

GSTHW Guide to Etiquette and Standing Orders (2026)

Members are required to sign an attendance book/ form each day. (SO9)

The President of Synod/Hīnota, whether one of the Primates or someone appointed by them, shall be referred to as 'The President' (SO2c), or addressed as 'Mr/Ms President.'

No member shall pass between the President and a member who is speaking. (SO26)

Every member when speaking shall stand and address the President, and may speak in any of the languages used in Aotearoa, New Zealand or the Diocese of Polynesia. (SO25)

Members must confine their comments to the subject matter of debate, and the President will enforce this. No other member may interrupt the speaker except through the President, e.g. by a Point of Order to the President. (SO30)

Members may only speak once to any subject matter in the Synod/te Hīnota, unless asked for explanation, or if moving a resolution then also in right of reply. (SO31). *In Committee*, members may speak more than once. (SO69)

Seconders may reserve their right to speak to a matter for later in the debate. (SO31) There are no seconders *In Committee*. (SO69)

No member may continue debate on any matter after it has been put and voted on. (SO33)

Any member may rise at any time to speak to a Point of Order. (SO27)

Any member may explain matters of a personal nature, but only by the indulgence of the Synod/te Hīnota, and without debate. (SO28)

Any matter not submitted before the deadline (seven weeks before the Synod/te Hīnota) must be given notice of in writing and read out on a previous day of the Synod/te Hīnota. (SO29). Any notes to a Bill or Motion can be 'explanatory' only, as no 'advocacy' material is permitted in the Synod/te Hīnota. (SO101)

No matter once voted on and disposed of by a negative vote may be reintroduced in the same Session of the Synod/te Hīnota. (SO34)

Any member may at any time move that the Synod/te Hīnota now pass onto the next business, and such motion is to be put forthwith and voted on. (SO35)

During debate, any member who has not already spoken on the matter may move 'that the motion be now put,' and if seconded and agreed then the mover is invited to reply and the motion is then put without further discussion. (SO36)

A member may at any time move that the Synod/te Hīnota be adjourned and if seconded shall be put forthwith if the adjournment is only up to the next session. (SO37)

Any member may at any time move that 'the Synod/te Hīnota do now go into Conference.' (SO38)

Caucusing

Any member may at any time request that Synod/Hīnota be adjourned for a Caucus by Order (SO1b), or by Tikanga (SO1c).

Committee of the Whole

Any member may move without notice that the Synod/te Hīnota do go into Committee to consider 'x.' (SO67-73) See separate 'GSTHW – In Committee Guide.'

Voting

All questions shall be put and declared by the President on the sound of voices, or upon request on a show of hands. (SO58i)

Any member may request a count of Synod/Hīnota on any question, in which case members are asked to stand in their places by House and by vote, and are counted by the Clerks. (SO58ii)

Any member may call for a Division by Orders. (SO60-66)

Any member may request a Declaration of Assent by Tikanga on any proposal. (SO59)

Counting Synod/Hīnota

Any member may at any time request Synod/Hīnota be counted, if they suspect a quorum is not present. A quorum is $\frac{1}{4}$ of all members (22 of 87 at 30/6/26), including at least one from each House and one from each Tikanga. (SO4)

The Public

Meetings shall be open to the public unless the President at any time asks visitors to withdraw upon the vote of the Synod/te Hīnota. (SO5)

Petitions (SO17-23) and Amendments (SO44-58)

Any member may present a Petition.

All amendments must be put in writing (SO45), and no member who has already spoken to a matter may move or second an amendment after having spoken (SO55), nor may any member move or second a further amendment having already moved or seconded a prior amendment to the same matter (SO55). Any member may speak to any amendment even after having already spoken to the main question or any other amendment to the same matter. (SO57)

Select Committees and Commissions

Any member may move that a Select Committee be appointed, but that member must be a member of the proposed Committee and must convene the first meeting. (SO74-82)

Any member may move that a matter be referred to a Commission. (SO93-96)

Bills (SO83-88.4)

See separate 'Procedure on the Introduction of Bills'

Questions

Any member may ask a Question of the President or of another member, with notice in writing. (SO98)

Suspension of Standing Orders

Any member may move without notice that any Standing Order be suspended, but this cannot be carried if 5 or more members vote against (SO102ii). Such motion must state the purpose for such proposed suspension. (SO103)