



**Diocese
of Salisbury**
Making
Jesus Known

RULES OF DEANERY SYNODS

made by the Diocesan Synod
in accordance with Rule 26 of the
Church Representation Rules

Passed by resolution of the Diocesan Synod at its meeting held on 26 February 2025

(Revised February 2025)
(Formula of Parochial Representation as at June 1989)

RULES

1. Duties and Powers

- 1.1. The functions of a Deanery Synod are set out in section 5 of the Synodical Government Measure 1969 as amended.¹

2. Composition

- 2.1. A Deanery Synod shall consist of a House of Clergy and a House of Laity, in accordance with Rule 14 of the Church Representation Rules.
- 2.2. The House of Clergy shall be composed in accordance with Rule 15 of the Church Representation Rules.²
- 2.3. The House of Laity shall be composed in accordance with Rule 16 of the Church Representation Rules,³

with the number of parochial representatives to be elected to the Deanery Synod by Annual Parochial Church Meetings being determined in accordance with section 3 below.
- 2.4. The House of Clergy and the House of Laity shall normally sit together for deliberation and for transaction of business.

3. Number of lay representatives to be elected

- 3.1. The number of lay representatives to be elected by the Annual Parochial Church Meeting of each parish to the Deanery Synod shall be determined by resolution of the Diocesan Synod in accordance with Rule 19(2) of the Church Representation Rules.
- 3.2. The Diocesan Synod hereby resolves that, until varied or revoked by further resolution, the number of lay representatives to be elected by each Annual Parochial Church Meeting to Deanery Synod shall be determined by the number of people on the electoral roll of the parish, as followings:

¹ A link to the Measure is provided at the end of these Rules.

² A link to the Church Representation Rules is provided at the end of these Rules.

³ See footnote 2 above.

Number on the electoral roll of the parish	Number of lay representatives to be elected to the relevant Deanery Synod
1 - 25	1
26 - 100	2
101 - 200	3
201 - 300	4
301 - 400	5
401 - 500	6
501 - 750	7
751 - 1000	8
Over 1000	9

(Note that this formula applies to the numbers on the roll in the previous year to the year in which elections are held.)

4. Co-opted Members

- 4.1. The House of Clergy and the House of Laity may co-opt members in accordance with Rule 18 of the Church Representation Rules.⁴

5. Participation by Non-Members

- 5.1. 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, the Suffragan Bishop or duly appointed commissary.
 - b) The Archdeacon.
 - c) The Registrar of the Diocese.
 - d) Visitors invited by either of the joint chairs or the Standing Committee.
 - e) Members of the General Synod appointed to a Deanery Synod by the Standing Committee of the Diocesan Synod should there be no member of the Deanery Synod who is a member of the General Synod and should the Deanery Synod so request.

6. Chair

⁴ See footnote 2 above.

- 6.1. There shall be joint Chairs of the Synod: the Rural Dean, and a member of the house of laity to be elected by that house at the first meeting of the Synod.
- 6.2. The two Chairs shall decide by mutual agreement which shall preside at any meeting or part of a meeting; and in the absence of such agreement the decisions shall be made by the Standing Committee of the Deanery Synod.

7. Officers

- 7.1. At the first meeting of the Synod, it shall appoint from its members:
 - a) a Secretary
 - b) a Treasurer
 - c) (if desired) an Assistant Secretary.

8. Standing Committee

- 8.1. A Standing Committee shall also be constituted, consisting of the officers and of six other members. (It is desirable that there should be a reasonable balance between clergy and laity on the Standing Committee).
- 8.2. It shall be the duty of the Standing Committee to initiate and advise on proposals; to ensure that members are informed on matters of importance to the Deanery; to prepare the agenda for each meeting of the Synod and a report on its proceedings and to make such appointments and do such things as the Synod may delegate to it.

9. Secretary

- 9.1. The Secretary shall keep a roll of the members up-to-date, including the name, address and parish of any person notified to them by the Secretary of the Diocesan Synod as qualified to be an ex-officio member.

10. Ordinary Meetings

- 10.1. At least two ordinary meetings shall be held each year.
- 10.2. Unless otherwise decided by the Deanery Synod, at least four weeks before each ordinary meeting the Secretary shall notify each member of the time and place, specifying any business proposed, and inviting other business.
- 10.3. Members shall give 3 weeks' notice of new business for the agenda, and one week's notice of motions or amendments arising from the agenda.
- 10.4. The Standing Committee shall settle the agenda, specifying therein all business:
 - a) of an earlier meeting not disposed of or withdrawn;
 - b) of the Diocesan Synod which is of concern to the Deanery Synod, and particularly of any matter referred by the General Synod;
 - c) of which due notice has been received, and which is in order.

- 10.5. The Secretary shall send an agenda paper to each member at least ten days before an ordinary meeting.

11. Special Meetings

- 11.1. Special meetings may be convened at one week's notice by the joint Chairs, or by twenty members if, following a requisition signed by them, a meeting has not been convened for a date within 28 days of their requisition.

12. Quorum

- 12.1. The quorum for an ordinary meeting shall be one-third and for a special meeting a majority, of the members of each house.

13. Rule of Debate

- 13.1. Every motion and amendment shall require a seconder, who may reserve their speech until later, and shall not be withdrawn without leave of the Synod.
- 13.2. No member may speak more than once on a motion or an amendment, other than in explanation, except that the mover of the motion may reply to the debate.
- 13.3. No speech of more than five minutes' duration shall be permitted, save in so far as the Chair, having regard to the circumstances, may waive the restriction.
- 13.4. No motion or amendment to the same effect as one that has been rejected within the preceding twelve months, and no motion to rescind within the same period, shall be proposed without leave of the Standing Committee.
- 13.5. An amendment shall be relevant to and shall not purport to negate the motion.
- 13.6. No amendment may be moved to a motion to receive the report of a committee, or to a motion on a question requiring the answer 'yes' or 'no' referred by the Diocesan Synod.
- 13.7. All amendments shall be moved in the order that they affect the motion.
- 13.8. Except by permission of the Chair, no amendment of a proposed amendment shall be in order, until such proposed amendment by being carried shall have become a substantive motion.
- 13.9. Any member may move as a procedural motion at any time, without however interrupting the speech of another member,
a) that the Synod or the debate be now adjourned;
b) that the debate be closed, or that the matter be referred back; or that the Synod do now pass to the next business: except on a question referred by the Diocesan Synod to the Deanery Synod.

- 13.10. The moving and seconding of a procedural motion shall be formal, except that, on the carrying of a closure motion, the proposer of the original motion shall have the right of reply.

14. Voting

- 14.1. Decisions shall ordinarily be taken by a majority of the members present and voting, but voting shall be by houses:
- c) if the Chair so rules;
 - d) if not fewer than five members so request;
 - e) on any matter referred by the Diocesan Synod.
- 14.2. Voting shall be by show of hands without a count, except when voting is by houses, or a member so requests either before or immediately after the result is announced, or the Chair so directs.
- 14.3. In case of an equal division of votes, the Chair of the meeting shall have a second or casting vote.

15. Suspension of a Rule

- 15.1. A Motion for the suspension of a Rule of debate shall not be deemed to be carried unless at least three/fourths of the members present and voting are in favour.

16. Relations with the Diocesan Synod and Parochial Church Councils

- 16.1. References by the Diocesan Synod shall be included in the agenda of an appropriate meeting, and any relevant document circulated therewith.
- 16.2. When the reference is in the form of a question requiring the answer 'yes' or 'no', the question shall be put as a formal motion in the affirmative sense, no amendment being permitted. If the reference invites a statement of opinion, this shall take the form of a motion drafted by the Standing Committee, and amendments shall be allowed.
- 16.3. Before the Synod votes on a reference, the views of Parochial Church Councils may be invited, if the timetable set by the Diocesan Synod permits.
- 16.4. A member representing any parish may raise any matter of general Church interest or affecting that parish, and may move that a Deanery representative be requested to bring the matter before the Diocesan Synod.

17. General Provisions

- 17.1. No change shall be made in any rules made by the Diocesan Synod except by further resolution of that Synod; but subject to such rules the Deanery Synod shall be free to determine its own procedure.
- 17.2. The Deanery Synod may appoint committees.

- 17.3. No defect in procedure shall invalidate the proceedings of a meeting of which the minutes have been approved and signed.

USEFUL LINKS

The Church Representation Rules, Part 3 (Deanery Synods)

<https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-3>

The Synodical Government Measure 1969, section 5

<https://www.legislation.gov.uk/ukcm/1969/2/section/5>