

CLUBS COUNCIL STANDING ORDERS



1. OVERVIEW

1.1. Nature of this Policy

1.1.1. This Policy is made under the Clubs Regulations of the Australian National University Students' Association to govern the conduct of all meetings of the Clubs Council.

1.2. Quorum

1.2.1. The presiding member must ensure that a quorum is present before declaring a meeting open.

1.2.2. Subject to section 1.2.1, a meeting must commence promptly at the time set out on the official notice of the meeting.

1.2.3. If quorum is not reached within 30 minutes of the time set for a meeting, then the meeting lapses and all business is stood over to a subsequent meeting.

1.2.4. If quorum is lost before the close of a meeting and is not regained within five (5) minutes, then all outstanding business is stood over to the next meeting, with the exception of:

- (a) the filling of casual vacancies;
- (b) elections;
- (c) receipt of reports; and
- (d) presentation of and acceptance of audited financial documents.

1.3. Agenda

1.3.1. Where practicable, the agenda of a meeting must be prepared such that it is consistent with the Schedule to the Standing Orders, unless otherwise determined by a resolution of the meeting.

1.3.2. The agenda must be followed in the order in which it is set out, unless otherwise determined by a resolution of the meeting.

1.3.3. Subject to quorum being present the meeting must continue until all business on the agenda is disposed of, unless otherwise determined by a resolution of the meeting.

1.4. Conduct at Meetings

1.4.1. Speakers may only address the meeting when called on to do so by the Chair.

1.4.2. Subject to these Regulations, speakers must be heard in silence and may only be interrupted by the Chair.

1.4.3. Upon the opening of every Meeting of the Council, the Chair must give a verbal explanation of general meeting procedure

for the benefit of all members. Any such statement must include, as a minimum, explanation of the following:

- (a) conduct required by members;
- (b) procedures concerning motions and amendments; and
- (c) rights of speakers and members, including moving points of order; and (d) the appropriate manner of addressing the chair and other members.

1.5. Council Members Unable to Attend Meetings (Proxies)

1.5.1. Council members who are unable to attend Council meetings may proxy their moving, seconding and voting rights to any other member of their Club who is an ordinary member of the Association in the form of a written proxy.

1.5.2. The proxy must:

- (a) be for not longer than the duration of the meeting;
- (b) specify in order the member or members to whom the proxy is made;
- (c) specify any conditions attached to the proxy;
- (d) be signed by the Council member;
- (e) state the date and time the proxy was made; and
- (f) not be altered once signed.

1.5.3. The proxy must be sent to the member convening the particular meeting for which the proxy is made, who must take all reasonable steps to verify the proxy before being delivered to the presiding member.

1.5.4. If the Council member subsequently attends the meeting, the proxy lapses.

2. Section 2: Motions and Amendments

2.1. General

2.1.1. All motions and amendments, other than procedural motions, must be submitted in writing to the member convening or, if submitted during the meeting, to the member presiding.

2.1.2. All motions and amendments must have a mover and a seconder.

2.1.3. Motions and amendments may be seconded pro forma.

2.1.4. A motion or amendment may be altered by the mover subject to leave of the meeting.

2.1.5. Movers and seconders may reserve or waive their speaking rights.

- 2.1.6. Motions and amendments may be withdrawn by the mover subject to the right of any other member to take up these rights.
- 2.1.7. A member may speak only once to a motion or amendment unless they are the mover exercising their right of reply.
- 2.1.8. Motions and amendments will lapse if in want of a mover and seconder who are present in person-however any other member may take up these rights.
- 2.1.9. No member may speak to any motion or amendment after it has been put to the vote.

2.2. Questions to Motions

- 2.2.1. A member may ask a question relating to the content of a motion or amendment
- 2.2.2. A member may only ask one question relating to the content of a motion although questions may be comprised of multiple parts
- 2.2.3. Questions must be legitimate requests for information or clarification which it could be reasonably assumed some member do not possess.
- 2.2.4. Movers have right of response to any question, the Mover may waive their right of response or call on the Secunder to respond.
- 2.2.5. The Secunder may waive their right of response.
- 2.2.6. A member is entitled to one follow-up question addressing the same content of the original question after the response.

2.3. Motions

- 2.3.1. All movers of motions, other than procedural motions, may exercise a right of reply.
- 2.3.2. The right of reply may be exercised immediately before the motion is put or before any one amendment is put, but may only be exercised once.

2.4. Amendments

- 2.4.1. Amendments must be relevant to the motion.
- 2.4.2. Amendments must not be in direct negation of the substance of the motion.
- 2.4.3. Multiple amendments to a motion must be considered in the order determined by the presiding member.
- 2.4.4. Amendments may only be debated and voted on one at a time - however further amendments may be foreshadowed.
- 2.4.5. Movers of amendments have no right of reply.

2.5. Foreshadowed Motions

- 2.5.1. Where more than 1 motion deals with a particular issue, they may be considered together.
- 2.5.2. Voting must be conducted on each motion in the order in which they were moved, until either a motion is carried, in which case the remaining motions lapse, or until all the motions are defeated.

2.6. Motions to Affiliate

- 2.6.1. Motions to affiliate a new Club are moved by the student who submitted an affiliation request for that Club, who need not be a member.
- 2.6.2. Motions to affiliate do not require a seconder.
- 2.6.3. The Chair or their nominee on the Council Executive must speak to the motion to confirming the Club has met all technical requirements, and describe any specific qualities of the affiliation request relevant to Council.

3. Section 3: Procedural Motions

3.1. The Gag

- 3.1.1. A member who has not already participated in the debate may move "That the speaker no longer be heard".
- 3.1.2. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
- 3.1.3. This motion requires a two-thirds majority in order to be carried.

3.2. Closure

- 3.2.1. A member who has not already participated in the debate may move "That the question now be put".
- 3.2.2. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
- 3.2.3. If this motion is carried, the motion or amendment under consideration must be immediately put to the vote, subject only to the right of reply.
- 3.2.4. This motion requires a two-thirds majority in order to be carried.

3.3. Adjournment of Debate

- 3.3.1. A member who has not already participated in the debate may move "That the debate be adjourned".
- 3.3.2. This motion must not interrupt a speech.
- 3.3.3. This motion must specify when the debate is to be resumed.
- 3.3.4. This motion may only be amended as to time, date and place.

3.4. Adjournment of Meeting

- 3.4.1. A member who has not already participated in the debate may move "That this meeting be adjourned".
- 3.4.2. This motion must not interrupt a speech.
- 3.4.3. This motion may only be amended as to time, date and place.

3.5. Proceed to the Next Business

- 3.5.1. A member who has not already participated in the debate may move "That this meeting proceed to the next business".
- 3.5.2. This motion must not interrupt a speech.
- 3.5.3. This motion must be put without amendment, adjournment or debate.

3.6. The Previous Question

- 3.6.1. Moving the Previous Question is not permitted under these rules.

3.7. That the Question Lie on the Table

- 3.7.1. A member who has not already participated in the debate may move "That the question (or communication) lie on the table".
- 3.7.2. This motion must not interrupt a speech.
- 3.7.3. This motion must be put without amendment adjournment or debate.
- 3.7.4. If this motion is moved and carried on an amendment, the original question is also laid on the table.
- 3.7.5. There can be a subsequent motion at the same meeting "That the question be taken from the table".

4. Section 4: Section Procedure

4.1. Points of Order

- 4.1.1. A member may at any time move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution or Regulations.
- 4.1.2. A member may at the end of a speech make a point of clarification over factual inaccuracies made by the previous speaker.
- 4.1.3. A member claiming to have been misrepresented may at any time, not interrupting another speaker, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce argument or new matter.

4.1.4. Any point of order, point of clarification, or point of explanation must be clearly and concisely stated within 1 minute.

4.1.5. The Chair has the discretion to rule any of these points out of order.

4.2. Dissent

4.2.1. Where the presiding member has made a ruling or interpretation, a motion may be made that the Chair's ruling be dissented from. In such case:

(a) the presiding member must vacate the Chair and nominate a replacement, this nomination not being subject to dissent;

(b) the mover of the motion of dissent must speak to the motion;

(c) the Chair from whose ruling was dissented may reply; and

(d) this motion must be put without amendment, adjournment or further debate in the following form: "That the Chair's ruling be upheld".

4.2.2. This motion requires a two-thirds vote against in order to be defeated.

4.2.3. Where this motion is carried, the Chair's ruling stands.

4.2.4. Where this motion is defeated, no ruling stands.

4.2.5. The original presiding member must be restored to the Chair immediately after the vote of dissent is declared, subject to a resolution of the meeting.

4.3. Naming Procedure

4.3.1. The Chair must be heard in silence and without interruption, and may name any person for unruly and disruptive behaviour.

4.3.2. Where any person is named 3 times during the same meeting, that person must not be recognised by the Chair and must leave the meeting.

4.3.3. Provided that an explanation is given to the meeting, the Chair may have the discretion to have any person removed immediately from a meeting for outrageous conduct.

5. Section 5: Time Limits

5.1. Time

5.1.1. The following time limits apply to all speakers, unless otherwise determined by the meeting:

- (a) Speaker delivering a report - 5 minutes
- (b) Mover of a motion - 3 minutes
- (c) Right of reply - 2 minutes
- (d) Movers of and speakers to procedural motions - 1 minute
- (e) All other speakers - 1 minute

5.1.2. Motions to extend these times in respect of a particular speaker must be put without amendment, adjournment or debate.

6. Section 6: Miscellaneous

6.1. Chair Wishing to Debate

6.1.1. If the Chair wishes to take part in the debate on any question, the Chair must nominate a replacement for the duration of that particular debate and any vote, this nomination not being subject to dissent.

6.2. Discrimination on the Basis of Gender, Race or Sexuality

6.2.1. During meetings governed by these rules it is the responsibility of the Chair to protect members from any type of discrimination based on gender, race or sexuality.

6.2.2. The Chair may have the discretion to have a person immediately removed from the meeting for extreme types of discrimination based on gender, race or sexuality.

6.3. Suspension of Standing Orders

6.3.1. These Standing Orders may be departed from with the unanimous consent of the meeting where a member "seeks leave of the meeting"; or

6.3.2. A member may move "That so much of Standing Orders be suspended as would prevent..."

6.3.3. This motion may be debated.

6.3.4. This motion requires a two-thirds majority in order to be carried.

6.3.5. A motion to suspend all of Standing Orders must not be considered.

6.4. Meetings Held in Committee

6.4.1. A meeting may resolve itself into a "Committee of the whole".

6.4.2. If this motion is carried, the result is as follows:

- (a) members may speak more than once;
- (b) substantive motions and amendments may not be moved;

- (c) procedural motions and amendments require only a mover;
- (d) time limits do not apply;
- (e) no minutes are kept;
- (f) the Chair may engage in the debate; and
- (g) all other Standing Orders still apply.

6.4.3. The Chair reserves the right to resume full Standing Orders at any time while in committee.

6.5. Further Rules

6.5.1. If any matter is not dealt with in these Standing Orders, Standing Orders of the ANUSA SRC apply.

6.6. Validity Given Departure from Standing Orders

6.6.1. Subject to the Constitution and Regulations, any decision made by a validly-constituted meeting is not void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.

SCHEDULE TO THE standing orders

Order of Agenda

Item 1: Meeting Opens and Apologies

Item 2: Minutes from the Previous Meeting including Matters Arising

Item 3: Reports and Matters Arising

Item 4: Presentation of Affiliations (if required)

Item 5: Elections (if required)

Item 6: Items for Resolution

Item 7: Items for Discussion

Item 9: Other Business

Item 10: Date of next meeting and Close