not have voting rights.
5. The Diocesan Council appointed after the first ordinary meeting of Synod, shall elect Glebes Secretaries, one for each Diocese of Limerick, of Killaloe and of Ardfert, who shall hold office for the life of the Synod (ie. Three years). Lay members as required and set out in Clause 3 (d) above, to hold office for one year.
6. The Quorum to be 50% of all members, if the Secretary is unable to attend he/she shall depute some member to act for him/her.
7. The Rural Dean shall attend all Committee meetings when any important matter in his/her Rural Deanery is to be considered.
8. The Glebes Committee shall ensure that the Regulations are complied with and if not may bring the matter to the attention of the Diocesan Council

UNITED DIOCESES OF LIMERICK, KILLALOE AND ARDFERT
Diocesan Glebes Committee Bye Laws and Regulations

REGULATIONS

1. Each Parish shall furnish an accurate report, (supplemented by maps if possible) of the total area of the Glebelands, indicating the precise area to be let, and the portion to be retained by the Incumbent by mutual agreement.
2. When land is rented, the relevant Agistment Agreement Form, duly completed is to be forwarded to the Glebes Secretary within seven days. It shall be the duty of the Glebewardens to ensure that the terms of the agreement are complied with. An Estate Agent may be appointed to take responsibility for the letting of all land and the necessary paperwork involved.
3. The Glebes Secretary shall maintain separate records for each Glebeland letting.
4. Lands may not be let for any period exceeding eleven months, without the permission of the Diocesan Council. Animals should not be permitted on the grazing area during December, January and February.
5. Unless the Glebes Committee decrees that a fair rent can be obtained otherwise, land must be let by Public Auction or Private Treaty. The advice of an Estate Agent may be sought in determining the best method of letting.
6. The Glebes Committee may obtain an independent professional valuation of a fair rent.
7. The Glebes Committee shall consider any documentation submitted in writing, to support any letting at a lower figure than that of the independent valuation referred to in Regulation 6 above.
8. The Glebes Committee gives permission to the Glebewarden and Incumbent to agree the amount for each letting of Glebelands, when conducted by Auction or Private Treaty: provided that the details are reported on the Agistment Form sent to the Glebes Secretary within seven days.
9. It is the duty of the Incumbent and Glebewardens to ensure that lands are only let to clients who have effected suitable Public Liability Insurance. Such insurance policy to be submitted for verification and checking on an annual basis.
10. The parish itself shall also ensure that the Public Liability Section of their own Insurance Policy is extended to include cover in respect of the letting of the Glebelands.
11. It shall be the duty of the Glebewardens to assist the Incumbent and the Diocesan Glebes Committee in the management and care of the Glebe and Glebelands. The Glebes Committee may make recommendations to the Glebewardens concerning the good husbanding of lands.
12. The Parish or Estate Agent shall make returns to the Diocesan Secretary concerning income from the letting of Glebelands, after deduction of any necessary expenses involved in the management of lands (e.g. fertilizer, fencing, drainage, insurance, hedge and tree care, auctioneer's charges).
13. The nett income from the letting of Glebelands may be taken into account for the purpose of Diocesan Assessment, subject to the approval of the Representative Church Body.

The Diocesan Glebes Committee Bye Laws and Regulations were adopted by Diocesan Synod in 2014