

STANDING ORDERS of MORAY PRESBYTERY

1. MEETINGS

- a) ORDINARY MEETINGS shall be held on the first Tuesday of September, October, November, December, February, March and May, and on the fourth Tuesday of June at 7.00pm. All Ordinary Meetings shall be held in St. Andrew's Lhanbryd & Urquhart Church Hall, with the exception that in June the Presbytery shall meet at the Church of the retiring Moderator, the business being preceded by the celebration of Holy Communion.
- b) All meetings shall be called by circulars posted at least 6 days before the day of meeting, the circulars indicating the items of business to be brought up and giving Notices of Motion in full.
- c) A quorum shall consist of three members, of whom two must be ministers.
- d) In the case of urgent business occurring between Presbytery meetings, powers are granted to the Moderator, Clerk, and Convenor of the Committee concerned to deal with the matter. Any decisions so made to be homologated at the next ordinary Presbytery meeting.

2. ORDER OF BUSINESS

- a) The Moderator, or, in his or her absence, the Moderator last in office, shall take the Chair and constitute the meeting with prayer. In the case of all Ordinary Meetings the opening devotions shall include praise and a reading from Scripture. If necessary, the Presbytery shall appoint a Moderator *pro tempore* from the Ministers present.
- b) The Sederunt shall be taken and recorded in the Sederunt record of the Presbytery as also apologies for absence received on behalf of members.
- c) The Order of Business shall be determined, including business additional to what is indicated on the circular if it is accepted by the Presbytery. The Order of Business having been adopted, no further business shall be introduced.
- d) The Business Committee report.
- e) Business expressly required by order of the Superior Courts.
- f) Correspondence, communications or other business specially brought forward by direction of the Moderator.
- g) Reports of Presbytery Committees.
- h) Motions of which notice has been given.

3. MINUTES

- a) The minutes of the Presbytery meetings shall be duplicated and circulated to all members at least six days before the meeting at which they are to be submitted. At the latter meeting they shall be held as read and, if approved with or without adjustment, shall be signed by the Moderator and Clerk. No discussion shall be allowed except on the question whether they are a correct record of the business transacted.
- b) All printed minutes, reports and communications, copies of which have been circulated to all members, shall be held as read.

4. NOTICES OF MOTION

- a) Notice of every motion to be proposed at a meeting of the Presbytery shall be in writing, signed by the member giving notice and must be lodged with the Clerk at least fourteen days before the meeting at which it is to be proposed. A motion of which notice shall not have been received fourteen clear days before any meeting shall not be included in the circular of business of such meeting and it shall not be moved at such meeting unless it relates to a matter otherwise falling within the order of business for such meeting. Motions which are not seconded shall not be recorded in the minutes.
- b) If a Notice of Motion which is specified on the circular of business be not moved when it comes on in due course, either by the member who has given the notice or by some other member on his or her behalf, it shall, unless postponed by leave of the meeting, be considered as dropped and shall not be moved without fresh notice.

- c) No motion to rescind a resolution which has been passed within the preceding six months, nor any motion to the same effect as a motion which has been negatived within the preceding six months, shall be in order, unless the notice thereof shall bear, in addition to the signature of the member who proposes the motion, the counter-signatures of seven other members and be given in the circular of business; and when any such motion has been disposed of by the Presbytery, it shall not be competent for any member to propose a similar motion within a further period of six months.
- d) Orders (a) and (c) shall not apply to (1) any motion proposed by members of a Committee in pursuance of a report of their Committee: (2) any motion for the adjournment of the meeting or of a debate or for proceeding to the next business: or (3) any relative amendment to a motion before the meeting.

5. **DEBATE**

- a) Every motion and amendment shall be handed to the Moderator in writing and, after having been moved and seconded, shall not be withdrawn or in substance altered unless with the consent of the Presbytery. A member shall not move or second more than one amendment to a motion.
- b) When notices of more than one motion on any question have been given, the Moderator shall determine their order of priority before the discussion begins, provided always that a motion approving of a report of a Committee shall have priority over other motions having reference to such report.
- c) When there are motions inconsistent with each other, the first vote is a vote in favour of each of them, put in the order in which they were proposed, the result not being announced for one till it is announced for all. If any of them obtain a majority of those voting, it becomes the judgement: If none of them do so, the motion having fewest votes is struck off and the vote taken again and so on. If the lowest two be equal, the Moderator shall give his or her casting vote on them. When amendments are proposed, i.e., proposals not inconsistent with the general tenor of the motion, each may be disposed of immediately it has been moved, seconded and spoken to, the vote on each being FOR or AGAINST. Thereafter the motions, as amended, if amended, are voted on in the way already stated.
- d) The Moderator may not move a motion and may exercise only a casting vote.
- e) Every member shall stand when speaking and shall address the Moderator. The correct mode of address is "Moderator". If two or more members rise together, the Moderator shall call upon one to speak.
- f) Every member who speaks shall direct his or her speech directly to the question under discussion, or to a question of order. No member shall address the meeting for more than five minutes.
- g) No member may address the meeting oftener than once on any motion or amendment, but a member may speak to a point of order, or, with the permission of the Moderator, in explanation of some material part of a speech made by him or her which he or she believes to have been misunderstood.
- h) Every amendment shall be relevant to the motion to which it is moved, and the Moderator shall decide as to relevance and have power, with consent of the meeting, to conjoin amendments which are not inconsistent with each other.
- i) When the Moderator has ascertained that no other member entitled to address the meeting desires to speak, the mover of the original motion may reply upon the whole debate, but the reply will be strictly confined to answering previous speakers and shall not introduce new matter. After the mover has concluded his reply, the debate on the question shall be held as definitely closed and thereafter no discussion upon it shall take place except with regard to the manner of taking the vote.
- j) The amendment called "the previous question" shall not be allowed, but a motion that the debate "be now adjourned" may be made at any stage of the debate and such a motion shall take the place of any question before the meeting.
- k) Notwithstanding the foregoing rules, the Moderator may, with consent of the majority of the members present at any meeting, determine specially the order and manner in which any motion and the amendments thereto shall be put, with a view to obtaining most clearly and expeditiously the judgement of the meeting.

6. VOTING

- a) Every question shall be determined by members standing in their places, unless five members demand a division, in which case the names FOR and AGAINST the motion or amendment shall be taken down in writing and entered in the minutes. On any particular question any five members may demand that the vote be taken by ballot.
- b) In Presbytery and Committee meetings the Moderator or Convenor thereof respectively, in cases of equality of votes shall exercise a casting vote.
- c) Dissent may be entered in accordance with the Standing Orders of the General Assembly.

7. FINANCE

The costs of administering Presbytery will be met from a fund financed by a levy on all communicant members of each Congregation in Presbytery. The rate of this levy will be set by Presbytery. This funding is to be used exclusively to meet the costs of administering Presbytery. Where other funding is required for charitable or other projects separate funds are to be set up for each charity or project and the method of financing such charities or projects is to be decided by Presbytery. No motion requiring Presbytery spending can be considered by Presbytery unless funding is already in place.

8. COMMITTEES

- a) The Standing Committees of the Presbytery shall be as follows, and their respective areas of concern shall include areas indicated:

Business (Agenda; Correspondence; Nominations; Law & Doctrine etc.; Advisers).

Ministry and Training: (Ministry Support and Development; Students and Readers; Child, Youth and Adult Education; Safeguarding of Children and Vulnerable persons; Chaplaincies; Stipends, Study Leave etc.)

Mission and Service (Overseas Work, Mission Partners, etc.; Public Concerns, Social Responsibility, Ecumenical, Communication, Publicity, etc. Evangelism, Apologetics, etc.),

Stewardship, Finance and Property (Applications for alterations and repairs, Surveys, Insurance, Glebes, etc. Finance, Campaigns, Mission & Renewal, etc.),

Superintendence (Five-yearly Visits, Oversight, etc.)

- b) The Moderator, Clerk., and Treasurer shall be *ex officio* members of all Standing Committees. Persons other than members of Presbytery may be co-opted to the Standing Committees as the Presbytery may resolve.
- c) Members of Presbytery who are members of Committees appointed by the General Assembly shall have the right to be *ex officio* members of the corresponding Presbytery Committees.
- d) All reports or minutes of Committees to be submitted to the Presbytery shall, unless the Committee directs to the contrary, be written and forwarded to the Clerk for distribution prior to the meeting.
- e) A copy of the Deliverance of a Committee on its report shall, in every case, be laid on the table.
- f) All reports called for on the authority of the General Assembly shall be circulated to members of Presbytery not later than the circular calling the meeting at which they are to be discussed.
- g) Committees shall generally meet (meantime) at The Williamson Hall, Elgin two weeks prior to Ordinary Meetings of the Presbytery.
- h) Every report of a Committee dealing with more than one subject or containing more than one recommendation shall be divided into separate sections.
- i) On the consideration by the Presbytery of a report from a Committee, the adoption of such report, if dealing with only one subject and containing only one recommendation, and in all other cases the adoption of each separate section of a report, may be put from the chair without motion made.
- j) Convenors of Committees shall not, unless by special permission of the Presbytery, exceed ten minutes in submitting reports nor three minutes in moving the motion thereon. The seconder of such motion shall not exceed two minutes.

- k) On completion of a Committee's report, the Convenor, or other member appointed, shall immediately move the Deliverance of the Committee and it shall be immediately seconded. The Presbytery shall then have an opportunity for questions and discussion on the report, before the submission of motions or amendments to the Deliverance, without prejudice to the right of members to put questions, with the leave of the Presbytery, at any subsequent stage.
- l) It shall be in order to ask questions of the Convenor regarding any matter in the care of the Committee to which no reference is made in the report, but in such cases timeous notice shall be given to the Convenor.
- m) The quorum of each Committee shall be three members.

9. PRESBYTERY IN CONFERENCE OR COMMITTEE

- a) For greater freedom in the discussion of important questions the Presbytery may resolve to meet in Conference and the Conference may appoint the Moderator or any other of its members to preside. No resolutions framed or decisions adopted at such a Conference are recorded in the minutes of the Presbytery, the object being to ripen opinion for subsequent decision or to influence public opinion and action.
- b) For the consideration of any matter involving a variety of details, or for other reasons, the Presbytery may resolve to meet in Committee and appoint a Chairman who may be the Moderator or any other member. When this is done the ordinary rules of debate are understood to be suspended. When resolutions are framed or decisions adopted in this Committee, they are reported to the Presbytery when it resumes and they are adopted by the Presbytery without further discussion, the right of dissent, or of dissent and complaint, being reserved.

10. SUSPENSION AND ALTERATION OF STANDING ORDERS

- a) Any one or more of these Standing Orders may, in the case of urgency, or upon motion made or a notice duly given, be suspended at any meeting so far as regards any business at such meeting, provided that three-fourths of the members of Presbytery present shall so determine.
- b) No alteration of these Standing Orders may be made without notice given at one meeting of the Presbytery to be discussed at the following one and adopted by a majority of the members present.

11. INTERPRETATION &c

- a) The Moderator and, in the case of Committees, the Chairman shall in his discretion with or without discussion, determine all questions of procedure in reference to which no express provision is made under these Orders.
- b) In all other matters not dealt with in these Standing Orders the Presbytery shall be guided by the Standing Orders of the General Assembly and by the standard reference works on Practice and Procedure in the Church of Scotland.

Glossary of Latin terms commonly used in Church courts.

<i>Addendum</i>	Something added - usually in Church context, to a deliverance (motion) made at a meeting. All <i>addenda</i> are amendments although amendments are not all <i>addenda</i> !
<i>Apud acta</i>	There and then in the presence of the court. For example, in the reading of a citation.
<i>Ex officio</i>	In virtue of office. For example, the Moderator is a member of every Presbytery committee <i>ex officio</i> , by virtue of his or her office.
<i>In hunc effectum</i>	For this purpose. Refers to a Presbytery meeting arranged for a particular piece of business. It can be any business, but Presbytery must have appointed an <i>in hunc effectum</i> meeting at a previous meeting and stated the business to be conducted at it.
<i>Inter alia</i>	Among other things. For example, an extract minute will state that <i>inter alia</i> , such-and-such was decided. The phrase <i>inter alia</i> indicates that it was not the only thing dealt with at that meeting.
Oath <i>de fideli</i>	An abbreviation of <i>de fideli administratione officii</i> . "Concerning the faithful administration of the office." The oath taken by a Clerk, for example, when he or she takes up office.

<i>Prima facie</i>	At first sight. <i>Prima facie</i> evidence is evidence (e.g. in the case of a complaint arising) which does not in itself amount to proof, but is of such a nature that it should be taken seriously, so justifying further investigation.
<i>Pro re nata</i>	For the thing which has arisen. Refers to a Presbytery meeting called by the Moderator to deal with business which cannot wait until the next Ordinary Meeting.
<i>Pro tempore</i>	Or <i>pro tem</i> for short. For the time being. Usually refers to a substitute Moderator, Clerk, etc.
<i>Quoad omnia</i> parish	For all purposes. A parish in which there is no separate financial board and temporal as well as spiritual matters are dealt with by the Kirk Session.
<i>Quoad sacra</i> parish	For sacred purposes. A parish in which there is a separate financial board.
<i>Quorum</i>	The fixed minimum present to constitute a valid meeting.
<i>Simpliciter</i>	Exactly as said, neither more nor less. For example, a deliverance could be agreed <i>simpliciter</i> , or with amendments.