



**UNITED DIOCESES
of
LIMERICK & KILLALOE**

STANDING ORDERS

Adopted 2019

CHAPTER 1 - PREAMBLE

Union of Diocesan Synods – 1990. In accordance with Chapter 2, Section 1 of the Constitution of the Church of Ireland, resolutions were passed by the Synod of Limerick, Killaloe and Clonfert on 2nd July 1990, and by the Synod of Ardfert and Aghadoe on 6th November 1990: “That the Dioceses of Limerick, Ardfert, Aghadoe, Killaloe, Kilfenora, Clonfert, Kimacduagh and Emly do unite in Synod”.

The Dioceses shall normally be referred to as the Dioceses of Limerick and Killaloe.

In the event of any conflict between these Standing Orders and the Church of Ireland Constitution, that Constitution shall take precedence.

CHAPTER 2

STANDING ORDERS OF THE DIOCESAN SYNOD OF LIMERICK & KILLALOE

SECTION 1: The annual ordinary meeting of the Synod of Limerick & Killaloe shall be held in the Diocese at a place determined by the Bishop.

SECTION 2: The Bishop or Commissary may summon a special Synod at any time and place, and must summon a special Diocesan Synod if he/she receives a requisition by at least half the members of the Diocesan Council, or one third of the members of either Order of the Diocesan Synod.

SECTION 3: The Diocesan Council shall publish the date of the annual Synod at least two months in advance of its meeting in the diocesan magazine and on the diocesan web site.

SECTION 4: All lay representatives and supplemental lay representatives elected to the Diocesan Synod shall within one month of the date of the notification sign and transmit to the Secretary of the synod a declaration in the following form:

I, ...Name.....of ...Address do hereby solemnly declare that I have attained the age of eighteen years, and am a member of the Church of Ireland and a communicant of the said Church.

Signature

Dated this day ...*Date of Month*.... in the year of Our Lord... Year,

And such declaration shall be *prima facie* evidence of such qualifications.

And, if any representative fails to do so within the time prescribed, their place shall become vacant and shall be filled by the person whose name stands highest on the list of supplemental lay representatives: provided that the Secretary of the Diocesan Synod shall have power to extend by not more than twenty-one days the time for signing the above declaration if s/he is satisfied that unavoidable circumstances have delayed the signing of such declaration.

SECTION 5: Notice of meeting shall be given by letter or e-mail, dispatched at least fourteen clear days before the first day appointed. Such notice shall include notification of the Order of Business of the Synod insofar as it is known at that time. It shall include a list of the elections which must take place at the meeting, and a copy of any Bill or Motion to be brought forward, notice of which shall have been given to the Diocesan Secretary not less than 28 days before the day of the meeting and shall be sent to the members of the Synod along with any Resolutions to be proposed by the Diocesan Council. Any Motion of which such notice has not been given shall be entertained only with the consent of a two-thirds majority of the members present.

The Report of the Diocesan Council and the Statement of Accounts shall be sent to each member of Synod at least fourteen clear days before the Ordinary meeting.

SECTION 6: Each meeting of Synod shall include a celebration of the Holy Communion.

SECTION 7: The business of each Synod shall commence with the reading of a portion of Holy Scripture and Prayer. The Holy Bible and the Book of Common Prayer shall be laid upon the table.

SECTION 8: A record of attendance shall be kept for each meeting

SECTION 9: Only members of the Synod, supplemental members (if summoned), officers of the Synod and persons allowed by resolution of the Synod may attend or participate in Synod meetings. Only members of Synod may vote.

SECTION 10: A quorum consists of the presence of the President, together with one half of the Clergy members, and one half of the Lay members. During the session, any member may move that the House be counted, and if a quorum is not present, the Synod shall stand adjourned until such time as the President shall decide.

SECTION 11: When the Diocesan Secretary is not available for a Synod meeting, the President shall appoint an Acting Secretary.

SECTION 12: When the President has taken the chair no one shall continue standing except when addressing the chair. When the President rises during a debate any member speaking or attempting to speak shall at once cease speaking and sit down.

SECTION 13: When at any time the President leaves the chair his/her place shall be taken by a member of the Synod appointed by him/her.

SECTION 14: All questions of order shall be decided by the President, who shall confine speakers to the subject matter of the debate, prevent them from being interrupted except through the chair on a point of order or for an explanation, and generally enforce the Standing Orders.

SECTION 15: No member shall speak more than once on the same question in the same debate, except in explanation or order, provided that the mover of any question (not being an amendment) shall be allowed the right of reply and that the seconder of a Motion or an Amendment may reserve his/her speech to any period of the debate. Speeches shall be limited to five minutes with the exception of those of the mover of either a Resolution or an Amendment, when the limit shall be ten minutes.

SECTION 16: The President may nominate an Assessor to assist him/her in the conduct of the proceedings.

SECTION 17: Amendments and all Questions shall be in with the Diocesan Secretary at least seven days before the date of Synod. Amendments may also be made from the floor of the Synod, but must be in writing and handed to the Secretary. Any amendments or Questions as to items appearing on the Order Paper which are with the Secretary seven days before the date of the Synod shall be read at the commencement of the meeting and shall have precedence.

SECTION 18: Motions introduced by the Diocesan Council shall take precedence. Other Motions shall be considered in the order in which they have been received, provided the Motions relating to the same matter shall be considered in sequence, save that Amendments affecting the principle of any Motion shall have precedence over all other Amendments on the same Motion.

SECTION 19: No Resolution affecting the Financial Scheme shall be put to the Synod until a report from the Diocesan Council shall have been first obtained.

SECTION 20: No Motion or Amendment shall be taken into consideration unless it is seconded, and if it be seconded, it shall not be withdrawn without the leave of the Synod.

SECTION 21: Unless an Amendment shall have become a substantive Motion, no Amendment to it shall be in order. The mover of the Amendment, may, however, with the leave of the Synod, alter its terms.

SECTION 22: Every Report of a committee requiring action shall be accompanied by a Resolution or Resolutions for the consideration of the Synod.

SECTION 23: No Motion to rescind any Resolution adopted or to pass any Resolution rejected in the same meeting shall be in order unless leave to introduce it shall have been obtained.

SECTION 24: Standing Orders shall not be suspended except by a two thirds majority of those voting.

SECTION 25: The votes of the Clerical and Lay representatives shall be taken conjointly except when separate votes shall be requisitioned in writing by at least six members of either Order present

SECTION 26: Voting shall normally be by acclaim or by show of hands, except when a ballot shall be requested by at least ten members of the Synod, or at the discretion of the President.

SECTION 27 The Business of the Synod shall be taken in the following order:-

- (a) The President shall take the chair.
- (b) The Synod shall commence with a reading of the Holy Scripture and with Prayer.
- (c) A quorum shall be ascertained.
- (d) The President may nominate an Assessor.
- (e) The Secretary may inform the Synod of Motions, Amendments or Questions of which due notice has been given.
- (f) The Secretary may propose a resolution to allow or exclude the presence of visitors at Synod.
- (g) If not already circulated the Minutes of the last Synod shall be read, and if approved, signed.
- (h) The President shall appoint a Returning Officer and scrutineers (who need not be members of Synod).
- (i) Elections.
- (j) The President's Address.
- (k) Communications from the House of Bishops and the General Synod.
- (l) Reports of Diocesan Council and other Committees in the order that the President shall decide and consideration of any Motions.
- (m) President's Business.
- (n) Communications to the House of Bishops and the General Synod.
- (o) Election results may be declared.
- (p) Concluding prayers and/or other Act of Worship.

SECTION 28:

- (1) The Diocesan Synod shall make regulations for the recording of its proceedings and for the safe keeping of those records. Such records shall be in writing and signed by the President of the Synod.
- (2) The Diocesan Synod shall also make regulations for the maintenance of written records of the proceedings of diocesan councils, general vestries, select vestries, boards of nomination and cathedral chapters in its diocese and for the authentication and safekeeping of such records.

CHAPTER 3

ELECTIONS

SECTION 1: The election of the Diocesan Council (other than ex-officio and co-opted members), Committees of Patronage, members of the Episcopal Electoral College, the General Synod and Central Church Committees, shall be conducted by voting papers, and by Orders, the form of voting paper to be decided by the Diocesan Council. All other elections of Diocesan Committees or Boards shall be conducted as the Synod may order.

SECTION 2: All elections shall be held in Synod assembled and no member, or supplemental member if summoned, shall be entitled to vote at any election unless present.

SECTION 3: A Returning Officer and such scrutineers as are necessary shall count the votes in all elections by voting paper. The Returning Officer shall report the results to the President, the report to be in the order of election and signed by the Returning Officer.

SECTION 4: The Returning Officer and scrutineers shall be required to sign a declaration that they will keep secret all matters or things which may come to their knowledge with regard to the elections.

SECTION 5: Immediately after the report shall have been given to the President, the voting papers shall be handed over to the Secretary to be destroyed after the next annual ordinary meeting of the Diocesan Synod. An objection to any of the elections may be lodged with the President: such objection to be in writing and must be signed by the objector. The objection must be lodged within twenty-one days of publication of the election results. In such cases the voting papers relating to such elections shall be handed over to the Committee on Elections, which shall examine the same and forward its reports to the Bishop or Commissary within twenty-one days of receipt of the objection, and before the next ordinary Diocesan Council meeting.

SECTION 6: In the case of an equality of votes in any election, the order of priority shall be decided by lot.

SECTION 7: In order to form the supplemental lists for the Diocesan Council, Representatives in the General Synod, and the Episcopal Electoral College, the Returning Officer shall return the names next in order of voting of the members elected, and so far as the votes recorded shall enable them to do so, shall return not less than three names on each of the supplemental lists.

SECTION 8: COMMITTEE ON ELECTIONS. The Committee on Elections comprising 1 Clerical and 2 Lay members from each area (Limerick, Killaloe and Ardfert) shall be elected triennially as the Synod may order.

SECTION 9: DIOCESAN COUNCIL. The Diocesan Council shall consist of the Bishop, who shall act as Chairman (or in his/her absence some other person appointed by him/her), the Diocesan Secretary, together with 11 Clergy and 22 Lay members elected annually at the Diocesan Synod.

At least one Clerical and two Lay members shall be elected from each of the Dioceses of Limerick, Killaloe, Ardfert and Clonfert.

In addition, the Diocesan Council may, at its discretion, co-opt additional Clerical and Lay members, not exceeding in number the limits prescribed by Chapter 2, Part II, Paragraph 35 (2) of the Constitution of the Church of Ireland.

Vacancies to be filled from the Supplemental list(s) of the Dioceses

SECTION 10: COMMITTEE OF PATRONAGE. In accordance with Chapter 4, Section 1 of the Constitution, there shall be one Committee of patronage for the Dioceses. The Members and Supplemental Members of this Committee shall be elected triennially in accordance with the Constitution of the Church of Ireland, by means of voting papers.

SECTION 11: REPRESENTATION ON THE GENERAL SYNOD. The Synod of the Diocese shall be divided into three Dioceses for the Election of Representatives to the General Synod.

- 1 Diocese of Limerick
- 2 Diocese of Killaloe
- 3 Diocese of Ardfert

The Representatives shall be appointed as follows:

	CLERICAL	LAY
Limerick	4	7
Killaloe	7	14
Ardfert	3	7

SECTION 12: EPISCOPAL ELECTORAL REPRESENTATIVES

The Dioceses of Limerick & Killaloe shall vote jointly for the election of Episcopal Electoral Representatives and Supplemental Representatives in accordance with Part 1 of Chapter 6 of the Constitution. There shall be 12 Clerical and 12 Lay Electoral Representatives.

SECTION 13: BOARD OF EDUCATION. There shall be one Board of Education for the United Diocese. The Board comprises the Chairpersons of the Primary Schools in the Dioceses, the Principal Teachers of the Primary Schools in the Diocese, four other teachers representing and elected by the full-time, permanent Primary School teachers in the Dioceses and four lay members of Diocesan Synod elected by Synod.

SECTION 14: COUNCIL FOR MISSION. There shall be one Council for Mission for the United Diocese.

SECTION 15: In order not to delay the proceedings of the Synod, or members with long distances to travel, triennial or other lengthy elections may be counted during the Synod, or if necessary, deferred. If deferred, the papers shall be in the care of the Returning Officer. Those elected shall be advised by post or by e-mail if desired and the results published in the diocesan magazine and on the diocesan web-site.

DIOCESAN COUNCIL STANDING ORDERS 2019

1. MEETINGS

- (i) At least three Ordinary Meetings of the Diocesan Council shall be held each year, at a time and place agreed by the Council.
- (ii) Special or Emergency Meetings of the Council may be held as the Bishop or Commissary shall appoint. A Special Meeting of the Diocesan Council may be summoned on petition in writing or by e-mail of at least half of the elected Council members.

2. QUORUM

The Quorum shall consist of at least 40% of each Order of the total membership for any meeting.

3. NOTICE

- (i) At least 14 clear days' notice of all Ordinary Meetings of the Diocesan Council shall be given by post or email to each member accompanied by the Agenda and Minutes of the previous meeting.
- (ii) In the case of Special or Emergency Meetings, 7 clear days' notice shall if possible be given by post or email to every member accompanied by the Agenda for the meeting.

4. ORDER OF BUSINESS

- (i) The Order of Business shall be determined by the Diocesan Secretary in consultation with the Chairman.
- (ii) Notices of Motion for inclusion on the Agenda must be received by the Diocesan Secretary either by post or e-mail, at least 21 clear days before any ordinary meeting of the Council.
- (iii) Motions or amendments in relation to any item on the agenda must be received at least 7 clear days before any ordinary meeting and shall be placed on a Supplemental Agenda which shall be available at the meeting.
- (iv) Motions of which notice has not previously been given shall not be considered unless two thirds of the Council members present agree.
- (v) Priority shall be given to matters relating to finance which are received from the Finance Committee and the Council may refer any item relating to finance to the Finance Committee before making any decision.
- (vi) The Diocesan Council may refer matters dealing with Glebes or property to the appropriate Glebes and Property Committee before making any decision.
- (vii) The Diocesan Council shall have power to appoint sub-committees to deal with special or other matters.
- (viii) Between meetings of the Diocesan Council, the Bishop, together with the Archdeacon of Killaloe and Clonfert, the Archdeacon of Limerick and Ardfert, the Diocesan Secretary and a representative of the Finance Committee, shall be authorised to act on behalf of

Diocesan Council on urgent matters. Matters dealt with in this manner shall be reported to the next meeting of Diocesan Council.

FINANCE COMMITTEE

1. MEMBERSHIP

- (i) The Diocesan Council shall elect as soon as possible after its own election a Finance Committee which shall consist of the Bishop (or some other member of the Diocesan Council appointed by him/her) who shall act as Chairman, the Diocesan Secretary (who shall act as Secretary to the Committee) and eight elected members. At least two of those elected shall be Clergy and at least one person shall be elected from each of the Dioceses of Limerick, Killaloe and Ardfert.
- (ii) The Finance Committee shall have the power to appoint up to 3 additional members if it thinks fit. No co-opted members shall have voting rights unless they are serving members of Diocesan Council.
- (iii) The Diocesan Secretary shall ensure the appointment of one independent Scrutineer and one Assistant Scrutineer, neither of whom are members of Diocesan Council, for the purpose of counting the votes.

2. MEETINGS

- (i) The Finance Committee may meet prior to each Ordinary Meeting of the Diocesan Council at a place and time agreed by the members and at other times as deemed necessary by the Committee.
- (ii) The Finance Committee shall be responsible for drawing up and implementing a Financial Scheme for the Diocese which shall be approved by the Diocesan Council and Diocesan Synod
- (iii) The Finance Committee shall be responsible for making recommendations on all matters concerning finance including the annual budget to the Diocesan Council prior to its meeting, and for decisions on matters delegated to it by Council

Standing Orders of the United Diocesan Synod, Diocesan Council and Finance Committee were adopted in 1991 and revised by the Diocesan Synod in 2014 and 2019

UNITED DIOCESES OF LIMERICK, KILLALOE AND ARDFERT

Diocesan Glebes Committee Bye Laws 2019

1. At the first meeting of the Diocesan Council, held after the ordinary meeting of the Diocesan Synod in every year, the Diocesan Council shall appoint a Diocesan and 3 area Glebes and Property Committees (Ardfert and Aghadoe, Limerick and Emly, and Killaloe and Clonfert) which shall continue in office until the first meeting of the Diocesan Council held after the next ordinary meeting of the Diocesan Synod.
2. The Diocesan Glebes and Property Committee shall consist of at least eight members, which shall include:
 - a. The Chairman (Nominated by the Bishop)
 - b. The Rural Deans as appointed by the Bishop
 - c. The Glebes Secretaries
 - d, An equal number of laity to clergy, including the Chairman.
3. Each area Glebes and Property Committee shall consist of at least six members, which shall include:
 - a. The Archdeacon (or other Bishop's Nominee) as Chairman
 - b. The Rural Dean as appointed by the Bishop
 - c. The Glebes Secretary
 - d, An equal number of laity to clergy, including the Chairman. If thought desirable, Glebe wardens may be included as members of the laity.
4. Any vacancies which arise during the year, to be filled:
 - a. By nominations of the Bishop, if the vacancy is a Rural Dean or Chairman
 - b. By co-option, if the vacancy relates to a lay member.The Committees shall have power to co-opt clergy or laity as specialist advisors; such co-opted members shall not have voting rights.
5. The Diocesan Council appointed after the first ordinary meeting of Synod, shall elect Glebes Secretaries, one for each Diocese of Limerick, of Killaloe and of Ardfert, who shall hold office for the life of the Synod (i.e. 3 years). Lay members as required and set out in Clause 3 (d) above, to hold office for one year.
6. The Quorum to be 50% of all members. If the Secretary is unable to attend he/she shall depute some member to act for him/her.
7. The Glebes and Property Committees shall:
 - a. Perform all the Glebes functions specified in the Constitution.
 - b. Assist the Rural Deans in the performance of their assigned functions.
 - c. Advise and assist the Diocesan Council in relation to all church property.
8. The Glebes and Property Committees and / or the Rural Deans shall ensure that the Regulations are complied with and report any non-compliance

UNITED DIOCESES OF LIMERICK, KILLALOE AND ARDFERT

Diocesan Glebes Committee Regulations 2019

1. Each Parish shall furnish an accurate report, (supplemented by maps if possible) of the total area of the Glebe lands, indicating the precise area to be let and the portion to be retained by the Incumbent by mutual agreement.
2. When land is rented, the relevant Agistment Agreement Form, duly completed, must be forwarded to the Glebes Secretary within seven days. The Glebe wardens are to ensure that the terms of the agreement are complied with. An Estate Agent may be appointed to take responsibility for the letting of all land and the necessary paperwork involved.
3. The Glebes Secretary shall maintain separate records for each Glebe land letting.
4. Lands may not be let for any period exceeding eleven months without the permission of the Diocesan Council. Animals should not be permitted on the grazing area during December, January or February.
5. Unless the Glebes Committee decrees that a fair rent can be obtained otherwise, land must be let by Public Auction or Private Treaty. The advice of an Estate Agent may be sought in determining the best method of letting.
6. The Glebes Committee may obtain an independent professional valuation of a fair rent.
7. The Glebes Committee shall consider any documentation submitted in writing, to support any letting at a lower figure than that of the independent valuation referred to in Regulation 6 above.
8. The Glebes Committee gives permission to the Glebe warden and Incumbent to agree the amount for each letting of Glebe lands, when conducted by Auction or Private Treaty: provided that the details are reported on the Agistment Form sent to the Glebes Secretary within seven days.
9. The Incumbent and Glebe wardens must ensure that lands are only let to clients who have suitable Public Liability Insurance. They should verify and check such insurance policy every year.
10. The parish itself shall also ensure that the Public Liability Section of their own Insurance Policy is extended to include cover in respect of the letting of the Glebe lands.
11. It shall be the duty of the Glebe wardens to assist the Incumbent and the Glebes and Property Committees in the management and care of the Glebe and Glebe lands. The Glebes and Property Committee may make recommendations to the Glebe wardens concerning the good husbanding of lands.
12. The Parish or Estate Agent shall make returns to the Diocesan Secretary concerning income from the letting of Glebe lands, after deduction of any necessary expenses involved in the management of lands (e.g. fertilizer, fencing, drainage, insurance, hedge and tree care, auctioneer's charges).
13. The net income from the letting of Glebe lands may be taken into account for the purpose of Diocesan Assessment, subject to the approval of the Representative Church Body.