

## **By Law 1**

### **Guide to the Conduct of Annual General Meetings**

#### **Order of Business**

1. The order of business for the meeting should be:
  - a. Silent tribute;
  - b. Roll call;
  - c. Apologies;
  - d. Confirmation of Minutes of previous meeting;
  - e. Matters arising from the previous minutes;
  - f. Treasurer's Report;
  - g. Report upon membership;
  - h. Reports of committees and delegates;
  - i. Elections (if any);
  - j. Correspondence read and dealt with, including matters arising from such correspondence;
  - k. Notice of motions;
  - l. Other items on agenda; and
  - m. General business.

#### **Suspension of Order of Business**

2. A motion by two members supported by a two thirds majority vote of members present, may suspend the order of business, provided the suspension is limited to the purpose for which it was granted.

#### **Correspondence and Reports**

3. The reading of reports or letters is to be taken as their reception unless a motion to the contrary is submitted.
4. Members present are free to ask any question or move a motion regarding the action which they consider should be taken in respect of any item.

#### **Motions**

5. A motion and an amendment of a motion may, if so required by the meeting be submitted in writing and signed by the mover and seconder and:
  - a. must be of an affirmative character; and
  - b. Once having been submitted must be withdrawn only by leave of the mover and seconder and the meeting.

c. No motion vitally affecting the interests of the League or the Branch is to be submitted to a meeting without prior notice.

### **Discussion confined to Motions and Amendments**

6. Subject to the Chairperson's right to permit discussion upon any matter he deems of importance to the meeting; no discussion is to take place except on a motion or amendment moved and seconded.

### **Motion not Seconded**

7. A motion not seconded is not to be debated and no entry of the motion is to be made in the Minutes.

### **Motion Discharged from Agenda**

8. A motion may, by permission of the Chairperson, be superseded at any time by another motion "That it be discharged from the notice paper", "That the question be adjourned", "That the question be now put", "That the next business be proceeded with" or "That the meeting be adjourned".

9. No member who has spoken to the main question is permitted to so move.

### **Debate**

10. When a motion or an amendment is moved and seconded, debate may ensue.

11. Not more than two speakers are entitled, except in committee, to speak in succession either for or against any question, and if at the conclusion of the second speaker's remarks, and upon a call from the Chairperson, no member rises to speak on the opposite side, the motion or amendment is, after the mover of the motion has replied, at once be put to the vote.

12. All amendments are to be progressively resolved prior to further discussion of the motion.

### **Amendments to Motions**

13. Only one amendment, which must be relevant to the question to which it is proposed to be made, is to be entertained at the one time.

14. If the amendment be carried it becomes the substantive motion, and the original motion lapses. There is no necessity to put the original motion to the meeting.

15. An amendment proposed, but not seconded, is not to be entertained nor entered in the Minutes.

16. No member is to propose or second more than one amendment to the same motion.

## **Other Amendments**

17. Whether an amendment is carried or not, other amendments may be submitted, one at a time, to be decided in like manner until the subject is finally disposed of.

## **Amendments Lost**

18. In the case of all amendments being lost, the Chairperson is to put the original motion to discussion and vote.

## **Restrictions upon Speeches**

19. No member is, except in committee, to speak more than once upon a motion or once upon each amendment thereto, except with the permission of the Chairperson or except he be the mover of the motion, who is entitled to the right of a reply.

20. An amendment that has become the substantive motion is deemed to be a separate motion.

21. Notwithstanding the right to reply given to the mover, the chairperson may, should he consider that there is no practical difference of opinion stop the discussion and submit the motion to the meeting.

## **Speaker's Time Limited**

22. The mover of a motion is limited to five minutes, and the seconder and speakers for or against are limited to three minutes, except that at any time the meeting may resolve on the motion of a member that the speaker's time be extended by a specified number of minutes which is to be put to meeting without debate.

## **Seconding without Remarks**

23. A member seconding a motion or amendment without remark is not to be held to have spoken thereon.

## **Explanation**

24. A member who has spoken to a question may again be heard to explain himself in regard to something material in part of his speech which the Chairperson agrees may have been misquoted or misunderstood, but such member must not introduce any new matter or interrupt a member who may be speaking, and no debatable matter must be brought forward or debate arise upon such explanation.

## **Points of Order**

25. A point of order may be raised by a member.

26. The point of order must deal only with the conduct or procedure of the debate and the member must state his point without irrelevant details.

27. The member must establish that the speaker is:

- a. using inappropriate language;
- b. speaking outside the question;
- c. transgressing a rule of the Branch or Sub Branch;
- d. infringing standing orders; or
- e. acting contrary to the general custom of debate.

28. Immediately a point of order is raised, current discussion will cease and the Chairperson will determine the question and no discussion on a point will be permitted.

29. Points of correction such as that a speaker is not stating the truth are not points of order.

### **Disagreement with Chairperson's Ruling**

30. The ruling of the Chairperson upon any question under the standing orders or on points of order or explanation are final, unless challenged by at least one-fifth of those present, and two-thirds of the members present vote against such ruling.

31. Upon the submission of a motion "That the Chairperson's ruling is disagreed with" the Chairperson forthwith must leave the chair and the Vice President (League) present must take the chair or if none present, a chairperson appointed by the meeting.

32. The motion must then be discussed and decided, after which the former Chairperson must resume the chair and debate on the original question must proceed.

### **Motion for Question to be Put**

33. A motion "That the question be now put" may be moved at any stage of a debate, and is to be immediately put without discussion.

34. No member who has spoken to the motion or any amendment is permitted to move or second such a motion.

35. If lost, the debate is to continue. If carried, the mover is to have the right of reply, and the motion or amendment as the case may be, is to be put to the meeting without further discussion.

### **Addressing the Chair**

36. On all questions, and during all discussion, the member speaking must stand and address the meeting through the Chairperson.

### **Respect to Chair**

37. Members must resume their seats upon the Chairperson rising to speak, and any member refusing to so resume their seat must be liable to immediate suspension by the Chairperson.

### **Penalty for Breaches of Decorum**

38. A member violating any of these standing orders may be suspended by the Chairperson for the currency of the meeting or a lesser period determined by the chair.

### **Question once Settled**

39. Any question/motion that has been once settled by vote or division is not to be again entertained at the same meeting.

40. No motion passed at a summoned meeting is to be rescinded except at a further summoned meeting of which at least one month's notice is to be given.

### **Leaving a Meeting in Progress**

41. No member is to enter or leave the meeting without approval of the chair whilst a vote is being taken.