

## **STANDING ORDERS**

- 200 These Standing Orders shall be applicable to all General Meetings and Committee Meetings and, as far as appropriate, to meetings of sub-committees, and shall be construed subject to the Constitution.

## **MEETINGS**

- 201 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice (agenda), and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- 202 Committee meetings shall address matters in the agenda, which shall identify and require attention to the minutes of the previous meeting of the subject committee, Financial Statements (if appropriate), the matter at hand in the case of a Special or Extra-ordinary meeting or of a sub-committee and general business.
- 203 Meetings will not proceed unless an appropriate quorum as identified by the members of the meeting, if not otherwise defined, has been met.
- 204 If no quorum is present within 45 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
- 205 The President of the MMPL shall be the Chairman at the General Meeting and Delegates Meetings. Should he/she not be present, then the Vice-President shall be elected to the Chair, and if there is no Vice-President present, the members shall elect an Executive member to take the Chair.
- 206 The Chairman of a Sub-Committee or of a Special or Extra-Ordinary Meeting, not being the President or Vice-President, shall be elected to the Chair after appropriate consideration of the purpose of the meeting, particularly where a conflict of interest may be at issue, by the members in attendance.
- 207 At all meetings, the Chairman's decision on points of order shall be final.
- 208 The Chairman shall have a casting vote in addition to his/her deliberative vote.
- 209 Any member wishing to speak at General Meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the Chair, shall address the chair. If two or more members rise simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
- 210 When the Chair rises to speak or addresses the meeting in any form, silence shall be observed and any member standing shall sit down.

## MOTIONS

- 211 Except in Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded as not been discussed for lack of a seconder in the minutes.
- 212 A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment
- 213 If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- 214 The mover subject to leave of the meeting seconder may reword a motion or amendment before the Chair.
- 215 Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but NOT of an amendment) shall have the right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
- 216 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- 217 When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- 218 The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
- 219 Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- 220 Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
- 221 On an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo.

- 222 A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also personally put the question if the Chair feels that adequate discussion has taken place. In either case, the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.
- 223 A member may at any time move, "That the speaker be no longer heard" or "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
- 224 During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be NOT now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall be put till all amendments have been disposed of.
- 225 A member may move, "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations.
- 226 A general meeting may at any time during the discussion of a motion or an amendment resolve itself into a quorum as described in Rules 118 and 127.
- 227 Standing Orders, or any one order in particular, may be suspended by a majority of those present. A motion to this effect shall be open to debate.
- 228 No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Rule of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Rule or Order.

## **DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS**

- 229 A resolution of the Executive under Rule 111 of the Constitution does not take effect unless
- (a) At a meeting held in accordance with 230, the Executive confirms the resolution; and
  - (a) If the member exercises a right of appeal to the MMPL under this rule, the MMPL confirms the resolution in accordance with this Rule.

- 230 A meeting of the Executive to confirm or revoke a resolution passed under Rule 111 of the Constitution must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with Rule 231
- 231 For the purposes of giving notice in accordance with 230, the Secretary must, as soon as practicable, cause to be given to the member a written notice:
- (a) Setting out the resolution of the Executive and the grounds on which it is based, and
  - (b) Stating that the member, or his or her representative, may address the Executive at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member, and
  - (c) Stating the time, date and place of that meeting, and
  - (d) Informing the member that he or she may do one or both of the following:
    - (1) Attending that meeting,
    - (2) Give to the Executive before the date of that meeting a written statement seeking the revocation of the resolution,
  - (e) Informing the member that, if at that meeting, the Executive confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the MMPL in special meeting against the resolution.
- 232 At a meeting of the Executive to confirm or revoke a resolution passed under Rule 111 of the Constitution, the Executive must:
- (a) Give the member, or his or her representative, an opportunity to be heard; and
  - (b) Give due consideration to any written statement submitted by the member; and
  - (c) Determine by resolution whether to confirm or to revoke the resolution.
- 233 If at that meeting of the Executive, the Executive confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the MMPL in special meeting against the resolution.
- 234 If the Secretary receives a notice under 233, he or she must notify the Executive and the Executive must convene a special meeting of the MMPL to be held within 21 days after the date on which the Secretary received the notice.
- 235 At a special meeting of the MMPL convened under Rule 234
- (a) No business other than the question of the appeal may be conducted; and
  - (b) The Executive may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

- (c) The member, or his or her representative, must be given an opportunity to be heard; and
  - (d) The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 236 A resolution is confirmed if, at the special meeting, not less than two-thirds (2/3) of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **DISPUTES AND MEDIATION**

- 237 The grievance procedure set out in this rule applies to disputes under the Constitution, Standing Orders and By-Laws between
- (a) A member and another member; or
  - (b) A member and the MMPL.
- 238 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 239 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 240 The mediator must be:
- (a) A person chosen by agreement between the parties; or
  - (b) In the absence of agreement:
    - (1) In the case of a dispute between a member and another member, a person appointed by the Executive of the MMPL, or
    - (2) In the case of a dispute between a member and the MMPL, a person who is a mediator appointed or employed by the Dispute Settlement Centre Victoria (Department of Justice).
- 241 A member of the MMPL can be a mediator, however the mediator cannot be a member who is a party to the dispute. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 242 The mediator, in conducting the mediation, must:
- (a) Give the parties to the mediation process every opportunity to be heard; and
  - (b) Allow due consideration by all parties of any written statement submitted by any party; and
  - (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 243 The mediator must not determine the dispute. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Associations Incorporation Act otherwise at law.

## **GENERAL**

- 244 Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of departure from these Standing Orders which was not detected till after the decision had been made.
- 245 Alterations to the Standing Orders shall be made only by a general meeting after twenty-one (21) days notice has been given.
- 246 Any matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.

**Rule 247 to 299 held for future use.**