

RULES OF DEBATE

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| Quorum | 1. | The quorum for general meetings of the Association shall be one-third of the financial members. The quorum of the executive committee shall be a simple majority. |
| Order of Business | 2. | The order of business shall follow the agenda prepared by the Chairman and Secretary. Members shall introduce new business only after completion of the business set out on the agenda. The first item on the agenda shall be the confirmation of the minutes as a correct record. |
| Suspension of Standing Orders | 3. | Should any matter of urgency arise, a member may move suspension of Standing Orders for a stated period of time to allow the urgent question to be discussed. |
| Conduct of Speakers | 4. | The Chairman is to be treated with respect. When he rises to address the meeting all others must remain or become seated. Any person wishing to speak must rise and address the Chairman. |
| | 5. | All remarks shall be addressed to the Chairman, and any questions to another member shall be put through the Chairman. |
| | 6. | No interruption of a speaker is allowed except for two formal motions (32 & 34) and on a point of order. A point of order must be taken immediately the alleged breach has occurred, and be phrased as a question: "Mr Chairman, is it in order that ..."? |
| | 7. | If two or more speakers rise, the Chairman shall call on the first one observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard and subject also to the Chairman's decision to choose speakers alternately supporting and opposing the motion. |
| Chairman's Ruling | 8. | The Chairman's ruling on points of order and procedure shall be final, unless a motion is carried "that the Chairman's ruling be disagreed with". The mover may speak briefly in support of his motion, and the Chairman explain why his ruling was given. The Chairman takes the vote. |
| Motions & Amendments | 9. | All proposals made to the meeting shall be in the form of motions. |
| | 10. | All motions and amendments proposed should be handed in writing to the Chairman. They should be clearly expressed and capable of only one interpretation. |
| | 11. | All motions and amendments, except inevitable (<i>eg</i> , routine) motions and the closure (34) must be moved and seconded. If no seconder is found, the motion lapses. |
| | 12. | A motion or amendment may be seconded <i>pro forma</i> , to allow discussion to take place, and the seconder need not support the proposal. |
| | 13. | The seconder of a motion or amendment may reserve his speech to a later stage of the debate. |
| Withdrawal | 14. | No motion or amendment which has been seconded shall be withdrawn without the unanimous consent of the meeting. |
| | 15. | A speaker must keep to the question before the meeting. |
| | 16. | No person may speak twice to the same question except in explanation, unless he is the mover of the original motion exercising his right of reply (23). |
| Personal Explanations | 17. | By permission of the Chairman, a member may speak briefly in personal explanation of his previous statement, but must keep strictly to the point which has been misunderstood. His explanation must not interrupt another speaker. |
| One Amendment at a Time | 18. | When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted on before the motion. |
| Not Direct Negation | 19. | An amendment must be relevant to the question, and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion. |

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| Order of Amendments | 20. | If a motion is capable of amendment in different ways, the Chairman should ask for all amendments to be handed up in writing. He will then decide the order in which they shall be moved, which will depend on where they would stand in the substantive motion. No amendment can be accepted to the first part of a motion after the second or subsequent parts have been amended. |
| Speaking to Amendments | 21. | No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments. |
| | 22. | An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment. |
| Right of Reply | 23. | The mover of a motion which is opposed may reply to the arguments raised before the motion is put, but he may not introduce new matter. His reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion exercises his right of reply before the first amendment is put. His reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply. |
| Amendment Lost | 24. | If the first amendment is lost, the original motion then becomes open to amendment. |
| Substantive Motion | 25. | If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the meeting and carried it becomes the resolution. |
| | 26. | No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote. |
| Amendments to Motions on Notice | 27. | Amendments may be moved to motions on notice provided they are within the scope of the notice, and can involve the Association in no further obligations than the notice specifies. |
| | 28. | No motion can be accepted by the Chairman which is the same in effect as one already lost, except on notice of motion. |
| Rescinding Resolutions | 29. | Resolutions may not be rescinded until six months have elapsed except on notice of motion, forwarded to every member. |
| Resolution Null & Void | 30. | If a resolution is passed inadvertently in contravention to the Constitution, it may be declared null and void by a unanimous vote of the meeting. |
| Formal Motions | 31. | The three motions following (32, 33, 34) are known as formal motions because they cannot be debated or amended. They can only be moved by someone who has not previously spoken during the debate. |
| Speaker No Longer Heard | 32. | A motion "that the speaker be no longer heard" must be seconded. The Chairman should try to obtain a fair hearing for the speaker if he is in order. |
| Next Business | 33. | A motion "that the meeting proceed to the next business" may be moved either on a motion or an amendment. It requires a seconder. Its effect is to dispose of the question under discussion, |
| Closure | 34. | A motion "that the question be now put", known as the closure, may be moved during the discussion of a motion or an amendment. It can interrupt a speaker and needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising his right of reply (23). |
| Adjournment Motions | 35. | Any member who has not already spoken, including the person currently speaking, may move the adjournment of the debate. Any member may move the adjournment of the meeting, or "that the Chairman leave the chair". The two adjournment motions may be amended, but only as to time and place, and may not be moved again until a reasonable time has elapsed. |
| Voting | 36. | Voting shall be by the voices or by show of hands except where a ballot is specified in the Constitution. |
| Casting Vote | 37. | The Chairman shall have both a deliberative and a casting vote but is not bound to exercise them. Where voting is equal he may declare the motion "not carried". This will not debar the motion from being debated again at the next meeting. |
| Resolve into Committee | 38. | A motion "that the meeting resolve itself into committee", if carried releases the restriction on the number of times a member may speak to a question. |