



# STANDING ORDERS *BY-LAWS*

# Liberal National Party of Queensland

## Standing Orders By-law

- (1) This By-law will be known as the Standing Orders By-law.
- (2) The following Standing Orders apply to all meetings of Party Units.

## Standing Orders

### Chair

1. **Appointment:** Subject to clause V.1 of the Constitution, the Chair or, in his or her absence, the Deputy Chair of the Party Unit will be the chair of the meeting. If neither the Chair nor the Deputy Chair is present, a member of the Party Unit appointed by the meeting will be the chair.
2. **Authority:** If the chair rises to speak, any member on his or her feet must immediately resume his or her seat.
3. **Casting vote:** On any question the chair will be entitled to both a deliberative and a casting vote.
4. **Rulings:** Before ruling on an issue of interpretation, procedure or other matter, the chair may request one or more persons present to make submissions, and may permit a person to speak more than once.
5. **Participation in debate:** The chair may elect to step down from the chair for the purpose of participating in the debate. In that event, before stepping down the chair must appoint the Deputy Chair or another member of the Party Unit to be temporary chair.

### Attendance and Voting

6. **Attendance register:** Each Member and any visitor who is not a Member must sign the attendance register before joining the meeting.
7. **Voting tickets:** If voting tickets have been issued, a Member will not be entitled to vote without producing the voting ticket.
8. **Show of hands:** Following a vote by show of hands the chair will declare the motion carried or lost.
9. **Count:** If 25 Members or 10% of the Members present and entitled to vote, whichever is the lesser, dispute the chair's declaration immediately after it has been made, the chair's initial

declaration will be of no effect, and a count will be undertaken, after which the chair will finally declare the result.

10. **Secret Ballot:** If 50% of the Members present and entitled to vote request a secret ballot, a secret ballot shall be taken.
11. **Tellers:** If a count of votes or a secret ballot is required in accordance with the preceding Standing Orders, the chair may appoint two or more tellers to count the votes and report the result to the chair.

## **Motions**

12. **Moving and seconding:** Unless the meeting otherwise resolves, a motion standing in the name of a Party Unit shall be moved by a delegate from such Party Unit or by a member of State Council, being a member of the Party Unit in whose name it stands. Such motion shall be seconded by any voting delegate to the meeting. Similarly, all other motions, including amendments and motions of dissent, put to the meeting must be seconded and if not seconded shall lapse.
13. **Lapse:** If not moved when called a motion shall lapse. Any motion or an amendment that has lapsed shall not be considered again during the meeting.
14. **Agenda:** Subject to Standing Order 13, the agenda as accepted by the meeting in receiving the Agenda Committee Report shall proceed in the order in which it is set out.
15. **Urgent motions:** If the agenda as accepted by the meeting provides a time for the consideration of urgent motions, any Member may notify the chair of the Member's intention to propose such a motion prior to the time specified for commencement of such business, or such earlier time as the meeting may determine. The chair shall advise the meeting of the motions that have been duly notified and will call them in the order determined by the chair.
16. **Chair putting a motion:** The chair shall read each motion before the meeting and inquire whether there is any opposition to the motion. If there is none the chair may, at his discretion, put the motion to the vote without further debate.
17. **Right to speak:** In all other cases, each Member shall have the right to speak to a motion as follows:
  - (a) once on any substantive motion before the chair; and
  - (b) once on any amendment.
18. **Recognition:** A Member desiring to speak shall rise and address the chair and when recognised by the chair shall state his name and the capacity in which he or she attends the meeting. Once

a Member has received the chair's recognition any other Member speaking shall resume his seat.

19. **Amendments:** A Member may move to amend a substantive motion before the meeting, but unless the chair otherwise allows, before moving the amendment the mover shall hand the proposed amendment in writing to the chair.
20. **Consideration of amendment:** During the consideration of an amendment a Member may give notice of a further amendment, but there shall be no discussion on such further amendment until the amendment then under consideration is voted on or otherwise disposed of. There shall be no right of reply attached to the moving of an amendment.
21. **Discussion of amendment:** Discussion of any amendment to a motion shall be considered as debate on the original motion, taking place before the mover of the motion exercises his right of reply.
22. **Withdrawal:** A notice of motion may be withdrawn only with consent of the meeting.

#### **Time Limits**

23. **Ordinary motions:** The mover of a motion shall be allowed three minutes to introduce the motion and at the conclusion of discussion, even if the mover's original motion shall have been amended, a further two minutes for reply to conclude the debate.
24. **Subsequent speakers:** Speakers subsequent to the introduction of the motion shall be limited to two minutes.
25. **Discussion time:** Discussion of any item on the agenda may continue for a total of 20 minutes.
26. **Extension of time:** An extension of time amounting to 50% of the time provided in Standing Orders 23, 24 and 25 may be granted on a motion carried by a 75% majority.
27. **Expiry of time:** At the expiry of a speaker's time, the speaker shall immediately cease to address the meeting.
28. **Urgent motion:** The mover of an urgent motion pursuant to Standing Order 15 shall have one minute to explain the urgency of the motion. If the meeting determines by a 2/3 majority that the motion should be accepted, debate will proceed as provided in these Standing Orders, but otherwise the motion shall lapse.
29. **Urgency – Standing Orders:** The mover of a motion to suspend Standing Orders shall be allowed three minutes to introduce the motion whereupon the motion for suspension shall be put forthwith and shall be granted if carried by a 75% majority.
30. **Procedural motion:** The mover of a procedural motion pursuant to Standing Order 38 shall have the right to speak for two minutes in favour of it, after which the mover of the

substantive motion, or if the mover declines, some other Member, shall have the right to speak against it for two minutes, after which the motion shall be put.

31. **Dissent motion:** The mover of a motion of dissent from a ruling of the chair will be allowed two minutes to speak on the motion, and the chair will then have two minutes to respond, without leaving the chair. The motion will be put without further debate.
32. **Personal explanation:** Any Member may at any time seek the chair's leave to make a personal explanation not exceeding two minutes and if leave is given, may do so.
33. **Reports:** Chairs of Committees and others presenting reports will be allowed three minutes within which to move the adoption thereof and each speaker to a report shall be limited to two minutes. The time limit for the discussion of such reports shall be at the discretion of the chair unless time limits have been prescribed in the Agenda Committee report.

### **Procedure**

34. **Questions:** Questions may be directed to the chair regarding procedure and/or interpretation. No questions shall be directed to speakers concerning argument except at the discretion of the chair.
35. **Points of order:** A Member may rise at any time to raise a point of order, which must be related to procedure and/or relevance, but not to argument. At such time the speaker called to order shall resume his seat. The Member raising the point of order shall state concisely the point of order whereupon the chair shall give his ruling. Subject to that ruling the person speaking when the point of order was raised shall be entitled to proceed.
36. **Reconsideration:** No decision of a meeting shall be reconsidered during that meeting.
37. **Motion be put:** Any Member who has not spoken to a motion before the meeting may move at any time, but so as not to interrupt a Member addressing the chair, that the motion be now put and upon that being seconded it may be put to the meeting at the discretion of the chair. Upon the motion that the question be now put being carried, the mover of the original motion shall have the right of reply to conclude the debate in accordance with Standing Order 23.
38. **Other procedural motions:** Any Member may move a procedural motion, which upon being moved and seconded shall supersede debate on the substantive motion under discussion. The chair shall have discretion as to whether or not to accept the motion. There shall be no right to speak in favour of, or against, a procedural motion other than a motion that the substantive motion before the meeting be referred to some other Party Unit. This Standing Order does not apply to a motion of dissent from a ruling of the chair, or a motion that the motion be put.

## Miscellaneous

39. **Ballot papers:** Names of nominees on ballot papers shall appear in the order determined by lot. The chair may appoint scrutineers.
40. **Uncompleted business:** Any business not completed or debated in the course of State Convention or State Council shall lapse, and be referred to the Policy Standing Committee for review and otherwise to the Party Secretary.
41. **Interpretation:** Where a point is not covered in these Standing Orders, it shall be governed by the procedures stated in the current edition of Horsley's Meetings Procedure Law and Practice.
42. **Election of President:** The Immediate Past President, or in his absence such other person as the Chair shall appoint, shall act as chair for the election of the President.