

Diocese of Truro

Rules for Deanery Synods

These Rules are made by the Diocesan Synod of the Diocese of Truro pursuant to rule 26(1) of the Church Representation Rules (CRR).

1 Joint chairs

1.1 The joint chairs of the Deanery Synod shall be:

- 1.1.1 the individual commissioned as Rural Dean by the Bishop of Truro from time to time; and
- 1.1.2 a member of the House of Laity of the Deanery Synod elected by the House of Laity to act as lay chair of the Deanery Synod in accordance with rule 1.2 below (the "**Lay Chair**").

Election of Lay Chair

- 1.2 Immediately prior to the first meeting of the Deanery Synod following any triennial election, or in the event of a vacancy arising in the office of the Lay Chair immediately prior to the next meeting of the Deanery Synod, the House of Laity shall meet in order to elect a Lay Chair.
- 1.3 Unless the individual appointed as Lay Chair of the Deanery Synod in accordance with rule 1.2 above resigns or otherwise ceases to be qualified, they shall continue to hold office as Lay Chair until the end of the meeting at which their successor has been elected.
- 1.4 An individual who has served as Lay Chair may be re-elected to serve for one further triennium. They may be elected to serve further terms in office provided that at least one term has elapsed since they retired as Lay Chair. For the avoidance of doubt, any terms in office served by an individual as Lay Chair prior to the adoption of these Rules by the Diocesan Synod (including the term being served as at the date of adoption) shall be disregarded for the purposes of determining whether an individual is eligible for appointment as Lay Chair.
- 1.5 A member of the House of Laity selected by the Rural Dean shall act as chair of the meeting called for the purposes of electing a Lay Chair.
- 1.6 Each member of the House of Laity shall have one vote in the election to appoint a Lay Chair, including the chair of the meeting, but in the event of an equality of votes, the individual to be elected as Lay Chair shall be taken by lot.

2 Officers of the Deanery Synod

- 2.1 The officers of the Deanery Synod shall be the Rural Dean, the Lay Chair, the secretary and the treasurer (the "**Officers**").
- 2.2 At the first meeting of the Deanery Synod following any triennial election, the Deanery Synod shall appoint:
 - 2.2.1 a secretary, who may, but need not be, a member of the Deanery Synod (the "**Secretary**"); and
 - 2.2.2 a treasurer, who may, but need not be, a member of the Deanery Synod (the "**Treasurer**").

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- 2.3 For the avoidance of doubt, references in these rules to the Secretary and the Treasurer shall include those individuals who carry out the role of the treasurer or secretary (as the case may be) as required under the CRR but whom are known by an alternative role title.
- 2.4 The individuals appointed in accordance with rules 2.2.1 and 2.2.2 above shall, unless they resign or cease to be qualified to hold such office, serve until the end of the meeting at which their successor is appointed.
- 2.5 An individual who has served as either the Secretary or the Treasurer may be re-elected to serve for further terms of office.

3 Standing Committee

- 3.1 There shall be a standing committee of the Deanery Synod which shall have such functions as the Deanery Synod shall delegate to it from time to time (the "**Standing Committee**") and shall include to:
- 3.1.1 prepare an agenda for meetings of the Deanery Synod;
- 3.1.2 transact business of the Deanery Synod between meetings;
- 3.1.3 act, as required, as the mission and pastoral committee of the Deanery;
- 3.1.4 encourage and coordinate the mission of the church across the Deanery.

Membership of the Standing Committee

- 3.2 The members of the Standing Committee shall be:
- 3.2.1 the Officers; and
- 3.2.2 such other individuals elected by the Deanery Synod in accordance with rule 3.3 below as the Deanery Synod shall decide from time to time (the "**Elected Members**" and each an "**Elected Member**").

Elections to the Standing Committee

- 3.3 Elections to the Standing Committee shall take place every triennium at the first meeting of the new Deanery Synod following the election of parochial representatives of the laity and accordingly:
- 3.3.1 Elected Members shall retire on the election of their successor (unless before that time they resign or otherwise cease to be qualified to act).
- 3.3.2 An individual wishing to stand for election to the Standing Committee must be nominated and seconded by a member of the Deanery Synod.
- 3.3.3 Casual vacancies on the Standing Committee shall be filled by election at the next meeting of the Deanery Synod following the casual vacancy arising.
- 3.3.4 Elections shall be by simple majority vote unless, not later than 31 May in the year of an election, the Deanery Synod shall have determined that the method of voting shall be by Single Transferable Vote under the regulations in force from time to time.
- 3.3.5 Subject to rule 3.3.1, Elected Members of the Standing Committee shall serve for three years commencing on the date of their election to the Standing Committee. An Elected Member may be elected at the end of

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their term of office for two further terms of three years. After an Elected Member has served for three consecutive terms, they shall be eligible for re-election only after three years have elapsed since they retired as an Elected Member of the Standing Committee. For the avoidance of doubt, any terms in office served by an individual as an Elected Member prior to the adoption of these Rules by the Diocesan Synod (including the term being served as at the date of adoption) shall be disregarded for the purposes of determining whether an individual is eligible for appointment as an Elected Member of the Standing Committee.

Meetings of the Standing Committee

- 3.4 A meeting of the Standing Committee may take place by electronic means including by telephone conference, video conference, live webcast and live interactive streaming.

4 Other committees etc of the Deanery Synod

- 4.1 The Deanery Synod may appoint other committees, working groups or individuals to undertake certain business on behalf of the Deanery Synod as it may delegate from time to time. The Deanery Synod shall provide terms of reference for any such committees, working group or individual as it considers fit.

5 Meetings of the Deanery Synod

- 5.1 At least two meetings of the Deanery Synod shall be held each calendar year at such times and place as the joint chairs shall decide following consultation with the Standing Committee.
- 5.2 Subject to rule 5.4 below, the date, time and place of meetings of the Deanery Synod shall be notified to all members by the Secretary at least six weeks before each meeting.
- 5.3 Subject to rule 5.4 below, the agenda for a meeting together with any relevant papers and detailing any motions to be considered by the meeting shall be delivered by the Secretary to each member not less than two weeks before the date of the meeting.
- 5.4 The joint chairs may call an emergency meeting of the Deanery Synod at a minimum of seven days' notice.
- 5.5 A meeting of the Deanery Synod may take place by electronic means including by telephone conference, video conference, live webcast and live interactive streaming, provided that if a meeting is to take place by electronic means, voting may take place by such electronic method of voting as may be determined by the joint chairs.

Business of the Deanery Synod

- 5.6 Except in the case of a special meeting, every agenda of a meeting of the Deanery Synod shall include:
- 5.6.1 for approval as a correct record, the minutes of the last meeting of the Deanery Synod;
- 5.6.2 matters referred to the Deanery Synod by the General Synod, the Diocesan Synod or any Parochial Church Council ("PCC") in the Deanery (and such

matters must be considered by the Deanery Synod within the timescales set by the referring body);

- 5.6.3 a report on the business of the Diocesan Synod, the Bishop's Diocesan Council and any other committee as appropriate;
- 5.6.4 any other matter brought forward by a member of the Deanery Synod.
- 5.7 No business shall be considered by the Deanery Synod except for:
 - 5.7.1 business specified on the agenda (or any paper relevant to an agenda item);
 - 5.7.2 urgent or other important business added by the joint chairs and any matters arising;
 - 5.7.3 matters raised or questions asked under "any other business"

Proceedings of the Deanery Synod

- 5.8 The joint chairs shall determine between themselves who is to chair each meeting of the Deanery Synod or certain items of business on the agenda for each meeting.
- 5.9 If one of the joint chairs is unwilling or unable to act as joint chair of a meeting, the other chair shall act as chair of the meeting. In the event that both joint chairs are unwilling or unable to act or the joint chairs cannot agree who will chair the meeting (or part of it), the members present at the meeting of the Deanery Synod shall elect one of their number to serve as chair for that meeting.
- 5.10 The quorum for a meeting of the Deanery Synod shall be one-third of members, except in the case of an emergency meeting called under rule 5.4 at which a quorum shall be a majority of the members of each House of the Deanery Synod. Unless a quorum is present within 30 minutes of the start of the meeting, the only business that may be considered is a motion to adjourn the meeting.
- 5.11 Subject to rule 3.3.4 above and except where there is a requirement for a matter to be considered separately by the House of Clergy or the House of laity, each member of the Deanery Synod shall have one vote on each matter to be considered by the Deanery Synod.
- 5.12 If a member of the Deanery Synod has a personal interest in any matter of business to be considered by a meeting of the Deanery Synod, they must declare the interest at the beginning of the meeting when invited to do so by the chair of the relevant part of the meeting. For the purposes of this rule 5.12, "personal interest" shall mean any direct or indirect interest and includes any interest a member of the Deanery Synod (or any person connected to the member) may have as a consequence of any duty they may owe to any other person, including (but not exclusively) as a member of a PCC. A person connected to a member of the Deanery Synod shall include (a) a spouse, (b) any parent, child, brother, sister, grandparent or grandchild who is financially dependent on the member of Deanery Synod, (c) the spouse of any person in (b), (d) any other person in a relationship with a member which may reasonably be regarded as equivalent to that of a spouse, or (e) any company, LLP or partnership of which the member is a paid director, member, partner or employee or a holder of more than 1% of the share capital or capital.
- 5.13 A report on the proceedings of the Deanery Synod shall be given to every PCC. Such report shall be approved by the joint chairs and issued by the Secretary to the secretary of each PCC.

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Separate meetings of the Houses of the Deanery Synod

- 5.14 Subject to rule 1.1.2 above, voting by Houses shall only occur as and when required by the CRR or the Diocesan Synod.
- 5.15 The joint chairs shall chair meetings of their respective Houses, but in the event of a joint chair being unable or unwilling to act, the relevant House shall choose one of its members to serve as chair for that meeting.

6 Financial business

- 6.1 The Treasurer shall no later than 31 July each year present to the Deanery Synod:
- 6.1.1 a report and independently examined or audited accounts (as required) for the preceding financial year to be accepted by the Deanery Synod;
 - 6.1.2 a statement showing the estimated expenditure of the Deanery Synod during the forthcoming financial year, to be agreed by the Deanery Synod;
 - 6.1.3 proposals for raising sufficient income to meet the projected expenditure for the forthcoming financial year, to be approved by the Deanery Synod.

7 Power to determine procedure

- 7.1 These rules shall not be varied, revoked or suspended except by resolution of the Diocesan Synod.
- 7.2 Subject to the CRR and these rules, a Deanery Synod shall have the power to determine its own procedure.