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# STANDING ORDERS OF THE PARLIAMENT OF NAURU

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# STANDING ORDERS OF THE PARLIAMENT OF NAURU

## CHAPTER 1—GENERAL RULE, DEFINITIONS

### 1. GENERAL RULE

Any question relating to procedure or the conduct of the business of the Parliament not provided for in these Standing Orders shall be decided according to the practice in the House of Representatives in the Parliament of the Commonwealth of Australia.

### 2. DEFINITIONS

“A Parliament” means the series of Sittings from the calling together of the Parliament after a general election until the Parliament is dissolved prior to the next general election.

“A Session” means any series of sitting days during which the Parliament does not adjourn for a period longer than seven days.

“A Sitting” means the daily meeting of the Parliament from the ringing of the bells at the appointed time until the adjournment of the Parliament.

“The Parliament” means the Parliament of the Republic of Nauru as constituted by the Constitution of Nauru.

“The Speaker” means the person elected as Speaker in accordance with Article 34 of the Constitution of Nauru.

“The Clerk” means the person appointed as Clerk in accordance with Article 33 of the Constitution of Nauru.

“The Leader of Government Business” means the person elected by the Cabinet as being responsible for the conduct of Government business in the House.

“The Chief Justice” means the person appointed as Chief Justice for the time being in accordance with Article 49 of the Constitution of Nauru.

## CHAPTER 2

### 3. FIRST MEETING OF THE PARLIAMENT

On the first day of the meeting of the Parliament for the despatch of business after a general election, Members having met at the time and place appointed:

- (a) The Clerk shall read the notice calling the Parliament together.
- (b) The Chief Justice or a person authorised by the Chief Justice for the purpose shall thereupon enter the Chamber for the purpose of swearing in Members.

- (c) The Clerk shall thereupon lay on the Table the Writ of election of each Member and each Member shall then be sworn or make affirmation according to the Constitution.
- (d) When all Members have been sworn the Chief Justice or the person authorised by the Chief Justice shall retire from the Chamber and the Parliament shall proceed to the election of a Speaker.
- (e) Until the Speaker is elected the Clerk shall act as Chairman of the Parliament.
- (f) The Speaker having been elected, shall be installed in the Chair and a Deputy Speaker and two Deputy Chairmen shall be elected.
- (g) The Parliament shall then elect a President in accordance with Article 16 of the Constitution.

## **CHAPTER 3**

### **4. OFFICERS OF PARLIAMENT**

The election of the Speaker shall be conducted in the following manner:

- (a) At the opening of a Parliament, after the Members present have been sworn in, or whenever the office of Speaker becomes vacant, a Member addressing himself to the Clerk, shall propose some Member qualified to be elected then present to the Parliament for their Speaker and move that such Member “do take the Chair of this Parliament as Speaker”, which Motions shall be seconded. A Member when proposed and seconded, shall inform the Parliament he accepts nomination. For the purposes of this Standing Order, the Clerk acts as Chairman of the House until a Member is elected to the Office of Speaker.
- (b) The Clerk shall then ask “Is there any further proposal?”, and if there is no further proposal, the Clerk shall say “The time for proposals has expired.” No Member may then address the Parliament or propose any other Member, and the Clerk shall, without question put, declare the Member so proposed and seconded to have been elected as Speaker, and such Member shall be conducted to the Chair by his proposer and seconder and shall take the Chair of the Parliament as Speaker.
- (c) If more than one Member is proposed as Speaker, the Clerk shall, after the second proposal and after each subsequent proposal (if any) is made and seconded, ask “Is there any further proposal?”, and if there is no further proposal, the Clerk shall say “The time for proposals has expired”.
- (d) When the time for proposals has expired, debate may ensue, but it shall be relevant to the election.
- (e) No Member may speak for more than five (5) minutes.
- (f) Before the Parliament proceeds to a ballot the bells shall be rung as in a division.
- (g) When only two Members are proposed and seconded as Speaker, each Member shall deliver to the Clerk a ballot-paper in writing, containing the

name of the candidate for whom he votes and the votes shall be counted by the Clerks at the Table; and the candidate who has the greater number of votes shall be the Speaker, and be conducted to the Chair.

- (h) When more than two Members are so proposed and seconded, the votes shall be taken in like manner, and the Member who has the greatest number of votes shall be the Speaker, provided he has also a majority of the votes of the Members present; but if no candidate has such majority, the name of the candidate having the smallest number of votes shall be excluded from subsequent ballots, and a fresh ballot shall take place; and this shall be done as often as necessary, until one candidate is declared to be elected as Speaker by such majority, when such Member shall be conducted to the Chair.
- (i) If at any ballot it is impossible by reason of the equality of votes to determine which name shall be excluded from subsequent ballots, a special ballot shall take place at which there shall be submitted only the names of those candidates who have received equal votes. At such special ballot each Member shall write on his ballot-paper only the name of the candidate he wishes to retain. The candidate whose name appears upon the smallest number of ballot-papers shall then be excluded from subsequent ballots.
- (j) At any time after the result of the first ballot is declared, but before the commencement of the second or other subsequent ballots, a candidate may with-draw his name from the election which shall then proceed as if he has not been nominated.
- (k) If by reason of equality of votes a ballot or special ballot is rendered inconclusive, the Clerk shall so declare, and unless by a withdrawal another ballot is rendered unnecessary, he shall cause such other ballot or special ballot to be taken. If after the counting of votes the equality continues he shall so declare. Thereupon the Sitting shall be suspended for thirty (30) minutes and when the Parliament reassembles the votes shall be taken again, unless this is rendered unnecessary by a withdrawal.
- (l) Whenever at any stage a withdrawal leaves only one candidate remaining he shall without further voting, be declared elected as Speaker, and shall then be conducted to the Chair.
- (m) Having been conducted to the Chair, the member elected returns his acknowledgements to the Parliament for the honour conferred upon him, and there upon sits in the Chair.

## **5. ELECTION OF DEPUTY SPEAKER**

When the Parliament first meets after a dissolution or whenever the office otherwise becomes vacant the Parliament shall elect one of its Members to the office of Deputy Speaker.

The election of Deputy Speaker shall be conducted in the same manner as is prescribed for the election of the Speaker.

The Deputy Speaker shall be Chairman of Committees.

## **6. DEPUTY CHAIRMAN OF COMMITTEES**

The Parliament shall appoint at the commencement of every Parliament two Members either of whom shall act as Deputy Chairman of Committees when requested to do so by the Chairman of Committees or in his absence by the Speaker.

## **7. ABSENCE OF SPEAKER**

Whenever the House is informed by the Clerk of the absence of the Speaker or the Speaker is for any reason unable to act, the Chairman of Committees as Deputy Speaker shall, subject to any other order of the House, perform the duties of the Speaker during his absence or inability.

## **8. ABSENCE OF SPEAKER AND DEPUTY SPEAKER**

Whenever the House is informed by the Clerk of the absence of both the Speaker and the Deputy Speaker, the members present, if a quorum, may at once proceed to elect one of their number who shall, subject to any other order of the House, perform the duties of Speaker during that absence, otherwise the House stands adjourned to the next Sitting day.

For the purposes of this Standing Order, the Clerk shall act as Chairman of the House until a Member is elected to perform the duties of Speaker.

## **9. ABSENCE OF CLERK**

In the case of unavoidable absence of the Clerk, his duties shall be performed by the Deputy Clerk, or should the latter be absent, by the Clerk Assistant.

## **10. VACANCY IN OFFICE OF CLERK**

During any vacancy in the office of Clerk all powers, functions and duties of the Clerk shall be exercised and performed by the Deputy Clerk.

## **CHAPTER 4—STANDING COMMITTEES**

### **11. STANDING ORDERS COMMITTEE**

- (1) A Standing Orders Committee, to consist of the Speaker, the Deputy Speaker, the Leader of Government Business and two other Members shall be appointed at the commencement of each Parliament.
- (2) The function of the Committee shall be to consider whether the rules of procedure set out in Standing Orders serve the best interests of the House and its Members, and what amendments, if any, may be desirable; and to make reports and recommendations to the House.
- (3) The Committee shall have power to act during recess.

### **12. COMMITTEE OF PRIVILEGES**

- (1) A Committee of Privileges, to consist of five (5) Members shall be appointed at the commencement of each Parliament to inquire into and report upon complaints of breach of privilege which may be referred to it by the Speaker or by the House.

- (2) The Committee shall have power to act during recess.

**13. LIBRARY COMMITTEE**

- (1) A Library Committee, to consist of the Speaker and four other Members shall be appointed at the commencement of each Parliament.
- (2) The function of the Committee shall be to advise the Speaker on the administration of the Library and the Research and Information Service.
- (3) The Committee shall have power to act during recess.

**14. HOUSE COMMITTEE**

- (1) A House Committee, to consist of the Speaker and four Members shall be appointed at the commencement of each Parliament.
- (2) The function of the Committee shall be to advise the Speaker on the administration of the Parliamentary building and precincts, and services and facilities provided for Members and strangers.
- (3) The Committee shall have power to act during recess.

**15. SUBSIDIARY LEGISLATION COMMITTEE**

- (1) A Subsidiary Legislation Committee shall be appointed at the commencement of each Parliament.
- (2) The Committee shall consist of five (5) Members.
- (3) All regulations, rules by-laws and orders made or given under an Act and laid on the Table of the House shall stand referred to the Committee for consideration and, if necessary, report thereon. Any action necessary, arising from a report of the Committee, shall be taken in the House on Motion after notice.
- (4) The Committee shall have power to send for persons, papers and records and to act during recess.

**16. PRIVATE BUSINESS COMMITTEE**

- (1) A Private Business Committee shall be appointed at the commencement of each Parliament.
- (2) The Committee shall consist of the Speaker and three (3) other Members who shall not be Ministers.
- (3) The function of the Committee shall be to determine the order in which Notices and orders of the Day shall be considered on Sitting Days when private business has precedence.

**17. PRINTING COMMITTEE**

A Printing Committee, to consist of four (4) members, shall be appointed at the commencement of each parliament, to which shall stand referred all Petitions and Papers presented to the House, or laid upon the Table. The Committee shall report from time to time as to what Petitions and Papers ought to be printed, and whether wholly or in part.

**18. QUORUM OF STANDING COMMITTEE**

The quorum of a Standing Committee shall be three (3).

**CHAPTER 5—ROLL, PLACES OF MEMBERS, LEAVE OF ABSENCE, MINUTES OF PROCEEDING AND RECORDS**

**19. MEMBERS' ROLL TO BE KEPT BY THE CLERK**

A Members' Roll shall be kept by the Clerk, showing the name of the Member elected for each electorate, the dates of his election, of taking the oath, and of ceasing to be Member and the cause thereof.

**20. RECORD OF ATTENDANCE**

The attendance of Members at each Sitting of the House shall be recorded in the Votes and Proceedings.

**21. SEATS**

Any question with regard to the seats to be occupied by Members shall be determined by the Speaker.

**22. LEAVE OF ABSENCE**

Leave of Absence may be given by the House to any Member on Motion without notice, stating the cause and period of absence; and such Motion shall have priority over all other business.

**23. LEAVE OF ABSENCE EXCUSES FROM SERVICE**

A Member shall be excused from service in the House, or on any Committee, so long as he has leave of absence.

**24. LEAVE OF ABSENCE FORFEITED**

Any Member having leave of absence shall forfeit the same if he attends the service of the House before the expiration of such leave.

**25. VOTES AND PROCEEDINGS OF THE HOUSE**

All proceedings of the House shall be recorded by the Clerk and such records shall constitute the Votes and Proceedings of the House, and shall be signed by the Clerk.

**26. CUSTODY OF RECORDS**

The custody of the Votes and Proceedings, records, and all other documents whatsoever laid before the House shall be with the Clerk, who shall neither take, nor permit to be taken, any such Votes and Proceedings, records or documents from the Chamber or offices, without the leave of the Speaker.

**27. NOTICE PAPER**

Before each Sitting, the Clerk shall deliver to each Member a paper, called the Notice Paper, showing the matters to be brought before the House.

## **CHAPTER 6—SITTINGS OF THE HOUSE AND QUORUMS**

### **28. DAY AND HOUR OF MEETING**

Unless otherwise ordered, the House shall meet for the dispatch of business on each Tuesday and Thursday at ten o'clock a.m.

### **29. QUORUM AT TIME OF MEETING<sup>1</sup>**

The Chair shall be taken at the time appointed on every day fixed for the meeting of the House; but if a quorum of Members is not present, and if within five (5) minutes, the bells having been rung, a quorum is still not present, the Speaker shall adjourn the House to the next Sitting day: Provided that if the Speaker is satisfied there is likely to be quorum within one (1) hour he shall announce that he will take the Chair at a stated time within that hour, but if at that time there is not quorum the Speaker shall adjourn the House to the next Sitting day.

### **30. PRAYERS**

Upon the Speaker taking the Chair each day, and a quorum of Members being present, he shall read the following prayers:

“Almighty God, we humbly beseech Thee to impart Thy blessing upon this Parliament. Direct and prosper our deliberations to the advancement of the Thy glory and the true welfare of the people of Nauru.

Our Father, which art in Heaven; Hallowed be Thy name. Thy Kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive them that trespass against us. And lead us not into temptation, but deliver us from evil. For Thine is the Kingdom, the power, and the glory, forever and ever. Amen.”

### **31. IF NO QUORUM, HOUSE ADJOURNED**

Whenever a quorum of Members is not present, the Speaker shall adjourn the House to the next Sitting day. Upon any such adjournment the resolution of the question before the House or the Committee at that time shall become an Order of the Day for the next Sitting day.

### **32. WANT OF QUORUM IN COMMITTEE**

Whenever a quorum of Members is not present in Committee; the Chairman shall leave the Chair of the Committee and shall inform the Speaker thereof, but make no further report.

### **33. SPEAKER TO RECEIVE CHAIRMAN’S REPORT**

When the Speaker is informed by the Chairman of Committees, that a quorum of Members is not present, he shall adjourn the House to the next Sitting day Provided that if the Speaker is satisfied there is likely to be a quorum within one (1) hour he shall announce that he will take the Chair at a stated time within that hour, but if at that time there is no quorum the Speaker shall adjourn the House to the next Sitting day.

## **CHAPTER 7—ADJOURNMENT OF THE HOUSE**

### **34. HOUSE ADJOURNS ONLY BY RESOLUTION, WITH EXCEPTIONS**

The House can be adjourned only by its own resolution except in the cases mentioned in Standing Orders 29, 31, 33 and 50 when the Speaker adjourns the House without putting the question.

### **35. ADJOURNMENT OF THE HOUSE**

A Motion for the adjournment of the House may be moved, without notice and may only be moved by a Minister.

### **36. MOTION TO FIX NEXT MEETING**

A Motion for fixing the date for the next meeting of the House may be moved without notice by a Minister at anytime: Provided that no debate shall be interrupted by any such Motion.

### **37. ADJOURNMENT DEBATE**

No Motion for the adjournment of the House may be moved while any other question is before the Chair. No amendment may be moved to a Motion for the adjournment of the House, but matters irrelevant to the Motion may be debated.

## **CHAPTER 8—MAINTENANCE OF ORDER**

### **ORDER**

### **38. ORDER MAINTAINED BY SPEAKER AND CHAIRMAN**

Order shall be maintained in the House by the Speaker, and in the Committee by the Chairman of the Committee; but disorder in the Committee can be censured by the House only on receiving a report.

### **39. WHEN THE SPEAKER OR CHAIRMAN RISES**

Whenever the Speaker or Chairman rises during a debate, any Member then speaking or offering to speak, shall sit down, and the House or Committee shall be silent, so that the Speaker or Chairman maybe heard without interruption.

### **40. WHEN QUESTION BEING PUT**

When the Speaker or Chairman is putting no Member may walk out of or across the Chamber.

### **41. MEMBERS SPEAKING NOT TO BE INTERRUPTED**

When a Member is Speaker, no Member may converse aloud or make any noise or disturbance to interrupt him.

### **42. MEMBERS TO MAKE OBEISANCE TO CHAIR**

Every Member shall make obeisance to the Chair in passing to or from his seat.



**43. COURTESY TO CHAIR**

No Member may pass between the Chair and any Member who is speaking.

**44. MEMBERS TO TAKE THEIR PLACES**

Every Member of the House, when he comes into the Chamber shall take his seat and shall not at any time stand in any of the passages or gangways.

**DISORDER**

**45. OFFENCE IN HOUSE**

If any Member:

- (a) persistently and willfully obstructs the business of the House; or
- (b) is guilty of disorderly conduct; or
- (c) said objectionable words, which he has refused to withdraw; or
- (d) persistently and willfully refuses to conform to any Standing Order; or
- (e) persistently and willfully disregards the authority of the Chair,

he may be named by the Speaker, or, if any of the above-named offences has been committed by a Member in Committee, by the Chairman.

**46. PROCEEDINGS FOLLOWING NAMING**

If the offence has been committed in the House, the Speaker shall forthwith put the question, on a Motion being made, no amendment, adjournment, or debate being allowed, "That such member be suspended from the service of the House" and, if the offence has been committed in Committee, the Chairman shall forthwith suspend the proceedings of the Committee and report the circumstances to the House; and the Speaker shall forthwith, on a Motion being made, put the same question, without amendment, adjournment, or debate, as if the offence had been committed in the House itself.

**47. DURATION OF SUSPENSION**

If any Member is suspended, his suspension on the first occasion shall be for the remainder of that day's Sitting; on the second occasion within the same year for seven (7) consecutive days; and on the third or subsequent occasion within the same year for twenty-eight (28) consecutive days. For the purpose of this Standing Order, any suspension in a previous session shall be disregarded and "year" means a year commenced on the 1st day of January and ceasing on the 31st day of December.

**48. SPEAKER OR CHAIRMAN MAY ORDER DISORDERLY MEMBER TO WITHDRAW**

When the conduct of a Member is of such a grossly disorderly nature that the procedure provided in Standing Order 46 would be inadequate to ensure the urgent protection of the dignity of the House, the Speaker or the Chairman shall order the Member to withdraw immediately from the Chamber and the Clerk shall act on such orders as he receives from the Chair in pursuance of this Standing

Order. When the Member has withdrawn, he shall forthwith be named by the Speaker or the Chairman, as the case may be, and the proceedings shall then be as provided in Standing Orders 46 and 47 except that the question for suspension of the Member shall be put by the Speaker without a Motion being necessary.

**49. MEMBER SUSPENDED EXCLUDED FROM CHAMBER**

When a Member has been suspended, he shall not be permitted to enter the Chamber and galleries during the period of his suspension.

**50. GRAVE DISORDER**

In the case of grave disorder arising in the House, the Speaker may, if he thinks it necessary to do so, adjourn the House without question put or suspend the Sitting to a time to be named by him, or take such action in relation to a Member or the House as he thinks fit.

**CHAPTER 9—RULES OF DEBATE**

**MANNER AND RIGHT OF SPEECH**

**51. MEMBERS ADDRESS SPEAKER STANDING**

Every Member desiring to speak shall rise and address himself to the Speaker.

**52. INDULGENCE TO MEMBERS UNABLE TO STAND**

By the indulgence of the House, a Member unable conveniently to stand, by reason of sickness or infirmity, will be permitted to speak sitting.

**53. SPEAKING CALLS UPON MEMBER TO SPEAK**

When two or more Members rise together to speak, the Member called upon by the Speaker shall have the right to speak.

**54. WHEN MEMBER MAY SPEAK**

A Member may speak to any question before the Chair which is open to debate, when moving a Motion which will be open to debate, when moving an amendment, when he rises to order, upon a matter of privilege or a matter submitted under Standing Order 94, but not otherwise.

**55. PERSONAL EXPLANATIONS**

Having obtained leave from the Chair, a Member may explain matters of a personal nature, although there be no question before the House; but such matters may not be debated.

**56. MEMBER MAY BE HEARD AGAIN, TO EXPLAIN MISREPRESENTATION**

A Member who has spoken to a question may again be heard to explain himself in regard to some material part of his speech which has been misquoted or misunderstood but shall not introduce any new matter, or interrupt any Member

who is addressing the Chair, and no debatable matter may be brought forward nor may any debate arise upon such explanation.

**57. RIGHT OF REPLY**

A reply shall be allowed to a Member who has moved a substantive Motion or the second or third reading of a Bill, and the reply shall be confined to matters raised during the debate.

**58. REPLY CLOSES DEBATE**

In all cases, except the adjournment debate, the reply of the mover of the original question closes the debate.

**59. NO MEMBER TO SPEAK AFTER QUESTION PUT**

No Member shall be allowed to speak on any question after the same has been put by the Speaker and voices have been given in the affirmative or negative thereon.

**60. MEMBER NOT SPEAKING WHEN SECONDING MOTION, ETC. MAY SPEAK LATER**

It shall be competent for a member, when he seconds a Motion or amendment before the House without speaking on it, to address the House on the subject of such Motion or amendment at a later period during the debate.

**61. ALLUSION TO PREVIOUS DEBATES OR PROCEEDINGS**

No Member may allude to any debate or proceedings of the same session unless such allusion be relevant to the matter under discussion.

**62. REFLECTION UPON VOTE OF HOUSE**

No Member may reflect upon any vote of the House, except upon a Motion that such vote be rescinded.

**63. OFFENSIVE WORDS**

No Member may use offensive words against the House or any Member thereof, against any member of the Judiciary or against any statute unless for the purpose of moving for its repeal.

**64. PERSONAL REFLECTIONS**

All imputations of improper motives and all personal reflections on Members shall be considered highly disorderly.

**65. SPEAKER TO INTERVENE**

When any offensive or disorderly words are used, whether by a Member who is addressing the Chair or by a Member who is present, the Speaker shall intervene.

**66. SPEAKER TO DETERMINE OFFENSIVE WORDS**

When the attention of the Speaker is drawn to words used, he shall determine whether or not they are offensive or disorderly.

**67. DEBATE CONFINED TO PRESENT QUESTION**

No Member may digress from the subject matter of any question under discussion: Provided that –

- (a) on the Motion for the adjournment of the House to terminate the Sitting, matter irrelevant thereto may be debated; and
- (b) on the Motion for the second reading of a Bill to grant and apply a sum for the service a year, matters relating to public affairs may be debated.

**68. ANTICIPATING DISCUSSION**

No Member may anticipate the discussion of any subject which appears on the Notice Paper: Provided that in determining whether a discussion is out of order on the grounds of anticipation, regard shall be had by the Speaker to the probability of the matter being brought before the House within a reasonable time.

**69. QUESTION MAY BE REQUIRED TO BE READ**

Any Member may require the question or matter under discussion to be read by the Speaker or Chairman at any time during the debate, but not so as to interrupt a Member speaking: Provided that this Standing Order shall not apply when the terms of the question have been circulated among Members.

**70. INTERRUPTION NO ALLOWED**

No Member may interrupt another Member whilst speaking unless:

- (1) to call attention to a point of order or privilege suddenly arising;
- (2) to call attention to the want of a quorum;
- (3) to call attention to the presence of strangers;
- (4) move a closure Motion; or
- (5) to move under Standing Order 95 that the business of the Day be called on.

**71. IRRELEVANCE OR TEDIOUS REPETITION**

The Speaker, or the Chairman, after having called the attention of the House, or of the Committee, to the conduct of a Member who persists in irrelevance or tedious repetition, either of his own arguments or of the arguments used by other Members in debate, may direct him to discontinue his speech: Provided that such Member shall have the right to require that the question whether he be further heard be put, and thereupon such question shall be put without debate.

## **MATTERS NOT OPEN TO DEBATE**

### **72. MATTERS NOT OPEN TO DEBATE**

The following matters which may be moved without notice, are not open to debate, shall be moved without argument or opinion offered, and shall be put from the Chair without amendment:

- (a) Question that a Member be further heard (Standing Order 71)
- (b) Motion for adjournment of debate (Standing Order 73)
- (c) Motion for extension of time for Member's speech (Standing Order 78)
- (d) Motion that the question be now put (Standing Order 79)
- (e) Motion that the Business of the Day be called on (Standing Order 95)
- (f) Question that a Bill be reported (Standing Order 172)
- (g) Motion of dissent from a ruling of the Chairman (Standing Order 185)
- (h) Motion that the Chairman report progress (Standing Order 187)

Should any of these questions be negative, no similar proposal shall be received if the Speaker or the Chairman is of the opinion that is an abuse of the orders or forms of the House, or is moved for the purpose of obstructing business.

## **ADJOURNMENT OF DEBATE**

### **73. ADJOURNMENT OF DEBATE**

A Member who has not spoken to the question, or who has the right of reply, may move the adjournment of the debate. The question shall be put and determined without amendment or debate.

### **74. IN MOVING THE ADJOURNMENT OF DEBATE A MEMBER MAY MOVE**

- (a) That the debate be now adjourned" (in which case, if the Motion is carried, the resumption of the debate shall be an Order of the Day for a later hour and such Order of the Day shall be called on after the last Order of the Day listed on the Notice Paper for consideration that day); or
- (b) That the debate be now adjourned and the resumption of the debate be made an Order of the Day for the next Sitting".

But no other Motion for the adjournment of the debate shall be accepted by the Chair.

### **75. MEMBERS MOVING ADJOURNMENT ENTITLED TO CALL**

The Member upon whose Motion any debate is adjourned by the House shall be entitled to be first called on the resumption of the debate.

## 76. IF MOTION NEGATIVED, MOVER MAY SPEAKER LATER

In the event of a Motion for the adjournment of the debate upon any question being negatived, the Member moving the Motion for such adjournment may address the House as a later period during such debate.

## TIME LIMITS FOR SPEECHES AND DEBATES

### 77. TIME LIMITS

The maximum period for which a Member speak on any subject indicated in this Standing Order, and the maximum period for any debate shall not, unless otherwise ordered, exceed the period specified opposite to that subject in the following schedule:

<b>SUBJECT</b>	<b>TIME</b>
<b>In the House</b>	
<i>Discussion of a Matter of Public Importance</i>	1 hr 30 mins
Proposer	15 mins
Minister first speaking	15 mins
Any other Member	10 mins
<i>Motion for Adjournment of House</i>	
Each Member	10 mins
<i>Second Reading of a Bill</i>	
Mover	20 mins
Any other Member	15 mins
<i>Debates not Otherwise Provided for</i>	
Mover of a Motion	20 mins
Any other Member	15 mins
<i>Main Appropriation Bill for Year</i>	
Mover	Not specified
Any other Member	45 mins

## **In Committee**

*Each Question before the Chair*

Member in charge of Bill	Not specified
Other Members – two periods each not exceeding	10 mins

### **78. Extension of Time**

With the consent of a majority of the House or of the Committee, to be determined without debate, a Member may be allowed to continue a speech interrupted under the last Standing Order (except a speech in discussion of a matter of public importance or a first speech in Committee) for one period not exceeding 10 minutes.

## **CLOSURE**

### **79. CLOSURE OF QUESTION**

After any question has been proposed from the Chair, either in the House or in Committee, a Motion may be made by any Member, rising in his place and without notice, and whether any other Member is addressing the Chair or not, "That the question be now put" and such Motion shall be put and decided without amendment or debate.

## **CHAPTER 10—POINT OF ORDER AND SPEAKER'S RULING**

### **80. POINT OF ORDER**

Any Member at any time may raise a point of order which shall, until disposed of, suspend the consideration and decision of every other question.

### **81. PROCEEDINGS ON QUESTION OF ORDER**

Upon a question of order being raised, the Member called to order shall resume his seat, and after the question of order has been stated to the Speaker by the Member rising to a question of order, the Speaker shall give his ruling thereon.

### **82. OBJECTION TO RULING OF SPEAKER**

If any objection is taken to any ruling of the Speaker, such objection must be taken at once, and a Motion of dissent, to be submitted in writing, moved without notice, if seconded, shall be proposed to the House, and debate thereon shall ensue.

## **CHAPTER 11—PRIVILEGE**

### **83. MATTER OF PRIVILEGE SUDDENLY ARISING**

A Member may rise at anytime to speak upon a matter of privilege suddenly arising and may on that occasion request the Speaker to refer the breach of privilege of which he complains to the Privileges Committee.

**84. REFERENCE OF COMPLAINT TO PRIVILEGES COMMITTEE**

No later than the next Sitting day after a Member has requested the Speaker to refer a complaint made under the last Standing Order, the Speaker shall state that he has referred the complaint to the Privileges Committee. If the Speaker has not referred the complaint to the Privileges Committee. If the Speaker has not referred the complaint, the member who has raised the matter may thereupon move without notice a Motion referring the matter to the Privileges Committee.

**85. PRIVILEGE RAISED IN COMMITTEE OF THE WHOLE**

If a matter of privilege is raised in Committee of the Whole House the Chairman shall leave the Chair on an order to report progress.

**86. PRECEDENCE OF MATTER OF PRIVILEGE**

A matter of privilege arising at any time shall, until disposed of, or unless a debate on a Motion thereon is adjourned, suspend the consideration and decision of every other question: Provided that precedence over other business shall not be given to any Motion if, in the opinion of the Speaker, a prima facie case of breach of privilege has not been made out or the matter has not been raised at the earliest opportunity.

**87. COMPLAINT AGAINST NEWSPAPER, BOOK, ETC.**

Any Member complaining to the House of material in a newspaper, book or other publication as a breach of privilege shall produce a copy of the newspaper, book or other publication containing the material in question, and shall be prepared to give the name of the printer or publisher.

## **CHAPTER 12—BUSINESS**

### **ROUTINE AND ORDER OF BUSINESS**

**88. ROUTINE AND ORDER OF BUSINESS**

The House shall proceed each day with its ordinary business in the following routine:

- (a) presentation of petitions
- (b) giving notices of Motion
- (c) questions
- (d) presentation of papers
- (e) ministerial statements
- (f) matter of public importance
- (g) notices and orders of the day



**89. PRESENTATION OF REPORTS AND PAPERS**

Reports of Standing and Select Committees and papers may be presented at any time when other business is not before the House.

**90. PRECEDENCE OF GOVERNMENT BUSINESS**

Unless otherwise ordered, Government business shall have precedence of all other business, except that on every fourth Sitting day private business shall have precedence of government business.

**91. DETERMINATION OF ORDER OF BUSINESS – GOVERNMENT**

The Leader of Government Business or a Minister designated by him may determine the order in which Government Notices and Orders of the Day on the Notice paper shall be considered.

**92. DETERMINATION OF ORDER OF BUSINESS – PRIVATE**

The order in which Private Notices and Orders of the Day are to be considered shall be determined by the Private Business Committee.

**93. ORDER OF BUSINESS ADVISED TO SPEAKER AND CLERK**

When a Minister or the Private Business Committee exercises the power conferred by Standing Order 91 and 92 respectively, the Speaker and the Clerk shall be advised of that determination not later than two hours before the House meets, and the Clerk shall advise Members of that determination.

**MATTER OF PUBLIC IMPORTANCE**

**94. PROPOSAL TO DISCUSS A MATTER OF PUBLIC IMPORTANCE**

A Member may propose to the Speaker that a definite matter of public importance be submitted to the House for discussion. The Member proposing the matter shall present to the Speaker at least an hour before the time fixed for the Meeting of the House a written statement of the matter to be discussed. If the Speaker determines that it is in order, he shall read it to the House. The proposed discussion must be supported by four Members, including the proposer, rising in their places as indicating approval. The Speaker shall then call upon the Member who had proposed the matter to speak.

**95. MOTION TO CONCLUDE DISCUSSION**

At any time during the discussion, a Motion "That the business of the Day be called on" may be made by any Member, without notice, and such Motion shall be put forthwith without amendment or debate. A Motion under Standing Order 73 and 79 shall not be in order.

**96. SPEAKER TO DECIDE PRIORITY**

In the event of more than one matter being presented for the same day, priority shall be given to the matter which, in the opinion of the Speaker, is the most urgent and important, and no other proposed matter shall be read to the House that day.

## **CENSURE OR WANT OF CONFIDENCE MOTION**

### **97. CENSURE OR WANT OF CONFIDENCE MOTION OR AMENDMENT**

- (a) A Motion of which notice has been given or an amendment which expresses a censure or want of confidence in the Government may be entertained only if it is supported by four Members, including the proposer, rising in their places and indicating approval. Upon such a Motion or an amendment being made the appropriate Minister shall indicate to the Chair whether or not he is prepared to accept the Motion as a censure or want of confidence Motion or amendment.

If the appropriate Minister declines to accept a Motion or amendment as a censure or want of confidence Motion or amendment then the Speaker shall put the question of whether or not the Motion should be entertained to the House and it shall be decided upon a simple majority.

- (b) A censure or want of confidence Motion or amendment referred to in subsection (a) shall take precedence of all other business except business which the Leader of Government Business declares to be of national importance.

## **CHAPTER 13—PETITIONS**

### **98. PRESENTATION OF PETITIONS**

Petitions may be presented to the Parliament by any Member, Provided that –

- (a) every Petition shall be legible, respectful, decorous and temperate in its language, and shall not contain irrelevant statements;
- (b) every signature shall be written upon the Petition or upon sheets containing the Prayer of the Petition and not pasted upon or otherwise transferred thereto;
- (c) every Petition shall be lodged with the Clerk at least two hours prior to the Sitting of the House at which it is proposed to present it; and when presented the Petition must bear the Clerk's certificate that it is in conformity with the Standing Orders.

### **99. MOTION THAT PETITION BE READ**

Where any Petition has been presented in accordance with the last preceding Order, any Member may move that the Petition be read, and in moving shall confine himself to a brief statement of the persons from whom the Petition comes, of the number of signatures attached to the Petition, of the material allegations contained in it, and of the purpose of the Prayer of the Petition. If the Motion is carried, the Clerk shall read the Petition.

### **100. NO DEBATE ON PETITION**

On presentation of a Petition, no debate upon or relating to it shall be allowed, but it shall be laid upon the Table of the House, or, on Motion without notice duly made and carried, shall be referred to a Select Committee.

## **CHAPTER 14—NOTICE OF MOTION**

### **101. NOTICE OF MOTION – HOW GIVEN**

Notice of Motion shall be given by a Member stating its terms to the House and delivering to the Clerk a copy of the Notice signed by himself and the seconder.

### **102. NOTICE GIVEN FOR AN ABSENT MEMBER**

A Member, in the absence of another Member and at his request, may give Notice of Motion for that other Member and shall put the name of such Member and his own signature on the Notice.

### **103. TERMS OF NOTICE ALTERED**

After a Notice of Motion has been given its terms may be altered by the Member notifying the House and delivering to the Clerk an amended notice, or he may withdraw a notice by notifying the House.

### **104. UNBECOMING NOTICE AMENDED**

Any Notice of Motion containing unbecoming expressions, or which offends against any Standing Order of the House, shall be amended by the Speaker before it appears on the Notice Paper.

### **105. GIVING MORE THAN ONE NOTICE**

A Member may not give two Notices of Motion consecutively, if another Member has any notice to give.

## **CHAPTER 15—QUESTIONS SEEKING INFORMATION**

### **106. NOTICE OF QUESTION**

Notice of a question shall be given by a Member delivering it to the Clerk within such times as, in the opinion of the Speaker, will enable the question to be printed. The question shall be fairly written, signed by the Member, and shall show the day proposed for asking such question.

### **107. QUESTIONS AND ANSWERS**

The Clerk shall place Questions on notice on the Notice Paper in the order in which they are received by him and the reply to a Question on notice shall be read in the House, provided that if the answer is lengthy it may, by leave of the House, be incorporated in Hansard without being read out. A copy of all answers shall be supplied to the Clerk and shall be printed in Hansard.

### **108. MATTERS TO WHICH QUESTIONS SHALL RELATE**

Questions shall relate either to a matter of administration for which the Member accepts an obligation to answer or to any matter connected with the House for which he is responsible.

## **109. RULES FOR QUESTIONS**

- (1) Questions shall not:
  - (a) contain any name or statement not strictly necessary to make the question intelligible;
  - (b) contain any argument, inference, imputation, epithet or ironical expression;
  - (c) ask about proceedings in Committee which have not been placed before the House by report from the Committee;
  - (d) ask for legal opinion, an expression of opinion, or for the solution of a hypothetical proposition;
  - (e) ask Ministers to state the Government's policy, but may seek an explanation of the Government's intentions;
  - (f) make or imply a charge of a personal character;
  - (g) contain matter considered by the Speaker to be unbecoming or not in conformity with these rules; or
  - (h) repeat the substance of a previous question if that were fully answered.
- (2) In answering any such question a Member shall not debate the subject to which it refers.

## **110. QUESTIONS WITHOUT NOTICE**

Questions may be asked without notice. At the discretion of the Speaker supplementary questions may be asked to elucidate an answer.

## **CHAPTER 16—MOTIONS, QUESTIONS, VOTE AND RESOLUTIONS**

### **111. NO MOTION WITHOUT PREVIOUS NOTICE**

No Member may, except by leave of the House or unless it be otherwise provided in Standing Orders, move any Motions except in pursuance of notice appearing on the Notice Paper.

### **112. LEAVE OF THE HOUSE OR COMMITTEE**

Leave of the House or Committee must be granted without any dissentient voice.

### **113. MOTIONS NOT CALLED ON**

If, at the adjournment of the House, any Motions on the Notice Paper have not been called on, such Motions shall be set down on the Notice Paper for the next Sitting day.

### **114. PRECEDENCE TO CERTAIN MOTIONS**

Precedence will be ordinarily given by courtesy to a Motion for a vote of thanks or condolence of the House.

**115. ABSENT MEMBER**

If a Member is not in his place when the Notice of Motion given by him is called on, it shall be withdrawn from the Notice Paper, unless another Member, at his request, thereupon proposes that the Motion be later moved.

**116. MEMBER FAILING TO MOVE**

If a Member, when the notice of Motion given by him is called on fails to rise and move the Motion, it shall be withdrawn from the Notice Paper unless he thereupon proposes that the Motion be later moved.

**117. QUESTION PROPOSED BY THE SPEAKER**

When a Motion has been moved and seconded, a question thereupon shall be proposed to the House by the Speaker and the Motion shall be deemed to be in possession of the House and cannot be withdrawn without leave.

**118. ANTICIPATION OF BUSINESS**

A matter on the Notice Paper must not be anticipated by another matter contained in a less effective form of proceeding.

**119. MOTIONS WITHDRAWN AGAIN MOVED**

A Motion which, by leave of the House, has been withdrawn, may be moved again during the same session.

**120. QUESTIONS PUT**

As soon as the debate upon a question has been concluded the Speaker shall put the question to the House.

**121. DIVISION OF COMPLICATED QUESTION**

The House or Committee may order a complicated question to be divided.

**122. QUESTION DETERMINED BY MAJORITY OF VOICES**

A question being put shall be resolved in the affirmative or negative by the majority of voices "Ayes" or Noes"

**123. SPEAKER TO STATE RESULT**

The Speaker shall state whether in his opinion, the "Ayes" or the "Noes" have it; and if his opinion be challenged the question shall be decided by division.

**124. SAME QUESTION NOT AGAIN PROPOSED**

Except by leave of the House, no question or amendment may be proposed which is the same in substance as any question which, during the previous twelve (12) months, has been resolved in the affirmative or negative, unless the order, resolution or vote on such question or amendment has been rescinded.

## **CHAPTER 17—AMENDMENTS**

### **125. DIFFERENT FORMS OF AMENDMENTS**

A question having been proposed may be amended without notice:

- (1) omitting certain words only;
- (2) omitting certain words in order to insert or add other words; or
- (3) inserting or adding words.

### **126. AMENDMENTS TO BE IN WRITING**

An amendment to any Motion before the House must, for the purpose of record, be in writing and signed by the mover and seconder.

### **127. RELEVANCE OF AMENDMENT**

Every amendment must be relevant to the question which it is proposed to amend.

### **128. INCONSISTENT AMENDMENT NOT TO BE MOVED**

No amendment shall be moved which is inconsistent with a previous decision on the question.

### **129. NO AMENDMENT OF EARLIER PART**

No amendment may be moved to any part of a question, after a later part has been amended, or after a question has been proposed on an amendment thereto, unless the proposed amendment has, by leave of the House, been withdrawn.

### **130. ORDER OF MOVING AMENDMENTS**

An amendment proposed shall be disposed of before another amendment to the original question can be moved.

### **131. PROPOSED AMENDMENT WITHDRAWN**

A proposed amendment may, by leave, be withdrawn.

### **132. AMENDMENTS TO PROPOSED AMENDMENTS**

Amendments may be moved to a proposed amendment as if such proposed amendment were an original question.

### **133. QUESTION AS AMENDED PROPOSED**

When amendments have been made the question shall be proposed as amended.

### **134. WHEN AMENDMENTS MOVED BUT NOT MADE**

When amendments have been moved but not made, the question shall be proposed as originally proposed.

## **CHAPTER 18—ORDERS OF THE DAY**

### **135. DEFINITION**

An order of the Day is a Bill or other matter which the House has partly considered and ordered to be further considered at a future time.

### **136. PRECEDENCE OF ORDERS OF THE DAY**

Subject to the provisions of Standing Orders 91, 92 and 93, Orders of the Day shall have precedence of each other according to the order in which they appear on the Notice Paper. An order of the Day may be postponed on Motion without notice moved by the Member in charge thereof, or, in his absence, by another Member at his request.

### **137. ORDERS OF THE DAY NOT CALLED ON**

If, at the adjournment of the House, any Orders of the Day on the Notice Paper have not been called on such Orders of the Day shall remain on the Notice Paper.

### **138. ORDER DISCHARGED**

On an Order of the Day being read, it may on Motion without notice moved by the Member in charge thereof, be discharged.

## **CHAPTER 19—DIVISION**

### **139. METHOD OF VOTING**

A vote called for under Standing Order 123 shall be taken by each Member standing in his place in accordance with Standing Order 143.

### **140. WHEN VOTE NOT TAKEN**

A vote shall not be proceeded with unless more than one Member has called for a division.

### **141. MEMBER TO VOTE IN ACCORDANCE WITH VOICE**

Every Member shall vote in accordance with his voice (either “Aye” or “No”) and his vote shall be so recorded.

### **142. MEMBERS CALLING FOR VOTE**

A member calling for a division shall not leave the area within the seats allotted to members and shall vote with those who, in the opinion of the Speaker, were in the minority when the voices were taken.

### **143. BELLS RUNG**

Before a division is taken, the Clerk shall ring the bells for one minute and the doors shall not be locked until the lapse of one minute.

**144. DOORS LOCKED AFTER ONE MINUTE**

The doors shall be locked after the lapse of one minute, and then no Member shall enter or leave the Chamber until after the division.

**145. QUESTION PUT, MEMBERS TO STAND**

When the doors have been locked and all the Members are in their places, the Speaker shall state the question to the House, and then direct the "Ayes" to stand and after the "Ayes" have been counted the Speaker shall direct that the rest be recorded in the "Noes".

**146. MEMBERS NOT TO SIT UNTIL NAME RECORDED**

No Member standing to be counted shall sit until the Clerk has recorded his vote and then called his name.

**147. MEMBERS NOT TO MOVE FROM PLACE TILL DIVISION ANNOUNCED**

No Member may move from his place until the result of the division is announced.

**148. LIST OF MEMBERS VOTING**

The Clerk shall make a list of the names of the Members voting and show on the list how each has voted.

**149. DECLARATION OF RESULT OF DIVISION**

The Clerk shall then hand the list to the Speaker, who shall declare the result of the division of the House.

**150. VOTE TO BE ENTERED IN THE MINUTES**

The Clerk shall enter in the Minutes the particulars of the list.

**151. MEMBERS PRESENT WHEN QUESTION STATED TO VOTE**

Every Member present in the Chamber when the question is stated shall vote, except the Speaker or other Member presiding, who shall have a casting vote.

**152. IN CASE OF ERROR HOUSE AGAIN TO VOTE**

In case of confusion or error concerning the counting of votes on any question, unless correction can otherwise be made, the House shall again vote on the question.

**153. MISTAKES CORRECTED IN MINUTES**

If complaint is made to the House that a division has been inaccurately recorded, the Speaker shall cause the Minutes, if inaccurate, to be corrected.

**154. SPEAKER'S REASON FOR CASTING VOTE**

Any reasons stated by the Speaker for his casting vote shall be entered in the Minutes.



## **CHAPTER 20—BILLS**

### **155. HOW INITIATED AND NOTICE OF INTENTION**

- (1) Any Member intending to introduce a Bill shall first give to the House notice of his intention.
- (2) A notice of intention to introduce a Bill shall specify the title of the Bill and the day for presentation and shall be signed by the Member.
- (3) Member shall give such a notice by stating its terms to the House and delivering a copy to the Clerk at the Table.
- (4) In the calling on of the notice a Member shall present to the House a fair copy of the Bill signed by him.
- (5) The Standing Orders shall, to the necessary extent, be applied and read as if a notice of intention to present a Bill were a notice of Motion.

### **FIRST READING**

#### **156. FIRST READING**

On the presentation of a Bill by a Member, it shall be read a first time without any question being put.

#### **157. TITLE ONLY READ**

On every order for the reading of a Bill, the title only shall be read.

#### **158. DAY FIXED FOR SECOND READING**

After the first reading a future day shall be appointed for the Member to move for the second reading.

#### **159. SECOND READING MOVED IMMEDIATELY IF BILL CIRCULATED**

Notwithstanding Standing Order 158 if copies of the Bill have been circulated among Members the second reading may be moved immediately after the Bill has been read a first time. The debate on the question shall then be adjourned to a future day.

#### **160. IF SECOND READING NEGATIVED, BILL DISPOSED OF**

If the question that the Bill be now read a second time be negative this shall finally dispose of the Bill.

#### **161. AMENDMENT TO BE RELEVANT**

No Amendment may be moved to the Bill except one which:

- (i) is relevant to the Bill; and
- (ii) does not anticipate an amendment which may be moved in Committee.

## **PROCEEDINGS FOLLOWING SECOND READING**

### **162. PROCEEDINGS FOLLOWING SECOND READING**

Immediately after the second reading:

- (a) a message recommending an appropriation of revenue or money in connection with the Bill may be announced; and/or
- (b) a Motion "That this Bill be referred to a Select Committee" may be made.

## **COMMITTAL AND CONSIDERATION IN COMMITTEE**

### **163. COMMITAL**

After the second reading, or when proceeding under Standing Order 162, after those proceedings have been disposed of, the House shall resolve itself into a Committee of the Whole for the consideration of the Bill unless:

- (a) the Bill has been referred to a Select Committee:
- (b) the House grants leave for the question "That this Bill be now read a third time" to be moved.

### **164. BILL REPORTED BY SELECT COMMITTEE**

When a Bill has been referred to a Select Committee and reported, a time shall be fixed on the Motion without notice of the Member in charge of the Bill for the consideration in a Committee of the Whole of the Bill as reported.

### **165. ORDER IN CONSIDERATION OF BILL**

The following order shall be observed in considering a Bill and its title:

- (1) Clauses as printed and new clauses, in their numerical order;
- (2) Schedules as printed and new schedule, in their numerical order;
- (3) Postponed clauses;
- (4) Preamble; and
- (5) Title

and in reconsidering the Bill upon recommitment the same order shall be followed: Provided that in considering an Appropriation or Supply Bill, any Schedule expressing the services for which the appropriation is to be made shall be considered before the clauses and, unless the Committee otherwise orders, that schedule shall be considered by proposed expenditures in the order in which they are shown.

### **166. RELEVANCY OF DISCUSSION**

The discussion shall be confined to the clauses or amendment before the Committee.

**167. AMENDMENTS TO BE CIRCULATED**

Except by leave of the Chairman, no amendment may be proposed in the Committee of the Whole unless it is in writing and is signed by the mover.

**168. CLAUSE PUT AS AMENDED**

If a Clause is amended, a further question shall be proposed, "That the Clause, as amended, be agreed to".

**169. PROCEEDINGS IN COMMITTEE NOT TO BE NOTICED TILL REPORTED**

No notice may be taken of any proceedings of a Committee of the Whole, or of a Select Committee on a Bill, until such proceedings have been reported.

**170. AMENDMENT INADMISSIBLE IF CONTRARY TO PREVIOUS DECISION OF SAME COMMITTEE**

No amendment or new clause or schedule shall be moved which is substantially the same as one already negatived by the Committee, or which is inconsistent with one that has already been agreed to by the Committee, unless a recommittal of the Bill or part of the Bill has intervened.

**RECOMMITTAL, REPORT AND ADOPTION**

**171. RECOMMITTAL OF BILL**

On a report of progress from the Committee or on the Motion for the adoption of the report of the Committee the Bill may, on Motion without notice by any Member, be recommitted, either in whole or in part.

**172. BILL REPORTED**

When the Bill has been fully considered, the question shall be put forthwith and determined without amendment or debate, "That the Bill (or this Bill as amended) be reported", which being agreed to, the Chairman shall leave the Chair and report the Bill, and the report may, on Motion without notice, be adopted.

**173. TIME FOR CONSIDERING REPORT**

If a Bill is reported with significant amendments, a future time shall be appointed on Motion without notice for considering the report and moving without notice, its adoption, and the Bill as reported, may in the meantime be printed, but if no significant amendments have been made the report may be adopted at once.

**THIRD READING, PASSAGE ETC.**

**174. MOTION FOR THIRD READING**

When the report is finally adopted, a future day shall be fixed, on Motion without notice, for the third reading.

**175. NO AMENDMENT TO THIRD READING BUT IF NEGATIVED BILL DISPOSED OF**

No amendment may be moved to the question “That the Bill be read a third time”, but if the question is negative this shall finally dispose of the Bill.

**176. VERBAL OR FORMAL AMENDMENTS**

Amendments of a verbal or formal nature may be made, and clerical or typographical errors may be corrected in any part of the Bill by the Clerk on the authority of the Speaker.

**CHAPTER 21—COMMITTEE OF THE WHOLE HOUSE**

**177. QUORUM IN COMMITTEE**

The quorum in Committee shall consist of the same number as is requisite to form a quorum of the House.<sup>2</sup>

**178. APPOINTMENT OF COMMITTEE**

Except as otherwise provided in these Standing Orders a Committee of the Whole shall be appointed by resolution that the House resolve itself into a Committee of the Whole either immediately or at a future time.

**179. HOUSE RESOLVES ITSELF INTO A COMMITTEE OF THE WHOLE**

Whenever an Order of the Day is read for the House to resolve itself into a Committee of the Whole the Speaker shall leave the Chair without putting any question and the Chairman shall take the Chair of the Committee at the Table.

**180. COMMITTEE TO CONSIDER ONLY MATTERS REFERRED**

A Committee shall only consider those matters which have been referred to it by the House.

**181. CONTRADICTIONARY MOTIONS**

A Motion contradictory to a previous decision of the Committee shall not be entertained in the same Committee.

**182. MOTIONS NEED NOT BE SECONDED**

A Motion moved in Committee need not be seconded and requires no notice.

**183. DIVISIONS IN COMMITTEE**

A division shall be demanded and taken in Committee in the same manner as in the House itself, the Chairman having only a casting vote, and any reasons stated by him shall be entered in the Votes and Proceedings.

**184. ORDER IN DEBATE**

Except as provided by these Standing Orders, the same rules for regulating the conduct of business shall be observed in Committee as in the House itself, the Chairman of Committees being invested with the same authority as the Speaker

for the preservation of order; but disorder in the Committee may only be censured by the House on receiving a report.

**185. OBJECTION TO RULING OF CHAIRMAN**

If any objection is taken to a ruling of the Chairman of Committees, such objection shall be stated at once and a Motion of dissent, to be submitted in writing, moved, which shall then be decided resumed where they were interrupted.

**186. SPEAKER MAY RESUME CHAIR WHEN DISORDER ARISES**

If any sudden disorder arises in Committee the Speaker may resume the Chair.

**187. MOTION TO REPORT PROGRESS**

A Motion may be moved during the proceedings of a Committee 'That the Chairman do report progress and ask leave to sit again', and such question shall be put without amendment or debate. When the Chairman reports to the House, a time shall be fixed on Motion without notice, for the House to again resolve itself in the Committee.

**188. RESOLUTIONS OF COMMITTEE**

The resolutions reported from a Committee may be taken into consideration immediately and may be agreed to or disagreed to by the House, or recommitted to the Committee, or further consideration of a resolution may be postponed.

**CHAPTER 22—FINANCIAL PROCEDURES**

**189. SUPPLY AND APPROPRIATION BILLS SUBMITTED BY MINISTER WITHOUT NOTICE**

An Appropriation or Supply Bill may be submitted to the House by a Minister without notice.

**190. NO APPROPRIATION PROPOSAL UNLESS RECOMMENDED BY CABINET**

No proposal for the appropriation of any public moneys shall be made unless the purpose of the appropriation has been recommended to the House by message of the Cabinet under Article 59 of the Constitution. No amendment of such proposal shall be moved which would increase the appropriation so recommended unless a further message is received.

**CHAPTER 23—STRANGERS**

**191. ADMISSION OF STRANGERS**

Only the Speaker shall have the privilege of admitting distinguished strangers to a seat on the floor of the Chamber.

**192. WITHDRAWAL OF STRANGERS**

The Speaker or the Chairman may, whenever he thinks fit, order the withdrawal of strangers from any part of the Chamber including the galleries.

**193. NO STRANGER ADMITTED INTO BODY OF CHAMBER**

While the House or a Committee of the Whole is sitting no Member may bring any stranger into any part of the Chamber appropriated to Members.

**CHAPTER 24—PAPERS AND DOCUMENTS**

**194. PAPERS ORDERED**

Papers may be ordered to be laid before the House, and the Clerk shall communicate to the Minister concerned all orders for papers made by the House, and such papers shall be laid on the Table by the Clerk.

**195. PAPERS PRESENTED**

Papers may be presented by the Speaker or any Minister or pursuant to statute or a resolution of the House and such papers shall be considered public.

**196. MOTIONS AFTER PAPER PRESENTED**

On any paper being presented to the House a Member may move without notice one or more of the following Motions:

- (1) that the paper be printed;
- (2) that the House take note of the paper;

provided that if the Motions are not moved at the time of the presentation of the paper they may be moved, on notice, on a subsequent day.

**CHAPTER 25—SELECT COMMITTEE**

**197. APPOINTMENT**

All Select Committees shall be appointed on Motion, and shall consist of the mover and other Members to be nominated.

**198. MEMBER DISCHARGED AND ADDED**

Members may be discharged from attending a Committee, and other Members appointed, after notice has been given.

**199. SPEAKER AND CHAIRMAN OF COMMITTEES**

Except with his consent, the Speaker or the Chairman of Committees shall not be chosen to serve on a Select Committee.

**200. NO INTERESTED MEMBER TO BE ON A COMMITTEE**

No Member may sit on a Committee if he is personally interested in the inquiry before such Committee.

**201. BRINGING UP REPORT**

On the appointment of every Committee, a day shall be fixed for the reporting of its proceedings to the House, by which day the final report of the Committee shall be brought up by the Chairman, unless further time be moved for and granted, but the House may at any time prior to such day receive the final report of the Committee.

**202. QUORUM IN COMMITTEE**

In all Committees, three (3) shall form a quorum, unless otherwise ordered; and if at any time the quorum be not present, the Chairman shall suspend the proceedings of the Committee until a quorum be present or adjourn the Committee.

**203. NO QUORUM AT TIME OF MEETING**

If, after the lapse of a quarter of an hour from the time appointed for the meeting of a Committee, there is not a quorum, the Members present may retire, and their names shall be entered on the Minutes; and the Clerk attending the Committee shall issue notices for the next meeting.

**204. FIRST MEETING**

The mover of the Motion for the Committee shall fix the time for the first meeting of the Committee.

**205. CHAIRMAN APPOINTED AND CASTING VOTE**

Every Committee, before the commencement of business, shall elect one of its Members to be Chairman, who shall have only a casting vote.

**206. RECORD OF PROCEEDINGS AND VOTES**

An entry shall be made in the proceedings of the names of the Members attending each Committee meeting, and of every Motion or amendment moved in the Committee, together with the name of the mover thereof; and if any vote takes place in the Committee, the Chairman shall record the names of the Members voting distinguishing on which side of the question they respectively vote.

**207. ADJOURNMENT AND SITTING OF COMMITTEES**

A Committee may adjourn from time to time and, by order of the House, from place to place, and may sit during any sitting or adjournment of the House.

**208. POWER TO SEND FOR PERSONS, PAPERS, ETC.**

The House may give a Committee power to send for person, papers and records.

**209. CLERK OF COMMITTEE TO SUMMON WITNESS**

The Chairman of a Committee shall direct the Clerk attending the Committee to summon the witnesses to be examined before such Committee.

**210. EXAMINATION OF WITNESSES**

The examination of witnesses before every Committee shall be conducted as follows: The Chairman shall first put to the witness, in an uninterrupted series, all such questions as he may deem essential, according to the mode of procedure agreed on by the Committee. The Chairman shall then call on the other members severally by name to put any other questions; and the name of every Member so interrogating a witness shall be noted and prefixed to the questions asked.

**211. ADMISSION OF STRANGERS**

When a Committee is examining witnesses, strangers may be admitted, but shall be excluded at the request of any Member, or at the discretion of the Chairman of the Committee, and shall always be excluded when the Committee is deliberating.

**212. ADMISSION OF THE MEMBERS**

Members of the House may be present when a Committee is examining witnesses, but shall withdraw if requested by the Chairman or any Member of the Committee, and shall always withdraw when the Committee is deliberating.

**213. EVIDENCE NOT TO BE DISCLOSED**

Evidence taken by and Select Committee of the House, and documents presented to, and proceedings and report of such Committee which have not been reported to the House, shall not, unless authorized by the House, be disclosed or published by any Member of such Committee, or by any other person.

**214. PROGRESS REPORTS**

By leave of the House a Committee may report from time to time its proceedings with or without the evidence, or the evidence only.

**215. CHAIRMAN TO PREPARE REPORT**

It shall be the duty of the Chairman of every Committee to prepare a draft report.

**216. CONSIDERATION OF DRAFT REPORT**

The draft report shall be printed and distributed amongst the Committee and a time fixed for its consideration. The Committee shall consider the report paragraph by paragraph and a Member objecting to any part of the report shall move his amendment at the time the paragraph he wishes to amend is under consideration.

**217. REPORTS AND MINUTES PRESENTED**

The report of a Committee together with the Minutes of the proceedings, shall be presented to the House by the Chairman, and the report may be read.



**218. CONSIDERATION OF REPORTS**

Upon the presentation of a report, no discussion of the subject matter may take place; but the report may be ordered to be printed with or without the documents accompanying it, and its consideration shall be set down for a subsequent Sitting when a specific Motion without notice in connection therewith may be moved.

**219. PAYMENT OF CERTAIN WITNESSES BEFORE COMMITTEE**

Payment at the discretion of the Committee may be made to any professional or other witness or to persons whom the Committee may deem it necessary to employ in furtherance of the inquiry with which the Committee is charged; and the Chairman's certificate on the face of an account shall be sufficient authority for its payment by the Clerk of the House.

**CHAPTER 26—WITNESS**

**220. SUMMONING OF WITNESSES**

Witnesses, not being Members, shall be ordered to attend before the House or a Committee of the Whole, by summons under the hand of the Clerk of the House or before a Select Committee, by summons under the hand of the Clerk attending the Committee.

**221. RECUSANT WITNESS**

If a witness fails or refuses to attend or to give evidence, the House, on being acquainted therewith, shall deal with the matter.

**222. SUMMONING OF MEMBERS**

When the attendance of a Member is ordered by the House for examination by the House or a Committee, he shall be summoned by the Speaker to attend in his place.

**223. REFUSAL OF MEMBERS TO ATTEND SELECT COMMITTEE**

If a Select Committee desires the attendance of a Member as a witness, the Chairman shall, in writing, request him to attend; but should he refuse to come, or to give evidence or information as a witness to the Committee, the Committee shall acquaint the House therewith, and not again summon such Member to attend the Committee.

**224. COMMITTEE NOTO ENTERTAIN CHARGES AGAINST MEMBERS**

If any information comes before any Committee that charges any Member of the House, the Committee ought only to direct that the House be acquainted with the matter of such information, without proceeding further thereon.

**225. WITNESSES ENTITLED TO PROTECTION**

All witnesses examined before the House, or any Committee thereof, are entitled to the protection of the House in respect of anything that may be said by them in their evidence.

**226. WITNESSES AT THE BAR**

A witness before the House or a Committee of the Whole shall be examined at the Bar unless the House or the Committee otherwise orders.

**227. WITNESSES BEFORE HOUSE EXAMINED BY SPEAKER**

When the witness appears before the House he may be examined by the Speaker, and any questions addressed by Members are taken to be put through the Speaker.

**228. WITNESSES BEFORE COMMITTEE EXAMINED BY ANY MEMBER**

In a Committee of the Whole, any Member may put questions directly to the witness.

**229. WITNESS WITHDRAWS IF QUESTION OBJECTED TO**

If any question be objected to or other matter arise, the witness shall withdraw while the same is under discussion.

**230. MEMBER EXAMINED IN HIS PLACE**

A Member of the House shall be examined in his place.

**CHAPTER 27—BALLOTING**

**231. WHEN BALLOT TAKEN**

A Ballot shall be taken whenever the House thinks fit.

**232. BELLS RUNG PRIOR TO BALLOT**

Before the House proceeds to any ballot the bells shall be rung as in a division.

**233. MANNER OF TAKING BALLOT**

Unless otherwise expressly provided, a ballot shall be taken in the following manner: Each Member gives to the Clerk a list of the names of those Members he wishes to vote for; and if any list contains a greater or lesser number of names than are to be chosen it is void and shall be rejected. When all the lists are collected the Clerk shall ascertain and report to the Speaker the names of the Members having the greatest number of votes, which Members shall be declared to be chosen. In the event of an equality of vote, the names of the Members concerned shall be submitted to a further ballot.

**CHAPTER 28—STANDING ORDERS**

**234. MOTION FOR SUSPENSION WITHOUT NOTICE**

In cases of necessity, any Standing Orders of the House may be suspended, on a Motion moved and seconded without notice: Provided that such a Motion is carried by an absolute majority of Members.

**235. MOTION FOR SUSPENSION WITH NOTICE**

When a Motion for the suspension of Standing Orders appears on the Notice Paper, such Motion may be carried by a majority of votes.

**236. LIMITATION OF SUSPENSION**

The suspension of Standing Orders is limited in its operation to the particular purpose for which the suspension is sought.

**DURATION**

**237. IN FORCE TILL ALTERED**

The whole of these Standing Orders shall continue in force until altered, amended or repealed.

<sup>1</sup> (Nine Members plus a Presiding Officer – See Article 45 of the Constitution)

<sup>2</sup> (Nine Members plus Presiding Officer – Article 45 of the Constitution)

## **Amended Standing Orders**

### **Standing Orders 77**

#### **Main Appropriation Bill For Year**

##### **Revenue Policies**

Any other Member 30 mins.

Minister in charge to each debate 10 mins

##### **Expenditure Policies**

Any other Member 30 mins

Minister in charge to each debate 10 mins

##### **Bill As A Whole**

Any other Members 30 mins

Minister in charge Not specified