

# APPENDIX 1

## 19. STANDING ORDERS

### 19.1 Meeting Times

### 19.2 State Conference

**19.2.1** State Conference opening time and duration will be set by State Executive.

### 19.2.2 State Executive, Federal Electorate Campaign Committees and Local or Direct Branches

**19.2.3** State Executive meetings will commence at 7:30pm AWST. Each Federal Electorate Campaign Committee and Local or Direct Branches will decide the opening time of its meeting.

**19.2.4** The duration of meetings will be two (2) hours. An extension of time may be granted by way of motion, providing the motion is presented before the meeting would otherwise conclude.

**19.2.5** The times, dates and contact details for all branch meetings will be available in the Members Section of the WA Labor website.

### 19.3 Chair

**19.3.1** The President, where possible, will chair all meetings.

**19.3.2** In the absence of the President, the most senior officer present will take the Chair. If no officers are present, the meeting shall elect one (1) of its members to take the Chair. The Chair retains any preexisting voting rights.

### 19.4 Quorum

**19.4.1** At State Conference, quorum will be sixty-five (65) credentialled delegates.

**19.4.2** At State Executive, quorum will be forty five (45) credentialled delegates.

**19.4.3** At Federal Electorate Campaign Committees, a quorum will be at least 20 percent of credentialled delegates or two (2) credentialled delegates, whichever is greater. Where there is more than one Branch entitled to delegates to the Federal Electorate Campaign Committee, at least two (2) Local Branches must be represented.

**19.4.4** Unless otherwise specified in these Rules, at all other Party meetings a quorum will be at least 10 percent of the financial membership of the meeting or six (6) members, whichever is the greater.

### 19.5 Order of Business

The order of business at Party meetings, unless otherwise determined, is set out below:

### 19.6

### State Conference

From the agenda before it, State Conference will decide, on motion or amendment, the order of business.

### 19.7

### State Executive

- Acceptance of credentials
- Confirmation of minutes
- Consideration of the agenda, based on the Administrative Committees recommendations
- Urgent General Business which shall be heard at 9pm or at the completion of the agenda, whichever is earlier.
- Questions which shall be directed to the President or State Secretary for a period of no more than ten (10) minutes.

### 19.8

### Federal Electorate Campaign Committee

- Confirmation of minutes
- Business arising from the minutes of the previous meeting.
- Correspondence
- Reports
- Discussion of items submitted
- General Business

### 19.9

### Federal Electorate Campaign Committee general meetings (as prescribed by Rule 10.5.1)

- Confirmation of minutes
- Business arising from the minutes of the previous meeting
- Reports from Members of Parliament
- Report from the State Secretary (in person, by proxy or in writing)
- Reports from Affiliated Unions
- Reports from Party Organisations
- Report from Policy Committees
- Reports from delegates of the Federal Electorate Campaign Committee
- Reports from Local Branches
- General Business

#### **19.10 Local or Direct Branch**

- Confirmation of minutes
- Business arising from the minutes of the previous meeting
- New members applications
- Correspondence
- Reports
- Discussion of business of which notice has been given
- General Business
- Reception of motions on notice

#### **19.11 Special Meetings**

Special meetings of State Executive, Federal Electorate Campaign Committees and Local or Direct Branches shall consider only those matter(s) listed on the notice of meeting.

#### **19.12 Debate**

No discussion will be allowed except on a motion or amendment that is moved and seconded.

#### **19.13 State Executive**

Recommendations by the Administrative Committee presented on the agenda of State Executive will be accepted as a motion and will be adopted if there is no opposition. The State Secretary or nominated member of the Administrative Committee will be deemed the mover of the recommendation.

#### **19.14 Federal Electorate Campaign Committee**

Items received by Federal Electorate Campaign Committees or Local or Direct Branches are deemed to be moved and seconded. However, if any member wishes to move or second the motion they will be entitled to speak in support of it.

#### **19.15 General**

- 19.15.1** The Chair may permit questions if they seek clarification which will assist the debate.
- 19.15.2** Reports providing information for the meeting are not required to conform to the time limits provided for moving motions and amendments. The Chair may allow questions on these reports.
- 19.15.3** Non-voting delegates may speak, move and second motions and amendments.
- 19.15.4** Members wanting to propose a motion or amendment or to discuss a matter under consideration must rise and address their remarks to the Chair. No member will address the meeting unless called by the Chair.

#### **19.16 Order of Speakers and Speakers Time Limits**

- 19.16.1** The mover of the motion will have seven (7) minutes to move and argue in support of the motion. The mover will also have five (5) minutes to reply.
- 19.16.2** The seconder of the motion and all other speakers will be limited to five (5) minutes. The seconder can only speak in support at the time the motion is seconded.
- 19.16.3** The meeting on motion, without debate, may extend the time of any speaker.
- 19.16.4** The extension of time must not exceed five (5) minutes.
- 19.16.5** In the same way the meeting may agree to further extensions.
- 19.16.6** The Chair will indicate one (1) minute before each speakers time expires. Motions for extensions may be made at that time but no later.
- 19.16.7** If, after a motion has been moved and seconded, no-one rises to oppose or to move an amendment, the Chair will put the motion to a vote of the meeting.
- 19.16.8** No member may speak more than once on any question before the Chair, except to give personal explanation or with the consent of a majority of members present at the meeting.
- 19.16.9** Not more than two delegates in succession may speak for or against any question. (The mover and seconder of any amendment will be deemed to be neither for nor against the motion to which the amendment relates for the purpose of applying this Rule.)

#### **19.17 Determination of Questions**

- 19.17.1** All votes will be taken in the following way:
- 19.17.2** The Chair will call on those who support the questions to say aye and those opposed to say no. The Chair will then declare the question carried or lost.
- 19.17.3** Any member not satisfied with the Chair's decision may, by standing in their place, call for a show of hands. If supported by at least three (3) other members standing in their places, the Chair must call on those in support of the motion to raise their right hands and then call on those opposed to do the same. The Chair must appoint two (2) tellers to take the count and they will be representatives of the opposing views. When the tellers are agreed on their count, the Chair will declare the result by giving the figures for and against.

**19.17.4** When any question voted on by the meeting results in equal numbers for and against, the Chair must declare the question lost.

## **19.18 Question be “Put/Adjourned”**

**19.18.1** If at least two (2) speakers have spoken for and two (2) against the original motion during debate on any question, a member can move that the question be now put or that the question be adjourned. Members who have spoken on the original debate cannot move such a motion. Only time may be amended on an adjournment motion.

**19.18.2** If the meeting agrees that the question be now put the mover of the original motion must be given the right of reply.

**19.18.3** These motions will be put without debate except where the motion would also defer or refer the motion to another body. In that case the mover of the adjournment motion, the mover of any amendments and the mover of the substantive motion will have the right to speak. If the mover of the substantive motion exercises this right, the right of reply will be said to have been exercised.

**19.18.4** Agreement from the meeting that the question be now put means not only the question in the motion, but that in any amendment.

## **19.19 Amendments**

**19.19.1** A member may move an amendment at any time during the debate. All amendments must be seconded.

**19.19.2** Motions may be amended by adding or deleting words, or by deleting words and inserting others as long as the effect of the proposed amendment does not establish a direct negative of the question in the motion.

**19.19.3** Any number of amendments may be proposed and discussed simultaneously with the original motion.

**19.19.4** At the close of debate amendments must be put in the order they have been moved.

**19.19.5** Where an amendment is carried and alters the substantive motion so that a later amendment then becomes a direct negative of the amended motion, the later amendment must lapse.

## **19.20 Disagreement with Rulings**

**19.20.1** A ruling from the Presiding Officer may be challenged by motion calling on the meeting to disagree with it. If the motion is seconded the Chair will be vacated and filled according to Standing Order 19.3.2.

**19.20.2** The procedure to determine the motion must be:

**19.20.2.1** The mover and seconder of the motion will each be given five (5) minutes to support the motion.

**19.20.2.2** Only one (1) other speaker will be permitted to oppose the motion with a time limit of five (5) minutes.

**19.20.2.3** The Presiding Officer who gave the disputed ruling will be given five (5) minutes to defend it.

**19.20.2.4** The Acting Chair will then put the question and when it has been decided, the Presiding Officer will resume the Chair.

**19.20.3** The ruling of a Chair is final unless immediately challenged under Standing Order 19.20.1.

## **19.21 Reconsideration**

**19.21.1** Motions calling for reconsideration of a previous decision of the Party unit must be carried by a three-fourths (75%) majority of members present.

**19.21.2** If the reconsideration motion is received at a later meeting all members and organisations entitled to representation at the meeting must be given notice before the motion is processed. (This Standing Order 19.9.2 does not apply to State Conference).

## **19.22 Motions of Censure**

A motion which seeks to censure a member of the Party must not be considered until that member has been given advance knowledge of the proposed motion.

## **19.23 New and Urgent Business**

### **19.23.1 State Conference**

**19.23.2** State Conference, on motion, must agree that any question not on the agenda is urgent before it is discussed.

**19.23.3** Questions presented as urgent must relate to matters which were not known prior to the closing date for agenda items.

### **19.23.4 State Executive and Federal Electorate Campaign Committees**

**19.23.5** Any items intended to be raised as matters of urgent or general business will be submitted to the Chair in writing prior to the commencement of the meeting.

**19.23.6** The Chair will consider urgent or general business items that are timely and relevant and that:

- could not have been included on the agenda in the normal way; or
- which relate to issues requiring immediate consideration.

**19.23.7** The Chair will invite the mover of the item to speak to the urgent or general business item in accordance with the time allocations in 19.16. Debate on the item will be limited to 30 minutes unless an extension of time is approved by a majority of the meeting.

**19.23.8** The Chair, on their own motion or on a majority of the meeting, may declare debate on urgent or general business items closed to the media.

**19.23.9** At a Federal Electorate Campaign Committee a member may introduce a motion providing reasonable notice is given and it relates to the operation of the Federal Electorate Campaign Committee. It is the responsibility of the Chair to rule if the motions will be accepted. The Chair's Ruling may be challenged under Standing Order 19.20.

## **19.24 Vital Items Affiliates**

**19.24.1** At State Executive, items which vitally affect an Affiliated Organisation may only be discussed providing prior notice is given to the Organisation.