

The ANU Observer

Standing Orders

1. General

1.1. Nature of this Policy

This policy is made under the Constitution of the ANU Observer to govern the conduct of all meetings required under the Constitution.

1.2. Quorum

- 1.2.1. The presiding member must ensure that a quorum is present before declaring a meeting open.
- 1.2.2. Subject to section 1.2.1, a meeting must commence promptly at the time set out on the official notice of the meeting.
- 1.2.3. If quorum is not reached within 30 minutes of the time set for a meeting, then the meeting lapses and all business is stood over to a subsequent meeting.
- 1.2.4. If quorum is lost before the close of a meeting and is not regained within five (5) minutes, then all outstanding business is stood over to the next meeting, with the exception of:
 - 1.2.4.1. the filling of casual vacancies;
 - 1.2.4.2. elections;
 - 1.2.4.3. receipt of reports; and
 - 1.2.4.4. presentation of and acceptance of audited financial documents.

1.3. Agenda

- 1.3.1. Where practicable, the agenda of a meeting must be prepared such that it is consistent with the Schedule to the Standing Orders, unless otherwise determined by a resolution of the meeting.
- 1.3.2. The agenda must be followed in the order in which it is set out, unless otherwise determined by a resolution of the meeting.
- 1.3.3. Subject to quorum being present the meeting must continue until all business on the agenda is disposed of, unless otherwise determined by a resolution of the meeting.

1.4. Conduct at Meetings

- 1.4.1. Speakers may only address the meeting when called on to do so by the Chair.
- 1.4.2. Subject to these Regulations, speakers must be heard in silence and may only be interrupted by the Chair.
- 1.4.3. All business of a meeting must be by way of motions and amendments, except when:
 - 1.4.3.1. reports are being considered; and

- 1.4.3.2. the meeting resolves itself into a committee of the whole.
- 1.5. **Voting**
 - 1.5.1. All members present are required to vote on motions and amendments in one of three ways;
 - 1.5.1.1. For: this vote counts towards the passage of the motion or amendment;
 - 1.5.1.2. Against: this vote counts against the passage of the motion or amendment; or,
 - 1.5.1.3. Abstain: this is an active decision to neither vote for nor against the motion or amendment.
 - 1.5.2. Members cannot abstain from procedural motions.
- 1.6. **Proxies**
 - No Proxies may be awarded, members must be present in order to vote.

2. Motions and Amendments

2.1. General

- 2.1.1. All motions and amendments, other than procedural motions, must be submitted in writing to the member convening or, if submitted during the meeting, to the Chair.
- 2.1.2. All motions and amendments must have a mover and a seconder who are Members.
- 2.1.3. A motion or amendment may be altered by the mover subject to leave of the meeting.
- 2.1.4. Movers and seconders may reserve or waive their speaking rights.
- 2.1.5. Motions and amendments may be withdrawn by the mover subject to the right of any other member to take up these rights.
- 2.1.6. A member may speak only once to a motion or amendment unless they are the mover exercising their right of reply.
- 2.1.7. Motions and amendments will lapse if in want of a mover and seconder who are present in person-however any other member may take up these rights.
- 2.1.8. No member may speak to any motion or amendment after it has been put to the vote.

2.2. Motions

- 2.2.1. All movers of motions, other than procedural motions, may exercise a right of reply.
- 2.2.2. Right of reply may be exercised immediately before the motion is put or before any one amendment is put, but may only be exercised once.

2.3. Amendments

- 2.3.1. Amendments must be relevant to the motion.
- 2.3.2. Amendments must not be in direct negation of the substance of the motion.
- 2.3.3. Multiple amendments to a motion must be considered in the order determined by the Chair.

- 2.3.4. Amendments may only be debated and voted on one at a time - however further amendments may be foreshadowed.
- 2.3.5. Movers of amendments have no right of reply.

3. Procedural Motions

3.1. **Cloture**

- 3.1.1. A member who has not already participated in the debate may move "That the question now be put".
- 3.1.2. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
- 3.1.3. If this motion is carried, the motion or amendment under consideration must be immediately put to the vote, subject only to the right of reply.
- 3.1.4. This motion requires a two-thirds majority in order to be carried.

3.2. **Adjournment of Debate**

- 3.2.1. A member who has not already participated in the debate may move "That the debate be adjourned".
- 3.2.2. This motion must not interrupt a speech.
- 3.2.3. This motion must specify when the debate is to be resumed.
- 3.2.4. This motion may only be amended as to time, date and place.

3.3. **Adjournment of Meeting**

- 3.3.1. A member who has not already participated in the debate may move "That this meeting be adjourned".
- 3.3.2. This motion must not interrupt a speech.
- 3.3.3. This motion may only be amended as to time, date and place.

4. Section Procedure

4.1. **Points of Order**

- 4.1.1. A member may at any time move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution or Regulations.
- 4.1.2. A member may at the end of a speech make a point of clarification over factual inaccuracies made by the previous speaker.
- 4.1.3. A member claiming to have been misrepresented may at any time, not interrupting another speaker, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce argument or new matter.
- 4.1.4. Any point of order, point of clarification, or point of explanation must be clearly and concisely stated within 1 minute.
- 4.1.5. The Chair has the discretion to rule any of these points out of order.

4.2. **Dissent**

- 4.2.1. Where the Chair has made a ruling or interpretation, a motion may be made that the Chair's ruling be dissented from. In such case:
 - 4.2.1.1. the presiding member must vacate the Chair and nominate a replacement, this nomination not being subject to dissent;

- 4.2.1.2. the mover of the motion of dissent must speak to the motion;
 - 4.2.1.3. the Chair from whose ruling was dissented may reply; and
 - 4.2.1.4. this motion must be put without amendment, adjournment or further debate in the following form: "That the Chair's ruling be upheld".
- 4.2.2. This motion requires a two-thirds vote against in order to be defeated.
- 4.2.3. Where this motion is carried, the Chair's ruling stands.
- 4.2.4. The original presiding member must be restored to the Chair immediately after the vote of dissent is declared, subject to a resolution of the meeting.
- 4.3. **Naming Procedure**
 - 4.3.1. The Chair may name any person for unruly and disruptive behaviour.
 - 4.3.2. Where any person is named 3 times during the same meeting, that person must not be recognised by the Chair and must leave the meeting.
 - 4.3.3. Provided that an explanation is given to the meeting, the Chair may have the discretion to have any person removed immediately from a meeting for conduct that is deemed to be; outrageous, dangerous, and/or threatening to any other member present.

5. Council Meetings

- 5.1. A meeting of the ANU Observer Council must abide by all aspects of the Standing Orders, except for the following:
 - 5.1.1. All meetings of the ANU Observer Council are considered to open as a committee of the whole.
 - 5.1.2. A Councillor may request that an item be considered confidential.
 - 5.1.2.1. Confidential items must be minuted, but must be redacted in public releases of minutes.
 - 5.1.2.2. The Chair must decide whether or not to accept the request.
 - 5.1.2.3. Any request for confidentiality is subject to dissent from any other Councillor.
 - 5.1.3. A Councillor may move a procedural motion to eject any Officer of the ANU Observer from a meeting of the ANU Observer Council.
 - 5.1.3.1. This vote requires a simple majority to pass.
 - 5.1.3.2. Ejected persons must leave the meeting immediately and must not return to that meeting unless invited.

6. Editorial Board Meetings

- 6.1. A meeting of the ANU Observer Editorial Board must abide by all aspects of the Standing Orders, except for the following:
 - 6.1.1. All meetings of the ANU Observer Council are considered to open with a suspension of the Standing Orders.

7. Time Limits

- 7.1. The following time limits apply to all speakers, unless otherwise determined by the meeting:
- | | | | |
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| (a) | Speaker delivering a report | - | 5 minutes |
| (b) | Mover of a motion | - | 3 minutes |
| (c) | Right of reply, all other speakers | - | 2 minutes |
| (d) | Movers of and speakers to procedural motions | - | 1 minute |
- 7.2. Motions to extend these times in respect of a particular speaker must be put without amendment, adjournment or debate.

SCHEDULE TO THE STANDING ORDERS

ORDER OF AGENDA

Item 1: Meeting Opens and Apologies

Item 2: Minutes from the Previous Meeting including Matters Arising

Item 3: Reports and Matters Arising

Item 4: Elections (if required)

Item 5: Items for Resolution

Item 6: Items for Discussion

Item 7: Notices of Motions

Item 8: Other Business

Item 9: Date of next meeting and Close