

## By Laws: Standing Orders

August 2012

### 1. Standing orders, as specified:

- 1.1 Apply at all meetings unless suspended for the time being by resolution.
- 1.2 Require that written documents intended for discussion first be received by resolution.
- 1.3 Predetermine that documents duly received then accepted by resolution after discussion, with or without amendment, shall be adopted as Association policy.
- 1.4 Do not subsequently invalidate a decision where an irregularity is detected after the event.
- 1.5 Debar interruption of speakers, except by the Chairman or for points of order and procedural motions.

### 2. The Chairman:

- 2.1 Is in sole charge of the meeting.
- 2.2 Rules on points of order and procedure.
- 2.3 Determines the sequence in which speakers will be heard.
- 2.4 Calls to order any speaker digressing from the subject.
- 2.5 May allow a brief clarifying explanation from a previous speaker.
- 2.6 May decide when a motion is to be put.
- 2.7 On an equality of voting circumstance, the Chairman has a casting vote on that resolution in addition to any vote the Chairman has in their capacity as a Council Member in respect of that resolution.
- 2.8 Reports back to the meeting after moving out of Committee.

### 3. Speakers:

- 3.1 May only speak once to a motion, except for the mover who can exercise a final right of reply
- 3.2 Must keep to the question or be called to order by the Chair. Must address the Chair, even to direct an enquiry to another person.
- 3.3 May, without interrupting another, seek permission from the Chairman to clarify a previous statement.

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#### 4. Agendas:

- 4.1 May include items for which there is no material assigned.
- 4.2 Agenda items can be for noting (unstarred), for discussion (starred) or for approval (starred and accompanied by a motion).
- 4.3 Agenda items can be starred by the Chairman or others attending the meeting either at or prior to the meeting.
- 4.4 All un-starred agenda items shall be adopted just prior to the conclusion of the meeting.

#### 5. Motions on notice to Council:

- 5.1 Shall be given in writing to the Chief Executive Officer at least 14 days prior to the relevant meeting.
- 5.2 Shall, if for amendment of Association documents, first be presented at Council with a view to resolution at next meeting unless, being of minor or emergency nature, they can be handled forthwith.
- 5.3 May be amended by Council within the scope of the original, though not if this would render a motion designed to alter the Constitution or By-Laws more onerous or restrictive than the original.

#### 6. Committee - a mechanism permitting free and confidential discussion:

- 6.1 Is established by passing, after debate if necessary, the motion *'That this meeting resolve itself into a Committee'*.
- 6.2 Is chaired by the meeting's Chairman or, if that person withdraws, by a deputy.
- 6.3 Is not minuted.
- 6.4 Allows individuals to speak more than once.
- 6.5 Will not admit procedural motions.
- 6.6 Is concluded by the carrying of the motion *'That the Committee report back its findings to the meeting'*.
- 6.7 Requires the Chairman of the Committee then to deliver a report to the meeting for the purpose of minuting, following which it may either be adopted, rejected or recommitted to another Committee.

## 7. Motions – substantive, foreshadowed and amendments:

- 7.1 All proposals to a meeting shall be put forward in the form of a motion.
- 7.2 A seconder is not required.
- 7.3 No person shall speak more than once to a motion or amendment, except for the mover of a motion, who may deliver a final summary that does not introduce additional subject matter.
- 7.4 The mover of a motion or amendment is deemed to have spoken to it.
- 7.5 The mover of an amendment does not have right of reply.
- 7.6 The Chairman may request motions or amendments in writing.
- 7.7 An amendment must be framed to be consistent with the original motion, not a negation of it.
- 7.8 A motion or amendment may be reworded by its mover subject to permission of the meeting.
- 7.9 Discussion of an amendment must be confined to it, and no other can be proposed until it is disposed of, although further amendment may be foreshadowed without discussion.
- 7.10 A person may move only one amendment to a motion
- 7.11 Movers of motions may speak to amendments.
- 7.12 Movers of amendments may speak to subsequent amendments
- 7.13 Rejection of an amendment still leaves the original motion open to other amendment.
- 7.14 If an amendment is carried, the motion as amended becomes the substantive motion under discussion and is open to further amendment, which can further alter the substantive motion to be decided by vote.
- 7.15 Before a motion is put, an alternative motion can be foreshadowed that is contingent upon defeat of the original motion as amended, and otherwise lapses.
- 7.16 Simple majority vote decides the fate of each motion.
- 7.17 No amendment can be moved after an original motion or substantive motion has been put to the vote.
- 7.18 No person can speak on a motion after it has been decided.



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7.19 If it is desired to alter a motion more drastically than is possible by amendment or to have a positive motion on the record or a motion contradictory to the motion before the Chairman, a person may foreshadow an alternate motion.

#### 8. Formal procedural motions:

MOTION	DEBATE?	PROVISOS
<i>'To suspend Standing Orders'</i> [in whole or in part]	YES	
<i>'That the Chair's ruling be dissented from'</i>	NO	Not to be interpreted as a vote of no confidence.
<i>'That [a particular person] be now heard'</i>	NO	
To withdraw a motion or amendment before the Chair.	YES	Any amendment must be disposed of before a motion can be withdrawn.
<i>'That the question be now put'.</i>	NO	Cannot be moved by one who has already spoken. Chairman has discretion to accept or not. During debate on an amendment, motion applies only to that amendment. Right of reply for mover of original motion.
<i>'That the speaker be no longer heard [or heard for a limited time].'</i>	NO	

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<p><i>'That the question be not now put.'</i></p>	<p>YES</p>	<p>Applies only to a motion, not an amendment.</p> <p>May be foreshadowed but not put until all amendments have been disposed of.</p> <p>Cannot be moved by one who has already spoken.</p> <p>Debated together with original motion.</p> <p>If lost, original motion put after right of reply.</p>
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