

Queensland School Sport

DEPARTMENT OF EDUCATION AND TRAINING

# Management Group Standing Orders



Queensland Government



# STANDING ORDERS

(22/03/07)

These Standing Orders shall be applicable to all Council and Annual General Meetings of the Management Group, Queensland School Sport.

## 1.0 Suspension of Standing Orders

So that a matter of urgency may be discussed, any member present may move that Standing Orders be suspended for a stated period of time. Resumption of Standing Orders must be moved at the end of the time stated.

## 2.0 Meetings

- 2.1 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
- 2.2 If within half an hour from the time appointed for the commencement of a Management Group Meeting a quorum is not available, the meeting shall be adjourned to a time and place as the Chair may determine, and if at an adjourned meeting a quorum is not present, the meeting shall lapse.
- 2.3 In the absence of the Chair and Deputy Chair(s), the meeting should elect a Chair.
- 2.4 The order of business shall follow the agenda prepared by the Executive Officer.
- 2.5 Members shall introduce new business only after the completion of the business set out on the agenda, except as provided in 1.0 above (Suspension of Standing Orders).
- 2.6 The first item on the Agenda shall be the confirmation of the Minutes as a correct record.

## 3.0 Minutes

- 3.1 The current minute book shall be brought to each meeting together with minute note book and the Management Procedures.
- 3.2 Minutes are read only to ensure their accuracy. Discussion may not be re-opened on the decisions previously taken.
- 3.3 Any alterations agreed to by the meeting shall be written in by the Executive Officer and the incorrect words ruled out. No erasures shall be permitted. The alterations shall be initialled by the Chair and the Executive Officer.
- 3.4 The mover and seconder of the motion to confirm the Minutes and the mover and seconder of any motion to correct them must have been present at the previous meeting.
- 3.5 Printed, circulated minutes may be taken as read with or without a motion to this effect and once a motion *for the confirmation of the minutes* has been carried the Chair shall sign the minutes adding the date. Minutes must never be altered once signed.



- 3.6 Once the minutes have been signed, the Chair asks if there is *any business arising* from the minutes.

#### 4.0 Speaking

- 4.1 Any member desiring to speak shall stand/raise hand and when called upon by the Chair shall address the Chair respectfully. If two or more members rise simultaneously, the Chair shall call upon the member who was noticed first.
- 4.2 Each speaker shall confine his/her remarks to the matter being discussed and if the speaker fails to do so, shall be called order by the Chair.
- 4.3 When the Chair rises to speak, any member standing shall sit.
- 4.4 No member, other than the proposer of a motion or an amendment, shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
- 4.5 No member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right to reply which reply shall close the debate. An amendment shall constitute a separate question from the original motion and the mover of the original motion may exercise his/her right to reply before the first amendment is put.
- 4.6 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it, may reserve his/her right to speak to it subsequently.
- 4.7 Speaking twice to a motion/amendment is permissible only after a request to the Chair has been granted and only in an explanation of his/her own previous statement which appears to be misunderstood.
- 4.8 All remarks shall be addressed to the Chair and any questions to another member shall be put through the Chair.

#### 5.0 Motions/Amendments

- 5.1 A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment has been adopted.
- 5.2 If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- 5.3 A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
- 5.4 If the first amendment is defeated (negated), the original motion again becomes open to amendment.
- 5.5 If the first amendment is carried, it becomes the substantive motion and is again open to amendment. No further amendment is possible once the substantive motion has been put to the meeting.
- 5.6 Only one amendment may be moved to a motion at a time, but further amendments may be foreshadowed without discussion. Amendments are



voted upon before the motion. If an amendment is lost a further amendment MAY be moved.

- 5.7 An amendment must be relevant to the motion, and so framed that it forms, with the unamended part of the motion, a sensible and consistent proposal. It must not be a direct negation of the original motion.
- 5.8 The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
- 5.9 No person may speak on any motion after it has been put to the vote.
- 5.10 Notices of Motion cannot be amended from the floor of the meeting

## **6.0 Point of Order**

- 6.1 The Chair's ruling on all points of order and procedure shall be final unless it is moved and carried "that the Chair's ruling be disagreed with".
- 6.2 When a motion of dissent from the Chair's ruling is duly moved and seconded, the Chair shall be vacated and the Deputy Chair will take the Chair before such motion is discussed or voted upon.
- 6.3 When a motion of dissent with the ruling of the Chair has been duly proposed and seconded, the Chair shall be allowed three minutes to speak in explanation of his ruling. The mover of the motion shall then be allowed three minutes to speak in support of this motion. The question shall then be put to the vote. The Chair will then abide by the decision of the meeting.
- 6.4 Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred and should be stated concisely. An explanation or contradiction shall not constitute a point of order.

## **7.0 Closure of Motion**

- 7.1 A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. It needs no seconder. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also of his/her own volition put the question if he/she feels that adequate discussion has taken place. In either case, the mover of a motion shall retain right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
- 7.2 A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.

## **8.0 Voting**

- 8.1 All voting shall be by a show of hands unless a person present and entitled to vote, demands a secret ballot.
- 8.2 All motions at Management Group and Annual General Meetings shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.
- 8.3 In the case of the election of Chair and Deputy Chair, the method of voting shall be by a secret ballot.
- 8.4 A division may be called for by at least two members, with the names of those voting for and against the motion being recorded in the minutes.

## **9.0 Adjournment Motion**

A member may move, "That the debate (or meeting) be adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over the business before the Chair, except points of order.

## **10.0 Same Motions**

No motion which is the same in effect as one already negated can be accepted by the Chair except on notice of motion.

## **11.0 Rescinding Resolutions**

Resolutions may not be rescinded in less than twelve (12) months except on a notice of motion circulated with the agenda of the next meeting.

## **12.0 Null and Void Resolutions**

If a resolution is passed inadvertently in contravention of the Management Procedures, Queensland Secondary School Sport, it shall be declared null and void.

## **13.0 Call to Order**

The Chair shall call to order any speaker who departs from the question, or who violates the courtesies or rules of debate.

## **14.0 "Naming"**

Any one who defies the orders of the Chair and continues to disrupt the meeting shall be named by the Chair and ordered to withdraw from the meeting.

## **15.0 Closure of Meeting**

The Chair shall declare the meeting closed as soon as the agenda has been suitably disposed of.