

# **The Australian National University Law Students' Society**

## **STANDING ORDERS**

### **1. Quorum**

- 1.1. The Chair shall ensure that quorum is present before declaring a meeting open.
- 1.2. If quorum is not reached within 30 minutes of the time set for a meeting, then that meeting lapses and all business is stood over to a subsequent meeting, subject to the discretion of the Chair.

### **2. Agenda**

- 2.1. The agenda shall be followed in the order that it is set out unless otherwise determined by a motion of the meeting.
- 2.2. Motions may be included in the agenda at any point during the meeting, except during reports.

### **3. Role of the Chair**

- 3.1. The Chair for the meeting is to be nominated by the Executive.
- 3.2. The Chair is responsible for the upholding of Standing Orders, and for conducting the process of debate on substantive motions and procedural motions.
- 3.3. The Chair has precedence to speak over all other speakers when giving directions or rulings.
- 3.4. The Chair is responsible for maintaining order, and may order persons making unreasonable disturbances to leave the meeting.
- 3.5. The Chair may impose a maximum time limit on the debate.
- 3.6. The Chair may temporarily vacate the chair and nominate an acting Chair for the period of their absence.
- 3.7. The Chair shall only have a casting vote in the case of a hung vote.
- 3.8. The Chair shall ensure that adequate minutes are taken.
- 3.9. The Chair shall interpret these Standing Orders, any Regulations, and the Constitution, when required to do so.

### **4. Motions**

- 4.1. Every substantive motion shall have a mover and a seconder before discussion commences.
- 4.2. Motions shall be submitted in writing to the Chair on motion sheets to be provided by the Administration Vice-President.

- 4.3. The Chair may require that a motion which is unclear or has no stated effect to be re-expressed by the mover.

## **5. Speaking Rights**

- 5.1. Speakers may only address the meeting when called upon to do so by the Chair.
- 5.2. Subject to these Standing Orders, speakers shall be heard in silence and may only be interrupted by the Chair.
- 5.3. The mover of a motion shall speak first to explain the motion and shall have a right of reply to speak last on the motion but cannot introduce new material.
- 5.4. The seconder of a motion may be the second speaker for a motion, or may speak at any later time.
- 5.5. All other members present may speak only once on each matter, subject to the discretion of the Chair.
- 5.6. Where appropriate, the Chair shall attempt to call alternative speakers for and against a motion.
- 5.7. All speeches shall be relevant to the motion.
- 5.8. The mover of a motion is allowed 3 minutes to speak when introducing the motion and 2 minutes for a right of reply. All other speakers are allowed 2 minutes; however
- 5.9. The Chair may grant leave for any speaker to continue longer than prescribed in these Standing Orders.

## **6. Amendments**

- 6.1. The mover of a motion may propose an amendment to that motion at any time without debate or a vote.
- 6.2. Any member may move an amendment to a motion before the Chair, with the consent of the mover of the motion.
- 6.3. Any amendment to a motion shall be moved and seconded, and submitted in writing to the Administration Vice-President.
- 6.4. All amendments shall be relevant to the main motion.
- 6.5. An amendment may not simply negate the effect of the main motion.
- 6.6. Amendments shall be dealt with as they arise.
- 6.7. While an amendment is under consideration, no other amendment may be moved.
- 6.8. An amendment may be amended only with the consent of the mover of the original amendment and the mover of the motion.
- 6.9. The speaking rights for an amendment are the same as those for a main motion, except that the introductory speech of the mover of the amendment is limited to 4 minutes, and all other speeches to 2 minutes.

## **7. Debate of the Motion in its Parts**

- 7.1. A member may move that a motion be debated in its parts, subject to the following:

- 7.1.1. The mover shall propose the parts into which the motion is to be divided for debate.
- 7.1.2. When debated in its parts, the motion may be put and voted on in its entirety upon completion of debate, if the mover so requests.
- 7.1.3. Section 11.3 does not apply when debating a motion in its parts.

## **8. Withdrawal**

- 8.1. A motion may be withdrawn by the mover at any time, although the seconder has a right to move it again immediately.

## **9. Questions**

- 9.1. The Chair may allow questions to be put to the mover of a motion if appropriate. However any question is limited to 1 minute and answers limited to 2 minutes. Questions and answers may only be interrupted by the Chair.

## **10. Time Limits for Motions**

- 10.1. When the Chair decides that a motion or amendment has been discussed for a sufficient period the mover shall exercise their right of reply and the Chair shall put the motion; unless
- 10.2. A motion is moved and seconded to continue the debate, passed by a simple majority of the meeting.
- 10.3. After 15 minutes of debate the Chair may put the motion; however a two-thirds majority of the meeting may extend debate for a further 5 minutes.

## **11. Reading of Motion**

- 11.1. The Chair shall read the text of the motion or amendment under discussion:
  - 11.1.1. Upon introduction of the motion or amendment; and
  - 11.1.2. When the motion or amendment is put; and
  - 11.1.3. When requested to do so by a speaker; and
  - 11.1.4. When requested to do so by any member between speeches.

## **12. Voting**

- 12.1. All votes at meetings will be decided by a show of hands except where the vote is pursuant to section 8.5 of the LSS Constitution.
- 12.2. If requested by any member, the Chair shall order a show of hands and conduct a count of those for and against to be minuted; otherwise
- 12.3. The minutes need only specify whether or not the vote was passed.
- 12.4. Any member may require that their vote for, or against, a motion or abstention from voting, be minuted.

- 12.5. There is no provision for a vote by ballot at a meeting of the Society except where the vote is pursuant to section 8.5 of the LSS Constitution, in which case, the vote shall be conducted by secret ballot.
- 12.6. Members of the Committee are entitled to appoint a member of the Society as their proxy.
  - 1.1.1 A person who is appointed as a proxy shall have the same rights as the member who appoints them for the duration of the meeting.
  - 1.1.2 Notice of the appointment of a proxy for a meeting shall be directed to the Administrative Vice-President and must be received prior to the commencement of that meeting.
  - 1.1.3 Notice must be given in writing or by email and must include the name of the member and the name of the person who is appointed as their proxy.
  - 1.1.4 A person may hold no more than one (1) proxy.
- 1.2 If a ballot is held pursuant to section 8.5 of the LSS Constitution and more than two candidates are seeking to be elected, the ballot will be conducted as follows:
  - 1.2.1 Committee members will be required to rank candidates in order of preference. This shall be indicated by numbers written in sequential order.
  - 1.2.2 Any ballot paper not marked with a number "1" shall be excluded, as will ballots which are marked with more than a single "1".
  - 1.2.3 Indicating preference beyond number "1" shall be optional.
  - 1.2.4 The candidate with the least number of primary votes shall be eliminated from the election and preference will be redistributed at full value to the next most preferred candidate as indicated on the ballot paper.
  - 1.2.5 This process will continue until a candidate is elected by a simple majority of Committee members present and voting.

### **13. Procedural Motions**

- 13.1. "That the question now be put"
  - 13.1.1. A member may request "that the question now be put":
    - 13.1.1.1. The motion does require a seconder; and
    - 13.1.1.2. The motion may not interrupt a speech; and
    - 13.1.1.3. This motion must be put without amendment, adjournment or debate; and
    - 13.1.1.4. To be successful, the motion must be passed by a two-thirds majority of the meeting.
- 13.2. Points of Order
  - 13.2.1. A member may move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution and any Regulations, however this cannot interrupt a speech.

- 13.2.2. A member claiming to have been misrepresented may, with the leave of the Chair, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce new matter.
- 13.2.3. Any point of order must be clearly and concisely stated within 1 minute.
- 13.2.4. The Chair has the discretion to rule any of these points out of order.

#### **14. Meetings held in Committee**

- 14.1. A meeting may resolve itself into a “Committee of the whole”.
- 14.2. If this motion is carried by a two-thirds majority of those present, the result is as follows:
  - 14.2.1. Members may speak more than once; and,
  - 14.2.2. Substantive motions and amendments may not be moved; and,
  - 14.2.3. Procedural motions and amendments require only a mover; and,
  - 14.2.4. Time limits do not apply; and,
  - 14.2.5. The Chair may engage in the debate; and,
  - 14.2.6. All other Standing Orders still apply.
- 14.3. the Chair reserves the right to resume full Standing Orders at any time while in Committee.

#### **15. Further Rules**

- 15.1. In the event of uncertainty, or if any matter is not dealt with in these Standing Orders, the Chair may look to the Standing Orders of the Australian Law Students’ Association in order to come to a decision.

#### **16. Validity Given Departure from Standing Orders**

- 16.1. Subject to the Constitution and any 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.

#### **17. Adjournment and Closure**

- 17.1. Upon the completion of the time allowed for the meeting, the meeting is adjourned and any unfinished business on the agenda is adjourned to the next meeting; or
- 17.2. Upon the completion of the business set down in the agenda, and if there is no other business, the Chair shall close the meeting.