

STANDING ORDERS OF THE ST DAVIDS DIOCESAN CONFERENCE

- 1 All meetings of the conference shall open and close with prayer.
- 2 When the President has taken the Chair, no member shall continue standing, except when addressing the Chair.
- 3 While he is present at the Conference, the President may appoint another member of Conference to chair the Conference in his place.
- 4 When two or more members rise simultaneously to address the Chair, the Chairman shall decide which of them shall speak first.
- 5
 - 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.
 - b) All other speeches shall not exceed five minutes.
 - c) The Chairman may, with the leave of the Meeting, extend the time for a speech.
 - d) 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 Only the business set out on the Agenda Paper shall be transacted. The Agenda shall be sent to all members of Conference with the notice of meeting and Reports at least fourteen days before the date of the meeting.
- 11
 - a) Any question requiring an answer, and any motion that members wish to propose must be submitted in writing to the Lay Secretary of Conference at least seven days before the date of the meeting.
 - b) Should any member wish to propose a motion other than for a Special Meeting it should be sent to the Lay Secretary in time for consideration by the Standing Committee at its meeting immediately preceding the meeting of Conference.

- 12 At a meeting other than a Special Meeting, the President may, at his discretion, allow other items of business of a routine nature not appearing on the Agenda Paper.
- 13 All amendments shall be in writing, signed by the proposer and must be handed to the Secretaries, if possible before the meeting.
- 14 No amendment on an amendment shall be in order.
- 15
 - a) A motion which is printed on the Agenda Paper need not be read before being put.
 - b) All other motions or amendments shall be read immediately before the vote thereon is taken.
- 16 When a division is called for, tellers of both the Orders of Clergy and Laity shall be appointed by the President or Chairman.
- 17 The Standing Committee shall be authorised to act on behalf of the Diocesan Conference, between its meetings in any matter that the Bishop of the Diocese may deem to be necessary, and a report shall be made thereof to the conference at its next meeting.
- 18 Any member may speak in Welsh or English.
- 19 A Record of Attendance will be kept.
- 20 A motion for the suspension of Standing Orders shall not be in order unless a majority of the members present rise in support.
- 21 These Standing Orders shall be printed and circulated with the Agenda for each and every meeting of Conference.