

Clèir Eilean Ì: Highlands & Hebrides
STANDING ORDERS
Revised November 2025

Section	Contents
I	Roll of Presbytery
II	Presbytery Moderator and Staff
III	Meetings
V	Committees
VI	Worship
VII	Business
VIII	Procedure
IX	Miscellaneous

I Roll of Presbytery

- 1. Membership of Presbytery.** The membership of Presbytery shall be determined in accordance with the Church Courts Act, Act VI 2023
- 2. Correspondents:** The following persons shall, unless otherwise a member of Presbytery in terms of the Church Courts Act, be entitled to be Correspondents of Presbytery (Section 14, Church Courts Act)
 - (a) The President of each 'Guilds Together' of the Church of Scotland Guild within the bounds of Presbytery;
 - (b) Readers, on Presbytery's Roll of Readers, who are resident within the bounds of Presbytery;
 - (c) All employees within the Presbytery, including the Presbytery Clerk, Mission Development Staff (MDS) and Presbytery Buildings Officer and
 - (d) Students, Probationers and those on Familiarisation, in training for recognised ministries, nominated by, or on placement within, the Presbytery
 - (e) All locum ministers serving in the Presbytery but not being members of Presbytery.

Commented [MD1]: suggested addition

Commented [MD2]: suggested addition.

On the recommendation of the Business Committee, Presbytery may also elect other persons to be Correspondents.

Presbytery Correspondents shall be entitled to receive the Minutes of Presbytery, to attend its meetings (except when taken in private) and to speak on any matter before Presbytery, but shall not have the right to move or second a motion or a counter motion or any amendment thereof or to vote.

II Presbytery Moderator and Staff

- 1. Moderator.** The Moderator of Presbytery shall be elected as determined by section 12.3 of the Church Courts Act. The Business Committee shall each year, or as often as Presbytery shall

decide, submit to the first ordinary Presbytery meeting of the calendar year meeting its recommendation for Moderator for the year from the next Ordinary Presbytery meeting.

2. Clerk. The Presbytery shall appoint a full-time Clerk, whose duties shall be as determined by the contract of employment. In the temporary absence of the Clerk, Presbytery shall appoint, on the recommendation of the Business Committee, an appropriate person to cover the Clerk's duties. Before taking up office, any Clerk shall take an oath in the following terms "I swear that I will be faithful to the duties of Clerk of Clèir Eilean Ì: Highlands & Hebrides" The Clerk (or appointed substitute as above) alone may issue Extracts from the records of Presbytery and its Committees.
3. Presbytery Support Officer. The Presbytery shall employ a full-time Presbytery Support Officer, whose duties shall be determined by the contract of employment.
4. Finance Officer. The Presbytery shall employ a full-time Finance Officer. The Finance Officer shall act as the Presbytery Treasurer and carry out all other duties as specified in the contract of employment. Presbytery shall at its Autumn meeting each year determine the manner in which its accounts for the year then current are to be audited in accordance with Regulations III, 2016 concerning Presbytery Finance. The Treasurer shall maintain all the financial records and bank and other accounts of Presbytery. Funds may be withdrawn from any of Presbytery's accounts on the signature of any two of the Treasurer, the Clerk, the Finance Convener, and the Business Convener.
5. Presbytery Buildings Officer (PBO). A full time Presbytery Buildings Officer shall be appointed by the General Trustees, and a further post will be divided among local property consultants, in consultation with and funded by the General Trustees. The duties of a Buildings Officer shall be determined by the contract of employment.

III Meetings

1. Ordinary Meetings. Presbytery shall meet for Ordinary Business in hybrid form in hubs, entirely online or at venues as determined by the Business Committee. It shall meet not less than four times each year, at least one of which meeting shall be in conference. A Calendar of meeting dates for the forthcoming year will be submitted by Business Committee at the June meeting
2. Specific Purpose Meetings. A Specific Purpose Meeting shall be called either at an Ordinary Meeting or, where the need arises between Ordinary Meetings, it may be called by the Moderator on the advice of the Clerk in terms of Section 12.1 of the Church Courts Act
3. Quorum. The quorum for meetings shall be three members of the Court, one of whom shall be a Minister and one an Elder.
4. In Public. Presbytery shall meet in public but may resolve to meet in private to deal with particular item(s) of business.
5. Minutes. A draft Minute shall be circulated as soon as possible after each Presbytery meeting. The draft Minute of each meeting of Presbytery held since the immediately

preceding Ordinary Meeting shall be circulated to each member of Presbytery with the notice of call, and the agenda, for each Ordinary Meeting of Presbytery. Minutes shall be taken as read and once approved by Presbytery, be authenticated by the Moderator and Clerk.

6. Record Apart. In any case where Presbytery or any of its Committees considers that it is desirable or essential that confidentiality be maintained, it shall be within the power of Presbytery or the Committee to instruct the Clerk to maintain a Record Apart of the proceedings. The Record Apart will be authenticated by the signatures of the Moderator and Clerk on their own authority. After final determination of the matter, which is the subject of the Record Apart, the relative papers shall be sealed and retained for five years, after which they shall be destroyed, except where the period is one hundred years as specified by the Data Protection Policy of the Church.

V Committees and their Membership

1. Committees. Presbytery shall establish and maintain the Standing Committees listed in the appended Schedule with the remits as specified therein. Presbytery may also establish *ad hoc* Committees for such purposes as Presbytery may from time to time determine.
2. Conveners of Committees. Presbytery shall appoint a Convener for each Standing and *ad hoc* Committee on the recommendation of Business Committee in consultation with the Standing or *ad hoc* Committee. The Convener of each Standing Committee shall hold office for up to four years and may be reappointed for one further period of up to four years.
3. Membership of Committees. Each Standing Committee and *ad hoc* Committee, and any Sub Committees, shall consist of sufficient members to represent the needs of the Presbytery. Members shall be appointed annually by Presbytery on the recommendation of the Business Committee and shall serve for no more than two terms of four years. Each Committee and Sub Committee may co-opt additional non-voting members including from beyond the Presbytery membership. The Land & Property Committee shall include the Buildings Officer, and the Finance Committee shall include the Finance Officer. The Moderator and Clerk shall enjoy membership of each Committee and Sub Committee (except the staffing group).
4. Remits of Committees. Each Standing Committee shall act in accordance with its remit set out in the Schedule. Any *ad hoc* Committee shall have the remit conferred on it by the deliverance of Presbytery whereby it is established. Each Standing and *ad hoc* Committee may take decisions by a simple majority of the members of the Committee except in the case of the Land & Property Committee as laid out in the Schedule. The Convener of a Standing or *ad hoc* Committee may call a meeting of the Committee or communicate with the other members of the Committee by letter, telephone or by E-mail provided that the details of such communications are recorded by the Convener and the decisions reached by such communication are minuted.
5. Delegated Powers. Delegated powers may be granted by the Presbytery to Standing or *ad hoc* Committees including Sub-Committees. The delegated powers are as set out in the Schedule or otherwise as agreed by Presbytery. A Committee has authority to act in the name of the Presbytery in all matters falling within the powers delegated to it. Each Standing

and *ad hoc* Committee shall report to the first Ordinary Meeting of Presbytery after decisions have been taken under delegated powers.

6. Decisions made under delegated powers are binding and may not be recalled or rescinded by the Presbytery with retrospective effect. Where powers of delegation have been used, Conveners shall report in writing to the Clerk all action taken for submission to the next Ordinary Meeting of the Presbytery. All decisions made under delegated powers shall be included in the minute of that Presbytery meeting and thus become part of the permanent record.
7. Committee Minutes. Committees shall appoint a Secretary from within their membership. All Committees shall keep minutes of their meetings including a record of attendance.
8. Committee Reports. Each Standing Committee shall report to each Ordinary Meeting of Presbytery, with the exception of the Augusta Lamont Committee which shall report at least once each year. Each *ad hoc* Committee shall report as determined by the deliverance whereby it is established.
9. Appeal or Review. Decisions of the Presbytery may be subject to appeal or review in terms of the Appeals Act (Act I 2014), save that Presbytery Mission Plan decisions shall be subject to review only in terms of the Presbytery Mission Plan Act (Act VIII 2021)

Commented [MD3]: Add word 'All' for clarity - suggested change.

VI Worship

1. Acts of Worship. The Moderator shall be responsible to Presbytery for all acts of worship and the Moderator, or one appointed by the Moderator, shall conduct appropriate devotions at the commencement of each meeting of Presbytery. The Moderator shall arrange the celebration of the Sacrament of the Lord's Supper at the annual conference.

VII Business

1. Conduct of Business. The conduct of business and rules of debate shall as far as possible be those of the General Assembly (replacing "General Assembly" with "Presbytery" where required) unless otherwise stated or provided in these Standing Orders.
2. Order of Business. The order of business at Ordinary Meetings of Presbytery shall be as the Business Committee, in consultation with the Clerk, shall determine.
3. Order of the Day. It shall be competent for the Business Committee, to set an Order of the Day for business, in particular that which requires the attendance of parties other than members of Presbytery. Such action shall be presented for the approval of Presbytery when the agenda is submitted. An Order of the Day shall be taken not later than fifteen minutes after the hour appointed, and, provided parties are present, may be taken earlier than the time specified if other business allows.

4. Additional Business. Any member wishing an item of business added to the agenda of an Ordinary Meeting of Presbytery shall, at the latest, make request when the agenda is presented for approval, otherwise the matter may not be brought forward.
5. Assembly Remits. Items remitted by the General Assembly shall be dealt with by the Standing Committee of Presbytery whose remit includes the work of the Committee by which the matter was presented to the General Assembly, or by an *ad hoc* Committee appointed by Presbytery on the recommendation of the Business Committee.

VIII Procedure

1. The Moderator. The Moderator shall moderate all meetings of Presbytery. In the absence of the Moderator the most recent previous Moderator present, whom failing an experienced member elected by the Presbytery shall moderate the meeting.
2. Duties of the Moderator. The Moderator shall be responsible for keeping good order, ruling on points of order and disallowing motions which are incompetent, irrelevant or offensive. The Moderator's ruling thereon shall be equivalent to a resolution of Presbytery and may be dissented from and otherwise treated as any decision of the Presbytery may be.
3. Voting by the Moderator. The Moderator shall not have the right to either move or second a motion or countermotion or amendment and shall not have a deliberative vote but shall have a casting vote in the case of equality of votes. The Moderator, having vacated the chair, shall not have a vote. In the event of the Moderator having declined to exercise their casting vote, the status quo shall prevail until such time as the item of business comes before Presbytery again.
4. Leaving the Chair. The Moderator shall vacate the chair when their charge, or any constituent congregation thereof, or a congregation or a Kirk Session of which they are a member, is called to the bar and may also do so to speak to an item of business before Presbytery and shall resume the chair immediately after the relevant matter has been determined. In such cases the provisions of Standing Order 26## shall apply.
5. Transmission of Committee Minutes and Reports. Reports, and proposed Deliverance from Committees shall be transmitted to the Clerk not less than 14 days before the date of the meeting at which they are to be tabled and will be included in the documents circulated for that meeting. A Report which has not been circulated may be presented orally at a Presbytery meeting at the discretion of the Moderator.
6. Motions. All motions, countermotions and amendments shall be transmitted to the Clerk in written form before any vote is taken.
7. Order of Debate. The Order of Debate shall be as below.
 1. The Chair. Every speaker shall address Presbytery through the Moderator, the correct form of address being: "Moderator".
 - a. Seconder. A motion will fall unless it is seconded.
 - b. Debate. When a motion or motions have been made and seconded, any member may take part in the subsequent debate.

- c. One Speech Only. Except as provided for in Standing Order 32.e, no member may speak twice on the same matter except in explanation and then only by permission of the Moderator.
- d. Point of Order. Any member may rise to speak to a Point of Order. A speaker is not to be interrupted unless upon a call to order. When so interrupted, the Member shall cease speaking and shall resume his or her seat until the Point of Order is decided. The member calling to order shall state the grounds for doing so; and the speaker who has been interrupted may briefly reply in explanation to show that he or she is not out of order, but no other member may speak to the Point of Order unless with the permission or at the request of the Moderator, with whom the decision of the call rests, though the Moderator may put the call to a vote of Presbytery.
- e. Right of Reply. There shall be no right of reply to a debate, except that Conveners of Committees or other persons presenting reports shall have the right to reply to a debate arising from a report made by them on behalf of their Committee.
- f. Time Limits. All speeches shall be limited to 5 minutes, unless the Moderator rules otherwise.
- g. Character of Motions. Motions shall be considered as belonging to one of the following categories and shall be dealt with as prescribed: (i) The original motion; (ii) counter-motions being motions contradictory to the original motion or of a substantial part of the original motion; (iii) Amendments being motions not substantially contradictory of the original motion or counter-motion, but for making deletions, alterations or additions without defeating the main object; (iv) Amendments on amendments already moved and seconded.
- h. Moderator to Judge. The Moderator shall be judge of the category to which any motion shall be considered to belong, and the ruling of the Moderator shall be final.
- i. Voting on Amendments. Immediately after an amendment of an amendment [SO 32.g.(iv)] has been proposed, seconded and spoken to, the Moderator shall take a vote 'For' or 'Against'. The Moderator shall thereafter take a vote 'For' or 'Against' any amendment [SO 32.g.(iii)] amended or unamended.
- j. Voting on Motions. After all amendments, if any, have been disposed of, the Moderator shall take a vote between all motions in Standing Orders 32.g(i) & 32.g(ii), and in doing so shall adopt the following procedure. A vote shall be taken between all the motions in the order in which they were made, beginning with the original. Each Member may vote for one motion only. If, on the numbers being announced, one motion has received a clear majority of votes, all the other motions shall fail; but if no motion has obtained a clear majority, the motion having the smallest number of votes shall be struck off and a vote taken between the remaining motions; and so on until one motion receives a clear majority on a vote. A vote for or against that remaining motion shall then be taken.
- k. Taking the Vote. The vote shall be taken by a show of hands, an electronic vote or otherwise as the Moderator shall decide.
- l. Departing from a Matter: It is competent for a member of Presbytery to move that Presbytery depart from the matter and move to the next item of business. The member so moving shall not enter into the merits of the matter. If the motion is seconded, the Moderator shall call for a vote on whether or not to depart from the matter. A majority of those present and voting shall be required for such a decision to be taken.

m. Conflict of interest. Members of Presbytery have a duty to act in the best interests of Presbytery in making decisions and must be familiar with and follow in practice the provisions of the Presbytery Conflict of Interest Policy in relation to the business of Presbytery and its Committees.

8. Appeal and Dissent. At any time until the close of the meeting at which Presbytery has reached a decision, anyone who has been a party to the cause may ask to be recalled to the bar to appeal against the decision, and any member of Presbytery may dissent and complain against the decision.
9. Restriction on Review. Presbytery shall not review any decision within six months of the date on which it was made [save where this is required by a change in Church law or a significant alteration of circumstances].

IX Miscellaneous

1. Inspection of Congregational Records. The Superintendence Committee shall, in name of Presbytery, each year inspect or cause to be inspected the records, as specified by the Superintendence Committee, of each congregation within the bounds of Presbytery and shall report to Presbytery at its first ordinary meeting following the meeting of the General Assembly.
2. Expenses. Presbyters claiming repayment of travelling and other expenses shall do so on forms approved by Presbytery, and within Presbytery's Expenses Policy.
3. Alterations to place and time of public worship. Kirk Sessions shall arrange for public worship in each parish in accordance with the terms of any Basis of Adjustment applying to the congregation. Any intended adjustment to such arrangements shall be reported to the Presbytery for its approval. This provision shall not apply where a Kirk Session makes an occasional adjustment to arrangements for a particular or single purpose.
4. Commissions to the General Assembly. On the recommendation of Clerk or Business Committee commissions will be submitted to the final meeting of the calendar year. Moderator and Presbytery Clerk shall have delegated authority to complete the allocation of commissions to General Assembly.
5. Suspension of Standing Orders. It shall be competent for Presbytery, on the motion of any member and, on cause shown, summarily to dispense with the observance of Standing Orders, or any part of them, in any particular case provided always that such motion shall receive the support of not less than two-thirds of those voting on the question.
6. Standing Orders will be kept under review by the Business Committee and any additions or alterations submitted to Presbytery for approval. A Committee or member wishing to move an alteration of Standing Orders shall lodge a motion in writing with the Clerk, who shall bring the motion before Presbytery. A majority of two thirds of those voting shall be required to change standing orders.