



Meeting Procedures



Endorsed by Branch Council and Branch Conference August 2016

Authorised Alex Scott Together Branch Secretary

Delegate Motions

Notices of Motion

Motions must be submitted in writing to the Branch Secretary at least 28 days prior to the meeting.

The Branch Secretary and Branch President will consult and determine whether the motion will be referred to a committee or the Branch Executive.

If the motion is referred to a committee, the committee will make a recommendation to the Branch Executive.

The Branch Executive will report to Branch Conference or Branch Council, as relevant, on its deliberations regarding delegate motions.

Emergent Motions

Delegates proposing emergent motions must provide such motions in writing to the Branch Secretary prior to the start of the meeting.

The Branch President, Branch Secretary, Branch Senior Vice-President and the three Branch Industry Division Vice-Presidents will be the Agenda Committee to consider emergent motions and determine whether such motions are added to the agenda.

Standing Orders

1. Interpretation

For the purposes of these standing orders the following definitions shall apply:

- (i) "member" shall mean any person present who is a member of Branch Conference or Branch Council as relevant
- (ii) "point of order" shall mean a question as to whether the present proceedings are in order or proper pursuant to these standing orders.
- (iii) "procedural motion" shall have the meaning ascribed by section 8.
- (iv) "substantive motion" shall mean the motion before the Chair which is presently debated, which may be amended, and which shall be the next motion put to the meeting.

2. Application

These standing orders shall apply to all meetings of Branch Conference and Branch Council.

3. Rules of Debate

- (i) The Chair shall preside over the debate and ensure that these Standing Orders are followed.
- (ii) Questions of order shall be decided by the Chair, whose ruling shall be final subject to section 9.

When the Chair speaks any person then speaking or offering to speak shall cease.

Any person desiring to speak must indicate to the

Chair by raising her or his hand and shall wait to be called by the Chair.

Where two or more persons indicate to the Chair they desire to speak, the Chair shall call the person who first indicated, to speak.

- (iii) All remarks shall be addressed to the Chair.

4. Motions

- (i) All questions shall be determined in the following manner:
 - a) Any motion, other than a procedural motion, not seconded shall lapse and shall not be further discussed;
 - b) The mover of the motion shall not speak longer than 5 minutes at the time of moving the motion, to present argument in support of the motion and 5 minutes to reply, which must be limited to answering arguments advanced against the motion. No further discussion shall take place after the mover has replied;
 - c) The seconder of such motion and all other speakers shall be limited to 5 minutes each;
 - d) The seconder may reserve her or his right to speak, until a later stage of the debate;
 - e) The meeting may resolve to extend the time of any speaker, but such time shall not exceed 5 minutes;
 - f) After a motion or amendment has been moved and seconded, no more than 2 members shall speak in succession on one side, either for or against any question before the meeting and if at the conclusion of the second speaker's remarks no member rises to speak on the other side, the motion or amendment

shall be put to the meeting after the mover has replied;

g) As soon as debate upon a question is concluded, the Chair shall put the question to the meeting.

- (ii) No member may speak on any motion, after it has been put to the meeting.
- (iii) No person shall speak twice to a motion before the meeting, except where the person is the mover of the motion before the Chair, in right of reply.
- (iv) Discussion on a question is deemed to be closed if any question has been discussed for 25 minutes. At such time the Chair shall call on the mover to reply. The meeting may resolve to continue the discussion, but in no instance shall the discussion exceed 55 minutes. At such time the Chair shall call on the mover to reply.
- (v) Any motion or amendment may be withdrawn by the mover with the consent of the seconder. If such motion is withdrawn, other members present may move and second the motion or amendment in question.
- (vi) When a member has given notice of a motion but is not present, other members may move and second the motion.
- (vii) Once a motion has been carried it becomes a resolution and may not be debated further.
- (viii) A motion of which a motion with the same substance, during the same meeting has been put, shall not be accepted by the Chair.
- (ix) The Chair may in her or his discretion divide any motion containing two or more separate items into separate motions, provided each motion must have a mover and seconder, except in the case of procedural motions.
- (x) Any motion agreed to or negated cannot again be discussed unless one month's clear notice of the proposed recommittal is given.

5. Amendments to Motions

- (i) A motion may be amended by the mover with the consent of the seconder.
- (ii) At any time during the debate on any motion, an amendment may be proposed subject to the following:
 - a) The Chair shall not accept an amendment, the effect of which is to establish a direct negative to the question contained in the motion, or which does not preserve the substance of the motion;
 - b) The Chair shall not accept an amendment which is inconsistent with a previous decision made at the meeting;
 - c) The Chair shall not accept an amendment which if carried would make the substantive motion unintelligible.

(iii) Amendments are to be dealt with in accordance with the following:

- a) Only one amendment shall be received at a time and such amendment must be disposed of before any further amendment is moved;
- b) The Chair shall not accept an amendment to an amendment before the Chair;
- c) All amendments shall be put before the substantive motion is put;
- d) If the mover and seconder of the substantive motion accept the amendment, the amendment shall become part of the substantive motion and debate shall continue;
- e) If the mover of the substantive motion does not accept the amendment the Chair shall call for a seconder to the amendment. If there is no seconder to the amendment, the amendment lapses and debate on the substantive motion shall continue. If there is a seconder the Chair shall call for debate on the amendment;
- f) The mover of the amendment may speak to that amendment notwithstanding she or he has spoken already on the substantive motion;
- g) The mover of the amendment has no right of reply in respect of the amendment, but may, in accordance with these standing orders, speak to the substantive motion, once the amendment has been put;
- h) If the amendment is carried the substantive motion shall be so amended, and debate shall continue on the substantive motion;
- i) Should an amendment put to the meeting be lost, debate shall continue on the substantive motion.

6. Foreshadowed motions

- (i) The Chair may accept foreshadowed motions the effect of which is to establish a direct negative of the question contained in the substantive motion.
- (ii) Any foreshadowed motion not seconded shall lapse and shall not be further discussed.
- (iii) The substantive motion and the foreshadowed motion shall be debated concurrently.
- (iv) The mover of the foreshadowed motion shall not speak longer than 5 minutes at the time of moving the motion, to present argument in support of the motion.
- (v) The seconder of such motion and all other speakers shall be limited to 5 minutes.
- (vi) The seconder may reserve her or his right to speak, until a later stage of the debate.
- (vii) The Chair shall treat all speakers in favour of the foreshadowed motions as speaking against the substantive motion.
- (viii) The question of the foreshadowed motion shall only

be put to the meeting if the substantive motion is lost.

7. Conduct of Members

- (i) Every person in attendance shall remain seated unless standing to speak.
- (ii) All debate must be relevant to the matter before the meeting.
- (iii) All members speaking are expected to stand and address the meeting through the Chair in a courteous manner, confine remarks to the subject under discussions, and avoid personalities and unbecoming language.
- (iv) No person may personally insult another person or use offensive or disorderly language at the meeting. Such conduct shall be dealt with according to the following:
 - a) The Chair shall ask the offending person to withdraw the offending comment or comments and to apologise;
 - b) If a person has drawn the attention of the Chair to the language used, the Chair shall make a ruling on whether or not the comments are offensive and rule whether they should be withdrawn and an apology given;
 - c) The Chair may name a person who engages in such conduct.
- (v) No person shall make a statement that denigrates or criticises a particular staff member employed within the Union Office. Any concerns about performance issues of staff are appropriately dealt with through the normal complaints mechanism and the Chair will rule out of order under 7 (iv) any such comments made by members.
- (vi) The Chair may name a person if that person has:
 - a) failed to act in a courteous manner;
 - b) failed to confine remarks to the subject under discussion;
 - c) obstructed the proceedings of the meeting;
 - d) used objectionable or offensive words and refused to withdraw them;
 - e) persistently or wilfully refused to observe standing orders;
 - f) persistently or wilfully disregarded a ruling of the Chair; or
 - g) otherwise acted or is acting in a disorderly manner.
- (vii) The Chair may expel any person from the meeting for behaviour disruptive to the conduct of business pursuant to paragraph (vi) of this sub regulation, for the duration of that meeting. Such expulsion shall occur upon the Chair naming a member 3 times.
- (viii) The Chair's naming of any person shall be minuted.
- (ix) No person shall interrupt another person, whilst that

person is speaking, unless to:

- a) call attention to a point of order in accordance with section 7 (x) of these Standing Orders;
 - b) call attention to a want of quorum;
 - c) call attention to the presence of visitors; or move a procedural motion allowed by the Standing Orders.
- (x) Any member may at any time, rise and address the Chair on a point of order, subject to the following:
- a) That member must at once state she or he is taking a point of order and shall confine her or his remarks to the point of order raised;
 - b) The point of order must be taken immediately following the alleged breach of the standing orders; and
 - c) The Chair shall then make a ruling on the point of order.

8. Procedural Motions

- (i) The mover of a procedural motion may give a brief explanation of the reason for which the motion is moved.
- (ii) A procedural motion does not require a seconder.
- (iii) Except as provided pursuant to these standing orders, a procedural motion shall not be debated.
- (iv) A procedural motion shall be put immediately on receipt by the Chair provided that the person moving the substantive motion, in compliance with these standing orders, has finished speaking to the motion.
- (v) For the purposes of these standing orders, the following motions are procedural motions:
 - a) "That the motion be now put";
 - b) "That the motion be not now put";
 - c) "That the meeting proceed to the next business";
 - d) "That the meeting proceed to another item of business";
 - e) Motions relating to the extension of time for the meeting;
 - f) Motions relating to limitation of debate;
 - g) "That the speaker no longer be heard";
 - h) "That the matter be referred to the relevant committee";
 - i) "That the matter be referred back to the relevant committee";
 - j) Motions to suspend standing orders to vary the order of business to give priority to some particular matter;
 - k) "That standing orders be suspended to allow a guest speaker to address the meeting";
 - l) Motions for adjournment of any business or meeting;

m) Motions relating to moving into Committee;

n) Motions of dissent in a ruling of the Chair

9. Dissent on a ruling of the Chair

A member may move dissent in any ruling of the Chair. On such motion being moved the following shall apply:

- a) The Chair shall vacate the Chair;
- b) The Senior Vice President shall take the Chair;
- c) In the absence of the Senior Vice President, one of the Industry Division Vice Presidents shall take the Chair;
- d) The Chair shall have the option of speaking to the dissent motion;
- e) The mover shall speak;
- f) The motion “that the Chair’s ruling be upheld” shall then be put without further debate;
- g) If the motion is carried the Chair shall resume the Chair and business of the meeting shall continue; or
- h) If the motion is lost the Chair shall resume the Chair and make a fresh ruling.

10. Voting

The question being put, shall be resolved in the affirmative or negative by voting, which shall be on the voices, unless the Chair or a member calls for a show of hands. In the event of three or more members present so demanding the vote shall be taken on a division. No member shall enter or leave the meeting while a division is being taken. In the event of the voting on any question being equal the Chair shall declare the motion lost.

11. Reports and Papers

A report containing a recommendation may be discussed on a motion being moved for its adoption, which, upon being carried, will signify the will of the meeting thereon. If the report contains no recommendation it shall be competent for a member to move a resolution arising out of and relative to the report to obtain the opinion of the meeting on the matter.

12. Quorum

A member may draw attention to the absence of quorum, and if there is not quorum for the purposes of a quorum count, the Chair shall close the meeting

13. Business arising from the minutes

- (i) Members may ask questions in relation to decisions of Branch Council or Branch Conference, as applicable, on items not already listed on the agenda.
- (ii) No substantive motions or procedural motions are permitted during Business Arising.

14. Guest speakers

- (i) The Chair may grant permission for Together staff members to speak to the meeting to provide reports and answer questions about such reports without the need to suspend standing orders.
- (ii) Staff members, other than elected delegates, are not entitled to speak at any other time.
- (iii) The procedural motion to suspend standing orders as per 8. (v) (j) of these standing orders must be passed by the meeting before any other guests may address the meeting.