



## **GENERAL - STANDING ORDERS**

**Adopted 21/3/1988**

**Ref – 2.3**

1. All remarks are addressed to the Chair. Any questions to other members shall be put through the Chairperson.
2. All proposals made to the meeting shall be in the form of motions.
3. No motion (or amendment) shall be open for discussion unless it has been seconded.
4. There shall be time limits of 5 minutes for the mover and 2 minutes for the seconder of a motion.
5. Each subsequent speaker may have 4 minutes and the mover 2 minutes to reply prior to the vote.
6. After the mover and seconder of the motion or amendment, speakers for, or against, a motion or amendment shall speak alternatively.
7. Only one amendment can be before the meeting for discussion at any one time.
8. A foreshadowed amendment can be heard, but not seconded during the discussion of another amendment.
9. An amendment to a motion shall be put to the meeting before the motion is put. A carried amendment becomes the new motion.
10. No motion or amendment which has been moved and seconded shall be withdrawn without the consent of the meeting.
11. The mover of a motion shall have the right to reply. This terminates the discussion and the motion is put to the vote.
12. An amendment cannot be a direct negation of the motion.
13. No person may move or second more than one amendment to an original motion.
14. The mover of an amendment has no right of reply.
15. A point of order or a question may be addressed to the Chair at any time. It must be dealt with immediately.
16. A person rising to state a point of order to ask a question shall confine themselves to a simple statement of the point.
17. The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried dissenting from the Chairperson's ruling.

18. There are six types of **formal motions, which** can be used at any time. They must be dealt with immediately by the Chairperson. They are generally worded by moving:
  - That the question be put;
  - That the question lie on the table;
  - That the question be referred e.g. to the Committee of Management;
  - That the meeting proceed to the next business;
  - That the meeting be adjourned;
  - That debate be adjourned;
  - That the meeting be closed;
19. None of these motions can be moved or seconded by a person who has moved, seconded, or spoken to the main motion. The mover of them has no right of reply.
20. Votes shall be decided on the voices unless a show of hands is called for. The Chairperson then assesses the vote by show of hands, or arranges a division to establish actual numbers.
21. If the Chairperson stands, all discussion must cease.
22. A member of the meeting who acts contrary to the standing orders shall obey a call to order by the Chairperson or may be required to leave the meeting.

**Moved Balmain Archers, and carried Council 21/3/1988**