



Standing Orders

of

**Little Athletics Association
of Victoria Incorporated**

Regulation 1

Registration Number: A0003260D

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STANDING ORDERS
of
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC
Registration Number: A0003260D

SECTION 1 - STANDING ORDERS

1.1 PURPOSE

- (a) This Regulation sets down the procedural requirements of the Association for the conduct of meetings.

1.2 APPLICABILITY

- (a) These Standing Orders apply to all general meetings of the Association, Board of Management meetings, and all meetings of Standing, Sub and Advisory committees, and should apply to meetings of Regions, Centres and Clubs.

1.3 CHAIR'S ROLE

- (a) **Before the Meeting:** The Chair is charged with the responsibility of:
- (i) ensuring that notices are issued to all entitled parties;
 - (ii) verifying the accuracy of minutes to be presented; and
 - (iii) being familiar with any correspondence that is pertinent to the meeting.
- (b) **During the Meeting:** The Chair is charged with the responsibility of:
- (i) presiding over and controlling the proceedings of the meeting and conducting the proceedings in accordance with the rules;
 - (ii) ensuring that a quorum is present whenever the question is asked;
 - (iii) conducting all matters in a fair and impartial manner;
 - (iv) giving rulings on points of order and other matters of procedure;
 - (v) protecting free speech and ensuring that any member is not unreasonably denied the right to be heard; and
 - (vi) declaring the result of all votes and to announce the result.

1.4 CHAIR'S RULING & DISSENT THEREFROM

- (a) If the Chair rises to call a member to order or for any purpose connected with the proceedings the speaker must resume his seat and no other member may rise until the chair is resumed.
- (b) If any member is dissatisfied with the Chair's ruling on any matter, in particular Procedural Motions and Points of Order, the following procedures must be observed:
- (i) a motion must be moved and seconded in the following terms, "That the Chair's ruling is dissented from";
 - (ii) the Chair must then ask another member of the Executive to take the chair;
 - (iii) only the mover is permitted to speak, except the departed Chair, who will state his reasons for the ruling given;
 - (iv) the motion must then be put to the meeting by the acting Chair without discussion; and
 - (v) the departed Chair will then resume the chair and apply the ruling of the meeting

1.5 LIFE GOVERNORS' RIGHTS

- (a) Subject to acceptance by the Chair, Life Governors have the right to speak on any matter before the Chair. This right will not be granted if the Life Governor, in the role of a Delegate, has already spoken on the matter in debate. A time limit of three minutes will apply.

1.6 SUSPENSION OF STANDING ORDERS

- (a) Any member may move the suspension of Standing Orders to discuss a matter of urgency or more fully discuss a matter without the formalities of debate to the meeting. Such motion of suspension will be declared carried if supported by two-thirds of the members present.

1.7 MOTION PRIORITY

- (a) The lowest priority matter of a meeting is the ordinary business (motions and amendments). Among themselves, motions and amendments rank in the order in which they appear on the Agenda, subject to being changed by the meeting. The ranking of motions is as follows:
- (i) calls for a quorum (which may be made at any time during the meeting);
 - (ii) Points of Order;
 - (iii) personal explanations or questions;
 - (iv) Procedural Motions;
 - (v) No Confidence Motions; and
 - (vi) ordinary business (motions and amendments)

1.8 SELECTION OF SPEAKERS

- (a) The Chair will, 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 or the seconder's right of reserve, be put without further debate unless otherwise determined by the meeting.
- (b) Generally, the mover and seconder are seen as being in favour of the motion; however, both may choose to act as mover and seconder simply to have a matter on the floor even though they are against it. If this is the case, they must state their intention to speak against, so that speakers for the motion can be sought prior to the mover's summing up and the seconder's right of reserve.
- (c) A member moving a motion or amendment will be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- (d) After a motion has been duly moved and seconded speakers will only be heard alternately for and against the motion excepting for the purpose of moving or seconding any amendment or further amendment and failing any speaker rising for the other side the motion will be put unless otherwise determined by the meeting.
- (e) Any member desiring to speak must attract the attention of the Chair by rising in his seat, or raising the Centre board. When called upon he must identify himself to the Chair. If two or more members indicate simultaneously, the Chair will call upon the member who first caught his eye.

1.9 POINTS OF ORDER, PROCEDURAL MOTIONS & ORDINARY BUSINESS

- (a) Points of Order deal with members bringing to the attention of the Chair matters of alleged irregularities; these have the higher priority than Procedural Motions and Ordinary Business.
- (b) Procedural Motions are motions that deal with the conduct of the meeting proceedings such as order of business, blocking motions to be heard simultaneously, requesting the hearing of a particular member, allowing a speaker to continue or stopping a speaker continuing, terminating or deferring debate, terminating or adjourning the meeting and have a higher priority than Ordinary Business.
- (c) Ordinary Business is the business at hand, i.e. matters formally proposed for debate by being listed in the Agenda.

1.10 POINTS OF ORDER

- (a)** Points of Order have a higher priority than Procedural Motions and do not require a seconder and may be called at any time during debate and, are matters on which the Chair must decide, these include:
- (i)** not speaking on the subject;
 - (ii)** the use of unseemly language;
 - (iii)** breaking a rule of the Association;
 - (iv)** not a member or entitled to speak; and
 - (v)** the offender has introduced new material.
- (b)** More than one point of order may be on the floor at the same time.

1.11 PROCEDURAL MOTIONS

- (a)** Any member desiring to raise a procedural matter must attract the attention of the Chair by rising in his seat, or raising his Centre board and when called upon must identify himself to the Chair.
- (b)** Procedural Motions and their requirements are listed below:
- (i)** Quorum: A member may propose, "That a count for a quorum be taken" at any time, which does not require a seconder or debate. Any business transacted prior to the call will stand and no further business may be transacted.
 - (ii)** Order of Business: A member may propose "That item "x" or motion "x" be heard next", at any time, except when debate is under way. Such a motion requires seconding and debate.
 - (iii)** Blocking (Grouping) of motions: may be proposed by "That motions to be heard as a block". Such motion requires seconding and debate prior to the hearing of any motion that is to be included in the block, the block should only cover consecutive motions and as the result of objections to the original block it may be necessary to propose several blocks.
 - (iv)** Hearing or not Hearing a Particular Speaker:
 - (1) A member may propose "That be allowed to speak" at any time during debate. Such a motion requires seconding and debate, and may be used if the meeting feels that it needs to hear from someone whose expertise or knowledge will contribute to the debate.
 - (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 must be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time may be moved while a speaker has the floor.
 - (v)** Closing Debate or Meeting:
 - (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". Such a motion, if accepted by the Chair, must be put without the need of a seconder or amendment or debate. The Chair has absolute discretion to accept or refuse the motion. The Chair may also put the question if the Chair feels that adequate discussion has taken place. In either case this is still subject to the mover's right of reply. If an amendment is before the chair, the closure motion is deemed to close the debate on the amendment only.
 - (2) A member may move "That the debate or meeting be now adjourned". Discussion is in order, but only amendments as to time and/or place are permitted. The motion takes precedence over other business before the chair except points of order and personal explanations. Should the closure be defeated fifteen minutes must lapse before another closure motion may be put.
 - (3) A member may move "That the motion/amendment be withdrawn" which requires the consent of three quarters of those entitled to vote.
 - (vi)** Personal Explanation: can be moved by a member any time after a considered misstatement even if the speaker is not on the floor. Such action must be limited to the alleged misrepresentation of facts and has higher priority than all other.

- (vii) Personal Question: can be moved by a member, although the Chair has the option of accepting or rejecting the question which may be to the Chair or any other member.

1.12 ORDINARY BUSINESS

- (a) The first proposition on any subject is known as the original motion and all succeeding propositions on that subject are amendments.
- (b) Every motion must be moved and seconded by a member before any discussion may take place.
- (c) In the absence of a mover the motion will lapse.
- (d) A motion before the Chair may be reworded by the mover subject to approval of the meeting.
- (e) A motion or amendment before the Chair cannot be withdrawn except by its mover and by leave of the meeting, by a simple majority. No motion may be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- (f) Amendments are proposals to change the original motions to overcome deficiencies or clarification.
- (g) A motion, once listed in the agenda is deemed to be the property of the meeting. It may only be withdrawn by a majority agreement of members eligible to vote. A withdrawal motion may be moved by any member.
 - (i) Once a motion has been moved and seconded, it may be amended during the course of the debate by any member other than the original mover or seconder.
 - (ii) The mover of an original motion may foreshadow a proposed amendment in the action of moving. Once the motion is on the floor, the proposed amendment may be submitted for consideration but proposer cannot move or second the amendment.
 - (iii) Every amendment must be moved and seconded by a member before any discussion may take place.
 - (iv) An amendment before the Chair may be reworded by the mover subject to approval of the meeting.
 - (v) The Chair must disallow amendments which:
 - (1) are irrelevant to the subject matter of the original motion;
 - (2) are contrary to the original motion; or
 - (3) conflict with decisions already made.
 - (vi) When an amendment to an original motion is moved, no further amendment may be made or discussed until the outcome of the amendment before the Chair has been determined.
- (h) Substantive Motions are the final propositions (amended or not) put to the meeting for a decision.
 - (i) If an amendment is carried it displaces the original motion and itself becomes the motion. Furthermore any subsequent amendment relating to any portion of the motion may be moved provided it is consistent with the business and has not been covered by any amendment or motion which has been previously rejected.
 - (ii) After the vote on each succeeding amendment has been taken, the surviving proposition must be put to the vote as the substantive motion after discussion, and if carried, becomes the resolution of the meeting.

1.13 SPEAKERS ON ORDINARY BUSINESS

- (a) The mover of a motion is allowed five minutes, subsequent speakers three minutes and the mover three minutes to sum up.
- (b) No member is permitted to speak more than once upon any subject before the meeting unless on a point of order or explanation, or to ask a question, except the mover of the original motion who has the right of reply. The mover of any motion is deemed to have

spoken even should he remain silent; however silence on the moving does not remove the right to sum up.

- (c) On any amendment being moved, any member, even though he has spoken on the original motion, may speak again on the amendment.
- (d) A member may formally second any motion or amendment and reserve his right to speak until a later period in the debate. Further a seconder may choose to speak against the motion and should notify the Chair of their intention to do so when seconding the motion.
- (e) A member when speaking must not be interrupted unless called on a point of order, when he must sit down until the member calling the point of order has been heard, and the question of order disposed of. The member in possession of the floor may then proceed again with the matter.

1.14 RIGHT OF REPLY & RESERVING

- (a) The mover of every original motion, but not of any amendment, has the right of reply, known as the right to sum up, immediately before the motion is put by the Chair except that in such reply, no new subject matter may be introduced. The mover does not have a right of reserve as the mover is deemed to have spoken even though he remains silent.
- (b) The seconder has the right to reserve the option to speak until later in the debate. This must be taken up no later than just prior to the mover summing up.

1.15 VOTING

- (a) Voting may be by way of:
 - (i) ballot or
 - (ii) show of hands, or
 - (iii) show of Centre Board, or
 - (iv) show of coloured voting slips, or
 - (v) if demanded by any three members entitled to vote, or if required by the Chair may be by division or by ballot.
- (b) In the case of any equality of votes the Chair of the meeting is entitled to a casting vote, but if not exercised the status quo is maintained. Except in the event of a ballot where it must be determined by lot.

1.16 RESCINDING A RESOLUTION

- (a) A resolution, i.e. a motion that has been previously considered (whether passed, lapsed or lost), at a meeting may be rescinded or re-activated by that meeting as follows:
 - (i) for Special Resolutions, the rescission motion requires unanimous consent of the meeting
 - (ii) for elections passed by a three-quarters majority, the rescission is carried only on an unanimous decision
 - (iii) for motions passed by a simple majority, the rescission motion is carried if supported by two-thirds of the members present

1.17 RECORDING ATTENDANCE

- (a) Members in attendance must sign the attendance sheet.