**STANDING ORDERS OF THE LLANDAFF DIOCESAN CONFERENCE**

1 Each meeting of the Conference shall normally include a celebration of the Holy Eucharist, and each meeting shall be closed with prayer.

2 When the President has taken the Chair, no member shall continue standing, except when addressing the Chair.

3 The President, whilst he/she is present at the Conference, may appoint another member of Conference to Chair the Conference in his/her place

4 When two or more members rise simultaneously to address the Chair, the Chairman shall decide which of them shall speak first.

1. (a) Speeches made by the proposer and seconder of a resolution shall not exceed ten minutes. The proposer may also claim five minutes for reply.
2. All other speeches shall not exceed five minutes.
3. The Chairman may, with the leave of the Meeting, extend the time for a speech.
4. This section shall not apply to the President’s Address.

6 No member shall be allowed to speak more than once on the same question, except in explanation or to raise a point of order, unless it is the proposer of a motion exercising the right to reply.

7 Whenever the Chairman rises during a debate, any member speaking or offering to speak shall immediately sit down.

8 If, during a debate, 30 members rise in their places and demand that a vote be now taken, the Chairman shall put that question to the meeting for a decision by a show of hands.

9 If the meeting approves the call for a vote, the Chairman shall first offer the proposer the right of reply and then proceed directly to the vote.

10 When a division is called for, tellers of both the Orders of Clergy and Laity shall be appointed by the President or Chairman.

11 There shall be fourteen days’ notice of an ordinary meeting and at least seven days’ notice of a special meeting. The failure of members to receive a notice of the meeting shall not prevent the dispatch of business at any meeting.

12 (a) Any Deanery wishing to propose a motion should send it to the

Secretary by 1st May in any year in time for consideration by the Standing Committee.

1. All amendments to motions shall be in writing, signed by the proposer and must be handed to the Secretary, if possible before the meeting.
2. No amendment on an amendment shall be in order.
3. A motion which is printed on the Agenda Paper need not be read out before it is put. All other motions or amendments shall be read out immediately before the vote thereon is taken.

13 Any questions requiring an oral response at the Diocesan Conference must be submitted in writing to the Secretary of the Conference at least seven days before the date of the meeting.

14 Only the business set out on the Agenda Paper shall be transacted save that the President may, at his/her discretion, allow other items of business of a routine nature not appearing on the Agenda Paper.

15 A motion for the suspension of Standing Orders shall not be in order unless a majority of the members present rise in support.

16 Any person may be invited by the Bishop to attend meetings of the Conference. Such persons may be invited to speak, but may not vote.

17 These Standing Orders shall be circulated with the Agenda for each and every meeting of Conference.

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