



## **STANDING ORDERS**

### **1 QUORUM**

The quorum for meetings of the Association shall be as defined in Clause 17.1 of the Constitution, for meetings of the Board shall be as defined in Clause 24.4 and for meetings of committees will be as defined in the relevant Terms of Reference.

### **2 ORDER OF BUSINESS**

The order of business shall follow the agenda prepared by the Chair and Secretary. Members shall introduce new business only after completion of the business set out in the agenda.

### **3 SUSPENSION OF STANDING ORDERS**

Should any matter of urgency arise, a member may move the suspension of Standing Orders for a stated period of time to allow the urgent questions to be discussed.

### **4 CONDUCT**

- 4.1 When the Chair rises to address the meeting, all persons must resume their seats and cease speaking. Any person wishing to speak must rise and wait acknowledgment by the Chair. When meeting via technology, members should attract the attention of the Chair using the platform's systems.
- 4.2 No interruption of a speaker is allowed except for two formal motions (19 and 20) and on a point of order, which must be taken immediately the alleged breach has occurred.
- 4.3 If two or more speakers rise or indicate their wish to speak, the Chair shall call on the first one observed, subject to the power of the meeting to pass a resolution that a particular person be heard or otherwise, and subject also the Chair's right to choose speakers alternatively supporting or opposing the motion.
- 4.4 All remarks shall be addressed to the Chair, and any question to another member shall be put through the Chair.

### **5 CHAIR'S RULING**

The Chair shall rule on all points of order and procedure, and their decision is final under Clause 17.5(b) of the Constitution.

### **6 MOTIONS AND AMENDMENTS**

- 6.1 All proposals made to the meeting shall be in the form of motions.
- 6.2 Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chair.
- 6.3 All motions and amendments proposed should be clearly expressed and be capable of only one interpretation.
- 6.4 All motions and amendments, except the closure, must be moved and seconded. The mover may speak to present the motion and if a seconder is found, the motion or amendment is open to discussion. If no seconder is found, the motion or amendment lapses.

- 6.5 A motion or amendment may be seconded pro forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.
- 6.6 The seconder of a motion or amendment may reserve the right to speak to a later stage of the debate (See Clause 12).

## **7 WITHDRAWAL**

- 7.1 No motion or amendment which has been moved or seconded shall be withdrawn without the consent of the meeting.
- 7.2 Any person may speak more than once to any matter and to answer questions or make personal explanations and may do so otherwise at the discretion of the Chair. The mover of the original motion may speak again when exercising the right of reply.

## **8 PERSONAL EXPLANATION**

By permission of the Chair, a member may speak briefly in personal explanation of that person's previous statement, but must keep strictly to the point that has been misunderstood. This explanation must not interrupt another speaker.

## **9 ONLY ONE AMENDMENT**

When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.

## **10 NOT DIRECT NEGATION**

An amendment must be relevant to the question, and so framed that its forms, with that part of the original motion unaffected by the amendment, a sensible and consistent proposal. It must not be a direct negation of the original motion.

## **11. SPEAKING TO THE AMENDMENTS**

- 11.1. Any person may move or second more than one amendment to an original motion, and the mover and seconder of a motion or amendment may speak to subsequent amendments.
- 11.2. The Chair may give the mover of the motion a right of reply to any significant amendment.

## **12 RIGHT OF REPLY**

The mover of a motion that is opposed may reply to the arguments raised before the motion is put, but he may not introduce any new matter. His reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it and may also exercise his right of reply before the first amendment is put. His reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

## **13 AMENDMENT NEGATED**

If the first amendment is lost, the original motion again becomes open to amendment.

#### **14. SUBSTANTIVE MOTION**

- 14.1 If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.
- 14.2 No member may speak on any motion after it has been put to the vote.
- 14.3 No amendment may be moved after the substantive motion has been put to the vote.

#### **15 AMENDMENTS TO MOTIONS ON NOTICE**

- 15.1 Amendments may be moved to motions except motions on notice to amend the Constitution or By Laws provided they are in the scope of the notice, and can involve the Association in no greater obligations than the notice specifies.
- 15.2 No motion can be accepted by the Chair which is the same in effect as one already negated, except on notice of motion.
- 15.3 A motion on any matter that keeps recurring, may be deferred by Council to a future nominated date.
- 15.4 A notice of motion must be in writing and forwarded to the Honorary Secretary through a State Association.
- 15.5 Any motion of which due notice has been given, may, in the absence of the giver of such notice, be moved by any other member.

#### **16 RESCINDING RESOLUTIONS**

Any resolution made at a previous meeting shall be rescinded by any relevant motion duly passed. Changes made in accordance with Clause 13 shall be effective forthwith.

#### **17 RESOLUTIONS NULL AND VOID**

If a resolution is passed inadvertently in contravention to the Constitution and By-Laws, it must be declared null and void.

#### **18 NEXT BUSINESS**

A motion 'that the meeting proceed to the next business' may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to discard the question under discussion.

#### **19 CLOSURE**

A motion that the question now be put', known as 'the closure', may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and must not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising his/her right of reply (See 12)

#### **20 SPEAKER NO LONGER HEARD**

A motion that the speaker be no longer heard' must be seconded and must not be debated. The Chair should try to obtain a fair hearing for the speaker if the speaker is in order.

## **21. FORMAL MOTIONS**

The three motions above, Nos 18, 19 and 20, are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate except with the unanimous consent of the meeting.

## **22. ADJOURNMENT MOTIONS**

Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or 'that the Chair leave the chair'. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

## **23. VOTING**

Unless otherwise provided, voting shall be in accordance with the Constitution, Clauses 18 and 24

## **AUTHORITY**

Accepted by the Board, 17<sup>th</sup> March 2021

A handwritten signature in black ink, appearing to read 'Jim Clement', is written over a light grey rectangular background.

Jim Clement  
Secretary to the Board