



WACSSO RULES OF DEBATE AND STANDING ORDERS

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
 - Acknowledgement 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 4.0
 - 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
 - Acknowledgement 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 then WACSSO recommends an Office Bearer and the Principal (ex officio) are 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 result.
- 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 result 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.

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 a 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.
- 8.2 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 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 seconder have spoken, call for any member/delegate wishing to speak against the 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 apply:
 - The mover of a motions can speak for no more than (4) minutes
 - A speaker for or against the motion can speak for no more than (2) minutes
 - A mover exercising the right of reply can speak for no more than (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 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 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 that 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 amendments 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 passed 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 being taken (whether or not the motion has been amended). 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.

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 vote without discussion.
- 11.2 Adjournment motions may be:
- 'that the item be referred to a 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 is adjourned accordingly.
- 11.4 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 member/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 Senior Vice President if present will commence to chair the meeting. If the Senior Vice President is not present, one of the Vice-Presidents 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 reason/s 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 such member/delegate must then be seated until the point of order is decided. The Chair will rule upon the point or 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 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 or repetitious; or
 - when a motion "that the motion be put" is carried by 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.

If carried, then the motion (or amendment) under discussion is immediately put to the meeting without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

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 the 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 RECISSION

- 18.1 A resolution passed 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 the Rules of Debate and Standing Orders, with the exception of Rule 18 Recission 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