1.1 QUORUM

A quorum of one-quarter (25%) of the membership is required for the meeting to be valid.

1.2 RESOLUTIONS

1.1 No discussion shall take place except on a motion or an amendment to a motion.
1.2 A motion or any amendment shall be moved and seconded.
1.3 The chairperson may insist that motions and amendments be put in writing and signed by the mover.
1.4 The mover may withdraw a motion or an amendment if leave is granted by the seconder and by the meeting.
1.5 A motion or amendment withdrawn by leave may be put again at the same meeting.

1.3 SPEAKERS

2.1 The mover of a motion shall be allowed five minutes to speak and three minutes in reply and any other speaker shall be allowed three minutes to speak.
2.2 Any member may move for an extension of time and provided this is seconded, it must be put to the vote by the chairperson without discussion.
2.3 If the resolution for the extension of time is carried, the speaker may speak for a further period of the same duration as the period for which they were originally entitled to speak, provided that such extension of time for any speaker shall not exceed three minutes.
2.4 No more than one speaker may speak in favour of or against a motion in succession except that the seconder of any motion may speak immediately following the mover of such motion.
2.5 A debate lapses when one speaker has spoken on one side and there is no further speaker on the other side. The mover may then, if there have been any speakers to the contrary, reply. The question must then be put.
2.6 No person shall speak more than once on the same question, except a mover exercising their right of reply, including the motion and all amendments, except strictly in explanation of or in contradiction of a misstatement of a remark alleged to have been made by them.
1.4 **VOTING**

3.1 At the conclusion of the debate the chairperson shall read the resolution and call for those votes in favour and those against. The chairperson shall declare the result of the vote.

3.2 All members present who are eligible to vote must vote.

3.3 Where the result of the vote is equal, the chairperson may have the casting vote. The chairperson may choose to waive this right.

1.5 **AMENDMENTS**

4.1 Each amendment shall be dealt with separately.

4.2 An amendment shall relate to the matter involved in the motion. The chairperson shall have power to determine the competency of an amendment and shall not accept an amendment that is a direct negative of the motion proposed.

4.3 The seconder may choose to speak later in the debate on the amendment motion except prevented by the operation of Rule 5.5.

4.4 No member may move more than one amendment to the original motion.

4.5 The mover of the original motion may exercise their right of reply at the conclusion of the debate on an amendment or at the conclusion of the whole debate.

4.6 When the mover exercises their right to reply then

4.6.1 if no amendment has been moved the motion shall be put forthwith.

4.6.2 if an amendment has been moved and seconded then the motion shall be put forthwith.

4.6.3 if an amendment has been moved and seconded and a notice of further amendment or amendments has been given the amendment under discussion shall be put forthwith and then the amendment or amendments of which notice has been given shall be debated.

4.7 At the conclusion of the debate on any amendment the chairperson shall put the amendment as if it were a motion.

4.8 An amendment which is carried becomes the motion and the original motion lapses.

4.9 Subject to Rule 4.6 once one amendment has been dealt with, other amendments may be moved.

1.6 **PROCEDURAL MOTIONS**

5.1 A Procedural Motion may be moved at any time and shall take precedence over all other business.

5.2 A Procedural Motion shall relate to the future passage of the matter under debate.

5.3 It may be moved or seconded and spoken to by any member, regardless of whether they have taken part in the discussion before the chair.

5.4 There shall be no more than two speakers for the motion and no more than two against, whereupon the questions shall be put forthwith.

5.5 No amendments to Procedural Motions shall be accepted.

1.7 **POINTS OF ORDER**

6.1 A Point of Order shall refer to the interpretation and implementation of these rules as they relate to the discussion before the Chair.

6.2 If a member raises a point of order during discussion, the speaker shall sit down while the point of order is explained.

6.3 The chairperson shall rule on any point of order.

6.4 Dissent from the chairperson's ruling may be moved as provided in Rule 7.
1.8 SUSPENSION OF STANDING ORDERS

7.1 Any member may move ‘that standing orders be suspended’ so that a matter of urgency may be debated. There shall be no more than one speaker for and against such a motion.

7.2 Any member may at any time move that standing orders be resumed and on being duly seconded, such motion shall be put without debate.

1.9 DISSENT

8.1 If the chairperson rules on any matter dissent may be moved from their ruling.

8.2 This may be done by a motion moved and seconded ‘that the chairperson’s ruling be disagreed with’.

8.3 On a motion of dissent being moved and seconded the chairperson shall leave the Chair and another shall take their place, provided always that such person shall not be the mover or seconder of the motion of dissent.

8.4 Debate on the original question before the Chair shall then be suspended.

8.5 The motion of dissent shall then be debated. There shall be no more than two speakers on either side of the question and one of those shall be the original chairperson if they so desire. The mover of the dissent motion shall have no right of reply.

8.6 Upon conclusion of the debate on the dissent motion, the original chairperson shall resume the chair.

1.10 ‘GAG’ MOTIONS

9.1 At any time or times during a debate it may be moved ‘that the question be put’.

9.2 The chairperson may disallow such a motion by ruling that the subject has been inadequately discussed.

9.3 The ‘gag’ motion (subject to Rule 8.2) shall be put without debate.

9.4 If the ‘gag’ motion is carried the motion or amendment immediately under discussion shall be put without debate subject to the mover’s right of reply.

9.5 If the ‘gag’ motion is lost or the chairperson rules against if, the debate shall continue.

1.11 KEEPING ORDER

10.1 The chairperson shall keep order in all debates.

10.2 Whenever the chairperson rises during a debate, any member then speaking or about to speak shall sit down and the meeting shall be silent.

10.3 Members shall at all times address the Chair.

10.4 When two or more members rise to speak, the chairperson shall call upon the member who first rose in their place.

10.5 Members must all times be orderly and respectful.

10.6 All imputations of improper motives and all personal reflections on members shall be deemed disorderly.

10.7 No member shall digress from the subject matter of any question under discussion.

10.8 The chairperson may discipline any member who fails to observe any of these standing orders of fails to obey a direction of the Chair.

10.9 A member who fails to obey the direction of the chairperson to retract any offensive expression shall not speak in any discussion until they retract the expression.

10.10 The Chairperson may order the removal from the meeting of any person who persists in disorderly conduct.