

1. **Standing Orders** are guidelines to facilitate the conduct or procedures of meetings of the organization. These guidelines proffer ideas to think about when addressing an issue and usually embody the Association's current notion of best practice. It is always possible for the meeting to pass a motion to suspend Standing Orders. They are general agreements, are easy to change and can be altered by agreement at an AGM.
2. **PROCEDURES**
3. There are established procedures for conducting formal meetings. These procedures may be recorded in the organisation's Constitution or be established more informally by the usual customs of the group as Standing Orders. The procedures usually cover things like voting rights, quorums, motions and resolutions and points of order. Some of these procedures are covered in the Constitution. Those not covered in the Constitution are addressed in this document.
4. **APPLICATION OF STANDING ORDERS**
5. The proposal is that these standing orders will apply to the next AGM of APANZ, and that they will be subject to review by Council following this meeting.
6. **PRESIDENT TO PRESIDE AT MEETINGS**
7. The President of Council shall preside at any AGM if they are present and willing to preside.
8. If the President is not present or not willing to preside at an AGM, the President-Elect or Immediate Past President, if present and willing to preside, shall preside.
9. If neither the President nor the President-Elect/Immediate Past President is present and willing to preside at an AGM, the members present shall elect a member who is present to chair the meeting.
10. **CONDUCT OF MEETINGS**
11. The President/Chairperson shall decide all points of order and procedure.
12. Notwithstanding, where it is clear to the President/Chairperson that there is doubt as to the validity of their ruling, or the ruling is contentious, they may invite a motion "that the Chairperson's ruling be disagreed with" or accept such a motion that has been moved and seconded.
13. To enable free and open debate the President/Chairperson may move that the AGM operate outside these standing orders.
14. Where two or more members indicate their wish to speak the President/Chairperson shall indicate the order in which those members who wish to speak shall be called.
15. Members or other persons attending the meeting called to order by the President/Chairperson shall stop speaking. Should that person refuse to comply they may be directed by the President/Chairperson to withdraw from the meeting. Upon such direction the person shall withdraw and may only return with the permission of the President/Chairperson.

16. RULES OF DEBATE OF AGMs

17. The person presiding shall be addressed in whatever conventional style is determined by that person. In all matters under discussion, members shall address all comments to the person presiding.
18. Every motion or amendment moved must be seconded before discussion is permitted.
19. Any member may second a motion or amendment without speaking to it and may reserve the right to speak later in the debate by stating that reservation at the time the motion or amendment is moved.
20. A member may not speak more than once to any motion or amendment under discussion, with the following exceptions:
 - a. The mover of a motion shall have a right of reply. The mover may not introduce any new matter into the reply and, apart from summarising the reasons for proposing the motion, the reply shall be confined strictly to answering previous speakers.
 - b. Any member may make a personal explanation where this is accepted as appropriate by the President/Chairperson.
 - c. Any member may make a point of order at any time.
 - d. Any member may move a procedural motion during the course of a debate.
 - e. Any member may speak briefly to seek clarification of any statement made or to seek information pertinent to the matter under discussion.
21. In speaking to any recommendation, motion or amendment, members shall confine their remarks strictly to the motion or amendment, and shall not introduce irrelevant matter or indulge in unnecessary repetition. In this matter the President/Chairperson's ruling shall be final and not open to challenge.

22. PROCEDURAL MOTIONS

23. The Chairperson shall accept the following procedural motions as described below:
 - a. "The closure"; any member who has not spoken in the debate on a motion or an amendment may interrupt the speaker to move "that the question be now put". The motion will require no seconder. It is open to the Chairperson to accept or reject the motion. If the motion is accepted and succeeds, the mover of the motion originally under discussion, or the amendment, as the case may be, may speak, and following that a vote must be taken.
 - b. "That the meeting proceeds to the next business"; this motion, if moved and seconded by members who have not taken part in the discussion, must be accepted by the President/ Chairperson who must put it to the vote forthwith and without discussion. In other cases the President/Chairperson may accept discussion at their discretion.
 - c. "That the debate be adjourned" until a specified time.
 - d. "That the matter be referred" to the committee which originated the business, or to a new committee.
 - e. "That standing orders be suspended".

24. The President/Chairperson may decide on any point of procedure immediately after it has been raised or may hear further argument before deciding.

25. The ruling of the President/Chairperson shall be final.

26. **VOTING**

27. All acts of APANZ through its AGM shall be decided at a meeting by a majority of the votes cast by the members present unless these standing orders specify otherwise.

28. Voting at formal meetings can be by voice vote (if the issue is straightforward), a show of hands (if the voice vote is not decisive), or a ballot (especially if there are more than two outcomes, as when electing officers).

29. In the case of a ballot, two scrutineers are appointed (one from each of the opposing factions, if any) and they give each member a slip of paper. The slips are collected by the scrutineers and counted outside the meeting room.

30. After counting is completed, the President/Chairperson has the final or casting vote.

31. Any member may abstain from voting and shall have that abstention recorded in the minutes where requested.

32. The method of voting at AGMs shall be as follows:

- a. The President/Chairperson shall put the motion and shall call for an expression of opinion on a voice count and announce the result.
- b. If the President/Chairperson regards the expression of opinion as inconclusive, the President/Chairperson shall ask for a show of hands, and any member who believes that the President/Chairperson has incorrectly interpreted the expression of the voices shall request of the President/Chairperson that there be a show of hands, and the President/Chairperson shall comply with that request.
- c. The President/Chairperson shall determine the numbers voting for and against the resolution openly, and shall comply with any members' request that the count of voting be repeated or be carried out by secret ballot.

33. **POINTS OF ORDER**

34. Any member may speak to a point of order upon any breach of these standing orders and the member previously speaking shall thereupon stop speaking.

35. The member introducing the point of order shall state precisely the subject matter of the point of order.

36. The following shall be recognized as substance for points of order:

- a. Discussion of a question not before the AGM.
- b. Use of offensive or malicious language.
- c. The breach of any standing order.

- d. Misrepresentation of any statement or actions made.
- e. Request that words objected to be recorded in the minutes.

37. The President/Chairperson may decide on any point of order immediately after it has been raised or may first hear further argument thereon before deciding. The ruling of the President/Chairperson shall be final.

38. **CHAIRPERSON'S RULING FINAL**

39. If any member who is required, pursuant to a ruling under standing orders, to leave a meeting:

- a. Refuses or fails to leave the meeting, or
- b. Having left the meeting, attempts to re-enter the meeting without the permission of the President/Chairperson,
- c. any officer or employee of Council, may, at the request of the President/Chairperson, remove or, as the case may require, exclude that member from the meeting.

40. **SUSPENSION OF STANDING ORDERS**

41. Those present at an AGM may temporarily suspend standing orders during a meeting by a vote of two thirds of the members present and voting, and the reason for the suspension shall be stated in the resolution of suspension.

42. Any motion to suspend one or more standing orders shall specify the order or orders which it is proposed to be suspended.

43. Suspension of standing orders shall hold for 30 minute periods; each period needs to be supported by a two thirds majority of votes.

44. During the suspension of standing orders, the meeting has the ability to operate in terms of consensus decision making, in which members may speak more than once; the meeting may also break into smaller discussion groups as an option. The intention of this is to honor a less monocultural approach.

a. MOTIONS AND AMENDMENTS FLOWCHART

