**Useful Tips for Synod Members**

**At Home**:

1. Read the Convening Circular carefully, paying particular attention to the motions.

2.  Make notes of any questions you may have and discuss them with your incumbent or other lay delegates who have attended Synod.

**Preparing for Synod in the Parish**:

3. Particularly note the motions in the Convening Circular. Each motion either arises out of a report or has been submitted by a member of Synod. Carefully read the reports pertaining to these motions and discuss them with your incumbent, wardens and advisory board. This will give you a good understanding of the motion and your congregation’s response to it.

4. There will be a pre-Synod meeting of your Deanery Council where these motions will be discussed. In this meeting you will learn how other delegates and parishes think about the items coming before Synod.

**At Synod**:

5. To speak to Synod: Proceed to the nearest microphone so all may hear you clearly. Wait to be recognized by the Chair. Begin by addressing the Chair and Synod, e.g. “Bishop and members of Synod”. State your name and the parish you represent before speaking about your concerns.

6. To place a motion before Synod: Notice of any motion to be presented to Synod must be submitted in writing, moved and seconded by two members of Synod, either clergy or lay. This must be submitted first to the Resolutions Committee, who will help you clarify the wording if necessary. The Resolutions Committee will pass your motion on to the Agenda Committee, who will schedule a time when it will go to the floor. There is a deadline for the submission of motions, which will be announced at the beginning of Synod.

7. Voting: Voting is usually by a hand, voice, or electronic vote, but the Chair may call for a standing vote if an issue is close. Under certain circumstances, a vote may be called by Orders, in which case the clergy and laity vote separately. In this case, the item must pass by a majority in both Orders. Normal votes require only a majority of those present; however, on amendments to the Constitution or Canons a two-thirds vote is required. The Bishop must concur in all motions for them to pass; this is her vote.