

# **CWU MERIDIAN BRANCH STANDING ORDERS**

## **August 2012**

### **1. Order of Business**

The Order of Business shall be read to the meeting by the Chair at the commencement of the meeting and shall be as follows:

- (i) Minutes of the previous meeting
- (ii) Matters Arising
- (iii) Officers' reports
- (iv) Motions

### **2. Rules of Debate**

- a) A member who speaks shall address the Chair and direct his speech strictly to the subject under discussion.
- b) Every motion must be moved and seconded before it can be discussed or put to the vote. In the absence of either or both the proposer and/or seconder the motion shall fall. In exceptional circumstances, and at the discretion of the Chair, a member present at the meeting may deputise for either the proposer or the seconder and the motion may then be put. No speech shall occupy more than six minutes without the consent of the meeting.
- c) The Chair shall ensure the orderly conduct of the meeting and shall warn any member of unruly conduct or persistent interruptions, after the said warning, and if the member persists in his or her behaviour, they shall retire for the remainder of the meeting.
- d) No member, except the mover of an original motion, or the mover of an amendment, which, having been carried becomes the substantive motion, shall address the meeting more than once on any subject.

The mover of an original motion shall have the right of reply, but such reply shall be confined to answering points raised by previous speakers and shall not include any new matter.

After the reply the vote shall be taken.

- e) Any member shall be entitled, with permission of the Chair, to rise to a point of order. A member so rising shall be entitled to be heard forthwith.
- f) The ruling of the Chair upon all questions of order and matters arising in debate shall be final, and not open to discussion unless challenged as defined in Standing Order 7.
- g) A motion or amendment that has been moved and seconded may be withdrawn by the mover and seconder with the consent of the meeting, which shall be signified without debate. Should permission be refused, the debate shall continue. Any motion or amendment that has not been moved and seconded may be withdrawn by the mover and seconder without the consent of the meeting.
- h) Any member may formally second a motion or amendment, reserving his or her right to speak later in the debate.
- i) Motions; that the question be put on a particular item; move to next business or to close debate may be moved and seconded only by members who have not previously spoken at any time during the debate. There can be no debate on such motions.

### **3. Voting**

Tellers shall be appointed for the meeting. The method of voting shall be a show of hands; if the count be challenged the Chair may order a re-count. The Chair shall not vote unless the votes for and against be equally divided, in which case he/she shall exercise a casting vote.

### **4. Decisions**

Every decision at a meeting shall be decided by a majority of the members who vote on such questions and whatever decision is reached shall be binding on all members.

### **5. Suspension of Standing Orders**

In the event of any matter of urgency, the Chair may accept a motion for the suspension of the Standing Orders. The member moving such suspension must clearly

state the nature and urgency of his business, and the number or numbers of Standing Order affected. No suspension of Standing Orders may last more than 30 minutes unless by the vote of the meeting, an extension be allowed. No suspension or extension of Standing Orders shall take place except by majority of at least two-thirds of the members present.

## **6. Secretary's Report**

It shall be permissible under the Standing Orders for any member of the Branch to raise on the Secretary's report any question not dealt with in that report, providing that such question relates to any matter germane to the work of the Branch in the interim period between general meetings.

## **7. Chair's Decision**

The Chair's decision the construction of the Standing Orders and on any question of order not provided for by them, shall be final, unless challenged in the appropriate way, and the motion "that the Chair do leave the Chair" must be supported by at least two-thirds of the members present at the meeting.