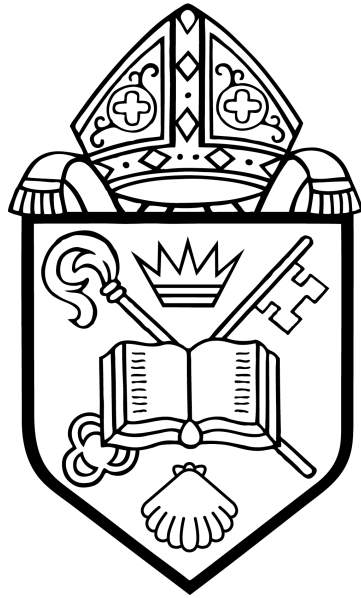


香港聖公會
HONG KONG SHENG KUNG HUI



總議會會議常規
Standing Order of the
General Synod

第九屆總議會
The Ninth General Synod

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CONTENTS

Hong Kong Sheng Kung Hui Standing Orders

Rule

1	Application
2	Definitions and Interpretation
3	The Chairman
4	Power of the chairman
5	Secretary General
6	Recording Secretaries
7	Quorum
8	Meeting Time
9	Meeting Place
9A	Attendance of General Meetings by Using Electronic Means
10	Rights of Members
11	Language of the Meeting
12	Submission of Motions
13	Resolutions Committee
14	Rules of Debate
15	Amendments to Motions
16	Procedural Motions
17	Interruptions
18	Rescission of Resolutions
19	Voting on Motions
20	Separate Voting by the Three Houses
21	Adjournment
22	Rules of Election
23	Miscellaneous
24	Amendments to the Standing Orders

STANDING ORDERS

1. Application

- 1.1 Unless suspended or resolved otherwise by a Special Resolution of the General Synod, these rules shall be applicable to all meetings of the General Synod.
- 1.2 These rules may be applied to regulate any meeting of the Province of the Hong Kong Sheng Kung Hui if so adopted by a resolution of the committee concerned.

2. Interpretation and Definitions

2.1 Definitions

In these rules, if the context so requires or permits, the following expressions shall have the meaning set against them:—

Expressions	Meanings
“Archbishop”	means the Archbishop of the Province;
“Bishop”	means Bishops of the Province;
“Chairman”	means the chairman of the meeting;
“Constitution”	means the Constitution of the Province including, the Constitution, Canons, Regulations and By-laws as, the case may be;
“Diocese”	means any one or all the Dioceses of the Province established under the Constitution of the Province;
“Member”	means members of the Synod;
“Parliamentarian”	means a registered member of a parish of the Church so appointed by the Archbishop to advise and counsel on the rules and procedure of meetings of the Church;
“Province”	means The Province of Hong Kong Sheng Kung Hui;
“Synod”	means the General Synod of the Province of Hong Kong Sheng Kung Hui;
“Rules”	means the rules set out in these present Standing Orders;

“Ordinary Resolution” means a resolution of the Synod of a simple majority which is proposed and passed in accordance with the provisions of the Canons;

“Special Resolution” means a resolution of the Synod of a two-third majority which is proposed and passed in accordance with the provisions of the Canons;

2.2 Interpretation

2.2.1 The Chairman, in consultation with the Parliamentarian, shall have the right to interpret these rules.

2.2.2 In case of dispute on the ruling of the Chairman on the interpretation of these Rules, the decision of the Archbishop shall be final.

2.2.3 In the interpretation of these Rules, if the context so requires or permits, words in the singular shall include the plural and vice versa, words in the masculine gender shall include the feminine gender or vice versa.

3. The Chairman

- 3.1 The Archbishop shall be the Chairman of the Synod and shall chair meetings of the Synod.
- 3.2 The Archbishop may appoint a Member of the Synod to be the Chairman of a meeting of the Synod.
- 3.3 In the absence of the Archbishop or the person duly appointed by the Archbishop to chair a particular meeting of the Synod, Members of the Synod present at the meeting may elect one among themselves to act as Chairman of that particular meeting; the person so elected shall enjoy all powers conferred by these Standing Orders on the Synod Chairman.

4. Powers of the Chairman

- 4.1 Subject to Rule 2.2.1 hereof, the Chairman, in consultation with the Parliamentarian, shall be the sole interpreter of these Standing Orders and shall address the meeting to explain or administer these Orders, or to answer a question put to him on point of fact.
- 4.2 The Chairman shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure observance of the Standing Orders and other regulations governing procedure of the meeting of the Synod, accord the right to speak, put motions to vote and declare decision. He shall rule on points of order.
- 4.3 Ruling of the Chairman shall be final, unless challenged by no fewer than ten (10) Members, and the Archbishop pursuant to Rule 2..2.2 hereof makes a contrary ruling.
- 4.4 The Chairman, in maintaining his attitude of impartiality, shall neither take part in the discussion of the meeting nor express any views thereon. Should the Chairman desire to take part in the discussion, he has to first vacate the Chair.
- 4.5 In the case the Chairman is so affected by, or interested in any motion as to render it advisable, in the opinion of the Archbishop, that he should vacate the Chair during the discussion of a particular motion, it shall be in order for the Archbishop to rule that he vacates the Chair during the discussion. The Archbishop shall take the Chair by himself or temporarily appoint a Member to do so for that particular part of the meeting whereas the Chairman, upon vacation, shall have the right to speak, and to move and to second motions.

5. General Secretary of the General Synod

- 5.1 The General Secretary of the General Synod shall be elected by Members of the Synod from amongst its Members at the First Plenary Session of the ordinary meeting of the Synod. His term of office shall continue until the completion of election of the General Secretary of the Synod at the ensuing meeting of the Synod.
- 5.2 The General Secretary of the General Synod shall be responsible for keeping minutes of proceedings of meetings of the Synod. Minutes shall record Members attending, all decisions taken, and details of every voting held.
- 5.3 The General Secretary of the General Synod shall be responsible for the keeping of votes, records and other documents laid before the Synod, which shall be open to inspection by Synod Members and by other persons under arrangements approved by the Synod Chairman.
- 5.4 The General Secretary of the General Synod shall perform further duties laid upon him in these Standing Orders, and all other duties in the meetings of the Synod ordered by the Synod or directed by the Chairman of the Synod.

6. Recording Secretaries

Recording secretaries of both Chinese and English languages shall be appointed by the Archbishop to serve as recording secretaries of the meeting of the Synod.

7. Quorum

- 7.1 The quorum of a meeting of the Synod shall consist of whichever the lesser, a simple majority of the current membership of the Synod including the Chairman or thirty (30) Members of the Synod including the Chairman.
- 7.2 If the attention of the Chairman is drawn to the fact that quorum is not present, he shall direct the number of Members present be counted. If he is satisfied that a quorum is not present, he shall adjourn the meeting of the Synod without question being put.
- 7.3 If from the number of Members taking part in voting, including those who abstained from voting, it appears that a quorum is not present, the voting shall be invalid, the question on which it was held standing over until the next meeting.

8. Meeting Time

- 8.1 Meetings of the Synod shall be convened at the time specified in notice of the meeting. They shall conclude at the time specified in the agenda of the meeting unless extended by Members of the meeting. Such extension shall not be in excess of thirty (30) minutes unless endorsed by a resolution passed by a 75% majority of the Members of the Synod present and voting at such resolution.
- 8.2 If a quorum is not present within thirty (30) minutes from the time scheduled for that meeting the meeting shall stand adjourned until the next scheduled meeting of the Synod. If there is no meeting of the Synod scheduled then the meeting shall stand adjourned to a meeting to be held seven (7) days later at the same time.
- 8.3 Members of the Synod present at such adjourned meeting shall constitute quorum.

9. Meeting Place

- 9.1 Meetings of the Synod shall be convened at the venue or in the manner specified in the notice convening the meetings.
- 9.2 Subject to the provisions set out in the Standing Order to the otherwise, members shall attend all Meetings of the Synod in person.
- 9.3 Members may participate in the meetings of the committees of the Synod (the "Meetings of the Committees", such definition of the Meetings of the Committees being exclusively for the purpose of this paragraph only) in person or by other methods which they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting. In determining whether members are participating in a Meeting of the Committees, it is irrelevant where a member is and how they communicate with each other. If all members participating in a Meeting of the Committees are not in the same place, they may regard the meeting as taking place wherever any one of them is.
- 9.4 Members of the Synod may, by Ordinary Resolution, resolve to have a separate deliberation by Members of the House of Bishops, House of Clergy and the House of Laity. Under such circumstances, meetings shall be conducted separately. Otherwise meetings of the Synod shall be held unicamerally.

9A. Attendance of General Meetings by Using Electronic Means

9A.1 The Archbishop may, in consultation with the Standing Committee of the Synod, for good reason and in his absolute discretion, arrange for persons entitled to attend a general meeting to do so by other methods which they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting, including but not limited to video conferencing or electronic means (hereinafter collectively referred to as "Electronic Means") at such meeting place or places determined by him, provided that at least one location shall be in Hong Kong which shall be the principal meeting place for the general meeting.

9A.2 Any member may, for good reason being precluded from being able to physically attend the general meetings of the Synod, apply to the Archbishop for his special permission to participate in a general meeting of the Synod by Electronic Means. Under such circumstances and in determining whether members are participating in a general meeting of the Synod, it is irrelevant where a member is and how they communicate with each other. If all members participating in a general meeting of the Synod are not in the same place, they may regard the meeting as taking place wherever any one of them is.

9A.3 When a general meeting of the Synod is held in a manner specified in paragraphs 9A.1 and 9A.2, the following provisions shall apply:

- (a) The chairman of the meeting shall be present physically at, and the meeting shall be deemed to take place at the principal meeting place.
- (b) Any Member attending at the meeting place(s) determined by the Archbishop or participating by Electronic Means shall be counted in the quorum for and entitled to vote at the meeting in question, and the meeting shall be duly constituted and its proceedings valid provided that the chairman of the meeting is satisfied that adequate facilities are available throughout the meeting to ensure that members attending the meeting are able to participate in the business for which the meeting has been convened.

- (c) Where members attend physically at one of the meeting places or where members participate by Electronic Means, a failure (for any reason) of the communication equipment, or any other failure in the arrangements for enabling those in a location other than the principal meeting place to participate in the business for which the meeting has been convened, shall not affect the validity of the meeting at the principal meeting place or the resolutions passed, or any business conducted there or any action taken pursuant to such business.

- (d) The right of a member to participate in the business of any general meeting shall include the right to listen, voice, and vote at the meeting.

10. Rights of Members

Subject to the provisions of the Constitution, a Member shall have the right to speak, to move motion, to second motions and to vote.

11. Language of the Meetings

A Member may address the meeting of the Synod either in English, Cantonese or Putonghua.

12. Submission of Motion

Motions for discussion at the General Synod shall be proposed by the Archbishop, the committees, boards or standing commissions set up the General Synod or the synods of the respective dioceses of the Province. Such motions must be submitted within such prescribed time to the General Synod who shall pass on the same for consideration by the Resolution Committee.

13. Resolutions Committee

- 13.1 A Resolutions Committee shall be appointed by the Archbishop for every meeting of the Synod consisting of such Members deemed appropriate to the Archbishop.
- 13.2 Upon receipt of any resolution, the Resolutions Committee shall examine its validity in accordance with the applicable laws of Hong Kong and the provisions of the Constitution. It shall also consider the wording of resolutions duly presented and may suggest to the proposer of the resolution any amendment thereto with the view of removing any possible ambiguity within fourteen (14) days before the date of the meeting of the Synod.
- 13.3 The proposer of any resolution, in respect of which the Resolutions Committee has made suggested amendments, may either choose to accept such amendment or to reject the same.
- 13.4 The Resolutions Committee shall thereafter pass on the resolutions duly proposed and amended (as the case may be) to the Business Committee of the Synod for circulation to Members of the Synod.

14. Rules of Debate

- 14.1 All Members must identify themselves and address the Chair when they speak.
- 14.2 When a motion is open to debate after it is seconded, any Member who wishes to speak on the motion shall signify his wish by raising his hand.
- 14.3 When two (2) or more Members signify at the same time, the Chairman shall select one (1) Member and call on him to speak.
- 14.4 Save with the permission of the Chairman, no Member shall be allowed to speak more than once upon any motion or item for discussion except:—
 - 14.4.1 In Committee; or
 - 14.4.2 In seeking clarification; or
 - 14.4.3 In the case of a proposer of the original motion in reply.
- 14.5 A Member who has spoken on a motion may speak again on an amendment proposed to that motion.
- 14.6 A Member shall direct his speech strictly to the motion or amendment under discussion. If no definite motion is put before the meeting, a Member shall direct his speech strictly to the point on the Agenda under discussion and shall not introduce matter irrelevant to the point.
- 14.7 Discussion of a motion or amendments may be curtailed in time by the Chairman with the consent of the meeting.
- 14.8 No Member may speak on a motion after it has been fully put to the meeting or a Committee for decision by the Chairman
- 14.9 The Chairman shall be entitled to direct that no motion shall be accepted unless put in writing.

- 14.10 All motions and amendments must have a proposer and a seconder. If there is no seconder to a motion, the item is declared lapsed.
- 14.11 The proposer of a motion shall have the right to explain his motion once his motion is seconded.
- 14.12 Once a motion is seconded, it is in the possession of the meeting and shall not be withdrawn without the consent of the meeting as signified by the passing of an ordinary resolution. When it is agreed that an Original Motion be withdrawn, any amendment to it will also be considered as withdrawn.
- 14.13 No motion or amendment shall be withdrawn once vote is being taken.
- 14.14 The proposer of an Original Motion (but not of an amendment) shall have the right to reply directly before the motion is put to the vote.
- 14.15 In the absence of discussion, it shall be competent for the Chairman to ask whether there is any opposition or amendment, and if there is no opposition or amendment, to declare a motion carried.

15. Amendments to Motions

- 15.1 During the debate of a motion, an amendment may be moved. An amendment, like an Original Motion, must be seconded before debate shall be allowed on it.
- 15.2 The effect of an amendment must be to positively vary the terms of a motion by:—
 - 15.2.1 deleting words;
 - 15.2.2 adding words;
 - 15.2.3 substituting words.
- 15.3 No amendment shall be moved which, by the Chairman's ruling, seeks to rescind, negate or destroy the original motion, or has been covered by an amendment or motion previously rejected.
- 15.4 If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the original motion incorporating the amendment shall become the substantive motion, whereupon any further amendment may be moved. After all vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main motion.
- 15.5 Members of the Meeting may indicate to the Chairman their further amendments to the Motion whilst an amendment motion is being discussed. The Chairman may adjourn the meeting so that he may confer and coordinate all proposers of amendments with the view of agreeing on the amendment to be proposed to the Meeting.

16. Procedural Motions

- 16.1 The Chairman shall allow the following procedural motions to be put when there is already a motion or amendment on table in the following order or precedence (i.e. Motion (16.1.1) is of the highest rank whereas Motion (16.1.9) is the lowest):—
- 16.1.1 motion to withdraw a motion;
 - 16.1.2 motion to adjourn the meeting to a later time/date;
 - 16.1.3 motion to recess;
 - 16.1.4 motion that the matter be adjourned to a later specified meeting;
 - 16.1.5 motion that the Meeting of the synod be resolved into Committee;
 - 16.1.6 motion that further proceedings of the Committee be now adjourned;
 - 16.1.7 motion to limit debate to certain specified period of time;
 - 16.1.8 motion to close the list of speakers; or
 - 16.1.9 motion to refer for additional information.
- 16.2 A Procedural Motion is declared carried only by a two-thirds majority vote.
- 16.3 Save for Procedural Motions 16.1.7, 16.1.8 and 16.1.9, the Chairman shall limit debate on all procedural motions, provided that the proposer and one speaker against the motion shall in all cases be heard.
- 16.4 Should any one of the procedural motions (except 16.1.9) be defeated, twenty (20) minutes shall elapse before the same motion may be moved again, unless the Chairman is of the opinion that the circumstances have materially altered in the meantime.

- 16.5 When deemed appropriate to the Chairman that a matter should be discussed without the formulation of a motion or that an informal discussion would facilitate the matter, the Chairman may invite Members of the Meeting to pass a motion to adjourn a specified period of time for informal discussion. But Members shall only speak upon permission by the Chairman, and the Chairman shall have the right to regulate the speeches of Members so that more members can make known their views on the matter.

17. Interruptions

In addition to the discussion on a motion, the Chairman shall recognise the following points in order of precedence:—

17.1 A point of Order

17.1.1 A point of Order must be heard at all time, except during the act of voting. It must deal with the conduct or procedure of the meeting and must prove one or more of the following:—

17.1.1.1 that the speaker is travelling outside the scope of the motion under discussion;

17.1.1.2 that the speaker is using abusive or unacceptable language; or

17.1.1.3 that the speaker is infringing a Rule or a Standing Order.

17.1.2 No speech or debate is permitted on a point of Order and no other member shall speak until the Chairman has given his ruling.

17.2 A Point of Personal Explanation

A Member who has spoken on a question may again be heard if the Chairman so permits, to explain some part of his speech which has been misunderstood, but when speaking he shall not introduce new matter.

17.3 A Point of Information

A point of information shall consist of a question related to the subject under immediate discussion. If a point of information is requested from a Member who is speaking, he may decide whether or not he wishes to be interrupted at that time.

17.4 Other interruptions

The Archbishop and the Chairman may interrupt the Member speaking at any time for an appropriate purpose.

18. Rescission of Resolutions

- 18.1 Once a motion has been voted in accordance with these Standing Orders, the result then becomes a resolution of the Synod and no subsequent motion can be proposed during the same meeting to rescind, negate, destroy or amend it.
- 18.2 The resolution of the Synod can only be rescinded, negated, destroyed or amended with a Special Resolution on subsequent meetings.

19. Voting on Motions

- 19.1 Voting shall be taken by a show of hands, roll call or secret ballots as decided by the meeting.
- 19.2 The Parliamentarian and persons so authorised by him shall act as tellers.
- 19.3 Each Member shall be entitled to one (1) vote except the Members who do not have voting rights as provided in the Constitution.
- 19.4 If an equal numbers of votes is cast for and against a motion or amendment, the Chairman shall recess the meeting immediately, and upon its resumption, the motion or amendment shall be put to vote at once without any discussion. Upon a further tie of votes, the Chairman shall have the casting vote.
- 19.5 Unless otherwise provided in the Constitution or Standing Orders, a motion or an Ordinary Resolution shall be declared carried if a simple majority of the Members present and voting cast for the motion or Ordinary Resolution.
- 19.6 A Special Resolution shall be declared carried if two-thirds of the Members present and voting cast for the resolution.
- 19.7 After the counting of votes, the Chairman shall declare the result of voting and his declaration is final.
- 19.8 In the counting of votes, abstention shall not be counted as members present and voting. Abstaining members may request that their abstention be recorded in the minutes.
- 19.9 A recount may be ordered if asked for by no fewer than fifty (50) Members. No Member who has not taken part in the original vote may vote on the recount.

20. Separate Voting by the Three Houses

- 20.1 On the request of not less than ten (10) Members of the Synod, voting shall be carried out by ballot separately by the three (3) Houses.
- 20.2 Separate voting by the three (3) Houses shall be held simultaneously. Results of the voting by the three (3) Houses shall also be announced at the same time.

21. Adjournment

- 21.1 The Chairman shall adjourn the meeting when all the business on the Agenda Paper has been concluded, or adjourn the meeting when a quorum is not present or when, in his judgement, it is not possible to transact business because of disorder or otherwise, or it is appropriate to halt the meeting for a period of time.
- 21.2 A Member may move a motion that the meeting of the Synod be adjourned either between two (2) items of business or at the conclusion of all the business on the agenda paper. If such a motion shall be agreed to, the meeting shall stand adjourned.

22. Rules of Election

- 22.1 Unless otherwise resolved by a Special Resolution of the Synod, all elections within the Province shall be carried out in accordance with the provisions hereinafter set out. Other than those who are appointed, elections of officers of the Province, chairmen and members of the Standing Commissions, and other committees, shall be held in conjunction with, but not necessarily at the general meetings of the Synod. The Archbishop shall, in consultation with the Standing Committee, prescribe the date, time, and manner under which such elections are to be conducted.
- 22.2 Not later than fourteen (14) days before the date of the election the Nominating Committee shall publish the names of candidates proposed by the Nominating Committee for the election. The Nominating Committee shall allow no less than seven (7) days from the date of publication of such candidates for Members of the Synod to propose further candidates for the election. Upon receipt of names of candidates from Members of the Synod the Nominating Committee shall scrutinise the qualifications of candidates so proposed and prepare the final list of candidates for election.
- 22.3 Nomination of candidates, other than those nominated by the Nominating Committee, shall be in writing and signed by proposer and seconders in accordance with requirements set out in the Constitution as well as the candidate being nominated to signify his consent to be such candidate.
- 22.4 The final list of candidates for election shall be published at least twenty-four (24) hours before the time of the election.
- 22.5 Unless the meeting resolved by way of a Special Resolution to the contrary, all elections shall be by secret ballot.
- 22.6 Unless provided in the Constitution to the contrary or that an office shall be elected with a specified percentage of the votes, if the number of candidates nominated is equal to or less than the number of vacancies, the Chairman may declare the candidates elected ipso facto without any further motion or other voting procedure. Remaining vacancies shall be filled in the same way as if casual vacancies had arisen.

- 22.7 Voting by ballot shall be in accordance with the procedure and arrangements prescribed by the Chairman in consultation with the Parliamentarian and the Business Committee.
- 22.8 Voting shall be done by prescribed ballot paper. Ballot paper showing alteration, obliteration or marks other than such prescribed by the Chairman to indicate the votes for the candidate shall be declared void and invalid.
- 22.9 The Chairman of the meeting shall appoint a votes scrutineer to take charge of the counting of votes and such other persons to assist him. The scrutineer shall ensure that all ballot papers are accounted for, and shall record and sign the results of the voting.
- 22.10 In the case of the equal number of votes being cast in respect of two (2) or more candidates thus resulting in a tie, the Chairman shall call for another round of voting of the candidates concerned. In the event of such further round of voting failing to break the tie, it should be resolved by drawing lot to be administered by the Chairman.
- 22.11 Declaration of the results of the voting shall be performed by the Chairman by the reading of successful candidates only. Members of the Synod may request the General Secretary of the General Synod to announce the number of votes received by all candidates.
- 22.12 Any candidates participating in any election in the Synod may apply for the recounting of votes in the election in accordance with the procedure to be announced from time to time by the Business Committee. The Business Committee may require the applicant to place on deposit with the Business Committee an amount to be determined by the Chairman before accepting the request to recount the votes of the election. Such deposit shall be returned to the applicant only if the re-counting confirms a mistake in the original counting of the votes. Otherwise the deposit shall be forfeited by the Business Committee.

23. Miscellaneous

In any matter not provided for in these Standing Orders, the practice and procedure to be followed in the meeting of the Synod shall be such as may be decided by the Chairman as advised by the Parliamentarian.

24. Amendments to the Standing Orders

- 24.1 These Standing Orders may be amended only by a motion carried by a two-thirds majority votes at a meeting of the Synod.
- 24.2 A notice announcing the proposed amendments shall be sent to all Members twenty-one (21) days before the meeting in which the amendments would be considered.