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HOUSE OF REPRESENTATIVES

STANDING ORDERS

AS LAST REVISED 9 OCTOBER 1984

THE PARLIAMENT OF THE COMMONWEALTH
OF AUSTRALIA

AUSTRALIA

HOUSE OF REPRESENTATIVES STANDING ORDERS

AS LAST REVISED 9 OCTOBER 1984

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STANDING ORDERS OF THE HOUSE OF REPRESENTATIVES

CHAPTER I

GENERAL RULE FOR CONDUCT OF BUSINESS

1. In all cases not provided for hereinafter, or by sessional or other orders or practice of the House, resort shall be had to the practice of the Commons House of the Parliament of the United Kingdom of Great Britain and Northern Ireland in force for the time being, which shall be followed as far as it can be applied.

Practice of House of Commons to be observed, unless other provision is made

CHAPTER II

PROCEEDINGS ON THE MEETING OF PARLIAMENT

Meeting of new Parliament

2. On the first day of the meeting of a Parliament for the despatch of business after a dissolution, pursuant to the Governor-General's Proclamation, Members having met at the time and place appointed—

- (a) The Clerk shall read the Proclamation calling Parliament together. Clerk reads Proclamation
- (b) The House shall await a message from the Deputies appointed by the Governor-General desiring the attendance of Members to hear the Commission read. Message from Deputies
- (c) The House shall attend at the place named in the message to hear the Commission read. After the reading thereof the House shall return to its own Chamber. House attends to hear Commission read
- (d) The writ or copy-writ of election of each Member shall be laid upon the Table by the Clerk, and the Members shall then be sworn, or make affirmation, as prescribed by the Constitution. Returns to Writs presented and Members sworn
- (e) The House shall then proceed to elect a Speaker. Speaker to be elected
- (f) Until a Speaker is elected, the Clerk shall act as chairman of the House. Until Speaker is elected, Clerk acts as Chairman

S.O. 2-10

Time announced for Governor-General's Speech

(g) The Speaker having presented himself to the Governor-General, and having reported that fact to the House, a Minister shall then inform the House at what time the Governor-General will declare the causes of his calling the Parliament together; and the House may then suspend its sitting until that time, when it shall again attend and await a message from the Governor-General.

Meeting for new Session

Clerk reads Proclamation

3. On the first day of the meeting of Parliament for the despatch of business, not being next after a dissolution, pursuant to the Governor-General's Proclamation, Members of the House, having met at the time and place appointed, the Clerk shall read the Proclamation, and the Speaker having read Prayers, the House shall await a message from the Governor-General.

Governor-General's Speech

House attends to hear Speech

4. When a message is received summoning Members to hear the Speech, the Speaker and the Members shall attend at the place appointed by the Governor-General in the message.

When Parliament opened by Deputies

5. When the reasons for calling Parliament together are announced by Deputies appointed by the Governor-General, the same forms shall be observed by the House as when the Governor-General opens Parliament in person.

House returns to its own Chamber

6. The Speaker and the Members, having heard the Speech of the Governor-General or of his Deputies, shall return to the House.

Formal business

7. Before the Governor-General's Speech is reported some formal business shall be transacted.

Address in Reply

Opening Speech reported. Address in Reply

8. The Speaker shall report to the House the Governor-General's Speech, whereupon a committee shall be appointed to bring up an Address in Reply thereto.

Presentation of Address

9. The Address as agreed to by the House shall be presented to the Governor-General by the Speaker, accompanied by any Members who may think fit to attend, and the Speaker shall report to the House the Governor-General's reply to their Address.

Business before Address in Reply adopted

Business before Address adopted

10. No general business except of a formal character shall be entered upon before the Address in Reply to the Governor-General's Speech has been adopted.

Presence of the Queen

11. On any occasion upon which Her Majesty the Queen intends to declare in person the causes of the calling together of the Parliament, references in Chapter II of these standing orders to the Governor-General shall, to the necessary extent, be read as references to Her Majesty.

Presence of Her Majesty

References to Governor-General—Extension to Administrator

11A. Where, in these standing orders, the Governor-General is referred to, the reference shall be read as extending and applying to the person for the time being administering the Government of the Commonwealth.

References to Governor-General
Ins 4 May 66
Op 5 May 66

CHAPTER III

SPEAKER, CHAIRMAN, DEPUTY CHAIRMEN AND OFFICERS

Election of Speaker

12. The election of Speaker shall be conducted in the following manner:

- (a) At the opening of Parliament, after the Members present have been sworn, or whenever the office of Speaker becomes vacant, a Member, addressing himself to the Clerk, shall propose some Member, then present, to the House for their Speaker, and move that such Member “Do take the Chair of this House as Speaker”, which motion shall be seconded. A Member when proposed and seconded shall inform the House whether he accepts nomination.
- (b) The Clerk shall then ask “is there any further proposal?”, and if there is no further proposal, the Clerk shall say “The time for proposals has expired”. No Member may then address the House or propose any other Member, and the Clerk shall, without question put, declare the Member so proposed and seconded to have been elected as Speaker, and such Member shall be conducted to the Chair by his proposer and seconder, and shall take the Chair of the House as Speaker.
- (c) If more than one Member is proposed as Speaker, the Clerk shall, after the second proposal and after each subsequent proposal (if any) is made and seconded, ask “Is there any further proposal?”, and if there is no further proposal, the Clerk shall say “The time for proposals has expired”.
- (d) When the time for proposals has expired, debate may ensue, but it shall be relevant to the election.
- (e) No Member may speak for more than 5 minutes.

A Member proposed as Speaker

If unopposed, elected

When 2 or more Members proposed

Debate

Limitation of speech

- Closure (f) At any time during the debate a motion may be made by a Minister rising in his place, and without notice, and whether any other Member is addressing the Chair or not; "That the question be now put".
- The Clerk shall then put the question, without debate, "That the question be now put". In the event of the numbers being equal the question shall be decided in the negative.
- Upon the carrying of the question "That the question be now put", or upon the cessation of the debate otherwise, the election shall be proceeded with as provided in this standing order.
- Bells to be rung before ballot (g) Before the House proceeds to a ballot the bells shall be rung as in a division.
- Mode of decision between candidates (h) When only 2 Members are proposed and seconded as Speaker, each Member shall deliver to the Clerk a ballot-paper in writing, containing the name of the candidate for whom he votes and the votes shall be counted by the Clerks at the Table; and the candidate who has the greater number of votes shall be the Speaker, and be conducted to the Chair.
- Mode of decision where more than 2 candidates (i) When more than 2 Members are so proposed and seconded, the votes shall be taken in like manner, and the Member who has the greatest number of votes shall be the Speaker, provided he has also a majority of the votes of the Members present; but if no candidate has such majority, the name of the candidate having the smallest number of votes shall be excluded from subsequent ballots, and a fresh ballot shall take place; and this shall be done as often as necessary, until one candidate is declared to be elected as Speaker by such majority, when such Member shall be conducted to the Chair.
- Equality of votes (j) If at any ballot it is impossible by reason of the equality of votes to determine which name shall be excluded from subsequent ballots, a special ballot shall take place at which there shall be submitted only the names of those candidates who have received equal votes. At such special ballot each Member shall write on his ballot-paper only the name of the candidate he wishes to retain. The candidate whose name appears upon the smallest number of ballot-papers shall then be excluded from subsequent ballots.
- (k) At any time after the result of the first ballot is declared, but before the commencement of the second or other subsequent ballot, a candidate may withdraw his name from the election which shall then proceed as if he had not been nominated.
- (l) If by reason of equality of votes a ballot or special ballot is rendered inconclusive, the Clerk shall so declare, and unless by a withdrawal another ballot or (as the case may be) another special ballot is rendered unnecessary, he shall cause such other ballot or special ballot to be taken. If after the counting

of votes the equality continues he shall so declare. Thereupon the sitting shall be suspended for 30 minutes and when the House re-assembles the votes shall be taken again, unless this is rendered unnecessary by a withdrawal.

(m) Whenever at any stage a withdrawal leaves only one candidate remaining he shall without further voting, be declared elected as Speaker, and shall then be conducted to the Chair.

One candidate remaining

(n) Having been conducted to the Chair, the Member elected returns his acknowledgments to the House for the honour conferred upon him, and thereupon sits down in the Chair, and then the Mace (which before lay under the Table) shall be laid upon the Table.

Speaker takes Chair, and Mace laid upon Table

(o) The Speaker having been congratulated, a Minister shall inform the House at what time the Governor-General will be pleased to receive the House for the purpose of presenting the Speaker to His Excellency, and the sitting of the House shall then be suspended until that time.

Presentation of Speaker to Governor-General

(p) Before proceeding to any business, the Speaker with the House, shall present himself to the Governor-General; and, on returning, shall pass through the Chamber, and, having resumed the Chair, shall report his presentation to the Governor-General.

Speaker presents himself to Governor-General

Election of Chairman

13. At the commencement of each Parliament, or whenever the office becomes vacant, a Member shall be appointed by the House to be the Chairman of Committees to take the Chair of all committees of the whole.

Chairman of Committees appointed

The Chairman shall be appointed in the following manner:

(a) A motion shall be moved, without notice, that a Member be appointed Chairman of Committees of this House, which motion shall be seconded.

Member proposed by motion

(b) The Speaker shall then ask if there is any further motion, and if there is not, shall say that the time for motions has expired. No Member may then address the House or move any motion for the appointment of a Member as Chairman, and the Speaker shall, without question put, declare the Member named in the motion which has been moved and seconded, to have been appointed Chairman of Committees.

If unopposed elected

(c) If more than one motion for the appointment of the Chairman is moved and seconded, the Speaker shall, after the second motion, and after each subsequent motion (if any), ask if there is any further motion, and if there is not, shall say that the time for motions has expired.

When 2 or more Members proposed

(d) When the time for motions has expired, debate may ensue, but it shall be relevant to the election.

Debate

S.O. 13

Limitation of
speech

(e) No Member may speak for more than 5 minutes.

Closure

(f) At any time during the debate, a motion without notice may be moved by a Minister rising in his place, and whether any Member is addressing the Chair or not, "That the question be now put", which question shall be put forthwith and decided without amendment or debate.

Upon the carrying of the question "That the question be now put", or upon the cessation of the debate otherwise, the appointment of the Chairman shall be proceeded with as provided in this standing order.

Bells to be rung
before ballot

(g) Before the House proceeds to a ballot the bells shall be rung as in a division.

Mode of decision
between
candidates

(h) When only 2 motions for the appointment of Chairman are moved and seconded, each Member, other than the Speaker, shall deliver to the Clerk a ballot-paper in writing, containing the name of the Member named in one or other of the motions for whom he votes, and the votes shall be counted by the Clerks at the Table; and the Member who has the greater number of votes shall be the Chairman of Committees.

Mode of decision
where more than 2
candidates

(i) When more than 2 motions for the appointment of Chairman are moved and seconded, the votes shall be taken in the same manner, and the Member who has the greatest number of votes shall be the Chairman of Committees, provided he has also a majority of the votes of the Members present; but if no Member has such majority, the name of the Member having the smallest number of votes shall be excluded from subsequent ballots, and a fresh ballot shall take place; and this shall be done as often as necessary until one Member has such majority when he shall be the Chairman of Committees.

Equality of
votes—Speaker to
give casting vote

(j) If, after any ballot, other than a ballot which takes place in accordance with paragraph (k) of this standing order, in which the names of only 2 Members are submitted, there is an equality of votes, the Speaker shall give his casting vote and the Member for whom he gives his casting vote shall be the Chairman of Committees.

Equality of votes
where more than 2
candidates

(k) If, after any ballot in which the names of more than 2 Members are submitted, it is impossible by reason of an equality of votes to determine which name shall be excluded from subsequent ballots—

(1) If there is an equality of votes for 2 Members, the Speaker shall give his casting vote and the name of the Member for whom he does not give his casting vote shall be excluded from subsequent ballots, and

(2) If there is an equality of votes for more than 2 Members, a special ballot shall take place at which there shall be submitted only the names of those Members who have

received equal votes and in which each Member shall write on his ballot-paper only the names of the Members he wishes to retain. The name of the Member who receives the smallest number of votes shall be excluded from subsequent ballots. If, by reason of a continued equality of votes, the special ballot is inconclusive, then, unless a name is withdrawn, the sitting shall be suspended for 30 minutes. When the sitting is resumed, the votes shall be taken again unless this is rendered unnecessary by a withdrawal.

- (l) At any time after the result of the first ballot is declared, but before the commencement of any subsequent ballot, a Member whose name was submitted in the first ballot may withdraw his name and all further proceedings shall take place as if a motion for his appointment as Chairman had not been moved. Member proposed may withdraw his name
- (m) Whenever a withdrawal leaves only one Member in respect of whom a motion for appointment as Chairman is before the House, that Member shall be declared to have been appointed Chairman of Committees. One candidate remaining

Absence of Speaker and Chairman

14. Whenever the House is informed by the Clerk of the absence of the Speaker, the Chairman of Committees as Acting Speaker shall, subject to any other order of the House, perform the duties of the Speaker during that absence. Absence of Speaker
Am 31 Mar. 65
Op 1 Apr. 65

15. Whenever the House is informed by the Clerk of the absence of both the Speaker and the Chairman of Committees, the Members present, if a quorum*, may at once proceed to elect one of their number who shall, subject to any other order of the House, perform the duties of the Speaker during that absence. Otherwise the House stands adjourned to the next sitting day. Absence of Speaker and Chairman of Committees
Am 31 Mar. 65
Op 1 Apr. 65

For the purposes of this standing order, the Clerk shall act as chairman of the House until a Member is elected to perform the duties of the Speaker.

16. If the House be informed by the Clerk of the likelihood of the continued absence of the Speaker, the House may forthwith appoint another Member to be Acting Chairman of Committees during such continued absence. The Acting Chairman of Committees shall take the Chair as Deputy Speaker whenever requested so to do by the Chairman of Committees in his capacity as Acting Speaker during a sitting of the House, without any formal communication to the House. Continued absence of Speaker
Am 4 May 66
Op 5 May 66

* A quorum is at least one-third of the whole number of the members of the House of Representatives. See section 39 of the Constitution.

S.O. 17:25

Speaker relieved
by Deputy Speaker

17. The Chairman of Committees shall take the Chair as Deputy Speaker whenever requested so to do by the Speaker during a sitting of the House, without any formal communication to the House.

Deputy Chairman
of Committees
Am 4 May 66
Op 5 May 66

18. The Speaker shall nominate at the commencement of every Parliament not less than 4 Members any one of whom shall act as Deputy Chairman of Committees when requested so to do by the Chairman of Committees, and may, at any time during the Parliament, nominate additional Members. The Speaker may revoke the nomination of any Member.

Speaker relieved
by Deputy
Chairman
Am 4 May 66
Op 5 May 66

19. The Speaker, if the Chairman of Committees be absent, or the Chairman of Committees when acting as Deputy Speaker, may call on any one of the Deputy Chairmen to take the Chair as Deputy Speaker.

Vacancy in office of Speaker

Vacancy in
Speakership during
session

20. When a vacancy has occurred in the office of Speaker during a session, the Clerk shall report the same to the House at its next sitting, and the House shall either forthwith, or at its next sitting, proceed to the election of a new Speaker in the manner hereinbefore provided.

Vacancy in
Speakership during
recess

21. When a vacancy has occurred in the office of Speaker during recess, the Clerk shall, on the opening of the next session, report the same to the House on its return from hearing the Governor-General's Speech, or from attending to hear the Commission read, as the case may be, and the House shall forthwith proceed to the election of a new Speaker in the manner hereinbefore provided.

When vacancy in
Speakership,
Chairman to fix
time of meeting

22. When a vacancy has occurred in the office of Speaker during any adjournment following which the date and hour of the next meeting is to be, or may be, fixed by the Speaker, the date and hour of the next meeting shall be fixed by the Chairman of Committees.

Absence of, and vacancy in office of, Clerk

Unavoidable
absence of Clerk
Am 31 Mar. 65
Op 1 Apr. 65

23. In case of unavoidable absence of the Clerk, his duties shall be performed by the Deputy Clerk or, should the latter be absent, by the Clerk Assistant.

Vacancy in office
of Clerk
Am 31 Mar. 65
Op 1 Apr. 65

24. During any vacancy in the office of Clerk all powers, functions, and duties of the Clerk shall be exercised and performed by the Deputy Clerk.

CHAPTER IV

STANDING COMMITTEES

Standing Orders
Committee

25. A Standing Orders Committee, to consist of the Speaker, the Chairman of Committees, the Leader of the House, the Deputy Leader of the Opposition, and 7 other Members, shall be appointed at the commencement of each Parliament, and such committee shall

have power to act during recess, and to confer with a similar committee of the Senate.

26. A Committee of Privileges, to consist of the Leader of the House or his nominee, the Deputy Leader of the Opposition or his nominee and 9 other Members, shall be appointed at the commencement of each Parliament to inquire into and report upon complaints of breach of privilege which may be referred to it by the House under standing order 95 or by the Speaker under standing order 97A; when considering any complaint referred to it, the committee shall have power to send for persons, papers and records.

Committee of Privileges
Am 4 May 83
Op 4 May 83

27. A Library Committee and a House Committee, each to consist of the Speaker and 6 other Members, shall be appointed at the commencement of each Parliament, and such committees shall have power to act during recess, and to confer with similar committees of the Senate.

Library and House Committees

28. A Publications Committee, to consist of 7 Members, shall be appointed at the commencement of each Parliament with power to confer with a similar committee of the Senate. All petitions and papers presented to the House which have not been ordered to be printed by either House of the Parliament shall stand referred to the Committee, which shall report from time to time as to what petitions and papers ought to be printed, and whether wholly or in part. In addition, when conferring with a similar committee of the Senate, the Committee shall have power—

Publications Committee
Am 10 Jun. 70
Op 11 Jun. 70
Am 18 Apr. 72
Op 20 Apr. 72

(a) to inquire into and report on the printing, publication and distribution of Parliamentary and Government Publications and on such matters as are referred to it by the relevant Minister, and

(b) to send for persons, papers and records.

28A. (a) A Committee of Members' Interests shall be appointed at the commencement of each Parliament—

Committee of Members' Interests
Ins 9 Oct. 84
Op 9 Oct. 84

(i) to inquire into and report upon the arrangements made for the compilation, maintenance and accessibility of a Register of Members' Interests;

(ii) to consider any proposals made by Members and others as to the form and content of the register;

(iii) to consider any specific complaints made in relation to the registering or declaring of interests;

(iv) to consider what changes to any code of conduct adopted by the House are necessary or desirable;

(v) to consider what classes of persons (if any) other than Members ought to be required to register and declare their interests, and

(vi) to make recommendations upon these and any other matters which are relevant.

(b) The committee shall consist of 7 Members, 4 Members to be nominated by either the Prime Minister, the Leader of the House or the Government Whip and 3 Members to be nominated by either the Leader of the Opposition, the Deputy Leader of the Opposition or the Opposition Whip:

Provided that, where the Opposition is composed of 2 parties, the committee shall consist of 4 Members to be nominated by either the Prime Minister, the Leader of the House or the Government Whip, 2 Members to be nominated by either the Leader of the Opposition, the Deputy Leader of the Opposition or the Opposition Whip, and 1 Member to be nominated by either the Leader of the Third Party, the Deputy Leader of the Third Party or the Third Party Whip.

(c) The committee shall elect as chairman of the committee one of the Members nominated either by the Prime Minister, the Leader of the House or the Government Whip.

(d) The committee shall have power to send for persons, papers and records but shall not exercise that power, nor undertake an investigation of the private interests of any person, unless approved by not less than 4 members of the committee other than the chairman.

(e) The committee shall have power to confer with a similar committee of the Senate.

(f) The committee shall, as soon as practicable after 31 December in each year, prepare and table in the House a report on its operations during that year and shall also have power to report from time to time.

Quorum of standing committee

29. The quorum of a standing committee shall be 3 unless otherwise ordered.

CHAPTER V

ROLL, PLACES OF MEMBERS, LEAVE OF ABSENCE, VOTES AND PROCEEDINGS, AND RECORDS

Members' roll to be kept by Clerk

30. A Members' roll for each State shall be kept by the Clerk, showing the name of the Member elected for each Division, the dates of his election, of making the oath or affirmation, and of ceasing to be a Member and the cause thereof.

Record of attendance

31. The attendance of Members at each sitting of the House shall be recorded in the Votes and Proceedings.

Places reserved for Ministers

32. The front seats, nearest to the right hand of the Speaker, shall be reserved for Ministers.

Seats

33. Any question with regard to the seats to be occupied by Members shall be determined by the Speaker.

34. A Member shall be entitled to retain the seat occupied by him at the expiration of the previous Parliament. Members retain seats

35. Leave of absence may be given by the House to any Member, on motion without notice, stating the cause and period of absence; and such motion shall have priority over all other business. Leave of absence

36. A Member shall be excused from service in the House, or on any committee, so long as he has leave of absence. Leave of absence excuses from service

37. Any Member, having leave of absence, shall forfeit the same if he attend the service of the House before the expiration of such leave. Leave of absence forfeited

38. All proceedings of the House shall be recorded by the Clerk, and such records shall constitute the Votes and Proceedings of the House, and shall be signed by the Clerk. Votes and Proceedings of House

39. The custody of the Votes and Proceedings, records, and all documents whatsoever laid before the House shall be in the Clerk, who shall neither take, nor permit to be taken, any such Votes and Proceedings, records, or documents, from the Chamber or offices, without the leave of the Speaker: Provided that on the application of a department any original document laid on the Table, if not likely to be further required by Members, may in the Speaker's discretion be returned to such department. Custody of records

CHAPTER VI

SITTING AND ADJOURNMENT OF THE HOUSE

Days and Hours of Meeting

40. Unless otherwise ordered, the House shall meet for the despatch of business on each Tuesday and Wednesday at 2.15 p.m.; and on each Thursday at 10.30 a.m. Days and hours of meeting
Am 3 Sept. 70
Op 13 Oct. 70
Am 26 Aug. 71
Op 28 Sept. 71
Am 22 Feb. 78
Op 22 Feb. 78

Quorum at Time of Meeting

41. The Chair shall be taken at the time appointed on every day fixed for the meeting of the House; but if a quorum* of Members is not present, and if within 5 minutes, the bells having been rung, a quorum is still not present, the Speaker shall adjourn the House to the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; but if at that time there be not a quorum the Speaker shall adjourn the House to the next sitting day. Chair taken, or House adjourned for want of quorum

Chair taken later if quorum likely

* A quorum is at least one-third of the whole number of the members of the House of Representatives. See section 39 of the Constitution.

S.O. 42-46

Members not to
leave before
quorum present

42. A Member shall not be permitted to withdraw from the Chamber within 5 minutes after the time appointed for the meeting of the House unless a House is formed.

Prayers

Prayers

43. Upon the Speaker taking the Chair each day, and a quorum of Members being present, he shall read the following Prayers:

Almighty God, we humbly beseech Thee to vouchsafe Thy blessing upon this Parliament. Direct and prosper our deliberations to the advancement of Thy glory, and the true welfare of the people of Australia.

Our Father, which art in Heaven: Hallowed be Thy Name. Thy Kingdom come. Thy will be done in earth, as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation; but deliver us from evil: For Thine is the kingdom, and the power, and the glory, for ever and ever. Amen.

Quorum during Sitting

If no quorum in
division, House
adjourned
Am 22 Feb. 78
Op 22 Feb. 78

44. If it appears on the report by the tellers of a division of House that a quorum of Members is not present, the Speaker shall adjourn the House till the next sitting day; and no decision of the House shall be considered to have been arrived at by such division: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; but if at that time there be not a quorum the Speaker shall adjourn the House to the next sitting day.

When want of
quorum noticed,
House
counted - House
adjourned
Am 22 Feb. 78
Op 22 Feb. 78

45. If any Member takes notice that a quorum of Members is not present, the Speaker shall count the House; and, if a quorum be not present within 2 minutes, he shall adjourn the House till the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; but if at that time there be not a quorum the Speaker shall adjourn the House to the next sitting day.

Want of quorum in
committee
Am 22 Feb. 78
Op 22 Feb. 78

46. When the Speaker is informed by the Chairman of Committees, in consequence of a report by the tellers of a division of the committee, or after counting the committee, that a quorum of Members is not present, he shall order the bells to be rung and if within 2 minutes a quorum be then present the Speaker shall forthwith leave the Chair and the committee shall resume: But if after the expiration of 2 minutes there be not a quorum the Speaker shall adjourn the House to the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; if at that time a quorum be then present the Speaker shall forthwith leave the Chair and the committee shall resume; but if there be not a quorum the Speaker shall adjourn the House to the next sitting day.

46A. For the purposes of determining a quorum of Members, a Member who is in any of the lower galleries or officials' seats; behind the Bar of the House or in either of the side alcoves at the time when the attention of the Speaker or the Chairman of Committees is called to the lack of a quorum and who remains in any of those areas after attention has been so called, shall not be counted to determine whether a quorum is present.

Counting of
Members in
quorum
Ins 22 Feb. 78
Op 22 Feb. 78

47. When the attention of the Speaker, or of the Chairman of Committees, has been called to the fact that there is not a quorum of Members present, no Member shall leave the area within the seats allotted to Members until a quorum is present or 2 minutes have elapsed.

When attention
called to want of
quorum, all
Members to
remain

48. The doors of the House shall be unlocked whenever the Speaker or the Chairman is engaged in counting the House or the committee, and the bells shall be rung as in a division.

Doors unlocked
and bells rung
when House or
committee counted

Adjournment and next Meeting

48A. At 10.30 p.m. on each sitting day the Speaker shall propose the question—That the House do now adjourn—which question shall be open to debate; if the House be in committee at the time stated, the Chairman shall report progress and upon such report being made the Speaker shall forthwith propose the question—That the House do now adjourn—which question shall be open to debate. No amendment can be moved to this question:

Adjournment of
House
Ins 22 Feb. 78
Op 22 Feb. 78

Provided that—

- (a) if a division be in progress at the time fixed for interruption such division shall be completed and the result announced;
- (b) if, on the question—That the House do now adjourn—being proposed, a Minister requires the question to be put forth with without debate, the Speaker shall forthwith put the question;
- (c) a motion for the adjournment of the House may be moved by a Minister at an earlier hour;
- (d) any business under discussion and not disposed of at the time of the adjournment shall be set down on the Notice Paper for the next sitting, and
- (e) if the question—That the House do now adjourn—is negatived, the House or committee shall resume the proceedings at the point at which they had been interrupted:

Provided further that, if at 11 p.m. the question before the House is—That the House do now adjourn—the Speaker shall interrupt the debate, at which time—

- (f) a Minister may require that the debate be extended until 11:10 p.m. to enable Ministers to speak in reply to matters raised in the preceding adjournment debate; at 11.10 p.m., or upon the earlier cessation of the debate, the Speaker shall forthwith adjourn the House until the time of its next meeting, or

S.O. 48A-61

(g) if no action is taken by a Minister under paragraph (f), the Speaker shall forthwith adjourn the House until the time of its next meeting.

House adjourns only by resolution with exceptions

49. The House can only be adjourned by its own resolution, except in the cases mentioned in standing orders 41, 44, 45, 46 and 308, when the Speaker adjourns the House without putting a question.

Adjournment of House

50. A motion for the adjournment of the House may be moved only by a Minister. No amendment can be moved to this motion.

Motion to fix next meeting

51. A motion, for the purpose of fixing the next meeting of the House, may be moved by a Minister at any time without notice.

CHAPTER VII

RULES OF DEBATE AND PRIVILEGE

Order

Order maintained by Speaker, or in committee by Chairman

52. Order shall be maintained in the House by the Speaker, and in a committee by the Chairman of Committees; but disorder in a committee can be censured by the House only on receiving a report.

When the Speaker rises

53. Whenever the Speaker rises during a debate, any Member then speaking, or offering to speak, shall sit down, and the House shall be silent, so that the Speaker may be heard without interruption.

When Speaker putting question

54. When the Speaker is putting a question no Member may walk out of or across the Chamber.

Member speaking not to be interrupted

55. When a Member is speaking, no Member may converse aloud or make any noise or disturbance to interrupt him.

Member to make obeisance to Chair

56. Every Member shall make obeisance to the Chair in passing to or from his seat.

Members passing through the House

57. No Member may pass between the Chair and any Member who is speaking.

Members to take their places

58. Every Member of the House, when he comes into the Chamber, shall take his seat, and shall not at any time stand in any of the passages or gangways.

Manner and Right of Speech

Members address Speaker standing

59. Every Member desiring to speak shall rise and address himself to the Speaker.

Indulgence to Members unable to stand

60. By the indulgence of the House, a Member unable conveniently to stand, by reason of sickness or infirmity, will be permitted to speak sitting.

Speaker calls upon Member to speak

61. When 2 or more Members rise together to speak the Speaker shall call upon the Member who, in his opinion, first rose in his place; but it shall be in order to move, that any Member who has risen "be

now heard”, or “do now speak” and the question shall be put forth-with and determined without amendment or debate.

62. Standing order omitted 31 March 1965.

63. A Member may speak to any question before the Chair which is open to debate, when moving a motion which will be open to debate, when moving an amendment, when he rises to order, upon a matter of privilege or upon a matter submitted under standing order 107, but not otherwise.

When Member may speak

64. Having obtained leave from the Chair, a Member may explain matters of a personal nature, although there be no question before the House; but such matters may not be debated.

Personal explanation

65. No Member may speak twice to a question before the House, except in explanation or reply.

Member not to speak twice

66. A Member who has spoken to a question may again be heard, to explain himself in regard to some material part of his speech which has been misquoted or misunderstood, but shall not introduce any new matter, or interrupt any Member in possession of the Chair, and no debatable matter may be brought forward nor may any debate arise upon such explanation.

Except to explain words

67. A reply shall be allowed to a Member who has moved a substantive motion or the second or third reading of a bill, and the reply shall be confined to matters raised during the debate.

Right of reply

68. In all cases the reply of the mover of the original question closes the debate.

Reply closes debate

69. No Member may speak to any question after the same has been put by the Speaker and the voices have been given in the affirmative and negative thereon.

No Member to speak after question put

70. It shall be competent to a Member, when he seconds a motion or amendment before the House, without speaking to it, to address the House on the subject of such motion or amendment at a later period during the debate.

Member not speaking when seconding motion, etc., may speak later

71. No Member may allude to any debate or proceedings of the same session unless such allusion be relevant to the matter under discussion.

Allusion to previous debate or proceedings

72. No Member may allude to any debate or proceedings of the current session in the Senate, or to any measure pending therein, unless such allusion be relevant to the matter under discussion: Provided that this standing order shall not prevent reference to a ministerial statement in the Senate.

Allusion to debate or proceedings in Senate
Am 20 Aug. 70
Op 25 Aug. 70

73. No Member may reflect upon any vote of the House, except upon a motion that such vote be rescinded.

Reflections upon votes of House

S.O. 74-84

Use of Queen's, Governor-General's or Governor's name

74. No Member may use the name of Her Majesty, her representative in the Commonwealth, or her representative in a State, disrespectfully in debate, nor for the purpose of influencing the House in its deliberations.

Offensive words

75. No Member may use offensive words against either House of the Parliament or any Member thereof, against any member of the Judiciary, or against any statute unless for the purpose of moving for its repeal.

Personal reflections

76. All imputations of improper motives and all personal reflections on Members shall be considered highly disorderly.

Speaker to intervene

77. When any offensive or disorderly words are used, whether by a Member who is addressing the Chair or by a Member who is present, the Speaker shall intervene.

Speaker to determine offensive words

78. When the attention of the Speaker is drawn to words used, he shall determine whether or not they are offensive or disorderly.

House will not permit quarrels

79. The House will interfere to prevent the prosecution of any quarrel between Members arising out of debates or proceedings of the House or of any committee thereof.

No Member to be referred to by name

80. No Member may refer to any other Member by name, but only by the name of the electoral division he represents.

Debate confined to present question

81. No Member may digress from the subject matter of any question under discussion: Provided that—

Exceptions
Am 31 Mar. 65
Op 1 Apr. 65

(a) on the motion for the adjournment of the House to terminate the sitting moved by a Minister matters irrelevant thereto may be debated, and

(b) on the motion for the second reading of an Appropriation or Supply Bill, except an Appropriation or Supply Bill for expenditure that is not expenditure for the ordinary annual services of the Government, matters relating to public affairs may be debated.

Anticipating discussion

82. No Member may anticipate the discussion of any subject which appears on the Notice Paper: Provided that in determining whether a discussion is out of order on the ground of anticipation, regard shall be had by the Speaker to the probability of the matter anticipated being brought before the House within a reasonable time.

Question may be required to be read

83. Any Member may require the question or matter in discussion to be read by the Speaker or Chairman at any time during the debate, but not so as to interrupt a Member speaking: Provided that this standing order shall not apply when the terms of the question or matter have been circulated among Members.

Interruption not allowed
Exceptions

84. No Member may interrupt another Member whilst speaking, unless (1) to call attention to a point of order or privilege suddenly

arising; (2) to call attention to the want of a quorum; (3) to call attention to the presence of strangers; (4) to move a closure motion; or (5) to move "That the business of the day be called on".

85. The Speaker, or the Chairman, after having called the attention of the House, or of the committee, to the conduct of a Member, who persists in irrelevance, or tedious repetition either of his own arguments, or of the arguments used by other Members in debate, may direct him to discontinue his speech: Provided that such Member shall have the right to require that the question whether he be further heard be put, and thereupon such question shall be put without debate.

Matters not open to Debate

86. The following matters are not open to debate, shall be moved without argument or opinion offered, and shall be forthwith put from the Chair without amendment:

- (a) Question that a Member "be now heard" or "do now speak" (standing order 61);
- (b) Question that a Member be further heard (standing order 85);
- (c) Motion for adjournment of debate (standing order 87);
- (d) *Paragraph omitted 4 May 1966.*
- (e) Motion for extension of time (standing order 91);
- (f) Question put following declaration of urgency (standing order 92);
- (g) Motion that the question be now put (standing order 93);
- (h) Motion that a Member be not further heard (standing order 94);
- (i) Motion that the business of the day be called on (standing order 107);
- (j) Question that a bill be reported (standing order 234);
- (k) Motion of dissent from a ruling of the Chairman (standing order 281);
- (l) Motion that the Chairman report progress (standing order 287);
- (m) Motion that the Chairman leave the Chair (standing order 289);
- (n) Motion that a Member be suspended (standing order 304);
- (o) Question that strangers be ordered to withdraw (standing order 314).

Should any of these questions be negatived, no similar proposal shall be received if the Speaker or the Chairman is of opinion that it is an abuse of the orders or forms of the House, or is moved for the purpose of obstructing business.

Adjournment of debate

Irrelevance or tedious repetition

Member to be further heard

Members moving adjournment limited to call

Matters not open to debate

Am 4 May 66
Op 5 May 66

Resolutions may be moved at the Chair without amendment

Time limits
Am 31 Mar 66
Op 1 Apr 66
Am 4 Sept 70
Op 13 Oct 70
Am 13 and 18 Apr 73
Op 20 Apr 73
Am 22 Feb 78
Op 22 Feb 78

Not to obstruct business

Adjournment of Debate

Adjournment of debate

87. A Member who has not spoken to the question, or who has the right of reply, may move the adjournment of the debate, which question shall be put forthwith and determined without amendment or debate. If the question is resolved in the affirmative, the Speaker shall then put a question to fix the time for the resumption of the debate.

Member moving adjournment entitled to call

88. The Member, upon whose motion any debate is adjourned by the House, shall be entitled to pre-audience on the resumption of the debate.

If motion negatived, mover may speak later

89. In the event of a motion for the adjournment of the debate upon any question being negatived, the Member moving the motion for such adjournment may address the House at a later period during such debate.

Resumption of interrupted proceedings

Am 4 May 66
Op 5 May 66

90. If proceedings be interrupted by a count-out, such proceedings may, on motion after notice, be resumed at the point where they were so interrupted.

Time Limits for Debates and Speeches

Time limits

Am 31 Mar. 65
Op 1 Apr. 65
Am 4 Sept. 70
Op 13 Oct. 70
Am 13 and 18 Apr. 72
Op 20 Apr. 72
Am 22 Feb. 78
Op 22 Feb. 78

91. The maximum period for which a Member may speak on any subject indicated in this standing order, and the maximum period for any debate, shall not, unless otherwise ordered, exceed the period specified opposite to that subject in the following schedule:

Subject	Time
<i>In the House—</i>	
Election of Speaker or Chairman—	
Each Member	5 minutes
Address in Reply—	
Each Member	20 minutes
Discussion of definite matter of public importance (under standing order 107)—	
Whole debate	2 hours
Proposer	15 minutes
Member next speaking	15 minutes
Any other Member	10 minutes

Subject	Time
Question for adjournment of House to terminate the sitting—	
Each Member	5 minutes
	(no extension of time to be granted):
	Provided that, if no other Member rises to address the House, a Member who has already spoken to the motion may speak a second time for a period not exceeding 5 minutes
Censure or want of confidence motion accepted by a Minister as provided under standing order 110—	
Mover	30 minutes
Prime Minister or one Minister deputed by him	30 minutes
Any other Member	20 minutes
Limitation of debate—Motion for allotment of time (under standing order 92)—	
Whole debate	20 minutes
Each Member	5 minutes
Second reading of a bill—	
Main Appropriation Bill for year—	
Mover	not specified
Leader of Opposition or one Member deputed by him	not specified
Any other Member	20 minutes
Other bills (Government)—	
Mover	30 minutes
Leader of Opposition or one Member deputed by him	30 minutes
Any other Member	20 minutes
Other bills (Private Government Member)—	
Mover	30 minutes
Prime Minister or one Member deputed by him	30 minutes

Subject	Time
Leader of Opposition or one Member deputed by him	30 minutes
Any other Member	20 minutes
Other bills (Opposition Member)—	
Mover	30 minutes
Prime Minister or one Member deputed by him	30 minutes
Any other Member	20 minutes
Question "That grievances be noted" (under standing order 106)—	
Each Member	10 minutes
Proposed resolution relating to tax or duty—	
Mover	20 minutes
Leader of Opposition or one Member deputed by him	20 minutes
Any other Member	10 minutes
Suspension of standing orders (under standing order 399)—	
Whole debate	25 minutes
Mover	10 minutes
Secunder (if any)	5 minutes
Member next speaking	10 minutes
Any other Member	5 minutes
Debates not otherwise provided for—	
Mover of a motion	20 minutes
Any other Member	15 minutes
<i>In committee—</i>	
Minister in charge	periods not specified
Limitation of debate—Motion for allotment of time (under standing order 92)—	
Whole debate	20 minutes
Each Member	5 minutes
Each question before the Chair on the main Appropriation Bill for year or on a Tariff Bill—	
Minister in charge	periods not specified
Any other Member—2 periods each not exceeding	10 minutes
Debates not otherwise provided for—	
Each Member—2 periods each not exceeding	10 minutes

Subject

Time

In the House or in committee—

Extension of time—with the consent of a majority of the House or of the committee, to be determined without debate, a Member may be allowed to continue a speech interrupted under the foregoing provisions of this standing order (except a first speech in committee) for one period not exceeding . . . 10 minutes

Provided that no extension of time shall exceed half of the original period allotted.

Limitation of Debate (Guillotine)

92.—(a) On the reading of a message from the Governor-General recommending an appropriation in connection with any bill, on the calling on of a motion for leave to introduce a bill or a notice of presentation, on the consideration of any motion preliminary to the introduction of a bill, at any stage of a bill, or on the consideration of Senate amendments or requests for amendments to a bill, a Minister may declare that the bill is an urgent bill, and on such declaration, the question “That the bill be considered an urgent bill” shall be put forthwith—no debate or amendment being allowed—and on such question being agreed to, a Minister may forthwith, or at any time during any sitting of the House or committee, but not so as to interrupt a Member who is addressing the House or committee, move a motion or motions specifying the time which shall be allotted to all or any of the following:

Limitation of
debate
Bills

- (i) The initial stages of the bill (including any motion preliminary to the introduction of the bill) up to, but not inclusive of, the second reading of the bill;
- (ii) The second reading of the bill;
- (iii) The committee stage of the bill;
- (iv) The remaining stages of the bill;
- (v) The consideration of Senate amendments or requests for amendments to the bill;

and the order with regard to the time allotted to the committee stage of the bill may, out of the time allotted, apportion a certain time or times to a particular clause or clauses, or to any particular part or parts of the bill.

(b) When a proposed resolution for customs or excise tariff is being considered, a Minister may at any time declare that the proposed resolution is of an urgent nature, and, on such declaration, the question “That the proposed resolution be considered of an urgent nature” shall be put forthwith—no debate or amendment being

Tariff resolution

allowed—and on such question being agreed to, a Minister may forthwith, or at any time during the consideration of the proposed resolution, but not so as to interrupt a Member who is speaking, move a motion specifying the time or times which shall be allotted to any portion or portions of the proposed resolution.

Motion

(c) When any motion of any kind whatsoever has been moved, a Minister may at any time declare that the motion is an urgent motion, and, on such declaration, the question “That the motion be considered an urgent motion” shall be put forthwith—no debate or amendment being allowed—and on such question being agreed to, a Minister may forthwith move a motion specifying the time which shall be allotted to the motion.

Motion for allotment of time—debate limited

(d) Upon such motion or motions with regard to the allotment of time being moved, no debate thereon shall be allowed for more than 20 minutes, and in speaking thereon no Member may exceed 5 minutes. If the debate be not sooner concluded, then forthwith upon the expiration of that time the Speaker or the Chairman shall put any questions on any amendment or motion already proposed from the Chair.

Proceedings brought to conclusion

(e) For the purpose of bringing to a conclusion any proceedings which are to be brought to a conclusion on the expiration of the time allotted under any motion passed under any of the preceding paragraphs of this standing order, the Speaker or the Chairman shall, at the time appointed under the motion for the conclusion of those proceedings, put forthwith any question already proposed from the Chair and any other question requisite to dispose of the business before the House or committee, including, when considering any bill in committee or any Senate amendments or Senate requests for amendments to a bill, any amendments, new clauses and schedules, and modifications, copies of which have been circulated by the Government among Members 2 hours at least before the expiration of the allotted time. No other amendments, new clauses or schedules, or modifications may be proposed.

Where time fixed for commencement of proceedings

(f) Where any time has been specified for the commencement of any proceedings in connection with any business under this standing order, when the time so specified has been reached the business, whatsoever its nature be, then before the House or committee shall be postponed forthwith, and the first-mentioned business shall be proceeded with, and all steps necessary to enable this to be done shall be taken accordingly.

Closure of question not to apply

(g) Standing order 93 shall not apply to any proceedings in respect of which time has been allotted in pursuance of this standing order.

Closure

Closure of question

93. After any question has been proposed from the Chair, either in the House or in committee, a motion may be made by any Member, rising in his place, and without notice, and whether any other Member

is addressing the Chair or not, "That the question be now put", and such motion shall be put forthwith and decided without amendment or debate.

94. A motion may be made that a Member who is speaking, except a Member giving a notice of motion or formally moving the terms of a motion allowed under the standing orders, "be not further heard", and such question shall be put forthwith and decided without amendment or debate.

Closure of
Member

Privilege

95. Any Member may rise at any time to speak upon a matter of privilege suddenly arising, and he shall be prepared to move, without notice, a motion declaring that a contempt or breach of privilege has been committed, or referring the matter to the Committee of Privileges; but if the matter is raised in committee of the whole House, the Chairman shall leave the Chair on an order to report progress.

Privilege

96. A matter of privilege at any time arising shall, until disposed of, or unless the debate on a motion thereon is adjourned, suspend the consideration and decision of every other question: Provided that precedence over other business shall not be given to any motion if, in the opinion of the Speaker, a *prima facie* case of breach of privilege has not been made out or the matter has not been raised at the earliest opportunity.

Precedence to
matter of privilege

97. Any Member complaining to the House of a statement in a newspaper, book or other publication as a breach of privilege shall produce a copy of the newspaper, book or other publication containing the statement in question, and shall be prepared to give the name of the printer or publisher.

Complaint against
newspaper, book,
etc.

97A. During a period when the House is not sitting and is not expected to meet for a further period of at least 2 weeks, a Member may bring to the attention of the Speaker a matter of privilege which has arisen since the House last met and which he proposes should be referred to the Committee of Privileges. If the Speaker is satisfied that a *prima facie* case of breach of privilege has been made out and the matter is one upon which urgent action should be taken, he shall refer it forthwith to the Committee of Privileges:

Privilege matter
raised when House
not sitting
Ins 4 May 83
Op 4 May 83

Provided that any referral by the Speaker in accordance with the foregoing provisions of this standing order shall be reported to the House by the Speaker at its next sitting whereupon the Member who raised the matter shall be required to move forthwith, without notice, that such referral be endorsed by the House; if the motion is negatived, the Committee of Privileges shall take no further action in respect of the matter.

Point of Order and Speaker's Ruling

Point of order

98. Any Member may at any time raise a point of order which shall, until disposed of, suspend the consideration and decision of every other question.

Proceedings on question of order

99. Upon a question of order being raised, the Member called to order shall resume his seat, and, after the question of order has been stated to the Speaker by the Member rising to the question of order, the Speaker shall give his ruling thereon.

Objection to ruling of Speaker

100. If any objection is taken to any ruling of the Speaker, such objection must be taken at once, and a motion of dissent, to be submitted in writing, moved, which, if seconded, shall be proposed to the House, and debate thereon shall proceed forthwith.

CHAPTER VIII

BUSINESS

Routine of Business

Routine of business
Am 22 Feb. 78
Op 22 Feb. 78

101. The House shall proceed each day with its ordinary business in the following routine: 1. Presentation of petitions. 2. Giving notices. 3. Questions without notice. 4. Presentation of papers. 5. Ministerial statements, by leave. 6. Matter of public importance. 7. Notices and orders of the day: Provided that on those alternate sitting Thursdays when "Grievance debate" is first order of the day, government business, under standing order 106 or when general business has precedence on the Notice Paper under standing order 104, "Grievance debate" or general business, as the case may be, shall precede "6. Matter of public importance."

Presentation of reports and papers

102. Reports of standing and select committees and papers may be presented at any time when other business is not before the House.

New business

103. No new business may be taken after 11 p.m., unless the House otherwise orders.

Precedence for government and general business
Am 31 Mar. 65
Op 1 Apr. 65

104. Unless otherwise ordered, government business shall, on each day of sitting, have precedence of all other business, except that on the sitting Thursday alternate to the sitting Thursday to which standing order 106 applies, general business shall have precedence of government business until 12.45 p.m.

Order of government business

105. Ministers may arrange the order of their notices and orders of the day on the Notice Paper as they think fit.

"Grievance" Debate

"Grievance" debate
Am 31 Mar. 65
Op 1 Apr. 65

106. Notwithstanding the preceding standing order, the first order of the day, government business, on each alternate sitting Thursday commencing with the first sitting Thursday after the Address in Reply

to the Governor-General's Speech has been adopted shall be a question to be proposed by the Speaker "That grievances be noted" to which question any Member may address the House or move any amendment. If consideration of this question has not been concluded at 12.45 p.m., the debate thereon shall be interrupted and the Speaker shall put the question.

Matter of Public Importance

107. A Member may propose to the Speaker that a definite matter of public importance be submitted to the House for discussion. The Member proposing the matter shall present to the Speaker at least one hour before the time fixed for the meeting of the House a written statement of the matter proposed to be discussed; and if the Speaker determines that it is in order, he shall read it to the House. The proposed discussion must be supported by 8 Members, including the proposer, rising in their places as indicating approval. The Speaker shall then call upon the Member who had proposed the matter to speak.

Discussion of
matter of public
importance

At any time during the discussion, a motion may be made by any Member "That the business of the day be called on" and such motion shall be put forthwith and decided without amendment or debate, and, if agreed to, the business of the day shall be proceeded with immediately. A motion under standing order 87 or standing order 93 will not be in order.

Motion to call on
business of the day

In the event of more than one matter being presented for the same day, priority shall be given to the matter which, in the opinion of the Speaker, is the most urgent and important, and no other proposed matter shall be read to the House that day.

Speaker to decide
priority

Matter of Special Interest

108. At any time when other business is not before the House a Minister may indicate to the House that it is proposed to discuss a matter of special interest on which it is not desired to formulate a motion in express terms. The Minister may then move a motion specifying the time to be allotted to the debate. The Minister shall then move "That the (stating subject matter) be considered by the House". A Minister may withdraw the motion, without leave, at the expiration of the time allotted to the debate.

Motion to discuss
special matter

General Business Procedure

109. During the consideration of general business when it has precedence under standing order 104, notices shall have priority of orders of the day for 2 hours after the meeting of the House. At the expiration of that time the orders of the day shall be called on, but if there are no orders of the day, or if the House then so orders, or if the orders of the day are disposed of, consideration of notices shall be continued.

General business—
priority to notices

Censure or Want of Confidence Motion or Amendment

Precedence to censure or want of confidence motion or amendment
Am 31 Mar. 65
Op 1 Apr. 65

110. A motion of which notice has been given or an amendment which expresses a censure of or want of confidence in the Government and is accepted by a Minister as a censure or want of confidence motion or amendment shall, until it is disposed of by the House, take precedence of all other business. Standing order 10 shall not apply to a motion or amendment accepted by a Minister in pursuance of this standing order.

Leave of the House or Committee

Leave

111. Leave of the House or committee must be granted without any dissentient voice.

CHAPTER IX

PETITIONS

Petition to be lodged with Clerk
Am 18 Apr. 72
Op 20 Apr. 72

112. Every petition shall be lodged with the Clerk at least 3 hours previous to the meeting of the House at which it is proposed that it be presented.

Petition to bear Clerk's certificate

113. Every petition when presented must bear the Clerk's certificate that it is in conformity with the standing orders.

Time for presenting certain petitions

114. A petition referring to a motion or an order of the day may be presented when such motion or order of the day is called on or read for the first time.

Petitions legible

115. Every petition shall be fairly written, typewritten, printed, or reproduced by mechanical process, without interlineation or erasure.

To contain a prayer

116. Every petition shall contain a prayer at the end thereof.

To be in English or accompanied by translation
Am 18 Apr. 72
Op 20 Apr. 72

117. Every petition shall be in the English language, or be accompanied by a translation, certified to be correct by the Member who lodges it.

To be signed on same sheet

118. Every petition shall be signed by at least one person on the sheet on which the petition is inscribed.

To be signed by the persons themselves

119. Every petition shall be signed by the parties whose names are appended thereto, by their own hand, and by no one else, except in case of incapacity by sickness. Persons unable to write shall affix their marks in the presence of a witness, who shall as such affix his signature.

Signatures not to be transferred

120. Every signature shall be written upon the petition or upon sheets containing the prayer of the petition, and not pasted upon or otherwise transferred thereto.

- 121.** All petitions shall be received only as the petitions of the parties signing the same. To be received only as from the persons signing
- 122.** Petitions of corporations aggregate are required to be made under their common seal. Petitions from corporations
- 123.** No letters, affidavits, or other documents, may be attached to any petition. No documents to be attached
- 124.** No reference may be made in a petition to any debate in Parliament. No reference to debates
- 125.** Every petition shall be respectful, decorous, and temperate in its language, and shall not contain irrelevant statements. Petitions must be respectful
- 126.** Petitions for presentation to the House can be lodged with the Clerk only by a Member, but a Member cannot lodge a petition from himself. Must be lodged by a Member
Am 18 Apr. 72
Op 20 Apr. 72
- 127.** Every Member lodging a petition with the Clerk for presentation to the House shall affix his name at the beginning thereof. Members to affix their names
Am 18 Apr. 72
Op 20 Apr. 72
- 128.** Every Member lodging a petition shall take care that the same is in conformity with the standing orders of the House. Standing orders to be observed
- 129.** The Clerk shall make an announcement as to the petitions lodged with him for presentation to the House, indicating in the case of each petition the Member who lodged it, the identity of the petitioners and the subject-matter of the petition. The terms of the petitions presented shall be printed in *Hansard*. Clerk to announce particulars of petitions lodged
Am 18 Apr. 72
Op 20 Apr. 72
- No discussion upon the subject-matter of a petition shall be allowed.
- 130.** Every petition presented shall be deemed to have been received by the House unless a motion, moved forthwith, that a particular petition be not received, be agreed to. Petitions deemed to have been received: Other questions on presentation
Am 18 Apr. 72
Op 20 Apr. 72
- The only other questions entertained by the House on the presentation of a petition shall be 1. That a particular petition be printed; or 2. That a particular petition be referred to the select committee on _____ (in the case of a petition respecting any subject then under the consideration of a select committee).
- 131.** No Member may move that a petition be printed, unless he intends to take action upon it and informs the House thereof. Restrictions on printing
Am 18 Apr. 72
Op 20 Apr. 72
- 132.** A copy of every petition lodged with the Clerk and received by the House shall be referred by the Clerk to the Minister responsible for the administration of the matter which is the subject of the petition. Petitions referred to Ministers
Am 18 Apr. 72
Op 20 Apr. 72

CHAPTER X

NOTICES OF MOTION

Notice of motion – how given
Am 31 Mar. 65
Op 1 Apr. 65

133. Notice of motion shall be given by a Member by either stating its terms to the House and delivering a copy to the Clerk or delivering a copy of its terms to the Clerk. The notice must be signed by the Member and seconder and show the day proposed for moving the motion.

Clerk to report terms in certain cases

A notice of motion which is given by delivering a copy of its terms to the Clerk shall be reported to the House by the Clerk at the first convenient opportunity and shall not be entered by the Clerk on the Notice Paper unless it has been so reported.

Notice given for an absent Member

134. A Member, in the absence of another Member and at his request, may give a notice of motion for that other Member and shall put the name of such Member and his own signature on the notice.

Order of notices

135. Subject to the provisions of standing orders 105, 133 and 211 the notices shall be entered by the Clerk on the Notice Paper, in priority of orders of the day, in the order in which they were given, except that 2 notices received from the same Member shall not be placed consecutively in priority of a notice received from another Member during the same sitting.

Giving more than one notice

Notice may be divided

136. If a notice of motion is given which contains matters not relevant to each other, the Speaker may instruct the Clerk to divide such notice into 2 or more notices.

Unbecoming notice amended

137. Any notice of motion containing unbecoming expressions, or which offends against any standing order of the House, shall be amended by the Speaker before it appears on the Notice Paper.

Postponement of motion
Am 31 Mar. 65
Op 1 Apr. 65

138. A Member who has given notice of motion may change the day proposed for moving the motion to a day subsequent to that first named by notifying the Clerk in writing prior to the calling on of the motion. The change of day shall be reported to the House by the Clerk at the first convenient opportunity.

Terms of notice altered
Am 31 Mar. 65
Op 1 Apr. 65

139. A Member who has given a notice of motion may alter its terms by notifying the Clerk in writing within such time as will enable the alteration to be made in the Notice Paper. The alteration of terms shall be reported to the House by the Clerk at the first convenient opportunity and shall not be made in the Notice Paper unless it has been so reported.

Withdrawal of notice

140. A Member who has given a notice of motion may withdraw the notice by notifying the Clerk in writing at any time prior to that proposed for moving the motion.

Operation of notice

141. A notice of motion becomes effective only when it appears on the Notice Paper.

CHAPTER XI

QUESTIONS SEEKING INFORMATION

142. Questions may be put to a Minister relating to public affairs with which he is officially connected, to proceedings pending in the House, or to any matter of administration for which he is responsible.

Questions to
Ministers

143. Questions may be put to a Member, not being a Minister or an Assistant Minister, relating to any bill, motion, or other public matter connected with the business of the House, of which the Member has charge.

Questions to other
Members
Am 13 Apr. 72
Op 20 Apr. 72

144. The following general rules shall apply to questions:

Rules for questions
Am 31 Mar. 65
Op 1 Apr. 65

Questions cannot be debated.

Questions should not contain—

- (a) statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;
- (b) arguments;
- (c) inferences;
- (d) imputations;
- (e) epithets;
- (f) ironical expressions; or
- (g) hypothetical matter.

Questions should not ask Ministers—

- (a) for an expression of opinion;
- (b) to announce the Government's policy, but may seek an explanation regarding the policy of the Government and its application and may ask the Prime Minister whether a Minister's statement in the House represents Government policy; or
- (c) for legal opinion.

Questions cannot refer to—

- (a) debates in the current session; or
- (b) proceedings in committee not reported to the House.

Questions cannot anticipate discussion upon an order of the day or other matter.

145. An answer shall be relevant to the question.

Answer to be
relevant

146. A question fully answered cannot be renewed.

Question answered

147. The Speaker may direct that the language of a question be changed if it seems to him unbecoming or not in conformity with the standing orders of the House.

Alteration of
question

S.O. 148-159

Notice of question
Am 31 Mar. 65
Op 1 Apr. 65

148. Notice of question shall be given by a Member delivering the same to the Clerk within such time as, in the opinion of the Speaker, will enable the question to be fairly printed. The question shall be fairly written, signed by the Member, and shall show the day proposed for asking such question.

Order of questions

149. The Clerk shall place notices of questions on the Notice Paper in the order in which they were received by him.

Replies to questions
Am 31 Mar. 65
Op 1 Apr. 65

150. The reply to a question on notice shall be given by delivering the same to the Clerk. A copy thereof shall be supplied to the Member who has asked the question, and such question and reply shall be printed in *Hansard*.

Questions without notice
Supplementary questions

151. Questions may be asked without notice. At the discretion of the Speaker supplementary questions may be asked to elucidate an answer.

Question to Speaker

152. A question without notice may be put to the Speaker relating to any matter of administration for which he is responsible.

Questions regarding persons

153. Questions shall not be asked which reflect on or are critical of the character or conduct of those persons whose conduct may only be challenged on a substantive motion, and notice must be given of questions critical of the character or conduct of other persons.

CHAPTER XII

MOTIONS, QUESTIONS, VOTES AND RESOLUTIONS

No motion without previous notice

154. No Member may, except by leave of the House, or unless it be otherwise provided by the standing orders, move any motion except in pursuance of notice appearing on the Notice Paper.

Precedence of motions

155. Motions shall have precedence of each other according to the order in which they appear on the Notice Paper. A motion may be postponed on motion without notice moved by the Member who gave notice of the motion.

Motions not called on

156. If, at the adjournment of the House, any motions on the Notice Paper have not been called on, such motions shall be set down on the Notice Paper for the next sitting day, after the motions of which notice for that day has been given.

Precedence to vote of thanks or of condolence

157. Precedence will be ordinarily given by courtesy to a motion for a vote of thanks of the House or of condolence.

Member absent when his motion called on

158. If a Member is not in his place when the notice of motion given by him is called on, it shall be withdrawn from the Notice Paper, unless another Member, at his request, thereupon fixes a future time for moving the motion.

Member failing to move

159. If a Member, when the notice of motion given by him is called on, fails to rise and move the motion, it shall be withdrawn from the

Notice Paper unless he thereupon fixes a future time for moving the motion.

160. A motion not seconded may not be further discussed and no entry thereof shall be made in the Votes and Proceedings. Motion not seconded

161. When a motion has been moved and seconded, a question thereupon shall be proposed to the House by the Speaker. Question proposed by the Speaker

162. After a motion has been proposed from the Chair, it shall be deemed to be in the possession of the House, and cannot be withdrawn without leave. Restrictions on withdrawal of motions

163. A matter on the Notice Paper must not be anticipated by another matter contained in a less effective form of proceeding. Anticipation of business

164. A motion which has been superseded, or by leave of the House, withdrawn, may be moved again during the same session. Motions withdrawn, again moved

165. As soon as the debate upon a question has been concluded, the Speaker shall put the question to the House. Question put

166. The House or committee may order a complicated question to be divided. Division of complicated question

167. A question being put shall be resolved in the affirmative or negative, by the majority of voices, "Aye" or "No". Question determined by majority of voices

168. The Speaker shall state whether, in his opinion, the "Ayes" or the "Noes" have it; and if his opinion be challenged the question shall be decided by division. Speaker states result

169. The Speaker or, subject to the provisions of standing order 233, the Chairman, may, in his discretion, disallow any motion or amendment which is the same in substance as any question, which, during the same session, has been resolved in the affirmative or negative. Same question may be disallowed

170. A resolution, or other vote of the House, may be read and rescinded; but no such resolution or other vote may be rescinded during the same session, unless 7 days' notice be given: Provided that to correct irregularities or mistakes one day's notice shall be sufficient, or the corrections may be made at once by leave of the House. Resolution or vote rescinded

CHAPTER XIII

AMENDMENTS

171. A question having been proposed may be amended (1) by omitting certain words only; (2) by omitting certain words in order to insert or add other words; or (3) by inserting or adding words. Different forms of amendments

172. An amendment to any motion before the House must, for purposes of record, be in writing and be signed by the mover and seconder. Amendments to be in writing

S.O. 173-185

- Relevancy of amendment **173.** Every amendment must be relevant to the question which it is proposed to amend.
- Amendments in House must be seconded **174.** An amendment moved, but not seconded, shall not be entertained by the House, nor entered in the Votes and Proceedings.
- Amendment to omit words **175.** When the proposed amendment is to omit certain words, the Speaker shall put a question, "That the words proposed to be omitted stand part of the question".
- Amendment to omit words, and insert or add others **176.** When the proposed amendment is to omit certain words in order to insert or add other words, the Speaker shall put a question "That the words proposed to be omitted stand part of the question", which, if resolved in the affirmative, shall dispose of the amendment; but if in the negative, another question shall be put, that the words of the amendment be inserted or added instead of the words which are omitted.
- Amendment to insert or add words **177.** When the proposed amendment is to insert or add certain words, the Speaker shall put a question, that such words be inserted, or added.
- Alternative form of question **178.** If no Member objects, the Speaker may put a question "That the amendment be agreed to" in place of the question or questions stated in standing orders 175, 176 and 177.
- Inconsistent amendment not to be moved **179.** No amendment shall be moved which is inconsistent with a previous decision on the question.
- No amendment of earlier part **180.** No amendment may be moved to any part of a question after a later part has been amended, or after a question has been proposed on an amendment thereto, unless the proposed amendment has, by leave of the House, been withdrawn.
- No amendment to words already agreed to **181.** No amendment may be moved to any words which the House has resolved shall stand part of a question, or which have been inserted in, or added to, a question, except it be in the addition of other words thereto.
- Order of moving amendments **182.** An amendment proposed shall be disposed of before another amendment to the original question can be moved.
- Proposed amendment withdrawn **183.** A proposed amendment may, by leave, be withdrawn.
- Amendments to proposed amendments **184.** Amendments may be moved to a proposed amendment as if such proposed amendment were an original question.
- Amendment to words proposed to be substituted **185.** When it is moved to omit words in the main question, in order to insert or add others, no amendment to the words proposed to be inserted or added can be received until the question that the words proposed to be omitted stand part of the main question has been determined.

186. When amendments have been made, the main question shall be put as amended.

Question as amended put

187. When amendments have been moved but not made, the question shall be put as originally proposed.

When amendments moved but not made

CHAPTER XIV

ORDERS OF THE DAY

188. An order of the day is a bill or other matter which the House has ordered to be taken into consideration on a particular day.

Order of the day defined

189. Orders of the day shall have precedence of each other according to the order in which they appear on the Notice Paper. An order of the day may be postponed on motion without notice moved by the Member in charge thereof, or, in his absence, by another Member at his request.

Precedence of orders of the day
Order postponed by request

190. If, at the adjournment of the House, any orders of the day on the Notice Paper have not been called on, such orders of the day shall be set down on the Notice Paper for the next sitting day at the end of the orders set down for that day.

Orders of day not called on

191. On an order of the day being read, it may, on motion without notice moved by the Member in charge thereof, be discharged.

Order discharged

CHAPTER XV

DIVISIONS

192. Whenever the Speaker states, on putting a question, that the "Ayes" or the "Noes" (as the case may be) have it, his opinion may be challenged by Members calling for a division.

Division called for

193. A division shall not be proceeded with unless more than one Member has called for a division. If one Member only calls for a division, that Member may inform the Speaker that he wishes his dissent to be recorded in the Votes and Proceedings and in *Hansard* and his dissent shall be so recorded.

When division may be taken
Am 4 May 66
Op 5 May 66

194. Every Member shall vote in accordance with his voice (either "Aye" or "No") and his vote shall be so recorded.

Member to vote in accordance with voice

195. A Member calling for a division shall not leave the area within the seats allotted to Members, and shall vote with those who, in the opinion of the Speaker, were in the minority when the voices were taken.

Member calling for division

196. No Member shall be entitled to vote in any division upon a question (not being a matter of public policy) in which he has a direct pecuniary interest not held in common with the rest of the subjects of the Crown. The vote of a Member may not be challenged except on a substantive motion moved immediately after the division is

No Member to vote if pecuniarily interested

S.O. 196-207

completed, and the vote of a Member determined to be so interested shall be disallowed.

No Member to vote unless present when tellers appointed

197. No Member shall be entitled to vote in any division unless, when the tellers are appointed, he is within the seats allotted to Members.

Strangers withdraw

198. Previously to any division, Senators and strangers shall, if ordered, withdraw from the Chamber.

Division bells rung and sand-glass turned

199. Before a division is taken, the Clerk shall ring the division bells and turn a 2 minute sand-glass, kept on the Table for that purpose, and the doors shall not be closed until after the lapse of 2 minutes, as indicated by such sand-glass.

Doors locked after 2 minutes

200. The doors shall be closed and locked after the lapse of 2 minutes, and then no Member may enter or leave the Chamber until after the division.

Successive divisions
Ins 22 Feb. 78
Op 22 Feb. 78

200A. When successive divisions are taken, and there is no intervening debate after the first division, the bells for the ensuing division shall be rung for one minute only.

Question stated
Members divide
Tellers appointed

201. When the doors have been locked, and all the Members are in their places, the Speaker shall state the question to the House, shall direct the "Ayes" to proceed to the right of the Chair, and the "Noes" to the left, and Members having accordingly taken seats, shall appoint 2 tellers for each side.

Members present when tellers appointed must vote

202. On the tellers being appointed, every Member within the seats allotted to Members shall vote and no Member may move from his place until the result of the division is announced.

Members counted, names taken down

203. Every Member within the seats allotted to Members shall then be counted, and his name taken down by the tellers, who shall sign their list, and present the same to the Speaker, who will declare the result to the House.

If only one Member on a side
Am 4 May 66
Op 5 May 66

204. In case there be only one Member on a side on a division, the Speaker, without completing the division, shall forthwith declare the decision of the House. In such event, the one Member concerned may inform the Speaker that he wishes his dissent to be recorded in the Votes and Proceedings and in *Hansard* and his dissent shall be so recorded.

Point of order during division

205. While the House is dividing Members may speak, sitting, to a point of order arising out of or during the division.

Decision on point of order during division

206. Should a point of order arise during a division, it shall be decided if in the House by the Speaker, if in committee by the Chairman.

Division list recorded

207. Lists of divisions in the House and in committee shall be recorded by the Clerk in the Votes and Proceedings.

208. In case of confusion or error concerning the numbers reported, unless the same can be otherwise corrected, the House shall proceed to another division.

In case of error
House again
divides

209. If complaint be made to the House that a division has been inaccurately reported, the Speaker may cause the record to be corrected.

Mistakes corrected
in records

210. Any reasons stated by the Speaker for his casting vote shall be entered in the Votes and Proceedings.

Speaker's reasons
for casting vote

CHAPTER XVI

BILLS

Initiation

211.—(a) A bill (unless received from the Senate) shall be initiated by a motion for leave to bring in a bill specifying its title, by an order of the House, on the calling on of a notice of presentation, or in accordance with the provisions of standing order 291.

How initiated
Am 31 Mar. 65
Op 1 Apr. 65

(b) Notice of intention to present a bill shall be given by a Member by either stating its terms to the House and delivering a copy to the Clerk or delivering a copy of its terms to the Clerk.

Notice of
presentation—how
given

(c) A notice of intention to present a bill shall specify its title and the day for presentation, and shall be signed by the Member and, at least, one other Member.

Form of

(d) A notice of intention to present a bill which is given by delivering a copy of its terms to the Clerk shall be reported to the House by the Clerk at the first convenient opportunity and shall not be entered by the Clerk on the Notice Paper unless it has been so reported.

Clerk to report in
certain cases

(e) The standing orders shall, to the necessary extent, be applied and read as if a notice of presentation were a notice of motion.

Application of
standing orders

212. A Member bringing in a bill in accordance with standing order 211 shall present to the House a fair copy signed by him.

Fair copy to be
presented

213. The title shall agree with the order of leave or the notice of presentation, and no clause may be included in any bill not coming within its title.

Title
Clauses to come
within the title

214. Every bill not prepared according to the standing orders of the House, shall be ordered to be withdrawn.

Irregular bill to be
withdrawn

First Reading

215. On the presentation of a bill by a Member, or on the receipt from the Senate of a bill for the concurrence of the House, it shall be read a first time without any question being put.

First reading

216. On every order for the reading of a bill, the title only shall be read.

Title only read

Second Reading

Day fixed for second reading

217. After the first reading a future day shall be appointed for the Member to move "That this bill be now read a second time" and the bill shall meanwhile be printed.

Second reading moved immediately if bills circulated

218. Notwithstanding the provisions of standing order 217, if copies of the bill have been circulated among Members the second reading may be moved immediately after the bill has been read a first time. The debate on the question shall then be adjourned to a future day.

Amendment to second reading

219. An amendment may be moved to such question by omitting "now" and adding "this day 6 months", which, if carried, shall finally dispose of the bill. No amendment may be moved to this amendment.

Amendments to be relevant
Am 31 Mar. 65
Op 1 Apr. 65

Exception

220. No other amendment may be moved to such question except in the form of an amendment relevant to the bill, which does not anticipate an amendment which may be moved in committee and does not propose the addition of words to the question: Provided that an amendment relating to public affairs may be moved to the question for the second reading of an Appropriation or Supply Bill, except an Appropriation or Supply Bill for expenditure that is not expenditure for the ordinary annual services of the Government.

Proceedings following Second Reading

Proceedings following second reading—

221. Immediately after the second reading—

Message

(a) a message recommending an appropriation of revenue or moneys in connection with the bill may be announced;

Reference to select committee

(b) a motion "That this bill be referred to a select committee" may be moved; and

Instruction

(c) an instruction of which notice has been given may be moved. (see S.O.'s 299-302)

Committal and Consideration in Committee

Committal unless—

222. After the second reading, or when proceeding under standing order 221, after those proceedings have been disposed of, the House shall forthwith resolve itself into a committee of the whole for the consideration of the bill unless—

Referred to select committee

(a) the bill has been referred to a select committee; or

Leave to move third reading forthwith

(b) the House grants leave for the question "That this bill be now read a third time" to be moved forthwith.

Bill reported by select committee

223. When a bill has been referred to a select committee and reported, a time shall be fixed on the motion without notice of the Member in charge of the bill for the consideration in a committee of the whole of the bill as reported.

224. No motion for referring a bill to a select committee may be moved after the Chairman of Committees has reported the bill.

Restriction on reference to a select committee

225. In committee the title and the preamble stand postponed without question proposed, and the clauses shall be considered in their order, a question being proposed by the Chairman on each clause "That the clause be agreed to". The words of enactment at the head of the bill shall not be put to the committee.

Title and preamble stand postponed
Clauses considered

226. The following order shall be observed in considering a bill and its title:

Order in considering bill
Am 31 Mar. 65
Op 1 Apr. 65

1. Clauses as printed and new clauses, in their numerical order.
2. Schedules as printed and new schedules, in their numerical order.
3. Postponed clauses (not having been specially postponed until after certain other clauses).
4. Preamble.
5. Title.

And in reconsidering the bill upon recommitment the same order shall be followed.

Provided that—

Exceptions

- (a) in considering an Appropriation or Supply Bill, any schedule expressing the services for which the appropriation is to be made shall be considered before the clauses and, unless the committee otherwise orders, that schedule shall be considered by proposed expenditures in the order in which they are shown, and
- (b) in considering a bill to impose taxation, any schedule shall be considered before the clauses.

227. Any amendment may be moved to any part of the bill, provided the same be within the title or relevant to the subject-matter of the bill, and be otherwise in conformity with the standing orders of the House.

Admissible amendments

228. The discussion shall be confined to the clause or amendment before the committee.

Relevancy of discussion

229. If a clause is amended, a further question shall be proposed, "That the clause, as amended, be agreed to".

Clause put as amended

230. A clause, or a clause which has been amended, may be postponed.

Clause may be postponed

231. If any amendment has been made in the bill, necessitating an amendment of the title, such title shall be amended, and a question proposed, "That the title, as amended, be the title of the bill", and the amendment of the title shall be specially reported to the House.

Amendment of title

S.O. 232-241

Proceedings in committee not to be noticed till reported

232. No notice may be taken of any proceedings of a committee of the whole, or of a select committee on a bill, until such proceedings have been reported.

Amendment inadmissible if contrary to previous decision of same committee

233. No amendment or new clause or schedule shall be at any time moved which is substantially the same as one already negatived by the committee, or which is inconsistent with one that has been already agreed to by the committee, unless a recommittal of the bill has intervened.

Report, Recommittal and Adoption

Bill ordered to be reported—bill reported

234. When the bill has been fully considered, the question shall be put forthwith and determined without amendment or debate, “That the bill (or this bill as amended) be reported”, which being agreed to, the Chairman shall leave the Chair and report the bill forthwith.

Time for considering report

235. If a bill be reported with amendments, a future time shall be appointed for taking the report into consideration and moving its adoption, and the bill, as reported, may in the meantime be printed; but if no amendments have been made the report may be at once adopted.

Recommittal of bill

236. On report from the committee or on the motion for the adoption of the report the bill may, on motion by any Member, be recommitted, either in whole or in part; in which case, if amendments be made and the bill be reported, a subsequent time shall be fixed for taking the report into consideration and moving its adoption, and the bill, as reported with the amendments, may in the meantime be printed; but if no amendments have been made the report may be at once adopted.

Time for considering report

Third Reading, Passing, etc.

Day fixed for third reading

237. When the report is finally adopted, a future day shall be fixed, on motion, for the third reading.

Question for third reading

238. On the order of the day being read for the third reading of a bill, on motion being made, the question shall be proposed “That this bill be now read a third time”.

Amendment to third reading

239. The only amendment which may be moved to such question is by omitting “now” and adding “this day 6 months”, which, if carried, shall finally dispose of the bill.

Bill passed

240. After the third reading no further question shall be put, and the bill shall have passed the House.

Verbal or formal amendments

241. Amendments of a verbal or formal nature may be made, and clerical or typographical errors may be corrected, in any part of the bill by the Clerk acting with the authority of the Chairman of Committees.

242. When a bill originated in the House has been passed, the Clerk shall certify at the top of the first page "This bill originated in the House of Representatives; and, having this day passed, is now ready for presentation to the Senate for its concurrence".

Certificate of bill having passed

Transmission to Senate

243. After a passed bill has been certified by the Clerk, it shall be sent to the Senate with a message desiring the concurrence of that House.

Bill sent to Senate

Senate's Amendments on Bills originated in the House

244. When a bill is returned from the Senate with amendments, the amendments shall be printed, unless the House otherwise orders, and a time fixed for taking the same into consideration in committee of the whole.

Amendments by Senate

245. On report from the committee the amendments made by the Senate shall be agreed to either with or without amendments; or disagreed to; or the consideration thereof postponed; or the bill ordered to be laid aside.

How disposed of

246. No amendment may be moved to an amendment of the Senate that is not relevant thereto; nor may an amendment be moved to the bill unless the same be relevant to, or consequent upon, either the acceptance or the rejection of an amendment of the Senate.

Relevancy of amendment to Senate amendment

247. When amendments made by the Senate, in bills which have first passed the House, have been agreed to by the House without amendments, a message shall be sent informing the Senate thereof; and if they have been agreed to with amendments, the bill shall be returned with a schedule of such amendments, in a message desiring the concurrence of the Senate therein; and if they have been disagreed to, the bill may be again sent to the Senate, with a message desiring its reconsideration.

Further proceeding after consideration of Senate amendments

248. In any case, when a bill is returned to the Senate with any of the amendments made by the Senate disagreed to, the message containing such bill shall also contain reasons for the House not agreeing to the amendments proposed by the Senate. On motion without notice the House shall appoint a committee of 3 Members to draw up reasons and report them to the House.

Reasons for disagreeing

249. When amendments have been made by the House on the amendments of the Senate, a schedule of such amendments shall be prepared, containing reference to each amendment of the Senate which has been amended by the House; and this schedule shall accompany the bill, and be certified by the Clerk.

Form of schedule of amendments to Senate amendments

Disagreement
further
proceedings
Am 20 Aug. 70
Op 25 Aug. 70

250. If the Senate returns the bill with a message informing the House that it—

- I. Insists on the original amendments to which the House has disagreed, or
- II. Disagrees to amendments made by the House on the original amendments of the Senate, or
- III. Agrees to amendments made by the House on the original amendments of the Senate, with further amendments:

the House may, as to I.—

Agree, with or without amendment, to the amendments to which it had previously disagreed, and make, if necessary, consequential amendments to the bill; or insist on its disagreement to such amendments and make, if necessary, amendments relevant to the rejection of the amendments of the Senate;

and may, as to II.—

Withdraw its amendments and agree to the original amendments of the Senate; or make further amendments to the bill consequent upon the rejection of its amendments; or make new amendments as alternative to the amendments to which the Senate has disagreed; or insist on its amendments to which the Senate has disagreed;

and may, as to III.—

Agree, with or without amendment, to such further amendments of the Senate, making consequential amendments to the bill, if necessary; or disagree thereto and insist on its own amendments which the Senate has amended;

and in all such cases, if agreement be not thereby arrived at, the House may return the bill to the Senate, or order the bill to be laid aside, or request a conference. If the bill be again returned by the Senate with any of the requirements of the House still disagreed to, the House shall fix a time for the consideration of the message and, on its consideration, shall order the bill to be laid aside or request a conference.

Final agreement
Message sent

251. When the requirements of the Senate in the bill have been finally agreed to, a message shall be sent informing the Senate thereof.

Clerk to certify at
every stage of the
bill

252. In whatever way the House disposes of a bill returned with amendments by the Senate, as hereinbefore described, the Clerk shall, at every stage, certify accordingly on the bill.

Bills originated in the Senate

Bills coming first
time from the
Senate

253. A bill coming to the House the first time from the Senate shall, to the necessary extent, be proceeded with as if it were a bill originating in the House.

Certificate when
returned to the
Senate

254. When any such bill has been passed by the House, with or without amendment, it shall be returned to the Senate by message,

with the Clerk's certificate that "This bill has been agreed to by the House without amendment," or, "with the amendments indicated by the annexed schedule," as the case may require; and the concurrence of the Senate in such amendments shall be desired.

255. When any amendments have been made by the House to a bill which has been first passed by the Senate, a schedule of such amendments shall be prepared, containing reference to the clause, page, and line of the bill, and amendments made; and this schedule shall accompany the bill, and be certified by the Clerk.

Form of schedule
of House
amendments

256. If the Senate returns such bill with any of the amendments made by the House disagreed to, or further amendments made thereon, together with reasons for its disagreeing to any such amendments proposed by the House, a time shall be fixed for taking the Senate message into consideration in committee of the whole and, unless the House otherwise orders, any schedule accompanying the message shall be printed.

Senate
amendments to
House
amendments

257. In cases where the Senate—

I. Disagrees to amendments made by the House; or

II. Agrees to amendments made by the House with amendments;

Disagreement—
further
proceedings

on report from the committee, the House may, as to I.—

Insist, or not insist, on its amendments; or make further amendments to the bill consequent upon the rejection of its amendments; or make new amendments as alternative to the amendments to which the Senate has disagreed; or order the bill to be laid aside;

and may, as to II.—

Agree to the Senate's amendments on its own amendments, with or without amendment, making consequential amendments to the bill if necessary; or disagree thereto and insist on its own amendments which the Senate has amended; or order the bill to be laid aside;

and, unless the bill be laid aside, a message shall be sent to the Senate to such effect as the House has determined.

On any further return of the bill from the Senate with any of the requirements of the House still disagreed to, the House may order the bill to be laid aside.

258. In any case when a bill is returned to the Senate with any of the amendments made by the Senate on the amendments of the House disagreed to, the message returning such bill shall also contain reasons for the House not agreeing to the amendments made by the Senate. On motion without notice the House shall appoint a committee of 3 Members to draw up reasons and report them to the House.

Reasons for
disagreeing to
further Senate
amendments

S.O. 259-263

Form of schedule of House amendments to Senate amendments

259. When any further amendments have been made by the House on the Senate's amendments on the original amendments of the House to a bill which has been first passed by the Senate, a schedule of such further amendments shall be prepared, containing reference to each amendment of the Senate which has been amended by the House, and the further amendment made; and this schedule shall accompany the bill, and be certified by the Clerk.

Clerk to certify at every stage of bill

260. In whatever way the House disposes of a bill returned by the Senate after having been amended by the House, the Clerk shall, at every stage, certify accordingly on the first page of the bill.

Inadmissible amendments

261. No amendment may be moved to any words of the bill which, having received the concurrence of the Senate, have not been the subject of, or immediately affected by, some previous amendment, unless such proposed amendment be consequent upon an amendment already agreed to or made by the House.

Bills which the Senate may not amend

Message from Senate requesting amendments

262. Whenever the Senate returns to the House any bill which the Senate may not amend, requesting, by message, the omission or amendment of any items or provisions therein, the House shall thereupon, or at a later time to be fixed, resolve itself into a committee of the whole, to consider the requested amendments, and the subsequent proceedings shall be as follows:

- (a) The committee may make any of such omissions or amendments, with or without modifications, and a report shall be made to the House by the Chairman.
- (b) The report may be adopted forthwith, or the question may be recommitted, or the adoption of the report may be negatived.
- (c) If the report be adopted, the omissions or amendments (if any) as agreed to by the House shall be made by the Clerk in the bill, which shall be returned to the Senate with a message, stating the manner in which the omissions or amendments requested by the Senate have been dealt with by the House, and desiring the concurrence of the Senate in the bill.
- (d) If the report be negatived, or if in committee the Chairman be moved out of the Chair by resolution without being ordered to report resolutions to the House, the bill shall lapse, and no message shall be sent thereon to the Senate.

Bills altering the Constitution

Bills altering Constitution, absolute majority for third reading

263. Whenever the third reading of a bill by which an alteration of the Constitution is proposed to be made has not been carried by an absolute majority of the House, the bill shall be forthwith laid aside and shall not be revived during the same session.

Lapsed Bills

264. Any bill which lapses by reason of a prorogation before it has reached its final stage may be proceeded with in the next ensuing session at the stage it had reached in the preceding session, if a periodical election for the Senate or a general election has not taken place between such 2 sessions, under the following conditions:

Resumption of proceedings on lapsed bills

- (a) If the bill be in the possession of the House in which it originated, not having been sent to the other House, or, if sent, then returned by message, it may be proceeded with by resolution of the House in which it is, restoring it to the Notice Paper.
- (b) If the bill be in the possession of the House in which it did not originate, it may be proceeded with by resolution of the House in which it is, restoring it to the Notice Paper, but such resolution shall not be passed unless a message has been received from the House in which it originated, requesting that its consideration may be resumed.

Any bill so restored to the Notice Paper shall be proceeded with in both Houses, as if its passage had not been interrupted by a prorogation, and, if finally passed, be presented to the Governor-General for Her Majesty's assent.

Proceedings on restored bill

Should the motion for restoration to the Notice Paper be not agreed to by the House in which the bill originated, the bill may be re-introduced and proceeded with in the ordinary manner.

Bills not restored

Presentation for Assent

265. Every bill originated in the House of Representatives which has finally passed both Houses, shall be presented by the Speaker to the Governor-General for Her Majesty's assent, having been first certified by the signature of the Clerk as having originated in the House, and as having finally passed both Houses.

Bills finally passed, certified and presented to the Governor-General

Amendments proposed by the Governor-General

266. Whenever the Governor-General returns any bill presented to him, and transmits therewith any amendment which he may recommend, such amendment shall be considered and dealt with in the same manner as amendments proposed by the Senate.

Amendments proposed by Governor-General

267. When the House has agreed to any amendment proposed by the Governor-General with or without amendment, such amendment, together with any alterations rendered necessary to be made in the bill in consequence of such amendment, shall be forwarded to the Senate for its concurrence; and any amendment made by the Senate thereto shall be dealt with in the same manner as amendments made by the Senate in bills originated in the House.

Such amendments, if agreed to, to be forwarded to Senate

S.O. 268-275

Consideration of such amendments received through Senate

268. Amendments recommended by the Governor-General in bills originated in the Senate which have been agreed to by the Senate and forwarded for the concurrence of the House, shall be proceeded with in the same manner as amendments made by the Senate on the House's amendments to bills first received from the Senate.

Presentation of bill to Governor-General

269. When amendments recommended by the Governor-General in any bill originated in the House have been agreed to by both Houses, with or without amendment, the bill shall be fair printed and presented by the Speaker to the Governor-General, having been certified as in manner provided in standing order 265; but if any such amendments be disagreed to by the House, or if no agreement between the 2 Houses be arrived at thereon prior to the last day of the session, the Speaker shall again present to the Governor-General for Her Majesty's assent the bill in the form as first presented by him for that purpose.

CHAPTER XVII

COMMITTEE OF THE WHOLE HOUSE

Quorum in committee

270. The quorum in committee shall consist of the same number of Members as is requisite to form a quorum* of the House.

Appointment of committee

271. A committee of the whole shall be appointed by resolution that the House resolve itself into a committee of the whole either immediately or at a future time.

House resolves itself into committee

272. Whenever an order of the day is read for the House to resolve itself into a committee of the whole the Speaker shall leave the Chair without putting any question, and the House shall thereupon resolve itself into a committee, unless upon notice given an instruction thereto is proposed from the Chair.

Chairman takes Chair

273. As soon as the Speaker has left the Chair the Chairman shall take the Chair of the committee at the Table.

When committee has reported progress

274. When any matter has been partly considered in committee and the Chairman has been directed to report progress and ask leave to sit again, and the House has ordered that the committee shall sit again, the Speaker, when the order for the committee has been read, shall forthwith leave the Chair, and the House shall again resolve itself into such committee.

Committee to consider only matters referred

275. A committee shall consider such matters only as have been referred to it by the House.

* A quorum is at least one-third of the whole number of the members of the House of Representatives. See section 39 of the Constitution.

- 276.** Every question in committee shall be decided in the same manner as in the House itself, the Chairman having only a casting vote, and any reasons stated by him shall be entered in the Votes and Proceedings. Questions decided by majority—Chairman has casting vote
- 277.** Divisions shall be demanded and taken in committee in the same manner as in the House itself. Divisions in committee
- 278.** A motion contradictory of a previous decision of the committee shall not be entertained in the same committee. Contradictory motions
- 279.** A motion moved in committee need not be seconded. Motions need not be seconded
- 280.** Except as provided by these standing orders, the same rules for regulating the conduct of business shall be observed in committee as in the House itself, the Chairman of Committees being invested with the same authority as the Speaker for the preservation of order; but disorder in a committee may be censured by the House only on receiving a report. Order in debate
- 281.** If any objection is taken to a ruling of the Chairman of Committees, such objection shall be stated at once and a motion of dissent, to be submitted in writing, moved, which shall be forthwith decided by the committee without debate; and the proceedings shall then be resumed where they were interrupted. Objection to ruling of Chairman
- 282.** If any sudden disorder arises in committee the Speaker may resume the Chair. Speaker may resume Chair when disorder arises
- 283.** The Speaker shall resume the Chair when the time is come for holding a conference, or for doing anything which the House has ordered to be done at a stated time. Speaker resumes Chair when time for conference, etc
- 284.** If it appears, upon a division in committee, that a quorum of Members is not present, the Chairman shall leave the Chair of the committee, and shall inform the Speaker thereof, but make no further report. No decision of the committee shall be considered to have been arrived at by such division. Want of quorum in division
- 285.** If any Member takes notice that a quorum of Members is not present, then the Chairman shall count the committee, and if a quorum be not present within 2 minutes he shall inform the Speaker thereof, but shall make no further report. If a quorum be present, the committee shall proceed with the business where interrupted. Committee counted by Chairman
- 286.** If the proceedings of a committee be interrupted by a count-out followed by an adjournment of the House, the House may, on motion with notice, order the resumption of such committee, and the proceedings shall be resumed at the point where they were so interrupted. Resumption of proceedings after count-out
- 287.** A motion may be moved during the proceedings of a committee "That the Chairman do report progress and ask leave to sit Motion to report progress

S.O. 287-293

again”, and such question shall be put forthwith and decided without amendment or debate. On the Chairman reporting to the House, the Speaker shall put a question to fix a time for the House to resolve itself again into the committee.

Report when all matters considered

288. When all matters referred to a committee have been considered the Chairman shall be directed to report the same to the House.

Motion that Chairman leave the Chair

289. A motion “That the Chairman do now leave the Chair”, which question shall be put forthwith and decided without amendment or debate, will, if carried, supersede the proceedings of a committee; but the committee may, on motion with notice, be revived and the proceedings shall be resumed at the point where they were interrupted.

Resolutions of committee

290. The resolutions reported from a committee may be taken into consideration forthwith and may be agreed to or disagreed to by the House, or recommitted to the committee, or the further consideration thereof postponed.

CHAPTER XVIII

FINANCIAL PROCEDURES

Supply and Appropriation Bills and taxation proposals submitted by Minister without notice

Am 31 Mar. 65
Op 1 Apr. 65

291. An Appropriation or Supply Bill or a bill or proposal dealing with taxation may be submitted to the House by a Minister without notice.

No appropriation proposal unless recommended by Governor-General

Am 31 Mar. 65
Op 1 Apr. 65

292. No proposal for the appropriation of any public moneys shall be made unless the purpose of the appropriation has in the same session been recommended to the House by message of the Governor-General, but a bill, except an Appropriation or Supply Bill, which requires the Governor-General’s recommendation may be brought in by a Minister and proceeded with before the message is announced. No amendment of such proposal shall be moved which would increase, or extend the objects and purposes or alter the destination of, the appropriation so recommended unless a further message is received.

Taxation proposals to be initiated only by a Minister

293. A proposal for the imposition, or for the increase, or alleviation, of a tax or duty, or for the alteration of the incidence of such a charge, shall not be made except by a Minister. No Member, other than a Minister, may move an amendment to increase, or extend the incidence of, the charge defined in that proposal unless the charge so increased or the incidence of the charge so extended shall not exceed that already existing by virtue of any Act of the Parliament.

CHAPTER XIX

MESSAGES FROM THE GOVERNOR-GENERAL

294. A message from the Governor-General shall be announced to the House by the Speaker, but not during a debate, or so as to interrupt a Member whilst he is speaking.

Message
announced by
Speaker

295. Subject to the provisions of standing orders 296, 297 and 298, a message from the Governor-General recommending an appropriation of revenue or moneys for the purposes of a bill shall be announced before the bill to which it relates is brought in.

When announced
for bill

296. A message from the Governor-General recommending an appropriation of revenue or moneys for the purposes of a bill which, in accordance with the provisions of standing order 292, is brought in by a Minister before a message is announced, shall be announced after the bill has been read a second time.

When announced
if bill precedes
message pursuant
S.O. 292

297. Any message from the Governor-General recommending an appropriation of revenue or moneys for the purposes of an amendment to be moved to a bill shall be announced before the amendment is moved.

When announced
for amendment

298. Any message from the Governor-General recommending an appropriation of revenue or moneys for the purposes of or in relation to an amendment made or requested by the Senate in a bill which originated in the House shall be announced before that amendment or requested amendment, as the case may be, is considered.

When announced
for Senate
amendments or
requests

CHAPTER XX

INSTRUCTIONS TO COMMITTEES

299. An instruction empowers a committee to consider matters not otherwise referred to it.

Effects of an
instruction

300. No instruction can be given to a committee to do that which it is already empowered to do, or to deal with a question beyond the scope of a bill as read the second time.

What instructions
may be moved

301. An instruction to a committee of the whole requires notice, and can only be moved before first going into committee on any question.

When instructions
may be moved

302. An instruction to a select committee extending or restricting the order of reference may be moved, after notice, on any day prior to the report of the committee.

Instruction to
select committee

CHAPTER XXI

DISORDER

Disorder by Member

303. If any Member has—

- (a) persistently and wilfully obstructed the business of the House; or
- (b) been guilty of disorderly conduct; or
- (c) used objectionable words, which he has refused to withdraw; or
- (d) persistently and wilfully refused to conform to any standing order; or
- (e) persistently and wilfully disregarded the authority of the Chair—

Offence in committee

he may be named by the Speaker, or, if any of the above-named offences has been committed by a Member in committee, by the Chairman.

Proceedings following naming

304. If the offence has been committed in the House, the Speaker shall forthwith put the question, on a motion being made, no amendment, adjournment, or debate being allowed, "That such Member be suspended from the service of the House"; and, if the offence has been committed in committee, the Chairman shall forthwith suspend the proceedings of the committee and report the circumstances to the House; and the Speaker shall forthwith, on a motion being made, put the same question, without amendment, adjournment, or debate, as if the offence had been committed in the House itself.

Period of suspension

305. If any Member be suspended under the foregoing order, his suspension on the first occasion shall be for 24 hours; on the second occasion during the same year for 7 consecutive days excluding the day of suspension; and on the third or any subsequent occasion during the same year for 28 consecutive days excluding the day of suspension. For the purposes of this standing order, any suspension in a previous session shall be disregarded, and "year" means a year commencing on 1 January and ending on 31 December.

Speaker or Chairman may order disorderly Member to withdraw

306. When the conduct of a Member is of such a grossly disorderly nature that the procedure provided in standing order 304 would be inadequate to ensure the urgent protection of the dignity of the House, the Speaker or the Chairman shall order the Member to withdraw immediately from the Chamber and the Serjeant-at-Arms shall act on such orders as he receives from the Chair in pursuance of this standing order. When the Member has withdrawn, he shall forthwith be named by the Speaker or the Chairman, as the case may be, and the proceedings shall then be as provided in standing orders 304 and 305, except that the question for the suspension of the Member shall be put by the Speaker without a motion being necessary.

Member to be named

If the question for the suspension of the Member is resolved in the negative, he may forthwith return to the Chamber.

307. A Member who has been suspended from the service of the House shall be excluded from the Chamber and all galleries thereof.

Member suspended excluded from Chamber

308. In the case of grave disorder arising in the House, the Speaker may adjourn the House without question put, or suspend any sitting for a time to be named by him.

Speaker may adjourn House or suspend sitting in case of grave disorder

309. If any Member wilfully disobeys any order of the House, he may be ordered to attend to answer for his conduct; and, if he fails to attend, or if his explanation be deemed unsatisfactory, the House may direct the Serjeant-at-Arms to take such Member into custody.

Members ordered to attend

310. The Serjeant-at-Arms shall take or deliver into custody any stranger whom he may see, or who may be reported to him to be, in any part of the Chamber appropriated to the Members of the House; and also any stranger who, having been admitted into any other part of the House or gallery, misconducts himself, or does not withdraw when strangers are directed to withdraw, while the House or any committee of the whole House is sitting.

Arrest of strangers in House or gallery

311. When any Member or other person has been taken into the custody of the Serjeant-at-Arms, such arrest shall be reported to the House by the Speaker without delay; and the House shall fix the time for such Member or other person to be brought to the Bar, to be dealt with by the House.

Arrest of Member or stranger to be reported

CHAPTER XXII

STRANGERS

312. Only the Speaker shall have the privilege of admitting strangers into the lower galleries, but Senators shall have the privilege of admission into the Senators' gallery without orders. The Speaker may admit distinguished strangers to a seat on the floor of the House.

Admission of Senators and strangers

313. Every Member may each day, by written orders of the Serjeant-at-Arms, admit 2 strangers to the gallery.

Strangers admitted by Members

314. If at any sitting of the House, or in committee, any Member takes notice that strangers are present, the Speaker or the Chairman (as the case may be) shall forthwith put the question "That strangers be ordered to withdraw", which shall be decided without debate: Provided that the Speaker or the Chairman may, whenever he thinks fit, order the withdrawal of strangers from any part of the Chamber.

Withdrawal of strangers

315. While the House or a committee of the whole is sitting, no Member may bring any stranger into any part of the Chamber appropriated to the Members of the House.

No stranger admitted into body of Chamber

CHAPTER XXIII

PAPERS AND DOCUMENTS

Papers ordered

316. Papers may be ordered to be laid before the House, and the Clerk shall communicate to the Minister concerned all orders for papers made by the House; and such papers when received shall be laid on the Table by the Clerk.

Addresses for papers involving prerogative

317. When the Royal Prerogative is concerned in any paper, an address shall be presented to the Governor-General praying that such paper may be laid before the House.

Form of such addresses

318. Motions for the production of despatches, or other correspondence addressed to the Governor-General, or for any information emanating from His Excellency, shall be in the form—"That an address be presented to His Excellency", to that effect.

Papers presented
Am 13 Apr. 72
Op 20 Apr. 72

319. Other papers may be presented by the Speaker, or pursuant to statute, or by command of His Excellency the Governor-General or by an Assistant Minister. Papers may be presented in the House, or may instead be delivered to the Clerk who shall cause them to be recorded in the Votes and Proceedings. Papers so delivered to the Clerk shall be deemed to have been presented to the House on the day on which they are recorded in the Votes and Proceedings.

Papers are public and may be inspected and copied

320. All papers and documents presented to the House shall be considered public. Papers not ordered to be printed may be inspected at the offices of the House at any time by Members, and, with permission of the Speaker, by other persons, and copies thereof or extracts therefrom may be made.

Quoting documents
Am 13 Apr. 72
Op 20 Apr. 72

321. A document relating to public affairs quoted from by a Minister or an Assistant Minister, unless stated to be of a confidential nature or such as should more properly be obtained by address, shall, if required by any Member, be laid on the Table.

Motions to print or take note
Am 13 Apr. 72
Op 20 Apr. 72

322. On any paper being presented to the House as provided in this chapter, a Minister or an Assistant Minister may move without notice either or both of the following motions— 1. That the paper be printed; 2. That the House take note of the paper: Provided that if the motions are not moved by a Minister or an Assistant Minister at the time of the presentation of the paper, they may be moved, on notice, on a subsequent day.

CHAPTER XXIV

SELECT COMMITTEES

Appointment

323. All select committees shall be appointed on motion, and shall consist of the mover and other Members to be nominated.

- 324.** Members may be discharged from attending a committee, and other Members appointed, after notice has been given. Member discharged and added
- 325.** Except with his consent, the Speaker or the Chairman of Committees shall not be chosen to serve on a select committee. Speaker and Chairman of Committees
- 326.** No Member may sit on a committee if he is personally interested in the inquiry before such committee. No interested Member to be on a committee
- 327.** On the appointment of every committee, a day shall be fixed for the reporting of its proceedings to the House, by which day the final report of the committee shall be brought up by the chairman, unless further time be moved for and granted; but the House may at any time prior to such day receive the final report of the committee. Bringing up report
- 328.** In all committees, 3 shall form a quorum, unless otherwise ordered; and, if at any time the quorum be not present, it shall be incumbent on the chairman to suspend the proceedings of the committee until a quorum be present, or to adjourn the committee. Quorum in committees
- 329.** If, after the lapse of 15 minutes from the time appointed for the meeting of a committee, there is not a quorum, the Members present may retire, and their names shall be entered on the minutes; and the clerk attending the committee shall issue notices for the next meeting. No quorum at time of meeting
- 330.** The mover of the motion for the committee shall fix the time for the first meeting of the committee. First meeting
- 331.** Every committee, before the commencement of business, shall elect one of its Members to be chairman, who shall have only a casting vote. Chairman appointed; casting vote
- 332.** An entry shall be made in the proceedings of the names of the Members attending each committee meeting, and of every motion or amendment moved in the committee, together with the name of the mover thereof; and if any division takes place in the committee, the chairman shall record the names of the Members voting in any such division, distinguishing on which side of the question they respectively vote. Records of proceedings and divisions
- 333.** A committee may adjourn from time to time, and, by order of the House, from place to place, and may sit during any sittings or adjournment of the House. Adjournment and sittings of committees
Am 31 Mar. 65
Op 1 Apr. 65
- 334.** The House may give a committee power to send for persons, papers and records. Power to send for persons, papers, etc
- 335.** The chairman of a committee shall direct the clerk attending the committee to summon the witnesses to be examined before such committee. Clerk of committee to summon witnesses
- 336.** The examination of witnesses before every committee shall be conducted as follows: The chairman shall first put to the witness, in an

- uninterrupted series, all such questions as he may deem essential, according to the mode of procedure agreed on by the committee. The chairman shall then call on the other Members severally by name to put any other questions, and the name of every Member so interrogating a witness shall be noted and prefixed to the questions asked.
- 337.** When a committee is examining witnesses, strangers may be admitted, but shall be excluded at the request of any Member, or at the discretion of the chairman of the committee, and shall always be excluded when the committee is deliberating.
- 338.** Members of the House may be present when a committee is examining witnesses, but shall withdraw if requested by the chairman or any Member of the committee; and shall always withdraw when the committee is deliberating.
- 339.** No strangers, or Members not being of the committee, may be admitted at any time to a secret committee.
- 340.** The evidence taken by any select committee of the House and documents presented to and proceedings and reports of such committee, which have not been reported to the House, shall not, unless authorized by the House, be disclosed or published by any Member of such committee, or by any other person.
- 341.** By leave of the House a committee may report from time to time its proceedings with or without the evidence, or the evidence only.
- 342.** It shall be the duty of the chairman of every committee to prepare a draft report.
- 343.** The chairman shall read to the committee, at a meeting convened for the purpose, the whole of his draft report, which may at once be considered, but, if desired by any Member it shall be printed and circulated amongst the committee and a subsequent day fixed for its consideration. In considering the report, the chairman shall read it paragraph by paragraph, proposing the question to the committee at the end of each paragraph—"That it do stand part of the report". A Member objecting to any portion of the report shall move his amendment at the time the paragraph he wishes to amend is under consideration. A protest or dissent may be added to the report.
- 344.** If any Member, other than the chairman, submits a draft report to the committee, the committee shall first decide upon which report it will proceed.
- 345.** After the draft report has been considered, the whole or any paragraph thereof may be reconsidered and amended.
- 346.** Every report of a committee shall be signed by the chairman, and any papers laid before the committee shall be endorsed by the clerk attending the committee.

347. The report of a committee, together with the minutes of the proceedings, shall be presented to the House by the chairman, and the report may be read.

Report and minutes presented

348. Upon the presentation of a report, no discussion of the subject matter may take place; but the report may be ordered to be printed with or without the documents accompanying it, and its consideration may be set down for a subsequent sitting when a specific motion without notice in connection therewith may be moved.

No discussion on presentation; consideration set down

349. Payment at the discretion of the committee may be made to any professional or other witnesses or to persons whom the committee may deem it necessary to employ in furtherance of the inquiry with which the committee is charged; and the chairman's certificate on the face of an account shall be sufficient authority for its payment by the Clerk of the House.

Payment of certain witnesses before committees

350. No committee of the House may confer with a committee of the Senate without leave of the House.

Conference with Senate committee

351. When any such order has been made it shall be communicated by message to the Senate with a request that leave may be given to the committee of the Senate to confer with the committee of the House.

Conference desired by message

352. Every committee of the House directed to confer with any committee of the Senate may confer freely by word of mouth, unless the House otherwise orders.

Committees communicate by word of mouth

353. The proceedings of every conference between a committee of the House and a committee of the Senate shall be reported in writing to the House by its own committee.

Committee of House to report proceedings at a conference

CHAPTER XXV

WITNESSES

354. Witnesses, not being Members, shall be ordered to attend before the House, or a committee of the whole, by summons under the hand of the Clerk of the House, or before a select committee, by summons under the hand of the clerk attending the committee.

Witnesses before House examined; Summoning of witnesses

355. If a witness fails or refuses to attend or to give evidence, the House, on being acquainted therewith, shall deal with the matter.

Refusant witness

356. When the attendance of a Member is ordered by the House for examination by the House or a committee of the whole, he shall be summoned by the Speaker to attend in his place.

Witnesses before House examined; Summoning of Members

357. If a select committee desires the attendance of a Member as a witness, the chairman shall, in writing, request him to attend; but should he refuse to come, or to give evidence or information as a witness to the committee, the committee shall acquaint the House therewith, and not again summon such Member to attend the committee.

Refusal of Member to attend select committee

S.O. 358-368

Committee not to entertain charges against Members

358. If any information comes before any committee that charges any Member of the House, the committee ought only to direct that the House be acquainted with the matter of such information, without proceeding further thereon.

When attendance of Member or officer of Senate is desired

359. When the attendance of a Member of the Senate, or any officer of the Senate, is desired, to be examined by the House or any committee thereof, a message shall be sent to the Senate to request that the Senate give leave to such Member or officer to attend for examination.

Attendance of Members or officers of House before committee of Senate

360. Should the Senate request by message the attendance of a Member of the House before the Senate or any committee thereof, the House may forthwith authorize such Member to attend, if he thinks fit. The House, if similarly requested by the Senate, may, if the House thinks fit, also instruct its own officers to attend the Senate or any committee thereof.

When intended witness is in prison

361. When a witness is in the custody of the keeper of any prison, such keeper may be ordered to bring the witness in safe custody for examination, and from time to time as often as his attendance is thought necessary; and the Speaker may issue his warrant accordingly.

Witnesses entitled to protection

362. All witnesses examined before the House, or any committee thereof, are entitled to the protection of the House in respect of anything that may be said by them in their evidence.

Witnesses at the Bar

363. A witness before the House or a committee of the whole shall be examined at the Bar unless the House or the committee otherwise orders.

Witnesses before House examined by Speaker

364. When the witness appears before the House he shall be examined by the Speaker, and any questions addressed by the Members are taken to be put through the Speaker.

Before committee by any Member

365. In committee of the whole, any Member may put questions directly to the witness.

Witness withdraws if question objected to

366. If any question be objected to, or other matter arise, the witness shall withdraw while the same is under discussion.

Member examined in his place

367. A Member of the House shall be examined in his place.

Officers not to give evidence without leave

368. No officer of the House, or shorthand writer employed to take minutes of evidence before the House or any committee thereof, may give evidence elsewhere in respect of any proceedings or examination of any witness without the special leave of the House.

CHAPTER XXVI

COMMUNICATION BETWEEN THE HOUSES

- 369.** Communication with the Senate may be by message, by conference, or by select committees conferring with each other. Modes of communication
- 370.** Every message from the House to the Senate shall be signed by the Speaker or Deputy Speaker, and delivered by the Serjeant-at-Arms. Messages to be signed by Speaker or Deputy Speaker
Am 31 Mar. 65
Op 1 Apr. 65
- 371.** It shall be in order at any time to move, without notice, that any resolution of the House be communicated by message to the Senate. Motion to communicate resolution to Senate
- 372.** Every message from the Senate shall be received, if the House is sitting, at the Bar by a Clerk at the Table, and, if the House is not sitting, by the Clerk of the House, and shall be reported by the Speaker as early as convenient, and a time named for its consideration. Receipt of messages from the Senate

CHAPTER XXVII

CONFERENCES

- 373.** Conferences desired by the House with the Senate shall in all cases be requested by message. Conference requested by message
- 374.** In requesting any conference the message from the House shall state, in general terms, the object for which the conference is desired and the number of managers proposed to serve thereon, which shall be not less than 5. Object of conference and number of managers to be stated
- 375.** Every motion for requesting a conference shall contain the names of the Members proposed by the mover to be the managers for the House. Motion for conference to contain names of managers
- 376.** During any conference the business of the House shall be suspended. During conference business suspended
- 377.** No conference shall be requested by the House upon the subject of any bill or motion of which the Senate is at the time in possession. Limitation of right to request conference
- 378.** The managers to represent the House in a conference requested by the Senate shall consist of the same number of members as those of the Senate. Managers to be equal in number
- 379.** In respect of any conference requested by the Senate the time and place for holding the same shall be appointed by the House; and when the House requests a conference, it shall agree to its being held at such time and place as is appointed by the Senate, and such agreement shall be communicated by message. House agreeing to conference to name time and place

If House agrees to conference, Senate managers to be received

380. At all conferences requested by the Senate the managers for the House shall assemble at the time and place appointed, and receive the managers of the Senate.

Communications at conferences to be in writing

381. At all conferences the reasons or resolutions of the House, to be communicated by the managers, shall be in writing; and the managers shall not receive any such communication from the managers for the Senate unless the same be in writing.

Proceedings at conferences

382. At all conferences it shall be the duty of the managers for the House to read the reasons or resolutions to be communicated by them, and to deliver the same to the managers for the Senate, or to hear and receive from the managers for the Senate the reasons or resolutions communicated by the latter; whereupon the managers for the House shall be at liberty to confer freely by word of mouth with the managers for the Senate.

Duties of managers

383. It shall be the endeavour of the managers for the House to obtain either a withdrawal by the managers of the Senate, of the point in dispute between the Houses, or a settlement of the same by way of modification or further amendment; but, in the case of bills, no amendment (not being a consequential amendment) shall be suggested by them to any words of a bill to which both Houses have so far agreed, unless these be immediately affected by the disagreement in question.

Proceedings to be reported

384. The managers for the House shall, when the conference has terminated, report their proceedings to the House forthwith.

**CHAPTER XXVIII
JOINT COMMITTEES**

Number of Members to serve

385. In every message proposing to the Senate the appointment of a joint committee, the House shall state the number of Members it will appoint to serve on such committee.

Time and place of first meeting

386. Whenever either House agrees to a proposal from the other House for the appointment of a joint committee, the first meeting of such committee shall be held at such time and place as is named by the House in which the proposal did not originate.

Quorum of joint committee

387. The House may fix the quorum of its Members required to constitute a sitting of a joint committee. Subject to this a joint committee shall fix its own quorum.

Number of Members appointed by House

388. On receipt of a message from the Senate agreeing to appoint the same number of Members of that House to serve on the proposed joint committee, the House will proceed to appoint the number of Members agreed upon to serve on such committee.

Report of proceedings

389. The proceedings of every joint committee shall be reported to the House by the Members it has appointed to serve on the committee.

CHAPTER XXIX

BALLOTING

390. A ballot shall be taken whenever the House thinks fit.

When ballot taken

391. Before the House proceeds to any ballot, the bells shall be rung as in a division.

Bells rung prior to ballot

392. Unless otherwise expressly provided, a ballot shall be taken in the following manner: Each Member present shall give to the Clerk a list of the names of such Members as he may think fit and proper to be chosen at such ballot; and if any list contains a larger or lesser number of names than are to be chosen it shall be void and rejected. And when all the lists are collected, the Clerks at the Table shall ascertain and report to the Speaker the names of the Members having the greatest number of votes, which Members shall be declared to be chosen. In the event of an equality of votes, the names of the Members concerned shall be submitted to a further ballot.

Manner of taking ballot

CHAPTER XXX

ADDRESSES TO THE QUEEN OR THE GOVERNOR-GENERAL

393. Whenever it be deemed proper to present an address to Her Majesty or the Governor-General, the same shall be moved, except in cases of urgency, after notice in the usual manner.

How moved

394. Addresses of congratulation or condolence to members of the Royal Family may be moved by a Minister without notice.

Addresses to Royal Family

395. Addresses to Her Majesty or to members of the Royal Family shall be transmitted to the Governor-General by the Speaker, who shall request His Excellency to cause the same to be forwarded for presentation.

Addresses to Queen sent to Governor-General by Speaker

396. Addresses to the Governor-General shall be presented by the Speaker, unless the House otherwise orders.

Presentation of addresses to Governor-General

397. When an address is ordered to be presented by the whole House, the Speaker, with the House, shall proceed to such place as the Governor-General may appoint, and being admitted to the Governor-General's presence, the Speaker shall read the address to the Governor-General, the Members who moved and seconded such address being on his left hand.

When presented by whole House

398. The Governor-General's answer to any address presented by the whole House shall be reported by the Speaker.

Governor-General's reply

CHAPTER XXXI
STANDING ORDERS

Suspension

Motion for suspension without notice

399. In cases of necessity, any standing or sessional order or orders of the House may be suspended, on motion, duly moved and seconded, without notice: Provided that such motion is carried by an absolute majority of Members having full voting rights.

Motion for suspension with notice

400. When a motion for the suspension of any standing or sessional order or orders appears on the Notice Paper, such motion may be carried by a majority of votes.

Limitation of suspension

401. The suspension of standing orders is limited in its operation to the particular purpose for which such suspension has been sought.

Duration

In force till altered

402. The whole of these standing orders shall continue in force until altered, amended, or repealed.

CHAPTER XXXII

JOINT STANDING ORDERS

Acts Assented to

Acts to be dated

I. Every Act which has passed both Houses and received Her Majesty's assent shall have the date of such assent, or in the case of a bill which has been reserved for the signification of Her Majesty's pleasure thereon, of such reservation, and also the date of proclamation of assent, following the words "Assented to" or "Reserved" and "Assent proclaimed" respectively (as the case may be), within parentheses, immediately after the title; and one copy of such Act, bearing the signature of the Governor-General, shall be retained by the Clerk for deposit amongst the records of the Parliament.

Copy retained by Clerk

Disagreement between the Houses

Joint sitting—Appointment of chairman

II. The Members present at the joint sitting, under section 57 of the Constitution, shall appoint by ballot a Member to preside, and until such appointment the Clerk of the Senate shall act as chairman.

Presentation of bill

III. The Member chosen to preside shall present to the Governor-General for the Royal Assent any proposed law duly passed at such joint sitting.

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