

## STANDING ORDER OF THE ADELAIDE UNIVERSITY SCIENCE ASSOCIATION

### Committee

1. In these Standing Orders, unless the context requires otherwise,  
"meeting" includes the continuation of an adjourned meeting;  
"motion" includes an amendment;  
"President" includes any member of the Executive temporarily acting as President;  
"The Committee" means the Adelaide University Science Association Committee.

### A. AGENDA

2. The business of any meeting shall be transacted in the following order and not otherwise.
  - (a) Minutes
  - (b) Business arising out of Minutes
  - (c) Correspondence
  - (d) Questions
  - (e) Reports
  - (f) Business
3. The President shall preside at all meetings at which he/she is present. In the absence of the President the Committee may appoint a member of the Executive to act as President.

### B. RULES OF DEBATE

4. Whenever the President rises during a debate any member speaking shall cease and the President shall be heard without interruption.
5. The President shall have the power to suspend for the duration of any meeting or for such part thereof as he/she may think fit, any member who
  - (a) wilfully interrupts the debate, or
  - (b) wilfully breaks any Standing Order, or
  - (c) wilfully disobeys any ruling of the chair.
6. If the President desires to take part in a debate he/she shall vacate the chair for the time.
7. If two or more members desire to speak at the same time the President shall indicate who shall be heard.
8. Any member may at any time speak "to order".
9. Any member may speak to any motion before the Committee, or upon a motion to be proposed by themselves, or upon a point of order, but not upon the motion that the question be now put.

10. By the indulgence of the Committee a member may explain matters of a personal nature although there be no motion before the Committee, but such matters may not be debated.
11. No member may speak twice to a motion before the Committee except in explanation or reply; a member who has merely formally seconded the motion shall not be deemed to have spoken.
12. A member who has spoken to a motion may again be heard to explain themselves in regard to some material part of their speech, but shall not introduce any new matter.
13. A reply shall be allowed to a member who has moved a motion.
14. No member may speak to any motion after it has been put by the President and the show of hands or ballot has been taken thereof.
15. No motion which has been resolved in the affirmative or negative and no motion which in substance is the same as, or the negative of, any such motion, shall again be moved at that meeting.
16. Subject to Clause 2, 15 and 24 hereof, any member of the Committee may move any motion, including a motion that a previous motion be rescinded. In the latter case notice must be given at least 24 hours before the meeting.
17. A motion may be amended by the mover with the leave of the Committee, granted without any negative voice.
18. The President may require that any motion shall be submitted in writing.
19. Any motion not seconded shall not be further discussed, and no entry thereof shall be made in the minutes.
20. A member who has moved may withdraw the same by leave of the Committee, granted without any negative voice.
21. A debate may be suspended by the motion "That the Committee proceed to the next business".
22. A debate may be closed by the motion "That the question be now put", being proposed, seconded, and carried, and the question shall be put forthwith without further amendment or debate, provided that the President may in his/her discretion refuse to accept such a motion and that the mover may express their right of reply.
23. If the Committee resolves, the President shall then allow any person not a member of the Committee to address the Committee.
24. A motion of dissent from a ruling of the President must be moved immediately upon the giving of such a ruling.

#### C. VOTING

25. All resolutions shall be decided by a show of hands, provided that any member may require that any resolutions be decided by ballot.
26. A recount of votes will be made if any member so desires.
27. The President shall, in the case of an equality of votes, give a casting vote.

28. No member shall be entitled to vote upon any motion in the result of which they have a direct pecuniary interest.
29. Voting by proxy shall not be allowed. (Constitution Section 13)

#### **D. QUESTION**

30. Any member of the Committee may address a question through the President or any other member.
31. In putting any questions no argument or opinion shall be offered nor shall any facts be stated except so far as may be necessary to explain such questions.
32. Matters referred to in questions and answers may be debated only in the due course of business of the Committee.
33. The President in his/her discretion may disallow any question which is, in his/her opinion, injudiciously worded, or cannot properly be addressed to the person to whom it is addressed.

#### **E. SUSPENSION OF STANDING ORDERS**

34. Any of these Standing Orders may be suspended for the time being on a motion made, provided that a quorum shall be present, and that such motion shall have the concurrence of at least two-thirds of the members present.

#### **F. APOLOGIES**

35. Apologies shall be given in writing to the Secretary before a Committee Meeting, provided that the Secretary may, at his/her discretion, accept verbal apologies.
36. A motion of acceptance or rejection of apologies shall appear in the Minutes of every Committee Meeting.

The above Standing Orders were adopted by the Committee at a meeting held on 7th August 1962, amended in September 1965, amended on 27th November 1984 and amended on 24th June 1988.