

STANDING ORDERS

MEETINGS

1. The Standing Orders of the Party, as set out in the Constitution must be observed at every meeting.
2. Ordinary Meetings of the various organisations shall be held regularly and as frequently as required by the Constitution and Rules of the Party and shall be arranged to suit the convenience of the majority of members. At least three (3) days notice of such meeting shall be notified to members by circular or public notice and such notice shall contain the time, date, venue and agenda of the meeting.
3. Meetings should be of sufficient duration to devote adequate time and attention to the various items on the agenda. If a meeting is likely to extend beyond two and a half (2.5) hours, members should be given adequate forewarning in the Notice of Meeting.
4. Special Meetings may be called by the:
 - a) The Chairperson and Secretary;
 - b) A resolution of an Ordinary Meeting;
 - c) The Secretary on receipt of a requisition signed by not less than one-fourth of the members;
 - d) A direction from the New Zealand Council.

Special Meetings shall be convened by Circular or Public Notice delivered or posted to each delegate so as to be received not less than 48 hours prior to the time of the meeting. The notice shall state the time, date and venue of the meeting and the business for consideration. Only the stated business shall be considered.

5. Annual Meetings shall be held during the month stated in the Constitution and Rules of the Party as pertaining to the particular organisation for the purpose of:
 - a) Confirming minutes of the Previous Annual Meeting;
 - b) Adoption of the Annual Report and Balance Sheet;
 - c) Election of Officers and Executive for the ensuing year.

QUORUM

6. No meeting shall commence without the necessary quorum of members as provided for in the Constitution and Rules. In the absence of a quorum a meeting is not properly constituted and any decisions or proceedings taken are invalid.

ORDER OF BUSINESS

7. Unless otherwise provided for the Order of Business shall be contained in an Agenda and shall be as follows:
 - a) **Opening:** The meeting shall be opened by the Chairperson appointed in accordance with the Constitution and Rules of the Party;
 - b) **Consideration of Agenda:** Any variation to the agenda must be by way of resolution. Members wishing to have matters on the Agenda should advise the Chairperson or Secretary prior to the meeting and before the Agenda is prepared;
 - c) **Apologies and Roll Call:** Apologies may be submitted orally or in writing. An attendance record should show the member's name and organisation represented if a delegate;
 - d) **Minutes of Previous Meeting:**
 - i. If the minutes have been circulated the Chairperson asks for a motion "*that the minutes be taken as read*". If such motion is moved and passed the minutes are not read;
 - ii. Where the minutes have not been circulated they must be read to the meeting;
 - iii. At this point the only discussion that can be entertained is the accuracy of the minutes. If no discussion the question asked by the Chairperson is "*that I do sign these minutes as a true and complete record*". The Chairperson must sign and date the minutes;
 - iv. If alterations are required the consent of the meeting is obtained to make the alteration. A majority vote of members present is necessary. The alteration is inserted and initialled by the Chairperson;
 - v. The form of the motion then taken is "*that I do sign these minutes, as amended, as a true and complete record*".
 - e) **Matters Arising out of the Minutes:** Discussion should be related to matters referred to in the minutes and not covered by correspondence or reports included in the agenda. The Secretary should report progress on matters recorded in previous minutes on which action is incomplete;
 - f) **Correspondence:** Inward Correspondence should be read by the Secretary unless the meeting otherwise directs. Each letter may be dealt with as it is read or at the conclusion of the receipt of all inward letters. The Secretary should be instructed on any action required by a motion from the meeting. The action on the outward correspondence may be listed or otherwise detailed for the meeting. When all the correspondence has been dealt with the Chairperson calls for a motion "that the Inward Correspondence be received and the Outward Correspondence be endorsed";

- g) **Financial Report:** The officer in charge of the organisation's finances shall read a financial statement on the current position. Approval shall be sought by way of motion to pay accounts owing by the organisation. Each item and amount approved shall be recorded in the minutes. The Accounts of the organisation shall be audited at least annually or at more frequent intervals if required by the Constitution and Rules of the Party. The financial statements to the Ordinary Meeting should be "received". The Audited Accounts as presented to the meeting, usually the Annual Meeting, should be "adopted";
- h) **Other Reports:** These shall include Executive and Sub-committee reports and reports from special representatives such as Regional Representatives and Parliamentary Labour Party representatives. At the conclusion of the report the person who represents it should move "that the report be received" or "that the report be adopted". If the report is "received" the meeting is not committed to what is in it. Any action required in respect of a particular item in the report must be by way of a motion of the meeting. If the report is "adopted" the meeting is committed to what is in it and action follows accordingly;
- i) **Notices of Motion:** The contents of any Notice of Motion should be stated in the notices calling the meeting and should be given a special place on the Agenda;
- j) **New Business:** This shall consist of items brought up for the first time at a meeting. It should be placed on the Agenda under a separate heading;
- k) **General Business:** Members may raise minor matters under this heading, providing they have not already been discussed. If a matter of major importance is raised it should be dealt with by:
- i. Placing it on the Agenda for the next meeting;
 - ii. Calling a special meeting to discuss it;
 - iii. Authorising the Executive to deal with it as a matter demanding urgent attention.
- Matters of major importance should not be dealt with in the dying stages of a meeting. Such matters should be raised early and given a place on the Agenda which will ensure they are properly discussed. A meeting is a matter of its own business and can arrange the Agenda to suit itself and in accordance with 7(b) above;
- l) **Closing of the Meeting:** On the completion of the business of the meeting the Chairperson should thank the members for attending, notify them of the date and venue of the next meeting, then declare the meeting closed. If the business is unfinished when the meeting is due to close the meeting should be adjourned and a date set for a meeting to complete it. The Chairperson should seek a motion to adjourn;

MOTIONS

8. To enable the business of a meeting to be properly conducted, discussion should always proceed on the basis of a motion duly moved and seconded.
9. The member wishing to speak shall claim the attention of the Chairperson by calling in an orderly manner "Mr Chairman" or "Madam Chair" as appropriate.
10. Having been called, the speaker should stand and propose the motion by saying "I move that (whatever the motion is)". The mover shall then speak to the motion. The period for which the mover speaks shall be limited by the Rules, if any, of the organisation.
11. At the conclusion of the speech a written copy of the motion should be tabled with the Chair if required. This is optional and is at the discretion of the Chairperson.
12. The content of the motion is then repeated by the Chairperson to the meeting to ensure that all present understand what is being proposed.
13. The Chairperson shall then ask if there is a seconder to the motion.
14. A seconder shall stand when formally seconding the motion. The seconder may speak to the motion at that point or may second the motion "pro forma" and reserve the right to speak later in the debate. If the right to speak is reserved the meeting must be notified.
15. The motion is then open for debate by the meeting and discussion should continue until new matter either for or against is exhausted.
16. The mover of the motion has a right of reply but discussion must refer only to what was discussed in the debate. New argument must not be introduced.
17. The Chairperson must then put the motion to the meeting for a vote. A majority vote is sufficient to carry the motion, which when passed, becomes a resolution.
18. Once a motion is moved and seconded it becomes the property of the meeting and cannot be withdrawn without the consent of the meeting, even if the mover and seconder wish to do so.
19. If the motion is not seconded, it lapses and no further discussion should be allowed on it.
20. Amendments to the Motion: A motion may be altered by an amendment. To be in order an amendment must add to or take away from the substance of the original motion. It cannot substitute something completely different. If a proposed amendment would have this effect the Chairperson should rule it out of order. An amendment which is a direct negative must also be ruled out of order.

21. To avoid confusion, the Chairperson must allow only one motion and one amendment to be discussed at any one time. If other amendments are proposed the Chairperson should accept notice of these amendments but not allow them to be discussed until a vote has been taken on the amendment before the meeting. If there is a majority vote for the amendment the Chairperson says: "I declare the amendment carried. The amendment now becomes the Substantive Motion". Discussion is allowed on this as the motion and the others as amendments to it.
22. If the amendment is lost the Chairperson continues to deal with the original motion and proposed amendments to that. The Chairperson should then accept an amendment for which notice has been given and allow discussion on it, in conjunction with either the original motion or the substantive motion. This amendment in turn is voted on, and the procedure repeated until all amendments have been disposed of. When a vote is taken, if the meeting has both a motion and an amendment under discussion, the amendment is always voted on first.
23. Before the vote is taken the Chairperson should have the motion and, where necessary, the amendment read out so that those present may clearly understand what they are voting on.
24. Then another vote is taken on either (a) the original motion, or (b) the substantive motion which has replaced it.
25. Question: The Question shall be defined as the question before the meeting, whether it be the Original Motion or the Substantive Motion.
26. Delaying Motions: Various types of Delaying Motions are available which are used for the purpose of speeding up the business of a meeting and eliminating needless debate. They are:
 - a) The Closure: A person who has not already spoken during the debate may move "that the Question be now put". It may not be moved as a Point of Order. This motion does not require a seconder but the Chairperson does not have to accept the motion unless she/he feels that the Question has been sufficiently discussed. If the Chairperson accepts the Closure Motion, it must be immediately put to the meeting without discussion. If the motion is carried the debate shall be concluded and the Question put to the meeting with no further debate or amendment. If the Closure Motion is lost, the debate shall proceed;
 - b) The Next Business Question: This Motion may be moved while an amendment is under discussion, but is otherwise similar to the previous Question Motion. The Motion shall be "that the meeting now considers next business". If carried it automatically adjourns until the next meeting. If lost, the debate continues;
 - c) The Debate Adjournment Question: The machinery for this motion is the same as for the Closure Motion. The wording shall be "that this debate be adjourned". If carried, the debate automatically adjourns until the next meeting. If lost, the debate continues;
 - d) The Meeting Adjournment Question: The machinery for this is the same as for the Closure Motion. The motion shall be "that this meeting be now adjourned". If carried, the meeting adjourns immediately and continues at the next meeting at the same point on the Agenda. If the motion is lost, the meeting continues;
 - e) Motions Referred Back: This motion shall be moved and seconded by a person who has not already spoken in the debate. It may be moved during the course of discussion on a Committee Report. The motion shall be "that the Report be referred back to the Committee for further consideration". It may be used when new factors arise which alter the Committee's decision and/or the meeting disagrees with the Committee's decision. If carried, discussion on the Committee Report immediately terminates and the Report is not accepted by the meeting. However, the Committee may bring down the same Report to the following meeting, or alternatively, they may bring down an amended Report;
 - f) The Chair Vacation Question: This motion may be moved at any time and shall be seconded by a person who has not already spoken during the course of the business. The motion shall be "that the Chairperson do leave the Chair". If carried, the meeting automatically concludes, since there cannot be a meeting without a Chairperson.

MOTIONS TO SUSPEND STANDING ORDERS

27. If for some reason a matter cannot be considered because Standing Orders will not allow it to be discussed, and if there is good reason for it to be discussed, it may be moved, "that Standing Orders be suspended for the purpose of discussing [*the matter*]." If the motion is passed, the matter may be dealt with. This practice should be used sparingly because Standing Orders should not be set aside except for very good reasons.

MEETINGS IN COMMITTEE

28. For the purpose of discussing matters about which the meeting desires no publicity, the meeting can decide to hold the discussion "in committee". For this procedure to operate someone must move a motion to that effect. If this is seconded and approved by the meeting the Chairperson says: "I declare this meeting in committee." The proceedings then are private to those in committee and need not be publicised. A committee may consist of the whole meeting "in committee" or of a portion of the meeting appointed by its members. A committee may exclude unauthorised people from attendance. Discussions made "in committee" must be reported back to the full meeting in the form of recommendations. These recommendations may be accepted in full, amended, or rejected by the full meeting. When deliberations "in committee" have been completed the Chairperson declares the meeting resumed and the

recommendations made "in committee" are put to the meeting after being duly moved and seconded. The recommendations "in committee" are not effective until approved by the meeting.

POINTS OF ORDER

- 29 a) A Point of Order shall be defined as a breach of the Standing Orders and/or Constitution. It shall deal only with irregularities in procedure and shall not be used to cover questions on matters before the meeting. However, it may be used to extend a speaker's time, deal with urgent business if the hour of closure has been passed and deal with any misrepresentation.
- b) Any member may rise to a Point of Order. The person moving the Point of Order shall rise and address the Chairperson with the words "I rise to a Point of Order". All business shall cease until the Point of Order is dealt with. The person speaking shall sit down and the person making the Point of Order shall have the floor.
- c) The person raising the Point of Order shall define the point. Other speakers may address themselves to the point until such time as the Chairperson is prepared to rule on the point. The ruling on a Point of Order shall be deemed as binding and final and no further discussion may take place on the Point of Order. Should the ruling not be satisfactory, it may be challenged.

RECOMMITTAL OF BUSINESS

30. No decision taken at a previous meeting and duly recorded in the minutes and confirmed may be altered at a subsequent meeting without a Notice of Motion for the recommitment of such a question. At least fourteen (14) days written Notice of Motion must be given.

CHALLENGING CHAIRPERSON'S RULING

- 31 a) Respect for the authority of the Chair is basic to orderly procedure and the rulings of the Chair should not be challenged unless these are grossly wrong and unfair. Provided a Chairperson is acting impartially and in good faith there is no liability even for wrong decisions.
- b) However if a member thinks a decision of the Chair is wrong and needs to be reversed the member should stand, call the Chairperson, and say "I challenge your ruling". The Chairperson then vacates the Chair and the Vice-Chairperson, or in the absence of a Vice-Chairperson, somebody elected by the meeting takes the Chair.
- c) The acting Chairperson then asks the member who has challenged the ruling to state the reasons. The Chairperson is then asked for the reasons giving rise to the ruling being questioned. No further discussion is permitted.
- d) The question is decided by putting it to the meeting in the form "That the Chairperson's ruling be upheld".
- e) If the meeting votes affirmatively the Chairperson resumes the Chair and proceeds from the point of the ruling which was challenged.

VOTING

32. a) All motions shall be decided by voting. The method of voting shall be as follows:
- i. By the voices, normally;
 - ii. By a show of hands, if called for;
 - iii. By a secret ballot, if called for;
 - iv. By acclamation, in the case of obviously popular, unanimous motions.
- b) Only accredited members may vote on major motions, provided however, that visitors may join in a Vote of Thanks, which is being carried by acclamation.
- c) The meeting may, if so desired, appoint a returning officer and scrutineers to conduct a vote. generally, the vote shall be conducted by the Chairperson.
- d) No member shall exercise more votes than provided in the Constitution and Rules of the Party for that particular organisation.
- e) All motions shall be determined by a simple majority. A motion which fails to obtain a majority vote shall be deemed to be lost.
- f) During the election of officers the preferential system of voting shall be adopted for all single vacancies, but in all multiple elections the "first past the post" system shall be used.