

THE EPISCOPAL CHURCH IN JERUSALEM AND THE MIDDLE EAST

THE DIOCESE OF CYPRUS AND THE GULF

CONSTITUTION

Confirmed by the Provincial Synod May 2019
Confirmed by the Diocesan Synod February 2020

PREFACE

The Diocese of Cyprus and the Gulf, one of the dioceses constituting the Episcopal Church in Jerusalem and the Middle East, is part of the One, Holy, Catholic, and Apostolic Church, worshipping the one true God, Father, Son, and Holy Spirit.

It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds; which faith the Church is called upon to proclaim afresh in each generation.

Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies.

CHAPTER ONE

INTRODUCTION

1. Citation

This Constitution may be cited as the Constitution of the Episcopal Church in Cyprus and the Gulf 20**. This Constitution supersedes the Constitution confirmed by the Provincial Synod in 2009. This Constitution is determinative of the ordering of the life of the Diocese of Cyprus and the Gulf, saving always the precedence of the Constitution of the Episcopal Church in Jerusalem and the Middle East. Any Chaplaincy/Parish Constitution should be consistent with this Constitution.

2. Definitions

In this Constitution:

- (a) The Diocese of Cyprus and the Gulf (“the Diocese”) is one of the constituent dioceses of the Province of the Episcopal Church in Jerusalem and the Middle East, and is a part of the worldwide Anglican Communion. The Diocese comprises the Archdeaconry of Cyprus and the Archdeaconry of the Gulf.
- (b) “The Bishop” is Diocesan Bishop of the aforementioned Diocese.
- (c) “Provincial Synod” is the body to which the Archbishop of Canterbury relinquishes his Metropolitan Jurisdiction in the Episcopal Church of Jerusalem and the Middle East.
- (d) “Diocesan Synod” is an assembly of the Bishop, clergy and laity, under this Constitution.
- (e) “Chaplaincy/Parish” is a group of Christians with a Chaplaincy/Parish Council organised under the authority of this Constitution, and which is approved by and recognises the spiritual authority and leadership of the Bishop, and meets regularly (in whole or in part) for worship using the Book of Common Prayer of 1662 and other forms of worship approved by the Bishop.

- (f) “The President Bishop” is the President Bishop of the Episcopal Church in Jerusalem and the Middle East.
- (g) “Resident/residency” are not legal, technical terms and do not refer to an individual’s official status/right to reside but rather to the fact of their living in a given place.

In this Constitution words importing the masculine gender shall include the feminine.

3. Jurisdiction

The Jurisdiction of the Diocese shall be in Cyprus, Iraq and the Arabian Peninsula (“the Gulf”).

CHAPTER TWO

GOVERNANCE OF THE DIOCESE

4. The Diocesan Synod

There shall be a Diocesan Synod which shall meet at least once a year. The Diocesan Synod shall be composed of three houses, which shall meet at least once a year:

(a) The House of Bishops

The House of Bishops shall consist of the Diocesan Bishop (and his Suffragan or Assistant Bishops, if any). The Bishop shall be Chairman of the House of Bishops and President of the Synod.

(b) The House of Clergy

The House of Clergy shall consist of:

- (i) As voting members, all Priests and Deacons Licensed under Seal in the Diocese.
- (ii) As non-voting members, the Diocesan Chancellor and the Financial Director (if in Holy Orders) and one serving military Chaplain of the Royal Army Chaplains’ Department or a Royal Air Force Chaplain nominated by the British Forces Senior Chaplain in Cyprus, so long as such Chaplain is stationed in Cyprus.
- (iii) The Bishop may nominate not more than two additional priests to sit in the House.
- (iv) The House shall elect from its voting members a Chairman to serve for a three-year term and no more than two successive terms. Elections shall be by secret ballot. In the event of the Chairman leaving office during his term, the House shall at its next session elect a replacement Chairman to serve the remainder of the three-year term, who may serve for not more than two successive full terms.

(c) The House of Laity

The House of Laity shall consist of:

- (i) As voting members, the lay members of the Standing and Finance Committee and two lay representatives from each Chaplaincy/Parish in the Diocese. Requests for any additional voting representatives must be received by the Standing and Finance Committee in writing at their Autumn meeting. Each representative shall serve for one year but may be re-elected.
- (ii) As non-voting members, the Diocesan Chancellor and the Financial Director (if not in Holy Orders).
- (iii) The House shall elect from its voting members two Chairmen, one from each Archdeaconry, to serve for a three-year term and no more than two successive terms. Elections shall be by

secret ballot. In the event of a Chairman leaving office during his term, the House shall at its next session elect a replacement from the Archdeaconry concerned to serve for the remainder of the three-year term, who may serve for not more than two successive full terms.

- (iv) The term of office of each elected lay member shall begin on the first day of Synod and shall cease on the day preceding the first day of the following Synod.

5. Powers of the Diocesan Synod

- (a) The Synod shall exercise authority with regard to all matters relating to the Diocese, within the Diocese, with the exception of:
 - (i) Matters relating to Faith and Order, which shall fall within the jurisdiction of the House of Bishops.
 - (ii) Any matter within the exclusive jurisdiction of the Provincial Synod, under the Constitution of the Provincial Synod.
 - (iii) The appointment of Clergy, which shall remain within the authority of the Bishop, in accordance with consultative procedures which shall be published.
 - (iv) A licence shall normally expire no later than the 70th birthday. However, a limited extension may be granted at the discretion of the Bishop, after appropriate consultation.
- (b) Without prejudice to the generality of the foregoing, the Synod shall also exercise the following powers:
 - (i) To advise the Bishop regarding any matters on which he may consult the Synod.
 - (ii) To consider and express its opinion on any matters referred to it by the Provincial Synod.
 - (iii) To open and administer schools, hospitals and other charitable institutions and to sponsor projects for the welfare of society, in the religious interest of the members of the Church and for the accomplishment of its spiritual mission.
 - (iv) To establish Boards and Committees for the discharge of specific responsibilities of the Diocesan Synod and to make Regulations to govern their composition and powers.
 - (v) To receive, amend and approve or reject the recommendations of the Standing and Finance Committee.
 - (vi) To appoint Legal Advisors as deemed necessary.
 - (vii) To make, amend and revoke Standing Orders necessary for carrying out its functions, subject to the provisions of the Constitution and the Constitution of the Provincial Synod.
- (c) Unless otherwise specified herein, all decisions of the Diocesan Synod shall be made by a majority of the members present.

6. The Appointment of Diocesan Bishop

- (a) The Standing and Finance Committee of the Diocese shall notify the President Bishop of the Provincial Synod of any vacancy or expected vacancy in the office of Diocesan Bishop and request the Provincial Synod to issue a mandate to proceed with the election of a bishop, in accordance with its Constitution.
- (b) The Vacancy-in-See Committee, a committee appointed annually by the Diocesan Synod, shall then seek nominations for a new Bishop from the Chaplaincies/Parishes, the Archbishop of Canterbury and the Provinces of the Anglican Communion. If the Vacancy-in-See Committee is in session, that election is suspended.
- (c) The Vacancy-in-See Committee shall present a name to the Synod for confirmation. Confirmation shall be requested from each member of the Synod, and may be by mail or email.
- (d) In the event that the nomination is not confirmed by two-thirds of the House of Clergy and two-thirds of the House of Laity, the matter shall be referred to the President Bishop of the Province, who shall

act as arbitrator assisted by whomsoever he shall choose. The President Bishop shall submit a name to the Diocesan Synod for confirmation. If confirmation is received from a majority of the House of Clergy and a majority of the House of Laity, then the name is confirmed. If not, the matter is referred again to the Vacancy-in-See Committee and the process is repeated until a name is so confirmed.

- (e) The name of the Bishop-Elect shall be presented to the Provincial Synod for approval. Should the name of the Bishop-Elect fail to obtain the approval of the Provincial Synod, the matter shall be referred back to the Vacancy-in-See Committee to begin the process again.

7. The Standing and Finance Committee

- (a) Composition: There shall be a Standing and Finance Committee of the Diocese composed as follows:
 - (i) The Bishop, who shall be Chairman
 - (ii) The Archdeacons
 - (iii) Two members of the House of Clergy, one for each Archdeaconry, elected by House members
 - (iv) Two members of the House of Laity, one for each Archdeaconry, elected by House members
- (b) The Committee may invite or co-opt up to two persons, in a non-voting capacity, who have expertise or experience in matters which may concern the Committee, to attend meetings as and when it appears to the Committee to be expedient, and to advise the Committee on matters within their area of expertise or experience.
- (c) Elected members shall hold office for three years and may be re-elected for one further term. Vacancies shall be filled by the alternate elected by the House of Clergy or the House of Laity, respectively.
- (d) Lay members shall be full voting members of the Synod, and their seats as representatives of their various Congregations shall be filled by other representatives at the next regular election for the Synod.
- (e) Powers: The Standing and Finance Committee shall be the Executive Committee of the Diocesan Synod when that is not in session. As such:
 - (i) It shall consider matters arising when the Diocesan Synod is not in session and, if necessary, take executive action, and report to the next session of the Synod;
 - (ii) It shall be consulted by the Bishop on all matters he considers to be of importance;
 - (iii) It shall have the right to raise with the Bishop matters of concern to the Church in the Diocese;
 - (iv) It shall prepare the agenda for sessions of the Diocesan Synod.

8. Amendments to this Constitution

The Diocesan Synod may abrogate, modify or alter any of the Articles of this Constitution, provided that:

- (a) Such changes shall be passed by each of the three Houses of the Diocesan Synod in two successive years;
- (b) At the second session at which changes are considered, approval shall not be deemed to have been given unless two-thirds of the House of Clergy and two-thirds of the House of Laity voted in favour; and
- (c) The changes are approved by the Provincial Synod as being consistent with the provisions of the Constitution of the Provincial Synod.

9. Creation and Dissolution of Chaplaincies/Parishes

The Bishop, with the consent of the Standing and Finance Committee, may designate a new Chaplaincy/Parish in the Diocese, and may dissolve a Chaplaincy/Parish, after consultation with that Committee and any interested parties.

In this Article “interested parties” means the Archdeacon, the Chaplain/Parish priest (if any) and the Chaplaincy/Parish (church) Council.

10. Episcopal Designation

The Bishop shall be known by the style and title of Bishop in Cyprus and the Gulf. With the approval of Synod, he may authorise a person in episcopal orders to act as an Assistant Bishop in the Diocese.

11. Archdeacons

The Bishop shall appoint an Archdeacon for each Archdeaconry. No person shall normally be appointed an Archdeacon until he has completed ten years in holy orders.

12. Domestic Laws

The Chaplaincies/Parishes and Archdeacons shall conform to the domestic law of the country or countries within which they are situated and shall adopt or maintain the measures necessary for them to act as juridical persons within the jurisdiction of those countries, where relevant.

CHAPTER THREE

CHAPLAINCY/PARISH GOVERNANCE

13. Chaplaincy/Parish Electoral Rolls

- (a) Every Chaplaincy/Parish shall have an electoral roll. Those on a Chaplaincy/Parish roll shall be qualified electors.
- (b) Every Chaplaincy/Parish Council shall appoint an officer (to be called “the electoral roll officer”) to act under its direction. The electoral roll officer shall revise the roll annually at least 30 days before the date of the AGM, and shall remove from the roll the names of all persons who have died, who have requested that their names be removed, or who have ceased to be habitual worshippers. Adjustments to the roll must be ratified by the Parish Council.
- (c) A lay person shall be entitled to have his name entered on the roll of a Chaplaincy/Parish if he is baptised, of at least sixteen years of age, has signed an application form for enrolment and declares himself to be either:
 - (i) a member of a Church in communion with the Archbishop of Canterbury and to have habitually attended public worship in the Chaplaincy/Parish for a period of not less than three months prior to enrolment; or
 - (ii) a member in good standing of a Church not in communion with the Archbishop of Canterbury but which subscribes to the doctrine of the Holy Trinity, who accepts the authority of the Diocesan Bishop and has habitually attended public worship in the Chaplaincy/Parish for a period of not less than three months prior to enrolment.
- (d) Where part of a Chaplaincy/Parish regularly meets for worship at a place other than the principal place of worship in the Chaplaincy/Parish, those who there regularly worship may resolve that there shall be an electoral roll for that place to be called the N local roll, where N is the name of that place. A person may have his name on a local roll and also on the roll of the principal place of worship for that Chaplaincy/Parish, but not on more than one local roll in the Chaplaincy/Parish.

- (e) No person shall have his name on the electoral roll of more than one Chaplaincy/Parish, in either Archdeaconry of the Diocese.
- (f) No names shall be added to an electoral roll during the two weeks preceding the Annual General Meeting of a Chaplaincy/Parish.
- (g) Any person aggrieved by the removal of his name from a Chaplaincy/Parish roll may appeal to the Archdeacon, whose decision shall be final.

14. Annual Meetings

- (a) Each Chaplaincy/Parish shall hold an Annual General Meeting each year and no later than the last day of April, to which all persons whose names are entered on the roll shall be invited to attend.
- (b) Where a local church with a local roll holds separate accounts, those accounts must be approved by an Annual Congregational Meeting, held at least two weeks before the Annual General Meeting of that Chaplaincy/Parish.
- (c) An Annual Congregational Meeting may elect a local People's Sub-warden and such other local officers as seem appropriate.
- (d) The business of every Annual General Meeting of a Chaplaincy/Parish or of a part of a Chaplaincy/Parish where there is a local roll shall include receiving audited accounts for the Chaplaincy/Parish or part thereof, the appointment of an auditor (however so described) and a safeguarding officer, and the receiving of reports from the Chaplain/Parish priest, the Wardens or Sub-warden(s), the safeguarding officer and such other officers as the meeting may determine, on the life and mission of the Chaplaincy/Parish or part thereof since the last Annual General Meeting, and to elect such Wardens, sub-Wardens and other officers for the forthcoming year as may seem to the meeting necessary for that Chaplaincy/Parish or part thereof. Audited and accepted accounts must be submitted to the Finance Officer and the Archdeacon as soon as possible after the Meeting.

15. Chaplaincy/Parish Councils

- (a) There shall be a Chaplaincy/Parish Council established for each Chaplaincy/Parish, which shall consist of the following voting members:
 - (i) the Chaplain/Parish priest, who shall be chairman ex officio;
 - (ii) all other Clerks in Holy Orders (clerics) licensed to the Chaplaincy/Parish;
 - (iii) the Wardens;
 - (iv) as many elected lay members as local practice may determine, whose names are properly entered on the electoral roll of the Parish/Chaplaincy;
 - (v) current lay members of the Diocesan Synod or the Provincial Synod; and
 - (vi) co-opted members, if the Council so decides, not exceeding in number one-fifth of the representatives elected, who shall hold office until the conclusion of the next Annual General Meeting, without prejudice to their being co-opted for a further term.
- (b) The Council shall elect a member to be vice-chairman, who shall take the chair in the absence or at the invitation of the chairman.
- (c) No meeting of a Chaplaincy/Parish Council shall ordinarily vote on any resolution unless there are present one Warden and at least 50% of the elected members. Any resolution so passed must be ratified at a subsequent meeting attended by the chairman.
- (d) The Council shall appoint one of their number to act as secretary of the Council, and shall appoint one of their number or co-opt a suitable person to act as treasurer. The treasurer shall, on demand, present the accounts

for inspection by the Archdeacon and the Diocesan Finance Officer.

- (e) During an interregnum or extended absence of the Chaplain/Parish priest, the Archdeacon shall assume authority for the affairs of the Chaplaincy/Parish.

16. Churchwardens

- (a) At every Annual General Meeting the Chaplain/Parish priest shall appoint a churchwarden (to be known as the Chaplain's Warden) and the meeting shall elect one of their number to be a churchwarden (to be known as the People's Warden). Alternatively, both Wardens may be elected.
- (b) Where a part of the congregation of the Chaplaincy regularly meets for worship at a place other than the principal place of worship in the Chaplaincy the Chaplain/Parish priest may appoint, or a Congregational Meeting may elect, a member of that part of the congregation to be a Sub-warden (to be known as the N Warden, where N is the name of that part of the congregation).
- (c) Except with the Bishop's permission, Churchwardens and Sub-wardens must be regular communicants, confirmed by a bishop in communion with the Metropolitan See of Canterbury, and of at least twenty-one years of age. The secretary shall, within seven days of the conclusion of the Annual General Meeting, inform the Archdeacon of the names and addresses of the Churchwardens.
- (d) Churchwardens and Sub-wardens are officers of the Bishop, and shall assume office immediately on the conclusion of the Annual General Meeting. They shall make an annual declaration that they will discharge such duties as are by custom assigned to them; they shall be foremost in representing the laity and in co-operating with the Chaplain/Parish priest; they shall use their best endeavours by example and precept to encourage all members of the congregation in the practice of true religion and to promote unity and peace among them; and they shall maintain order and decency in the churches and other places of worship of the Chaplaincy, especially during times of divine service. Where a new Chaplaincy is designated in accordance with Article 8, the Bishop shall, after consultation with the Chaplain/Parish priest (if one such has been appointed) appoint one or more Churchwardens to hold office until the conclusion of the first Annual General Meeting of that Chaplaincy/Parish.
- (e) A Churchwarden may resign his office by notifying the Bishop in writing.
- (f) If it should appear to the Chaplain/Parish priest and a Churchwarden that a Warden is seriously incapacitated they shall report accordingly to the Archdeacon who may, after making such enquiries as shall appear to him appropriate, declare there to be a vacancy in the office of Churchwarden. If the vacancy is for a Warden appointed by a Chaplain/Parish priest, the Chaplain/Parish priest shall appoint a substitute Warden. If the vacancy is for an elected Warden, the successor will be selected by election at an Extraordinary General Meeting.
- (g) The Churchwardens and Sub-wardens shall prepare and keep separate lists of all moveable and immovable property of or made available to the Chaplaincy/Parish for which they are Wardens, and make such lists available to the Archdeacon when required. Sub-Wardens shall prepare and keep separate lists of all moveable and immovable property used at the places of worship for which they are responsible.

CHAPTER FOUR

SUPPLEMENTARY PROVISIONS

17. Powers of the Bishop in Relation to This Constitution

- (a) Under the authority of this Constitution the Bishop shall have power:

- (i) to appoint a person or body to undertake any duty which the appointed person or body so charged under this Constitution has failed to undertake, in whole or in part;
 - (ii) so far as may be necessary for the purpose of giving effect to the intent of this Constitution, to extend or alter the time of any meeting or election or to modify the procedure set out in this Constitution in connection therewith;
 - (iii) on the request in writing of a Chaplaincy Council, and if he judges it appropriate, to vary the detailed provisions of this Constitution so far as it affects that Chaplaincy, for such period as he may determine, in keeping with the intent of this Constitution;
 - (iv) in any case in which there has been no valid election, to direct a fresh election to be held and to give such directions in connection therewith as may appear to him to be necessary;
 - (v) in any case in which any difficulty may arise, to give such directions as may appear to him expedient for the purpose of resolving such difficulty; and
 - (vi) to make provision for any matter not herein provided for.
- (b) During a vacancy in the Diocesan Bishopric or where, by reason of illness, the Bishop is unable to exercise his functions under this Constitution, the Standing Committee of Diocesan Synod shall, on behalf of Synod, invite the President Bishop to be the guardian of the spiritualities of the Diocese.
- (c) The powers of the Bishop under this paragraph shall not enable him:
- (i) to validate any act or decision that was invalid at the time it was undertaken; or
 - (ii) to give any direction that is contrary to any Resolution of the Provincial Synod.

18. Other Supplementary Provisions

- (a) No proceedings of any body constituted under this Constitution shall be invalidated by any vacancy in the membership of that body.
 - (b) During a vacancy in the Diocesan Bishopric or where, by reason of illness, the Bishop is unable to exercise his functions under this Constitution or to appoint a Commissary under paragraph (c) hereunder, the President Bishop may, if such appears to him to be necessary or expedient, appoint a person in episcopal orders to exercise the functions of the Bishop under this Constitution during the vacancy or the period of the Bishop's illness.
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**THE EPISCOPAL CHURCH IN JERUSALEM AND THE MIDDLE
EAST
DIOCESE OF CYPRUS AND THE GULF**

STANDING ORDERS FOR THE DIOCESAN SYNOD

Amended by the Diocesan Synod: February 2019

MEMBERSHIP OF THE SYNOD

1. Vacancy-in-See

During a vacancy in the Bishopric the functions of the Diocesan Bishop under these Standing Orders shall be exercisable by the guardian of the spiritualities, who will normally be the President Bishop.

2. Absence abroad or incapacity of President of Synod

The Diocesan Bishop or, during a vacancy, the guardian of the spiritualities may for any period of absence abroad or incapacity through illness appoint a commissary and delegate to him all or any of the functions of the Bishop.

3. Ex-officio members of House of Laity

Subject to Standing Order 6, except in regard to their appointment, ex-officio members of the House of Laity shall have the same rights and be subject to the same rules and regulations as elected members.

4. Roll of members

There shall be maintained an up-to-date roll of the members of the Synod.

5. Participation by non-members

Any visitor attending by invitation of the President of Synod may, with the permission of the chairman, address the Synod or a House, committee or sub-committee, but shall have no right to move any motion or amendment, or to vote.

6. Provincial Synod

- (a) Elected lay members of the Provincial Synod who are not representatives of a Chaplaincy/Parish shall attend the Diocesan Synod as members of the House of Laity but shall have the right to speak and vote only on motions relating to references by the Provincial Synod.
- (b) The Houses of Clergy and Laity shall each elect members and alternate members of the Provincial Synod in accordance with the Constitution of the Provincial Synod.

7. Alternates

The Houses of Clergy and Laity shall each elect alternates for their Chairmen and elected members of the Standing and Finance Committee, to deputise as and when deemed necessary by the President. Except when they are acting as deputies, the status in the Synod of members elected as alternates shall remain unchanged.

8. Expenses

Expenses accrued in attending meetings of the Synod shall be met as follows:

- (a) The travelling expenses of members of the House of Clergy shall be met by the congregation to which they are attached.
- (b) The travelling expenses of lay representatives of congregations shall be met by the congregation they represent.
- (c) The travelling and hotel expenses of members of the Standing and Finance Committee shall be met by the Standing and Finance Committee.

- (d) The travelling and hotel expenses of members of the Provincial Synod who are not elected representatives of a Chaplaincy/Parish shall be met by the Diocese.

TERM OF OFFICE

9. Elected Members

- (a) Elected members of the Synod shall hold office from the first day of the Synod to which they are elected until the day preceding the following Synod.
- (b) A member elected to be Chairman of the House of Laity shall be deemed to be the representative of their congregation for Synod meetings during their term of office.
- (c) A return of the results of the elections shall be sent to the Bishop's Office as soon as possible after the election.

10. Casual Vacancies

Anyone elected or chosen to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place they are elected or chosen.

11. Resignations

Persons holding office under these Standing Orders and members of bodies constituted by or in accordance with these Standing Orders may resign at will.

THE PRESIDENT OF SYNOD

12. Functions of the President

It shall be the duty of the Bishop as President to consult with the Synod on matters of general concern and importance to the Diocese. The Bishop shall have power to make provision for any matter not provided for in these Standing Orders.

13. Meetings of the Synod

The President shall be chairman at meetings of the Synod, unless he nominates another member to take the chair.

14. Powers of the Chairman

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 chairman of each.

15. Legal Advice

The Standing and Finance Committee shall be empowered to appoint legal advisers and to make arrangements for their remuneration.

MEETINGS OF THE SYNOD

16. Functions of the Synod

- (a) The functions of the Synod shall include:
- (i) considering matters concerning the Anglican Communion and making provision for such matters in relation to the Diocese;
 - (ii) considering and expressing its opinion on any other matters of religious interest, provided that these shall not include any statement on matters of Faith and Order.
- (b) The Synod shall:

- (i) keep the congregations of the Diocese informed of the policies and problems of the Diocese and of the business which is to be and has been considered by the Synod;
- (ii) keep itself informed of events and opinion in the Diocese;
- (ii) give opportunities for discussing at meetings of the Synod matters raised by church councils.

(c) If any question arises as to whether any matter falls within the functions of the Synod as laid down by section (a) of this Standing Order, it shall be decided by the President.

(d) Any decision of the Synod which affects a church council shall be reported to the council by one of its representatives and shall be recorded in the council's minutes.

(e) Nothing herein shall prevent the Bishop from summoning a conference of persons appearing to him to be representative of the clergy and laity of the Diocese, on such occasions and for such purposes as he deems fit.

17. By whom convened

The Synod shall meet upon the summons of the President.

18. When and where held

The President shall summon at least one meeting in each year at such time and place as he shall direct after consulting the Standing and Finance Committee.

19. Meetings by request

If the Standing and Finance Committee requests by resolution a meeting of the Synod, or the President receives such a request signed by no fewer than twenty members, the President shall summon a meeting of the Synod, to be held within eight weeks of that resolution or request.

20. Notice of ordinary meetings

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 President shall approve, provided that notice thereof, specifying any business, shall be issued to every member not less than six weeks beforehand.

21. Notice of special meetings

In special circumstances a meeting may be convened at not less than seven days' notice.

22. Form of notice

Notices of meetings shall be provided in writing by the President.

SEPARATE MEETINGS OF THE HOUSES

23. When and where held

Any House shall meet separately when:

- (a) it is required to do so under these Standing Orders;
- (b) it has so decided in accordance with its own resolution;
- (c) the Synod has so directed; and
- (d) subject to any direction by the Synod or the House concerned, the date, time and place of any separate meeting shall be fixed by the chairman of that meeting.

AGENDA24. Content

- (a) Subject to these Standing Orders items of business for the agenda may be proposed by any member of the Synod or by the council of any congregation in the Diocese.
- (b) Subject to these Standing Orders 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 and Finance Committee shall include in the agenda for each meeting of the Synod all business which is in order and of which due notice has been received.
- (c) At a meeting called in accordance with Standing Order 21 only business specified in the notice calling the meeting shall be transacted.

25. Circulation

An agenda shall be sent to every member at least ten days before a meeting or, in the case of a special meeting called at less than ten days' notice, at the same time as the notice.

26. Business permitted to be considered

Save for urgent or other especially important business added thereto at the direction of the President, and such matters as may arise therefrom, no business shall be considered at a meeting other than that specified in the agenda (or any notice paper relating thereto) or arising from business so specified.

27. Order of business

In considering the order of business the Standing and Finance Committee shall give special consideration to items:

- (a) brought before the Synod at the request or direction of the President;
- (b) referred to the Diocesan Synod by the Provincial Synod or by a congregation in the diocese; and
- (c) may also allot special times at which such items shall, unless previously disposed of, be taken and may set time-limits for debates on any motions, as deemed necessary.

28. Varying the order of business

The order of business may be varied by resolution of the Synod or, unless any member objects, by the chairman.

NOTICE OF BUSINESS29. Form of notice

Notice of any business for a meeting of the Synod shall be in writing, signed and delivered to the Bishop's Office.

30. Length of notice

- (a) New business for the agenda shall reach the Bishop's Office in writing, not less than fourteen days before the meeting, and motions, amendments and questions as soon as possible before the meeting.
- (b) Such notice for a motion or amendment shall not be required if the chairman so permits, provided that the full text of such motion or amendment shall, except by permission of the chairman, be handed to the Bishop's Office before it is moved.

- (c) Except with the consent of the Standing and Finance Committee or their authorised representatives in the Synod, no motion involving expenditure shall be put to the vote unless 14 days' notice of motion has been given to the Standing and Finance Committee.

GENERAL RULES OF DEBATE

31. Quorum

- (a) At ordinary meetings of the Synod one third of the members of each House shall form a quorum necessary for the transaction of all business except the discussion of a motion under Standing Order 51 or 52.
- (b) At a meeting of the Synod called in accordance with Standing Order 19 the quorum shall be the President or the Archdeacons and a majority of the members of each of the Houses of Clergy and Laity.
- (c) If a quorum is not present, the chairman shall adjourn the proceedings until such time as he shall determine, but the absence of a quorum shall only invalidate a decision of the Synod for which a quorum is necessary if:
- (i) the attention of the chairman has been called to such absence before the question is put; or
 - (ii) on the counting of votes, less than a quorum is found to have voted and, in the opinion of the chairman, it is not certain whether a quorum was present at the time when the question was put.

32. Order of speeches

The chairman shall call upon members who desire to speak and may require them to give their names in writing. He shall also determine the order in which they speak.

33. Breach of order

The chairman shall call a member to order for failure to address the chair, irrelevance, tedious repetition of arguments previously put forward, unbecoming language, disregard of the authority of the chairman, or any other breach of order, and may direct the member to end any speech he is making.

34. No interruptions

Except as provided in the Standing Orders 35 and 36, no interruptions of a speech shall be permitted.

35. Points of order

A member may submit a point of order under these Standing Orders at any time and for this purpose may interrupt another speaker. A member rising to a point of order shall state what he has to say in the form of a succinct question.

36. Points of fact

A member may ask permission to interrupt a speech to correct an important misunderstanding of fact or highlight a relevant concern. Such permission shall be given only if the speaker to be interrupted consents and if in the opinion of the chairman the debate is likely to benefit from the proposed explanation.

37. Speaking more than once

Debates upon a substantive motion and any individual amendment associated with it shall be regarded as separate debates. A member shall not speak more than once upon the same motion or question, except:

- (a) as provided in Standing Orders 35 and 36;
- (b) by permission of the chairman and with the consent of the Synod;

- (c) where the speaker is the mover of a motion, who may reply to the debate upon that motion; such reply shall not introduce any new matter and shall close the debate;
- (d) where the speaker is the mover of an amendment to a motion, who may reply to the debate upon that amendment; such reply shall not introduce any new matter and shall close the debate upon that amendment.

38. Length of speeches

Except as provided in these Standing Orders, no speech shall exceed five minutes or, in the case of a member introducing a report, 10 minutes, but the chairman may at any time lengthen or shorten either of these periods, provided that he informs the Synod of his ruling, which shall not be open to debate or question.

39. Moving and seconding

- (a) Every matter debated in the Synod shall have been moved and seconded, except that no seconder shall be required for a motion moved by the chairman, or by a member on behalf of a committee in relation to the report of that committee, provided also that any procedural motion under Standing Order 48 shall be seconded without speech.
- (b) A motion or amendment which, when called by the chairman, is not moved by the member who has given notice thereof may be moved by some other member in his stead.

40. Withdrawal

A motion or amendment, once moved, may be withdrawn only by the mover, and with the leave of the Synod.

41. Division

The chairman may, with the consent of the mover, divide any motion or amendment in such manner as to enable the Synod to express its judgement separately upon each part.

42. Special powers of chairman

Unless the Synod otherwise provides, the chairman shall:

- (a) adjourn the Synod at the hours fixed in accordance with these Standing Orders;
- (b) close the debate on any question or motion 10 minutes before the hour fixed for the commencement of other business, whether or not there are other members who wish to speak, and thereupon the provisions of Standing Order 53(b) shall apply.

AMENDMENTS

43. When permitted

Subject to these Standing Orders, any member may move an amendment to a motion which has been duly moved and seconded. The movement shall be submitted to the Chairman in writing and such an amendment shall be disposed of before the substantive motion is put or any further amendment is moved.

44. When not permitted

Amendments to the following shall be out of order:

- (a) a procedural motion under Standing Order 48;
- (b) a motion to receive the report of a committee under Standing Order 83;

- (c) a motion under Standing Order 89(a) in reply to any question referred by the Provincial Synod.

45. Amendments to amendments

With the permission of the chairman an amendment to an amendment may be moved.

46. Content

An amendment shall be both relevant to and not negate the main motion or amendment.

47. Order of consideration

Amendments shall be moved and put to the vote according to the order in which they affect the main motion or amendment to which they relate. Where more than one proposed amendment concerns a given part of a motion or amendment, each shall be moved and put to the vote according to the order determined by the chairman, who may also give permission for other amendments to be discussed but not moved.

PROCEDURAL MOTIONS

48. Content

Subject to these Standing Orders, the following procedural motions may be moved, with the consent of the chairman, with or without notice but not so as to interrupt the speech of any member:

- (a) “That the Synod do pass to the next business” (“Next business”);
- (b) “That the Synod do now adjourn” (“Adjournment of the Synod”);
- (c) “That the debate be now adjourned” (“Adjournment of debate”);
- (d) “That the question be now put” (“The closure”);
- (e) “That all further speeches on this question be limited to minutes” (“Speech limit”);
- (f) “That thebe referred back” (“Reference back”);
- (g) A motion to vary the order of business;
- (h) A motion to suspend a Standing Order (“Suspension of Standing Orders”).

49. When not permitted

A motion shall not be moved:

- (a) for next business, the closure, a speech limit or a reference back on a question referred by the Provincial Synod to the Diocesan Synod;
- (b) for next business or a reference back on an amendment or another procedural motion.

50. Next business

The following rules of debate shall apply:

- (a) 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”.
- (b) A motion for next business shall take precedence over all amendments of which notice has been given.

- (c) If a motion for next business 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.
- (d) If rejected, a motion for next business shall not be moved again on the original motion unless that motion be substantially amended.
- (e) 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.

51. Adjournment of the Synod

The following rules of debate shall apply:

- (a) The motion to adjourn may, but need not, specify a time for the next session of the Synod or the resumption of the business interrupted.
- (b) 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.
- (c) If the motion to adjourn is carried and the Synod has not by the same resolution appointed a time for its next session, such session shall be held at a time appointed by the Standing and Finance Committee.
- (d) Subject to any resolution of the Synod, the business interrupted shall be resumed at the next session.
- (e) If rejected, the adjournment of the Synod shall not be moved again, except by permission of the chairman, until a further hour has elapsed.

52. Adjournment of debate

Standing Order 51 shall also apply to this motion, unless the context requires otherwise, except:

- (a) 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 Standing and Finance Committee.
- (b) If the question adjourned is an amendment, the debate on the main motion shall also stand adjourned.

53. The closure

The following rules of debate shall apply:

- (a) If such motion is permitted by the chairman and seconded, it shall be put forthwith without discussion.
- (b) 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.

54. Speech limit

The following rules of debate shall apply:

- (a) If a motion is permitted by the chairman and seconded, it shall be put forthwith without discussion.
- (b) The time limits imposed by Standing Order 38 notwithstanding, on a motion being carried, no speech shall exceed the number of minutes specified therein, but the chairman may, for any special reason of which he shall be the sole judge, allow a longer or shorter time to any member; provided that when giving his consent the chairman shall inform members of his ruling and shall have particular regard to any

member who has a right of reply to the debate.

55. Reference back

If a motion to remit specified no-one to whom the matter is to be referred, this question shall be decided by the Standing and Finance Committee.

56. Suspension of Standing Orders

After notice, or by permission of the chairman 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-fourths of those members present and voting are in favour.

VOTING

57. Assent of three Houses

Subject to Standing Order 60 the Synod shall not be deemed to have assented to any motion unless each of the Houses has assented to it. If the President so directs, the House of Bishops shall be deemed to have assented to a motion only if the President has assented to it.

58. Procedure for decisions

Questions relating only to the conduct of business shall be decided by the votes of all the members of the Synod present and voting. Except as required by Standing Order 59, every other question shall be decided in like manner, the assent of the three Houses being presumed, unless any four members present demand that a separate vote of each of the Houses be taken.

59. Votes by separate Houses

A vote shall be taken by separate Houses:

- (a) on any question referred by the Provincial Synod to the Diocesan Synod;
- (b) on any other question if the chairman so directs, except one which relates only to the conduct of business;
- (c) on a motion to confirm a nomination for a new Bishop;
- (d) on a motion to amend the Constitution;
- (e) when required by the President;
- (f) when demanded by any four members.

Any requirement for a separate vote of each House under (e) and (f) above and any direction by the President under Standing Order 57 may be made either before the question is put or immediately upon the announcement of the result of a show of hands.

60. Majority required for decisions

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, and decisions of the Synod when a separate vote is taken by each of the Houses shall, subject to Standing Order 57, require the votes of a majority of all the members of each House present and voting, provided that

- (a) when the Synod is asked to confirm the nomination for a new Bishop, and
- (b) on the second occasion on which a motion for the amendment of the Constitution is considered, approval shall not be deemed to have been given unless two-thirds of the House of Clergy and two-thirds of the House of Laity voted in favour.

61. Equal voting in House of Bishops

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

62. Voting rights of chairman

The chairman (subject to the rights of the President when he is chairman) shall have the same voting rights as other members and shall have no second or casting vote.

63. Mode of voting

Voting on a motion to confirm a nomination for a new Bishop shall be by secret ballot. All other voting shall be by a show of hands. When voting is by separate Houses the number of votes shall be counted.

QUESTIONS64. To whom addressed

Subject to due notice under Standing Order 30 a question may be asked of:

- (a) any officer of the Synod;
- (b) the chairman of any body constituted by the Synod or on which it is represented;

provided that the person asked may, without reason given, refuse to answer that question. A member who has asked a question may ask one supplementary question.

65. Content

A question, if addressed to an officer, shall relate to the duties assigned to him and, if addressed to the chairman 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.

66. Persons authorised to reply

If the person of whom the question is asked is a member or officer of the Synod he shall reply personally. If not, the reply may be given by one of its members nominated by the President. A member who is absent may authorise another member to deputise for him.

THE STANDING AND FINANCE COMMITTEE67. Functions

The functions of the Standing and Finance Committee shall be:

- (a) to plan the business of the Synod, to prepare the agenda for its meetings, and to circulate to members information about matters for discussion;
- (b) to initiate proposals for action by the Synod and to advise it on matters of policy which are placed before it;
- (c) to advise the President on any matters which he may refer to the Committee;
- (d) subject to the directions of the Synod to transact the business of the Synod when it is not in session;
- (e) to appoint members of committees or nominate members for election to committees, subject to the directions of the Synod;

- (f) to carry out the functions with regard to finance required by Standing Orders 68 to 71;
- (g) to carry out such other functions as the Synod may delegate to it.
- (h) Any requests for additional representation from any congregation (re Constitution 2(d)) to Diocesan Synod may be granted at the discretion of the Standing and Finance Committee. Such requests must be submitted at least four months before the date of commencement of the Synod.

FINANCIAL BUSINESS

68. Financial duties

The Standing and Finance Committee shall be the financial executive of the Synod and responsible for:

- (a) the custody and management of Diocesan funds and the employment of all persons in receipt of salaries paid directly from these funds, in association with the Anglican Church (Cyprus) Limited;
- (b) advising the President and the Synod on the determination of priorities in the allocation of any funds at the disposal of the Synod.

69. Presentation of annual accounts and budget

The Standing and Finance Committee shall present to the Synod the accounts for the preceding year and both an income and expenditure and a capital expenditure budget for the following year. The budgets shall provide for the expenditure required by every committee and other body responsible to the Synod.

70. Expenditure

The Director of Finance shall have authority limits within budget of US\$1,000 per item for operating expenditure and US\$5,000 per item for capital expenditure. Expenditures in excess of this figure shall require the prior approval of the Standing and Finance Committee.

71. Expenditure in excess of votes

In presenting the accounts for the preceding year the Standing and Finance Committee shall report any expenditure in excess of funds voted for that year and present the explanation provided by those responsible, together with its comments and recommendations as to what provision should be made to accommodate the excess expenditure.

VACANCY-IN-SEE COMMITTEE

72. Membership

- (a) Once in each year the Synod shall elect a Vacancy-in-See committee which shall be composed as follows:
 - (i) Three members elected by the House of Clergy, one of whom shall be appointed as convenor, of whom at least one shall be from Cyprus and at least one from the Gulf.
 - (ii) Six members elected by the House of Laity of whom at least two shall be from Cyprus and at least two from the Gulf.
- (b) The Houses of Clergy and Laity shall each elect two alternates, one from Cyprus and one from the Gulf.
- (c) In the event of a vacancy in the see, no one nominated for (and willing to stand for) possible appointment as Bishop shall serve on the committee.

OTHER COMMITTEES

73. Committees

The Synod may at any time constitute such committees as the Synod deems appropriate and may delegate to a committee so constituted, with or without conditions, such functions as it deems appropriate.

74. Membership of committees

Subject to any directions of the Synod the Standing and Finance Committee shall determine the number of the members of a committee and whether they shall be appointed or elected. A committee may include persons who are not members of the Synod, provided that a majority of the members of the committee shall be members of the Synod. The President or a member nominated by him, or an Archdeacon, shall be a member of every committee. The Standing and Finance Committee and boards and committees constituted by the Synod shall have power to co-opt additional members.

75. Duration of membership

The Standing and Finance Committee 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.

76. Sub-committees

Every committee constituted by the Synod may appoint sub-committees for such purposes as it deems appropriate.

77. Electors

Elected members of a committee may be elected by the whole Synod or by the Houses voting separately. In the absence of any direction by either the Synod or the Standing and Finance Committee, they shall be elected by the whole Synod.

78. Nominations for election to committees

Every nomination shall require a proposer and a seconder who shall be members of the Synod but the Standing and Finance Committee may (except in an election to itself) collectively nominate candidates. If the number of nominations is no more than that of the seats to be filled, all the candidates shall be declared elected.

79. Directions by the Standing and Finance Committee

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

PROCEDURE OF COMMITTEES

80. Chairmen

If the President is a member of a committee he shall be chairman thereof if he so chooses. If he does not choose to be chairman, the committee shall, subject to any direction by the Synod or the Standing and Finance Committee, at its first meeting elect a chairman from among its own members. In the absence of the chairman, a chairman for that meeting may be similarly elected.

81. Quorum

Not less than one third of the total nominal membership shall form a quorum.

82. Voting

Questions submitted to a meeting of a committee shall be decided by a majority of those present and voting, the chairman having the same voting rights as other members but no second or casting vote. In the case of an equality of votes a proposal shall be deemed to be lost.

83. Reports

Every committee shall report at such times and in accordance with such procedure as may be determined by the Standing and Finance Committee, 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.

84. General

Subject to these Standing Orders and to any directions by the Synod or the Standing and Finance Committee, a committee shall have power to determine its own procedures.

DOCTRINAL MATTERS AND FORMS OF SERVICE85. Requirement of early circulation

If notice is given of a motion which raises any question touching doctrinal formulae or the services or ceremonies of the Episcopal Church in Jerusalem and the Middle East, the Standing and Finance Committee shall include it on the agenda of the earliest convenient meeting of the Synod, provided that, save by permission of the chairman and the consent of the Synod, copies of such motion, together with a report thereon by the Standing and Finance Committee, shall be sent to members at least three months before it is finally voted on by the Synod.

REFERENCES BY THE PROVINCIAL SYNOD86. When considered

When a reference is received from the Provincial Synod, the Standing and Finance Committee shall include it on the agenda of such meeting of the Diocesan Synod as the Committee may consider appropriate.

87. Prior notice and documents required

Unless the Standing and Finance Committee decides to the contrary:

- (a) the members of the Synod shall receive at least three months' notice of the reference; and
- (b) a report or other document prepared by or on behalf of either the Provincial Synod or the Standing and Finance Committee of the Diocesan Synod shall be circulated.

88. Consultations within the diocese

The Synod, before voting on a reference, may refer any question arising from it to Diocesan church councils or Parish church meetings for comment.

89. Procedure of debate

- (a) When the reference by the Provincial Synod is in the form of a question requiring the answer Yes or No, the question shall be put to the Diocesan Synod as a formal motion in the affirmative sense. 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 and Finance 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.

90. Report on result

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 to the Provincial Synod.

REFERENCES BY THE SYNOD TO CONGREGATIONS

91. Matters referable

Any member of the Synod may propose that the Synod should invite all church councils or parochial church meetings in the Diocese:

- (a) to express an opinion on or to record approval or disapproval of any matter;
- (b) to supply information within their knowledge; or
- (c) to exercise any other functions within their competence; and to report to the Synod by a specified date.

92. Report on proposal to refer matters

The Standing and Finance Committee shall report to the Synod on any proposal under the last preceding Standing Order. If necessary, consideration of such proposal shall be postponed or adjourned until the Standing and Finance Committee has so reported.

93. Circulation of reference

The Bishop's Office shall send a copy of any resolution under Standing Order 91 to the secretary of each body concerned, together with such instructions and other information as the Synod or the Standing and Finance Committee may direct.

94. Form and date of reply

Subject to any direction by the Synod, where a reference under Standing Order 91 invites clear 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 Standing and Finance Committee and shall be informed of the date for reply which shall be not less than three months after the date of the resolution by the Synod.

95. Report on replies received

At the earliest convenient meeting of the Synod after the period for replies has expired, the Standing and Finance Committee shall report on the outcome of the reference.

GENERAL PROVISIONS

96. Admission of Press and public

Any member of the Synod may move that the representatives of the Press and members of the public shall withdraw during the whole or part of the business before the Synod. If the motion is seconded and carried the chairman shall request the representatives of the Press and the public to withdraw.

97. Periods of notice

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

98. Procedural defects

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.

99. Amendment of Standing Orders

A motion for the amendment of these Standing Orders shall require the previous consideration of the Standing and Finance Committee.