



STANDING ORDERS  
OF  
ASSOCIATION OF POSTGRADUATE STUDENTS INC.

Amended 07 NOVEMBER 2023

## **S1 Authorising Provisions**

- 1.1 The *Standing Orders of Association of Postgraduate Students Inc.* is established under B32 of the *By-Laws of Association of Postgraduate Students Inc.*
- 1.2 These Standing Orders are applicable to all Officers, Members, Committees and Councils referred to in these Standing Orders.
- 1.3 These Standing Orders are effective immediately on the passing of the resolution at the 2023 November Special General Meeting or amendment by Management Committee.

## **S2 Interpretation**

- 2.1 **Association Body** refers to an Association of Postgraduate Students Inc. meeting, committee, or council.
- 2.2 **Attendee** refers to voting members of the meeting, committee, or council.
- 2.2 **Foreshadowed Motion** means any proposal that is contingent on another motion being passed.
- 2.3 **Joske's** refers to the most recent edition of *Joske's Law and Procedure at Meetings in Australia*.
- 2.4 **Progressive Speaking List** means a list which orders speakers according to when they signal their intention to speak, but which shall prioritise those who have not spoken either to the matter or historically at meetings.
- 2.5 Unless the contrary intention appears, words and phrases in these Standing Orders have the same meaning as in the By-Laws and Rules of the Association.
- 2.6 In the event that the Rules or By-Laws and these Standing Orders conflict, the Rules or By-Laws shall prevail.

## **S3 Object and purpose of the Standing Orders**

- 3.1 The object and purpose of the Standing Orders are to ensure:
  - (a) Orderly, efficient and timely consideration of business; (b) robust deliberation of differing points of view;
  - (b) Accountable and transparent decision-making in the Union; and
  - (c) That all members participating have a fair and equal opportunity to have their voice heard at meetings of Association bodies.

## **S4 Apologies**

- 4.1 All apologies must be submitted to the Chairperson or General Secretary, prior to the commencement of the meeting.
- 4.2 All apologies must be submitted in writing from a verifiable source.
- 4.3 Apologies received in writing from a verifiable source during the course of the meeting may be accepted at the discretion of the Chairperson or at the direction of the meeting.

## **S5 Consensus**

- 5.1 In the first instance, the Chairperson shall determine whether the motion is unanimously supported.
- 5.2 If the motion is not unanimously supported, the meeting shall devolve either to deliberation or debate.

## **S6 Deliberation**

- 6.1 Subject to S4.2, should the meeting progress to deliberation, it shall:
  - (a) Attempt to reach consensus through negotiation; or
  - (b) Informally discuss the matter prior to taking a vote which shall be determined by a simple majority.
- 6.2 The Chairperson will facilitate all deliberations and shall be able to do so with no speaking list, a simple speaking list, or a progressive speaking list at their absolute discretion.

## **S7 Formal Debate**

- 7.1 Should the meeting progress to formal debate, it shall be:
  - (a) Facilitated by the Chairperson; and
  - (b) Determined by a simple majority of the vote.
- 7.2 Any formal participant wishing to add their name to the speaking list shall indicate whether they are for or against the matter.
- 7.3 In facilitating the debate, the Chairperson will call the first speaker on the list for the matter, after which the first speaker on the list against the matter will be called; the Chairperson will then proceed to call speakers from the list alternating those for and against unless no further speakers for one side remain on the list.

## **S8 Presentation of Matters**

- 8.1 Any matter brought before the meeting must be presented by a member at the meeting, who will speak to it.
- 8.2 In presenting a matter before a meeting, the speaker must outline the issue and present a particular action which is sought from the meeting in response to that issue.
- 8.3 The speaker and the Chairperson must ensure that all attendees of the meeting understand the matter, and any relevant implications of the matter, before moving to discussion, deliberation, or debate.
- 8.4 The Chairperson shall facilitate all deliberations, discussions, and debate, by formulating or reformulating the question or matter where necessary.

## **S9 Speaking Order**

- 9.1 Should the Chairperson create a speaking list, those wishing to speak to a matter should signal to the Chairperson and indicate if they wish to speak on a privileged matter.

- 9.2 When a speaking list is being used, members should wait for the Chairperson to recognise them before addressing the meeting.
- 9.3 The minute-taker will be prioritised in the speaking order.
- 9.4 Clarifications, points of order, and procedural motions shall be privileged.
- 9.5 A speaker may pose a direct question to the floor, to the Chairperson, or to a particular member and shall have the option to respond to any answer provided.

## **S10 Conduct**

- 10.1 The floor shall be considered an APS space, regardless of location, meaning that the conduct of those attending the meeting is subject to the APS Constitution and By-Laws.
- 10.2 Speakers shall be concise and to the point when addressing the floor.
- 10.3 Attendees shall avoid using personal statements or making statements which characterise others adversely, save for when it directly relates to the matter before the meeting.
- 10.4 Attendees shall allow the Chairperson to address the floor without interruption, unless calling a point of order, seeking a clarification, or raising a quorum-related issue.

## **S11 Conflict of Interest**

- 11.1 The Chairperson will call for disclosure of conflicts of interest at the start of all meetings. If a meeting attendee has not disclosed a conflict of interest at the start of the meeting, they must make their disclosure during the governance agenda item, or before the relevant agenda item. Where an attendee only becomes aware of a conflict of interest during the relevant agenda item, they must immediately disclose the conflict of interest.
- 11.2 In the event that the conflict of interest is of a confidential nature, it can be submitted to the Chairperson of the meeting rather than to the open floor.
- 11.3 In response to a conflict of interest, the person with the declared conflict may elect to:
- (a) Leave the room for the duration of the discussion;
  - (b) Refrain from participating in the discussion and/or decision making; or
  - (c) Suspend their voting rights, which will include any proxies they hold.
- 11.4 In response to a conflict of interest, the meeting may move, by procedural motion, to implement one or more of the options set out in S12.3.
- 11.5 In the case of a conflict of interest of a confidential nature which has been disclosed to the Chairperson, the person with the conflict may elect any of the options set out in S12.3, and the Chairperson of the meeting may decide to implement one or more of them.
- 11.6 If an attendee is excluded from an item before the meeting pursuant to S12, and their inclusion is required for the meeting to meet quorum, then the meeting shall fall inquorate:
- (a) As a whole when that attendee leaves the room;

- (b) For the purposes of discussing the matter when that person is to refrain from being involved in discussion of that matter; or
- (c) For the purposes of discussing the matter when that person is to refrain from being involved in voting of that matter.

11.7 If a meeting is unable to deal with a matter due to being inquorate, the item shall be deferred to the next quorate meeting.

11.8 Notwithstanding S12.6-12.7, if a matter is discussed for the more than once, the attendee with a conflict will be excluded from the overall quorum count.

## **S12 Agenda**

12.1 The Chairperson, or their nominee, shall draft the agenda for the meeting.

12.2 Items for inclusion on the agenda should be submitted to the Chairperson of the meeting in writing.

12.3 Where an agenda item's associated documentation has not been submitted to the Chairperson by the close of business three clear days prior to the meeting, it shall only be tabled for noting by the meeting.

12.4 Notwithstanding S13.3, the Chairperson may include the agenda item at their discretion.

## **S13 Rules for Motions**

13.1 All motions must be moved by an attendee with voting rights.

13.2 All motions, except where otherwise specified in these rules, require a seconder.

13.3 All motions shall be voted on in the order that they are tabled, except where:

- (a) The motion is privileged;
- (b) Determined by the Chairperson; or
- (c) Where otherwise specified in these rules.

13.4 All motions must be phrased in language that:

- (a) Is specific and unambiguous;
- (b) Prescribes an action or position;
- (c) Is affirmative in character; and
- (d) Sets out the party taking the action or position.

13.5 Any motion tabled may be withdrawn by the mover, at which point it is withdrawn from the floor.

13.6 Any motion tabled may be rescinded by the mover, at which point it is withdrawn from the floor and stricken from the minutes.

13.7 Motions will be considered in the order at which they are tabled, except for any foreshadowed motion which shall be dealt with after the motion it is contingent on has been considered.

13.8 The Chairperson must put the motion as a question after formal debate or deliberation has ended.

## **S14 Ordinary Motions**

14.1 Ordinary motions may be tabled with the Chairperson in relation to any matter under discussion.

14.2 Ordinary motions which have been tabled shall be voted on at the end of discussion of the matter to which they relate.

### **S15 Resolutions**

15.1 Resolutions must be submitted to the Chairperson in writing before they and any motions attached to them can be tabled.

15.2 Amendments to a resolution may be proposed from the floor through an ordinary motion which does not require a seconder.

15.2 Proposed amendments shall be presented to the mover of the resolution who shall either:

- (a) Accept the proposed amendment, at which point the resolution shall be so amended; or
- (b) Reject the proposed amendment, at which point the proposed amendment shall be put to the floor.

### **S16 Procedural Motions**

16.1 Procedural motions do not require a seconder.

16.2 Procedural motions shall be voted on when they are tabled.

16.3 Movers of procedural motions can elect to proceed straight to a vote on their motion.

16.4 The meeting may use a procedural motion to direct the Chairperson to use any of the Chair's privileges as set out in S23.

16.5 Procedural motions shall include, but not be limited to, calls to:

- (a) Move directly to any tabled motions;
- (b) Discuss an item which was not starred;
- (c) Adjourn the Meeting:
  - i. for a recess; or
  - ii. to another date;
- (d) Remove an attendee of the meeting in accordance with the APS Rules, By-Laws, Standing Orders, Policies or any other appropriate APS documentation;
- (e) Direct an attendee with a declared conflict of interest to comply with one or more of the options set out in S12;
- (f) Suspend an attendee's speaking or voting rights on a particular item in accordance with the APS Rules, By-Laws, Standing Orders, Policies or any other appropriate APS documentation;
- (g) Conduct a secret ballot;
- (h) Proceed the meeting in camera in accordance to S25;
- (i) Proceed the meeting ex camera in accordance to S25;
- (j) Dismiss, dissent, or suspend the Chairperson for a period of time in accordance to S26;
- (k) Seek leave for an Association body in accordance to S27; or
- (l) Suspend Standing Orders.

### **S17 Majority Rule**

- 17.1 Where a unanimous decision cannot be reached, the Chairperson may move to voting on a motion.
- 17.2 In the event that an attendee at the meeting raises an objection to moving to a vote, the Chairperson must call for a procedural motion to move to a vote. Where such a motion is either not tabled from the floor, or if tabled does not pass, discussion on the relevant item shall resume.
- 17.3 Each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the attendees present.

## **S18 Voting**

- 18.1 Each attendee present and eligible to vote is entitled to one (1) vote only.
- 18.2 Notwithstanding S19.1, the Chairperson may only exercise their vote if numbers of votes are divided equally on a motion, question, matter or resolution.
- 18.3 Subject to S18.5, the Chairperson of the meeting may exercise a casting vote.
- 18.4 Attendees carrying proxies shall indicate to the Chairperson when they are using a proxy during a vote, or the Chairperson shall not count them.
- 18.5 If at least 20% of the members present demand a secret ballot, the meeting must decide to vote on any motion by secret ballot.
- 18.6 If a secret ballot is held, the Chairperson must appoint 2 members to conduct the secret ballot in the way the Chairperson decides.
- 18.7 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

## **S19 Proxies**

- 19.1 Subject to article R40 of the Rules of the Association, member may appoint another member to carry their vote for any meeting.
- 19.2 An attendee can only hold two (2) proxies in addition to their own vote.
- 19.3 The Chair of a meeting shall not carry any proxies.
- 19.4 An attendee who carries proxies may not use the proxies during any period for which they have assumed the Chair.
- 19.5 All proxies must be submitted to the Chairperson of the meeting, or the Secretary, prior to the commencement of the meeting.
- 19.6 All proxies must be submitted in writing from a verifiable source, in accordance to the By-Laws.
- 19.7 All proxies expire at the conclusion of the meeting for which they were given.
- 19.8 A member may proxy their vote to another member during the meeting by notifying the Chairperson, at which point it shall be recorded in the minutes.

## **S20 Chairperson**

- 20.1 The Chairperson of the meeting shall be as prescribed by the Rules of the Association or as appointed by the meeting, committee or council.
- 20.2 Where possible, the Chairperson shall refrain from proposing motions, other than those relevant to:
- (a) The order of the meeting; and
  - (b) The conduct of standing items of business.
- 20.3 The Chairperson may ask the meeting to nominate another Chair from the floor.
- 20.4 Subject to S21.3 or if the Chairperson is unable to act, the meeting may appoint a Chairperson by a general vote.
- 20.5 Such an appointment shall specify the length of time the Chairperson will be held during the meeting.
- 20.5 In the event that the Chairperson declares a conflict of interest, the meeting will appoint another Chairperson unless the meeting is satisfied that the Chair's duties will not be compromised.

## **S21 Duties of the Chairperson**

- 21.1 The Chairperson shall have the following duties:
- (a) To organise and conduct the meeting according to an agenda;
  - (b) To direct the order of the meeting;
  - (c) To discharge any point of order, or call for a quorum;
  - (d) To rule a motion or item out of order, subject to S24 of the Standing Orders;
  - (e) Facilitate discussion and ensure the floor comprehends both the matter being discussed and the Standing Orders;
  - (f) To ensure that all members are heard and given an opportunity to speak to any matter;
  - (g) To summarise questions and points of agreement and disagreement about a matter for the benefit of the floor;
  - (h) To receive or reject apologies during the course of the meeting;
  - (i) To keep order in the meeting and remedy any breakdown in the order; and
  - (j) To recommend appropriate motions or amendments for the consideration of the meeting.

## **S22 Privileges of the Chairperson**

- 22.1 The Chairperson shall have the following privileges, subject to the direction of the meeting:
- (a) To advise and counsel the meeting or a person;
  - (b) To make a statement;
  - (c) To grant permission for to a person to make a statement to the meeting;
  - (d) To declare a meeting open;
  - (e) To declare a meeting closed;
  - (f) To rule on a point of order;
  - (g) To interpret the Standing Orders;
  - (h) To devolve to a less formal order of discussion where it is held to be advantageous to the floor;
  - (i) To be able to take the floor at any time, irrespective of any speaking list;
  - (j) To rule any item out of order, subject to the Standing Orders;



- (k) To close a speaking list after suitable notice;
- (l) To move straight to a vote on any motion tabled subject to S18.2;
- (m) To impose a time limit on:
  - i. members speaking to the floor; or
  - ii. speaking to an item on the floor;
- (n) To move any matter of discussion in camera;
- (o) To request order or a moment's silence from the floor;
- (p) To relocate any digression from a matter on the agenda to other business with that speaker's consent;
- (q) To rule on attendees' conflicts of interest subject to S12;
- (r) To extend a time limit or time requirement for a procedural motion, for the asking of questions, or for speaking in committee or formal debate;
- (s) To caution or warn a person for disorderly conduct; and
- (t) Name a person for either disorderly conduct.

22.2 The Chairperson of an Association body, at any time, in a meeting or otherwise, may adjourn the meeting to another date and time or for a period of time, if it is appropriate to do so in the opinion of the Chairperson.

22.3 A person may be named for conduct that in the opinion of the Chairperson is:

- (a) Disorderly; or
- (b) Otherwise disruptive to the meeting of the Association body.

22.4 The Chairperson may name a person for disorderly conduct under S23.3. If a person is so named three times under either of these Standing Orders during one meeting, the person may no longer participate in the meeting and:

- (a) Can no longer be recognised by the Chairperson;
- (b) Must immediately leave; and
- (c) May no longer personally exercise their vote for the remainder of that meeting.

22.5 The Chair may withdraw naming a member if they are satisfied that the person so named under the relevant Standing Orders will not further disrupt the meeting.

### **S23 Out of Order Motions**

23.1 Following motions or items are proscribed and shall be ruled out of order:

- (a) Those counter to the objects of APS as set out in Rules of the Association;
- (b) Those which contravene the Rules of the Association;
- (c) Those which are not relevant to the matter before the meeting; or
- (d) Those that would constitute illegal activity.

### **S24 Consideration of Confidential Business**

24.1 A meeting may resolve at any time to proceed in camera to consider business:

- (a) That involves consideration of personal or staffing matters;
- (b) That is subject to legal professional privilege;
- (c) Involves consideration of matters that are commercial-in-confidence; or
- (d) Is otherwise a confidential matter in the opinion of the Association body.

- 24.2 Once a meeting has resolved to proceed in camera, any person in attendance must leave unless they are:
- (a) Involves consideration of matters that are commercial-in-confidence; or
  - (b) Voting or ex-officio member of the Association body;
  - (c) Member of the Association body;
  - (d) Holding a proxy of a voting member in accordance with S20;
  - (e) The minute-taker; or
  - (f) Invited to remain with leave of a Association body.
- 24.3 Any person in attendance that may remain in attendance in accordance with S25.2 must leave the meeting if:
- (a) They have a conflict of interest or perceived conflict of interest; and
  - (b) The meeting resolves to exclude the person from the meeting whilst in camera.
- 24.4 The Minute Taker must prepare a confidential minute of any discussions or resolutions of the meeting made in camera.
- 24.5 The meeting will remain in camera until the meeting resolves to proceed ex camera.
- 24.6 It may be moved, 'That the meeting proceed in camera so as to consider [*insert item of business*]' and:
- (a) If the question is resolved in the affirmative and the motion is carried, the meeting will proceed in camera; and
  - (b) If the question is negatived, the meeting will continue ex camera.
- 24.7 It may be moved, 'That the meeting proceed ex camera' and:
- (a) If the question is resolved in the affirmative and the motion is carried, the meeting will proceed ex camera; and
  - (b) If the question is negatived, the meeting will continue in camera.

## **S25 Dissent in the Chair**

- 25.1 Any ruling by the Chairperson may be challenged by a procedural motion moved in the name of a person 'That the Chair's ruling be dissented from.'
- 25.2 The mover must in speaking to the motion propose an alternative ruling.
- 25.3 On this motion being moved in accordance with S26.1 and S26.2, the meeting must then appoint another voting member to assume the Chairperson and preside over the meeting for the duration of the debate.
- 25.4 In the case of General Meetings and Executive Committees:
- (a) The alternate President (HDR or Coursework) must assume the Chairperson;
  - (b) If the alternate President (HDR or Coursework) is absent, unable or unwilling to assume the Chairperson, then the Deputy President must assume the Chairperson;
  - (c) If the alternate Deputy President is absent, unable or unwilling to assume the Chairperson, then the General Meeting or Committee must appoint an Acting Chairperson to preside over the meeting for the duration of the debate.

- 25.5 In the case of Association bodies not subject to S31.4, the Association body must appoint an Acting Chairperson to preside over the meeting for the duration of the debate.
- 25.6 The Chairperson of the Union body, who is currently not in the Chair and from whom their ruling is dissented from, may speak in reply.
- 25.7 If the question is resolved in the affirmative and the motion is carried, the Chairperson's ruling is set aside and the alternative ruling proposed takes immediate effect.
- 25.7 If the question is negatived, the Chairperson's ruling remains in effect.
- 25.8 The Chairperson whose ruling was challenged will resumes the Chair as soon as the question of whether the motion moved under this Standing Order is resolved either in the affirmative or the negative.
- 25.9 A ruling of the Chairperson may only be dissented from once in the same session of the Association body. Attendees are not permitted to move dissent in the Chair a second time in relation to the same ruling without leave of the Association body.
- 25.10 Speaking is permitted in relation to a procedural motion moved under this Standing Order and a meeting must consider the question of whether the motion is agreed to in formal debate.

## **S26 Leave of an Association Body**

- 26.1 A person may seek leave of an Association body to do a thing or act not provided for, or that is otherwise contrary to, these Standing Orders.
- 26.2 An Association body may grant or refuse leave to do the thing or act for which leave is sought.
- 26.3 Leave is granted by an Association body if less than 25% of attendees present and voting objects to leave being granted.
- 26.4 Leave is refused by an Association body if more than 25% of attendees present and voting objects to leave being granted.
- 26.5 For the avoidance of any doubt, leave can only be granted whilst a meeting is quorate. Thus, leave cannot be sought or granted so as to allow a meeting to proceed if the meeting is inquorate.

## **S27 Point of Order**

- 27.1 Any person at a meeting of an Association body may raise a point of order to:
- (a) Ask the Chairperson a question about the proper conduct of the meeting in accordance with the Standing Orders;
  - (b) Submit to the Chairperson that a motion or amendment is out of order;
  - (c) Submit to the Chairperson that there is been non-compliance with the Standing Orders; or
  - (d) Seek a declaration of on the interpretation of the Standing Orders.
- 27.2 A person may interrupt another person participating in the meeting by either raising their hand or standing in their place and saying 'point of order' and stating the nature of the point of order.

- 27.3 A point of order takes priority over consideration of a formal motion, a procedural motion, a vote on a formal motion, a vote on a procedural motion, a discussion or a debate.
- 27.4 The Chairperson must immediately recognise a person who seeks to raise a point of order.
- 27.5 The Chairperson must call for submissions on the point of order raised in the following order:
- (a) Any person who wishes to make a submission,
  - (b) The person who raised the point of order, in reply; and
  - (c) Ruling.
- 27.6 A submission made by a person must be directly relevant to the point of order.
- 27.7 The Chairperson must rule on the point of order. Without limiting the general discretion afforded to the Chairperson to make a ruling in relation to the Standing Orders, a ruling on a point of order the Chairperson may:
- (a) Declare a thing or act as out of order;
  - (b) Declare a motion or amendment as out of order;
  - (c) Declare an interpretation of the Standing Orders;
  - (d) Substitute, vary or replace a previous ruling; or
  - (e) Declare a meeting quorate or inquorate.
- 27.7 If a person raises a point of order and speaks about a matter not contemplated by S28, it amounts to disorderly conduct pursuant to S23.3(a).
- 27.8 Rulings of the Chairperson remain in effect, unless the ruling is substituted, varied or replaced by the Chair in accordance with S28.7(d).

## **S28 Suspension of Standing Orders**

- 28.1 It may be moved, 'That Standing Orders be suspended so as to consider [insert name of motion, question or other item of business].' This may also be referred to as a 'general suspension of Standing Orders.'
- 28.2 It may also be moved, 'That so much of Standing Orders be suspended so as to allow (or 'as would prevent') '[insert name of motion, question or other item of business].'
- 28.3 This may also be referred to as a 'contingent suspension of Standing Orders.'
- 28.4 A suspension of standing orders, if moved, is a procedural motion.
- 28.5 Speaking is permitted in relation to a procedural motion moved under this Standing Order and a meeting must consider the question of whether the motion is agreed to in formal debate.

## **S29 Record Keeping**

- 29.1 All minutes and other records of meetings shall be kept as prescribed by the Rules of the Association.
- 29.2 A minute-taker shall be appointed at each meeting for the Association body.
- 29.3 The minute-taker shall be responsible for taking minutes and keeping records of meetings.

29.4 Minutes of Meetings shall report:

- (a) Those which contravene the Rules of the Association; the Chairperson, attendance of members, observers and guests, apologies, and the minute-taker;
- (b) Late arrivals, and early departures, including the time of arrival or departure;
- (c) All declared conflicts of interest including details of the nature of the conflict, unless it is confidential, the response taken and the reasons for that response; and
- (d) All motions, amendments, and resolutions tabled and their outcome including the votes for, votes against, and abstentions.

29.4 Minutes shall seek to capture and reflect all discussion on items, including attributing the discussion to the individuals present at the meeting using their preferred full name in the first instance, and the initials of their preferred name in all subsequent instances.