



STANDING ORDERS (SO)

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| Section | Organisation |
| Contact | Chair |
| Last Review | April 2017 |
| Next Review | April 2020 |
| Approval | Governance Group |
| Effective Date | Month, Motion Number |
| Version | 1 |

1 Purpose:

This document covers the standing orders for the conduct of proceedings at meetings of the Glenfield Community Centre Inc. It is based on the *NZS 9202:2003 Model Standing Orders for Meetings of Local Authorities and Community Boards*, related statutes (e.g. the Local Government Act 2002 (LGA)) and their amendments, *Members' Meetings 2nd Edition* (2004), Mark von Dadelszen, Lexis Nexis (MM), and on the Glenfield Community Centre Inc. Constitution (September 2015)(C).

2 Scope:

This Governance policy applies particularly to the rules and procedures for conducting meetings of the Association. Where direct quotations from the legislation are cited in these standing orders, they are shown in **bold type**. Where direct quotations from the Constitution are cited in these standing orders, they are shown in *italic type*.

3 Definitions:

Agenda: Shall mean the agenda listing items for consideration at a meeting together with reports and other attachments relating to those items.

Association: Shall mean the Glenfield Community Centre (Incorporated).

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| GCC: | Shall mean the Glenfield Community Centre (Incorporated). |
| Chair: | Shall mean the person acting as the Chair of the Governance Group or subcommittee or General Meeting of the Association. |
| Clear days: | Shall mean: The number of working days prescribed in the Constitution for the giving of a notice; and All days excluding weekends and public holidays. |
| Committee: | Shall mean: A committee comprising all the members of the Governance Group. Any subcommittee or special committee appointed by the Governance Group. |
| Constitution (C): | Shall mean the most current approved copy of the Constitution of the Glenfield Community Centre (Incorporated). |
| Deputation: | Shall mean a request from any person or interest group from the membership or greater community to make a presentation to a GCC Committee. |
| Governance Group: | Shall mean the duly elected Executive members of the Glenfield Community Centre (Incorporated). |
| General Meeting: | Shall mean General Meeting of the Association. |
| GST: | Shall mean Goods and Services Tax. |
| Governance Group: | Shall mean the duly elected Governance Group officers of the Glenfield Community Centre (Incorporated). |
| Guidelines: | Shall mean issues in respect of which the Association will wish to provide helpful advice on the matter. Unlike procedures, they do not set out in a systematic fashion how to do something, but rather proffer ideas to think about when addressing an issue. The predominant characteristics of guidelines are that they embody the Association's current notion of best and/ or safest practice; they are updated more frequently than policies and compliance is encouraged. Guidelines are usually associated with a particular policy or |

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| | policies and are sometimes included within a policy as further elaboration of how to give effect to that policy. |
| Mission: | Shall mean the assigned duty of the Association. |
| Member: | Shall mean: <ul style="list-style-type: none"> ○ A member of the Association, and ○ A member of the Governance Group. |
| Meeting: | Shall mean any general, ordinary, special or emergency meeting of the Association; and any meeting of any committee, special committee or subcommittee of the Association. At any meeting of the Association at which no resolutions or decisions are made, the provisions of these standing orders regarding public access and notification need not apply. |
| Minutes: | Shall mean any minutes or other record of the proceedings of any meeting of the Association, its Governance Group and subcommittees. |
| Mission: | Shall mean, <i>"We are focussed on recognising and responding to the social, cultural, recreational and educational needs of the Glenfield/ Kaipātiki community, and finding ways to meet these needs with special recognition for those who have the least opportunity to participate in decision-making in the community."</i> |
| Non-pecuniary Interest: | Shall mean a private or personal interest a Governance Group member has that does not amount to a pecuniary interest (for example: a friendship, membership of an affiliated group, association, society or trade union or equivalent, or interest in an activity and may include an interest of a financial nature). |
| Ordinary Member: | Shall mean a person who has fulfilled the criteria for membership as laid down in the Constitution. |
| Objects: | Shall mean the purpose and aims to which efforts of the Association are directed. |
| Officer: | Shall mean those members elected to the Executive Officer positions of Chair, Deputy-Chair, Secretary, Treasurer and Contact Officer. |

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| Order paper: | (see Agenda). |
| Ordinary Meeting: | Shall mean any meeting publicly notified by the Association in accordance its Constitution with the exception of the Annual General Meeting. |
| Pecuniary Interest: | Shall mean an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. |
| Policies: | Shall mean issues in respect of which the Association takes a particular view or requires a certain line of action. Policies establish the Association's position on specific matters, but do not necessarily prescribe in detail how to perform certain functions. A policy's predominant characteristics are that they are formally documented and approved; compliance is required and non-compliance is actionable through appropriate procedures. |
| Powers: | Shall mean the ability of the Association or its members to do or act in order to carry out the Association's objects. |
| Procedures: | Shall mean issues in respect of which the Association will want, or be required, to encourage the use of good and/ or safe practices. The predominant characteristics of procedures are that they set out in systematic fashion the Association's current notion of best and/ or safest practice; they are updated more frequently than policies from which they are derived; compliance is expected and non-compliance may be actionable. |
| Public excluded information: | Shall include: Information that is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session (other than information subsequently released by the Association as publicly available information); and Any minutes or portions of minutes of public excluded sessions (other than those subsequently released by the Association as publicly available information). |

Public excluded session: Shall mean those meetings or parts of meetings from which the public is excluded by the Association as provided for in the Local Government Official Information and Meetings Act 1987.

Special/Extraordinary Meeting: Shall have the same meaning as defined in Section 22 of the Local Government Act 2002.

Quorum: Shall mean the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.

Working day: Shall mean “any day of the week other than:

Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign’s Birthday, and Labour Day, and

A day in the period commencing the 25th day of December in any year and ending with the 5th day of January in the following year.”

4 Policy Content and Guidelines:

4.1 Constitutional and Legislative Matters:

4.1.1 Introduction

a) Requirement for adoption of standing orders

The Governance Group shall adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders adopted are not permitted to contravene any provisions of the Constitution or any statute.

b) Alteration of standing orders

After the adoption of the standing orders by the Governance Group, the adopting or amendment of standing orders requires in every case a vote of three-quarters of the members present.

4.1.2 First Meeting of the Governance Group following the start of Term of Office

a) Meeting called by the Secretary

The first meeting of the Governance Group (following election at the Annual General Meeting), shall be called by the Secretary according to a schedule agreed by the outgoing Governance Group. No fewer than five (5) working days' notice of the meeting shall be given to the persons elected to the committee. The Chair shall run the meeting or, in the absence of the Chair, the Deputy Chair or, in the absence of the Deputy Chair, the Secretary or, in the absence of the Secretary, the Treasurer or, in the absence of the Treasurer, a person from the Governance Group who is agreed to by three-quarters of the members present at the meeting.

b) Business to be conducted

The business to be conducted at the meeting, and the order in which that business is to be conducted, shall be as follows:

- i) The making and attesting of the declarations required of the Chair, if any, and other Executive members;
- ii) The election of the Chair (in the absence of the Executive Committee) and the making and attesting of the declaration required of the Chair;

- iii) A general explanation to be given or arranged by the Secretary. The constitutional and regulatory requirements of the Governance Group as laid out in the Constitution; and
 - Any policy or statute affecting the Governance Group members specifically in regards to meeting procedure.
 - iv) The fixing of the date and time for the meetings of the Governance Group, or the adoption of a schedule of Ordinary meetings; and
 - v) Items of general business, if any.
- c) **Members to give notice of personal details**
- Every member of the Governance Group shall give to the Secretary a residential or business address together with a phone number, email or other address to which notices and material relating to meetings may be sent or delivered. In addition, they shall also supply such information as required by Charities Services including their date of birth, and sign authorisation for a NZ Police check to be carried out.

4.1.3 Chair to preside at Meetings

a) **Chair to preside**

In accordance with the Constitution and Regulations Section 10.1 (c), and Schedule 1, Executive 2.15 (a), 4, *the Chair shall preside at every General, Special and Ordinary meeting of the Governance Group and Association.* When the Chair is absent, meetings are to be chaired by the Deputy-Chair or, if the Deputy-Chair is also absent, by the Secretary, or if the Secretary is also absent, by the Treasurer or, a Governance Group member elected by three-quarters of those present.

b) **Chair to preside over subcommittees**

Unless otherwise stipulated in the Terms of Reference for the subcommittee agreed to by the Governance Group, the Chair is to chair every meeting of any subcommittee of the Governance Group. When the Chair is absent, meetings are to be chaired by the Deputy-Chair or, if the Deputy-Chair is also absent, by an Executive member elected by those present to chair the meeting.

c) Mode of address for Chair

The person in the chair is to be addressed in such terms as denotes the office of that person, the choice of mode of address being as determined by that person.

4.1.4 Quorum at Meetings

a) Requirement for a quorum

“A meeting shall be duly constituted if a quorum is present whether or not all of the members present are voting or entitled to vote.” [s. 7, 23 (1) LGA]

b) Quorum to be present throughout meeting

“No business shall be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.” [s. 7, 23, (2) LGA]

c) Definition of quorum

The quorum:

- i) *At all General Meetings, ten (10) members present shall constitute a quorum. In the event that a quorum is not present within thirty (30) minutes after the advertised starting time of the meeting, it shall be abandoned. Abandoned General Meetings shall be reconvened on a date to be determined by the Governance Group, but within twenty-one (21) days of the abandoned General Meeting, and due notice shall be given of the new date. Reconvened meetings are to be held with, or without, a quorum, [s. 7, d) C] and*
- ii) *At a Governance Group meeting shall mean, “five (5) Governance Group members (not including vacancies)”, and*
- iii) *At a sub-committee shall mean, “Half the members (including vacancies) if the number of members is even and a majority if the number is odd. In the case of a committee meeting, other than a subcommittee, the quorum is to include at least two (2) members of the Governance Group unless the terms of reference of the committee, as agreed by the Governance Group, stipulates otherwise.” [s. 8, d), ii) C].*

4.1.5 Voting systems for certain appointments

a) Provisions for appointment of Chairs of committees

For the purposes of the appointment of the Chair (or “Chair”) of a subcommittee, the Governance Group (unless where otherwise directed) may, by resolution, determine that the person to be elected Chair be elected or appointed by a system of voting that requires that the person to be elected or appointed receive the votes of a majority of the membership of the Governance Group present and voting, and that requires that, where more than one round of voting is required, the least successful candidate in a round of voting shall not be a candidate in the next round of voting.

4.1.6 Appointment of Committees

a) Appointment of committees and subcommittees

The Governance Group may appoint standing committees, special committees and subcommittees as it considers appropriate, and a committee may appoint such subcommittees, as it considers appropriate, unless prohibited from doing so by the Governance Group.

b) Discharge or reconstitution of committees and subcommittees

The Governance Group may at any time discharge or reconstitute any committee or subcommittee.

c) Committees subject to direction of Governance Group

Any committee may, with the consent of the Governance Group, delegate any of the functions, duties or powers of the committee to any subcommittee appointed by the committee.

4.1.7 Powers of Delegations

a) **Delegations to committees**

The Governance Group may delegate to any committee or subcommittee any of its functions, duties, or powers for the purposes of efficiency and effectiveness in the conduct of the Association's business [s. 8, e), iii) C].

b) **Committee use of delegated powers**

Every committee to which any powers or duties are delegated may, without confirmation by the Governance Group, exercise or perform them in a manner and with the same effect as the Governance Group could itself have exercised or performed them.

c) **Delegation to subcommittees**

Any committee may, with the consent of the Governance Group, delegate any of the functions, duties or powers of the committee to any subcommittee appointed by the committee.

4.1.8 Membership of Committees and Sub-committees

a) **Appointment or discharge of committee members and subcommittee members**

The Governance Group may at any time appoint or discharge any member of a committee other than a subcommittee and unless directed otherwise by the Governance Group, a committee may at any time appoint or discharge any member of a subcommittee appointed by the committee. [s. 7, 30, LGA]

b) **Elected members on committees and subcommittees**

The Governance Group may appoint to any committee or subcommittee any person who is not a member of the Governance Group if, in the opinion of the Governance Group, that person has knowledge that will assist the work of the committee or subcommittee. However, no employee of the Association acting in the course of his or her employment may act as a member of any committee unless that committee is a subcommittee. At least one member of every committee, other than a subcommittee, shall be an elected member of the Governance Group.

- c) **Minimum numbers on committees and subcommittees**
“The minimum number of members of a Governance Group shall be three (3) persons, and the minimum number of members of a subcommittee shall be two (2) persons.” [s. 7, 31, LGA]
- d) **Tenure of committees**
Every committee shall, unless sooner discharged, be deemed to be discharged at the last day prior to the start of the elected period of the Governance Group members (i.e. 4th Monday in September of any given year).
- e) **Chair an ex-officio member**
The Chair of the Governance Group may be appointed an ex-officio member of any committee.

4.1.9 Proceedings not invalidated by vacancies or irregularities

- a) **Proceeding not invalidated by vacancies or irregularities**
No act, motion or proceedings of the Governance Group or of any person acting as a member of the Governance Group are invalidated in consequence of there being a vacancy in the membership of the Governance Group at the time of that act, motion or proceeding, or in the subsequent discovery that there was some defect in the election or appointment of any person so acting, or that he or she was or is incapable of being a member.

4.1.10 General Provisions as to Ordinary Meetings

- a) **Meetings to be held regularly**
The Governance Group shall hold meetings regularly or as are considered necessary for the good stewardship of the Association and its members [s. 8 e) C].

b) Notices to members of meetings

The Secretary (or their delegate) shall give notice in writing to each of the members of the Governance Group of the time and place appointed from time to time for the holding of each Ordinary meeting already scheduled and any Special/Extraordinary meetings no fewer than five (5) clear days prior to the meeting.

c) Agenda to be provided to members

In the case of each meeting to which Standing Order 4.1.10 b) applies, an agenda detailing the business to be brought before that meeting together with relevant attachments shall be made available to every member no fewer than five (5) clear days before the day appointed for the meeting.

d) Meetings not invalid because notice not received

No Ordinary, General or Special/Extraordinary meeting of the Association or Governance Group is invalid because:

i) Notice of that meeting was not received; or

ii) Was not received in due time,

by any member of the Governance Group unless it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care and the member concerned did not attend the meeting. Any member of the Governance Group may waive any requirement regarding the giving of notice of a meeting to that member.

4.1.12 Notification of Annual General Meeting to Members

a) Period for notice in writing

No fewer than three (3) weeks before the Annual General Meeting the Secretary (or their delegate) shall advertise the Annual General Meeting in a newspaper widely circulated in Glenfield. The notice shall also be prominently displayed in the Centre [s. 7a) C].

b) Cancellation and rescheduling of meetings

If it is necessary to cancel and/or reschedule a meeting, all reasonable effort will be taken to notify all members and the public as soon as is practicable.

4.1.13 Special/ Extraordinary Meetings

a) Special/Extraordinary meetings

Special/Extraordinary meetings of the Governance Group may be called by any Governance Group member to deal with matters that require shorter notice than available under the normal prescribed schedule of Ordinary meetings of the Governance Group.

b) Notification of Special/ Extraordinary Meetings

Notice of the time and place of the Special/ Extraordinary meeting and of the matters in respect of which the meeting is being called is to be given:

- i) To the Chair (or in their absence, the person chairing the meeting) prior to giving notice to all other members;
- ii) To every member of the Governance Group in writing.

4.1.14 Public at Ordinary Meetings, Access to Agenda, Agenda

a) Meetings normally to be closed

All meetings, other than the Annual General Meeting, of the Governance Group shall be closed to the public and news media. Members may attend but have no speaking or voting rights.

b) Information not to be available

All information included in the agenda to be considered by the Governance Group when the meeting is confidential to the Association.

c) Notification of Special/Extraordinary meetings

Where any Special/Extraordinary meeting of the Governance Group is called and notice of that meeting cannot be given in the manner required as appropriate for a scheduled meeting, the Secretary shall notify the meeting and the business to be transacted at the meeting in a manner as is considered reasonable in the circumstances.

d) Notification additional requirements

The Secretary is to make any other arrangement for the notification of meetings including Special/Extraordinary meetings as the Governance Group may from time to time determine.

e) Meetings not invalid because not publicly notified

No meeting of the Governance Group is invalid merely because that meeting was not notified in accordance with Standing Orders 4.14.3—4.14.4.

f) Availability of Agenda and Appendices

i) The agenda:

- Shall be available for inspection by Governance at the public offices of the Association; and
- Shall be accompanied by either –
 - The associated reports; or
 - A notice specifying the places at which the associated reports may be inspected.

ii) The associated reports shall be available for inspection by Governance at the public offices of the Association.

iii) Any Governance member may take notes from any agenda or report inspected by that member.

iv) Every Governance member who inspects an agenda or report made available and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable.

v) Where a meeting is a Special/Extraordinary meeting called pursuant to a resolution of the Governance Group, the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.

g) Agenda to be made available to ordinary members who attend the Annual General Meeting

Additional copies of the Annual General Meeting agenda and further particulars indicating the nature of the items to be discussed shall be available in sufficient numbers to enable any spare copies to be provided for members to take away with them on payment of the prescribed amount (if any).

h) List of Governance Group members available

The members of each committee are to be named on the relevant minutes.

i) Governance Members entitled to inspect minutes

Governance members are entitled without charge to inspect, take notes from, or receive copies of, minutes of any meeting or part of any meeting.

j) Requests for minutes of minutes in closed session

The Secretary shall consider any request for the minutes of a meeting or part thereof from which either members or the public were excluded (i.e. Part 2), as a request for official information in terms of the Local Government Official Information Meetings Act 1987, or the Privacy Act 1993, where appropriate.

4.1.15 Reasons to exclude Public

a) Lawful reasons to exclude ordinary members and public

The Governance Group may exclude the ordinary membership and the public from the whole or any part of the proceedings of any meeting.

b) Release of Confidential Information

The Governance Group may provide for the release to ordinary members and the public, information that has been considered confidential.

4.2 Meeting Procedures

4.2.1 Application of Standing Orders

a) All members to abide by standing orders

These standing orders shall, so far as applicable, extend to the proceedings of all Governance Group meetings including all subcommittee meetings.

b) Exclusions for meetings at which no resolutions or decision are made

For the avoidance of doubt, any provision of these standing orders relating to the making of decisions and the passing of resolutions shall not apply to any meeting of the Governance Group or any subcommittee of the Governance Group that has been properly constituted as a meeting at which no resolutions or decision are to be made.

4.2.2 Suspension of Standing Orders

a) Temporary suspension

The Governance Group may temporarily suspend one or more standing orders during a meeting by a vote of three-quarters of the members present and voting. The reason for the suspension and the specific order(s) suspended shall be stated in the resolution of the suspension.

4.2.3 Conduct at Meetings

a) Chair to decide

Any dispute on meeting procedure shall be settled by reference to "*Members' Meetings*" Second Edition by Mark von Dadelszen (2004, Lexis Nexis) If no provision or insufficient provision is made either in the Standing Orders or in "*Members' Meetings*", all points of order are to be decided by the Chair. Any member who refuses to obey any order or ruling of the Chair will be held guilty of contempt.

b) Chair rising

Whenever the Chair rises during a debate, any member then speaking or offering to speak is to be seated, and members are to be silent so that the Chair may be heard without interruption.

c) Speaking Rights

At any General Meeting, all members present shall be entitled to exercise a vote. The Parish and Council appointees shall have voting rights as if they were members [s. 7.1 C].

d) Granting of speaking rights to non-members

Leave may be granted upon request for a non-member to receive speaking rights at any meeting at which the motion is moved. In order for a non-member to be admitted to a confidential meeting, a motion to this effect must also be passed.

e) Members to speak in places and address the Chair

Members granted the right to speak at meetings are to address the Chair, and may not leave their place while speaking without the leave of the Chair.

f) Priority of speakers

When two or more members seek the right to speak, the Chair is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:

- i) Raise a point of order including any request to obtain a time extension for the previous speaker;
- ii) Move a motion to terminate or adjourn the debate; or
- iii) Make a point of explanation or request an indulgence of the Chair.

g) Speeches in English and Māori

A member may address the Chair in English or Māori. The Chair may order that a speech be translated and printed in another language. A member must give prior notice, no fewer than two (2) working days before the meeting, to the Chair if he or she intends to address the Chair in Māori, when the normal business of the Committee is conducted in English or in English when the normal business of the Committee is conducted in Māori.

h) Duration of meetings and time limits

All Ordinary or Special meetings shall continue until the completion of business on the agenda for the meeting. However, where any meeting has continued for more than six hours or beyond 10.30 p.m., any business on the agenda not dealt with shall be adjourned to the next Ordinary meeting or Special meeting, unless a motion is passed to extend the meeting.

j) Reporting of meetings

When a meeting of the Governance Group is open to the public, the following provisions shall apply:

- i) Bona fide members of the news media (including newspaper, web, radio and television) shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.
- ii) Any member of the public who is not a bona fide member of the news media shall obtain the consent of the meeting to the use of visual recording devices.
- iii) Any recording of meetings shall be carried out in an unobtrusive manner, and shall not be distracting to members.

- iv) Any recording of meetings shall be notified to the Chair at the commencement of the meeting.
- k) **Disorderly members to withdraw**
Members called to order by the Chair are to resume their seats and/or stop speaking, as the case may be. Should any member refuse to obey, such member may be directed by the Chair to withdraw from the meeting. Upon such direction, any such member is to withdraw and shall not be permitted to return during the meeting, or any period of that meeting that the Chair may determine.
- l) **Members not to be disrespectful**
No ordinary member or member of the Governance Group at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the Governance Group or Association, any other member, or any Officer or Employee of the Association. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the Association, its Governance Group or its Staff.
- m) **Retraction of, or apology for, offensive or malicious language**
The Chair may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.
- n) **Withdrawal from meeting**
Any member who refuses to withdraw the expression or apologise, if required by the Chair, can be directed to withdraw from the meeting for a time specified by the Chair.
- o) **Disorder in meeting**
The Chair may require any member whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chair.
- p) **Adjournment of meeting following disorder**
Should the disorder continue, the Chair shall have the right to adjourn the meeting for a time specified by the Chair. At the end of that period, the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chair may also take such action in relation to disorder from other sources or in the event of an emergency.

q) Contempt to be recorded in minutes

Where the meeting resolves to find the member in contempt, that resolution shall be recorded in the minutes.

r) Removal from meeting

If any member who is required in accordance with a Chair's requirement to leave the meeting refuses or fails to do so, or having left the meeting attempts to re-enter without the permission of the Chair, any Police Officer may, at the Chair's request, remove or exclude the member from the meeting.

4.2.4 Quorum at Meetings

a) Requirement for a quorum

A meeting shall be duly constituted if a quorum is present whether or not all of the members present are voting or entitled to vote.

b) Quorum to be present throughout meeting

No business shall be transacted at any meeting unless a quorum of members is present during the whole of the time at which the business is transacted.

c) Definition of quorum

The quorum at any ordinary Governance Group meeting shall consist of five (5) members.

d) Quorum at subcommittee meetings

Unless otherwise stated in a subcommittee's terms of reference and agreed upon by the Governance Group, the quorum at any meeting of a subcommittee:

- i) Shall be fewer than two (2) members of the subcommittee, as determined by the Governance Group; and
- ii) In the case of a subcommittee, shall include at least one member of the Governance Group.

4.2.5 Failure of a Quorum

a) Meeting lapses if no quorum

If a meeting is short of a quorum at its commencement or falls short of quorum, the business is to stand suspended and, if no quorum is present within 15 minutes, the Chair is to vacate the chair and the meeting shall lapse.

b) Lapsed business

The business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next Ordinary meeting unless an earlier meeting is fixed by the Chair and notified by the Deputy Chair.

c) Minutes to record failure to quorum

If a meeting lapses due to failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded by the Secretary.

4.2.6 Leave of Absence and Apologies

a) Granting leave of absence

The Governance Group may grant leave of absence to a Governance Group member from an ordinary Governance Group meeting or other meetings of the Association or its subcommittees upon application by the member.

b) Apologies at meetings

If a Governance Group member has not obtained leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the Governance Group. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.

c) Recording of apologies

The Chair of each meeting will invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the meeting will be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of members.

d) Absence without leave

An extraordinary vacancy shall be created where any Governance Group member is absent without leave of the Governance Group for more than four three (3) meetings.

4.2.7 Order of Business

a) Adoption of order of business

The Governance Group is required to adopt an order of business that shall normally apply at ordinary meetings and may vary from time to time.

b) Agenda/Order Paper

The Secretary, in consultation with the Chair, is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting, the business is to be dealt with in the order in which it stands on the agenda unless the meeting or the Chair accord precedence to any business set down on the agenda for consideration.

c) Chair's report

The Chair shall, by report, have the right to direct the attention of the Governance Group to any matter or subject within the role or function of the Governance Group.

d) Minor ("late") items not on the agenda may be discussed

Subject to 4.2.7a, where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

- i) The Governance Group by resolution so decides; and
- ii) The presiding member explains at the meeting at the time when it is open to the public:
 - The reason why the item is not on the agenda; and
 - The reason why the discussion of the item cannot be delayed until a subsequent meeting.

Where an item is not on the agenda for a meeting:

- i) That item may be discussed at that meeting if:

- That item is a minor matter relating to the general business of the Governance Group; and
 - The presiding member explains at the beginning of the meeting, that the item will be discussed at the meeting; but
 - ii) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the Governance Group for further discussion.
- e) **Chair's Recommendation**
- The Chair of any meeting may include on the Agenda for that meeting a Chair's recommendation regarding any item brought before the meeting.

4.2.8 Rules of Debate

- a) **Reserving speech**
- A Governance Group member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.
- b) **Irrelevant matter and needless repetition**
- In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chair's ruling is final and not open to challenge.
- c) **Limitation on speakers**
- If three (3) speakers have spoken consecutively in support of, or in opposition to a motion, the Chair may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion shall be put. Members speaking shall, if so called upon by the Chair, announce whether they are speaking in support of, or against the motion or amendment being debated.
- d) **Taking down words**
- When any member objects to words used and desires them to be recorded in the minutes, the Chair may so order them to be recorded, provided such objection is made at the time the words were used and not after any other members have spoken.

e) Reading of speeches

Members shall not read their speeches, except with the permission of the Chair, but may refresh their memory by reference to notes.

f) Time limits on speakers

The following time limits apply to members speaking at Association meetings, unless extended by a majority vote of members present:

- i) The Chair when explaining any motion, ten (10) minutes;
- ii) Movers of motions when speaking to the motion, five (5) minutes;
- iii) Movers of motions, when exercising their right of reply, five (5) minutes;
- iv) Other members, not more than five (5) minutes.

g) Member speaking more than once

A member may not speak more than once to a motion, save that this order shall not apply to meetings of subcommittees.

h) Restating of motion

Members may request the Chair to restate the motion for their information at any time during the debate, but not so as to interrupt.

i) Right of reply

The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the Chair has intimated his or her intention to put the motion, no other member of the Governance Group or Ordinary membership may speak on the motion. Movers in reply are not to introduce any new matter and shall confine themselves strictly to answering previous speakers.

j) When right of reply may be exercised

The right of reply is governed as follows:

- i) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;

- ii) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion, provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.

NOTE – A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has the right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.

k) Speaking only to relevant matters

Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by them, or upon a point of order arising out of debate, but not otherwise.

l) Personal explanation

Notwithstanding Standing Order 4.2.8 g), members may make a personal explanation with the permission of the Chair, but such matters may not be debated.

m) Explanation of previous speech

With the permission of the Chair, a member who has already spoken may give explanation of some material part of a previous speech in the same debate, but new matter may not be introduced.

4.2.9 Motions and Amendments

a) Motions to be in the affirmative

All motions are to be stated in the affirmative.

b) Requirement for a seconder

All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chair shall state the matter raised and propose it for discussion.

c) Withdrawal of motions and amendments

Once motions or amendments have been seconded and put to the meeting by the Chair, they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is withdrawn or lost.

d) Substituted motion by amendment

The meeting may allow a motion, which is subject to an amendment to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.

e) Motions in writing

The Chair may require movers of motions or amendments to provide them in writing signed by the mover.

f) Motions expressed in parts

The Chair or any Governance Group member may require a motion expressed in parts to be decided part by part.

g) Alteration once moved

When a motion has been moved and seconded, then proposed by the Chair for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a committee or subcommittee who desires to amend any item in the report may also propose or second an amendment.

h) Amendments and motions not seconded

Amendments and motions that are proposed but not seconded are not in order and are not entered in the minutes.

i) Further amendments

No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the Chair of their intention to move further amendments and the tenor of their content.

j) Where amendment lost

Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments that were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

k) Where amendment carried

Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in debate, may then propose a further amendment.

l) Amendments relevant

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment that has been lost.

m) Direct negatives not allowed

No amendment that amounts to a direct negative is to be allowed which, if carried, would have the same effect as negating the motion.

n) Procedure until resolution

The procedures in Standing Orders 4.2.8 and 4.2.9 shall be repeated until a resolution is adopted.

o) Flow chart of motions and amendments

A flow chart illustrating the process regarding motions and amendments is included in the Appendix.

p) Revocation or alteration of resolutions

A notice of motion for the revocation or alteration of all or part of a previous resolution of the Governance Group is to be given to the Secretary by the Governance Group member intending to move such a motion.

i) Such notice is set out:

- The resolution or part thereof which it is proposed to revoke or alter;
- The meeting date when it was passed; and
- The motion, if any, that is intended to be moved in substitution thereof.

- ii) Such notice is to be given to the Secretary at least five (5) clear working days before the meeting at which it is proposed to consider such a motion and it is to be signed by no fewer than one third of the Governance Group members, including vacancies.
- iii) The Secretary shall then give members at least two (2) clear working days' notice in writing of the intended motion and of the meeting at which it is proposed to move such.

q) Restriction on action to be taken on previous resolution

Where a notice of motion has been given in terms of Standing Order 4.2.9 p), no action that is irreversible shall be taken under the resolution that is proposed for revocation or alteration until the proposed notice has been dealt with by the Association, provided that if, in the opinion of the Chair:

- i) The practical effect of the delay would be equivalent to a revocation of the resolution, or if;
- ii) By reason of repetitive notices the effect of the notice is an attempt by a minority to frustrate the will of the Association.

Then, in either case, action may be taken as though no such notice to the Secretary had been given or signed.

r) Revocation or alteration of resolution at same meeting

If, during the course of a meeting of the Association, fresh facts or information is received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of three-quarters of the members then present and voting.

s) Governance Group may revoke or alter any previous resolution

The Governance Group may, on a recommendation contained in a report by the Chair or Deputy Chair, or the report of any subcommittee, revoke or alter all or part of resolutions previously passed at meetings. At least two (2) clear working days' notice of any meeting to consider such a proposal shall be given to members accompanied by details of the proposal to be considered.

t) Restating the motion

The Chair may, immediately prior to any division being taken, request the Secretary to restate the motion upon which the division is to be taken.

u) No speakers after reply or question put

Members shall not speak on any motion once the mover has commenced replying or where the Chair has commenced putting the question.

v) Reflections on resolutions

In speaking in any debate, no member shall unduly criticise the validity of any resolution of the Association or Governance Group except by notice of motion to amend or revoke the same.

w) Motion is decided by voice, unless a division is requested

A motion is decided by voice, unless a division is requested.

4.2.10 Notices of Motion

a) Notices of motion to be in writing

Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the Secretary at least five (5) clear working days before such meeting.

b) Refusal of notice of motion

The Chair may direct the Secretary to refuse to accept any notice of motion that:

- i) Is disrespectful or which contains offensive language or statements made with malice; or
- ii) Is not related to the role or functions of the Association or its Governance Group; or
- iii) Contains an ambiguity or a statement of fact or opinion that cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirement as the Secretary may make; or
- iv) Is concerned with matters that are already subject of reports or recommendations from committee to the meeting concerned.

c) Mover of notice of motion

Notices of motion shall not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

d) Alteration of notice of motion

Only the mover with the consent of the meeting may alter a notice of motion. No member other than the mover of the notice of motion can move an amended motion.

e) When notices of motion lapse

Notices of motion not moved on being called for by the Chair shall lapse.

f) Referral of notices of motion to subcommittees

The Secretary may refer any notice of motion referring to any matter ordinarily dealt with by a subcommittee of the Governance Group to that subcommittee. Where such notices are so referred, the mover of the motion shall, if not a member of the subcommittee, have the right to move that motion, and of reply, as is a subcommittee member.

4.2.11 Repeat Notices of Motion

a) First repeat where notice of motion rejected

When a motion that is the subject of a notice of motion has been considered and rejected by the Governance Group, no similar notice of motion which, in the opinion of the Chair, is substantially the same in purport and effect shall be accepted within the next six (6) months unless signed by no fewer than one third of all Executive members, including vacancies.

b) Second repeat where notice of motion rejected

If such a repeat notice of motion as provided for in Standing Order 4.2.11 a) is also rejected by the Governance Group, any further notice prior to the expiration of the original period of six (6) months needs to be signed by a majority of all Executive members including vacancies.

c) No repeats where notice of motion agreed

Where a notice of motion has been considered and agreed by the Governance Group, no notice of any other motion that is, in the opinion of the Chair, to the same effect may be put again whilst such original motion stands.

4.2.12 Procedural Motions to Terminate or Adjourn Debate

a) Members may move procedural motions to terminate or adjourn debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking:

- i) That the meeting be adjourned to the next ordinary meeting, unless an alternative time and place is stated; or
- ii) That the item of business being discussed be adjourned to a time and place to be stated; or
- iii) That the motion under debate be now put (a “closure motion”); or
- iv) That the meeting move directly to the next business, superseding the item under discussion; or
- v) That the item of business being discussed does not lie on the table, and not be further discussed at that meeting; or
- vi) That the item of business being discussed be referred (or referred back) to the relevant subcommittee of the Governance Group.

b) Chair may accept closure motions

The Chair may accept a closure motion if there have been no fewer than two (2) speakers for and two (2) speakers against the motion, or, if there are no such speakers, in the Chair’s opinion, it is reasonable to do so.

c) Procedural motions to terminate or adjourn debate to take precedence

Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and will, if seconded, be put to the vote immediately without discussion or debate.

d) Voting on procedural motions to terminate or adjourn debate

All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any member within the next fifteen (15) minutes.

- e) **Closure motion to be put if no further speaker**
Notwithstanding Standing Order 4.2.12 d), a closure motion shall be put if there is no further speaker in the debate.
- f) **Closure motion on amendment**
When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.
- g) **Right of reply following closure**
If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply and the motion or amendment under debate is then to be put.
- h) **Debate of items previously adjourned**
The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.
- i) **Adjourned items taken first**
Adjourned items of business are to be taken first at the subsequent meeting in the class of Matters Arising.
- j) **Other business not superseded**
The carrying of any motion to adjourn a meeting will not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.
- k) **Referral or referred back to subcommittee**
Business referred, or referred back, to a specified subcommittee is to be considered at the next ordinary meeting of that subcommittee, unless otherwise specified.
- l) **Table of procedural motions**
A table of procedural motions is included in the Appendix.

4.2.13 Points of Order

- a) **Members rising to points of order**
Any member may rise to speak to a point of order upon any breach of these standing orders and the member previously speaking is to be seated and stop speaking.

b) Stating subject matter of point of order

The member rising is to state without explanation precisely the subject matter of the point of order.

c) Points of order during division

No point of order shall be raised during a division except by the permission of the Chair.

d) Types of points of order

The following are recognised as substance for points of order:

- i) Where disorder is drawn to the attention of the Chair; or
- ii) Use of disrespectful, offensive or malicious language; or
- iii) Discussion of a question not before the Governance Group; or
- iv) Misrepresentation of any statement made by an Ordinary member or Governance Group member or by an officer or employee of the Association; or
- v) The breach of any standing order; or
- vi) Request that words objected to be recorded in the minutes.

e) Contradiction not point of order

Rising to express a difference of opinion or to contradict a statement of a previous speaker does not constitute a point of order.

f) Decision of Chair final

The Chair may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the Chair upon any points of order is not open to any discussion and shall be final.

4.2.14 Voting

a) Decisions to be decided by majority votes

All acts of the Governance Group are to be done and all questions before the Governance Group are to be decided at a meeting by the majority of such members as are present and vote thereon, except as otherwise provided for in these standing orders.

b) Chair to have casting vote

The Chair at any meeting has a deliberative vote and, in case of equality of votes, also has a casting vote.

c) Chair abstains from casting vote

Where the Chair declines to use their casting vote, the motion is considered to have lapsed.

d) Open voting

Every question coming before the Governance Group shall be decided by a show of hands in open voting except in case of Standing Order 4.2.14 e).

e) Secret Ballot

Where the Governance Group must make a decision that may be controversial and the Chair considers that some members may have a conflict of interest, provision shall be made for the vote to be taken in terms of a written secret ballot, to be counted by an impartial member. Executive members shall be allowed to ask for this to occur.

f) Members may abstain

Any member may abstain from voting, and have their abstention recorded in the minutes if so requested by the member.

g) Method of voting

The method of voting shall be as follows:

- i) The Chair in putting the motion shall call for an expression of opinion by a show of hands, the result of which, as announced by the Chair, shall be conclusive unless such announcement is questioned immediately by any member, in which event the Chair shall call a division.
- ii) The Chair or any member may call for a division instead of taking a show of hands.

h) Proxy Voting

Where a Governance Group member is absent from an ordinary meeting of the Governance Group, they may exercise a proxy vote providing:

- i) The proxy is in writing and signed by the Executive member, or in the case of a Collective position, by all members of the Collective; and

- ii) It relates to a specific Agenda item, that is listed; and
 - iii) It is handed to the Chair at the beginning of the meeting when Apologies are called for or has been passed to the Secretary prior to the meeting after the Agenda has been posted; and
 - iv) It is noted as a proxy vote by the Chair and recorded as such in the Minutes relating to the particular Agenda item.
 - v) Where a proxy is accepted by the Chair and the Agenda item is not considered by the Secretary as being of an urgent nature, the Governance Group will defer the matter to a subsequent meeting, so that all members can discuss the matter in person.
- i) Division**
When a division is called, the Secretary shall take down the names of the members voting for and against the motion and abstentions and proxies and is to hand the list to the Chair who shall declare the result.
- j) Second division**
The Chair may call a second division where there is confusion or error in the original division, unless the same can be otherwise corrected.
- k) Pecuniary or conflict of interest**
No members shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary or conflict of interest as defined in law, other than an interest in common with the public [s. 6 (1), Local Authorities (Members' Interests) Act 1968].
- l) Declaration of pecuniary or conflict of interest**
Every member present when any matter is raised on which they directly or indirectly have a pecuniary or conflict of interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such member from both discussion and voting on the item is to be recorded in the minutes [s. 6 (5), Local Authorities (Members' Interests) Act 1968].
- m) Pecuniary or conflict of interest a reason for leaving room**
Members who have declared a pecuniary or conflict of interest in matters to be discussed under Standing Order 4.2.14 k), should consider leaving the meeting room for the full duration of discussion on such matters.

4.2.15 Qualified Privilege

a) **Qualified privilege relating to agenda and minutes**

Where a meeting of the Association or Governance Group is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes shall be privileged unless the publication is proved to be made with ill will or taking advantage of the publication [s. 52, Local Government Official Information and Meetings Act 1987].

b) **Qualified privilege relating to oral statements**

Any oral statement made at any meeting of the Executive in accordance with the rules that have been adopted by the Governance Group for the guidance and order of its proceedings shall be privileged, unless the statement is proved to be made with ill will or taking advantage of the publication.

c) **Qualified privilege additional to any other provisions**

The privilege conferred by Standing Order 4.2.15 b) is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of the Governance Group.

4.2.16 Maintenance of Public Order at Meetings

a) **Chair may require members of the public to leave meeting**

The Chair presiding at any meeting of the Association may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of any member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain [s. 50, Local Government Official Information and Meetings Act 1987].

b) **Removal of members of public**

If any member of the public who is required in accordance with Standing Order 4.2.16 a) to leave a meeting refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chair, any Police Officer may, at the request of the Chair, remove or exclude that member of the public from the meeting.

4.2.17 Minutes of Proceedings

a) Minutes to be evidence of proceedings

The Association, its Governance Group and subcommittees shall keep minutes of all its proceedings, and minutes of proceedings duly entered and authenticated as prescribed by the Association shall be prima facie evidence of those proceedings. [s. 7, 28, 2), LGA]

b) Keeping of minutes

The Secretary will ensure that the minutes of meetings are kept. The minutes shall record the date, time and venue of the meeting; the names of those members and officers present; identification of the Chair; apologies tendered; arrival and departure times; any failure of a quorum; a list of speakers under public forum and the topics they cover; a list of items considered; resolutions pertaining to those items; any objections to words used; all divisions taken; names of any members abstaining from voting when requested; declarations of pecuniary or conflict of interest; contempt; censure and removal of members; resolutions to exclude members of the public; and the time that the meeting concludes or adjourns.

c) No discussion of minutes

No discussion shall arise on the substance of minutes at the succeeding meeting, except as to their correctness.

4.2.18 Minute Books

a) Inspection of minute books

The minute books of the Association, its Governance Group, and subcommittees, shall be kept by the Secretary and be open to inspection by the duly nominated Auditors and legal representatives of the Association.

4.2.19 Deputations and Presentations

a) Deputations where heard

The Governance Group or any of its subcommittees may receive deputations provided an application for admission setting forth the subject has been lodged with the Secretary at least five (5) working days before the date of the meeting concerned and has been subsequently approved by the Chair. The Chair may refuse requests for deputations that are repetitious or offensive.

b) Urgency or major interest

Notwithstanding Standing Order 4.2.19 a), where in the opinion of the Chair the matter that is the subject of a deputation is one of urgency or major interest to the ordinary members, the Chair may determine that the deputation be received by the Governance Group.

c) Deputations and presentations in English or Māori

A deputation or presentation to the Governance Group or a subcommittee may be in English or Māori. Prior arrangement with the Chair should be sought at least five (5) working days before the meeting if the address is not in English. The Chair may order that any speech or document presented be translated and/or printed in another language.

d) Procedures for deputations

Except with the approval of the Governance Group or subcommittee, not more than two (2) members of a deputation may address the meeting. After a presentation is received, members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon or discuss the subject until the deputation has completed making its submissions and answering questions (see Standing Order 4.2.15 b) regarding qualified privilege).

e) Termination of presentation if disrespectful

The Chair may terminate a presentation in progress that is disrespectful or offensive, or where the Chair has reason to believe that statements have been made with malice (see Standing Order 4.2.15 a) regarding qualified privilege).

f) Time limit on presentation

Unless the meeting determines otherwise in any particular case, a limit of ten (10) minutes is placed on a speaker making a presentation or five (5) minutes each if there are two members of the deputation addressing the meeting.

4.2.20 Petitions

a) Form of petitions

Every petition presented to the Association or Governance Group or to any of its subcommittees must comprise fewer than 500 words and not be disrespectful, nor use offensive language or make statement made with malice (see Standing Orders 4.2.15 a), b) regarding qualified privilege).

b) Petition where presented by members

Any member of the Association or Governance Group who presents a petition on behalf of the petitioners is to confine him or herself to reading the petition and statement of the parties from which it comes, and the number of signatures attached to it.

c) Petition in English or Māori

A petition presented to the Association or Governance Group or any of its subcommittees may be in English or Māori. Prior arrangement with the Chair should be sought at least five (5) working days before the meeting if the petition is not in English. The Chair may order that the petition be translated and/or printed in another language.

d) Petition where presented by petitioner

Where a petition is presented by a petitioner, unless the Governance Group determines otherwise, a limit of five (5) minutes is placed on that person (see Standing Orders 4.2.19 f) regarding deputations and presentations). If the Chair has reason to believe that the petitioner is disrespectful or offensive, or has made statements with malice, the Chair will terminate presentation of the petition (see Standing Orders 4.2.15 regarding qualified privilege).

4.2.21 Questions

a) Questions to officers during debate

In the course of any debate of the Governance Group or its subcommittees, any member may, at the Chair's discretion, ask any question of the relevant Officer on any matter under debate. Such questions are to be directed through the Chair.

5 Audience:

Members, Executive, Governance

6 Relevant Legislation:

Local Government Act 2002 (LGA)

Local Government Official Information and Meetings Act 1987 (LGOIMA)

Local Authorities (Members' Interests) Act 1968 (LGA)

Privacy Act 1993 (PA)

7 Related procedures / documents:

Glenfield Community Centre Inc. Constitution (September 2015) (C)

Members' Meetings in New Zealand (Second Edition), by Mark von Dadelszen, 2004 (M)

8 Document Management Control:

| | |
|------------------------|--------------------------|
| Document #: | SO1 |
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Appendix: Meeting Procedure Chart

| MEETING PROCEDURE CHART | | | | | | | | | | |
|---|---|----------------------------------|-----------------|---------------------|---|------------------------------------|---------------------------|--|--|---|
| | Interrupt Speaker? | Can Chair Refuse? | Require Second? | Amenable? | Debatable? | Previous Speaker Entitled to Move? | Right of Reply for Mover? | Can it be Moved Again if Lost? | If Another Procedural Motion Already Moved — | If Substantive Amendment Being Debated — |
| Temporary Disposal of Business | | | | | | | | | | |
| 1. "That the matter be referred to a committee." (Reference Motion) | NO | NO | YES | YES—as to details | YES | NO | YES | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, original substantive motion and amendment referred to committee |
| 2. "That the debate be adjourned." | NO | NO | YES | YES—as to details | YES | NO | YES | YES (after 15 minutes) | If carried, debate on substantive and procedural motion adjourned | If carried, debate on substantive motion and amendment adjourned |
| 3. "That the meeting be adjourned." (Adjournment Motion) | NO | NO | YES | YES—as to details | YES | YES | YES | YES (after 15 minutes) | If carried, debate on substantive and procedural motion adjourned | If carried, debate on substantive motion and amendment adjourned |
| 4. "That the motion/question lie upon the table." (Tabling Motion) | NO | YES | NO [Yes] | NO | NO | NO | NO | NO | Motion out of order | If carried, substantive motion and amendment laid on table |
| Permanent Disposal of Business | | | | | | | | | | |
| 5. "That the question be now put." (Closure Motion) | YES [No] | YES | NO [Yes] | NO | NO | NO | NO | YES (after 15 minutes) | If carried, only procedural motion is put to vote | If carried, only amendment is put to vote |
| 6. "That the previous question be now not put." (Previous Question) | NO | NO | YES | NO | YES—including original motion | NO | NO | NO—as motion to which it applies must be put immediately | Motion out of order | Motion out of order |
| 7. "That the meeting proceed to the next business." | NO | YES | NO | NO | NO | NO | NO | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, amendment deemed lost |
| 8. "That the motion/amendment be withdrawn." | NO | YES | NO [Yes] | NO | NO | NO | NO | YES (after 15 minutes) | If carried, procedural motion deemed lost | If carried, amendment deemed withdrawn |
| Miscellaneous | Only if it affects speaker | YES | NO | YES—as to time only | NO | YES | NO | NO | N/A | N/A |
| 9. Time limit motions | Yes if urgent | NO | NO | YES | BRIEFLY [Not to change order of business] | YES—at Chair's discretion | YES | YES | N/A | N/A |
| 10. Other procedural motions | | | | | | | | | | |
| 11. Call for a quorum | YES | NO | NO | NO | NO | YES | NO | YES | Takes precedence | Takes precedence |
| 12. Point of order | YES | NO—but may rule against | NO | NO | YES | YES | NO | N/A—but Chair's ruling can be subject of appeal to floor | Takes precedence to all but call for a quorum | Takes precedence to all but call for a quorum |
| 13. "That the Chair's ruling be dissented from." (becomes "That the Chair's ruling be upheld.") | NO—must be moved immediately after ruling | NO [May not be able to be moved] | NO | NO | NO—except possibly mover and Chair | YES | NO | NO | Takes precedence to all but call for a quorum | Takes precedence to all but call for a quorum |
| 14. Personal explanation | NO | NO | NO | NO | NO | YES | NO | N/A | Takes precedence to all but quorum, point of order, and dissent motion | Takes precedence to all but quorum, point of order, and dissent motion |
| 15. Questions | NO | YES | NO | NO | NO | YES | NO | N/A | N/A | N/A |