

# **STANDING ORDERS**

## **NTEU National Council Meeting 2022**

1. These Standing Orders shall be applicable to all general meetings and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, unless an extension of time has been granted by the meeting, continue only until the advertised finishing time.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
4. The order of business of a meeting shall be that set out in the Agenda. Changes in the order of business may be made with the leave of the meeting. Items may be added to the agenda with the leave of the meeting.
5. Any member desiring to speak at general meetings or in the Committee of the Whole shall indicate by raising their hand and when called upon by the Chair shall address the Chair. If two or more members rise simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
6. When the Chair rises to speak, they shall be heard without interruption.
7. Except with the leave of the meeting, no discussion shall take place on any matter until it is the subject of a motion or amendment that has been moved and seconded and, if required by the Chairperson, put in writing. Motions and amendments should be clearly expressed.
8. 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.
9. The seconder of a motion or amendment may reserve their speech to a later stage of the debate on the question.
10. No person shall speak on any questions for more than five minutes unless granted an extension of time by the meeting. Every speaker must keep to the

question before the meeting. Any member who digresses from the subject or who violates the courtesies of debate may be called to order by the Chairperson. A speaker called to order more than once during debate may be suspended or otherwise dealt with at the discretion of the Chairperson.

11. A person who is present at a meeting in an observer status shall speak only with the leave of the meeting.
12. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
13. Should the Chairperson wish to take part in a debate, the Chair shall be taken from the commencement of debate on that question by the Vice-President or, in the absence of the Vice-President, a member appointed by the meeting.
14. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of, but further amendments may be foreshadowed without discussion.
15. An amendment cannot be accepted if it is a direct negation of the motion.
16. The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
17. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
18. Any member disagreeing with the Chair's ruling on a point of order may move dissent. If the motion is seconded, the Chair shall then vacate the chair and such motion shall be put immediately after the mover and the Chair have spoken. When the question has been decided the original Chair will resume the chair.
19. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also without requiring a motion put the question if the

Chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.

20. A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
21. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question not now be put." This motion shall be open to debate and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put until all amendments have been disposed of.
22. A member may move: "That the debate [or meeting] be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order and personal explanations.
23. A general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
24. All ordinary questions shall be resolved by voices or by show of hands save that it is open for any person to request a ballot to be taken on any such question in which case the question will be resolved on the basis of the majority of the votes which are available and cast by the persons present.
25. A matter previously considered by the meeting may be recommitted only if two-thirds of the voting strength of the persons present is in favour of such recommitment.
26. A resolution previously adopted by the meeting may be rescinded only if two-thirds of the voting strength of the persons present is in favour of rescission.
27. A motion for suspension of any or all of the Standing Orders must be seconded and carried by a two-thirds majority of those present and entitled to vote at the meeting.