



- 4.7 In all but the smallest meetings, it is helpful if the Moderator is not also the online host. The host may be a staff member(s) or volunteer(s) who are not a member of the meeting in the same way that such people may assist with stewarding meetings.
- 4.8 In any event, no technical failure shall invalidate any decisions made.



## 10. Information and discussion sessions

- 10.1 The first stage is the information session. During the information session, members of Assembly may ask questions only to seek clarification or further information.
- 10.2 Once the Moderator decides that the information session has ended, the Assembly moves into the discussion session, in which the substance of the matter may be discussed.
  - 10.2.1 The methods used may include prayer, buzz groups, group discussions, speeches to the whole Assembly, time for thinking during a break, etc. The Moderator may invite Assembly to indicate opinions by the use of coloured cards at this stage or electronic equivalent, and shall ensure that the full ranges of voices are given opportunity to contribute.
  - 10.2.2 Minor changes of wording may be agreed as the discussion proceeds. If a proposed change is, in the opinion of the Moderator upon the advice of the Clerk, a major change, then a proposer and seconder are required and it is an amendment.
- 10.3 When the Moderator senses that the Assembly may be ready to reach a decision, the Moderator shall state that Assembly is moving into the decision session.

## 11. Decision session

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debate a new motion or amendment may be stated orally without supporting speech in order to ascertain whether a member is willing to second it.

- 12.4 No motion or amendment shall be spoken to by its proposer, debated, or put to the Assembly unless it is known that there is a seconder. The only exceptions to this are motions presented on behalf of a committee, of which printed notice has been given, and the procedural motions in Standing Orders 12.12, 12.13, and 12.14. The procedural motions in Standing Orders 12.12, 12.13, and 12.14 may be moved and spoken to without the proposer having first obtained and announced the consent of a seconder. They must, however, be seconded before being put to the vote, and precedence as between the procedural motions is determined by the fact that after one of them is before the Assembly no other motion can be moved until that one has been dealt with.
- 12.5 A seconder may second without speaking and, by declaring the intention of doing so, reserve the right of speaking until a later period in the debate.
- 12.6 An amendment shall be either to omit words or to insert words or to do both, but no amendment shall be in order which has the effect of introducing an irrelevant proposal or of negating the motion. The Moderator may rule that a proposed amendment should be treated as an alternative motion or as a further motion.
- 12.7 If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved. If an amendment is rejected, a further amendment with a different outcome may be moved.
- 12.8 An amendment which has been moved and seconded shall be disposed of before any further amendment may be moved, but notice may be given of intention to move a further amendment should the one before the Assembly be rejected.
- 12.9 The mover may, with the concurrence of the seconder and the consent of the Assembly, alter the motion or amendment proposed.
- 12.10 A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Assembly. Any such consent shall be signified without discussion. It shall not be in order for any member to speak upon it after the proposer has asked permission to withdraw unless such permission shall have been refused.
- 12.11 Alternative (but not directly negative) motions may be moved and seconded in competition with a motion before the Assembly. It shall be for the Moderator, on the advice of the Clerk, to rule when motions shall be considered as alternatives under the Terms of this Standing Order.
  - 12.11.1 When such draft alternative motions have been received by the General Secretary, the Moderators may ask( hav)1.1 (e b6.1 ( o(t)3 (and)4.9 (i)4.3 (ng i)4.3 (ons)f)

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- 15.2 A member feeling that some material part of a former speech by such member at the same meeting has been misunderstood or is being grossly misinterpreted by a later speaker may request the Moderator's permission to make a personal explanation. If the Moderator so permits, a member so rising shall be entitled to be heard forthwith.
- 15.3 The right to record in the minutes a dissent from any decision of the Assembly shall only be granted to a member by the Moderator if the reason stated, either verbally at the time or later in writing, appears to the Moderator to fall within the provisions of paragraph 10 of the Basis of Union.
- 15.4 The decision of the Moderator on a point of order, or on the admissibility of a personal explanation, or on the right to have a dissent recorded, shall not be open to discussion.

## 16. Admission of the public and closed sessions

- 16.1 Only those who are members of the meeting, staff members in attendance, or invited guests may join a meeting. However, a meeting in open session may allow guests or be shown as a live stream.
- 16.2 A closed session is one in which the business is highly sensitive. Only members of Assembly, the Legal Adviser, and any technical staff required to enable Assembly to function may be present. Neither content nor process may be divulged to non-members, save specific information authorised by the Moderator in consultation with the Clerk and the Legal Adviser. No social media in any form may be used during a



