

BY LAW 01: GENERAL ORDERS

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PART 1 - DEFINITIONS

1.1. Definitions

1.1.1. In this By-Law, unless the context requires otherwise:

Constitution means the Notre Dame Sydney Law Society Constitution.

1.1.2. All other terms are to take the meaning given to them in the Constitution.

1.1.3. All other terms not defined by this section are to take their ordinary meaning.

1.1.4. For the purposes of this By-Law, written correspondence/ communication shall include email correspondence/ communication.

PART 2 - SCOPE AND PURPOSE

2.1. The scope and purpose of this By-Law is to regulate and provide proper meeting procedure for Notre Dame Sydney Law Society (NDSLS) Committee Meetings.

PART 3 - OPERATING PROVISIONS

3.1. This By-Law is created under the power conferred upon the NDSLS Executive provided by section 5.2.1.5. of the Notre Dame Sydney Law Society Constitution.

3.2. The Notre Dame Sydney Law Society will conduct all Committee Meetings in accordance with this By-Law.

PART 4 - COMMITTEE MEETINGS

4.1. Convention and Commencement

4.1.1. The President shall chair all Meetings of the NDSLS Committee.

4.2. Role of Chair

4.2.1. The President is the Chair for Meetings of the Committee. When the President is unable to Chair, they may nominate another Executive Member to Chair who is able to attend the Meeting.

4.2.2. The Chair is responsible for the observance of this By-Law and the encompassed General Orders.

4.2.3. The Chair is responsible for maintaining order, and may eject persons making unreasonable disturbance.

4.2.4. The Chair may adopt any method of order to ensure the smooth running of the meeting.

4.2.5. The Chair may impose a maximum time limit on the debate.

4.2.6. The Chair may temporarily vacate the Chair and nominate an acting Chair for the period of their absence.

4.2.7. The Chair shall have an additional casting vote in the event of a tie.

PART 5 - ORDER OF BUSINESS

5.1. Agenda

5.1.1. The Executive will communicate the agenda to the entire NDSLS Committee at least three (3) days before the date scheduled for the Committee Meeting.

PART 6 - SUBSTANTIVE MOTIONS

6.1. Style of Motions.

6.1.1. Motions must be submitted in writing in accordance with the chosen format that will best be distributed to the Committee. This is decided at the discretion of the President.

6.2. Mover and Secunder

6.2.1. Every substantive motion must have a mover and a seconder before discussion will commence.

6.3. Expression

6.3.1. A motion for a particular action should be clearly expressed and state the action intended to follow from it. The Chair should require a motion which is unclear or has no stated effect to be re-expressed by the mover.

6.4. Time Limit

6.4.1. When the time limit set by the Chair for a substantive motion has expired, the Chair shall put the motion to the Committee, unless a motion for the extension of the debate is immediately moved and carried

6.6. Result by Count

6.6.1. If requested, the Chair shall order a show of hands and conduct a count of those for and against.

6.6.2. If requested by a simple majority of the Committee or by the Chair's own discretion, the Chair shall order and administer a secret ballot.

6.7. Results

6.7.1. All results shall be recorded in the minutes, and any Member may have recorded in the minutes their vote for or against a motion, or abstention. A simple majority of the Committee can request that the count of the result be recorded in the minutes.

6.8. Reintroduction of Motion

6.8.1. If a motion or amendment has been defeated, the same or a substantially similar motion cannot be reintroduced at the same meeting of the Committee.

6.8.2 Subject to 6.8.1, The moving of the motion is accepted by the same or greater number of votes that defeated the original motion.

6.9. Rescission of Motion

6.9.1. If a motion or amendment is proposed to rescind a motion passed at the same meeting of the Committee, it must be passed with the same or greater number of votes that passed the original motion.

6.10. Proxy Voting

6.10.1. Proxy voting is permitted in accordance with the NDSLS Constitution.

6.10.2. Proxy voting is not permitted at NDSLS Annual General Meetings or Special General Meetings.

6.10.3. The Committee Member or Member wishing to allocate their vote to a proxy, must notify the NDSLS Secretary of the following, no later than three (3) days before the scheduled Meeting:

- (a) The name of the Committee Member or Member wishing to allocate their vote to a proxy;
- (b) The name of the nominated proxy;
- (c) The eligibility of the nominated proxy to vote at the Meeting in accordance with the NDSLS Constitution.

6.10.4. If the Committee Member or Member wishing to allocate their vote to a proxy does not notify the NDSLS Secretary of the requirements in 6.10.4. three (3) days before the scheduled Meeting, the NDSLS Executive will exercise their discretion to allow or disallow the proxy.

PART 7 - PROCEDURAL MOTIONS

7.1 Definition

7.1.1. Procedural motions are motions to alter the manner, order, form or duration of proceedings.

7.2. Procedure

7.2.1. A procedural motion is introduced by a Member interrupting the speaker or Chair. Procedural motions are to be addressed to the Chair.

7.2.2 The Chair shall put procedural motion without debate.

7.2.3 The order of procedural motion to be addressed will be decided at the Chair's discretion

PART 8 - MOTIONS RELATING TO THE PRESENT SPEAKER

8.1. Speaker to be no longer heard

8.1.1. A Member may move that the present speaker cease speaking. The Chair has a direction to reject this motion if it is imposed before the speaker has had a reasonable opportunity to express their views, or has spoken only briefly.

8.2. Personal Explanations

8.2.1. A Member whose character or actions have been referred to by the present speaker may immediately make a personal explanation or rebuttal of the matters referred to, or may exercise such a right when the speaker finishes speaking.

PART 9 - MOTIONS RELATING TO THE PRESENT MOTION OR THE AGENDA

9.1. Adjournment of Present Motion

9.1.1. A Member may move that the process of the present motion be adjourned. If a motion so adjourned is not returned to in the present meeting it shall automatically be adjourned to the following meeting.

9.4. Extension of Debate

9.4.1. A Member may move that the time allowed for the present motion may be extended.

9.5. Re-Ordering of Agenda

9.5.1. A Member may move that the agenda be re-ordered. However, it shall not be in order to exclude the consideration of 'any other business'.

PART 10 - MOTIONS RELATING TO THE CHAIR AND/OR THE MEETING

10.1. Adjournment of Meeting

10.1.1. A Member may suggest that the meeting be adjourned, either for a brief period or to another time and place but this is at the discretion of The Chair.

10.2. Extension of Meeting

10.2.1. A Member may request that the time allowed for the meeting be extended by up to 30 minutes. Successive extensions are permitted upon the completion of each extension.

10.3. Points of Order

10.3.1. A point of order consists of drawing the attention of the Chair to a suggested breach of the General Orders. The Chair shall consider whether the breach of order occurred and proceed accordingly.

10.4. Suspension of General Orders

10.4.1. A Member may move that certain General Orders be suspended, or that so much of the General Orders be suspended as would prevent a particular course of action by the meeting.

10.5. Dissent

10.5.1. A Member may move dissent in a ruling by the Chair. If such a motion is carried, the Chair shall substitute an alternative ruling.

10.6. Removal of the Chair

10.6.1. A Member may move that the person in the Chair vacate the Chair. If such a motion is carried, the Members present shall immediately elect a different person to the Chair.

PART 11 - ADJOURNMENT AND CLOSURE OF MEETINGS

11. Adjournment and Closure

11.2.1. Upon the completion of business established in the agenda, the Chair shall close the meeting and all other business will be adjourned to the next meeting.

PART 12 - AMENDMENT OF BY-LAW 01

12.1. Amendment

12.1.1. This By-Law may be amended by resolution of the Committee.

PART 13 - LIST OF EDITORS

Name	Position	Date (Final Edit)	Date passed by committee
Andrew Gouveia	Vice President (2018-19)	05/12/2018	N/A
Paige Gavenlock-Ginns	President (2021-22)		
Olivia Passerini Brooke Nguyen Amy Skinstad Sam Keogh	President (2022-2023) Vice-President (2022-2023) Secretary (2022-2023) Treasurer (2022-2023)	19 April 2023	