

Australian Education Union – ACT Branch

Standing Orders of the Branch Council

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1. Attendance Sheet

Members of the Branch Council shall record their presence at meetings of the Branch Council by signing an attendance sheet; such sheet shall be placed by the Branch Secretary in a convenient position at each meeting of Branch Council. Any member failing to sign the attendance sheet shall be deemed to be not properly present at the meeting.

2. Order of Business

The order of business, unless otherwise determined by Branch Council under Standing Order 11 or by the Branch Executive, shall be:

- (a) Confirmation of the Minutes
- (b) Treasurer's Report
- (c) Branch Executive Action for Endorsement
- (d) Priority Matters
- (e) Questions
- (f) Senior Officer's Report
- (g) Business Arising
- (h) Motions of which due notice has been given
- (i) General Business

Provided that:

At the beginning of any adjourned meeting the Senior Officers may report, and notices for the suspension of Standing Orders may be taken.

3. Suspension of Standing Orders

Any member may move the suspension of the Standing Orders to discuss a definite matter of urgent importance to the Union, such to be submitted to the Chairperson in writing within the first half hour of any meeting or any adjourned meeting of Branch Council. The meeting shall decide whether the matter is sufficiently urgent to merit suspension or otherwise. No motion for the suspension of the Standing Orders shall be declared carried unless it has the support of three fifths of those voting.

4. Notices of Motion

Notices of motion must be in the hands of the Branch Secretary at least fourteen days prior to the Branch Council meeting. Notices of motion must be signed by both mover and seconder. Should either mover or seconder be absent from the meeting at which the motion is to be considered, the motion shall be deemed to have lapsed.

5. Motions and Amendments

All motions and amendments, except formal motions such as adjournments, must be handed to the Chairperson in writing prior to the mover speaking thereon.

6. Committee

- (a) Any meeting of the Branch Council, either before proceeding to consider any matter, or during the consideration of such matter, may, on a motion to that effect, resolve itself into committee for the whole of the consideration of such matter.
- (b) Such motion may be moved without notice, and on being seconded shall be put to the meeting without debate.
- (c) The meeting shall be deemed to be in committee only during the consideration of the matters specified in the motion.
- (d) While in committee there shall be no limit to the number of times a Branch Councillor may address the Chair, but a Branch Councillor shall not speak for more than three minutes at any one time.

7. Branch Councillors Must Rise and Address the Chair

Any Branch Councillor desiring to propose a motion or an amendment, or to discuss any matter under consideration, must rise and address the Chairperson.

8. Chairperson Rising to Speak

When the Chairperson rises during the debate the Branch Councillor then speaking or proposing to speak shall sit down, so that the Chairperson shall be heard without interruption.

9. Time for Debate

The mover of a motion shall be allowed five (5) minutes, subsequent speakers three (3) minutes, and the mover three (3) minutes in reply, subject in each case to the will of Branch Council to grant an extension of time. Only one extension of time is permitted in either case, and the extension shall not exceed the time originally specified. The time for the discussion of each question shall be limited to twenty (20) minutes, unless extended by express resolution.

10. Point of Order

No Branch Councillor, when speaking, shall be interrupted, unless a point of order is raised, when she/he shall sit down, and the Branch Councillor raising the point shall first state her/his point of order, and the Chairperson may then either hear that delegate on the point, hear further discussion, or decide at that stage, but such points shall be decided before the debate proceeds.

11. Variation of Order of Business

The Chairperson may, at her/his discretion, accept at any time a motion to vary the order of business; such motion to be carried shall have the support of at least three fifths of those voting.

12. Speakers Alternately for and Against

After a motion has been duly moved and seconded, speakers shall only be heard alternately against and for the motion excepting for the purpose of moving or seconding any amendment or further amendment, and failing any delegate rising for the other side, then following the right of reply, the motion shall be put.

13. Amendments

The question having been proposed, it may be amended by leaving out, substituting or adding words.

14. Negative Amendments

No amendment shall be received by the Chairperson which is a direct negative of the motion, or which does not preserve the substance of such motion.

15. Further Amendments

During the debate following the first amendment, it shall be competent for Branch Councillors to move or second further amendments.

16. Members May Speak Only Once on Motion or Amendment

No member shall speak more than once during debate on a motion (including amendments to the motion) without the consent of the meeting, and then only providing that she/he address herself/himself to the removal of a misunderstanding in regard to some material part of her/his speech, but no new matter may be introduced therein. Any member proposing a motion or amendment pro forma, shall be held to have spoken.

17. Right of Reply

The mover of the original motion shall have the right of reply.

18. Further Discussion

No further discussion shall be allowed or questions asked after the mover of the original motion has replied.

19. Submission of Motion and/or Amendments

Once the mover has replied, the question shall be submitted to the vote, the amendments being put to the meeting in the order of their submission.

20. Division

Immediately the debate on a question is concluded, the Chairperson shall submit it, and it shall be resolved in the affirmative or negative on the voices. If demanded, a show of hands shall be taken and the Chairperson shall declare the question resolved in the affirmative or negative. If it is further demanded, a count of hands shall be taken and the Chairperson shall declare the question resolved in the affirmative or negative. If the question is resolved with a difference of 5 votes or fewer, and if at least 10 Branch Councillors signify their desire for a division by standing within 30 seconds of the declaration of the count, the doors shall be closed and the Branch Council shall divide and a record of the names of the voters for and against shall be taken by the tellers for inclusion in the minutes.

21. Voting on Division

A Branch Councillor having given her/his vote by show of hand, shall not, on a division being taken, be at liberty to vote with the opposite party.

22. Question Be Now Put

It shall be in order to move, without discussion, when no other speaker is addressing the Chair, "That the question be now put". On being duly seconded and carried, it shall entail the submission of the motion at once to the Branch Council after the mover has replied. The motion may not be moved by a Branch Councillor who has previously spoken upon the question under discussion.

23. Next Business

When a motion or an amendment is under discussion, it shall be competent for any Councillor, other than those who have already spoken to such motion or amendment, to move that the meeting proceed to the next business. The motion having been moved and seconded, it shall be put to the Branch Council without debate.

24. Adjournment of Debate

A motion for the adjournment of the debate may be moved by a Branch Councillor who has not moved, seconded, spoken on or moved or seconded an amendment or formal motion to the question then before the Branch Council. If seconded, it shall supersede the motion or amendment before the meeting, and shall be a new question upon which any Branch Councillor may speak, whether she/he has already spoken on the main question or not. The mover has no right of reply, nor may the motion be amended.

25. Dissent from Chairperson's Ruling

Any Branch Councillor dissatisfied with the Chairperson's ruling may move a motion of dissent in the following terms: "That the Chairperson's ruling be dissented from".

In such cases, only the mover shall be permitted to speak, except the Chairperson, who may subsequently state her/his reasons for the ruling given. No seconder to the motion is required. The motion shall be put to the meeting by the Chairperson, without further discussion in the following form: "The motion is that the Chairperson's ruling is upheld". The Chairperson may vacate the Chair during the discussion of this motion.

26. Chairperson's Privilege

When on the floor of the Branch Council, the Chairperson shall enjoy the privileges and be subject to the same rules as other Branch Councillors. She/he shall not return to the Chair until the motion has been resolved.

27. Recommittal

It shall be competent to recommit any motion at the same session on an affirmative vote of two thirds of those voting.

28. Motion to Recommit or Rescind

A motion to rescind any motion passed by the Branch Council shall be accepted by the Branch Secretary, provided that it is signed by ten (10) members of the Branch Council and that it is in the hands of the Branch Secretary fourteen (14) days prior to the date of the subsequent meeting. Such notice shall be included in the circular convening the meeting.

29. Disobedience of Standing Orders

Any member of the Branch Council who disobeys Standing Orders, or in any way disregards instructions from the Chair, shall, after being warned, be named by the Chairperson. If after being named, any Branch Councillor persists in such conduct, the Chairperson shall call upon the officers of the Union present to move the suspension of such Branch Councillor. The Branch Councillor concerned shall have the right to speak to the motion, but otherwise it shall be put without discussion. Should the motion be carried the offending Branch Councillor shall be suspended for the remainder of the meeting or until an apology is made.

30. Lapse of Meeting

If a quorum is not present within half an hour of the time fixed for a meeting, the meeting shall lapse, and those present shall be given the credit for attendance.