




THE EFFECTIVE MEETING GUIDELINES

PLUS RULES OF DEBATE AND
STANDING ORDERS

A photograph showing a group of people in a meeting. They are seated around a light-colored table, looking at and pointing to documents. The image is partially obscured by a dark blue curved graphic element at the top.

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The information in this publication is in line with the Associations Incorporation Act 2015.

Every care has been taken to ensure the accuracy of the information contained herein. This document is a summary of the P&C Constitution (2019) and the WACSSO Constitution (2022) and these are the definitive documents in this area and are subject to change.

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Table of Contents

Definitions.....	1
Effective Meetings.....	3
Meeting Environment.....	4
A bit about Motions	5
Amendments	6
Voting	7
Ballots and Divisions	7
Dissent	7
Rescinding Motions	8
Guidelines for Rescission	8
Substantive & Procedural Motions	9
Point of Order	9
The Closure	9
“That the Debate be Adjourned”	9
“That the Matter be Referred to a Sub-Committee”	10
“That the Previous Question be Recommitted”	10
“That the Chairperson’s Ruling be Disagreed With”	10
Suspension of Standing Orders	10
Motion Flowchart	11
Appendix 1	
<i>Rules of Debate and Standing Orders</i>	13

Introduction

P&Cs are often tempted to run informal meetings with little or no procedure.

There is a case to be made for the relaxation of procedure at certain times and under certain circumstances, but there must be underlying rules. Once the Chairperson loses control of a meeting, it is very difficult to regain it, and almost impossible if there are no rules of procedure.

If Standing Orders are strictly followed, no discussion is permitted except on a motion or amendment which has been moved, seconded, and accepted by the Chairperson. The Chairperson may also request that the motion or amendment be put in writing.

The majority of P&C Associations have a discussion and then formulate a motion to be voted on – normally this is OK (except in the case of financial motions), as long as a formal motion is then put. Using the formal rules, this should be done in reverse with a motion being put to the meeting first followed by debate and then a vote.

Definitions

Amendment is a proposal to alter a motion in some way and is frequently used to make the original motion more acceptable to the meeting. An amendment cannot change the intent of the original motion

Mover is the person who formally presents the idea to the meeting i.e. moves the motion.

Procedural Motions relate to the conduct of the meeting and are used to draw the members' attention to an irregularity in the proceedings or to change the standard proceedings i.e. change the order on the agenda.

Rules of Debate are the rules that should be followed when debating a motion.

Secunder is another person who formally agrees that the idea should be discussed.

Standing Orders are the rules of debate that govern the conduct of the meeting.

Substantive Motions are formal proposals that an action be taken, that something previously done be approved, or that the meeting express an idea or opinion about something.

Financial Motions are proposals with the intent of spending the funds of the P&C. The P&C must be given advance notice of these types of motions (7 days for a General Meeting and 48 hours for an Executive Committee Meeting).



Effective Meetings

P&Cs should always aim to hold effective meetings that produce positive results. When attending a meeting, you expect that everyone will pool their abilities to solve common problems, make decisions and use the time productively. In reality, however, the experience can be different.

The below information is designed to assist you in running an effective meeting. Effective meetings need to be planned rather than left to chance. Gathering a group of people together at a specific time and place will not guarantee a successful meeting. WACSSO recommends that P&Cs use the below tips when planning their meetings.

WACSSO tips for productive meetings:

- Preparation: Prepare an agenda and ensure that you have enough time to achieve your agenda by allotting a time limit for each item discussed. This means prioritising the business on the agenda.
- Time: This is commonly the most wasted resource at a meeting. It is important to stick to the starting and finishing times and any extensions of time beyond the scheduled finishing time should be agreed upon by all present at the meeting.
- Structure: Make sure that all the information is on hand for the agenda items to assist the decision-making process for all the participants. The Chairperson must be in full control of the meeting at all times ensuring the agenda is adhered to by bringing the group back to the point being discussed.
- Decision-making: The purpose of P&C meetings is to make decisions and share knowledge. Always consider all the key stakeholders and the positive effects of decisions made as being a P&C's primary goal.
- Maximum participation: Groups who consult each other and encourage maximum participation make good decisions. It is also important to control dominant personalities while still allowing them to have their say.
- Positive focus: Meetings should emphasise members' positive contributions. Deal with difficult situations one-on-one or in small groups, outside the meeting. Remember to focus on the problem, not the personalities involved.
- Good records: P&Cs need to record all resolutions, any actions to be undertaken and the person or persons responsible for that action. Include a timeline indicating the time the action is to be completed. Good records are legally required.

Variety is also an essential ingredient for meetings, and genuine topics of interest. Utilising guest speakers is a true method of introducing some variety and the most accessible source of guest speakers is your school's staff.

Always remember, people vote with their feet. Interesting meetings that involve everyone, held on set meeting dates and times, keep people coming back.

Meeting Environment

Creating a positive and welcoming environment is an important aspect of effective meetings. Some suggestions to help create a positive meeting environment are:

- Greet new members and introduce them at the opening of the meeting.
- Include an Acknowledgment of Country at the start of each meeting.
- Have members wear a name tag to help with introductions and to make people feel welcome.
- Have copies of the P&C Constitution and the P&C Handbook available at meetings.
- Select an environment conducive to sharing (i.e. people in circles rather than rows).
- Rotate seating arrangements to disperse cliques.
- Have copies of the Rules of Debate available for members (end of this booklet)
- Displaying children's work at meetings can be a source of interest.
- Display P&C terminology and explanations to maximise inclusion.
- Encourage members to bring a "plate" to share at the end of the meeting.
- Encourage carpooling so potential members who are unable to drive can attend.
- Ensure that your venue is available and set up prior to the meeting. As a part of the setup, consider the room temperature.

Many P&Cs now run online and/or hybrid meetings, to encourage attendance. These are often recorded. Some P&Cs will also record in-person meetings to make writing up the minutes easier. It is crucial to seek consent from participants if recording the meeting is planned. It is good practice to clearly communicate the intention to record the meeting beforehand, outlining the purpose and how the recording will be used. This approach fosters transparency and trust within the group.

Recording meetings can sometimes discourage open discussion, as participants may feel less comfortable sharing their thoughts candidly. To address this, consider the purpose and necessity of recording each meeting. Clearly communicate to all attendees why the recording is being made and how it will be used and emphasise that their input is valued and confidential. To foster a more open environment, you might opt to record only certain parts of the meeting or offer alternatives for those who prefer not to be recorded. Always prioritise creating a space where everyone feels safe and encouraged to participate fully.

If a meeting is recorded for the purpose of finalising minutes, it is good practice for such a recording to be destroyed after it has been used for its intended purpose. The ratified minutes should always be the single source of truth, ensuring clarity and consistency in the meeting's outcomes.

A bit about Motions

Many P&Cs allow free discussion without first requesting a motion. There are a number of disadvantages to this:

- **It is not possible for financial motions which require notice in advance.**
- It is difficult to know whether the discussion is relevant, as the issue or problem hasn't been clearly identified by a motion. This can result in the meeting becoming confused, with several issues becoming mixed up together.
- The discussion is easily side-tracked onto other related and sometimes unrelated issues. This can result in the original problem remaining unresolved.
- The discussion can be unproductive with no decision being made, and it can take longer to come to a conclusion.
- The discussion can be deemed one-sided, or someone can dominate the discussion.

Motions serve two specific purposes:

1. Ensuring everyone in the meeting is clear on the issue being discussed and voted upon.
2. Allows the Secretary to accurately record the decision of the meeting in the minutes.

No matter how relaxed the meeting may be, the Chairperson should always insist decisions are made through a vote on a motion.

Motions usually begin with the word "that" and should:

- be clearly worded so that everyone can understand them and they cannot be misinterpreted;
- be expressed in positive terms;
- be recorded in such a way that it is clear "who" is to do "what" and by "when"; and,
- also include "how much" when they relate to spending money.

The person who formally presents the idea to the meeting i.e., moves the motion, is the "mover". Before a motion can be discussed, it requires a "second", i.e. another person who agrees that the idea should be discussed. If the motion isn't seconded, it lapses and is not discussed.

Once the motion has been seconded, the mover explains the reason for presenting it to the meeting and what it is hoped to achieve. Members are then able to debate the motion. The motion becomes a resolution after it has been agreed to by the meeting by voting.

Standing Orders provide a framework that helps to control debate on a motion and ensure the smooth functioning of the meeting. The rules of debate include:

- Time limit restrictions on speakers unless the meeting grants the speaker an extension. The time limits are generally 4 minutes for the mover of the motion, 2 minutes for speakers for or against the motion, and 2 minutes for the mover's right of reply.
- The right of reply can only answer things brought up in the debate, can't introduce new arguments.
- Sequence of speakers - The Chairperson should ask if anyone wishes to speak against a motion first. If there are no speakers against the motion, there is little point in endlessly discussing something that everyone obviously agrees with, and the vote should be taken right away. Each speaker must state whether they speak for or against the motion and state their reasons.
- Each speaker may speak only once to a motion, except the mover who has the right of reply. This ensures that the discussion doesn't become repetitive.
- When taking speakers for or against a motion ensure that no more than two speakers speak successively for or against a motion. For example, if two speakers have spoken in favour of a motion and there are no opposing speakers, the debate is closed and the Chairperson takes a vote on the motion. This helps to ensure a balanced debate, by not allowing one viewpoint to dominate. It also helps to ensure that speakers stick to the point.
- The person who is speaking should be standing. Remember, the purpose of this framework is not to gag debate, but to ensure that it is orderly and productive.

Amendments

An amendment is a proposal to alter a motion in some way and is frequently used to make the original motion more acceptable to the meeting. This usually involves adding, deleting or substituting words with the intention of improving the original motion – providing the amendment doesn't change the intent of the motion.

An amendment must have a mover and be seconded (if you have already spoken to the motion, then you cannot move an amendment). The amendment is then debated and voted on before being incorporated into the original motion. There is no limit to the number of amendments which can be moved, as long as they are relevant. The Chairperson must use discretion in accepting amendments and determining whether the amendment changes the intent.

Too many amendments may result in confusion. Once an amendment has been carried, it is then incorporated into the motion. Amendments may be put forward to change the amended motion and these must be dealt with in the sequence decided by the Chairperson.

Example – Anytown P&C Association is holding a Quiz Night and the debate focuses on when and where it will be held. In the past they have used the ABC Club which costs xx dollars. Mr Smith puts the motion - "That the Anytown P&C Association Quiz Night be held at the ABC Club on Friday 13th October." Mr Jones has made enquiries and found out that the P&C can use the local Scout Hall at no cost. He proposes an amendment to the original motion – "That the Anytown P&C Association Quiz Night be held at the Scout Hall on Friday 13th October at a cost of up to \$xx.xx."

A bit about Motions (continued)

Voting

Only financial and ex officio members present at the meeting, including the Chairperson, are entitled to one vote. The rules of P&C Associations do not allow for proxy voting. Observers at meetings are not allowed to vote. Once the voting on a motion has begun, no one is permitted to either enter or leave the room. Voting is usually taken by a show of hands, unless a ballot is required under the Association's rules, or a secret ballot or division has been requested by the meeting. The majority of motions are decided by a simple majority of votes.

If any member disputes the count, they are entitled to ask for a recount. Such a request must be made as soon as the result of the vote is announced. The Chairperson can also demand a recount if the will of the meeting isn't clear. If the recount is disputed, members can ask for either a ballot or a division to clarify the vote only at that meeting. In the event of a tied vote the motion is lost.

Ballots and Divisions

Any one member may request that a decision be taken by a ballot or a division. Such a request can be made either before or on the declaration of the result of a vote and would normally override the previous vote. Although slower than a show of hands, the result is not open to dispute.

If the debate has been vigorous with strong emotions roused, members may feel intimidated if they have to vote by show of hands. Some people find that they vote to appease the stronger personalities in the group and not the way they would prefer to vote. A ballot can overcome this problem. In the case of a ballot, the Chair should appoint returning officers to distribute ballot papers, count the votes and advise the Chair of the result.

In the case of a division, those for the motion generally stand on one side of the room with those against standing on the other side. The important point in a division is that the names are recorded.

Dissent

When a vote is taken by division, the names of those dissenting are recorded automatically. When the vote is by ballot or show of hands, anyone dissenting may request that the dissent be recorded and this may be done at the Chair's discretion. Dissenters are under obligation to comply with the decision, however the recording of dissent exonerates them from all legal consequences of the decision.

Rescinding Motions

Sometimes the effect of a motion needs to be cancelled. This requires a rescission motion. When faced with a rescission motion, the Chair should consider the situation carefully before accepting the motion.

In principle, the rescission should not be allowed at the same meeting at which the original motion was carried. The resolution represents the collective will of those present when it was put, and should not be overturned lightly. However, the Chair needs to be flexible – it would be silly to deny a rescission motion in those rare occasions when circumstances change before the close of the meeting that makes the resolution unworkable or impractical.

Guidelines for Rescission

- A motion to rescind should not be allowed at the same meeting at which the resolution was carried except in unusual circumstances, and then by a two-thirds majority of those present and entitled to vote.
- A rescission motion cannot be moved if the resolution has been carried out. For example, it is pointless to rescind a resolution regarding expenditure if the money has already been spent.
- At least seven days' notice in writing must be given to the Association if you wish to bring a rescission motion at a subsequent meeting.
- A rescission motion is debated in the normal manner.



Substantive & Procedural Motions

Substantive Motions

A substantive motion is simply a formal proposal that an action be taken, that something previously done be approved, or that the meeting express an idea or opinion about something.

Procedural Motions

Procedural motions relate to the conduct of the meeting and are used to draw the members' attention to an irregularity in the proceedings or to change the standard proceedings i.e. change the order of the agenda. The following are some of the most common procedural motions:

Point of Order

This procedural motion may be used when:

- the remarks of the speaker are irrelevant to the motion being discussed;
- the speaker has used "improper" language i.e. has sworn, become abusive, etc;
- a member is speaking twice to a motion, out of turn, or for longer than is allowed;
- a proposal is made which is against the spirit of the Association's rules;
- a proposed motion is contrary to a previous resolution of the Association; or,
- an amendment is improperly proposed.

Any member may raise a point of order at any time – thus interrupting the speaker –this is the only time during the debate that the speaker may be interrupted. The Chairperson must give an immediate ruling on a point of order and the Chair's ruling is final.

The Closure

The form of this motion is "that the question be now put." This motion can be moved at any time during debate, except to interrupt a speaker. It may not be moved nor seconded by anyone who has spoken to either the motion or subsequent amendments. If the closure motion is carried, the mover of the original motion may exercise the right of reply, after which the question must be put. If the closure motion is defeated, discussion continues. The Chairperson must remember to put the closure motion first, then if it is carried, the actual question (motion). This particular procedural motion is a useful device for those who feel that too much time is being devoted to a particular issue.

"That the Debate be Adjourned"

This motion is used when you would like to return to the debate at a later time (either at the current meeting or at some future time) and is useful when the meeting has insufficient information to make a decision. You cannot interrupt another speaker to bring this motion and you will need a seconder. The only debate required on this motion is to decide when the debate on the original motion may be resumed. This motion cannot be moved by anyone who has already taken part in the debate.

“That the Matter be Referred to a Sub-Committee”

Another useful motion when the meeting has insufficient information to make a decision, but this one allows the meeting to refer the matter to a committee to research and report back. Any debate on this motion would be limited to the meeting giving directions as to when the committee’s report is to be ready for consideration. This motion needs a seconder, and you cannot interrupt another speaker.

“That the Previous Question be Recommitted”

When debate has been lengthy and several motions have also been debated and carried, members may feel that they’ve voted the wrong way in the confusion. This motion allows the question, in its final form, to be put again. The motion needs a seconder and must be carried by a two-thirds majority of members present and eligible to vote. This motion should only be used to take a second vote and not be used as an excuse to re-debate issues.

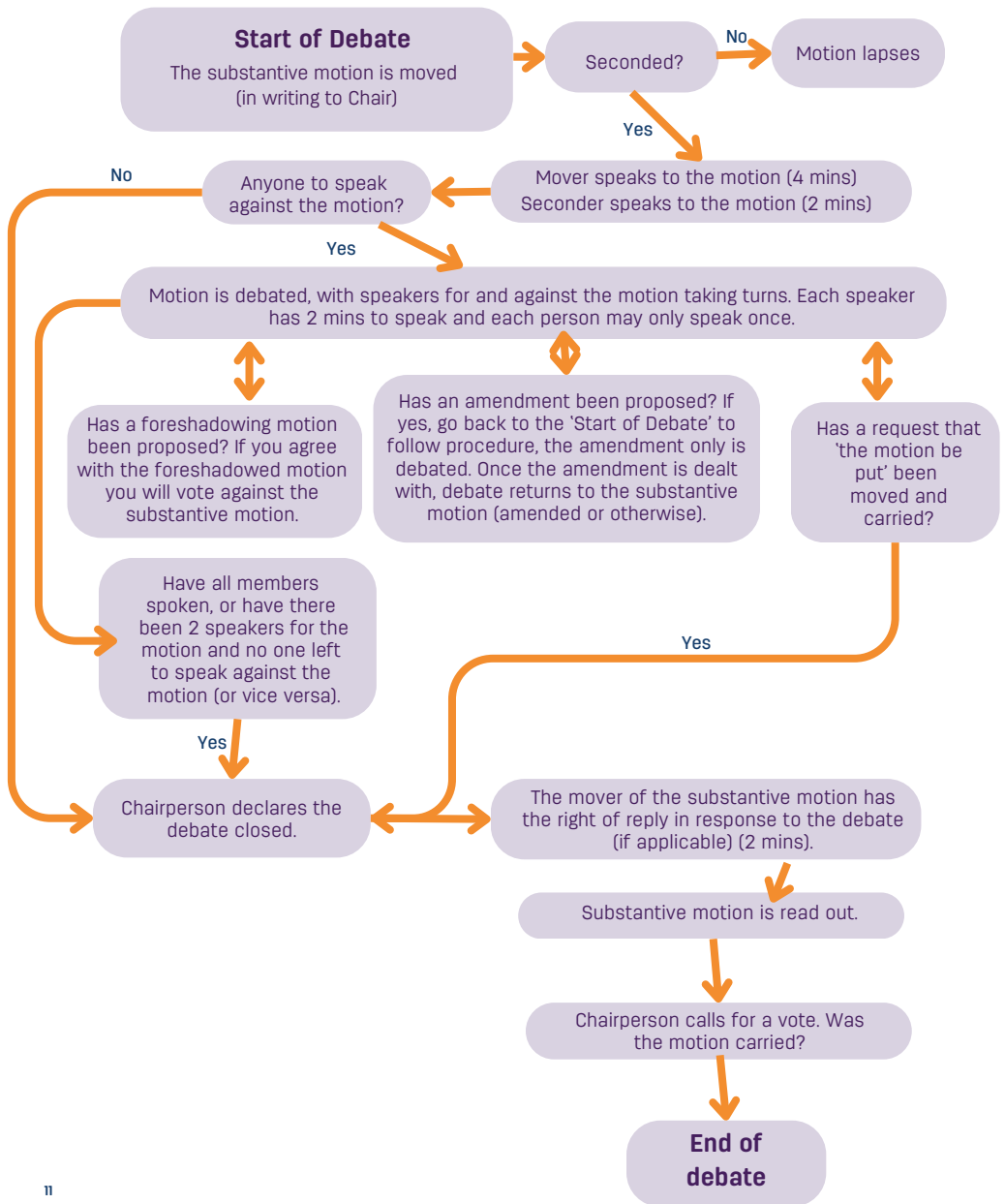
“That the Chairperson’s Ruling be Disagreed With”

Any member disagreeing with a ruling from the Chairperson (i.e. a motion of dissent) can bring this motion. It must be seconded before it is accepted by the Chairperson. Once accepted, the Chairperson is temporarily replaced by another member of the Association (usually the Vice- President). The mover of the motion is then able to explain why they disagree with the Chairperson, and the Chairperson is able to explain the ruling. No other member is entitled to speak. The motion is then put in a positive form i.e. “that the Chairperson’s ruling be upheld”. Therefore, those disagreeing with the Chairperson must vote against the motion. A motion of dissent is not a motion of no confidence in the Chairperson. It is a simple statement of disagreement with the ruling of the Chair. The Chairperson continues to chair the meeting after the vote, whether or not the ruling is upheld.

Suspension of Standing Orders

This would normally only be used if the meeting was following strict meeting procedures. The motion to suspend Standing Orders needs a mover and a seconder and must be carried by a two-thirds majority of members present and eligible to vote. If carried, the meeting goes into committee for a period of time as determined in the motion, or until the meeting decides that the discussion is complete. During the suspension of Standing Orders, unrestricted discussion takes place without regard to time limits on speakers etc. This is a useful motion if you have an issue you want to discuss, but not a motion. Suspension of Standing Orders allows the meeting to discuss the issue and formulate a plan before presenting a motion. Once the meeting returns to Standing Orders, a substantive motion can be presented. Discussion that takes place out of Standing Orders is not recorded.

Motion Flowchart





APPENDIX 1

Rules of Debate and Standing Orders

For Use at WACSSO State Council Meetings, WACSSO General Meetings (including Annual Conference) and meetings of affiliated P&C Associations and School Organisations.

1 DEFINITIONS

- 1.1 Member means:
 - a member as defined by the WACSSO Constitution (in the case of a WACSSO State Council or WACSSO general meeting); or,
 - a member as defined in the P&C Constitution (in the case of a P&C meeting).
- 1.2 Delegate means a person authorised to represent an Affiliate Member at a general meeting of WACSSO.

2 ORDER OF BUSINESS

- 2.1 The Order of Business for WACSSO General Meetings is provided in WACSSO Constitution Rule 20.2.
- 2.2 The Order of Business for WACSSO State Council Meetings is determined by State Council as provided in WACSSO Constitution Rule 19.4.
- 2.3 The recommended order of business for a P&C Annual General Meeting is:
 - Open and welcome
 - Acknowledgment of Country
 - Confirm quorum
 - Apologies
 - Introduce and welcome members
 - Correspondence
 - President's Report
 - Treasurer's Report and tabling of annual financial statements
 - Tabling of the statement of solvency as endorsed by the Executive Committee
 - Appointment of Auditor/Reviewer if required
 - Election of Office Bearers - refer Section 4
 - General Business - listed and unlisted
 - Date and venue of next meeting
 - Close meeting
- 2.4 The recommended order of business for a P&C General Meeting is:
 - Open and welcome
 - Acknowledgment of Country
 - Confirm quorum
 - Apologies
 - Introduce and welcome new members
 - Confirmation of previous minutes
 - Business arising
 - Correspondence
 - President's Report
 - Treasurer's Report
 - Other Reports (Sub Committees, Principal)
 - General Business - listed and unlisted
 - Date and venue of next meeting
 - Close meeting

3 CORRESPONDENCE

- 3.1 The Secretary will provide the members with a list of correspondence sent and received since the previous meeting.
- 3.2 In dealing with each item of correspondence, every item is taken as formally received, unless a motion to the contrary is submitted.
- 3.3 Each item may be dealt with immediately or dealt with under General Business.

4 PROCESS FOR ELECTION OF P&C OFFICE BEARERS

- 4.1 Appointment of Chair and Returning Officers:
 - A neutral person should be appointed to Chair the election process.
 - Returning Officers are appointed by the Chair to count and return ballots in the case of multiple nominations for any role.
 - It is recommended that the Returning Officers (two) be independent of the P&C, but if this is not possible, WACSSO recommends that an Office Bearer and the Principal (ex officio) be appointed.
- 4.2 Nominations:
 - Nominations for any role or position can be accepted prior to the meeting or after nominations are called for ('from the floor').
 - Nominations may be accepted by a member not in attendance if it is in writing and membership obligations have been completed.
- 4.3 Election procedure for all Office Bearer roles and Executive and Sub-Committee positions:
 - The order of election will be: President, Vice President, Secretary, Treasurer, Executive Committee.
 - Nominations are called for the position. After a brief period allowing for nominations, nominations are then closed. The Chair will then read out the nominations for the role.
 - There is no seconding of nominations. Once a member nominates, their nomination is accepted.
 - If there is only one nomination for a position the nominee is declared elected unopposed.
 - If there are multiple nominations, then an election must be held by ballot. The Chair may ask each nominee to speak to their nomination.
 - Ballot papers are distributed and collected by the returning officers. The returning officers will leave the room to count the ballot, write down the result and hand the result to the Chair upon return.
 - The Chair will then announce the elected candidate/s.
 - If there is a tie of votes between two or more candidates, the result will be declared by lot which means drawn out of a hat.
 - There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot is the outcome. Members may not see the ballots.
 - The Chair directs the Returning Officers to destroy the ballot papers.
 - New Office Bearers, Executive Committee members and other newly appointed positions take effect after the meeting concludes.

APPENDIX 1 (Continued)

5 DISCUSSION

- 5.1 No discussion of a motion may take place unless the motion or amendment has been moved and seconded.
- 5.2 The Chair may require each motion and amendment to be submitted in writing before being moved

6 METHOD OF ADDRESS

- 6.1 At all times during a meeting, a member/delegate will only address the meeting with permission of the Chair
- 6.2 At all times during a General Meeting of WACSSO or meeting of State Council, a member/delegate will stand when speaking unless the Chair allows the member/delegate to remain seated.

7 MOTIONS NOT SECONDED

- 7.1 A motion not seconded is lapsed and will not be debated.

8 DEBATING THE MOTION

- 8.1 The mover of a motion may not speak to the motion until it has been seconded.
- 8.1 After the motion has been moved and seconded the Chair will:
- invite the mover and then the seconder to speak to the motion. Each may speak or reserve the right.
 - if neither the mover nor the seconder has spoken or only one of them has spoken to the motion, call for any member/delegate wishing to speak either for or against the motion.
 - if both the mover and the seconder have spoken, call for any member/ delegate wishing to speak successively for or against a motion.
- 8.3 No more than two speakers, including the mover and the seconder, will be permitted to speak successively for or against a motion.
- 8.4 No member/delegate may speak more than once to any motion, except the mover in exercising the right of reply (which will close debate).
- 8.5 The following time limits shall apply:
- The mover of a motion can speak for no more than four (4) minutes
 - A speaker for or against the motion can speak for no more than two (2) minutes
 - A mover exercising the right of reply can speak for no more than two (2) minutes
 - An extension of time may be granted by the Chair.
- 8.6 No member/delegate shall speak on any matter for more than four (4) minutes unless granted an extension of time by the meeting.
- 8.7 Debate is closed as per Rule 14.

9 AMENDMENTS:

- 9.1 An amendment cannot negate or change the intention of the original motion.
- 9.2 When an amendment is put to the meeting, discussion must be confined to the matter addressed by the amendment.
- 9.3 A further amendment may not be submitted until the current amendment is dealt with, but any speaker to an amendment may give notice of their intention to propose another amendment.
- 9.4 Any member/delegate giving notice of further amendment is not able to speak to their proposed amendment until that amendment is put before the meeting.
- 9.5 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices have been given to the Chair.
- 9.6 If an amendment is lost and no prior notice of a further amendment has been given to the Chair the debate on the original (substantive) motion shall resume.
- 9.7 When an amendment is carried it is incorporated into the original motion and the motion as amended becomes the motion before the meeting (the substantive motion).
- 9.8 Further amendment can be put, provided that the process above is followed to deal with each amendment one at a time.
- 9.9 Each amendment to the original motion must stand once carried and cannot be amended further.
- 9.10 No member/delegate is able to propose more than one amendment to a motion
- 9.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

10 RIGHT OF REPLY

- 10.1 The mover of the motion has the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply must be limited to the answering of matters raised in opposition to the motion and cannot introduce any new arguments.
- 10.2 The mover of an amendment does not have the right of reply.

APPENDIX 1 (Continued)

11 *ADJOURNMENT OF THE DEBATE:*

- 11.1 A motion for the adjournment of a debate may be moved at any time and must be put to the meeting without discussion.
- 11.2 Adjournment motions may be:
- 'that the item be referred to person or committee.'
- This means debate is suspended until such time as that person or committee puts the item back on the agenda.
- 'that debate be adjourned to a specific time and/or place'
- This means that debate is adjourned to the stated time or place.
- 11.3 If the adjournment motion is carried, the debate shall be adjourned accordingly.
- 11.3 If the adjournment motion is not carried the debate continues.

12 *DISSENT FROM THE CHAIR*

- 12.1 A motion of dissent from the Chair offers members/delegates the opportunity to disagree with the Chair's ruling. A motion of dissent is not a motion of no confidence in the Chair.
- 12.2 A motion of dissent from the Chair's ruling will only be accepted by the Chair if moved and seconded.
- 12.3 On receiving a motion of dissent, the Chair will immediately cease to chair the meeting and the debate on the original motion is suspended.
- 12.4 The Vice President, if present, will commence to chair the meeting. If the Vice President is not present, one of the other Office Bearers will commence to chair the meeting.
- 12.5 Only the member/delegate moving a motion of dissent and the Chair being challenged may speak on a motion of dissent. The member/delegate moving a motion of dissent must state the reasons for doing so. The Chair being challenged may then respond. Each can speak for no more than two (2) minutes.
- 12.6 The motion of dissent must then be put to the meeting in the following manner:
- "That the Chair's ruling be upheld" and a vote taken immediately.
- 12.7 After voting, whether the Chair's ruling is upheld or not, the Chair recommences to chair the meeting and the original motion will proceed.

13 POINT OF ORDER:

- 13.1 When any member/delegate is speaking, no other member/delegate is permitted to interrupt except to raise a point of order.
- 13.2 The member/delegate raising a point of order must stand, state the point of order clearly and distinctly and then be seated. The member/delegate speaking when the point of order is raised must then be seated until the point of order is decided. The Chair will rule upon the point of order raised and will not allow a discussion.
- 13.3 An explanation or clarification is not a point of order but may be allowed when the member/delegate speaking has finished, but only to the extent of actual misunderstandings or misstatement. The member/delegate providing the explanation is prohibited from debating the merit of the motion itself.

14 CLOSURE OF THE DEBATE:

- 14.1 The debate is closed:
 - when there have been two successive speakers either for or against the motion and when the mover has exercised the right of reply; or
 - if, in the opinion of the Chair, the debate has apparently covered all the ground and is becoming unduly extended and repetitious; or
 - when a motion "that the motion be put" is carried at the meeting.
- 14.2 A motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any member/delegate who has not taken part in the debate. A seconder is not required for this motion and it must be put to the vote without debate. If lost, the debate continues as if such motion had not been moved.

15 VOTING

- 15.1 The Chair is entitled to vote but does not have a casting vote.
- 15.2 On conclusion of debate the matter shall be put to a vote.
- 15.3 No member/delegate shall enter or leave a meeting while a vote is being taken.
- 15.4 Either the mover or seconder of a motion may vote against the motion.
- 15.5 Voting may be by show of hands or secret ballot

16 VALIDITY OF VOTE

- 16.1 Any objection to the validity of a vote must be made to the Chair in writing prior to the close of the meeting where it was voted on.
- 16.2 If no notice of objection is made then every vote at a meeting is deemed valid.

17 RECOMMITTAL WHERE VALIDITY OF VOTE IS QUESTIONED

17.1 A matter may only be recommitted where two-thirds of eligible votes are cast in favour of a motion for recommitment.

18 RESCISSION

18.1 A resolution carried at any meeting may be rescinded:

- at the same meeting if two-thirds of eligible votes are cast in favour of a motion to rescind; or
- at a subsequent meeting where notice of the intention to rescind a particular motion is given either at the original meeting or in the notice convening the subsequent meeting.

19 BREACH OF BEHAVIOURAL STANDARDS

19.1 A member/delegate refusing to retract any offensive expression after being directed to do so by the Chair, will be barred from taking part in any discussion until such retraction is duly made or the meeting is closed, whichever comes first.

20 SUSPENSION OF STANDING ORDERS

20.1 Any or all of the Rules of Debate and Standing Orders, with the exception of Rule 18 Rescission and Rule 19 Breach of Behavioural Standards, may be suspended at any time if two-thirds of members present and entitled to vote at a meeting are in favour. When the matter discussed during suspension of standing orders has been dealt with, or the specified time expired, standing orders shall be resumed.

20.2 Standing orders may not be suspended during a general meeting of WACSSO.



NOTES



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WA Council of State School Organisations Inc.

151 Royal Street p (08) 6210 0100
East Perth f (08) 9264 4948
Western Australia 6004 e info@wacssso.wa.edu.au