



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

PHONES: 4929 3441 – 4929 1307  
FAX: 4929 1699  
EMAIL ADDRESS: [ndba@pacific.net.au](mailto:ndba@pacific.net.au)  
WEBSITE: [www.ndba.com.au](http://www.ndba.com.au)

ADDRESS ALL CORRESPONDENCE TO:  
PO BOX 2199, DANGAR 2309

## NDBA ADVISORY COMMITTEE PAMPHLET NO.5

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### RULES OF DEBATE

#### 1. QUORUM

The Quorum for all meetings conducted within a Club should be prescribed in the Constitution or By-Laws of the Club.

#### 2. ORDER OF BUSINESS

The order of business shall follow the agenda set down prior to a meeting by the Chief Executive Officer, Hon. Secretary, President or Chairman.

#### 3. SUSPENSION OF STANDING ORDERS

Motions should be taken in the order in which they appear on the agenda. These cannot be taken out of order unless the meeting agrees. Should a matter of urgency arise or an agenda item considered beneficial to be dealt with earlier in the meeting rather than later in the agenda, as set down, a Member may move “Suspension of Standing Orders” to allow the item(s) to be discussed. This would normally be considered by the Chairman by gaining agreement with the meeting to do so. On completion gain agreement to “Resume Standing Orders” and continue with the set down agenda items.

#### 4. CONDUCT OF SPEAKERS

- (a) Any member wishing to speak should stand and address the Chairman.
- (b) Questions addressed to Members of the Board or other Members present shall be put through the Chairman.
- (c) Each Member has the right to speak once to any motion or amendment with the exception of the Mover who should have a right of reply. This is subject to the closure and also the Chairman’s discretion.
- (d) The Chairman has the right to determine the order in which intending speakers wish to address the meeting. If two or more speakers rise, the Chairman shall call on the first one observed by him to speak. It is the Chairman’s decision to choose speakers alternately supporting and opposing a motion.
- (e) Every speaker must keep to the question before the meeting, any Member who digresses from the subject may be “Called to Order” by the Chairman or by a Member taking “A Point of Order”.

#### 5. CHAIRMAN’S RULING

The Chairman’s Ruling on all points of order and procedures shall be final unless a motion is moved, seconded and carried “that the Chairman’s Ruling be disagreed with”. The Member may speak briefly in support of the motion, the Chairman explains why his ruling was given. The Chairman takes the vote.

## **6. MOTIONS & AMENDMENTS**

- (a) If possible all motions and amendments (except formal motions) should be in writing signed by the proposer and seconder. They should be clearly expressed and capable of only one interpretation. If no seconder is found the motion or amendment lapses.
- (b) A motion or amendments must be moved and seconded to allow discussion to take place, but the seconder need not support or vote for the proposal.
- (c) The seconder of a motion or amendment may reserve their speech to a later stage of the debate.
- (d) No motion or amendment which has been moved and seconded shall be withdrawn without the consent of the meeting. The motion for withdrawal shall be unopposed.
- (e) By permission of the Chairman, a Member may speak briefly in personal explanation of their own previous statement, but must keep strictly to the point which has been misunderstood. Their explanation must not interrupt another speaker.
- (f) When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the original motion. When possible, not more than one amendment should be before the meeting at the same time.
- (g) An amendment must be relevant to the question so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
- (h) No person may move or second more than one amendment to the original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
- (i) An amendment may not be moved or seconded by any person who has already spoken to the original motion or to the original motion or to a previous amendment.
- (j) The mover of a motion which is opposed may reply to the arguments raised before the motion is put, but they may not introduce any new matter. Their reply ends the debate.
- (k) If the first amendment is negated the original motion again becomes open to amendment.
- (l) If the first amendment is carried the motion as amended becomes the substantive motion. When a substantive motion is put to the meeting and carried, it becomes the resolution.
- (m) No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.
- (n) Amendments may be moved to motions on notice provided they do not materially alter the notice and can involve the Club in no general obligation than the notice specifies.
- (o) No motion can be accepted by the Chairman which is the same in effect as one already negated except on a notice of motion.
- (p) When a resolution has been adopted, no motion to rescind that resolution should be put at the same meeting, a new date and meeting should be established to give members a period to consider the rescission of a motion.
- (q) If a resolution is passed inadvertently in contravention to the Constitution of a Club, it automatically becomes null and void.

## **7. FORMAL MOTIONS**

- (a) “That the question be now put” (Closure). Terminates discussion and puts matter to the vote. No seconder or discussion is necessary. The speaker can be interrupted with this motion.
- (b) “That the meeting be adjourned”. Stops further debate for the time being. A seconder is usually required and discussion is in order. Mover must wait until a speaker finishes.
- (c) “That the question be not now put” (Previous Question). Prevents vote being taken on a particular motion. A seconder is usually required and discussion is in order. Mover must wait until a speaker finishes.
- (d) “That the meeting proceed to the next business”. Terminates discussion and prevents matters being put to the vote. No seconder or discussion necessary. Mover must wait until speaker finishes.
- (e) “That the debate be adjourned”. Postpones discussion on a particular subject. A seconder is usually required and discussion is in order. Mover must wait until speaker finishes.
- (f) “That the question lie on the table”. Meeting then proceeds to next business. No seconder or discussion is necessary. Mover must wait until speaker has finished.
- (g) Point of Order – for example “That the speaker’s time limit has expired”. Draws chairperson’s attention to an irregularity in proceedings. Must be made immediately it occurs and therefore the speaker can be interrupted. The Chairperson has discretion to accept or refuse these and other formal motions.

## **8. VOTING**

Voting shall be by the voices or by show of hand, or voting cards as per the Club or Association Constitution.

## **9. CASTING VOTE**

The Chairman shall have a deliberative vote. They shall also have a casting vote if the Constitution grants the person to do so, but is not bound to exercise either a deliberative or casting vote. Where voting is equal he may declare the motion ‘Not Carried’. This will not debar the motion from being debated again at the next meeting.

## **10. ORDINARY AND SPECIAL RESOLUTIONS**

Refer to Clubs NSW Director’s Guide current addition for definitions and application.