

STANDING ORDERS

FOR

THE AUSTRALIAN MEDICAL STUDENTS' ASSOCIATION LIMITED

ACN 079 544 513

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1. Version

- 1.1 These Standing Orders were circulated for temporary trial at the Second Council Meeting in 2014 and Members resolved to adopt them effective 13 July 2014.

2. General terms

- 2.1 General terms specified in AMSA's Constitution, its associated Regulations and By-Laws, and their appendices also apply to these Standing Orders:

- 2.1.1 to an extent which is reasonable; and
- 2.1.2 where such application is not inconsistent with the document or its meaning.

3. Interpretation

- 3.1 The interpretation of these Standing Orders, their appendices, and any other relevant documents will be conducted as specified in Part 7 Clause 59 of the Constitution:

- 3.1.1 to an extent which is reasonable;
- 3.1.2 where such application is not inconsistent with the document or its meaning; and
- 3.1.3 with the final interpretation being that of the Chair as specified in Part 2 Clause 6 pursuant to Part 4 Clause 18.2 of the Constitution.

- 3.2 In these Standing Orders:

'Chair' means the person chairing the relevant meeting under Part 2 Clause 6;

'Clerk' has the same meaning as 'secretary' and 'clerk' in RONR;

'Constitution' means the Constitution of The Australian Medical Students' Association Limited (ACN 079 544 513);

'Council Meeting' has the same meaning as in the Regulations and By-Laws;

'Guest' has the same meaning as in the Regulations and By-Laws;

'Member of the Company' has the same meaning as **'Member'** in the Regulations and By-Laws, while **'member'** has the same meaning as 'member' in RONR, and includes Members of the Company, Observers, and Guests;

'Observer' has the same meaning as in the Regulations and By-Laws;

'Regulations and By-Laws' means the Regulations and By-Laws of The Australian Medical Students' Association Limited (ACN 079 544 513); and

'RONR' means *Robert's Rules of Order Newly Revised*, 11th edition.

4. Scope

4.1 These Standing Orders shall apply to all meetings of The Australian Medical Students' Association Limited, including, without limitation, general meetings, committee meetings, Council Meetings, Executive meetings, Board meetings, and Directors' Committee meetings.

5. Robert's Rules

5.1 Except where expressly replaced by these Standing Orders, meetings will be conducted according to the rules laid out in RONR:

5.1.1 to an extent which is reasonable; and

5.1.2 where such application is not inconsistent with these Standing Orders or their meaning.

6. Chair

6.1 Unless an express resolution to the contrary is made, meetings will be chaired by their elected chairperson or authorised delegate.

6.2 The Chair may be defeated by a privileged motion 'that a new chair be sought' and upon resolution by a two-thirds supermajority of members.

7. Minutes

7.1 Minutes of a meeting will be produced by the Clerk with adequate time for review by members before the next meeting, and no later than 30 days after the relevant meeting.

7.2 Excluding circulation amongst members for the purposes of review, minutes will only be published after being accepted by the members present at the relevant meeting as a true and accurate record therein, and signed by the Chair as such.

4. Motions

7.3 The mover and seconder of a motion, other than a procedural motion, have a right of reply before the vote on that motion occurs.

7.3.1 The right of reply may be exercised immediately before the motion is put, or immediately before any one amendment to the motion is put.

5. Gag

7.4 A member who has not already spoken in the formal debate may move 'that the speaker no longer be heard'.

7.5 This motion may interrupt a speaker and must be put without debate, amendment or adjournment.

7.5.1 If this motion is carried, the speaker must immediately cease and the Chair must call on the next speaker.

7.5.2 If this motion is not carried, the speaker may resume.

6. Previous Question

7.6 If a motion of previous question is called pursuant to Section 16 of RONR, it shall pass if a simple majority of members are in favour.

7. Indulgences

7.7 At the absolute discretion of the Chair, a motion or a report may be debated or tendered before a motion is put to the floor.

8. Equality of votes

7.8 If there is an equality of votes on a given question, the Chair will have a casting vote.

8. General terms and limitations

- 8.1 Part 4 only applies to Council Meetings.
- 8.2 Part 4 of the Constitution applies to Council Meetings.
- 8.3 In Part 4, only Members of the Company or their instrumented proxies are 'members' for the purposes of voting.

9. Chair

- 9.1 Council Meetings will be chaired by a qualified individual, who need not be a medical student, as appointed by resolution of the Executive.
- 9.2 The Chair will be subject to the provisions of defeat in Part 2 Clause 6.2.

10. Minutes

- 10.1 Minutes will:
 - 10.1.1 serve as a summarised form of important points discussed;
 - 10.1.2 contain the outcome of all questions put to the assembly; and
 - 10.1.3 not be construed to be a representation of all verbal expression at the meeting.

11. Special powers of members

- 11.1 Members present at Council Meetings may demand that their vote on a given question be noted in the minutes.
- 11.2 Any Member of the Company or Observer may demand that any member's statement or comments be noted in the minutes, provided that this request is raised as a matter of privilege immediately after the relevant expression is made.
- 11.3 The Chair may allow an immediate reply by a member in response to a question or piece of factual information addressed to that member or the assembly at large.
 - 11.3.1 If the member responding is not present in the chamber, the Chair may call a recess until they arrive.
- 11.4 Any member may move a procedural motion 'that a straw poll be taken' In the event of such a motion being passed, the results of the straw poll are not binding on the Company.

12. Equality of votes

- 12.1 If there is an equality of votes on a given question, the President will have a casting vote.

13. Call of the roll

13.1 Upon any vote or on the direction of the chair, the Clerk will note any Members of the Company or their instrumented proxies who are absent from the chamber in the minutes.

14. Guests and Observers

14.1 The Chair can compel any Guest, Observer, or class of thereof, to leave the Council Meeting provided their removal does not prohibit them from executing an instrument of proxy.

14.2 Guests may only speak at the discretion of the Chair.

15. Special powers and duties of the Chair

15.1 The Chair may close debate at any time at his/her discretion.

15.2 The Chair may impose a limit on the speaking time that members are entitled to during debate.

15.3 The Chair may call a recess or a lay a motion on the table at any time at his/her discretion, including when calling for orders of the day, subject to a two-thirds supermajority of members resolving to reverse this decision.

15.4 The Chair must not participate in debate at any time, but may respond to points of information under Part 4 Clause 11.3.

15.5 The Chair may call for the orders of the day, or reorder the orders of the day for the sake of efficiency, at any time.

15.6 The Chair may name any person who disrupts the meeting.

15.6.1 Any person named three times during a meeting will cease to be recognised by the Chair and must immediately leave the meeting, forfeiting any voting rights they may hold.

15.6.2 The Chair may withdraw a naming if satisfied that the person named will not disrupt the meeting again.

15.7 The Chair may adjourn the meeting at any time.