



WACSSO

Supporting P&Cs since 1921

**An official publication from Western Australian
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The Effective Meeting – Guidelines



Rules of Debate and Standing Orders



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Effective Meetings

P&Cs should constantly aim to hold effective meetings that produce positive results.

When attending a meeting you expect that everyone will pool their abilities to solve common problems, make decisions and use the time productively though in reality it is often quite different. Gathering a group of people together at a specific time and place will not guarantee a successful meeting. Effective meetings are planned they do not just happen.

Some simple tips for achieving productive meetings:

- **Preparation:** Prepare an agenda and ensure that you have enough time to achieve your agenda by allotting a time limit for each item discussed. This means prioritising the business on the agenda.
- **Time:** This is commonly the most wasted resource at a meeting. It is important to stick to the starting and finishing times and any extensions of time beyond the scheduled finishing time should be agreed upon by all present at the meeting.
- **Structure:** Make sure that all the information is on hand for the agenda items to assist the decision-making process for all the participants. The Chairperson must be in full control of the meeting at all times ensuring the agenda is adhered to by bringing the group back to the point being discussed.

- **Decision-making:** The purpose of P&C meetings is to make decisions and share knowledge. Always consider all the key stakeholders and the positive effects of decisions made as being a P&Cs prime goal.

- **Maximum participation:** Groups who consult each other and encourage maximum participation make good decisions. It is also important to control dominant personalities while still allowing them to have their say.

- **Positive focus:** Meetings should emphasize members' positive contributions. Deal with difficult situations one-on-one or in small groups, outside the meeting. Remember to focus on the problem, not the personalities involved.

- **Good records:** P&Cs need to record all resolutions, any actions to be undertaken and the person or persons responsible for that action. Include a timeline indicating when the time the action is to be completed. Good records are legally required.

Variety is also an essential ingredient for meetings, and genuine topics of interest. Utilising guest speakers is a true method of introducing some variety and the most accessible source of guest speakers is your schools staff.

Always remember, people vote with their feet. Interesting meetings, that involve everyone, held on set meeting dates and times, keep people coming back.

Meeting Environment

Creating a positive and welcoming environment is another important aspect of effective meetings.

Some suggestions are:

- Greet new members and introduce them to the meeting.
- Have members wear a nametag so that everyone is known.
- Select an environment conducive to sharing, people in circles rather than rows.
- Rotate seating arrangements to disperse cliques.
- Display children's work at meetings can be a source of interest.
- Display P&C terminology and explanations to minimise exclusion.
- Encourage members to bring a "plate" to share at the end of the meeting.
- Encourage car pooling so potential members who are unable to drive can attend.
- Ensure that your venue is available and set up prior to the meeting.



Introduction

P&Cs are often tempted to run informal meetings with little or no procedure.

There is a case to be made for the relaxation of procedure at certain times and under certain circumstances, but there must be underlying rules. Once the Chairperson loses control of a meeting, it is very difficult to regain it, and almost impossible if there are no rules of procedure.

If Standing Orders are strictly followed, no discussion is permitted except on a motion or amendment, which has been moved, seconded, and accepted by the Chairperson. The Chairperson may also request that the motion or amendment be put in writing.

The majority of P&C Associations have a discussion and then formulate a motion to be voted on – normally this is OK as long as a formal motion is then put. Using the formal rules, this should be done in reverse with a motion being put to the meeting first followed by debate and then a vote.



Definitions

Amendment is a proposal to alter a motion in some way and is frequently used to make the original motion more acceptable to the meeting.

Mover is the person who formally presents the idea to the meeting i.e. Moves the motion

Procedural Motions relate to the conduct of the meeting and are used to draw the members' attention to an irregularity in the proceedings or to change the standard proceedings i.e. Change the order on the agenda.

Rules of Debate are the rules that should be followed when debating a motion.

Second is another person who formally agrees that the idea should be discussed.

Standing Orders are the rules of debate that govern the conduct of the meeting.

Substantive Motions are formal proposals that an action be taken, that something previously done be approved or, that the meeting express an idea or opinion about something.



A bit about Motions

Many P&Cs allow free discussion, without first requesting a motion. There are a number of disadvantages to this -

- It is difficult to know whether the discussion is relevant, as the issue or problem hasn't been clearly identified by a motion. This can result in the meeting becoming confused, with a number of issues becoming mixed up together.
- The discussion is easily side-tracked onto other related and sometimes, unrelated issues. This in turn can mean that the original problem remains unresolved.
- The discussion can be unproductive with no decision being made and can take longer to come to a conclusion.
- The discussion can be deemed to be one-sided or someone can dominate the discussion.

Motions serve two specific purposes -

1. Ensuring that everyone in the meeting is clear on the issue being discussed and voted upon; and
2. The Secretary is able to accurately record the decision of the meeting in the minutes.

No matter how relaxed the meeting may be, the Chairperson should always insist that decisions are made by way of a vote on a motion.

Motions usually begin with the word "that" and should be:

- clearly worded, so that everyone can understand them and therefore, cannot be misinterpreted;
- expressed in positive terms; and
- recorded in such a way that it is clear "who" is to do "what" and by "when".

The person who formally presents the idea to the meeting i.e., moves the motion, is the "mover". Before a motion can be discussed it requires a "seconder", i.e. another person who agrees that the idea should be discussed. If the motion isn't seconded, it lapses and is not discussed.

Once the motion has been seconded, the mover then explains the reason for presenting it to the meeting and what it is hoped it will achieve. The meeting is then able to debate the motion.

The motion becomes a resolution after it has been agreed to by the meeting by voting.

Standing Orders provide a framework which helps to control debate on a motion and ensure the smooth functioning of the meeting. The rules of debate include:

- time limit restrictions on speakers, unless the meeting grants the speaker an extension. This is particularly useful in avoiding lengthy sermons! The time limits are generally 4 minutes for the mover of the motion, 2 minutes for speakers for or against the motion, and 2 minutes for the mover's right of reply;

- sequence of speakers - The Chairperson should ask if anyone wishes to speak against a motion first. If there are no speakers against the motion, there is little point in endlessly discussing something that everyone obviously agrees with, and the vote should be taken right away. Each speaker must state whether they speak for or against the motion and state his/her reasons;
- each speaker may speak only once to a motion, except the mover who has the right of reply. This ensures that the discussion doesn't become repetitive;
- when taking speakers for or against a motion ensure that no more than two speakers speak successively for or against a motion. For example, if two speakers have spoken in favour of a motion and there are no opposing speakers, the debate is closed and the Chairperson immediately takes a vote on the motion. This helps to ensure a balanced debate, by not allowing one viewpoint to dominate. It also helps to ensure that speakers stick to the point.
- the person who is speaking should be standing.

Remember, the purpose of this framework is not to gag debate, but to ensure that it is orderly and productive.

Amendments

An amendment is a proposal to alter a motion in some way and is frequently used to make the original motion more acceptable to the meeting. This usually involves adding, deleting or substituting words with the intention of improving the original motion – providing the amendment doesn't change the intent of the motion.

An amendment must have a mover and be seconded (if you have already spoken to the motion, then you cannot move an amendment). The amendment is then debated and voted on before being incorporated into the original motion. There is no limit to the number of amendments which can be moved, as long as they are relevant. The Chairperson must use his/her discretion in accepting amendments and determining whether the amendment changes the intent. Too many amendments may result in confusion.

Once an amendment has been passed, it is then incorporated into the motion. Amendments may be put forward to change the amended motion and these must be dealt with in the sequence decided by the Chairperson.

Example – Anytown P&C Association is holding a Quiz Night and the debate focuses on when and where it will be held. In the past they have used the ABC Club which costs xx dollars.

Mr Smith puts the motion -

“That the Anytown P&C Association Quiz Night be held at the ABC Club on Friday 13th October.”

Mr Jones has made enquiries and found out that the P&C can use the local Scout Hall at no cost. He proposes an amendment to the original motion –

“That the Anytown P&C Association Quiz Night be held at the Scout Hall on Friday 13th October.”

A bit about Motions cont ...

Voting

Only financial and ex officio members present at the meeting, including the Chairperson, are entitled to one vote. The rules of P&C Associations do not allow for proxy voting. Observers at meetings are not allowed to vote. Once the voting on a motion has begun, no one is permitted to either enter or leave the room.

Voting is usually taken by a show of hands, unless a ballot is required under the Association's rules, or a secret ballot or division has been requested by the meeting. The majority of motions are decided by a simple majority of votes.

If any member disputes the count, he/she is entitled to ask for a recount. Such a request must be made as soon as the result of the vote is announced. The Chairperson can also demand a recount if the will of the meeting isn't clear.

If the recount is disputed, members can ask for either a ballot or a division to clarify the vote only at that meeting

In the event of a tied vote the motion is lost.

Ballots and Divisions

Any two members may request that a decision be taken by a ballot or a division. Such a request can be made either before or on the declaration of the result of a vote and would normally override the previous vote. Although slower than a show of hands, the result is not open to dispute.

If the debate has been vigorous with strong emotions roused, members may feel intimidated if they have to vote by show of hands. Some people find that they vote to appease the stronger personalities in the group and not the way they would prefer to vote. A ballot can overcome this problem. In the case of a ballot, the Chairman should appoint returning officers to distribute ballot papers, count the votes and advise the Chairman of the result.

In the case of a division, those for the motion generally stand on one side of the room with those against standing on the other side. The important point in a division is that the names are recorded.



Dissent

When a vote is taken by division, the names of those dissenting are recorded automatically. When the vote is by ballot or show of hands, anyone dissenting may request that the dissent be recorded and this may be done at the Chairman's discretion. Dissenters are under obligation to comply with the decision, however the recording of dissent exonerates them from all legal consequences of the decision.

Rescinding Motions

Sometimes the effect of a motion needs to be cancelled. This requires a rescission motion. When faced with a rescission motion, the Chairman should consider the situation carefully before accepting the motion.

In principle the rescission should not be allowed at the same meeting at which the original motion was carried. The resolution represents the collective will of those present when it was put and should not be overturned lightly. However, the Chairman needs to be flexible – it would be silly to deny a rescission motion in those rare occasions when circumstances change before the close of the meeting that makes the resolution unworkable or impractical. For example, you may delegate responsibility for a task to a person who then hears during the meeting that they have been successful in obtaining a job interstate.

Guidelines for Rescission

- A motion to rescind should not be allowed at the same meeting at which the resolution was carried except in unusual circumstances, and then by a two-thirds majority of those present and entitled to vote.
- A rescission motion cannot be moved if the resolution has been carried out. For example, it is pointless to rescind a resolution regarding expenditure if the money has already been spent.
- At least seven days' notice in writing must be given to the Association if you wish to bring a rescission motion at a subsequent meeting.
- A rescission motion is debated in the normal manner.



Substantive & Procedural Motions

Substantive Motions

A substantive motion is simply a formal proposal that an action be taken, that something previously done be approved or, that the meeting express an idea or opinion about something.

Procedural Motions

Procedural motions relate to the conduct of the meeting and are used to draw the members' attention to an irregularity in the proceedings or to change the standard proceedings i.e. Change the order on the agenda. Following are some of the most common procedural motions:

Point of Order

This procedural motion may be used when:

- the remarks of the speaker are irrelevant to the motion being discussed;
- the speaker has used "improper" language i.e. has sworn, become abusive, etc;
- a member is speaking twice to a motion, out of turn or for longer than is allowed;
- a proposal is made which is against the spirit of the Association's rules;
- a proposed motion is contrary to a previous resolution of the Association; or
- an amendment is improperly proposed.

Any member may raise a point of order at any time – thus interrupting the speaker – this is the only time during the debate that the speaker may be interrupted. The Chairperson must give an immediate ruling on a point of order and the Chairman's ruling is final.

The Closure

The form of this motion is "That the question be now put." This motion can be moved at any time during debate, except to interrupt a speaker. It may not be moved nor seconded by anyone who has spoken to either the motion or subsequent amendments. If the closure motion is carried, the mover of the original motion may exercise the right of reply, after which the question must be put. If the closure motion is defeated, discussion continues.

The Chairperson must remember to put the closure motion first then, if it is carried, the actual question (motion). This particular procedural motion is a useful device for those who feel that too much time is being devoted to a particular issue.

"That the Debate be Adjourned"

This motion is used when you would like to return to the debate at a later time (either at the current meeting or at some future time), and is useful when the meeting has insufficient information to make a decision. You cannot interrupt another speaker to bring this motion and you will need a seconder. The only debate required on this motion is to decide when the debate on the original motion may be resumed. This motion cannot be moved by anyone who has already taken part in the debate.

"That the Matter be Referred to a Sub-Committee"

Another useful motion when the meeting has insufficient information to make a decision, but this one allows the meeting to refer the matter to a committee to research and report back. Any debate on this motion would be limited to the meeting giving directions as to when the committee's report is to be ready for consideration. Needs a seconder and you cannot interrupt another speaker.

“That the Previous Question be Recommitted”

When debate has been lengthy and several motions have also been debated and passed, members may feel that they've voted the wrong way in the confusion. This motion allows the question, in its final form, to be put again. The motion needs a seconder and must be passed by a two-thirds majority of members present and eligible to vote. This motion should only be used to take a second vote and not be used as an excuse to re-debate issues.

“That the Chairperson’s Ruling be Disagreed With”

Any member disagreeing with a ruling from the Chairperson i.e. a motion of dissent can bring this motion. It must be seconded before it is accepted by the Chairperson.

Once accepted, the Chairperson is temporarily replaced by another member of the Association (usually the Vice-President). The mover of the motion is then able to explain why he/she disagrees with the Chairperson, and the Chairperson is able to explain the ruling. No other member is entitled to speak.

The motion is then put in a positive form *“That the Chairperson’s ruling be upheld”*. Therefore, those disagreeing with the Chairperson must vote **against** the motion.

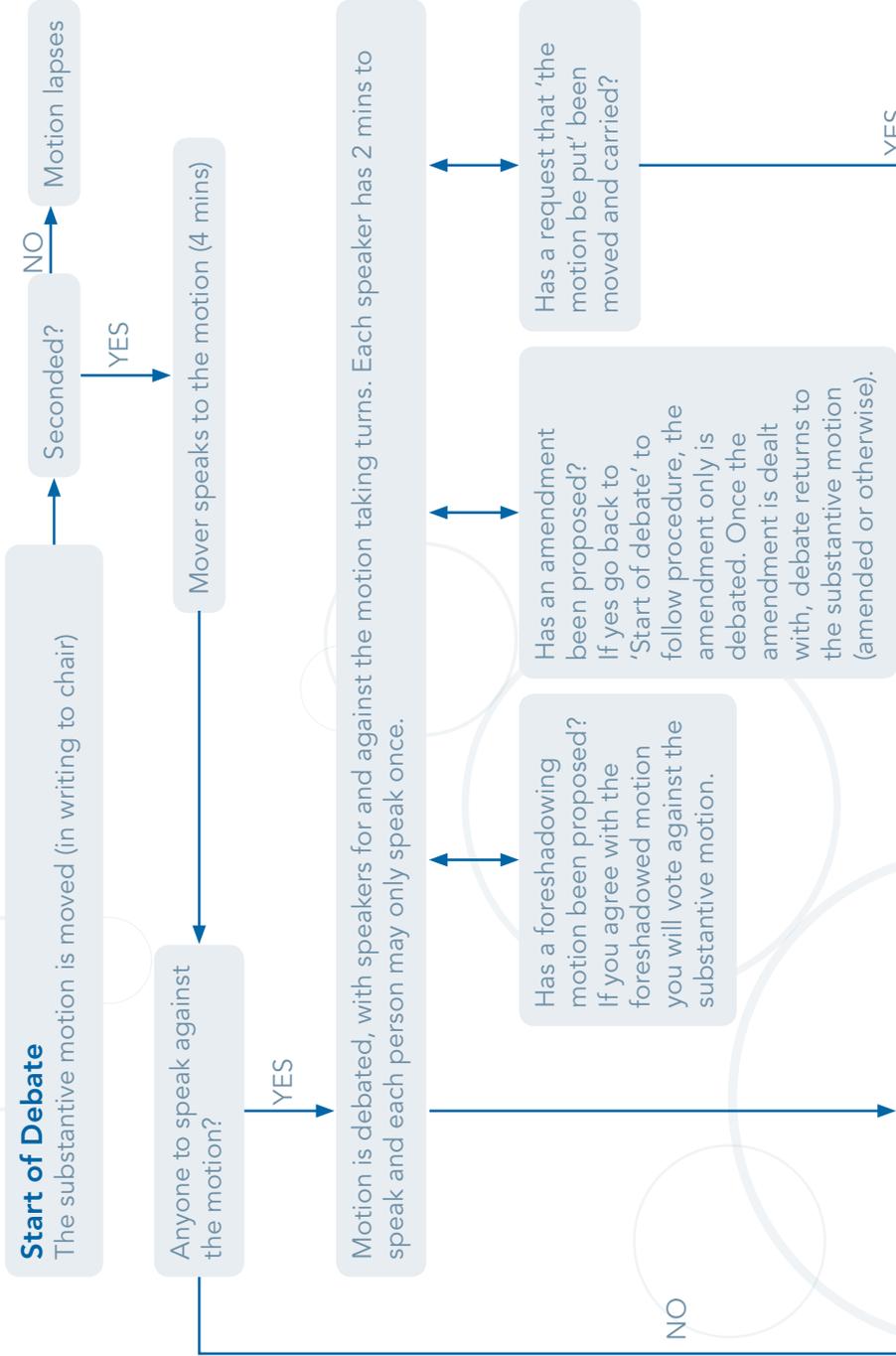
A motion of dissent is not a motion of no confidence in the Chairperson. It is a simple statement of disagreement with the ruling of the Chair. The Chairperson continues to chair the meeting after the vote, whether or not the ruling is upheld.

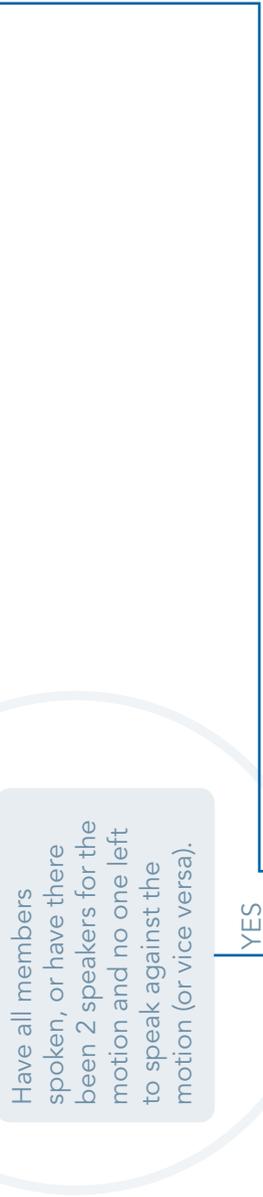
Suspension of Standing Orders

This would normally only be used if the meeting was following strict meeting procedures. The motion to suspend Standing Orders needs a mover and a seconder and must be passed by a two-thirds majority of members present and eligible to vote. If carried, the meeting goes into committee for a period of time as determined in the motion or until the meeting decides that the discussion is complete. During the suspension of standing orders unrestricted discussion takes place without regard to time limits on speakers, etc. This is a useful motion if you have an issue you want to discuss, but not a motion. Suspension of Standing Orders allows the meeting to discuss the issue and formulate a plan before presenting a motion. Once the meeting returns to Standing Orders, a substantive motion can be presented. Discussion that takes place out of Standing Orders is not recorded.



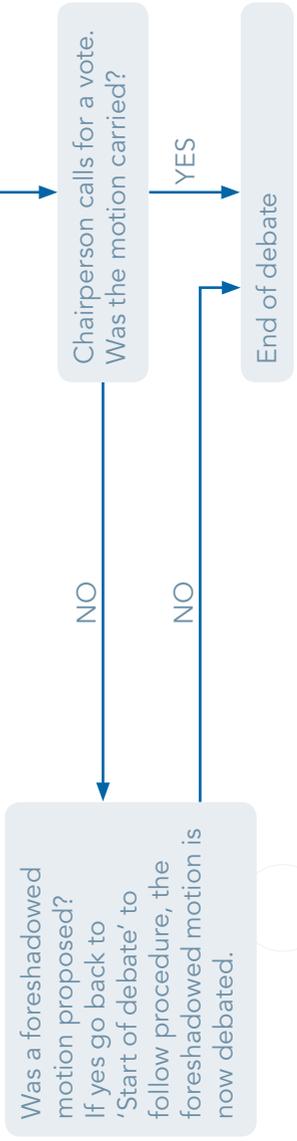
Motion Flowchart





The mover of the substantive motion has the right of reply (2 mins).

Substantive motion is read out.



Rules of Debate and Standing Orders

DEFINITION OF DELEGATES:

Reference to “delegate” shall mean a person attending Annual Conference under the terms and conditions of WACSSO Constitution and Rules. It does not include observers.

1.0 ORDER OF BUSINESS:

- confirm the minutes of previous Conference and of any special Conference held since that date
- consider any business arising from those minutes
- receive the report of the President
- receive and consider the audited financial statement
- appoint an auditor
- consider such agenda items of which notice has been given under Rule 15 of the WACSSO Constitution

2.0 DISCUSSION:

- 2.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

3.0 METHOD OF ADDRESS:

- 3.1 At all times throughout the proceedings, delegates shall address Conference through the Chairperson and shall stand when doing so unless the Chairperson allows the delegate to remain seated.

4.0 MOTIONS NOT SECONDED:

- 4.1 Motions not seconded shall lapse and will not be debated.

5.0 DEBATING THE MOTION:

- 5.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.
- 5.2 After the motion has been moved and seconded the Chairperson shall:
- if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
 - if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.
- 5.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.
- 5.4 No person may speak more than once to any motion except the mover in exercising the right of reply. (Which will close debate)
- 5.5 The following time limits shall apply:
- movers of motions shall speak for no more than (4) minutes
 - speakers for or against the motion (2) minutes
 - mover’s right of reply (2) minutes.
- No delegate shall speak on any matter for more than four minutes unless granted an extension of time by Conference.
- 5.6 Debate is closed and the Chairperson shall put the motion when:
- two speakers have spoken successively for or against the motion and there is no opposing speaker
 - the mover has exercised the right of reply.

6.0 AMENDMENTS:

- 6.1 An amendment shall not directly negate the intention of the original motion.
- 6.2 When an amendment is before Conference, discussion shall be confined to the matter addressed by that amendment
- 6.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.
- 6.4 Any delegate giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before Conference.
- 6.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before Conference (or 'substantive motion').
- 6.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.
- 6.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.
- 6.8 Once all foreshadowed amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with in accordance with the procedure set out in 6.1 to 6.7.
- 6.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.
- 6.10 No delegate shall propose more than one amendment upon a motion.
- 6.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

7.0 RIGHT OF REPLY:

- 7.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.
- 7.2 The mover of an amendment shall not have the right of reply.

8.0 CLOSURE OF THE DEBATE:

- 8.1 The debate shall be closed:
 - when as provided in 5.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
 - if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
 - when a motion "that the motion be put" is carried by Conference.
- 8.2 The motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any delegate who has not taken part in the debate. No seconder is required for this motion. This motion ('that the motion be put') shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion immediately be put to Conference without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

Rules of Debate and Standing Orders

9.0 ADJOURNMENT OF THE DEBATE:

- 9.1 A motion for the adjournment of a debate may be moved at any time and shall be put to Conference without discussion.
- 9.2 Adjournment motions may be:
 - 'that the item be referred to person/committee.' i.e. debate is suspended until such time as that person/committee puts the item back on the agenda.
 - 'that debate be adjourned to time/place' i.e. debate is adjourned to the stated time or place.
- 9.3 If carried, the debate shall be adjourned accordingly. If not carried the debate shall continue.

10.0 DISSENT FROM THE CHAIR:

(Offers delegates the opportunity to disagree with the Chairperson's ruling)

- 10.1 A motion of dissent from the Chairperson's ruling shall only be accepted by the Chair if moved and seconded.
- 10.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original motion then before the Chair shall be suspended.
- 10.3 A Vice-President shall take the Chair.
- 10.4 Only the delegate challenging the ruling and the Chairperson may speak on a motion of dissent. The delegate challenging the Chairperson's ruling shall state the reason/s for doing so. The Chairperson then responds.
- 10.5 The motion of dissent shall then be put in the following manner "That the Chairperson's ruling be upheld" and a vote shall be taken immediately.
- 10.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original motion shall proceed. (A motion of dissent is not a motion of no confidence.)

11.0 POINT OF ORDER:

- 11.1 When any delegate is speaking no other delegate shall interrupt except to raise a point of order.
- 11.2 The delegate raising a point of order shall state the point of order clearly and distinctly and then be seated. If a delegate be speaking such delegate shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.
- 11.3 An explanation or clarification is not a point of order but may be allowed when the delegate speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the delegate making such explanation shall be prohibited from debating the merit of any proposal.

12.0 VOTING:

- 12.1 Each delegate and Councillor shall be entitled to one or two votes as provided in the WACSSO Constitution and Rules.
- 12.2 Postal voting shall be as provided in the WACSSO Constitution.
- 12.3 The Chairperson shall not be entitled to vote except to exercise a casting vote, which shall be exercised to maintain the status quo.
- 12.4 On conclusion of debate the matter shall be put to the vote.
- 12.5 No delegate shall enter or leave a meeting while a vote is being taken.

13.0 MOVER AND SECONDER:

- 13.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to Conference.

14.0 VALIDITY OF VOTE:

14.1 No objection shall be made to the validity of any vote except at the Conference at which the same shall be tendered, and every vote not disallowed at such Conference shall be deemed valid.

15.0 RECOMMITTAL:

15.1 A matter may only be recommitted at a Conference by a resolution passed by a two-thirds majority of eligible votes at that Conference.

16.0 RESCISSION:

16.1 A resolution of Conference may only be rescinded at the same Conference by a resolution passed by a two-thirds majority of eligible votes at that Conference.

17.0 BREACH OF STANDING ORDERS:

17.1 A delegate refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.



DEFINITION OF MEMBERS:

Reference to "member" shall mean a person who qualifies under the WACSSO Constitution and Rules relating to a State Council, a School Organisation or a District Council to be a member or delegate or person entitled to attend and vote at a duly constituted meeting.

1.0 ORDER OF BUSINESS:

The order of business of any meeting other than a special meeting (called for a specific purpose) shall be as follows:

- Open - quorum present? - welcome
- Apologies
- Minutes of previous meetings/s
- Confirmation
- Business arising
- Correspondence
- Reports (including financial and other committees)
- Membership
- Admissions/resignations
- Election results
- Motions on Notice
- General Business (listed and unlisted)
- Next meeting
- Date, venue, time
- Closure



2.0 CORRESPONDENCE:

2.1 In dealing with the correspondence, every letter shall be taken without motion as formally "received", unless a motion to the contrary is submitted, and every letter may be dealt with immediately after the contents have been read to the meeting.

3.0 DISCUSSION:

3.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

4.0 METHOD OF ADDRESS:

4.1 At all times throughout a meeting a member shall address the meeting through the Chairperson and shall stand when doing so unless the Chairperson allows the member to remain seated.

5.0 MOTIONS NOT SECONDED:

5.1 Motions not seconded shall lapse and will not be debated.

6.0 DEBATING THE MOTION:

6.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.

6.2 After the motion has been moved and seconded the Chairperson shall:

if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.

if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

6.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.

6.4 No person may speak more than once to any question except the mover in exercising the right of reply. (Which will close debate)

- 6.5 The following time limits shall apply:
Movers of motions shall speak for no more than (4) minutes
Speakers for or against the motion (2) minutes
Mover’s right of reply (2) minutes.
No member shall speak on any matter for more than four minutes unless granted an extension of time by the meeting.
- 6.6 Debate is closed and the Chairperson shall put the motion when:
- two speakers have spoken successively for or against the motion and there is no opposing speaker
 - the mover has exercised the right of reply.

7.0 AMENDMENTS:

- 7.1 An amendment shall not directly negate the intention of the original motion.
- 7.2 When an amendment is before the meeting, discussion shall be confined to the matter addressed by that amendment
- 7.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.
- 7.4 Any member giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before the meeting.
- 7.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before the meeting (or ‘substantive motion’)
- 7.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.
- 7.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.
- 7.8 Once all amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with at will to the procedure set out in 7.1 to 7.7.
- 7.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.
- 7.10 No member shall propose more than one amendment upon a motion.
- 7.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover’s speech on the amendment does not constitute the mover’s right of reply.

8.0 RIGHT OF REPLY:

- 8.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.
- 8.2 The mover of an amendment shall not have the right of reply.

9.0 CLOSURE OF THE DEBATE:

- 9.1 The debate shall be closed:
- when as provided in 6.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
 - if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
 - when a motion “that the motion be put” is carried by the meeting.

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- 9.2 The motion “that the motion be put” may be moved any number of times during a debate and may be submitted by any member who has not taken part in the debate. No seconder is required for this motion. This motion (‘that the motion be put’) shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion shall immediately be put to the meeting without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

10.0 ADJOURNMENT OF THE DEBATE:

- 10.1 A motion for the adjournment of a debate may be moved at any time and shall be put to the meeting without discussion.

- 10.2 Adjournment motions may be:

‘that the item be referred to person/committee.’

Debate is suspended until such time as that person/committee puts the item back on the agenda.

‘that debate be adjourned to time/place’

Debate is adjourned to the stated time or place.

- 10.3 If the adjournment motion is carried, the debate shall be adjourned accordingly.

If the adjournment motion is not carried the debate shall continue.

11.0 DISSENT FROM THE CHAIR:

(Offers members the opportunity to disagree with the Chairperson’s ruling)

- 11.1 A motion of dissent from the Chairperson’s ruling shall only be accepted by the Chair if moved and seconded.

- 11.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended.

- 11.3 A Vice-President shall take the Chair.

- 11.4 Only the member challenging the ruling and the Chairperson may speak on a motion of dissent. The member challenging the Chairperson’s ruling states the reason/s for doing so. The Chairperson then responds.

- 11.5 The motion of dissent shall then be put in the following manner “That the Chairperson’s ruling be upheld’ and a vote shall be taken immediately.

- 11.6 After voting, whether the Chairperson’s ruling is upheld or not, the Chairperson returns to the chair and the original question shall proceed. (A motion of dissent is not a motion of no confidence.)

12.0 POINT OF ORDER:

- 12.1 When any member is speaking no other member shall interrupt except to raise a point of order.

- 12.2 The member raising a point of order shall state the point of order clearly and distinctly and then be seated. If a member be speaking such member shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.

- 12.3 An explanation or clarification is not a point of order but may be allowed when the member speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the member making such explanation shall be prohibited from debating the merit of any proposal.

13.0 VOTING:

- 13.1 Except where the constitution or rules otherwise provide, each member present is entitled to one vote.
- 13.2 The Chairperson of any meeting shall be entitled to type of vote as specified in the relevant body's constitution. Where there is no constitution the Chairperson would be entitled to a casting vote only, which shall be exercised to maintain the status quo.
- 13.3 On conclusion of debate the matter shall be put to the vote.
- 13.4 No member shall enter or leave a meeting while a vote is being taken.

14.0 MOVER AND SECONDER:

- 14.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to the meeting.

15.0 VALIDITY OF VOTE:

- 15.1 No objection shall be made to the validity of any vote except at the meeting at which the same shall be tendered and every vote not disallowed at such meeting shall be deemed valid.

16.0 RECOMMITTAL:

- 16.1 A matter may only be recommitted provided that two-thirds of the members present and entitled to vote, vote in favour of such recommitment.

17.0 RESCISSION:

- 17.1 A resolution passed at any meeting may be rescinded
- at the same meeting if two-thirds of those present and entitled to vote, vote in favour of such rescission; or
 - at a subsequent meeting if notice of intended rescission is given either at the original meeting or in the notice convening the subsequent meeting.

18.0 BREACH OF STANDING ORDERS:

- 18.1 A member refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.

19.0 SUSPENSION OF STANDING ORDERS:

- 19.1 Any or all the Rules of Debate and Standing Orders, with the exception of Rules 17 and 18, may be suspended at any time if two-thirds of those present and entitled to vote at a meeting are in favour and when the matter so introduced has been dealt with, the ordinary course of business shall be resumed.

