

NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL  
ORGANISATIONS INCORPORATED

**RULES OF DEBATE AND STANDING ORDERS**

**FOR USE AT ANNUAL FULL COUNCIL**

*Definition of Delegates:*

Reference to “delegate” shall mean a person attending Annual Full Council under the terms and conditions of the NTCOGSO Constitution and Rules. It does not include observers.

**1.0 ORDER OF BUSINESS: ANNUAL FULL COUNCIL MEETING**

- confirm minutes of previous Full Council or any Special Council meetings held since that date
- consider any business arising from those minutes
- receive the report from the President detailing the actions and decisions of the Executive since the previous Annual Council Meeting
- receive financial reports of the Council’s current financial position as at the previous month end.
- consider such agenda items of which notice has been given under 28.4.
- incorporate the Annual General Meeting as a session of the Annual Full Council Meeting.

**1.1 ORDER OF BUSINESS: ANNUAL GENERAL MEETING**

- confirm the minutes of previous Annual General Meeting
- receive the annual report of the President
- receive and consider the audited financial statement
- elect new Executive members;
- the appointment of an auditor;
- motion the minutes from the previous Annual General Meeting; and
- any other business requiring consideration by the Council at the meeting.

**1.1.1 RETURNING OFFICER**

The Executive shall appoint a returning officer to conduct the annual elections

**2.0 DISCUSSION:**

2.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

**3.0 METHOD OF ADDRESS:**

3.1 At all times throughout the proceedings, delegates shall address Council through the Chairperson and shall stand when doing so unless the Chairperson allows the delegate to remain seated.

**4.0 MOTIONS NOT SECONDED:**

4.1 Motions not seconded shall lapse and will not be debated.

### **5.0 DEBATING THE MOTION:**

5.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.

5.2 After the motion has been moved and seconded the Chairperson shall:

- if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
- if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

5.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.

5.4 No person may speak more than once to any motion except the mover in exercising the right of reply. (Which will close debate)

5.5 The following time limits shall apply:

- movers of motions shall speak for no more than (4) minutes
- speakers for or against the motion (2) minutes
- mover's right of reply (2) minutes.

No delegate shall speak on any matter for more than four minutes unless granted an extension of time by Council.

5.6 Debate is closed and the Chairperson shall put the motion when:

- two speakers have spoken successively for or against the motion and there is no opposing speaker
- the mover has exercised the right of reply.

### **6.0 AMENDMENTS:**

6.1 An amendment shall not directly negate the intention of the original motion.

6.2 When an amendment is before Council, discussion shall be confined to the matter addressed by that amendment.

6.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.

6.4 Any delegate giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before Council.

6.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before Council (or 'substantive motion').

6.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.

6.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.

6.8 Once all foreshadowed amendments have been dealt with, further amendments to the motion, if any, may be moved and dealt with in accordance with the procedure set out in 6.1 to 6.6.

6.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.

6.10 No delegate shall propose more than one amendment upon a motion.

6.11 The mover and seconder of the original motion may speak to an amendment to their motion but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

### **7.0 RIGHT OF REPLY:**

7.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken.

The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.

7.2 The mover of an amendment shall not have the right of reply.

### **8.0 CLOSURE OF THE DEBATE:**

8.1 The debate shall be closed:

- when as provided in 5.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
- if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
- when a motion “that the motion be put” is carried by Council.

8.2 The motion “that the motion be put” may be moved any number of times during a debate and may be submitted by any delegate who has not taken part in the debate. No seconder is required for this motion. This motion (‘that the motion be put’) shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion immediately be put to Council, without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

### **9.0 ADJOURNMENT OF THE DEBATE:**

9.1 A motion for the adjournment of a debate may be moved at any time and shall be put to Council without discussion.

9.2 Adjournment motions may be:

- ‘that the item be referred to person/committee.’ i.e. debate is suspended until such time as that person/committee puts the item back on the agenda.
- ‘that debate be adjourned to time/place’ i.e. debate is adjourned to the stated time or place.

9.3 If carried, the debate shall be adjourned accordingly. If not carried the debate shall continue.

### **10.0 DISSENT FROM THE CHAIR:**

(Offers delegates the opportunity to disagree with the Chairperson’s ruling)

10.1 A motion of dissent from the Chairperson’s ruling shall only be accepted by the Chair if moved and seconded.

10.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original motion then before the Chair shall be suspended.

10.3 The Vice-President shall take the Chair.

10.4 Only the delegate challenging the ruling and the Chairperson may speak on a motion of dissent. The delegate challenging the Chairperson’s ruling shall state the reason/s for doing so. The Chairperson then responds.

10.5 The motion of dissent shall then be put in the following manner “That the Chairperson’s ruling be upheld” and a vote shall be taken immediately.

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10.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original motion shall proceed. (A motion of dissent is not a motion of no confidence.)

### **11.0 POINT OF ORDER:**

11.1 When any delegate is speaking no other delegate shall interrupt except to raise a point of order.

11.2 The delegate raising a point of order shall state the point of order clearly and distinctly and then be seated. If a delegate be speaking such delegate shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.

11.3 An explanation or clarification is not a point of order but may be allowed when the delegate speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the delegate making such explanation shall be prohibited from debating the merit of any proposal.

### **12.0 VOTING:**

12.1 Each delegate shall be entitled to vote as provided in the NTCOGSO Constitution and Rules.

12.2 The Chairperson shall not be entitled to vote except to exercise a casting vote, which shall be exercised to maintain the status quo.

12.3 On conclusion of debate the matter shall be put to the vote.

12.4 No delegate shall enter or leave a meeting while a vote is being taken.

### **13.0 MOVER AND SECONDER:**

13.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to Council.

### **14.0 VALIDITY OF VOTE:**

14.1 No objection shall be made to the validity of any vote except at the Council meeting at which the same shall be tendered, and every vote not disallowed at such Council meeting shall be deemed valid.

### **15.0 RECOMMITTAL:**

15.1 A matter may only be recommitted at a Council meeting by a resolution passed by a two-thirds majority of eligible votes at that Council meeting.

### **16.0 RESCISSION:**

16.1 A resolution of Council may only be rescinded at the same Council meeting by a resolution passed by a two-thirds majority of eligible votes at that Council meeting.

### **17.0 BREACH OF STANDING ORDERS:**

17.1 A delegate refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.