

# **Guidelines for Meetings of the Anglican Consultative Council For ACC-19 in Belfast**

## ***General***

1. All arrangements for the conduct of the business of the Council shall be made under the general direction of the Chair in consultation with the President and Vice-Chair.

## ***Arrangements for Meetings***

- 2.1 The Standing Committee:
  - 2.1:1 Shall make all detailed arrangements for meetings of the Council, and
  - 2.1:2 Shall settle the agenda and determine the order in which business shall be considered by the Council at its meetings, and
  - 2.1:3 May delegate any of its functions relating to such matters to member(s) or Officers(s) as it shall see fit
- 2.2 In settling the agenda, the Standing Committee shall pay particular regard to:
  - 2.2:1 The role of the Council as one of the instruments of unity in the Anglican Communion, and
  - 2.2:2 Specific issues referred by the Archbishop of Canterbury, by the Lambeth Conference, by previous meetings of the Council, and by the Primates' Meeting, and
  - 2.2:3 The need to inform members about the ongoing work of the Council, its Standing Committee and its Officers, and
  - 2.2:4 The finances of the Council
- 2.3 In its preparation for each meeting of the Council, the Standing Committee shall give opportunity to members at the first business session of every meeting (which shall take place within the first three days of assembling) to comment upon the settled agenda
- 2.4 The Chair after consultation with the President and Vice-Chair shall have power to direct the addition to the agenda at any time of such urgent or specially important business as shall seem to them desirable

### ***Chairing of Meetings***

- 3.1 The chair of each session of the Council shall be either the Chair, the Vice-Chair or the President.
- 3.2 It shall be the duty of the chair of each session to maintain order in debate, to ensure so far as possible that discussion of matters is broadly representative of the full range of views of members of the Council as a whole, and to encourage the Council to reach general assent on matters under discussion
- 3.3 The chair of each session may with or without the request of any member of the Council after such consultation as the chair shall think fit suspend debate on any topic under discussion for a specified period or impose any speech limit or direct that any matter under discussion shall be put to the vote or give any other direction as shall seem to the chair to be conducive to the proper dispatch of business

### ***Speakers***

- 4.1 In their contributions to discussion members shall pay proper respect to the chair of the session and in particular shall have regard to the duties of the chair under 3.2 above.
- 4.2 All members of the Council shall qualify to be called upon by the chair of the session to speak in any session of the Council, and Primate, ecumenical participants or other persons present at the invitation of the Council may address the Council at the invitation of the chair of the session
- 4.3 The chair of any session may request that Members wishing to speak on any particular subject be asked to submit their names in writing to the chair of the session in advance with a general indication of their particular interest or expertise in relation to the matter under discussion
- 4.4 Members may not speak unless called upon to do so by the chair of the session and, if called upon to speak, shall address their remarks through the chair
- 4.5 Upon being called upon to speak, a member shall first announce his or her name and province or church
- 4.6 Subject to any other direction by the chair of the session, a speaker introducing a report or moving a motion may speak for up to ten minutes and all other speakers may speak for up to three minutes
- 4.7 The chair of the session shall call a member to order for failure to address remarks through the chair, irrelevance, repetition of previous arguments,

unbecoming language, discourtesy, or any other breach of reasonable order of debate, and may order a member to end any speech

- 4.8 The person moving a motion (but not an amendment) shall have a right of reply limited to three minutes at the close of the discussion (subject to other direction as to time limit by the chair of the session), but no member may otherwise speak more than once in the same discussion except with the express permission of the chair

### ***Statements/resolutions and Amendments***

- 5.1 In so far as daily business shall not have been dealt with in the main agenda relevant statements/resolutions shall be made available in writing to members in such form as the Standing Committee shall determine as soon as possible after receipt from the person proposing the statement/resolution and in any event not later than the commencement of the session in which it is proposed to be presented or discussed, unless the chair of the session shall permit otherwise

- 5.2 Statements/resolutions for consideration by the Council shall be presented:

5.2:1 In the case of statements/resolutions forming part of the main agenda, by a member of the Council nominated by the Standing Committee; and

5.2:2 In the case of statements/resolutions formulated by a regional or other group set up for a specific purpose as part of the work of group of sessions (including a Network or Commission), by a member of such group; and

5.2:3 In the case of any other statement/resolution to be brought to a plenary session designated by the Standing Committee for such business, by any member of the Council with a written indication of support signed by ten other members

and in the case of statements/resolutions under 5.2:2 and 5.2:3 above the full text of such a statement/resolution shall be submitted in writing not later than the time directed by the Standing Committee in advance of the relevant discussion in order that the full text may be made available for consideration by all members unless the chair of the session shall permit otherwise.

- 5.3 Members wishing to submit any amendment to a proposed statement/resolution shall submit the full text of such amendment in writing, signed by the mover and ten other members, not later than the time directed by the Standing Committee in advance of the relevant discussion in order that the full text may be made available for

consideration by all members unless the chair of the session shall permit otherwise

- 5.4 An amendment shall not be accepted for discussion if in the opinion of the chair of the session it repeats an amendment which has already been withdrawn or disposed of or would negate the statement/resolution to which it relates
- 5.5 Amendments will normally be considered in the order in which they first affect the statement/resolution under discussion but may be considered in some other order at the discretion of the chair of the session, and the order in which amendments will be taken shall be announced at the commencement of the session
- 5.6 A main statement/resolution shall not be put finally to the meeting until all amendments shall have been carried, withdrawn or otherwise disposed of, and in the event that an amendment shall have been carried, the chair of the session will read to the Council the statement/resolution as amended before further discussion on the statement/resolution or any outstanding further amendment may proceed
- 5.7 When all amendments shall have been dealt with, the statement/resolution, subject to any agreed amendments, shall be put to the Council

### ***Decisions on Business***

- 6.1 Only members of the Council shall be entitled to vote on business before the Council
- 6.2 The chair of each session shall put the statement/resolution under discussion to the Council for its general assent which may be indicated in such manner as the chair shall think fit
- 6.3 If the chair of the session shall so direct, or if upon the chair requesting general assent any member shall request that a vote be taken, and such request has the support of not less than one-third of the members present and entitled to vote, then a vote shall be taken by show of hands or on ballot papers as the chair of the session shall decide
- 6.4 In the event of a vote being taken, a simple majority shall be required unless the Chair after consultation with the Standing Committee shall direct that some other majority shall apply

### ***Elections***

- 7.1 The relevant provisions of the Constitution apply in electing company directors/charity trustees of the Council.

- 7.2 Where there are to be elections of members of the Standing Committee or the Chair or Vice-Chair, these will be conducted using the single transferrable vote mechanism under the guidance and direction of a presiding officer appointed in accordance with the Constitution.
- 7.3 Members who will not be attending a further plenary session (either because they are attending as a deputy/alternate or because their term of office comes to an end or because they will be ceasing to hold their current ecclesiastical office or otherwise in accordance with the Constitution) will not be able to stand for election as a member of the Standing Committee (other than the Chair or Vice-Chair).

***General***

- 8.1 The chair of a session may after consultation with the Standing Committee suspend the application of these Guidelines for part or all of the relevant session if the chair shall think it conducive to the better despatch of the business then before the Council
- 8.2 The Council may at any time with the consent of the Standing Committee revoke, amend or supplement these Guidelines or any part of them for the better conduct of the business of the Council

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