

# Glenhaven Public School P&C Association Standing Order for all Meetings

**Last review – April 2019**

1. The order of business shall be in accordance with the agenda in the notice published by the Secretary, as interpreted by the Chair.
2. The operation of standing order 1 may be suspended for a specific time for a specific purpose upon the carrying of a motion without notice by a two-thirds majority.
3. For each section of the agenda, time shall be as allocated by the Chair.
4. Motions:
  - (a) All substantive motions shall be moved and seconded by a member entitled to vote.
  - (b) A member moving or seconding a motion or any amendments thereto shall have the right to speak only when so moving or seconding and shall be held to have spoken to the question by reason of such moving or seconding whether they contribute to the debate or not.
  - (c) A motion or amendment having been submitted to the meeting may not be withdrawn without the consent of the meeting.
  - (d) If two motions are submitted, one proposing that a certain course of action be followed, the other that it not be followed, the issue shall come before the meeting in the affirmative form.
  - (e) Before any motion or amendment is put to the meeting, the Chair may require that it be submitted in writing.
5. Amendments:
  - (a) One amendment only shall be considered at a time.
  - (b) The mover of an amendment has no right of reply.
  - (c) More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
  - (d) Amendments shall be taken in the order in which they affect the terms of the motion.
  - (e) An amendment must be relevant to the substantive motion - it may not be a simple negation of the motion.
  - (f) The mover of the original motion may exercise a right of reply.
  - (g) Following the putting of all amendments, the original motion as amended shall be put.
6. Notices of motion shall be provided in accordance with By-Law 15. The Secretary shall publish the agenda of business to the school community at least two days prior to each general meeting. Any member may place a motion on notice by providing the words to be included on the agenda to the Secretary at least seven days prior to the general meeting. Motions not included on the agenda may be raised as 'Other Business' at the meeting, at the discretion of the Chair.
7. Recommittal:
  - (a) Any motion may be recommitted at the same meeting at which it was carried provided the motion for recommittal is carried by a two-thirds majority.
  - (b) Such recommittal shall take the form of putting the question to the vote again, and no further debate of any kind shall be allowed.

8. Any matter already decided at a previous meeting may be resubmitted if a two-thirds majority of members present and entitled to vote are in favour.

9. Rescission:

- (a) Notice in writing, signed by a quorum of members, must be given to the Secretary of an intention to raise a rescission motion, which the Secretary shall place on the notice paper for the next meeting.
- (b) When notice of rescission is received, action to implement the original motion shall be deferred until the rescission motion has been resolved.
- (c) This clause shall not apply to resolutions which were the subject of a notice of motion.

10. Procedural motions:

- (a) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved.
- (b) Procedural motions may be moved and put to the meeting during the course of a debate on a substantive motion.
- (c) The Chair shall have discretion to refuse a procedural motion.

11. Responsibilities:

- (a) A member shall stand to speak, address the Chair, and confine debate to the question under discussion, avoiding personalities and unbecoming language.
- (b) A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
- (c) The Chair's ruling shall be final unless challenged by a motion of dissent.

12. Chairperson's rights and duties:

- (a) The Chairperson shall have the right of debate but must first call upon a deputy to take the Chair and not resume until the question has been resolved.
- (b) The Chair shall preserve order so that the business may be conducted in due form and with propriety.
- (c) In the case of disorder the Chair shall have the power to take necessary action including adjourning the meeting to a nominated time and place.

13. Voting:

- (a) All questions except where otherwise specified in the by-laws shall be decided by simple majority.
- (b) Voting on any question shall be decided by a show of hands.

14. Any matter not dealt with in these Standing Orders shall be governed by the customary procedures at meetings as specified in the most recent edition of N.E. Renton's Guide for Meetings and Organisations