

## STANDING ORDERS

### Interpretation

1. In these Standing Orders, unless the context otherwise requires:

**'Absolute Majority'** means a majority of the votes exercisable in respect of a motion or amendment.

**'Contrary to the intention of'** means directly or substantially negates.

**'Executive'** means, where appropriate, the National Executive of NZUSA, or the Executive organ of any other body using these standing orders.

**'Foreshadowed motion'** means a motion of which notice is hereby given before or during a debate on another motion, and which is contrary to the intention of the original motion. If the original motion is carried, the foreshadowed motion lapses; but if the original motion is lost, the foreshadowed motion is dealt with as the next business, provided that (except where moved by the Chair) it is seconded before being placed before the meeting by the Chair. In speaking against the original motion, the mover (and seconder, if any) of a foreshadowed motion may explain the foreshadowed motion. **'Foreshadowed amendment'** has a corresponding meaning.

**'Leave'** or **'leave of the meeting'** means leave granted without dissent from any member of the meeting who has voting rights.

**'Meeting'** means, where appropriate, either a National Executive Meeting or General Meeting of NZUSA, or a meeting of any other body using these Standing Orders.

**'Member'** means any person present at a meeting with speaking rights.

**'Motion'** means a proposition beginning with the word 'that' which has been either moved and seconded by members entitled to do so or moved by the Chair; **'Amendment'** has a corresponding meaning.

**'Resolution'** means a motion carried by or agreed to at the meeting by the required majority.

**'Simple majority'** means a majority of votes exercised in respect of a motion or amendment.

**'Votes exercisable'** means the total possible number of votes that could be cast in respect of the motion or amendment if all voting members were present at the meeting and voting (but does not include any casting votes of the Chair).

**'Votes exercised'** means the total votes that are cast either for or against a motion or amendment (including any casting vote of the Chair).

### The Chair

2. At any time during a meeting, any member of the National Executive may at the request of the Chair or Acting Chair for the time being take the Chair temporarily as Acting Chair, or the meeting may appoint some person to take the Chair temporarily as Acting Chair.
3. If the Chair decides to take part in any debate, other than to make an explanation as to the matter under debate, he or she must vacate the Chair in favour of an Acting Chair until the matter under debate has been disposed of.

### General Conduct of Business

4. Subject to Standing Orders 23(a) and 26, the Chair must be heard without interruption.
5. Every person desiring to speak must address himself or herself to the Chair.
6. When two or more members desire to speak, the Chair must call upon the member who in the Chair's opinion first indicated a desire to speak.
7. The Chair may by a ruling set a time limit on speakers, whether generally or on the speakers to any particular motion or amendment.

### **Motions**

8. Except when moved by the Chair, all motions, whether substantive or procedural, must be seconded. Any motion not seconded may not be debated but must lapse forthwith, provided that a foreshadowed motion need not be seconded until immediately before it is placed before the meeting by the Chair, and provided further that debate (but no vote) may proceed on a motion seconded pro forma.
9. When a motion has been moved and seconded, and accepted by the Chair, it must be placed before the meeting by the Chair.
10. After a motion has been accepted by the Chair, it must be deemed to be in possession of the meeting and may not be withdrawn without leave of the meeting. **'Leave'** or **'leave of the meeting'** means leave granted without dissent from any member of the meeting who has voting rights.
11. A motion which by leave of the meeting has been withdrawn may not be moved again during that same meeting.
12. Except where otherwise provided for, a simple majority must be sufficient to resolve a motion in the affirmative.
13. Except for a procedural motion, and subject to Standing Order 14, no motion may be accepted by the Chair which is the same in substance as any motion that during the same meeting has been resolved in the affirmative or negative.
14. A motion that has been resolved by the meeting may be rescinded or recommitted by a simple majority vote of the meeting.

### **Amendments**

15. Standing Orders 8 to 14 must also apply to amendments.
16. When a motion has been moved and seconded, and has been accepted by the Chair, an amendment may be moved and seconded by members other than the mover and seconder of the original motion.
17. No amendment may be accepted by the Chair which is contrary to the intentions of (i.e. directly or substantially negates) the original motion.
18. If an amendment is carried, it must become and must be stated from the Chair as part of the original motion.

### **Voting**

19. Voting must be by voice. However, should two members with voting rights so request the voting must be by a secret ballot.

20. The Chair must have a casting vote.

### **Procedural (formal) motions**

21. The business of the meeting generally or the debate on a particular motion or amendment may be interrupted due to a procedural (formal) motion being moved.
22. Procedural motions have the following characteristics:
- (a) Except when moved by the Chair, a procedural motion must be seconded.
  - (b) Subject to Standing Order 23 (a) and Standing Order 25, a procedural motion may not be moved while another member is speaking.
  - (c) Subject to Standing Order 23 (a) (b), and Standing Order 25, a procedural motion may be debated, subject always to the Chair's power to apply strict order under Standing Order 7 and to make a ruling setting time limits on speakers under Standing Order 7.
  - (d) The mover of a procedural motion has no right of reply.
  - (e) In the case of any closure motion (see closure motions (a) to (d) in Standing Order 23):
    - (i) The Chair has discretion whether to accept it or not; and
    - (ii) It may not be moved or seconded by the mover or seconder of any motion or amendment to which it is applied; nor, when it is applied to an amendment, may it be moved or seconded by the mover or seconder of the original motion.
23. The following types of closure motions may be made:
- (1) **"THAT the motion (or amendment) be now put"**

(Note: this is the motion most commonly referred to as 'the closure motion'.)

    - (a) The motion may be moved while another member is speaking.
    - (b) A member making a speech may not conclude the speech by moving the motion.
    - (c) It may not be debated or amended, provided that the mover of the motion or amendment to which it is applied may exercise a right of reply.
    - (d) If it is carried, the motion or amendment must be put immediately.
    - (e) If it is carried on an amendment, debate on the original motion must resume.
  - (2) **'THAT the meeting proceed to the next business'**
    - (a) The motion may not be moved while another member is speaking.
    - (b) A member making a speech may not conclude the speech by moving the motion.
    - (c) It may not be debated or amended.
    - (d) If carried on a motion, it terminates debate on the motion for that meeting.
    - (e) If carried on an amendment, debate on the original motion must resume.
  - (3) **'THAT the motion (or amendment) lie upon the table'**
    - (a) The motion may not be moved while another member is speaking.
    - (b) It may be debated and previous speakers to the motion or amendment to which it is applied may speak to it, but there must be no right of reply.
    - (c) It may specify a time, date and place at which the motion or amendment to which it is applied must be taken up.
    - (d) If it is carried on an amendment, the original motion must also lie upon the table.
    - (e) If it is carried, there must be a subsequent motion either at the same time or a later meeting to take the motion (and any amendment thereto) from the table.

- (4) **'THAT the meeting be adjourned'**
  - (a) The motion may not be moved while another member is speaking.
  - (b) It may be debated and previous speakers to any motion or amendment then before the meeting may speak to it, but there must be no right of reply.
  - (c) Adjournment may be indefinitely or to a definite time, date and place.
  - (d) It may be amended only as to the time, date and place of the adjourned meeting.
  - (e) If it is carried, the meeting must be adjourned immediately.

24. The closure motion known as **'the previous question'** (i.e. 'THAT the motion be not now put') may not be moved.

25. Further to Standing Order 22, the following rules apply to the motion:

**'THAT the speaker be no longer heard'**

- (1) The motion may be moved while the member is speaking.
- (2) It may not be moved or seconded by the mover or seconder of any motion or amendment then being debated; nor, when an amendment is being debated, may it be moved or seconded by the mover or seconder of the original motion.
- (3) The Chair has discretion whether to accept it or not.
- (4) It may not be debated or amended.
- (5) If it is carried, the speaker must be deemed to have completed his or her speech.

26. Further to Standing Order 22, the following rules apply to the motion:

**'THAT the Chairperson's ruling be disagreed with'**

- (1) The motion may not be moved except immediately after the Chairperson has given the ruling (for example, on a point of order).
- (1) The Chairperson must, immediately the motion has been seconded, vacate the Chair in favour of an Acting Chairperson.
- (2) The mover and seconder only of the motion may speak to it and the Chairperson may reply.
- (4) After the Chairperson has replied, the motion must be put to the vote without further debate, in the following form:

**'THAT the Chairperson's ruling be upheld.'**

- (5) If the motion to uphold the Chairperson's ruling is lost, the Chairperson must upon resuming the chair give a different ruling in the respect of the subject matter of the original ruling.

27. Procedural motions include motions to grant speaking rights, resolve into and out of committee (Standing Order 29), and suspend Standing Orders (Standing Order 34); and the general rules outlined in Standing Order 22 apply accordingly.

28. In any case where there is doubt as to whether or not a motion is primarily of a substantive or procedural nature, the Chair must determine the matter by a ruling, subject to the right of the meeting to disagree with the ruling.

**Committee of the whole**

29. At any time the meeting may resolve itself into a committee of the whole, and may exclude from the proceedings of the committee any person who has no moving and seconding rights at the meeting. The meeting in committee must, after resolving itself out of committee, report to the open meeting, which

must forthwith adopt or reject such report. The proceedings of the committee of the whole must not be reported or recorded.

#### **Point of Order**

30. At any time any member may address the Chair on a point of order (e.g. breach of Constitution or Standing Orders or irrelevance on the part of the speakers) but must immediately state that he or she is raising a point of order and must confine his or her observations to the point of order raised. A point of order should be raised immediately the breach of order occurs. A member called to order should be given the opportunity to explain and the Chair may allow others to speak briefly, but new matter must not be debated. The Chair's ruling on a point of order is final (and may not be discussed) unless a motion to disagree with the ruling is moved and seconded.

#### **Point of Personal Explanation**

31. By permission of the Chair and when no other member is speaking, any member who has already spoken on the particular motion under debate may speak briefly in personal explanation of a remark or action of his or hers which has in his or her opinion been queried, misquoted, distorted, or taken out of context, but must state concisely the point he or she wishes to explain and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

#### **Point of Information**

32. By permission of the Chair and when no other member is speaking, any member may speak briefly to correct any substantial error of fact that has been stated to the meeting. The member must state concisely the point he or she wishes to correct and must keep to that point. The member may not interrupt any other speaker in order to explain, nor may the member employ additional arguments.

#### **Questions**

33. By permission of the Chair and when no other member is speaking, questions relating to the matter under discussion may be put to the Chair or through the Chair to any member, but the Chairperson may disallow any questions he or she thinks should not be put. Speeches may not be interrupted for the purpose of asking questions.

#### **Suspension of Standing Orders**

34. Any of these Standing Orders (or any part thereof) may be suspended for the time being by a motion carried with a two-thirds majority of the votes exercised in respect of the motion. Such a resolution may be rescinded at any time by a motion having the support of more than one-third of the votes exercised in respect of the motion.

#### **General**

35. Any matter or question of order or procedure not provided for or not fully provided for in the Standing Orders must be determined by a ruling from the Chair.