



**Australian Education Union
NT Branch**

Standing Orders

Standing Orders

1. Order of Business

The Executive shall be responsible for arranging the Order of Business.

2. Variation in the Order of Business

The Chairperson may accept, provided that no motion is before the Chair, a motion to vary the order of Business. Such a motion to be carried shall have the support of a simple majority of those present and entitled to vote. (See Appendix).

3. Times for Speeches and Motions

- (a) all speakers moving motions shall be allowed five (5) minutes, subsequent speaker three (3) minutes, mover in reply three (3) minutes, subject in each case to the right of extension
- (b) extensions of time may be granted by the vote of Conference. No extensions shall exceed the original time allowed to the speaker (See Appendix).
- (c) the time allowed for a motion shall be thirty (30) minutes, subject to extension by the vote of conference
- (d) notwithstanding (a) above the mover of the Financial Statement shall have ten (10) minutes, and in reply five (5) minutes, both subject to the right of extension.

4. Suspension of Standing Orders

- (a) any members may move the Suspension of Standing Orders to discuss a definite matter of urgent importance to the Union
- (b) the mover of the motion shall have three (3) minutes to establish the urgency of the issue. There shall be no extension of time. The motion shall be put without debate and decided by simple majority of those present and entitled to vote
- (c) any motion arising from the discussion following a suspension of Standing Orders shall be considered as the first item of business in the next session of Conference with the exception of the final session when such motions shall be dealt with immediately. (See Appendix).

5. Motions and Amendments

- (a) all motions not on the Agenda and amendments must be handed to the Chair, in writing and with the names of the mover and seconder clearly indicated, prior to the member speaking hereon

- (b) motions and amendments must be clearly, unambiguously and concisely expressed. (See Appendix).

6. Committee

- (a) Conference may, at any time, on a motion to that effect, resolve itself into Committee to consider the matter before the chair
- (b) such motion upon being moved, shall be put without debate
- (c) Conference shall remain in committee until the passing of a motion to move out of Committee. Such a motion, upon being moved, shall be put without debate.
- (d) while in Committee there shall be no limit to the number of times a member may address the Chair, but a member shall not speak for more than three (3) minutes at any one time. (See Appendix)

7. Speakers Must Rise and Address the Chair

- (a) any member called upon to speak must rise, address the chair and if not previously named by the Chairperson, identify himself/herself
- (b) when two or more members rise at the same time to speak, the chairperson shall name or otherwise identify the first member to catch his/her eye, except that a seconder having reserved the right to speak shall have precedence over all other members
- (c) members speaking must not use unseemly language
- (d) members remarks must be relevant (See Appendix).

8. Chairperson Rising to Speak

Whenever the Chairperson rises during the debate, any member speaking or offering to speak shall sit down and the Chairperson shall be heard without interruption.

9. Point of Order

- (a) no member, when speaking, shall be interrupted, unless a Point of Order is raised
- (b) when a Point of Order is raised the member speaking shall sit down and no discussion other than on the Point of Order shall be held until the Point of Order is disposed of
- (c) the member raising the Point of Order shall immediately state his/her Point of Order and the Chairperson must rule immediately but may hear argument from the floor
- (d) Points of Order are allowed on the following grounds:

- i) is going beyond the scope of the question;
- ii) is using unseemly language;
- iii) is proposing an action that contravenes the law or the Constitution;
- iv) is infringing Standing Orders, or some accepted rule of debate (See Appendix).

10. Speakers Alternately For and Against

- (a) the motion having been duly moved, the seconder then shall have the option to speak, decline to speak, or reserve the right to speak until some later stage in the debate
- (b) speakers shall then be heard alternately against and for the motion, excepting for the purpose of moving or seconding any amendment
- (c) the Chairperson may, in the interest of sound debate, allow a second consecutive speaker for one side, provided that no member has offered to speak for the other side
- (d) except as provided in (c) above, debate shall be terminated when no member rises to speak for the opposite side to the motion last supported. (See Appendix).

11. Amendments

- (a) a motion having been proposed may be amended by leaving out, substituting or adding words
- (b) amendments must be relevant to the subject matter of the motion and not introduce extraneous ideas
- (c) amendments must not be contrary to the spirit of the motion
- (d) amendments may be moved by any member other than the mover and seconder of the motion and those members who have previously spoken to the motion
- (e) an amendment having been duly moved and seconded, the Chairperson shall call for speakers alternately against and for the amendment
- (f) speakers to the amendment must confine their remarks to the amendment and must not discuss the substance of the motion. (See Appendix).
- (g) editorial managements may be incorporated without debate by the mover and seconder of the original motion
- (h) only one amendment can be before the Chair at any one time
- (i) it shall be in order at any stage during the debate for any member to move that the motion be referred to a committee for consideration and report to Conference or a subsequent Executive meeting.

12. Putting the Amendment

When the debate on the amendment has concluded, the Chair must put it to the vote. If the amendment is carried this then becomes part of the substantive motion. Debate on the motion is resumed.

13. Right to Speak Again on Amendments

A member who has moved, seconded or spoken to a motion or amendment shall not move or second a further amendment but may speak to any amendment moved and seconded by other members.

14. Point of Clarification

If a member's remarks are misquoted or grossly distorted the member may rise and ask permission of the Chairperson to make a Point of Clarification. (See Appendix).

15. Right of Reply

- (a) the mover of the motion shall have the Right of Reply. The mover of any amendment has no right of reply
- (b) on no pretext shall further discussion or questions be allowed after the mover of the motion has replied or declined to do so. (See Appendix).

16. Submission of the Motion and/or Amendments

- (a) once the mover has replied or declined to do so the question shall be submitted to the vote
- (b) the question shall be resolved in the affirmative or negative on a show of hands. If demanded, a count of votes shall be taken
- (c) if, after a count, the votes are equal the Chairperson shall have a casting vote in addition to his/her deliberative vote. (See Appendix).

17. Division

If, after a count of hands, the question is resolved with a difference of ten (10) votes or fewer, and if at least ten (10) members signify their desire for a division by standing within thirty (30) seconds of the declaration of the count, the meeting shall divide. The Chairperson shall appoint four (4) tellers who will count the vote.

18. Voting on Division

A member, having votes by show of hands, shall not, on a division, be at liberty to vote with the opposite party. (See Appendix).

19. Question be Now Put

- (a) when no member is addressing the chair it is in order for a member to move "That the question be put". The motion may not be moved by any member who has previously spoken to the motion
- (b) the motion requires no seconder and is put without discussion. If a motion "That the question now be put" is carried, debate on the motion is terminated. The Chairperson shall call upon the mover to reply and the question shall be put to the vote.

20. Next Business

When no member is addressing the chair it is in order for a member to move "That Conference proceed to the next item of business".

21. Dissent from Chairperson's Ruling

Any member dissatisfied with a ruling from the Chair, may move a motion of dissent. Only the mover shall be permitted to speak and the Chairperson may state the reasons for the ruling given. No other speakers are allowed. No seconder is required. (See Appendix).

22. Chairperson Vacating the Chair

- (a) the Chairperson may at any time vacate the chair in order to join the debate of a particular motion. At such times the Chairperson must delegate his/her responsibilities to another member
- (b) when on the floor the Chairperson shall enjoy the same privileges and be subject to the same rules as other members
- (c) the Chairperson shall not return to the chair until the motion has been disposed of.

23. Motion to Recommit or Rescind

- (a) the Chairperson shall accept a motion to recommit or rescind a motion from an earlier session of Conference if it is signed by ten (10) delegates to Conference
- (b) the motion to recommit or rescind, to be carried, shall have the support of a simple majority or those present and entitled to vote. (See Appendix).

24. Disobedience of Standing Orders

- (a) any member who disobeys Standing Orders, or in any way disregards instructions from the Chair, shall after being warned, be named by the Chairperson

- (b) if, after being named, the member persists in such conduct, the Chairperson shall call upon the Union Officer present to move the suspension of such member
- (c) the Chairperson may allow the member to speak but otherwise the motion for suspension shall be put without debate
- (d) should the motion be carried the offending member shall be suspended for the remainder of the session or until an apology is made.

25. Order of Call

Notwithstanding S.O. 7(b) above, calls from the floor shall have the following order of precedence:

- 1) Call for quorum
- 2) Point or Order
- 3) Procedural Motions
- 4) Seconder having reserved his/her right to speak
- 5) Speaker in debate

26. Other Matters

On matters not covered by these Standing Orders, the Chairperson may give a ruling using as the standard reference N.E. Renton's "Guide for Meetings and Organisations".

APPENDIX

- S.O.2. The Chairperson has the discretion, not the obligation, to accept a motion to vary the order of business. He/she should do so only if he/she is satisfied that exceptional circumstances exist that warrant the submission of such a motion to Conference. It is therefore advisable for members intending to move such a motion to inform the Chairperson in advance of their reasons for seeking a variation. The motion is carried by the support of a simple majority of those present and entitled to vote - not a majority of votes cast.
- S.O.3. A motion for extension of time is put without debate and hence does not require a seconder.
- S.O.4. Standing Orders are suspended to discuss a matter. The discussion is not subject to Standing Orders and should be directed by the Chairperson in a manner he/she deems appropriate. Since Standing Orders are suspended no motion can be considered. Information, questions, discussion of necessary actions and the formulation of motions to be put subsequently are in order.
- S.O.5
- 1) Motions should be expressed in an affirmative form and begin with the word "That".
 - 2) Motions should propose definite action, formulate new policy or affirm or rescind a current policy.
 - 3) Motions that simply restate current policy should not be considered.
- S.O.6. It is desirable that a motion to move into Committee include a time provision since time in Committee is included in the thirty minutes allowed for the consideration of a motion. A motion to move out of Committee is required so that the matter under consideration can be disposed of by the passing or rejection of a motion.
- S.O.7. In the interest of sound debate the Chairperson should intervene wherever a speaker transgresses the provisions of this Standing Order.
- S.O.9. The Chairperson should intervene if a member does not immediately state his/her Point of Order. No member should be permitted to make a speech under the guise of a Point of Order. The Chairperson should hear argument on a point only if he/she thinks the point is unclear and wishes to gauge the feeling of Conference.
- S.O.10. The Chairperson should allow a second consecutive speaker for one side only if he/she is satisfied that important areas of the question have not been canvassed because of lack of speakers for the other side.
- S.O.11. Motions should be carefully worded so that the need for amendment is minimal. The chairperson should not allow any proposed change to a motion that goes beyond the scope of an amendment, i.e. That should be

framed as a separate motion. The Chairperson should intervene if members purporting to speak to an amendment are actually speaking to the motion.

- S.O.14. A Point of Clarification can only be used for the purpose outlined in the Standing Orders. The Chairperson should intervene if a member seeks to give additional information or in any way expand upon his/her initial speech under the guise of a Point of Clarification. The member should state immediately the points that have been misquoted and confine his/her remarks to the clarification of any misunderstanding that may have arisen.
- S.O.15. In exercising his/her Right of Reply the mover of the motion is not permitted to introduce new material to the debate. The mover may summarise the points made in support of the motion and answer any arguments raised by speakers against the motion. If the mover abuses his/her right the Chairperson should intervene and if the Chairperson believes any new information wrongly introduced could decisively influence the vote he/she may allow a speaker against the motion to answer the points so raised.
- S.O.19, 20
& 21. Any motion upon which there is no debate does not require a seconder.
- S.O.23 Motions to recommit or rescind motions discussed at the same Conference should only arise in exceptional circumstances. The requirement for the motion to be signed by ten delegates ensures that the move has a substantial amount of support. The motion needs the support of a simple majority of those present and entitled to vote - not a majority of votes cast.

Index

Standing Orders	Page
1. Order of Business	1
2. Variation in the Order of Business	1
3. Times for Speeches and Motions	1
4. Suspension of Standing Orders (Urgency Motions)	1
5. Motions and Amendments	1
6. Committee	2
7. Speakers Must Rise and Address the Chair	2
8. Chairperson Rising to Speak	2
9. Point of Order	2
10. Speakers alternately For and Against	3
11. Amendments	3
12. Putting the Amendment	4
13. Right to Speak Again on Amendments	4
14. Point of Clarification	4
15. Right of Reply	4
16. Submission of the Motion	4
17. Division	4
18. Voting on Division	4
19. Question be Now Put	5
20. Next Business	5
21. Dissent from Chairperson's Ruling	5
22. Chairperson Vacating the Chair	5
23. Motion to Recommit or Rescind	5
24. Disobedience of Standing Orders	5
25. Order of Call	6
26. Other Matters	6
APPENDIX	7 - 8