

## **2.2 SYNOD MEETINGS (Regs 3.5.6 - 3.5.7)**

### **ORDINARY MEETINGS**

2.2.1 The Synod shall hold an ordinary meeting each year.

### **BUSINESS COMMITTEE**

2.2.2 The Synod shall appoint a Business Committee, which will:

- (a) make all necessary arrangements for the Synod meeting place;
- (b) develop the Synod program and to organise the daily agendas;
- (c) obtain reports from those bodies required to or desiring to report to the Synod, to set the dates by which such reports are to be received, to ensure that such reports are in an appropriate form and to arrange for the printing of such reports and their distribution to the members of the Synod.
- (d) review all proposals to be brought before the Synod for determination, to provide advice on the appropriate form of and the wording of such proposals, to propose to the Synod for its determination the closing time for the receipt of proposals and to arrange for the printing of such proposals and their distribution to the members of the Synod;
- (e) provide advice to the Moderator, the General Secretary and any member of the Synod in regard to the presentation of business to the Synod and the procedures to be followed in dealing with the business of the Synod.

### **BUSINESS COMMITTEE REPORTS TO THE SYNOD**

- 2.2.3
- (a) At the first business session of the Synod, the Business Committee shall present a report on the arrangements made for the Synod, any matters on which it requires the Synod's confirmation or approval, its nominations for persons to assist the Synod as minute secretaries, scrutineers, and any other matters it wishes to bring before the Synod.
  - (b) The Business Committee will report at the beginning and end of each day's business on the order of the business proposed for the Synod.
  - (c) The Moderator may request the Business Committee to report to the Synod at any other time.

### **MINUTES OF SYNOD**

- 2.2.4
- (a) The Business Committee shall nominate a special committee of at least five persons for appointment by the Synod to confirm the minutes of the Synod Meeting.
  - (b) The special committee shall confirm and sign the minutes of the Synod Meeting within three months of the rising of the Synod.
  - (c) The minutes so confirmed and signed shall be the minutes of the Synod.

### **ACCESS TO SYNOD MEETINGS**

- 2.2.5
- (a) The Business Committee shall ensure Synod meetings are held in venues that facilitate access for all members of Synod.
  - (b) The Business Committee shall include in the arrangements for Synod meetings, as required, the provision of facilities and related programs for children, child-care, and assistance with the accommodation needs of parents and rural and distant members of Synod.