

MODEL STANDING ORDERS

INDEX

PART 1 — PRELIMINARY.....	1
1 General conduct of business.....	1
PART 2 — GENERAL.....	1
2 Suspension of rules.....	1
3 Order of business.....	1
4 Quorum.....	1
5 Adjournment of meeting.....	2
6 Admission of strangers.....	2
PART 3 — CHAIR.....	2
7 Who is the Chair?.....	2
8 Participation by the Chair.....	2
9 Dissent from Chair.....	2
9A Want of confidence in Chair.....	3
10 Removal of Chair.....	3
PART 4 — MOTIONS AND DEBATE.....	3
11 Introduction of motions.....	3
12 No withdrawal except by leave.....	3
13 No same question.....	3
14 Reconsideration.....	4
15 Rescission.....	4
PART 5 — PROCEEDING WITH MOTIONS.....	4
16 Objection to consideration.....	4
17 Direct Negatives.....	4
18 Debate.....	4
18A Formal debate and committee debate.....	5
19 Foreshadowing of motions and amendments.....	5
20 Limiting debate.....	5
21 Adjournment of debate.....	6
21A Gag.....	6
22 Closure.....	6
23 Right of reply.....	6
PART 6 — VOTING.....	7
24 Vote taken at conclusion of debate.....	7
25 Show of hands.....	7
26 Questions decided by simple majority.....	7
27 Straw poll.....	7
28 Poll.....	7
PART 7 — AMENDMENTS.....	7
29 Amendments.....	7
30 No restrictions on prior amendments, etc.....	7
31 Higher-degree amendments.....	8
PART 8 — PROCEDURAL MOTIONS.....	8
32 Procedural motions.....	8

33	Examples of procedural motions.....	8
34	Next business.....	9
35	Previous question.....	9
36	Lay on or take from the table.....	9
REVISION HISTORY.....		X

Copyright © 2018–2019 Yingtong Li (RunasSudo)

This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International licence.

PART 1 — PRELIMINARY

1 General conduct of business

The business of all general meetings and committee meetings are to be conducted in accordance with these Standing Orders, and in cases not provided for, the Chair is to decide in accordance with the common law of meetings.

PART 2 — GENERAL

2 Suspension of rules

A meeting may, by leave, or by motion agreed to by [*example: two-thirds of votes cast*], resolve [*option: {simplified wording} that these Standing Orders be so far suspended as to enable a named object. {traditional wording} that so much of these Standing Orders be suspended as would prevent a named object.*]

3 Order of business

- (1) The order of business is—
 - (a) opening of meeting;
 - (b) attendance and apologies;
 - (c) minutes of previous meetings;
 - (d) matters arising from the minutes;
 - (e) correspondence;
 - (f) reports;
 - (g) agenda items;
 - (h) general business;
 - (i) date of the next meeting; and
 - (j) close of meeting.
- (2) The order of business may be altered by a majority vote.

4 Quorum

The quorum for a meeting is [*example: a majority of members*].

5 Adjournment of meeting

- (1) The Chair may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) A motion to adjourn the meeting, if moved while no other business is pending, is open to debate (on any matter) and amendment (but only as to the time to which the meeting is adjourned).

6 Admission of strangers

On leave being granted by the meeting, strangers may be admitted, but they must withdraw on being requested to do so by the Chair.

PART 3 — CHAIR

7 Who is the Chair?

- (1) The Chair of general meetings and committee meetings is [*example: the Secretary*].
- (2) If the designated Chair is not present, the members at the meeting must elect a Chair at the commencement of the meeting.
- (3) When the Chair finds it necessary to temporarily leave the chair, they may call on another member to preside.
- (4) The Chair is responsible for the conduct of the meeting, and rules on all points of order and relevancy. The Chair has absolute discretion in these matters.

8 Participation by the Chair

- (1) The Chair [*option: has a deliberative vote, but no additional casting vote / has a deliberative vote, and an additional casting vote / has a casting vote, and no deliberative vote*].
- (2) The Chair [*option: may, at their own discretion, move and second motions / should not normally move or second motions*].
- (3) The Chair should normally not enter into a debate.

9 Dissent from Chair

- (1) A ruling of the Chair may be challenged by any member by a motion *That the ruling of the Chair be dissented from*.
- (2) The motion does not obligate the Chair to vary the ruling.
- (3) The motion is not open to debate; however, the mover of the motion and the Chair may give a brief explanation.

9A Want of confidence in Chair

- (1) The meeting may express its want of confidence in the Chair by a motion *That the Chair do not have the confidence of this meeting*.
- (2) The motion does not obligate the Chair to resign.
- (3) The motion is open to debate.

10 Removal of Chair

- (1) A Chair may be deposed by a motion *That the meeting declare the chair vacant and proceed to elect a new Chair*.
- (2) If the Chair is presiding ex officio (e.g. under Standing Order 7(1)), the motion must be agreed to by **[example: two-thirds of votes cast]**.
- (3) The motion is open to debate.

PART 4 — MOTIONS AND DEBATE

11 Introduction of motions

- (1) At general meetings, a motion or report must be tabled before debate is undertaken on any subject, **[optional: except at the discretion of the Chair]**.
- (2) After moving a motion, the mover may speak in support of the motion. The Chair must then call for another member to second the motion.
- (3) Any member, other than the mover, may second a motion. After seconding a motion, the seconder may speak to the motion at that time, or reserve their right to speak until a later time.
- (4) If there is no seconder, the motion lapses.
- (5) Except for the mover introducing the motion, no debate may be taken on a proposed motion until it is seconded. But if a debate or vote is taken on a motion despite it not being seconded, the motion is not invalidated by that reason alone.
- (6) When a motion has been moved and seconded, the Chair must then state the question to the meeting.

12 No withdrawal except by leave

Once a question has been stated by the Chair, the motion or amendment that is the subject of the question may not, **[option: {traditional} except by leave {permissive} except with the permission of the mover and seconder]**, be withdrawn.

13 No same question

- (1) If a motion or amendment is defeated, no motion or amendment to the same effect may be brought forward at the same meeting, unless leave be granted to

do so, or a motion be agreed to *That the motion [or amendment] be recommitted.*

- (2) A motion withdrawn by leave may be moved again at the same or a subsequent meeting and a motion that has lapsed may be reintroduced.

14 Reconsideration

[optional: {American-derived practice}

- (1) *A motion or amendment that has been agreed to may, by resolution of the meeting, be reconsidered.*
- (2) *The motion is open to debate if that original motion or amendment was open to debate.]*

15 Rescission

- (1) Any resolution or other vote of the meeting may be rescinded on motion made on notice being agreed to.
- (2) The motion is open to debate.

PART 5 — PROCEEDING WITH MOTIONS

16 Objection to consideration

[optional: {American-derived practice}

- (1) *After a question has been stated by the Chair and before any debate has been taken, a member may state that they object to the consideration of the question.*
- (2) *The Chair must then put the question That the question be now considered, which must be decided without debate.]*

17 Direct Negatives

[optional:

- (1) *At any point once a motion or amendment has been moved and seconded, before a vote is taken, the Chair may call for Direct Negatives.*
- (2) *If there is no Direct Negative and no member objects, the Chair may declare the motion or amendment carried without dissent, without putting it to a vote.]*

18 Debate

- (1) When allocating the call, the Chair is to bear in mind—
 - (a) the order in which members have indicated their wish to speak;
 - (b) the desirability of alternating between speakers for and against the motion; and

- (c) the desirability of allowing those who have not previously contributed to the debate the opportunity to do so at an early stage.
- (2) A motion may be made *That [a member not called upon by the Chair] be now heard.*
- (3) No member may interrupt another who is speaking, except for—
 - (a) the Chair, to address the meeting;
 - (b) a member rising to a point of order;
 - (c) a member rising to move—
 - (i) *That the question be now put;* or
 - (ii) *That the speaker be no longer heard.*

18A Formal debate and committee debate

- (1) **[option:**
 - {traditional} Unless the meeting resolves to consider a matter in committee debate, all matters are considered in formal debate.*
 - {informal} Unless the meeting resolves to consider a matter in formal debate, all matters are considered in committee debate.]*
- (2) In formal debate, each member **[option:**
 - {British practice} may speak only once to any question, including to move an amendment or procedural motion, except for the mover who may have a right of reply under Standing Order 23.*
 - {American practice} may speak only twice to any question, including to move an amendment or procedural motion, provided that no one may speak a second time while there is any member who wishes to speak a first time.]*
- (3) In committee debate, there is no limit to the number of times a member may speak to any question, including to move an amendment or procedural motion.

19 Foreshadowing of motions and amendments

During debate, a member may foreshadow new motions or amendments which they intend to introduce later.

20 Limiting debate

[optional:

- (1) *The Chair may, at their discretion, close debate once a reasonable opportunity for discussion has been provided.*
- (2) *The Chair may, at their discretion, limit debate by—*
 - (a) *imposing a time limit for each speaker of no more than 3 minutes;*

- (b) *imposing a requirement that debate alternate between speakers for and against the motion, and that debate cease when either argument lapses; or*
- (c) *imposing a requirement that speeches from the floor be limited to one per member, on any single matter.]*

21 Adjournment of debate

- (1) Any debate may be adjourned by a motion to do so.
- (1A) The motion is open to debate (but only as to the appropriateness of adjourning the debate) and amendment (but only as to the time to which the debate is adjourned).
- (2) The member on whose motion a debate is adjourned is entitled to be first heard when the debate is resumed.
- (3) The meeting is to fix the time for the adjourned debate to be resumed.
- (4) The adjournment of a debate to a particular time does not prevent the meeting resolving to resume the debate at an earlier time.

21A Gag

- (1) While a member is speaking during debate, any member may move *That the speaker be no longer heard*, and if agreed to by [**example: a simple majority**], the speaker must not continue their speech.
- (2) If the motion is agreed to, it applies only to the speaker's current speech and does not impact the speaker's right (if applicable) to speak later in debate.

22 Closure

- (1) Any member may move *That the question be now put*, which if agreed to by [**example: a simple majority**], closes the debate.
- (2) If the closure is negatived, debate must be resumed at the point where it was interrupted, and the closure must not be moved again until some business has elapsed.

23 Right of reply

[**optional: {British-derived practice}**]

- (1) *The mover of a motion has the right to reply to the debate, and their reply closes that debate.*
- (2) *The right of reply is to be exercised immediately before the question is put.*
- (3) *The mover of a procedural motion, other than That the question be not now put, has a right of reply only if the procedural motion may be debated.*
- (4) *The mover of an amendment has no right of reply.]*

PART 6 — VOTING

24 Vote taken at conclusion of debate

Once debate has concluded on a question before the meeting, **[optional: and (if applicable) the mover has made their right of reply]**, the Chair is to put the question to a vote.

25 Show of hands

Unless resolved otherwise, a vote on any question before the meeting is to be taken by show of hands.

26 Questions decided by simple majority

Unless a special majority is prescribed by these Standing Orders, a question is carried if agreed to by a simple majority of votes cast.

27 Straw poll

[optional: The Chair may permit an informal, non-binding straw poll to be taken on any issue.]

28 Poll

- (1) At a general meeting, any **[example: 10]** voting members may demand a poll on any question.
- (2) At a committee meeting, any **[example: 2]** voting members may demand a poll on any question.
- (3) The poll is to be taken in such a manner as directed by the Chair, and the Chair must declare the result of the question on the basis of the poll.

PART 7 — AMENDMENTS

29 Amendments

- (1) Any member may move an amendment to a motion.
- (2) Upon a valid amendment being moved, the Chair is to proceed with debate and voting on the amendment in accordance with Standing Orders 16 through 28.
- (3) At the conclusion of debate on an amendment, the Chair must put the question *That the amendment be agreed to.*

30 No restrictions on prior amendments, etc.

[option:

{permissive} An amendment may be moved to any part of a motion, notwithstanding that that part, or any other part, of the motion may have previously been amended,

[optional: except for an amendment the same in substance as an amendment already determined to the same question, or an amendment that would have the effect only of reversing an amendment already made].

{traditional} An amendment may not be moved—

- (1) to any part of a motion which precedes a part that has been amended, unless the motion is reconsidered as a whole; or*
- (2) to words which the meeting has resolved shall stand part of, be inserted in or be added to a motion (but additional words may be added).]*

31 Higher-degree amendments

- (1) [optional: The Chair may, at their discretion, decline to accept an amendment to a proposed amendment (a **second-degree amendment**).*

Note: The same effect may be accomplished by foreshadowing an alternative amendment and/or moving a further amendment.]

- (2) An amendment to a second-degree amendment is not in order.*

PART 8 — PROCEDURAL MOTIONS

32 Procedural motions

A procedural motion may be moved and proceeded with in the same manner as an amendment, and, unless otherwise specified, is decided without debate or amendment.

33 Examples of procedural motions

The following is a non-exhaustive list of acceptable procedural motions—

- (1) That the Standing Orders be so far suspended as to enable [named object] (Standing Order 2);*
- (2) That the meeting do now adjourn (Standing Order 5);*
- (3) That the meeting proceed to the next business or That the motion [or amendment] be withdrawn (Standing Order 34);*
- (3A) That the speaker be no longer heard (Standing Order 21A);*
- (4) That the question be now put (Standing Order 22);*
- (4A) That the question be not now put (Standing Order 35);*
- (5) That the matter be laid on the table (Standing Order 36);*
- (6) That [matter earlier tabled] be taken from the table (Standing Order 36);*
- (7) That the debate be adjourned to [time] (Standing Order 21);*
- (7A) That [debate earlier adjourned] be resumed (Standing Order 21);*

- (8) *That [motion or amendment] be recommitted* (Standing Order 13);
- (9) *That [motion or amendment] be reconsidered* (Standing Order 14);
- (10) *That [motion] be rescinded* (Standing Order 15);
- (11) *That the discussion be held in camera*;
- (12) *That the ruling of the Chair be dissented from* (Standing Order 9);
- (13) *That the Chair do not have the confidence of this meeting* (Standing Order 9A);
- (14) *That the meeting declare the chair vacant and proceed to elect a new Chair* (Standing Order 10);
- (15) *That candidates for election leave the room.*

34 Next business

- (1) If the motion *That the meeting proceed to the next business* or *That the motion [or amendment] be withdrawn* is carried, the motion or amendment under consideration is immediately disposed of without a vote, and the meeting proceeds to the next item of business.
- (2) If the motion is lost, debate must be resumed at the point where it was interrupted.

35 Previous question

- (1) If the motion *That the question be not now put* is carried, the effect is the same as *That the meeting proceed to the next business* (Standing Order 34).
- (2) If the motion is lost, the effect is the same as *That the question be now put* (Standing Order 22).
- (3) The procedural motion may be debated, and (if applicable) debate may be taken on and amendments moved to the motion under consideration.
- (4) The mover of the procedural motion has no right of reply.
- (5) The procedural motion may only be moved to a motion, and not an amendment.

36 Lay on or take from the table

- (1) If the motion *That the matter be laid on the table* is carried, consideration of the motion or amendment under consideration is interrupted, and the meeting proceeds to the next item of business.
- (2) If the motion is lost, debate must be resumed at the point where it was interrupted.
- (3) If the motion *That [matter earlier tabled] be taken from the table* is carried, consideration of the motion or amendment which was earlier laid on the table is resumed at the point where it was interrupted.

REVISION HISTORY

Revision history		
Column 1	Column 2	Column 3
Date	Description	Amendments
1. 19 May 2018	Initial version	
2. 20 May 2018	More specifics on procedural motions Expand power of Direct Negative Detail formal/committee debate	amm. SO 17(2), 21(1), 33 ins. SO 9(3), 9A, 10(3), 14(2), 15(2), 18A, 21(1A), 21(4), 21A, 33(3A), 33(4A), 33(7A), 34, 35, 36
3. 23 May 2018	Limit previous question to motions only Clarify debate/amendment on procedural motions Clarify right of reply on procedural motions and amendments	amm. SO 5, 21(1A), 23, 35(3) ins. SO 35(4), 35(5)
4. 14 September 2019	Highlight blanks to be filled in Add optional wording relating to the same amendment rule	amm. SO 30