

RULES OF DEBATE

1 **Discretion of the Chair**

The Chair will have discretion to follow a more informal debating process than that set out below where he or she is satisfied that to do so is consistent with the efficient and effective conduct of business. If he/she decides to do this he/she must communicate this clearly to the meeting.

2 **Discussion of a Motion or Amendment**

A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 13, the Chair may require the matter to be put into writing and handed to the Chair before it is further discussed or put to the meeting.

3 **Seconder's Speech**

When seconding a motion or amendment, a Member may reserve his/her right to speak until later in the debate by declaring his/her intention to do so.

4 **Speaking in Debate**

A Member when speaking shall address the Chair. If two or more Members indicate a wish to speak, the Chair shall call one to speak; the other or others shall then await their opportunity to speak. While a Member is speaking the other Members shall refrain from speaking unless raising a point of order.

5 **Content and Length of Speeches**

A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. A Member shall not be entitled to read a prepared speech, but may refresh his/her memory by reference to short notes. No speech may exceed three minutes except with the consent of the Chair.

6 **Speaking More Than Once**

A Member who has spoken on any motion shall not speak again while it is the subject of debate, except:

- (a) once on an amendment moved by another Member;
- (b) if the motion has been amended since he/she last spoke, to move a further amendment;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
- (d) in exercise of a right of reply;
- (e) on a point of order or by way of personal explanation.

7 **Amendments to Motions**

An amendment shall be relevant to the motion and shall be either:

- (a) to leave out words; or
- (b) to insert or add words; or
- (c) to leave out words and insert or add others;

But such omission, insertion or addition of words shall not have the effect of negating the motion before the Authority, or introducing a substantially new proposal.

- 8 **Discussion of Amendments**
Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of, but notice of further amendments may be given.
- The Chair may permit two or more amendments to be discussed together (but not voted on together) if he is of the opinion that this course would facilitate the proper conduct of Authority business.
- 9 **Further Amendments**
If an amendment is not carried, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- The mover and seconder of a motion or an amendment not carried by the Authority shall not be entitled to move any further amendment to the same or similar effect at that meeting on the question under discussion.
- 10 **Withdrawal of Motion or Amendment**
A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Authority, which shall be signified without discussion, and no Member may speak upon the amendment after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 11 **Right of Reply**
The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. The reply shall be strictly confined to answering previous speakers and shall not introduce any new matters into the debate. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment but shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on that amendment.
- 12 **Motions Which May be Moved During Debate**
When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
 - (b) that the question be now put;
 - (c) to adjourn the debate;
 - (d) to proceed to the next item of business;
 - (e) to adjourn the meeting;
 - (f) a motion under Standing Order 11 to exclude the public;
 - (g) that the Member be not further heard (Standing Order 17);
 - (h) that the Member leave the meeting (Standing Order 17).
- 13 **Closure Motions**
A Member may move without comment at the conclusion of a speech of another Member: "That the Authority proceed to the next item of business", "That the question be now put", "That the debate be now adjourned" or "That the Authority do now adjourn", on the seconding of which the procedure shall be as follows:
- (a) on a motion to proceed to the next item of business, unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, the Chair shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;

- (b) on a motion that the question be now put, unless in the Chair's opinion the matter before the meeting has been insufficiently discussed, the Chair shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion their right of reply before putting the motion to the vote;
- (c) on a motion to adjourn the debate or the meeting, if in the Chair's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion the Chair shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion.