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Australian National University Student Media  
MEETING STANDING ORDERS

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## 1. General

### 1. Nature of these Regulations

- a. These Regulations are made under the Constitution of the Australian National University Student Media Incorporated Association to govern the conduct of all meetings of the Association required under the Constitution.

### 2. Quorum

- a. The Chair must ensure that a quorum is present before declaring a meeting open.
- b. Subject to subsection (a), a meeting must commence promptly at the time set out on the official notice of the meeting.
- c. If quorum is not reached within thirty (30) minutes of the time set for a meeting, then the meeting lapses and all business is stood over to a subsequent meeting.
- d. If quorum is lost before the close of a meeting and is not regained within five (5) minutes then all outstanding business is stood over to the next meeting with the exception of:
  - i. The filling of casual vacancies;
  - ii. Elections;
  - iii. Receipts of reports; and
  - iv. Presentation of and acceptance of audited financial documents.

### 3. Agenda

- a. Where practicable, the agenda of a meeting must be prepared such that it is consistent with preceding practice, unless otherwise determined by a resolution of the meeting.
- b. The agenda must be followed in the order in which it is set out, unless otherwise determined by the Chair.
- c. Subject to quorum being present the meeting must continue until all business on the agenda is disposed of, unless otherwise determined by a resolution of the meeting.

### 4. Conduct at Meetings

- a. The Editor-in-Chief may transfer the Chair to another Board member at the beginning of a meeting for the duration of that meeting.
- b. Speakers may only address the meeting when called on to do so by the Chair.
- c. Subject to these regulations, speakers must be heard in silence and may only be interrupted by the Chair.
- d. All business of a meeting must be by way of motions and amendments, except when:
  - i. Reports are being considered.

## Australian National University Student Media Meeting Standing Orders

- e. Upon the opening of every Ordinary General Meeting, Annual General Meeting or Special General Meeting of the Association, the Chair must give a general verbal explanation of general meeting procedure for the benefit of all members. The Chair, at their discretion, may give this statement at any other meeting of the Association. Any such statement must include, as a minimum, explanation of the following:
  - i. Conduct required by the members;
  - ii. Procedures concerning motions and amendments;
  - iii. Rights of speakers and members, including moving points of order; and
  - iv. The appropriate manner of addressing the Chair and other members.

### 5. Voting by Proxy

- a. No member of the Association may exercise their vote by means of a proxy. Members must be present at the meeting in order to exercise their voting rights.

## 2. Motions and Amendments

### 1. General

- a. All motions and amendments, other than procedural motions, must be submitted in writing to the member convening or, if submitted during the meeting, to the Chair.
- b. All motions and amendments must have a mover and a seconder.
- c. Motions and amendments may be seconded as a matter of form or politeness (*pro forma*).
- d. A motion or amendment may be altered by the mover subject to leave of the meeting.
- e. Movers and seconders may reserve or waive their speaking rights.
- f. Motions and amendments may be withdrawn by the mover subject to the right of any other member to take up these rights.
- g. A member may speak only once to a motion or amendment unless they are the mover exercising their right of reply.
- h. Motions and amendments will lapse if in want of a mover and seconder who are present in person – however any other member may take up these rights.
- i. No member may speak to any motion or amendment after it has been put to the vote.

### 2. Motions

- a. All movers of motions, other than procedural motions, may exercise a right of reply.
- b. The right of reply may be exercised immediately before the motion is put or before any one amendment is put, but may only be exercised once.

### 3. Amendments

- a. Amendments must be relevant to the motion.
- b. Amendments must not be in direct negation of the substance of the motion.
- c. Multiple amendments to a motion must be considered in the order determined by the Chair.
- d. Amendments may only be debated and voted on one at a time – however further amendments may be foreshadowed.

Australian National University Student Media  
Meeting Standing Orders

- e. Movers of amendments have no right of reply.
4. Foreshadowed Motions
- a. Where more than one (1) motion deals with a particular issue, they may be considered together.
  - b. Voting must be conducted on each motion in the order in which they were moved, until either a motion is carried, in which case the remaining motions lapse, or until all the motions are defeated.
3. Procedural Motions
1. The Gag
- a. A member who has not already participated in the debate may move "That the speaker no longer be heard".
  - b. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
  - c. This motion requires a two-thirds majority in order to be carried.
2. Closure
- a. A member who has not already participated in the debate may move "That the question now be put".
  - b. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
  - c. If this motion is carried, the motion or amendment under consideration must be immediately put to the vote, subject only to the right of reply.
  - d. This motion requires a two-thirds majority in order to be carried.
3. Proceed to the Next Item of Business
- a. A member who has not already participated in the debate may move "That this meeting proceed to the next item of business".
  - b. This motion must not interrupt a speech.
  - c. This motion must be put without amendment, adjournment or debate.
4. The Previous Question
- a. Moving the Previous Question is not permitted under these rules.
5. That the Question Lie on the Table
- a. A member who has not already participated in the debate may move "That the question (or communication) lie on the table".
  - b. This motion must not interrupt a speech.
  - c. This motion must be put without amendment, adjournment or debate.
  - d. If this motion is moved and carried on an amendment, the original question is also laid on the table.
  - e. There can be a subsequent motion at the same meeting "That the question be taken from the table".
4. Selection Procedure
1. Points of Order
- a. A member may at any time move points of order in regard to any irregularity in the proceedings, or interpretation of the Constitution or Regulations.

## Australian National University Student Media Meeting Standing Orders

- b. A member may at the end of a speech make a point of clarification over factual inaccuracies made by the previous speaker.
- c. A member claiming to have been misrepresented may at any time, not interrupting another speaker, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce argument or new matter.
- d. Any point of order, point of clarification, or point of explanation must be clearly and concisely stated within one (1) minute.
- e. The Chair has the discretion to rule any of these points out of order.

### 2. Dissent

- a. Where the Chair has made a ruling or interpretation, a motion may be made that the Chair's ruling be dissented from. In such case:
  - i. The presiding member must vacate the Chair and nominate a replacement, this nomination not being subject to dissent;
  - ii. The mover of the motion of dissent must speak to the motion;
  - iii. The Chair whose ruling was dissented may reply; and
  - iv. This motion must be put without amendment, adjournment or further debate in the following form: "That the Chair's ruling be upheld".
- b. This motion requires a two-thirds vote against in order to be defeated.
- c. Where this motion is carried, the Chair's ruling stands.
- d. Where this motion is defeated, no ruling stands.
- e. The original presiding member must be restored to the Chair immediately after the vote of dissent is declared, subject to a resolution of the meeting.

### 3. Naming Procedure

- a. The Chair must be heard in silence and without interruption, and may name any person for unruly and disruptive behaviour.
- b. Where any person is named three (3) times during the same meeting, that person must not be recognised by the Chair and must leave the meeting.
- c. Provided that an explanation is given to the meeting, the Chair may have the discretion to have any person removed immediately from a meeting for outrageous conduct.

### 5. Time Limits

1. The following time limits apply to all speakers, unless otherwise determined by the meeting:
  - a. Speaker delivering a report – 5 minutes.
  - b. Mover of a motion – 3 minutes.
  - c. Mover of a special resolution – 10 minutes.
  - d. Right of reply, all other speakers – 2 minutes.
  - e. Movers of and speakers to procedural motions – 1 minute.
2. Motions to extend these times in respect of a particular speaker must be put without amendment, adjournment or debate.

### 6. Miscellaneous

1. Chair Wishing to Debate

## Australian National University Student Media Meeting Standing Orders

- a. If the Chair wishes to take part in the debate on any question or move a motion, the Chair must nominate a replacement for the duration of that particular debate and any vote, this nomination not being subject to dissent.
2. Discrimination
  - a. During meetings governed by these rules it is the responsibility of the Chair to protect members from any type of discrimination based on gender, race, sexuality, religion, ability or age.
  - b. The Chair may have the discretion to have a person immediately removed from the meeting for extreme types of discrimination based on gender, race, sexuality, religion, ability or age.
3. Suspension of Standing Orders
  - a. These Standing Orders may be departed from with the unanimous consent of the meeting where a member "seeks leave of the meeting"; or
  - b. A member may move "That so much of Standing Orders be suspended as would prevent..."
  - c. This motion may be debated.
  - d. This motion requires a two-thirds majority in order to be carried.
  - e. A motion to suspend all of Standing Orders must not be considered.
4. Meetings Held in Committee
  - a. A meeting may not resolve itself into a "Committee of the whole".
5. Further Rules
  - a. 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 apply.
6. Validity Given Departure from Standing Orders
  - a. Subject to the Constitution, any decision made by a validly constituted meeting is not void by reason only of a departure from these Standing Orders which was not detected until after the ANUSM Constitution decision has been made.

### 7. Procedure Details

This procedure was adopted by ANU Student Media on 24/09/2014  
The procedure was last updated on 24/09/2014