

National Servicemen's Association of Australia Queensland Inc.



A Guide to Meetings Rules and Procedures November 2014

Produced by

State Management Committee
of
National Servicemen's Association
Of Australia (Qld) Inc.

As a Guide for Association Members. This booklet
can be accepted as the **STANDING ORDERS** for
Association Meetings

Information in this booklet was taken from
“Guide for Meetings and Organisations Volume 2
Guide for Meetings by R.E. Renton (Eighth Edition)
and RSL (Qld) By-Laws

The S.M.C. recommends that all Branches have a
copy of the these Guidelines

STANDING ORDERS – CONDUCT OF MEETINGS

1. All proceedings at meetings of the Association shall be governed by the following Standing Orders for the conduct of such meetings. Where these Standing Orders require clarification or amplification reference is to be made to Guide for Meetings and Organisations Volume 2 Guide to Meetings by N E Renton (Eighth Edition):

By-Laws and Standing Orders are to be read and interpreted with the Constitution

Order of Business

- 2 The order of business for Association Meetings shall follow agenda set by the President and Secretary. The following is a guide for Order of Business
 - a. One minutes silence should be observed, in “Memory of Fallen and Departed Comrades”, followed by the recitation of the “ODE” by the Chairman or Padre;
 - b. Opening Prayer by Padre (at State Meetings)
 - c. Declaration of quorum (At Delegates Meetings - Roll Call)
 - d. Receipt of confirmed apologies;
 - e. Minutes of previous meetings not confirmed
 - f. Business arising out of minutes;
 - g. Reading and dealing with correspondence;
 - h. Financial Reports and passing of accounts for payment.
 - i. Discussion of business of which notice has been given;
 - j. Business left over from previous meeting;
 - k. Reports of Office Bearers
 - l. Notices of motion for next meeting;
 - m. Other items on Agenda; and
 - n. General business.
 - o. Date and time of Next Meeting

Recording of Meeting:

3. Meetings of the Association may be recorded. The Chairman must inform all present that the meeting is being recorded. Members may record the meeting for their own use, with the permission of the Chairman.

Guest Speaker:

4. A Guest Speaker's address should not be recorded without their permission. Extracts of the address, to be published, should be cleared with the Guest Speaker.

Addressing Chair

5. A member desiring to speak shall rise in his place and address the Chairman. If two or more members rise at the same time, the Chairman shall call upon the member who, in his opinion, rose first to speak.

Respect to Chair

- 6.1. Any member speaking shall at once resume his seat if the Chairman rises to speak or if a point of order is raised, and shall not resume his speech until the Chairman shall resume his seat or the point of order has been decided.
- 6.2. All remarks shall be addressed to the Chairman and any questions to another members shall be addressed through the Chairman

Discussion Confined to Motions, Amendments

7. Subject to the Chairman's right to permit discussion upon any matter he deems of importance to the meeting, no discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so requested.

Motions

- 8.1. All motions and amendments shall if so required by the meeting concerned be submitted in writing, signed by the mover and seconder, and

(a) shall be of an affirmative character; and

(b) once having been submitted shall be the property of the meeting, and shall be withdrawn only by leave of the meeting or by amendment.

8.2.No motion vitally affecting the policy interests of the Association shall be submitted to a meeting without adequate notice.

Motions Not Seconded

9. A motion not seconded shall not be debated, and no entry thereof shall be made in the Minutes of the Meeting.

Restriction Upon Speeches

10.1. The mover of an original motion shall be allowed four minutes to introduce the motion and two minutes for the right of reply and the speakers for or against such proposal shall be limited to three minutes, except that at any time the meeting may resolve, on the motion of a member, that the speaker's time be extended by a specified number of minutes and any such proposal for an extension of time shall be put to the meeting concerned without debate.

10.2. No member shall propose more than one amendment upon a motion, and no member shall speak more than once upon a motion or once upon each amendment thereto, except with the permission of the Chairman or except he be the mover of the motion, who shall be entitled to the right of reply; provided that, for the purpose of this Rule, an amendment that has become the substantive motion shall be deemed to be a separate motion.

10.3 Notwithstanding, however, the right to reply given to the mover in the foregoing, the Chairman may, should he consider that there is no practical difference of opinion among the members, stop the discussion and submit the proposition to the meeting.

Seconding Without Remarks

11.1 A member who uses the words "I second the motion" or "amendment", as the case may be, shall not be deemed to have spoken to the question before the Chair and may exercise his right to speak at a later stage, always providing he is not the third consecutive speaker on the one side.

11.2 For the general purpose of debate, however, he shall be deemed the second speaker in the affirmative.

Debate

12 When a motion has been duly proposed and seconded, the Chairman shall proceed to take the votes, unless some member arises to oppose it or to propose an amendment. No more than two members shall speak in succession either for or against any question before the meeting, and if, at the conclusion of the second speaker's remarks, no member rises to speak on the other side the motion or amendment shall be at once put to the meeting.

Time of Amendment

13.1. A motion may be amended at any time during the debate thereon by:

- (a) Striking out certain words;
- (b) Adding certain words; or
- (c) Striking out certain words and inserting others in their place.

13.2. Any member who wishes to propose a further amendment to the motion shall have power to give notice of amendment and state its nature before the amendment before the Chair has been put to the vote.

Amendments

14. Only one amendment shall be debated at the one time. If the amendment be carried, it shall become the substantive motion, the

original motion lapsing, and there shall be no necessity to put the original motion to the meeting.

Other Amendments

15. Whether an amendment is carried or not, other amendments may be submitted, and at a time, to be decided in like manner until the subject is finally disposed of.

Amendments Lost

16. In the case of all amendments being lost, the Chairman shall put the original motion to the vote.

Motion Discharged From Agenda

17. A motion may be superseded at any time:
 - (a). by another that it be discharged from the notice paper;
 - (b). by a motion for the adjournment of the question under consideration;
 - (c). by the adjournment of the meeting; or
 - (d). by a motion "That the next business be proceeded with", being resolved in the affirmative.

Frequency of Speech

18. A member shall not speak more than once upon any motion before the meeting, except:
 - (a). in reply upon an original motion;
 - (b). in committee of the whole;
 - (c). in explanation; or
 - (d). upon a point of order raised during a debate.

Explanation

19. Any member who has spoken to a motion may again be heard to explain himself in regard to some part of his speech which the Chairman agrees may have been misquoted or misunderstood but such member shall not introduce any new matter or interrupt any member who may be speaking, and no debatable matter shall be brought forward or debate arise upon such explanation.

Motion for Question to be Put

20. A motion "**that the question be now put**" may be moved at any stage of a debate, and shall be put immediately to the meeting without discussion. If lost, the debate shall continue as if such motion had not been moved. If carried, the mover shall have the right to reply, then the amendment, if there be an amendment, or motion, if no amendment has been moved thereon, or all amendments have been disposed of shall be put to the meeting without further discussion. No member who has spoken to the motion or amendment immediately before the Chair shall be permitted to move "**That the question be now put**".

Restriction on Moving that Question be Put

21 At any meeting, no motion that the question be now put shall be proposed or seconded by a Member from the same Branch as that represented by the Proposer or seconder of the original motion.

Notice of Motion

22.1. A member may, at any meeting, give a notice of motion for a future meeting by reading such notice to the meeting and handing a copy thereof to the Chairman. Such notice of motion shall take precedence in the order in which it stands in the minute book in relation to other similar notices.

22.2 The mover of a Notice of Motion for State General Meetings should provide the following details in writing and lodge it with the State Secretary no later than 90 days before the next State General Meeting:

- (a) The matter or clause of a document to which the motion relates;
- (b) The wording of the motion; and
- (c) Rationale for the motion.

22.3 A notice of motion may be reworded by the mover subject to the leave of the meeting.

22.4 An amendment to a Notice of Motion is allowed but must not go beyond the scope of the notice convening the meeting

Member's Absence

- 23.1 The motion will lapse if the member, or some member on his behalf, be not present when the order for notice is read.
- 23.2. If the Chairman of the Meeting declares that an item on the Meeting agenda paper may lapse because of the absence of the Member proposing the item, the Chairman may accord to another Member the right to propose such item to the Meeting.

Precedence of Business Adjourned Meeting

24. When a motion for the adjournment of the meeting has been carried, the business then undisposed of shall have precedence in its order at the next meeting.

Rescinding and Re-Committing Resolutions

- 25.1. Any member wishing to rescind a resolution which has been previously passed by the meeting, must give notice of motion that, at the next meeting, he will move that such a resolution be rescinded. Such notice of motion shall require a majority of two thirds of the votes of members present at the meeting to rescind the resolution in question.
- 25.2. However, if the motion or matter has been resolved in the negative, then such motion or matter may not be rescinded or discussed within two years of the meeting at which the original motion being decided.
- 25.3. No resolution passed by a meeting shall be again debated or re-committed at the same meeting unless two-thirds of the members present and entitled to vote so agree.

Resolution Null and Void

26. If a motion is passed inadvertently in contravention of the Constitution it may be declared null and void by two third majority of the meeting.

Cannot Represent Two Branches

27. No Member shall, at the one time, or in connection with the one motion and/or any amendments thereto, represent or vote on behalf of more than one Branch, other than as a proxy holder.

Conducting Vote

28. The chairman shall put all questions in a distinct and audible voice to the meeting by asking the "Ayes" to vote first and, afterwards, the "Noes", and shall, thereupon, give his opinion as to which are in the majority, and shall declare a show of hands or a ballot if same is asked for.

No Debate During Voting

29. No members shall speak to any question after it has been put by the Chairman, nor during a vote, except to a point of order.

Voting Procedure

30.1 No member shall be allowed to vote on any show of hands or ballot who was not present when the question was first put. Every member present must vote, but in the event of a member's refusal to vote, he shall be assumed to have voted in the negative. These votes **should not** be counted as **NO** votes. No member shall be allowed to enter or leave the room while a vote is being taken.

30.2 On a recount of votes, members do not have to cast a vote the same way on both occasions, and can reverse their vote, or abstain having voted, or vote after having abstained.

30.3 The holder of a discretionary proxy may vote as he sees fit on any amendments to motions.

30.4 The holder of a non-discretionary proxy should abstain from voting on any amendments, as there is no means knowing the proxy-donor's wishes.

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30.5 However, where the amended motion is before the meeting following the carrying of the amendment, the proxy-holder who was given instructions to vote “yes” to the original motion should still vote “yes”, as support for the whole implies support for the part.

30.6 The proxy-holder who was given instructions to vote “no” to the original motion should abstain, as opposition to the whole does no indication one way or the other as to what the proxy-donors attitude to the part may be.

Voting Majorities

31. A rule which calls for either 3/4 or 2/3 majority, simply means that 3/4's or 2/3rds respectively of the members present at a meeting shall be in favour.

Introduction of Authorised Subjects Only

32. No member shall be allowed to obtain a discussion upon any subject through the media or correspondence, but he may introduce the matter, in his place at the meeting, by moving the suspension of Standing Orders.

Meeting to Resolve as Committee

33. The meeting may, at any time, resolve itself into a Committee of the Whole, and such resolution may include the exclusion of the press. So far as possible, however, business to be dealt with in Committee shall be held over until all other business has been transacted.

Adjournment of Meeting or Debate

34. A motion for the adjournment of the meeting may be proposed at any time during a meeting, or for the adjournment of a debate at any time during such debate, and shall be, at once, put to the meeting by the Chairman.

Disorderly Conduct

- 35 If any member at any such meeting -
- (a) Persistently and wilfully obstructs the business of any meeting;
 - (b) Is guilty of disorderly conduct;
 - (c) Uses objectionable words and refuses to withdraw such words;
 - (d) Persistently and wilfully refuses to conform to these Standing Orders or any one or more of them;
 - (e) Persistently and wilfully disregards the authority of the Chair; the Chairman may report to the meeting that such member has committed an offence.

Apology or Explanation for Offence

- 36 When any member has committed an offence, he shall be called upon to stand up in his place and make any explanation or apology he may think fit and, afterwards, a motion may be moved - "That the member be suspended for the sitting of the meeting". No amendment, adjournments or debate shall be allowed on such motion, which shall be immediately put by the Chairman.

Suspension

37. If any member be suspended, his suspension on the first occasion shall be for the remainder of that meeting; on the second occasion for the sitting of two consecutive meetings; and on the third occasion may, in the case of a member of Executive, have his seat thereon declared vacant.

Points of Order

38. In all cases where a point of order is raised, the member raising the same shall:
- (a) stand and state 'Point of Order'
 - (b) if a members is speaking, such member shall take his seat until the point of order is decided ;
 - (c) the member shall state his point of order clearly and distinctly and with the omission of any irrelevant details;
 - (d) The Chairman shall decide the matter promptly, and his decision shall be final. Unless his ruling is disagreed with;

- (e) Points of Order shall deal with the conduct or procedure of the debate. The member rising to put the point of order shall be required to prove one or more of the following:
- (i) that the speaker is using offensive language;
 - (ii) that he is speaking beside the question;
 - (iii) that he is transgressing some Rule of the Association; or
 - (iv) that he is infringing the Standing Orders or, in the absence of a Standing Order bearing on the point, is acting contrary to the general custom of debate (Points of correction, such as a protest that a speaker is not stating the truth, are not Points of Order. Interjections are not Points of Order).

Disagreement with Chairman's Ruling

39. When a motion is moved and seconded "That the Chairman's ruling be disagreed with," the Chairman shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended. Another Chairman shall then be appointed by the meeting and the question. "That the Chairman's ruling be disagreed with" shall be discussed and decided, after which the former Chairman shall resume the Chair and the debate on the original question shall be proceeded with as if the same had not been suspended.

Suspension of Standing Orders

40. It shall be competent, by a two-thirds majority^o vote of the members present and voting, to suspend the Standing Orders, provided the effects of such suspension shall not be the rescission of paragraph 2. 36, and provided, further, that the suspension of the Standing Orders shall be limited in its operation to the particular purpose for which the suspension has been sought.

Objection to Validity of Vote

41 Subject to these Rules, the Chairman shall be sole and absolute judge as to the validity of any vote cast on any question, and unless objection to the validity of any vote is raised immediately after the Chairman has declared the result of the vote thereon, its validity cannot be again raised at any subsequent stage of the meeting.

SUMMARY OF RULES IN GUIDE TO MEETINGS GOVERNING MOTIONS AND AMENDMENTS

1. Must commence with “That” (4.4)
2. Must be quite specific (4.10)
3. Must be unambiguous (4.11)
4. Must not be worded in first person (4.6)
5. Must contain more than one sentence (4.6)
6. May be in parts (4.7, 4.36)
7. May incorporate an explanation by way of preamble (4.8)
8. May be in the negative (4.12)
9. May not attempt to revive a motion previously rejected(4.53)
10. Must be duly proposed (4.17), and seconded (4.21 & 22)but not by the Chairman (3.11 & 4.20)
11. May be amended (5.2; 5.13)
12. May be altered by leave (4.33)
13. May be withdrawn, but only by leave (4.31)
14. Gives a right of reply closing the debate (4.25)
15. Should preferably submitted in writing (4.19)
16. May be rescinded after having been adopted (4.39)

An Amendment:

1. Must commence with “That” (5.3)
2. Must be quite specific (5.3)
3. Must be unambiguous (5.3)
4. Must be relevant to the motion (5.5)
5. Must be within the scope of notice convening the meeting (5.6)
6. Must not contradict the motion (5.8) or any amendment previously adopted (5.9)

7. Must not attempt to revive any amendment previously rejected (5.9)
8. Must be duly proposed (5.13) and seconded (5.15), but not by the Chairman (3.11) or by mover or seconder of the original motion (5.12)
9. Must be moved after the motion has been seconded but before it has been voted on (5.13-5.21)
10. May not be amended (5.40)
11. May be altered by leave (5.33)
12. May be withdrawn by leave (5.34)
13. Gives no right of reply (5.17)
14. Should preferably be put in writing (5.14)

The order of debate is as follows:

- Mover of the Motion (4.17)
- Secunder of the Motion (4.21)
- Other speakers to motion (4.24)
- Mover of Motion in Reply (4.25; 5.25)
- Voting on Motion (4.25; 5.25)

If there is an amendment before right of reply

- Mover of first amendment (4.24; 5.13)
- Secunder of first amendment (5.15)
- Other speakers for first amendment (5.16)
- Voting on first amendment (5.18)
- Further speakers to motion (4.24; 5.20)
 - Mover of second amendment (4.24; 5.13; 5.21)
 - Secunder of second amendment (5.15; 5.21)
 - Other speakers to second amendment (5.16; 5.21)
 - Voting on second amendment (5.18; 5.21)
- Further speakers to the motion (4.24; 5.25)
- Etc.
 - Mover of last amendment (4.24; 5.13; 5.21)
 - Secunder of last amendment (5.15; 5.21)
 - Other speakers to last amendment (5.16; 5.21)
 - Voting on last amendment (5.18; 5.21)
- Further speakers to motion (4.24; 5.25)
 - Mover to motion in reply (4.25; 5.25)
 - Voting on motion (4.25; 5.25)

Notes:

1. “the motion” at any stage is the motion incorporating all amendments carried up to that stage (5.25)
2. When an amendment is before the meeting, must be confined to that amendment (5.15; 5.16)
3. Only one speech on any question is permitted, except for the mover’s right of reply (4.25). Each amendment is a separate question (5.16; 5.24)
4. The mover and seconder of the original motion can be among the ‘other speakers’ to any amendment if they so desire. (5.16)
5. A seconder can reserved the right to speak later. The Chairman will ask if seconder reserves right to speak.(4.22; 5.15)
6. The vote on the motion, whether in its original or in an amended form, finally disposes of the business. (4.28; 5.25)

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TABLE OF PROCEDURAL MOTIONS

Motion	1. Has the chair discretion to refuse this motion	2. Is a Seconder required
That the question be now put.	Yes	No
That the meeting proceed to next business	Yes	No
That the Matter be referred to a Committee	No	Yes
That the debate be adjourned	No	Yes
That the meeting do now adjourn	No	No
6. Are people who have spoken previously in the debate entitled to move this motion	7. Can a speaker be interrupted by the mover of this motion	8. If lost, can the motion be moved again after an interval
No	Yes	Yes
No	No	Yes
No	No	Yes
No	No	Yes
Yes	No	Yes

TABLE OF PROCEDURAL MOTIONS

3. Is discussion in order?	4. Are amendments in order?	5. Is mover of procedural motion entitled to right of Reply?
No	No	Yes
No	No	No
Yes	As to Committee, terms of reference etc	Yes
Yes	As to time, date and place only	Yes
Yes	As to time, date and place only	Yes
9. Position if an amendment is already before the chair	10. Position if procedural motion is before the Chair	11. Remarks
If carried, only amendment is put.	If Carried, only the procedural motion is put	Chair can put motion without motions from the floor. Mover has right of reply. Renton 6.17
If yes, it is as if the amendment has been defeated	If yes, it is as if the procedural motion has been defeated	If lost, original motion must be put at once, subject to right of reply if amendment these are put to vote before motion Renton 6.19
If carried the motion and all amendments are referred to the Committee	If carried, debate on original motion and amdt are adjourned	On resumption of debate, mover of the adjournment gets first call Renton 6.22
If carried debate on original motion and amendment adjourned	If carried, debate on original motion and amdt are adjourned	On resumption of debate, mover of the adjournment gets first call Renton 6.22
If carried debate on original motion and amdt are adjourned	If carried, debate on original motion and amdt are adjourned	Chair can put motion without motion from the floor Renton 6.23

TABLE OF PROCEDURAL MOTIONS

Motion	1. Has the chair discretion to refuse this motion	2. Is a Secunder required
That the question lie on the table	Yes	No
That the question "That... be taken off the table	Yes	No
Time limit motions	Yes	No
Other Procedural Motions		
6. Are people who have spoken previously in the debate entitled to move this motion	7. Can a speaker be interrupted by the mover of this motion	8. If lost, can the motion be moved again after an interval
No	Yes	No
Yes	Yes	No
Yes	If the motion deals with the speaker concerned, Yes. Otherwise No	No
Yes, at the discretion of the Chairman	If there is urgency, yes. Otherwise No	No

TABLE OF PROCEDURAL MOTIONS

3. Is discussion in order?	4. Are amendments in order?	5. Is mover of procedural motion entitled to right of Reply?
No	No	No
No	No	No
No	Dealing with time limit only	No
Yes. Discussion should be brief	Yes	Yes
9. Position if an amendment is already before the chair	10. Position if procedural motion is before the Chair	11. Remarks
If carried, the original motion and the amendment are laid on the table	Motion not in order	Renton's 6.24
	If carried, debate of the original motion carries on where it left off, with persons who have ready spoken, other than the mover in reply, having no further right to speak	Renton's 6.24
-	-	Renton's 6.25
-	-	Renton's 6.26

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