

**STANDING ORDERS / PROCEDURES TO APPLY AT MEETINGS**

(1) A member shall, when speaking, address the Chairperson.

(2) A member who speaks shall speak strictly to the motion or amendment under discussion or to a question of order.

(3) A member shall not speak more than once on any motion or amendment, and shall not occupy the time of the meeting for a longer period than ten minutes, save with the permission of the meeting, but the mover of a resolution may reply before a vote is taken thereon, or on an amendment thereto, and the reply shall be strictly confined to answering previous speakers, and shall not introduce any new matter into debate. Provided always that a member may, with the permission of the Chairperson, speak to a point of order, or in explanation of some material part of a speech which has been misunderstood.

(4) Every motion or amendment shall be written and shall be read or circulated before it is proposed.

(5) A motion or amendment, once moved and seconded, shall not be withdrawn save with the consent of the meeting.

(6) Every amendment shall be relevant to the motion on which it is moved, and shall be either:–

(a) to leave out a word or words;

(b) to leave out a word or words and insert or add another or others;

(c) to insert or add a word or words; or

(d) to refer back for further consideration.

(7) Whenever an amendment has been moved and seconded, no other amendment shall be moved until the first amendment has been disposed of, but notice of any number of amendments may be given.

(8) If an amendment is rejected, another amendment may be moved.

(9) If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the question on which any further amendment may be moved.

(10) Any member may move or second a motion or amendment reserving the right to speak for a later period of the debate.

(11) Whenever any member is called to order by the Chairperson, the member so called shall immediately be seated and shall not address the meeting until the Chairperson has disposed of the question of order.

(12) Any member who refuses to obey the ruling of the Chairperson may be removed on the order of the Chairperson.

(13) Whenever two or more members seek to speak at the same time the Chairperson shall decide the order of speakers.

(14) A member moving that the meeting do now adjourn may speak for not more than five minutes, and, if the motion is seconded, it shall be seconded without a speech, and put by the Chairperson without debate and, if carried, the meeting shall be adjourned by the Chairperson.

(15) A member moving that the meeting do now proceed to the next business, or that the debate be adjourned, may speak for not more than five minutes, and, if the motion is seconded, it shall be seconded without a speech. The Chairperson shall then call on the mover of the motion under discussion to speak to the motion just moved, and, subject thereto, the latter motion shall forthwith be put to the vote and, if carried, the Chairperson shall proceed to the next business or adjourn the debate, as appropriate.

(16) A second motion - that the meeting do now adjourn, or that the meeting proceed to the next business, or that the debate be adjourned - shall not be made within a period of half an hour unless it is moved by the Chairperson.

(17) The meeting may adopt such additional procedures as are necessary for the expeditious dispatch of business.