

## **STANDING ORDER 5**

### **RULES FOR DEBATE**

**FEDERATION PRESIDENT:** The Federation President shall preside at all meetings. In the Federation President's absence the Federation Vice-President shall preside. In the Federation Vice-President's absence the Board shall nominate one of those present to preside. The person presiding at the meeting shall be called the Chairman.

The Chairman shall ensure that the rules of the Federation are expeditiously, fairly and impartially administered.

**FEDERATION SECRETARY:** The Federation Secretary shall attend all meetings and have cause to record Minutes thereof, and shall give information to or on behalf of the Federation and shall submit reports and cash statements all in keeping with the Corporations Act and the Constitution of the Federation.

1. Any Chairman desiring to speak to any motion, with intent to influence the vote shall appoint a qualified Federation Director to act in his stead, then vacate the chair.
2. It shall be the duty of the Chairman to call to order any Federation Director who violates any rule of debate. A Federation Director who is called to order shall take his seat until the point is determined.
3. Any Federation Director violating Standing Orders or refusing to retract a statement deemed offensive by the Chairman may be suspended for the rest of the meeting.
4. Any Federation Director may ask a question to clarify a point on the matter in debate.
5. Any Federation Director may ask the Federation President a question relative to Federation policy without notice.
6. Any Federation Director may ask the Federation Secretary a question relative to Federation finances without notice.

7. There can be no discussion on any matter unless preceded by a motion properly moved and seconded.
8. Federation Directors, when speaking, must stand and address the Chair except when permission to remain seated is granted by the Chairman.
9. Notice of Motion cannot be discussed when giving notice, or dealt with in the absence of the mover except by consent of the meeting.
10. When a motion is before the meeting, no other motion shall be received unless:
  - (a) to adjourn the debate;
  - (b) that the question be now put;
  - (c) to proceed with the next business;
  - (d) that the speaker be no further heard;
  - (e) the motion lie on the table;
  - (f) consideration of the motion be postponed;
  - (g) to defer or amend the motion;
  - (h) to adjourn the meeting.

Precedence to be given in order as arranged and no discussion to be allowed.

11. Discussion on one motion shall not exceed 30 minutes unless extension of time is allowed by the Board.
12. The mover shall be allowed five minutes to discuss the motion and three minutes for the final right of reply. All successive speakers shall be allowed three minutes. Extension of time may be granted to any speaker by consent of the Board. There shall be no debate on a motion for extension of time.
13. Federation Directors seconding a motion without remark cannot be regarded as having spoken to the motion.
14. After the mover and seconder have spoken, discussion will progress Against, then For, when this order ceases, discussion shall cease and the motion put to the vote.
15. No Federation Director shall speak more than once on any motion except the mover has the right of reply.

16. No Federation Director shall interrupt another while speaking unless on a point of order or to ask the Chairman permission to explain.
17. A Federation Director rising to a point of order shall state his case and resume his seat, but no debate is allowed until the Chairman has decided and given his ruling on the point of order.
18. Motions submitted cannot be withdrawn once debate has begun except upon the vote of seventy five percent (75%) majority of Members.
19. Only one amendment shall be entertained at a time though amendments to amendments are permitted.
20. No Federation Director may move more than one amendment to a motion and the mover may not propose an amendment.
21. Finally, the Chairman shall state the motion as it then stands in its original form or as amended and with no further discussion being allowed he shall put the question and declare it 'Carried' or 'Lost'.
22. When a decision is doubted, the Chairman shall direct scrutineer to count votes and report to him.
23. A division can only be granted upon a call being made by the mover or seconder, supported by at least 25% of the Federation Directors present. A Federation Director shall not be allowed to enter or leave the room while count is being taken.
24. Any Federation Director may move a motion of dissent from the ruling of the Chairman. On being seconded, the Chairman shall leave the chair. Immediately after the new Chairman has been appointed he shall give the former Chairman the right to explain his ruling and then take a vote without further notice.
25. All observers permitted to attend a meeting of the Federation shall be subject to these rules of debate as if they were a Federation Director.
26. "Abstention" means any Federation Director entitled to vote at any meeting of the Federation and refusing to take part in the vote. Such abstention shall in effect deem the Federation Director not present and shall affect the seventy five percent (75%) majority requirement in accordance with Joske's Law and Procedure at Meetings in Australia.