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Part 1 Preliminary

Division 1 Interpretation

1 Purposes

- (1) The purposes of these Standing Orders are to—
 - (a) govern the conduct of executive meetings, and meetings of any committees or sub-committees established by the Executive, in addition to what is prescribed by Part 3 of the constitution; and
 - (b) enshrine best practices for the conduct of executive meetings.

2 Interpretation

- (1) In these Standing Orders, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution, and—
 - (a) **absolute majority** means a majority of the votes of all voting members, at the time, whether present at the meeting and voting, or not; and
 - (b) **constitution** means the constitution of the Clubs & Societies Council; and
 - (c) **chair** means the person who is responsible for presiding over meetings of the Executive; and
 - (d) **holiday** means a Saturday, Sunday, MSA holiday or University holiday; and
 - (e) **member** means each voting member and non-voting member; and
 - (f) **motion** means a proposed decision of the meeting; and
 - (g) **non-voting member** includes each ex-officio member of the Executive; and
Note: C&S Staff members, members of the Executive-elect and the MSA Executive Officer are all *ex-officio* members of the Executive.
 - (h) **resolution** means a motion that has been passed by the requisite majority voting in its favour; and
 - (i) **ruling** refers to a formal decision made by the chair; and
 - (j) **simple majority** means a majority of the votes being cast at an executive meeting; and
Note: For the avoidance of doubt, when determining simple majority, abstentions are not considered as votes.
 - (k) **voting member** includes each C&S Office-Bearer; and
 - (l) **working day** means between 8:00 and 18:00, on a day which is not a holiday.
- (2) The Executive is responsible for the interpretation of these Standing Orders.
- (3) Where these Standing Orders are inconsistent with the constitution or its schedules, the latter will prevail, and the former will, to the extent of the inconsistency, be without force or effect.
- (4) The headings and notes form a part of these Standing Orders.

Division 2 Status

3 Authority

- (1) These Standing Orders are made—

- (a) under subclause 17(5) of the constitution; and
- (b) as required by subclause 29(2) of the MSA Constitution.

4 Applicability

- (1) These Standing Orders are the primary reference to guide for, and subject to the constitution, govern the way in which—
 - (a) executive meetings; and
 - (b) meetings of any committees or sub-committees established by the Executive under clause 15 of the constitution—must be held.
- (2) Where these Standing Orders do not provide for a matter, the chair may refer to either or both—
 - (a) the MSC Standing Orders; and
 - (b) the most recent edition of A.D. Lang's *Horsley and Lang's Meetings: Procedure, Law and Practice*as appropriate.
- (3) These Standing Orders do not apply to misconduct hearings.
- (4) These Standing Orders are effective immediately after their adoption or amendment by the Executive.

5 Extent

- (1) For the avoidance of doubt, these Standing Orders do not apply to general meetings or meetings of the committee of clubs.
- (2) Notwithstanding subclause (1), clubs may adopt any or all of these Standing Orders for use in committee meetings.

Note: For the avoidance of doubt, clubs will still be required to follow the timelines for notice and any other stipulations prescribed for committee meetings under their club constitution or schedules.

Division 3 The Secretary

6 Duties generally

- (1) In accordance with subclause 17(2) of the constitution, these Standing Orders recognise that it is the duty of the Secretary to—
 - (a) serve notice for Executive meetings and meetings of committees and sub-committees constituted by the Executive on all members; and
 - (b) prepare and circulate agendas; and
 - (c) maintain records of attendance at meetings; and
 - (d) prepare and circulate draft minutes for meetings.
- (2) Subject to subclause 11(3) of the constitution, the Secretary may delegate the authority to exercise any of their duties mentioned in subclause (1), to any voting member or member of the Executive-elect.

Part 2 Meetings

Division 1 Meetings generally

7 Attendance at meetings

- (1) All voting members and members of the Executive-elect are expected to attend executive meetings.
- (2) If a member submits an apology to the Secretary, noting their inability to attend a meeting, it will still be considered as a failure to attend the meeting.
- (3) Any staff of the MSA or the University who are not ex-officio members of the Executive may attend meetings of the Executive at the discretion of the chair.

8 Conduct of hybrid meetings

- (1) In accordance with subclause 17(13) of the constitution, when an executive meeting is held partially or entirely by means of technology, executive members and executive members-elect are expected to—
 - (a) turn on their video camera; and
 - (b) utilise the microphone to actively communicate in the meeting; and
 - (c) minimise the use of text-based chat.

Division 2 Notice and agendas

9 Notice

- (1) In accordance with subclause 17(2) of the constitution, the Secretary must give at least—
 - (a) 5 days written notice; or
 - (b) in cases of urgency, at least 2 days notice by the fastest means practicable—on all members.
- (2) Notice for a meeting must contain—
 - (a) the date of the meeting; and
 - (b) the starting time of the meeting; and
 - (c) the location of the meeting
 - (d) the business for which it was convened, if convened in a case of urgency.

Note: It is preferred and good practice that notices for a meeting contain the number of the meeting and when agenda items are due to be submitted for inclusion but not including it will not invalidate the notice.
- (3) Subject to and in accordance with subclauses (1)–(2), the Secretary may serve notice for multiple executive meetings at the same time.
- (4) The Secretary may alter or withdraw the notice of a meeting convened, provided that the notice of the alteration or withdrawal—
 - (a) is served in the same manner as the initial notice; and
 - (b) is served on members at least 2 working days before both the proposed and revised meeting; and
 - (c) includes the reasons for the alteration or withdrawal.

- (5) Subclause (4) does not apply to executive meetings convened under paragraphs 17(3)(b)–(c) of the constitution.

10 Deeming

- (1) Written notice sent given by email, text message or other method of electronic communication is taken to be received immediately upon being sent.
- (2) A member present at a meeting is taken to have received notice of the meeting and the business for which it is convened.

11 Agendas

- (1) The Secretary is responsible for ensuring that the agenda and all relevant documentation are circulated to all members at least—
 - (a) 2 working days prior to the meeting; or
 - (b) as soon as practicable, if a meeting is convened in a case of urgency.
- (2) If an executive member requests that an item be included in or attached to the agenda at least 2 working days prior to the meeting, before the meeting is to be held, the Secretary must add the requested item to the agenda, unless the meeting was convened in a case of urgency.
- (3) Additional items can be added to the agenda at any time before the meeting is to be held—
 - (a) if the member requesting for an item to be attached is—
 - (i) the President; or
 - (ii) a C&S staff member; or
 - (iii) the MSA Executive Officer; or
 - (b) at the discretion of the Secretary.
- (4) If the Secretary determines in their discretion that any documents attached to or circulated with the agenda are confidential, then they must limit the distribution of this information exclusively to C&S Office-Bearers.

Note: The Secretary may not determine the agenda or parts of the agenda to be confidential.

- (5) The ordering of the agenda for an executive meeting will be as follows—
 - (a) Attendance and Apologies
 - (i) Members present;
 - (ii) Apologies;
 - (iii) Leaves of Absence;
 - (b) Acknowledgement of Country
 - (c) Confirmation of Agenda Order
 - (d) Matters for noting—
 - (i) Circular Resolutions
 - (ii) Prior Expenditure

Note: This item records any expenditure authorisations made under the *C&S Expenditure Regulations*
 - (e) Previous Meetings—
 - (i) Confirmation of Minutes
 - (ii) Matters Arising

- (f) Bloc Agenda

Note: This item will be used to discuss and consider any internal operational requests such as approving minor expenditure, issuing PPNs, etc. It will be handled in the same manner as *Correspondence In*.
 - (g) Correspondence—
 - (i) Out;
 - (ii) In;
 - (h) Reports—
 - (i) Office-Bearers;
 - (ii) Grants;
 - (iii) Staff;
 - (i) Club Constitution Changes;
 - (j) Other Business—
 - (i) Business With Notice;

Note: This item must state any business where notice has been provided under subclauses 11(2)—(3) of these Standing Orders.
 - (ii) Business Without Notice ;
 - (k) Date of Next Meeting
- (6) Unless resolved otherwise by the Executive, the Chair may amend the ordering of the agenda at an executive meeting, not convened in urgency.
- (7) Despite any provisions of these Standing Orders to the contrary, if an executive meeting is convened on urgency, the agenda shall only contain the following—
- (a) Attendance and Apologies
 - (i) Members present;
 - (ii) Apologies;
 - (iii) Leaves of Absence;
 - (b) Acknowledgement of Country
 - (c) Confirmation of Agenda Order
 - (d) Business With Notice

Note: This item must state the business for which the meeting was convened.
 - (e) Date of Next Meeting
- (8) Despite any provisions of these Standing Orders to the contrary, members may raise items of business during a meeting under '*Business without notice*.'
- (9) A committee or sub-committee of the Executive must determine the ordering of the agenda for its meetings.

Division 3 Chair

12 The Chair

- (1) The role of the chair is to preside over meetings and ensure they are run correctly, smoothly and provide members adequate and equitable opportunity to discuss items put before them.
- (2) The chair is responsible for—

- (a) the opening and closing of meetings; and
 - (b) ensuring the orderly discussion and progression of the meeting in accordance with the agenda; and
 - (c) exercising the duties and authorities accorded to the chair under these Standing Orders, the constitution, and its schedules, including making rulings as required.
- (3) Any member may, while presiding as the chair, exercise all rights, powers, and authorities granted to the chair under these Standing Orders or the constitution.
- (4) The chair is required to attend meetings in-person while presiding, except where all members are participating in the meeting by means of technology or unless otherwise resolved.

13 Vacation

- (1) Subject to and in accordance with clause 17(4) of the constitution, the chair is vacated if any of the following occurs—
 - (a) the chair leaves the room; or
 - (b) the chair declares their intention to vacate the chair; or
 - (c) the chair declares a conflict of interest and must leave the room.
- (2) If the president vacates the chair or is unable or unwilling to preside, the vice-president may automatically assume the chair.
- (3) If the president and vice-president are unable or unwilling to preside, the executive members present must elect a voting member to assume the chair.

14 Assumption

- (1) If the vice-president is presiding as the chair of the meeting but the president is present and wishes to chair the meeting, the president can assume the chair of the meeting at any point in time.
- (2) If another executive member is presiding as the chair of the meeting but the president or vice-president is present and wishes to chair the meeting, they can assume the chair of the meeting at any point in time.

Division 4 Proceedings

15 Manner and right of speech

- (1) Executive meetings may conduct discussions in an informal manner unless a formal debate is imposed by procedural motion.
- (2) If the chair calls on a member, they must be given priority to speak over other speakers.
- (3) The chair may adopt a progressive speaking list or any other method of order to ensure the smooth running of the meeting.
- (4) Members must avoid interrupting when another member is speaking unless—
 - (a) they are the chair, performing a function of the chair; or
 - (b) they are raising a point of order; or
 - (c) they are raising a procedural motion.
- (5) At an executive meeting—
 - (a) all members have speaking rights; and

- (b) subject to any procedural motions, non-members may be permitted to speak at the discretion of the chair.

16 Naming by the chair

- (1) The chair can name a member if, in the view of the chair, the member is—
 - (a) behaving in a manner that is disruptive to the meeting; or
Note: Excessive interruptions or acting in an intimidating manner constitutes grounds to be named by the chair under this paragraph.
 - (b) acting in breach of the constitution, the MSA Constitution, or the Statutes, Regulations, or Rules of the University.
- (2) If a member has been named 3 times during a meeting, they must not be recognised by the chair and must immediately leave the meeting.
- (3) If a member fails to comply with subclause (2), the chair must direct them to leave the meeting.
- (4) The chair may withdraw a naming if they are satisfied that the member named will not disrupt the meeting again.

17 Formal debate

- (1) Discussions may be conducted through formal debate if—
 - (a) ruled by the chair; or
 - (b) resolved by the Executive through a procedural motion.
- (2) In a formal debate, the order of debate is as follows—
 - (a) mover of a motion, if applicable; and
 - (b) seconder of a motion; if applicable; and
 - (c) speaker against, followed by a speaker for, repeated until the list has been exhausted either way; and
 - (d) mover of an amendment, if applicable; and
 - (e) seconder of an amendment, if applicable; and
 - (f) speakers against, followed by a speaker for the amendment, repeated until the list has been exhausted either way; and
 - (g) mover of the motion's right of reply, if applicable.
- (3) In formal debate, the following time limits apply, unless the meeting otherwise resolves—

(a) mover of the motion	5 minutes;
(b) seconder of the motion	3 minutes;
(c) other speakers to the motion	2 minutes;
(d) mover of an amendment	2 minutes;
(e) seconder of an amendment	1 minute;
(f) other speakers to the amendment	1 minute;
(g) speakers to procedural motions	1 minute;
(h) points of order	1 minute;
(i) mover of the motion's right of reply	2 minutes.

- (4) A mover or seconder of a motion or amendment may cede their speaking rights to another member.
- (5) The chair may impose any additional restrictions, on speeches made during formal debate, as long as it is consistent throughout the formal debate.
- (6) The chair must not participate in any formal debate and must vacate the chair if they intend to make a substantive contribution to the debate.

Division 5 Resolutions

18 Motions

- (1) All proposed decisions of the Executive must be in the form of motions.
- (2) Motions must be affirmative and substantive in nature.
- (3) All motions must have a mover and a seconder, both of whom must be eligible to vote on the motion.
- (4) If a motion does not receive a mover and a seconder, it will lapse.
- (5) A mover or seconder may withdraw their moving or seconding at any stage before the motion is voted upon, however another member may immediately move or second the motion.
- (6) If the chair chooses to move a motion, it does not require a seconder.
- (7) The chair must not move—
 - (a) motions that authorise expenditure from the C&S budget; or
 - (b) any motions where at least 2 members present, indicate opposition prior to the motion being put to vote.
- (8) The chair must not second any motion while they are presiding.
- (9) The chair may rule a motion out of order if they believe it is—
 - (a) inconsistent with the constitution, the MSA Constitution, the Statutes, Regulations and Policies of the Monash University, or these Standing Orders; or
 - (b) not within the scope of the Executive; or
 - (c) disrespectfully worded, ungrammatical, or ambiguous; or
 - (d) too similar to a motion already being considered at the same meeting; or
 - (e) a direct negative of a resolution passed at the same or a previous meeting, unless amending or rescinding said resolution; or
 - (f) not relevant to the item of business to which it intended to relate, or the business for which the meeting was convened; or
 - (g) otherwise out of order.
- (10) The mover or seconder of a motion may decide to amend the wording of the motion at any time before it is voted upon, as long as both the mover and the seconder are in agreement about the amendment.
- (11) Before putting any motion to a vote, the chair must read it or cause it to be read to the meeting.

19 Amendments

- (1) An amendment is a proposed change to a motion, either by inserting or removing words from the original motions.

- (2) An amendment can be moved to a motion at any time after the mover and seconder of a motion had the opportunity to speak but before the motion itself is put to a vote.
- (3) An amendment must have a mover and seconder.
- (4) If an amendment does not receive a mover and a seconder, it will lapse.
- (5) A mover or seconder may withdraw their choice at any stage before the motion is voted upon.
- (6) When an amendment is moved, the mover and seconder of the original motion amended may decide to accept the amendment in which case the amendment is incorporated into the motion. However, both the mover and the seconder must agree for the amendment to be accepted.
- (7) If an amendment is not accepted by either the mover or the seconder, the amendment must be considered before the original motion is scheduled to be voted upon.
- (8) If the amendment is passed, the motion is in effect amended and will then be voted upon in the amended form.
- (9) Amendments must be considered in the reverse-order in which they were moved unless the meeting resolves otherwise.
- (10) The chair may rule out any amendment that—
 - (a) is a direct negative of the motion; or
 - (b) would lead to the motion being ruled out for any of the reasons outlined in subclause 18(9); or
 - (c) is otherwise out of order.

20 Recission motions

- (1) Resolutions passed by the Executive can be rescinded at a later meeting of the Executive, provided the resolution has not already been acted upon.
- (2) For a rescission of a resolution to be considered at an executive meeting—
 - (a) the motion rescinding the resolution should be distributed to all members at least 2 working days before the meeting; and
 - (b) the reason for the rescission must be attached in writing to the rescission motion distributed to all members.
- (3) No motion for rescission of any resolution of the Executive will be passed unless the members present vote affirmatively to rescind the resolution with the same type of majority needed to pass the original motion.

21 Procedural motions

- (1) A procedural motion is a motion that relates to the conduct of meetings and can be moved at any time during a meeting.
- (2) Procedural motions can only be moved in formal debate if the mover has yet to speak to the motion.
- (3) Despite any provisions of these Standing Orders to the contrary, if a procedural motion would inhibit or prevent C&S staff members and the MSA Executive Officer from participating in an executive meeting, except those concerning in-camera proceedings, it is out of order.
- (4) All procedural motions only require a simple majority to be passed unless otherwise prescribed—
 - (a) in Appendix 1; or

- (b) by the constitution, the MSA Constitution, or these Standing Orders.
 - (5) The chair may only impose a procedural motion where explicitly allowed—
 - (a) in Appendix 1; or
 - (b) by the constitution, the MSA Constitution, or these Standing Orders.
 - (6) Procedural motions, other than those prescribed in subclause (4) and (5), may be—
 - (a) accepted at the discretion of the chair; and
 - (b) must be passed by an absolute majority.
- Note:** A procedural motion can be ruled out of order, if the chair is of the view that insufficient time has been provided to consider a matter.
- (7) If a procedural motion is moved in a meeting, and is not passed, the same procedural motion can still be moved at a later time in the meeting.

22 Dissent in the chair

- (1) Any ruling by the chair may be challenged by a procedural motion calling for dissent in the chair.
- (2) When calling for dissent in the chair, the mover must propose an alternative ruling.
- (3) The chair, whose ruling has been challenged, may reply.
- (4) The procedural motion must be put to vote in accordance with clause Division 623—
 - (a) if the procedural motion is passed by an absolute majority, the alternative ruling proposed takes effect immediately; or
 - (b) if the procedural motion is lost, the chair's ruling stands.

Division 6 Voting

23 Voting generally

- (1) Only C&S Office-Bearers may vote at meetings.
- (2) Voting may be conducted through a show of hands, except where otherwise provided for in the constitution, its schedules, or these Standing Orders.
- (3) The chair must determine the result of a vote by asking—
 - (a) votes in favour of the motion; and
 - (b) votes against the motion; and
 - (c) those who wish to abstain from voting.
- (4) After a motion is voted upon, the Chair must state to the meeting the number of votes in favour, against and abstaining, and subsequently declare whether the motion has been passed.
- (5) The number of votes in favour, against and abstaining must be recorded in the minutes, unless a procedural motion to the contrary is passed.
- (6) A member who is silent when the votes are counted must be counted as having abstained from the motion.
- (7) On the immediate request of a member, their vote must be noted in the minutes.
- (8) No member may have their vote noted if they did not consent for the vote to be noted.

24 Straw-polls

- (1) Despite any provisions of these Standing Orders to the contrary, the chair may permit an informal, non-binding straw poll to be taken on any issue or item, and may, at their discretion, extend voting in a straw poll to ex-officio members of the Executive, and any non-members present at the meeting.

25 Voting by secret ballot

- (1) A secret ballot must be held when—
 - (a) requested by three or more voting members; or
 - (b) the chair resolves to hold one.
- (2) If a vote is to be conducted by secret ballot, the chair must organise and supply ballot papers to all voting members.

Note: For the avoidance of doubt, ballot papers can be in either physical or digital form.
- (3) Members must then indicate on their ballot if they are 'in favour,' 'against,' or wish to abstain from the vote, before submitting it to the chair.
- (4) When voting in a secret ballot, members must be provided with a space to fill their ballot in private.
- (5) The chair must count the ballots in front of the members.
- (6) Subject to the following, the chair is responsible for determining the formality of the ballots cast—
 - (a) if a member writes a variation of the options outlined in subclause (3), but the intent of the vote is clear, the Chair must count the vote as such; or
 - (b) if the intention of the vote is not clear, the Chair must count the vote as an abstention on the motion; or
 - (c) if a vote is blank or not submitted, the Chair must count the vote as an abstention.

26 Majorities

- (1) Any motion requires a simple voting majority for the motion to be passed, unless the constitution, its schedules, or these Standing Orders specify otherwise.
- (2) For the purposes of calculating voting majorities, fractions must be rounded up.

Division 7 Other

27 Points of order

- (1) A member may at any time draw the attention of the chair to a breach of these Standing Orders or an irregularity in the proceedings.
- (2) When called by the chair, they must state the breach or irregularity and any desired ruling.
- (3) The chair must then rule on the point of order.
- (4) Members who raise frivolous or vexatious points of order or otherwise misuse this clause may be named by the chair.

28 Adjournment

- (1) A meeting may resolve by simple majority that the meeting be adjourned.
- (2) If a meeting is adjourned in accordance with subclause (1), the chair must declare the place, time, and day (at most 7 days later) of the resumption of the meeting.

- (3) If a meeting has proceeded for a duration longer than 120 minutes since the opening of the meeting, including any recesses, the chair must—
 - (a) put a procedural for the meeting to stand adjourned to a vote; and
 - (b) if the meeting resolves to adjourn, the chair must adjourn a meeting to a place, time, and day, at most 7 days later; or
 - (c) if the meeting resolves to continue, the chair may again put the same question at intervals of 15 minutes thereafter until such time as the meeting is adjourned or closed.

29 In camera proceedings

- (1) A meeting of the Executive may proceed in camera only if done so in accordance with subclause 17(11) of the constitution.
- (2) When a meeting proceeds in camera, only C&S Office-Bearers may remain in the meeting, unless non-voting members or others are invited to remain by resolution of the meeting.
- (3) Those in attendance during in camera discussions are bound to maintain the confidentiality of in camera proceedings.
- (4) If a meeting resolves that the information attached to the agenda is not confidential, then members are no longer bound to maintain the confidentiality of the information.

Division 8 Minutes

30 Minutes generally

- (1) The Secretary is responsible for maintaining minutes of all meetings.
- (2) The Secretary and C&S Staff Members must ensure that all minutes of meetings are made available in a reasonable manner.

Note: For the purposes of this subclause, all minutes include confirmed, unconfirmed and any draft minutes created for a meeting.
- (3) The Secretary may, unless a procedural motion to contrary is passed by an absolute majority, record executive meetings for the purposes of writing minutes, however—
 - (a) no recording or its copies may be kept for more than 2 weeks after the minutes of the meeting are confirmed, unless resolved otherwise; and
 - (b) the recording must be kept confidential and only used for the purpose of writing minutes.
- (4) Copies of the unconfirmed minutes of an executive meeting must be distributed within 10 working days of the meeting.
- (5) Minutes of an executive meeting must be confirmed by a later executive meeting to confirm that they are a true and accurate record of that meeting.
- (6) Minutes of executive meetings must be confirmed within 3 subsequent executive meetings.
- (7) The minutes of a meeting must contain the following—
 - (a) the date and time of the meeting; and
 - (b) the time when the meeting was opened and closed by the chair; and
 - (c) the location of the meeting; and
 - (d) the list of attendees present at the meeting; and

- (e) a record of when a member present enters or exits the meeting and the time of their entry or exit; and
 - (f) where a member present exits the meeting after declaring a conflict of interest, the reason for the conflict; and
 - (g) the main discussion points on each agenda item; and
 - (h) any motions of the meeting, including the details of the mover and seconder, the vote tally, and the outcome of the motion as declared by the chair; and
 - (i) any rulings made by the chair, including when a member is named; and
 - (j) any attachments included on the agenda or tabled at the meeting.
- (8) The minutes of a meeting must not include direct quotations from members present.

31 In camera Minutes

- (1) The Secretary must maintain minutes of in camera proceedings and discussions, unless resolved otherwise.
- (2) Minutes of in camera proceedings will only be accessible to current C&S Office-Bearers.
- (3) A copy of the minutes of in-camera proceedings must be provided to the MSA Executive Officer upon confirmation unless the meeting resolves otherwise.
- (4) Any resolutions passed during in camera proceedings must be included in the minutes of the meeting, unless resolved otherwise.

Part 3 General

Division 1 Alterations

32 Alterations to the Standing Orders

- (1) These Standing Orders may only be altered by resolution at an executive meeting, provided that—
 - (a) an absolute majority votes in favour of the resolution; and
 - (b) at least 7 days written notice of the proposed amendments is served on all members.
- (2) The wording of any proposed amendments cannot be modified once it has been distributed to all members.
- (3) Appendix 1 of these Standing Orders may only be amended in the same manner as these Standing Orders.
- (4) Alterations to these Standing Orders must be noted in an appendix to these Standing Orders, including—
 - (a) the date on which the amendment was approved; and
 - (b) a description of the amendment; and
 - (c) the meeting at which the amendment was approved.

Division 2 Transitional

33 Transitional

- (1) Any Standing Orders or Resolutions, made prior to the adoption of these Standing Orders are revoked immediately upon adoption of these Standing Orders.

Appendix 1 Procedural Motions

#	Motion	Description	Can be debated?	Requires seconder?	Absolute majority required?	May be imposed by the chair?
1	That the question(s) now be put.	Used to end debate and move directly to a vote on a motion being considered.	No	No	No	Yes
2	That the member no longer be heard.	Used to stop the current speaker from speaking. Note: This motion <u>CANNOT</u> be moved against a C&S staff member.	No	Yes	Yes	No
3	That the minutes reflect only the result and not the vote tally of (this and) the next motion(s) to be put.	If this motion is passed, the motions will only have the outcome (i.e. passed or failed) and not the vote count recorded.	Yes	No	Yes	No
4	That the speaking list be closed.	Closes the speaking list if the chair has imposed a progressive speaking list for debate.	No	No	No	Yes
5	That the speaking list be re-opened.	Re-opens the speaking list if the chair has imposed a progressive speaking list for debate.	Yes	No	No	Yes
6	That the question (or item) be deferred.	Used to defer consideration of an item and allows the Executive to return to the item later in the current or next meeting.	No	No	No	Yes

#	Motion	Description	Can be debated?	Requires seconder?	Absolute majority required?	May be imposed by the chair?
7	That the meeting proceed in formal debate for [motions or agenda items].	If this motion is passed, the meeting will proceed in formal debate.	No	No	No	Yes
8	That the meeting be adjourned	Used to suspend proceedings.	Yes	No	Yes	Yes
9	That the meeting take a [insert time] recess.	If passed, the meeting will take a recess, for a specified period no longer than 15 minutes.	Yes	No	No	Yes
10	That the Standing Orders be suspended as far as to allow [things].	This motion temporarily sets aside the normal rules of procedure to allow the meeting to consider a specific item in a different manner than ordinarily permitted.	Yes	Yes	Yes	No
11	That the meeting moves to the next agenda item.	This motion if passed, forces the meeting to move to the next item, typically without resolving on the previous item.	No	No	Yes	No
12	That (part of) this meeting be not recorded.	This motion if passed will not allow the Secretary to record the executive meeting for the purposes of writing minutes.	Yes	No	Yes	No

#	Motion	Description	Can be debated?	Requires seconder?	Absolute majority required?	May be imposed by the chair?
13	That the meeting move <i>in-camera</i> and— • invite [insert names] to remain in the meeting • that the resolution remain in camera; • that no minutes be maintained; • in camera minutes maintained must not be provided to the MSA Executive Officer.	Used when dealing with confidential matters (as defined in the <i>C&S and MSA Constitution</i>). Notice of a matter proposed for in camera discussion is required with the agenda of a meeting. If passed, the open minutes of the meeting will include no discussion during an in camera session. Note: The dot-points provide for additional stipulations that the Executive can impose when entering an <i>in camera</i> session.	Yes	No	Yes	No
14	That the meeting move <i>ex-camera</i> .		Yes	No	No	No
15	That the meeting dissents with the ruling of the chair.	This motion if passed will replace the ruling of the chair with the proposed alternate ruling. Note: This motion needs to be accompanied by an alternate ruling, for it to be valid.	Yes	No	Yes	No
16	That the meeting approves the Chair presiding remotely.	This motion, if passed will allow the Chair to preside remotely in the case of a hybrid meeting. Note: Refer to subclause Part 2 Division 312(4)	Yes	No	No	No

Appendix 2 Document History

Date	Description	Meeting
18 December 2025	Adoption of the Standing Orders	35/25
12 February 2026	Insert: §2(4) that states— <i>‘The headings and notes shall form a part of the Standing Orders’.</i> Amend: §11(5) to explicitly state the ordering of the agenda for an executive meeting and amend ‘Business for which notice was given’ to <i>‘Business With Notice’</i> and add explanatory note. Insert: §11(6) that states— <i>‘Unless resolved otherwise by the Executive, the Chair may amend the ordering of the agenda at an executive meeting, not convened in urgency.’</i> Insert: §11(7) to explicitly state the ordering of the agenda when an executive meeting is convened <i>in urgency</i>. Amend: Procedural Motion #6 in <i>Appendix 1</i> to be— “That the question <i>(or item)</i> be deferred”.	02/26
26 May 2026	Amend: Procedural Motion #6 in <i>Appendix 1</i> to allow the Chair to impose a motion to defer a question (or item).	15/26