

STANDING ORDERS

1.0 CONDUCT OF MEETINGS

- 1.1 (a) When a motion is formulated, proposed, and seconded, any further discussion must proceed on that proposition and be governed by Standing Orders.
 - (b) Only voting members may propose and second motions.
 - (c) Parts of a proposed motion may be voted on separately at the request of any voting member unless the mover of the motion objects.
 - (d) When an amendment revises, adds to, or deletes from a proposal, the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then become the substantive motion and be put to the vote.
 - (e) Any further proposed amendments to motions not designed to alter the per capita levy or budget shall be handled in writing to the Immediate Past President on the prescribed form (available at Conference) before being formally moved and seconded. These amendments shall be circulated to members at Conference before the sessions considering the motions, where practicable.
 - (f) Emergency motions must be lodged with the Immediate Past President not later than 0830 hours on the first day of Conference and accepted for discussion by two thirds (2/3rds) of the votes cast. The proposer may speak for up to two (2) minutes to justify the need for the acceptance of the Emergency Motion prior to the vote. There will be no further discussion
- 1.2 Observers shall speak only on the Conference Chairperson's stating that the meeting is open for discussion after she has ascertained that no more voting members with speaking rights at Conference wish to speak.
- 1.3 The proposer of the motion may speak for three (3) minutes, the seconder for two (2) minutes, and each subsequent speaker and the right of reply be for two (2) minutes.
- 1.4 The mover of the motion, but not the mover of an amendment thereto, shall have the right of reply to the discussion, but may introduce no new matter.
- (a) If an amendment is moved she may exercise this right either before the amendment is put, or before the vote on the original motion.
 - (b) In all other cases no one may speak more than once to any motion or amendment except to raise a point of order or to ask a question.
- 1.5 (a) During discussion of any matter a voting member may raise a point of order. In this case the Conference Chairperson shall immediately state her ruling. If it is challenged, the Conference Chairperson shall forthwith submit her ruling to the Conference for decision, and it shall stand unless overruled.
- (b) At the conclusion of any speech it may be moved by any voting member who has not previously spoken in the debate that the question be now put; on this being seconded it shall immediately be put to the vote and, if carried, the motion or amendment under discussion shall be voted upon at once.
 - (c) At the conclusion of any speech it may be moved by any voting member who has not previously spoken in the debate that the next business be now proceeded with; on this being seconded, it shall be immediately be put to the vote and, if carried, the next business shall be taken forthwith.
 - (d) The decision of the Conference Chairperson shall be final on all points except as provided in Article 1.5 (a) above.

- 1.6 (a) Voting shall be in accordance with Article 10 of the Constitution. Each motion shall be voted upon by a show of voting cards. No count shall be taken unless the Conference Chairperson considers it to be desirable or the decision is challenged.
- (b) A simple majority shall be a majority of those voting. Where a two thirds (2/3rds) majority is required it shall be two thirds (2/3rds) of the votes cast.
- (i) A two thirds (2/3rds) majority of the votes cast at a Conference or a Special General Meeting called for the purpose is required to change the Constitution.
- (ii) A two thirds (2/3rds) Majority of votes cast at Conference is required to change the Finance Policy.
- (c) Such number of stewards as may be required shall be appointed by Conference at the first business session.

2.0 OPEN DISCUSSION

- 2.1 After reports have been presented and seconded, discussion is open to voting members and members with speaking rights.
- 2.2 Observers shall speak only on the Conference Chairperson's stating that the meeting is open after she has ascertained that no more voting members or members with speaking rights wish to speak.
- 2.3 No speaker may speak to the same discussion more than twice.
- 2.4 No one may speak for more than three (3) minutes.

3.0 SUSPENSION OF STANDING ORDERS

In matter of urgency the Conference Chairperson may accept notice in writing of a motion for suspension of one (1) or more Standing Orders, provided that:

- (a) The voting member at the Conference states her reason for requesting suspension.
- (b) No fewer than two thirds (2/3rds) of the eligible members present at Conference vote for such suspension.

4.0 ADOPTION OF STANDING ORDERS

Standing orders shall be adopted at the beginning of each Conference