

# The Deanery of Guernsey



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## **RULES**

of the

## **GUERNSEY DEANERY SYNOD**

Including amendments made by  
The Guernsey Deanery Synod  
on 9<sup>th</sup> October, 2018

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## **RULES**

These Rules of the Deanery of Guernsey were made by the Deanery Synod on the 2<sup>nd</sup> April 1993 and amended on the 10<sup>th</sup> June 1997, 19<sup>th</sup> May 1998, 20<sup>th</sup> April 1999, 28<sup>th</sup> November 2006 and 1<sup>st</sup> December 2011 under powers conferred upon it by The Channel Islands (Representation) Measure, 1931,<sup>1</sup> as amended,<sup>2</sup> and the said Rules and the amendments thereto subsequently received the approval of the Lord Bishop of Winchester.

The Rules were further amended by the Deanery Synod on the 9<sup>th</sup> October 2018 which amendments were approved by the Bishop of Dover under delegated authority given to him by the Bishop of Winchester by an instrument dated the 25<sup>th</sup> March 2014.

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<sup>1</sup> Ordres en Conseil vol. IX, p. 127

<sup>2</sup> Amended by The Synodical Government (Channel Islands) Order, 1970 – Ordres en Conseil vol. XXII, p. 495

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## PART ONE

### General Provisions

#### ***Functions of the Deanery Synod***

1. The functions of the Deanery Synod shall be:
  - (a) to consider matters concerning the Church of England and to make provision for such matters in relation to the Deanery, and to consider and express its opinion on any other matters of religious or public interest;
  - (b) to bring together the views of the parishes of the Deanery on common problems, to discuss and formulate common policies on those problems, to foster a sense of community and interdependence amongst those parishes, and generally to promote in the Deanery the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
  - (c) to make known and so far as is appropriate put into effect any provision made by the Diocesan Synod;
  - (d) to consider the business of the Diocesan Synod, and particularly any matters referred to that Synod by the General Synod, and to sound parochial opinion whenever it considers it appropriate to do so;
  - (e) to raise such matters as the Deanery Synod considers appropriate with the Diocesan Synod;
  - (f) to determine annually the allocation of Deanery Share between the parishes of the Deanery;

Provided that the functions referred to in paragraph (a) hereof shall not include the issue of any statement purporting to declare the doctrine of the Church on any question.

#### ***Membership of the Deanery Synod***

2. The Deanery Synod shall comprise the following:
  - (a) The Dean;
  - (b) All beneficed and licensed clergy in the Deanery;
  - (c) Representatives of clergy resident in and holding permission to officiate in the Deanery appointed in accordance with the provisions of Rule 80;
  - (d) Representatives of the laity elected in accordance with the provisions of Rules 72-74;
  - (e) Lay members co-opted under the Rule 4;
  - (f) Members of the House of Laity of the General Synod whose names are inscribed on the Electoral Roll;
  - (g) All persons elected as Lay Members of the Diocesan Synod.

*Roll of Members*

3. 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 to him by the Secretary of the Diocesan Synod as qualified as a member under paragraph (f) of Rule 2.

*Procedure for Co-options*

4. (a) The co-option of additional members shall be by resolution of the respective House passed on a motion moved either on behalf of or by permission of the Standing Committee of the Deanery Synod, to a maximum of 5% of either House or three whichever is the greater.
- (b) Unless the House concerned fixes a shorter period of office, co-opted members shall retire on the 31<sup>st</sup> day of May in the year of the triennial elections.

*Ecumenical Representatives*

- 4A (a) Other Churches may be invited by the Deanery Synod to send representatives to attend a meeting or meetings of the Deanery Synod.
- (b) Subject to paragraph (c) hereof, a representative of another Church in attendance at a meeting of the Synod may speak in any debate.
- (c) It shall not be in order for a representative of another Church:
- (i) to move any motion or amendment;
  - (ii) to exercise any voting rights.
- (d) These Rules shall apply to a speech by a representative of another Church in like manner as they apply to a member of the Deanery Synod.

*Participation by Non-Members*

5. 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 Registrar of the Diocese;
  - (c) visitors invited by either of the joint Chairmen or the Standing Committee.

***The Joint Chairmen****General*

6. There shall be joint Chairmen of the Deanery Synod, being the Dean and a member of the House of Laity elected triennially by that 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 he/she resigns or ceases to be qualified shall continue in office until the commencement of the meeting at which his/her successor is elected.

*Election of Lay Joint Chairman*

7. 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 meeting to elect the Lay Joint Chairman. A member of the House appointed by the 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 the Meeting***Meetings of the Synod*

8. At a meeting of the Deanery Synod the Dean shall preside if he so desires and if he is absent or being present so elects the Lay Chairman shall preside. If both are absent or elect not to preside the senior Vice-Dean present shall preside. If all the Chairmen and Vice-Deans are absent the meeting shall elect a chairman.

*Separate Meetings of the Houses*

9. The joint chairmen shall preside over any separate meetings of their respective Houses, but if either is absent a member of the House chosen by the members present shall take the chair.

**Officers***Appointment and Term of Office*

10. At the first meeting after each triennial election the Synod shall appoint a Deanery Finance Officer, a Secretary, an Assistant Secretary, a Treasurer and an Assistant Treasurer. The persons so appointed, unless they resign, shall serve until the conclusion of the meeting at which their successors are appointed. The Chapter Clerk shall act as Secretary of the House of Clergy and the Secretary, if a lay person, shall act as Secretary of the House of Laity. If the Secretary is not a lay person the House of Laity shall elect a lay person to act as Secretary of that House.

**Standing Committee***Membership*

11. There shall be a standing committee of the Synod consisting of the Dean, Lay Chairman, both Vice-Deans, the Deanery Finance Officer, two members of the House of Clergy elected by the members of that House and three members of the House of Laity elected by members of that House. The Secretary, Assistant Secretary and Treasurer if members of the Synod shall be members of the Standing Committee, any of them not being a member of the Synod shall attend meetings of



the Standing Committee but shall not have a vote. This Committee shall have no power to co-opt additional members.

### ***Elected Members***

12. (a) Elected members shall retire on the election of their successors or on ceasing to be qualified.
- (b) Elections shall be triennial and immediately after elections to the Synod.
- (c) Voting shall be by Houses.
- (d) The outgoing Standing Committee shall make no nominations.
- (e) Subject to paragraph (f) below, not later than the 31<sup>st</sup> 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 elections to the Diocesan Synod.
- (f) Elections shall be by simple majority unless, not later than the said 31<sup>st</sup> 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 of the Standing Committee***

13. The functions of the Standing Committee shall be:
  - (a) to initiate and advise on proposals; to ensure that members are adequately informed on questions raised and other matters of importance to the Deanery; to prepare the agenda; to transact the business of Synod between meetings; and to make such appointments and to do such other things as the Synod may delegate to it;
  - (b) to act as the Advisory and Legislative Committee of the Deanery Synod for the purposes of consultation with the Ecclesiastical Committee<sup>3</sup> of the States of Guernsey in connection with the application of Measures to the Island under the Channel Islands (Church Legislation) Measure 1931, as amended;
  - (c) to monitor pastoral matters within the Deanery and to advise the Dean on matters of pastoral reorganisation and deployment of resources within the Deanery.

### ***Other Committees***

14. (1)  
(1) The Synod may constitute and appoint a Deanery Council for Mission which shall be responsible for fostering interest among Church people in missionary, evangelical and ecumenical matters.

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<sup>3</sup> Since 1<sup>st</sup> May 2004 this is a function of the Legislation Select Committee

- (2) The Synod may constitute and appoint such other Committees or Sub-Committees as it may from time to time resolve.
- (3) The constitution and mandate of any committee of the Synod or Sub-Committee, other than the Standing Committee, shall be such as the Synod by Resolution from time to time decides.

### ***The Guernsey Deanery Board of Finance LBG***

- 14A. (1) There shall be incorporated in Guernsey a company limited by guarantee styled "The Guernsey Deanery Board of Finance LBG" ("the Company") to act as a legal entity through which all the financial business of the Deanery shall be transacted.
- (2) The directors of the Company shall be the Dean, the two Vice-Deans, the Lay Chairman, the Deanery Finance Officer, the Deanery Treasurer and the Deanery Secretary.
  - (3) The functions of the Company shall include all financial matters relating to the Deanery, including:
    - (a) To report to the Standing Committee with recommendations on the annual allocation of the Deanery Share amongst the various parishes;
    - (b) to monitor, on a monthly basis, Deanery Share payments made by parishes and to liaise with parishes when appropriate;
    - (c) to assist parishes in matters relating to stewardship.

### ***Procedure of Committees***

#### *By whom determined*

15. Subject to these rules and 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*

16. The Synod shall meet at least twice in every year and shall hold one of these meetings (in these Rules referred to as the Annual Business Meeting) between Easter and the 31<sup>st</sup> May. Subject to this, meetings shall take place at such times and places as the Dean shall decide after consulting with the Standing Committee and taking account of the dates fixed for the meetings of the Diocesan Synod.

#### *Other Meetings*

17. The joint Chairmen 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 members of the Synod, or one

quarter of the members whichever is the less, such members may forthwith summon a meeting.

*Notice of Ordinary Meetings*

18. The date, time and place of ordinary meetings of the Synod, when fixed, shall be announced to members as soon as possible in such manner as the joint Chairmen may approve.

*Special Meetings*

19. In the case of sudden emergency or other special circumstances the joint Chairmen 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*

20. 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*

21. Subject to these Rules and 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 meetings, specifying therein all business:

- (i) of which due notice has been received and which is in order;
- (ii) of an earlier meeting not disposed of or withdrawn;
- (iii) 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*

22. The Secretary shall post or deliver an agenda paper to every member two weeks at least before a meeting, or in the case of a meeting called at less than two weeks' notice at the same time as the notice.

*Report on Proceedings*

23. Every agenda shall include the approval as a correct record of the minutes of the last meeting.

*Addresses, Papers and Discussions*

24. Either of the joint Chairmen or, with the consent of the Standing Committee, any other member, may give due notice for the agenda of a subject for an address, paper or general discussion without the moving of a formal motion. An address or paper may be given by the members signing the notice or by a visiting speaker, and then be followed by a general discussion, if the Standing Committee so decides.

*Business Permitted to be considered*

25. A meeting of the Synod will only deal with business detailed on the agenda unless three-quarters of the members present agree to new business being considered; provided also that no decision on major policy on such new business shall be made and the Chairman will decide what is major policy.

*Varying the Order of Business*

26. The order of business may be varied by the Chairman at his discretion, or by resolution of the Synod put without debate.

**Notice of Business***General*

27. Notice of any business for a meeting of the Synod shall be in writing, signed and delivered by the Secretary not later than the period before the meeting which is required by these Rules.

*Length of Notice*

28. Subject to Rule 19, the following periods of notice are required:  
 New business for the agenda:.....4 weeks  
 Motions and amendments arising from the agenda:....7 days

*Dispensing Powers*

29. Notice of a motion arising from the agenda or of an amendment may be dispensed with by permission of the Chairman or by resolution of the Synod, but a copy shall, if the Chairman so requests, be signed and delivered to the Secretary.

*Procedural Motions*

30. Notice of a motion mentioned in these Rules may be moved without notice, unless express provision is made to the contrary.

**Powers of the Chairman***Procedures*

31. 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*

32. The Secretary shall prepare minutes of every meeting which shall be circulated to members. Names of those attending will be recorded and will be available for inspection by members and shall not be circulated.

## **Quorum**

### *One-third of each House*

33. Except as provided in Rule 19, a quorum shall be one-third of the members of each House of the Synod.

### *If Quorum not present*

34. The Chairman 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 Chairman's attention is called thereto immediately upon the vote being taken.

## **General Rules of Debate**

### *Moving instead of another Member*

35. If the member who gave notice of a motion or amendment, on his name being called, chooses not to move it, another member may do so in his stead.

### *Opportunity for Questions*

36. Immediately after a motion has been moved the Chairman 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*

37. During the debate on a motion or amendment no other motion shall be moved except a procedural motion under Rule 50 and no other amendment may be moved on the same motion before the prior amendment is decided; provided that the Chairman may permit two or more motions or amendments to be discussed but not voted on if circumstances suggest to him that this course would facilitate the proper conduct of the Synod's business.

### *Reconsideration and Rescission*

38. 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*

39. Subject to rule 40, no member shall speak more than once on a motion or amendment under debate except that:
- (i) the mover of a motion shall have a right of reply to the debate on his motion;
  - (ii) a speech on an amendment shall not be deemed a speech on the main motion;
  - (iii) a point of order or personal explanation may be made at any time whether or not another member is interrupted.

*General Discussions*

40. The Chairman may at any time suspend the last preceding rule 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 Chairman under rule 64, 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 39 when that rule is declared by the Chairman to be again in force.

*Speaking*

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

*Length of Speeches*

42. The Chairman may at any time impose a limit of not less than five minutes on the length of speeches and may vary or revoke such limit; provided that he shall inform members of each ruling which shall not be open to question.

*Withdrawal*

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

**Amendments***Content*

44. An amendment shall be relevant to and shall not have the effect of negating the motion.
45. No amendment shall be moved to:
- (i) a motion to receive the report of a committee;
  - (ii) a motion, under rule 59(a), on a question referred by the Diocesan Synod;
  - (iii) another amendment.

*Order of Consideration*

46. Unless the Chairman rules otherwise, amendments shall be moved in the order in which they affect the motion.

***Procedural Motions****Content*

47. With the consent of the Chairman the following procedural motions may be moved with or without notice, but so as not to interrupt the speech of another member:
- (i) that the Synod be now adjourned;
  - (ii) that the debate be now adjourned;
  - (iii) that the Synod do now pass to the next business;
  - (iv) that the debate be closed;
  - (v) that the matter under discussion be referred back.

*Motions under Rule 47 (iii)-(v)*

48. In the case of the motions mentioned in Rule 47(iii) , (iv) and (v):
- (i) such motion shall not be moved on any question referred by the General Synod;
  - (ii) the debate shall be limited to a brief speech by the proposer of not more than two minutes and, unless the Chairman permits further speeches, a brief reply by the mover of the original motion, or failing him, 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 or to refer back shall not be so moved.

*Effect of Procedural 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 of 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 on an adjournment of debate, if and when the Standing Committee so decides.

## **Voting**

### *General*

53. 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:
- (i) if the Chairman so rules;
  - (ii) if not fewer than five members so request;
  - (iii) on any matter referred by the Diocesan Synod.

### *Votes by Houses*

54. On a vote by Houses decisions of the Synod shall be taken by a majority of the members of each House present and voting. If on any motion or resolution there shall be conflicting decisions of the Houses the Synod shall be deemed not to have reached any decision on the matter.

### *Mode of Voting*

55. Unless otherwise provided in these Rules, voting shall be by show of hands without a count, except that:
- (i) the Chairman shall order a count on a vote by Houses or if a member so requests either before or immediately after the result is announced;
  - (ii) the Chairman may at his discretion order a count on any other vote.

### *Recording Votes*

56. The result of the voting in a vote by Houses shall be recorded in the minutes.

## **References by the Diocesan Synod**

### *When considered*

57. References by the Diocesan Synod shall be included in the agenda of such meeting as the Standing Committee shall consider appropriate.

### *Prior Notice and Documents Required*

58. Unless the Standing Committee otherwise decides:
- (i) at least 28 days' notice of any matter referred shall be given to every member;
  - (ii) 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*

59. (a) When 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 53. 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 of the Result*

60. 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*

61. Subject to any timetable laid down by the Diocesan Synod, the Deanery Synod before voting on a reference may refer any question to the churches in the Deanery.

### ***Report by the Deanery Synod to the Churches***

#### *Report of Proceedings*

62. After a meeting of the Deanery Synod the Secretary shall prepare and circulate to the Churchwardens in the Deanery the minutes approved by the Standing Committee of the proceedings of that meeting.

### ***Matters raised at Church Meetings***

#### *Mode of Representation*

63. Any 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 Chairman*

64. The Chairman 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:
- (i) an address or the presentation of a paper, whether a report or other document, by a member or a visiting speaker;

- (ii) a general discussion, whether or not introduced by such address or paper, including a discussion permitted by the Chairman under Rule 40.

### **Financial Business**

#### *Annual Review*

65. The Standing Committee shall not later than the Annual Business Meeting in each year submit to the Synod:
- (i) accounts of the Guernsey Deanery Board of Finance LBG for the preceding financial year which have been duly audited or have received an Independent Chartered Accountant's compilation report;
  - (ii) a statement showing the estimated expenditure of the Synod during the next financial year;
  - (iii) proposals for raising the income required to meet such expenditure.

[The Synodical Government Measure 1969 refers to any functions in relation to finance delegated by the Diocesan Synod and exercisable by the Deanery Synod under SGM s4(5) and s5(4).]

### **General Provisions**

#### *Admission of Press and Public*

66. 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 carried, the Chairman shall request the representatives of the Press and members of the public to withdraw.

#### *Periods of Notice*

67. 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*

68. 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.

## PART TWO

### Electoral Procedures

#### *Lay Representation*

69. (1) The Laity shall be represented in:
- (i) The Deanery Synod;
  - (ii) The Diocesan Synod;
  - (iii) The House of Laity of the General Synod, by persons elected in accordance with these Rules.
- (2) All representatives shall be actual lay communicant members of the Church of England of seventeen years of age and upwards.
- (3) No person shall be qualified to be elected as lay representative in any of the said bodies who has not previously consented to serve in the capacity for which he or she is a candidate. All representatives may be of either sex.
- (4) No person shall be disqualified from being elected as a lay representative by the fact that he himself is not qualified to vote at the election at which he is elected.

#### *Areas*

70. The areas which are to be represented in the Deanery Synod are the several parishes into which the Deanery is divided. The number of representatives to be elected from each area shall be as follows:
- (i) from the parish of St. Sampson, two representatives from the Parish Church and two representatives from St. Mary's L'Islet, at least one representative from each Church being either a churchwarden or treasurer.
  - (ii) from each of the other parishes, three representatives, at least one of whom being a churchwarden or treasurer.

#### *Church Electoral Roll*

71. (1) The Church Electoral Roll shall be formed by the Deanery Synod from lists of electors entitled under section 4 of the Measure to have their names on the Church Electoral Roll, and shall be framed in such a manner as to show separately the list of electors of each parish.
- (2) Such lists shall be formed by the Minister and Churchwardens in each parish, before Easter in the year 2013 and every succeeding sixth year, and shall include the names of all persons claiming to be electors, who reside in such parish, or who, whether or not so resident, have habitually attended public worship in the parish during a period of six months prior to enrolment and whose claim

in the opinion of the Minister and Churchwardens should be allowed.

- (3) Such lists shall be revised annually by the Minister and Churchwardens, and all lists and alterations thereof shall be sent to the Secretary of the Deanery Synod not less than fourteen days before Easter. Notice of such formation or revision shall be in the forms set out in Schedules 2 and 3.
- (4) No person shall be entitled to be on the list of more than one parish in the Deanery.
- (5) Such lists shall, on completion, be published by being affixed at or near the principal door of the Church, and any person affected by such list shall be deemed to have notice of such revision.

### ***Elections***

72. There shall be held in 2012 and 2014 and triennially thereafter at a date not later in the year than the 30<sup>th</sup> April, a meeting in each parish to elect representatives of that parish to the Deanery Synod.
73.
  - (1) A meeting to elect parish representatives to the Deanery Synod shall be convened by the Minister in the form set forth in Schedule 4 of these Rules, and affixed at or near the principal door of the Church for a period including the two Sundays immediately preceding the day of the meeting.
  - (2) During the vacancy of the benefice, or when the Minister is incapacitated by absence or illness or any other cause, the Churchwardens if qualified to be representatives under Rule 62(2) shall have the powers vested in the Minister under this Rule.
  - (3) The convenor, if present, and if not, a chairman chosen by and from the electors present, shall preside at the meeting to elect representatives, but no clerical chairman shall have a vote (except a casting vote) in the election of lay representatives.
74.
  - (1) The candidates must either previously to the meeting, by written notice to the convenor thereof, or at the meeting, be nominated by one elector and seconded by another.
  - (2) If more candidates are nominated than there are seats to be filled, the election shall take place at the meeting by show of hands or by ballot.
  - (3) At every election each elector shall have as many votes as there are persons to be elected, but may not give more than one vote to any one candidate.
  - (4) When an equality of votes renders a casting vote necessary to decide an election, it shall be given by the person presiding over the election who (if a layman) shall have a second vote.
  - (5) The result of an election shall be announced at the meeting by the person presiding, who shall also publish the result by notice affixed at or near the principal door of the Church, where it shall

remain for fourteen days, and shall report the result in writing to the Dean within three days. Such publication shall be taken to be notice of the contents thereof to all persons affected thereby.

### ***Diocesan Synod***

75. At the Annual the Annual Business Meeting in the year 1994 and thereafter triennially the clerical and lay members, voting in Houses, shall elect such numbers of clerical and lay representatives to the Diocesan Synod of Winchester as the said Diocesan Synod shall from time to time resolve.

### ***House of Laity***

76. (1) The Lay members of the Deanery Synod shall elect one member to represent the Deanery in the House of Laity of the General Synod. The period for which such member is elected shall be coterminous with the period for which members of the House are elected.
- (2) Nominations of candidates, signed by both the proposer and seconder (who must be members of the Deanery Synod), together with the candidates' written consent to serve, shall be sent to the Dean not less than fourteen days before the date fixed for the election.

### ***Casual Vacancies***

77. Elections to fill up casual vacancies among representatives shall be conducted in the same manner as ordinary elections, a special meeting of the electing body being held, if necessary, for the purpose. Any person elected to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he is elected.

### ***Appeals***

78. (1) There shall be a right of appeal by any person aggrieved against:
- (i) Any enrolment or refusal of enrolment, on the Church Electoral Roll, or on any list of a parish;
  - (ii) The removal of a name, or the refusal to remove any name from the Church Electoral Roll or from the list of any parish;
  - (iii) The allowance or the disallowance of any vote given or tendered under these Rules at an election;
  - (iv) The result of any election held or purporting to be held under these Rules.
- (2) Notice of any such appeal shall be given in writing to the Dean or in his absence to the Vice-Dean. Such notice shall be given within

fourteen days of such grievance coming to the notice of the person concerned.

- (3) The Deanery Synod shall appoint an Appellate Panel of six from among its lay members. Appeals shall be decided by three members of such Panel to be nominated by the Panel.
- (4) For the purpose of such hearings and decision the Panel so appointed shall consider all the relevant circumstances, and shall be entitled to inspect all documents and papers relating to the subject matter of the appeal, and to be furnished with all the information respecting the same as they may require.

### ***Special Provisions***

79. (1) Where any person, charged with any duty to do an act, under these Rules has neglected or failed to discharge that duty the Dean may appoint a person to do such act.
- (2) In the case of an omission in any parish to prepare or maintain a list, or to hold the annual meeting to elect representatives to the Deanery Synod, the Dean, upon such omission being brought to his notice, shall make enquiries as to the cause of such omission, and, if he thinks fit, report the matter to the Bishop.

### ***Representation of Clergy Resident in the Deanery and holding Permission to Officiate in the Deanery***

80. (1) Before the 31<sup>st</sup> May in 2012 and 2014 and triennially thereafter the clergy resident in the Deanery who have permission to officiate therein but are not licensed or beneficed shall elect from among their number one or more representatives to the Deanery Synod. The maximum number of such representatives shall be one for every five persons having the right to participate in such election, provided that where the number of electors is not divisible by five the number of electors shall be deemed to be rounded up to the next figure divisible by five.
- (2) Elections under this Rule shall be conducted by the Secretary in accordance with procedures for the time being laid down by the Dean.

### ***Transitional Provisions***

*[of 2<sup>nd</sup> April 1993]*

81. (1) The Standing Committee shall be elected at the first Annual Business Meeting to be held after these Rules have been adopted and approved by the Bishop. The Committee so elected shall hold office until the 31<sup>st</sup> May 1994 or the annual Business Meeting for that year, whichever date is the earlier.

- (2) Other committees or sub-committees shall remain as constituted and members thereof shall remain in office until the expiry of their terms under the Rules previously in force.
- (3) The Electoral Roll compiled in 1990 shall continue to have effect until Easter 1996 notwithstanding the adoption of these new Rules.
- (4) The amendment to Rule 70 shall come into force with effect from the triennial elections to be held in 2000.
- (5) The term of office of the elected clerical members of the Standing Committee shall be deemed to have ceased at the meeting of the Synod next following the approval by the Lord Bishop of Winchester of the amendments to these Rules made by the Deanery Synod on the 20<sup>th</sup> April, 1999 whereupon an election shall be held to elect two clerical members of the Standing Committee which members shall hold office until the triennial elections in 2000.

*[of 1<sup>st</sup> December 2011]*

- (6) The Electoral Roll compiled in 2008 shall cease to have effect at Easter 2013.
- (7) Notwithstanding the provision of Rule 7, Rule 10 and Rule 12, the term of office of the Lay Chairman, Secretary, Assistant Secretary, Treasurer and Members of the Standing Committee elected in 2012 shall expire in 2014.
- (8) The term of office of
  - (i) the members of any Committee, Council or Sub-Committee constituted pursuant to Rule 14 elected in 2012;
  - (ii) the members of the Appellate Panel appointed pursuant to Rule 78 (3) in 2012 shall expire in 2014.

*[of 9<sup>th</sup> October 2018]*

- (9) The first Deanery Finance Officer shall be elected by the Deanery Synod in 2018 and thereafter in accordance with the provisions of Rule 10.
- (10) The amendment to Rule 65 shall not take effect until the accounts of the Deanery Board of Finance LBG for the financial year commencing on the 1<sup>st</sup> January 2018 (or from its incorporation, if earlier) have been submitted to the Synod by the Standing Committee.

**SCHEDULE 1**

Rule 71

**APPLICATION FOR ENROLMENT ON CHURCH ELECTORAL ROLL**

I, .....[full Christian name and surname]

of .....[full postal address]

declare

- (i) I am baptized;
- (ii) I am a member of the Church of England

OR

I am a member of.....

Being a Church of the Anglican Communion or an overseas Church in communion with the Church of England \*;

- (iii) I am not a member of any other religious body which is not in communion with the Church of England;
- (iv) I have attained the age of seventeen years;
- (v) I am a resident in the Island of.....
- (v) My name is not on the Church Electoral Roll of any parish in the Diocese of Winchester.

I hereby apply to have my name entered on the Church Electoral Roll of the Island of Guernsey.

.....  
*signed*

.....  
*date*

\* *strike out whichever is not applicable.*



**SCHEDULE 2**

Rule 71 (3)

**FORM OF NOTICE OF REVISION OF CHURCH ELECTORAL ROLL**

Deanery of Guernsey

Parish of .....

Notice is hereby given that the Church Electoral List of the above parish will be revised beginning .....the.....day of .....20.... and ending on .....the.....day of .....20....

After such Revision, a copy of the List will forthwith be exhibited on, or near to, the principal door of the Parish Church for inspection.

Any persons of either sex are entitled to have their names entered on the List if they:

- (i) are baptized;
- (ii) are members of the Church of England or another Church of the Anglican Communion or an overseas Church in communion with the Church of England, and are not members of any other religious body which is not in communion with the Church of England;
- (iii) are seventeen or over;
- (iv) are resident in the parish, or, not being so resident in the parish, have habitually attended public worship in the parish during the six months before the date of application for enrolment, and
- (v) have signed a form of application for enrolment.

No person's name may be on the list of more than one parish at once.

Forms of application for enrolment can be obtained from the undersigned, and should be returned, if possible, in time for the Revision.

Any error discovered in the List should at once be reported to the undersigned.

Dated this \* ..... Day of .....20.....

.....  
Minister

\* Not less than 14 days notice must be given

**SCHEDULE 3**

Rule 71 (3)

**FORM OF NOTICE OF PREPARATION OF  
NEW CHURCH ELECTORAL ROLL**

Deanery of Guernsey

Parish of .....

Notice is hereby given that a new Church Electoral List is being prepared. All persons who wish to have their names entered on the new List whether their names are entered on the present List or not are requested to apply for enrolment if possible not later than.....

The new List will come into operation .....

Forms of application for enrolment can be obtained from the undersigned.

Any persons of either sex are entitled to have their names entered on the List if they:

- (i) are baptized;
- (ii) are members of the Church of England or another Church of the Anglican Communion or an overseas Church in communion with the Church of England, and are not members of any other religious body which is not in communion with the Church of England;
- (iii) are seventeen or over;
- (iv) are resident in the parish, or, not being so resident in the parish, have habitually attended public worship in the parish during the six months before the date of application for enrolment, and
- (v) have signed a form of application for enrolment.

No person's name may be on the list of more than one parish at once.

Any error discovered in the List should at once be reported to the undersigned.

Dated this ..... Day of .....20.....

.....  
Minister

**SCHEDULE 4**

Rule 73 (1)

**NOTICE OF ANNUAL PAROCHIAL CHURCH MEETING**

Parish .....

The Annual Parochial Church Electors Meeting will be held in

.....

on .....the.....day of .....20.... at ..... for the election of parochial lay representatives to the Deanery Synod.

All persons of either sex whose names are entered upon the Church Electoral List of the parish (and such persons only) are entitled to vote at the election of parochial lay representatives to the Deanery Synod.

Parochial lay representatives must be actual lay communicant members of the Church of England of either sex of seventeen years of age upwards, but need not be themselves on the Church Electoral List of the Parish.

.....

Minister