



Archery Western Australia (Inc.)

STANDING ORDERS

The Constitution of the Archery Western Australia (Inc.) provides that the business of the Association shall be conducted in such manner as the Association determines.

The proceedings and business of the Association shall be conducted according to the following Standing Orders.

MEETINGS

1. **President to convene first meeting:** The first meeting following the Annual General Meeting of members of the Association at which the Council and Officers of the Association were elected shall be convened by the President and thereafter meetings shall be held at the times and places determined by the Council.
2. **Chairperson:** The President shall preside at every meeting of the Association at which he or she is present.
3. **Vice President to be Deputy Chairperson:** Where the Chairperson is unable to be present at a meeting, the Deputy Chairperson shall preside, but if the Chairperson and the Deputy Chairperson are not present at a meeting, the other members of the Council present shall select one of their numbers to act as Chairperson.
4. **Meeting to commence on time:** Every meeting shall proceed to business as soon as possible after the time stated in the notice paper, as long as there shall be a sufficient number of members to constitute a quorum.
5. **Quorum:** At any meeting of the Association the required quorum will be as per Rule 10 and 13(1) of the Archery Western Australia (Inc.) constitution, whichever is applicable.
6. **Absence of Quorum:** If at any meeting a quorum be not present within half an hour after the time appointed for such meeting, the majority of members present, or anyone member, if only one be present, may adjourn such meeting to any date, consistent with the requirements of the Archery Western Australia (Inc.) constitution.
 - a. If during any meeting, the Chairperson is required to leave such meeting, the Deputy Chairperson shall take the chair provided

there are sufficient numbers of members to constitute a quorum.

- b. If both the Chairperson and Deputy Chairperson are required to leave the meeting, the other members present shall select one of their numbers to act as Chairperson, again providing that a quorum can be maintained.
 - c. In the case where during any meeting a quorum is not present, by reason of a member or members being unable to continue, the person presiding, whether the Chairperson, Deputy Chairperson or member, shall thereupon suspend the proceedings of the meeting for a period of ten (10) minutes, and if a quorum be not present after such period, the meeting shall be deemed to be concluded and all further business shall stand adjourned.
7. **Closed or Open Doors:** The business of the Council shall be conducted with open doors, except upon such occasions as the Council by resolution may otherwise decide, and which resolution may be moved without notice.
 - a. After the passing of the resolution under the subclause above the business of the meeting shall proceed with closed doors, until the Council decides by resolution to proceed with open doors, and which such last mentioned resolution may be moved without notice.
 - b. Upon the Council resolving to proceed with closed doors, the Chairperson shall direct all persons other than council members to leave the meeting room, and all such persons shall comply with such direction forthwith.
8. **Confidential Business:** All matters dealt with by or brought before the Council sitting with closed doors shall be treated as strictly confidential, and shall not without the authority of the Chairperson be disclosed to any person other than members of the Council (and in the case of staff or a Key Official only so far as may be necessary for the performance of their role with the Association).
9. **Suspension of Standing Orders:** In cases of urgent necessity, any Standing Orders may be suspended on a motion duly made and seconded and adopted by a majority of members present.
 - a. Any member moving the suspension of any standing order shall state the object of such motion, but no discussion shall take

place thereon.

10. **Open Voting:** Questions arising at a meeting of the Council shall be decided, in open voting, by the majority of the members entitled to vote who are present.
 - a. If the votes of members present at a meeting on a question are equally divided, the Chairperson, Deputy Chairperson or other person presiding shall have a casting vote.
11. **Disturbance by Members:** No member shall make a noise or cause any disturbance or converse aloud except to raise a point of order when another member is addressing the Council. The Chairperson shall preserve order and may call any member to order, whenever in their opinion, such action is warranted.
12. **Priority of Speaking:** If two or more members wish to speak at the same time the Chairperson shall decide which is entitled to priority.
13. **Chairperson to be Heard:** Whenever the Chairperson wishes to speak during a debate the member then speaking or offering to speak shall cease and the meeting shall be silent so that the Chairperson may be heard without interruption
14. **Adjournment:** The Chairperson may at any time adjourn the Council to such time and date, as he or she shall then declare being not later than fourteen (14) days from the date of such adjournment. When a meeting has been adjourned, the remaining items of business shall be dealt with on the next meeting date set by the Chairperson, whether such date to be the next ordinary meeting date, or a date prior to the next ordinary meeting date.
 - a. If the debate on any motion, moved and seconded, be interrupted due to the absence of a quorum, such debate shall stand adjourned until the next meeting, and shall be discussed as the first item of business adjourned. The remaining members may choose to discuss the remaining items of business and formulate recommendations as considered to be deemed appropriate. Such business will form the remaining items under business adjourned.
15. **Meetings Held in Committee:** A meeting may resolve itself into a "Committee of the whole".
 - a. If this motion is carried, the result is as follows:
 - i. members may speak more than once;
 - ii. substantive motions and amendments may not be moved;

- iii. procedural motions and amendments require only a mover;
- iv. time limits on debate do not apply;
- v. no minutes are kept;
- vi. the Chair may engage in the debate;
- vii. all other Standing Orders still apply.

- b. The Chair reserves the right to resume full Standing Orders at any time while in committee.

ORDER OF BUSINESS

16. Order of Business at Ordinary: The order of business at an ordinary meeting shall be Meetings as follows, or as near, thereto as shall be practicable.

- a. Attendances and Apologies
- b. Confirmation of the Minutes
- c. Business Arising from the Minutes
- d. Adjourned Business
- e. Correspondence
- f. Reports from Members
- g. Reports from Committees
- h. Motions of which previous notice has been given
- i. General Business

Papers for consideration at an ordinary meeting must be distributed at least 72 hours before such meeting.

17. Confirmation of Minutes: The minutes of the preceding meeting whether ordinary or special, not previously confirmed shall be submitted as the first item of business at all meetings of the Council, for their confirmation, and no discussion shall be permitted thereon except as to their accuracy as a record of the proceedings and when confirmed, the said minutes shall then be signed as a true record of the proceedings by the Chairperson or person presiding as the case may be.

MOTIONS

18. Permissible Motions During Debate: Subject to the following subclause of this Clause when a motion is under debate

- a. no further motion shall be moved except the following;
 - i. that the motion be amended;
 - ii. that the meeting be adjourned;

- iii. that the debate be adjourned;
- iv. that the question be put;

(this motion may only be moved by a member who has not already participated in the debate and shall not interrupt a speech and must be put without amendment, adjournment or debate. If this motion is carried, the motion or amendment under consideration must be put to the vote, subject only to the right of reply)

- v. that the Council proceed with the next business;
- vi. that the Council sit behind closed doors;
- vii. that the meeting be closed;

- b. When the question before the Council is a recommendation from a Committee of the Association, a member may at the conclusion of the speech of any other member move without notice that the question be referred back to that Committee.

- i. On such motion the mover may speak for not more than five (5) minutes, the seconder shall not speak beyond formally seconding the motion, and if present, the Chairperson or a member of the Committee concerned may speak for not more than five (5) minutes but no other debate shall be allowed.

19. **Chairperson to be Addressed:** Any member moving a motion or amending thereto or taking part in the discussion thereon shall address the Chairperson.

- a. A member who is addressing the Chairperson shall not be interrupted except upon a point of order, whereupon he or she shall cease to talk until the point of order has been disposed of.

20. **Members to be Named:** Any motion taken shall be so recorded that the member moving the motion and the member seconding such motion is recorded in the minutes of such meeting.

21. **Splitting of Motions:** The Chairperson or person presiding may at his or her discretion order a complicated motion to be divided and put in the form of several motions.

22. **Notice of Motion (other than procedural motions):** Any member may bring forward such business as he or she may consider advisable in the form of a motion, of which notice shall be given in writing to the Secretary either at a meeting prior to such meeting at which he or she

intends to move same, or at any time thereafter being not less than three clear days before such last mentioned meeting.

- a. Every such motion shall lapse unless the member who gave notice thereof is present to move the same.

23. **Substance of Motion to be Stated:** Any member proposing a motion or an amendment thereto shall state the substance of same before he or she addresses the Chairperson, and if so required by the latter shall put the motion or amendment in writing.

24. **Debate on Motions and Right of Reply:** A member may only speak once to a motion or amendment unless they are the mover exercising their right of reply. The right of reply may be exercised immediately before the motion is put or before anyone amendment is put, but may only be exercised once. Movers of amendments have no right of reply.

25. **Withdrawal of Motion:** A motion or an amendment thereto may be withdrawn by the mover with the approval of the Chairperson, which shall be signified without debate, and it shall not be competent for any member to speak upon said motion or amendment after its withdrawal.

26. **Amendment to Relate to the Motion:** Every amendment shall be relevant to the motion on which it is moved.

- a. Every amendment shall be read before being moved.

27. **One Amendment at a Time:** Only one amendment at a time shall be discussed but as often as an amendment is lost another amendment may be moved before the original motion is put to the vote: provided that when an amendment is carried one further amendment to the original motion as amended and no more may be moved.

- a. When an amendment is carried the original motion as amended shall for all purposes of subsequent debate, subject only to the last preceding clause, be treated as an original motion.

28. **Method of Taking Vote:** The Chairperson shall, in taking the vote on any motion or amendment, put the question first in the affirmative and then in the negative, and he or she may do so as often as is necessary to enable him or her to form and declare his or her opinion as to which party has the majority on the voices or by show of hands.

OTHER PROCEDURAL MATTERS

29. **Deputations:** Deputations wishing to be received by the Council shall

first submit a memorial in writing to the Chairperson.

- a. A deputation shall not exceed a number, which shall be determined by the Chairperson according to the nature of the issue under consideration, and the number of members thereof allowed to address the Council shall likewise be determined by the Chairperson. Any members of the deputation may however, reply to questions from members of the Council.
- b. Any matter brought forward to the attention of the Council by the deputation shall not be further considered or discussed by the Council until the deputation has withdrawn.

30. **Points of Order:** A member may at any time move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution or Bylaws.

- a. A member may at the end of a speech make a point of clarification over factual inaccuracies made by a previous speaker, make a claim that they have been misrepresented or make a point of explanation.
- b. Any point of order, point of clarification or point of explanation must be clearly and concisely stated in as short a time as possible.
- c. The Chairperson has the discretion to rule any of these points out of order.

31. **Rulings by Chairperson:** The Chairperson when deciding a point of order or practice shall give his or her decision, no argument or comment shall be permitted thereon, and his or her decision shall be final in that particular case, unless the majority of members shall upon a motion made forthwith dissent thereon.

32. **Chairperson to Speak for the Association:** Unless otherwise determined by resolution of the Council, the Chairperson is the spokesperson for the Association on all matters concerning the Association.

33. **Breach of Standing Orders:** In the event of any member committing a breach of the Standing Orders, the Chairperson may, and if so directed by the majority of members shall report the detail of such breach to a Special General Meeting of members called for that purpose.

34. **Further Rules:** If any matter is not dealt with in these Standing Orders, the rules governing debate in the House of Representatives of the Commonwealth of Australia shall apply.