

P5
328.9405
AUS



HOUSE OF REPRESENTATIVES STANDING ORDERS

AS IN FORCE ON 1 JULY

1967

THE PARLIAMENT OF THE COMMONWEALTH
OF AUSTRALIA

**COMMONWEALTH
PARLIAMENTARY
LIBRARY**



THE PARLIAMENT OF THE COMMONWEALTH
OF AUSTRALIA

HOUSE OF REPRESENTATIVES STANDING ORDERS

AS IN FORCE ON 1 JULY

1967

BY AUTHORITY
A. J. ARTHUR, COMMONWEALTH GOVERNMENT PRINTER
CANBERRA: 1967



HOUSE OF REPRESENTATIVES

Being the standing orders adopted on 21 March 1950, as amended on:

28 May 1952,

2 December 1953,

12 August 1954,

1 May 1963 (*re-numbered at this date*)

31 March 1965, and

4 May 1966.

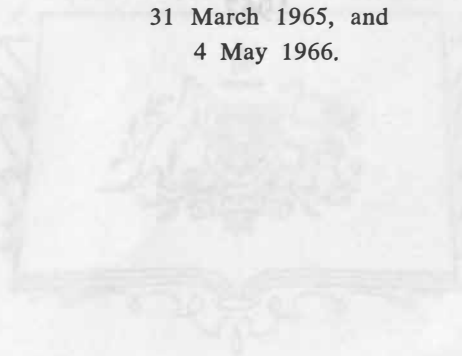


TABLE OF CONTENTS

STANDING ORDERS

CHAPTER	PAGE
I. General Rule for Conduct of Business	1
II. Proceedings on the Meeting of Parliament—	
Meeting of new Parliament	1
Meeting for new Session	2
Governor-General's Speech	2
Address in Reply	3
Business before Address in Reply Adopted ..	3
Presence of the Queen	3
References to Governor-General—Extension to Administrator	3
III. Speaker, Chairman, Deputy Chairmen and Officers—	
Election of Speaker	3
Election of Chairman	7
Absence of Speaker and Chairman	10
Vacancy in office of Speaker	11
Absence of, and vacancy in office of, Clerk ..	12
IV. Standing Committees	12
V. Roll, Places of Members, Leave of Absence, Votes and Proceedings, and Records	13
VI. Sitting and Adjournment of the House—	
Day and Hour of Meeting	14
Quorum at Time of Meeting	14
Prayers	15
Quorum during Sitting	15
Adjournment and next Meeting	16
VII. Rules of Debate and Privilege—	
Order	16
Manner and Right of Speech	17
Matters not open to Debate	20
Adjournment of Debate	21
Time Limits for Debates and Speeches	22
Limitation of Debate (Guillotine)	25
Closure	27
Privilege	28
Point of Order and Speaker's Ruling	28

VIII. Business—

Routine of Business	29
“Grievance” Debate	29
Matter of Public Importance	30
Matter of Special Interest	30
General Business Procedure	30
Censure or Want of Confidence	31
Amendment	31
Leave of the House or Committee	31

IX. Petitions 31

X. Notices of Motion 33

XI. Questions seeking Information 35

XII. Motions, Questions, Votes and Resolutions .. 37

XIII. Amendments 39

XIV. Orders of the Day 41

XV. Divisions 41

XVI. Bills—

Initiation	43
First Reading	44
Second Reading	44
Proceedings following Second Reading	45
Committal and Consideration in Committee	45
Report, Recommittal and Adoption	47
Third Reading, Passing, &c.	48
Transmission to Senate	49
Senate's Amendments on Bills originated in the House	49
Bills originated in the Senate	51
Bills which the Senate may not amend	53
Bills altering the Constitution	54
Lapsed Bills	54
Presentation for Assent	55
Amendments proposed by the Governor-General	55

XVII. Committee of the Whole House 56

XVIII. Financial Procedures 59

XIX. Messages from the Governor-General 59

XX. Instructions to Committees 60

XXI. Disorder 61

XXII. Strangers 63

	PAGE
XXIII. Papers and Documents	63
XXIV. Select Committees	65
XXV. Witnesses	69
XXVI. Communication between the Houses	71
XXVII. Conferences	71
XXVIII. Joint Committees	73
XXIX. Balloting	73
XXX. Addresses to the Queen or the Governor-General ..	74
XXXI. Standing Orders—	
Suspension	74
Duration	75
XXXII. Joint Standing Orders—	
Acts Assented to	75
Disagreement between the Houses	75
INDEX	76

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.

Until Speaker is elected, Clerk acts as chairman.

Time announced for Governor-General's Speech.

(f) Until a Speaker is elected, the Clerk shall act as chairman of the House.

(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

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.

Opening Speech reported.
Address in Reply.

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.

Presentation of Address.

Business before Address in Reply 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.

Business before Address 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.

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

A Member proposed as Speaker.

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.

If unopposed,
elected.

(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.

When two or
more Members
proposed.

(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".

Debate.

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

Limitation of
speech.

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

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.

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

Bells to be rung before ballot.

- (h) When only two 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 between candidates.

- (i) When more than two 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.

Mode of decision where more than two candidates.

- (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

Equality of votes.

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.

One candidate remaining.

(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.

Speaker takes Chair, and Mace laid upon Table.

(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.

Presentation of Speaker to Governor-General.

(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.

- (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 two or more Members proposed.

Debate.

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

Limitation of speech.

(e) No Member may speak for more than five 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 two 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 two candidates.

(i) When more than two 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.

- (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 two 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—Speaker to give casting vote.

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

Equality of votes where more than two candidates.

- (1) If there is an equality of votes for two 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 two 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.

Member proposed may withdraw his name.

(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.

One candidate remaining.

(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.

Absence of Speaker and Chairman

Absence of Speaker.

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 and Chairman of Committees.

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.

* A quorum is at least one-third of the whole number of the members of the House of Representatives excluding the member for the Northern Territory. See section 39 of the Constitution and the Northern Territory Representation Act.

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.

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.

Speaker
relieved by
Deputy
Speaker.

18. The Speaker shall nominate at the commencement of every Parliament not less than four 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.

Deputy
Chairmen of
Committees.

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.

Speaker
relieved by
Deputy
Chairman.

Vacancy in office of Speaker

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 session.

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

Vacancy in
Speakership
during recess.

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.

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.

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 seven 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.

Committee of
Privileges.

26. A Committee of Privileges, to consist of nine 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.

Library and
House
Committees.

27. A Library Committee and a House Committee, each to consist of the Speaker and six 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.

28. A Printing Committee, to consist of seven Members, shall be appointed at the commencement of each Parliament, to which shall stand referred all petitions and papers presented to the House, or laid upon the Table. The committee shall report from time to time as to what petitions and papers ought to be printed, and whether wholly or in part, and the committee shall have power to confer with a similar committee of the Senate.

Printing
Committee.

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

Quorum of
standing
committee.

CHAPTER V

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

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.

Members' roll
to be kept by
Clerk.

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

Record of
attendance

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

Places reserved
for Ministers.

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

Seats.

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.

Leave of
absence excuses
from service.

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
forfeited.

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.

Votes and
Proceedings of
House.

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.

Custody of
records.

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.

CHAPTER VI

SITTING AND ADJOURNMENT OF THE HOUSE

Day and Hour of Meeting

Days and hours
of sitting.

40. Unless otherwise ordered, the House shall meet for the despatch of business on each Tuesday and Wednesday at half-past two o'clock p.m.; and on each Thursday at half-past ten o'clock a.m.

Quorum at Time of Meeting

Chair taken,
or House
adjourned for
want of
quorum.

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 five minutes, the bells having been rung, a quorum is still not present, the Speaker shall adjourn the House to the

* A quorum is at least one-third of the whole number of the members of the House of Representatives excluding the member for the Northern Territory. See section 39 of the Constitution and the Northern Territory Representation Act.

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
later if
quorum likely.

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

Members not
to leave before
quorum present.

Prayers

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

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

44. If it appears on the report by the tellers of a division of the 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.

If no quorum
in division,
House
adjourned.

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 two minutes, he shall adjourn the House till the next sitting day.

When want of
quorum
noticed, House
counted—
House
adjourned.

Want of
quorum in
committee.

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 after the expiration of two minutes a quorum be not present, he shall adjourn the House till the next sitting day; but if a quorum be then present, the Speaker shall forthwith leave the Chair and the committee resume.

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

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 two minutes have elapsed.

Doors unlocked
and bells rung
when House or
committee
counted.

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.

Adjournment and 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.

- 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 the Speaker rises
- 54.** When the Speaker is putting a question no Member may walk out of or across the Chamber. When Speaker putting question.
- 55.** When a Member is speaking, no Member may converse aloud or make any noise or disturbance to interrupt him. Member speaking not to be interrupted.
- 56.** Every Member shall make obeisance to the Chair in passing to or from his seat. Member to make obeisance to Chair.
- 57.** No Member may pass between the Chair and any Member who is speaking. Members passing through the House.
- 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. Members to take their places.

Manner and Right of Speech

- 59.** Every Member desiring to speak shall rise and address himself to the Speaker. Members address Speaker standing.
- 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. Indulgence to Members unable to stand.
- 61.** When two 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 forthwith and determined without amendment or debate. Speaker calls upon Member to speak.
- 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 When Member may speak.

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.

Personal explanation.

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.

Member not to speak twice.

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

Except to explain words.

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.

Right of reply.

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.

Reply closes debate.

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

No Member to speak after question put.

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.

Member not speaking when seconding motion, &c., may speak later.

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.

Allusion to previous debate or proceedings.

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

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

Allusion to debate or proceedings in Senate.

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.

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.

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

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.

Offensive words.

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

Personal reflections.

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 intervene.

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

Speaker to determine offensive words.

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.

House will not permit quarrels.

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

No Member to be referred to by name.

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

Debate confined to present question.

(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

Exceptions.

(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".

Irrelevance or tedious repetition.

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.

Member to be further heard.

Matters not open to 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.

Not to obstruct business.

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

Adjournment of debate.

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 negated, mover may speak later.

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

Resumption of interrupted proceedings.

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.

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 ..	.. 25 minutes
Discussion of definite matter of public importance (under standing order 107)—	
Whole debate ..	.. 2 hours
Proposer ..	.. 15 minutes
One Minister ..	.. 15 minutes
Any other Member ..	.. 10 minutes
Motion for adjournment of House to terminate the sitting—	
Each Member ..	.. 10 minutes

Subject	Time
Censure or want of confidence motion accepted by a Minister as provided under standing order 110—	
Mover	45 minutes
Prime Minister or one Minister deputed by him ..	45 minutes
Any other Member ..	25 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 ..	30 minutes
Other bills (Government)—	
Mover	45 minutes
Leader of Opposition or one Member deputed by him ..	45 minutes
Any other Member ..	30 minutes
Other bills (Private Government Member)—	
Mover	45 minutes
Prime Minister or one Minister deputed by him ..	45 minutes
Leader of Opposition or one Member deputed by him ..	45 minutes
Any other Member ..	30 minutes

Subject	Time
Other bills (Opposition Member)—	
Mover	45 minutes
Prime Minister or one Minister deputed by him	45 minutes
Any other Member ..	30 minutes
Question "That grievances be noted" (under standing order 106)—	
Each Member	10 minutes
Proposed resolution relating to tax or duty—	
Mover	30 minutes
Leader of Opposition or one Member deputed by him ..	30 minutes
Any other Member ..	20 minutes
Debates not otherwise provided for—	
Mover of a motion ..	30 minutes
Any other Member ..	20 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—two periods each not exceeding	15 minutes
Debates not otherwise provided for—	
Each Member—two periods each not exceeding ..	10 minutes

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 connexion 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.

Tariff
resolution.

(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 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 five 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 two hours at least before the expiration of the allotted time. No other amendments, new clauses or schedules, or modifications may be proposed.

(f) Where any time has been specified for the commencement of any proceedings in connexion 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.

Where time
fixed for
commencement
of proceedings.

(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 of
question not to
apply.

Closure

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.

Closure of
question.

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

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.

Precedence to matter of 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.

Complaint against newspaper, book, &c.

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.

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

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.

Routine of business.

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

Presentation of reports and papers.

103. No new business may be taken after eleven o'clock p.m., unless the House otherwise orders.

New business.

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 fifteen minutes to one o'clock p.m.

Precedence for government and general business.

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

Order of government business.

"Grievance" Debate

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 fifteen minutes to one o'clock p.m., the debate thereon shall be interrupted and the Speaker shall put the question.

"Grievance" debate.

Matter of Public Importance

Discussion of
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 eight 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.

Motion to call
on business of
the day.

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.

Speaker to
decide priority.

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.

Matter of Special Interest

Motion to
discuss special
matter.

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.

General Business Procedure

General
business—
priority to
notices.

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 two 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.

Censure or Want of Confidence Motion or Amendment

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.

Precedence to censure or want of confidence motion or amendment.

Leave of the House or Committee

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

Leave.

CHAPTER IX

PETITIONS

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

Petition to be lodged with Clerk.

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

Petition to bear Clerk's certificate.

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.

Time for presenting certain petitions.

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

Petitions legible.

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

To contain a prayer.

To be in English
or accompanied
by translation.

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

To be received
only as from the
persons signing.

121. All petitions shall be received only as the petitions of the parties signing the same.

Petitions from
corporations.

122. Petitions of corporations aggregate are required to be made under their common seal.

No documents
to be attached.

123. No letters, affidavits, or other documents, may be attached to any petition.

No reference to
debates.

124. No reference may be made in a petition to any debate in Parliament.

Petitions must
be respectful.

125. Every petition shall be respectful, decorous, and temperate in its language, and shall not contain irrelevant statements.

Must be
presented by a
Member.

126. Petitions can only be presented to the House by a Member, but a Member cannot present a petition from himself.

Members to
affix their
names.

127. Every Member presenting a petition to the House shall affix his name at the beginning thereof.

Standing orders
to be observed.

128. Every Member lodging a petition shall take care that the same is in conformity with the standing orders of the House.

129. Every Member presenting a petition to the House shall confine himself to a statement of the parties from whom it comes, of the number of signatures attached to it, and of the material allegations contained in it, and to the reading of the prayer of such petition.

Member confined to statement of certain facts.

130. Every petition, which according to the standing orders of the House can be received, shall be brought to the Table, and no discussion upon the subject-matter thereof shall be allowed.

No discussion allowed on presenting petition.

131. The only questions entertained by the House on the presentation of a petition shall be—1. “That the petition be received”; 2. “That the petition be received and read”; 3. “That the petition be printed”; or 4. “That the petition be referred to the select committee on——” (in the case of a petition respecting any subject then under consideration of a select committee).

Questions on presentation of petition.

132. 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.

CHAPTER X

NOTICES OF MOTION

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.

Notice of motion—how given.

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.

Clerk to report terms in certain cases.

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.

Notice given for an absent Member.

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 two 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 two 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.

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.

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, 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.

144. The following general rules shall apply to questions:

Rules for
questions.

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.

Answer to be relevant.

145. An answer shall be relevant to the question.

Question answered.

146. A question fully answered cannot be renewed.

Alteration of question.

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.

Notice of question.

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.

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.

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.

Questions
regarding
persons.

CHAPTER XII

MOTIONS, QUESTIONS, VOTES AND RESOLUTIONS

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.

No motion
without
previous notice.

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.

Precedence of
motions.

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.

Motions not
called on.

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

Precedence to
vote of thanks
or of
condolence.

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 absent
when his
motion called
on.

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.

Member failing
to move.

- Motion not seconded.** **160.** A motion not seconded may not be further discussed and no entry thereof shall be made in the Votes and Proceedings.
- Question proposed by the Speaker.** **161.** When a motion has been moved and seconded, a question thereupon shall be proposed to the House by the Speaker.
- Restrictions on withdrawal of motions.** **162.** After a motion has been proposed from the Chair, it shall be deemed to be in possession of the House, and cannot be withdrawn without leave.
- Anticipation of business.** **163.** A matter on the Notice Paper must not be anticipated by another matter contained in a less effective form of proceeding.
- Motions withdrawn again moved.** **164.** A motion which has been superseded, or by leave of the House withdrawn, may be moved again during the same session.
- Question put.** **165.** As soon as the debate upon a question has been concluded, the Speaker shall put the question to the House.
- Division of complicated question.** **166.** The House or committee may order a complicated question to be divided.
- Question determined by majority of voices.** **167.** A question being put shall be resolved in the affirmative or negative, by the majority of voices, "Aye" or "No".
- Speaker states result.** **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.
- Same question may be disallowed.** **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.

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 seven 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—(I.) By omitting certain words only; (II.) By omitting certain words in order to insert or add other words; (III.) 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.

173. Every amendment must be relevant to the question which it is proposed to amend.

Relevancy of
amendment.

174. An amendment moved, but not seconded, shall not be entertained by the House, nor entered in the Votes and Proceedings.

Amendments
in House must
be seconded.

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.

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
omit words,
and insert or
add others.

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.

Amendment to
insert or add
words.

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.

Question as amended put.

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

When amendments moved but

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

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.

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.

Member calling
for division.

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.

No Member to
vote if
pecuniarily
interested.

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 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 two-minute sand-glass, kept on the Table for that purpose, and the doors shall not be closed until after the lapse of two minutes, as indicated by such sand-glass.

Doors locked
after two
minutes.

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

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 two 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.

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.

Members counted, names taken down.

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.

If only one Member on a side.

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

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.

Decision on point of order during division.

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

Division list recorded.

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.

Notice of presentation—how given;

(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.

form of;

(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.

Clerk to report in certain cases;

(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.

application of standing orders.

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

Fair copy to be presented.

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

Title. Clauses to come within the title.

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.

Irregular bill to be withdrawn.

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

First Reading

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.

Title only read.

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

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.

Second reading moved immediately if bills circulated.

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

Amendment to second reading.

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.

Amendments to be relevant.

Exception.

Proceedings following Second Reading

221. Immediately after the second reading—

Proceedings following second reading—

- (a) a message recommending an appropriation of revenue or moneys in connexion with the bill may be announced;
- (b) a motion "That this bill be referred to a select committee" may be moved; and
- (c) an instruction of which notice has been given may be moved.

Message.

Reference to select committee.

Instruction.

Committal and Consideration in Committee

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—

Committal unless—

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

Referred to select committee.

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.

Restriction on reference to a select committee.

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

Title and preamble stand postponed. Clauses considered.

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.

Order in considering bill.

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

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.

Exceptions.

Provided that—

(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.

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.

Proceedings in committee not to be noticed till reported.

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.

Amendment inadmissible if contrary to previous decision of same committee.

Report, Recommittal and Adoption

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.

Bill ordered to be reported—bill reported.

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.

Recommitment 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 six 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.

Certificate of
bill having
passed.

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".

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 three Members to draw up reasons and report them to the House.

Reasons for disagreeing.

Form of
schedule of
amendments
to Senate
amendments.

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.

Disagreement—
further
proceedings.

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 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.

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

Final
agreement—
Message sent.

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.

Clerk to certify
at every stage
of the bill.

Bills originated in 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.

Bills coming
first time from
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.

Certificate when
returned to the
Senate.

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

Senate
amendments to
House
amendments.

into consideration in committee of the whole and, unless the House otherwise orders, any schedule accompanying the message shall be printed.

Disagreement—
further
proceedings.

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:

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.

Reasons for
disagreeing to
further Senate
amendments.

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 three members to draw up reasons and report them to the House.

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.

Form of schedule of House amendments to Senate amendments.

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.

Clerk to certify at every stage of bill.

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.

Inadmissible amendments.

Bills which the Senate may not amend

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:

Message from Senate requesting amendments.

(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

Resumption of proceedings on 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 two sessions, under the following conditions:

- (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.

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.

Consideration of such amendments received through 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 two 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,

* A quorum is at least one-third of the whole number of the members of the House of Representatives excluding the member for the Northern Territory. See section 39 of the Constitution and the Northern Territory Representation Act.

when the order for the committee has been read, shall forthwith leave the Chair, and the House shall again resolve itself into such committee.

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

Committee to consider only matters referred.

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, &c.

Want of
quorum in
division.

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.

Committee
counted by
Chairman.

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 two 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.

Resumption of
proceedings
after count-out.

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.

Motion to
report progress.

287. A motion may be moved during the proceedings of a committee "That the Chairman do report progress and ask leave to sit 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
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.

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 recommended to the committee, or the further consideration thereof postponed.

Resolutions of committee.

CHAPTER XVIII

FINANCIAL PROCEDURES

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.

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

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.

No appropriation proposal unless recommended by Governor-General.

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.

Taxation proposals to be initiated only by a Minister.

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.

When
announced for
bill.

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 if
bill precedes
message
pursuant S.O.
292.

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 for
amendment.

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
Senate
amendments or
requests.

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.

CHAPTER XX

INSTRUCTIONS TO COMMITTEES

Effects of an
instruction.

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

What
instructions
may be moved.

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.

When
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.

Instruction to
select
committee.

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.

CHAPTER XXI

DISORDER

303. If any Member has—

Disorder by
Member.

- (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—

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.

Offence in
committee

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.

Proceedings
following
naming.

305. If any Member be suspended under the foregoing order, his suspension on the first occasion shall be for twenty-four hours; on the second occasion during the same year for seven consecutive days excluding the day of suspension; and on the third or any subsequent occasion during the same year for twenty-eight 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 the 1st day of January and ending on the 31st day of December.

Period of
suspension.

Speaker or
Chairman may
order
disorderly
Member to
withdraw.

Member to
be named.

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.

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

Member
suspended
excluded from
Chamber.

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

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

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.

Members
ordered to
attend.

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.

Arrest of
strangers in
House or
gallery.

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.

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 two 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

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.

Papers ordered.

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 form—"That an address be presented to His Excellency", to that effect.

Papers
presented.

319. Other papers may be presented by the Speaker, or pursuant to statute, or by command of His Excellency the Governor-General. 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.

321. A document relating to public affairs quoted from by a 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.

322. On any paper being presented to the House as provided in this chapter a 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 at the time of the presentation of the paper, they may be moved, on notice, on a subsequent day.

CHAPTER XXIV

SELECT COMMITTEES

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

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, three 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 a quarter of an hour 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.**

Chairman
appointed;
casting vote.

331. Every committee, before the commencement of business, shall elect one of its Members to be chairman, who shall have only a casting vote.

Records of
proceedings and
divisions.

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.

Adjournment
and sittings of
committees.

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.

Power to send
for persons,
papers, &c.

334. The House may give a committee power to send for persons, papers and records.

Clerk of
committee to
summon
witnesses.

335. The chairman of a committee shall direct the clerk attending the committee to summon the witnesses to be examined before such committee.

Examination of
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.

Admission of
strangers.

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.

Admission of
other
Members.

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.

Secret committees.

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.

Evidence not to be disclosed.

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.

Progress reports.

342. It shall be the duty of the chairman of every committee to prepare a draft report.

Chairman to prepare 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, but no protest or dissent may be added to the report.

Consideration of draft 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.

Alternative draft report.

345. After the draft report has been considered, the whole or any paragraph thereof may be reconsidered and amended.

Reconsideration.

Chairman to
sign report.

346. Every report of a committee shall be signed by the chairman, and any papers laid before the committee shall be indorsed by the clerk attending the committee.

Report and
minutes
presented.

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.

No discussion
on presentation;
consideration
set down.

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 connexion therewith may be moved.

Payment of
certain
witnesses before
committees.

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.

Conference with
Senate
committee.

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

Conference
desired by
message.

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.

Committees
communicate by
word of mouth.

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.

Committee of
House to report
proceedings at a
conference.

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.

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.

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.

Recusant 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.

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.

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.

Committee not to entertain charges against Members.

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.

When attendance of Member or officers of Senate is desired.

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

Attendance of Members or officers of House before committee of Senate.

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 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.

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 five.

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.

Managers to be equal in number.

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.

House agreeing to conference to name time and place.

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.

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

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.

Number of
Members to
serve.

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.

Time and place
of first meeting.

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.

Quorum of
joint
committee.

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.

Number of
Members
appointed by
House.

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

Report of
proceedings.

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

Manner of
taking ballot.

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.

CHAPTER XXX

ADDRESSES TO THE QUEEN OR THE GOVERNOR-GENERAL

How moved.

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.

Addresses to Royal Family.

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

Addresses to Queen sent to the Governor-General by Speaker.

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.

Presentation of addresses to Governor-General.

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

When presented by whole House.

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.

Governor-General's reply.

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

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.

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.

Motion for suspension with notice.

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

Limitation of suspension.

Duration

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

In force till altered.

CHAPTER XXXII JOINT STANDING ORDERS

Acts Assented to

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.

Acts to be dated.

Copy retained by Clerk.

Disagreement between the Houses

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.

Joint sitting—Appointment of chairman.

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.

Presentation of bill.

INDEX TO STANDING ORDERS

(NOTE: Numbers indicated are those of Standing Orders)

Absence—

- Chairman of Committees, 15
- Clerk, 23
- Members, 35, 36, 37
- Speaker, 14, 15, 16

Absolute majority, 263, 399

Acting Chairman of Committees, 16

Acting Speaker, 14, 16

Acts of Parliament—

- Assent, 265, 269, Joint S.O.I, III
- reflections upon, 75

Addresses—

- Governor-General's reply, 398
- Governor-General's Speech, in reply to—
 - business before adopted, 10
 - committee appointed, 8
 - presentation, 9
- motions for, 393, 394
- papers or documents, for, 317, 318
- presentation, 9, 396, 397
- Queen, Royal Family, Governor-General, to, 393, 394, 395
- transmission through Governor-General, 395

Adjournment—

- debate, of, 87
- grave disorder, in case of, 308
- House, of, 15, 41, 44, 45, 46, 49, 50, 81, 308

Administrator, references to Governor-General to apply to, 11A

Affirmation of Members, 2

Allotment of time, 92

Amendments—

- admissible, 171, 227
- amendments to, 180, 184, 185
- appropriation and taxing bills, to, 292, 293
- censure, 110
- charge, increasing a, 293
- committee, in, 227
- consequential, 246
- earlier part of question, to, 180

Amendments—continued

- form of, 171
- inadmissible, 50, 86, 169, 179, 180, 181
- inconsistent, 179
- infringing financial initiative of Crown, 292, 293
- kinds of, 171
- long title, 231
- money bills, 292, 293
- moving of, 171, 182, 185
- new clauses, 226
- order of moving, 182, 185
- question put when made, 186
- question when not made, 187
- questions, to, 175, 176, 177, 178
- reasoned, 220
- relevancy of, 173
- same question, 169
- second reading, 219, 220
- seconding of, 172, 174
- signed, to be, 172
- six months, 219
- taxing bills, 292
- third reading, 239
- withdrawal of, 183
- words already agreed to, to, 181
- writing, in, 172

Anticipation—

- business on Notice Paper, 82, 163
- questions seeking information, 144

Appropriation bills, 81, 220, 226, 291, 292

Arrest—

- Members, 309, 311
- strangers, 310

Attendance of Members—

- daily, 31
- misconduct, for, 309
- And see "Select Committees" and "Witnesses"

Ballot—

- Chairman of Committees, election, 13
- Members, selection of, by, 390, 391, 392
- Speaker, election, 12

Bar of the House—

- persons in custody brought to, 311
- Senate messages received at, 372
- witnesses at, 363

Bells rung, 12 (g), 13 (g), 41, 46, 48, 199, 391

Bills—

- allotment of time, 92
- amendments—
 - appropriation, to, 292
 - Committee. *See* “Bills—Committee stage”
 - Governor-General, proposed by, 266, 267, 268, 269
 - requested by Senate, 262
 - second reading, 219, 220
 - Senate, made by, 244, 245
 - taxation, to, 293
 - third reading, 239
 - verbal or formal, 241
- appropriation, 81, 220, 226, 291, 292, 295, 296, 297, 298
- appropriation, message for, 221, 292
- assent, 265, 269, Joint S.O.I, III
- charge, for imposition of, 293
- clauses, 213, 225, 226, 228, 229, 230
- Clerk's certificate, 242, 252, 254, 255, 259, 260, 265, 269
- committal, 222
- committee stage—
 - amendments—
 - admissible, 227
 - appropriation, to, 292
 - discussion on, 228
 - inadmissible, 233 *and see* 169, 180, 181
 - inconsistent, 233
 - question on, 229
 - relevancy of, 227, 228
 - same in substance, 233, *and see* 169
 - tax proposals, 293
 - title, 227, 231
 - clauses 213, 225, 226, 228, 229, 230
 - instructions, 221, 299, 300, 301
 - new clauses, 92 (e), 226
 - order of consideration, 226
 - proceedings not noticed, 232
 - question on clauses, 225
 - report, 232
 - schedules, 226
 - title and preamble, 225, 226
- Constitution, to alter, 263
- financial, 291, 292, 293
- first reading, 215
- guillotine, 92
- initiation, 211, 291
- instruction, 221, 299, 300, 301
- intervals between stages, 217, 218, 222, 235, 237
- irregular, 214
- introduction, 211, 291
- laid aside, 263

Bills—continued

- lapsed, 264
- leave to bring in, 211
- message recommending appropriation, 221, 292, 295, 296, 297, 298
- money, 291, 292, 293
- money clauses, amendments, 292, 293
- motion, notice of, 211
- passing of, after third reading, 240
- postponed clauses, 226, 230
- preamble, 225, 226
- presentation—
 - bill, of, 212, 291
 - notice, of, 211
- printing, 217, 235, 236, 269
- prorogation, resumption of proceedings after, 264
- reading of, 216
- reasoned amendment, 220
- recommittal, 226, 236
- relevancy of discussion, 227, 228
- report, 232, 234, 235, 236
- requested amendments by Senate, 262
- Royal Assent, 265, 269
- schedules, 226
- second reading—
 - amendment to, 219, 220
 - day fixed for, 217
 - irrelevant debate, 81
 - moving of, 217, 218
 - proceedings following, 221
 - reply allowed, 67
- select committee on, 221, 223, 224
- Senate amendments, 244, 245, 247, 248, 249, 250, 251, 252
- Senate, originating in, 253, 254, 255, 256, 257, 258, 259, 260, 261
- Senate requests for amendments, 262
- six months' amendment, 219, 239
- stages, intervals between, 217, 218, 222, 235, 237
- supply, 81, 220, 226, 291, 292
- taxation, 226, 291, 293
- transmission to Senate, 243
- third reading—
 - absolute majority on Constitutional bill, 263
 - amendment to, 239
 - leave to move forthwith, 222
 - question for, 238
 - reply allowed, 67
 - time for moving, 237
- time limits, 91
- title, 213, 216, 225, 226, 231

Budget debate (on main Appropriation Bill).
Refer S.O. Nos. 81, 91, 220, 291, 292, 295

Business—

- Address in Reply to Governor-General's Speech, before, 10
- adjournment at end of, 50
- anticipation of, 82, 144, 163
- arrangement of items of, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110
- conduct of—
 - committee of whole, in, 280
 - general rule, 1
- formal before—
 - Address in Reply adopted, 10
 - Governor-General's Speech reported, 7
- general—
 - precedence, 104
 - procedure, 109
- general rule, 1
- government—
 - order, 105
 - precedence, 104
- motion to call on, 107
- new, 103
- obstruction of, 86
- order of, 101
- precedence or priority to—
 - censure motion, 110
 - leave of absence motion, 35
 - notices of motion, 109
 - orders of the day, 189
 - point of order, 98
 - privilege matter, 96
 - want of confidence motion, 110
- routine of, 101
- time limits for certain, 91

Casting vote—

- Chairman of Committees, 276
- chairman of select committee, 331
- Speaker, 13 (*j*), 210. (*And see* Constitution S.40)

Censure, motion of, or amendment, 110

Certificate, Clerk's. *See* "Bills" and "Petitions"

Chairman do now leave Chair, motion, 289

Chairman of Committees—

- absence, 15
- absence of Speaker, 14
- Acting Chairman, 16
- appointment, 13
- bills, corrections in, 241
- chair of committees—
 - left by, 234, 262 (*d*), 282, 283, 284, 285, 288, 289, 304
 - taken or resumed by, 13, 46, 273, 274

Chairman of Committees—continued

- casting vote, 276
- committees—
 - duties in, 92 (*e*), 224, 225, 234, 262 (*d*)
 - Member of, 25, 325
- Deputy Chairman, 18, 19
- Deputy Speaker, 17, 19
- "Do now leave Chair", motion, 289
- election, 13
- House, meeting of, fixed by, 22
- members—
 - names, 303, 304
 - orders to discontinue speech, 85
 - orders to withdraw, 306
- order, maintains, 52, 280
- question read by, 83
- quorum, want of, action by, 46, 47, 48, 284, 285
- reports to House, 274, 287, 288, 304
- rulings—
 - division, during, 206
 - objection to, 281
 - same question, may disallow, 169
 - strangers, withdrawal, 314

Chairman of committees, Deputy, 18, 19

Chairman of joint sitting, Joint S.O. II

Chairman of select committee. *See* "Committees—Select"

Chamber—

- Members—
 - movements in, 54, 56, 57, 58, 200
 - places in, 57
 - to remain in, 42, 47, 195
- strangers in, 310, 314, 315
- and see* "Galleries"

Charges upon the people, 293

Clerk of the House—

- absence of, 23
- Chairman, acts as, 2(*f*), 12, 15
- duties in regard to—
 - Acts assented to, Joint S.O.I.
 - ballots, 392
 - bills, 242, 249, 252, 254, 259, 260, 262 (*c*), 265, 269
 - divisions, 199, 207
 - election of Speaker and Acting Speaker, 2 (*f*), 12, 15
 - motions, notices of, 133, 135, 136, 138, 139, 140

Clerk of the House—continued

- duties in regard to—continued
 - papers, 316, 319
 - petitions, 112, 113
 - proclamations, 2 (a), 3
 - questions on notice, 148, 149, 150
 - roll of Members, 30
 - Speaker, 14, 16, 20, 21
 - Votes and Proceedings, 38, 39
 - witnesses, summoning of, 354
 - writs, 2 (d)
- vacancy in office, 24

Clerk Assistant, 23, 372

Closure—

- debate of, by reply, 68
- election—
 - Chairman, 13 (f)
 - Speaker, 12 (f)
- interruption of debate, 84
- question, of, 93
- member, of, 94
- not applicable when time allotted, 92 (g)

Committal of bills. See "Bills"

Committee of Reasons, 248, 258

Committees.

- See "Addresses", "Committees—Joint", "Committee of the whole House", "Committees, Select", "Committees, Standing", "House Committee", "Library Committee", "Printing Committee", "Privileges Committee", "Standing Orders Committee"

Committees, Joint—

- appointment, 385
- meeting, first, 386
- members—
 - appointment of, 388
 - number of, 385, 388
- quorum, 387
- reports, 389

Committee of the whole House—

- appointment, 271
- bills, consideration of. See "Bills"
- business—
 - after quorum formed, 285
 - conduct of, 280
 - interrupted, Speaker resumes Chair, 282, 283, 284, 285
 - recommitted, 290

Committee of the whole House—continued

- business—continued
 - resumed, 286, 289
 - superseded, 289
- casting vote, 276
- Chair taken by Chairman, 13, 273, 274
- Chairman. See "Chairman of Committees"
- contradictory motions, 278
- count-out, 286
- decisions of, 276, 284
- disorder in, 52, 282
- divisions in, 277
- House resolves itself into, 272, 274
- instructions to, 299, 300, 301
- lapse of, 289
- matters considered, 275
- motions—
 - "Chairman leave Chair", 289
 - contradictory, 278
 - progress, to report, 287
 - seconding not required, 279
- order in, 280
- points of order in, 206
- procedure in, 280
- progress, report of, 274, 287
- questions in, 276
- questions on proceedings in, 144
- quorum, 46, 270, 284, 285
- report of matters considered, 288
- resolutions of, 290
- revived, 289
- ruling of Chairman, objection to, 281
- Speaker resumes Chair, 282, 283
- vote of Chairman, 276

Committees, Select—

- adjournment, 328, 333
- appointment, 323
- bills, on. See "Bills"
- chairman, 328, 331, 335, 336, 337, 342, 343, 346, 347
- Chairman of Committees on, 325
- clerk of committees, 329, 335, 346, 354
- conferences with Senate Committees, 350, 351, 352, 353
- divisions, 332
- evidence—
 - by officers, 368
 - premature publication, 340
 - protection of witnesses, 362
- instructions to, 302
- meetings and sittings, 330, 333
- members—
 - appointment of, 323, 324
 - charge against, 358

Committee, Select—continued

- members—continued
 - discharge of, 324
 - leave of absence, 36
 - names recorded, 329, 332
 - personal interest, 326
 - presence of, 338, 339
- minutes, 329, 332
- papers, 334, 346
- payment of witnesses, 349
- petitions, reference to, 131
- power to send for persons, papers, &c., 334
- proceedings, premature publication of, 340
- quorum, 328, 329
- record of proceedings, 332
- reports—
 - alternative draft, 344
 - chairman's signature, 346
 - consideration, 348
 - discussion of, 348
 - draft—
 - alternative, 344
 - consideration, 343
 - preparation, 342
 - protest or dissent, 343
 - reconsideration, 345
 - evidence, 341
 - premature publication, 340
 - printing, 348
 - presentation, 102, 327, 347, 348
 - progress, 341
 - protest or dissent, 343
 - reconsideration, 345
- secret, 339
- Senate committee, conference with, 350, 351, 352, 353
- Speaker on, 325
- strangers, admission of, 337, 339
- witnesses. *See* "Witnesses"

Committees, Standing—

- appointment, 25, 26, 27, 28, 29, 102
- quorum, 29
- reports, presentation, 102
- Senate committee, power to confer, 25

Commons, House of, practice to be observed, 1

Communications. *See* "Messages"

Conference with Senate, 250, 283, 373-384

Conferences between committees of both Houses, 25, 27, 350, 351, 352, 353

Constitution—

- bill altering, 263
- Section 57—joint sitting, Joint S.O. II, III

Contempt. *See* "Privilege"

Count of the House. *See* "Divisions" and "Quorums"

Count-out—

- House adjourned, 41, 44, 45, 46
- resumption of proceedings after, 90, 285, 286

Custody—

- Members and strangers taken into, 309, 310, 311
- Votes and Proceedings, records, &c., of, 39

Customs tariff—

- resolution declared urgent, 92 (b)
- bill, speech time limit, 91

Days and hours of sitting, 40

Debate—

- abuse of orders or forms of House, 86
- addressed to Mr. Speaker, 59
- adjournment, 87, 88, 89
- allotment of time—limitation of, 91, 92
- allusion to—
 - former debate, 71
 - Senate, 72
- anticipation, 82
- call of Chair, 61, 88
- closure of, 12 (f), 68, 92 (g), 93
- committee, in, 226
- conclusion of, question put, 69, 165
- count-out, interrupted by, 90
- curtailment of, 91, 92
- discussion of matter of public importance, 63, 107
- disorderly words, 78
- documents quoted from, 321
- explanation—
 - personal, 64
 - speech, of, 65, 66
- extension of time for speech, 91
- Governor-General, references to, 74
- imputations, 76
- interruption of, 84, 106
- irrelevance, 81, 85
- Judiciary, references to, 75
- limitation of (guillotine), 92
- matters not open to, 86

Debate—continued

Members—

- “be further heard” motion, 85
- “be now heard” motion, 61
- closure of, 94
- not speaking, behaviour of, 55
- references to, 80
- rising together, 61
- unable to stand, 60
- misrepresentation, 65, 66
- obstructing business, 86
- offensive words, 75, 77, 78
- order—
 - abuse of order or forms, 86
 - committee, in, 280, 281
 - division, in, 205, 206
 - Member may raise point at any time, 98
 - Member rising may speak to, 63
 - question or point of order—
 - committee, in, 280, 281
 - division, in, 205, 206
 - Member called resumes seat, 99
 - Member may be interrupted to raise, 84
 - precedence to, 98
 - Speaker gives ruling, 99
 - order in, rules, 52, 53, 54, 55, 56, 57, 58
 - order maintained by Speaker and Chairman, 52, 280
 - personal explanation, 64, 65, 66
 - personal reflections, 76
 - petitions, no reference to, 124
 - point of order. *See* “Debate—order”
 - previous debates, references to, 71, 72
 - privilege matter, 63, 84, 95, 96, 97
 - progress, motion to report, 287
 - quarrels, 79
 - Queen, references to, 74
 - question under discussion, reading of, 83
 - questions seeking information, not to be debated, 144
 - references to—
 - debates or proceedings, 71
 - Members, 80
 - Senate proceedings, 72
 - reflections on—
 - Members, 77
 - vote of House, 73
 - relevancy—
 - adjournment of House motion, 81
 - appropriation bills, 81
 - Chairman, election, 13 (d)
 - explanation of words, 66
 - persistent irrelevance, 85
 - previous debate, 71
 - reply of mover of substantive motion, 67

Debate—continued

relevancy—continued

- Senate proceedings, 72
- Speaker election, 12 (d)
- subject-matter under discussion, 81
- supply bills, 81
- repetition, tedious, 85
- reply, right of, 65, 67, 68
- resumption of, 88, 90, 286
- right to speak, 63
- ruling of—
 - Chairman, 281
 - Speaker, 99, 100
- seconder of motion, 70
- Senate debates, references to, 72
- Speaker, duties of. *See* “Speaker”
- speaking twice, 65
- speeches, manner and right, 59-85
- statutes, references to, 75
- subject-matter, 81, 82, 83
- tedious repetition, 85
- time—
 - limitation of debate (guillotine), 92
 - time limits, 91
 - vote of House, reflections on, 73

Deputy Chairman of Committees, 18, 19

Deputy Clerk, 23, 24, 372

Deputy Speaker, 16, 17, 19

Disagreement between Houses. *See* Joint S.O. II, III

Discharge of orders, 191

Disobedience to orders of House, 309

Disorder—

- committee of whole, in, 280, 282, 303
- galleries, in, 310
- grave, in House, 308
- Member, by, 303, 306

Dissent from rulings—

- Chairman, 281
- Speaker, 99

Dissolution, meeting after, 2

Distinguished visitors, 312

Divisions—

- bells rung, 199
- call for, 168, 192
- call of more than one Member required, 193

Divisions—continued

- casting vote—
 - Chairman of Committees, 276
 - chairman, select committees, 331
 - Speaker, 210
- committee of whole House, in, 276, 277
- confusion in, 208
- dissent of one Member, 193, 204
- doors locked, 200
- errors in, 208
- members—
 - calling for, 193, 195
 - counted, 203
 - divide, 201
 - names taken, 203
 - one only on a side, 204
 - pecuniary interest, 196
 - seats—
 - to be within, 197
 - to remain in and vote, 202
 - vote of, 194, 195, 196, 202
- mistakes in, 209
- point of order during, 205, 206
- question decided by, 168, 192
- question stated, 201
- quorum, want of, 44, 284
- result declared, 203, 204
- recorded in Votes and Proceedings, 207, 209
- sand-glass turned, 199
- Senators, withdrawal of, 198
- Speaker's—
 - casting vote, 210
 - opinion challenged, 168, 192
- strangers, withdrawal of, 198
- tellers, 201
- voice, voting in agreement with, 194

Documents. See "Papers and Documents".

Doors of the Chamber, 48, 199, 200

Election of—

- Acting Speaker, 15
- Chairman of Committees, 13
- Deputy Chairman of Committees, 16
- new Speaker to fill vacancy, 12 (a), 20, 21
- Speaker, 2 (e), 12

Eleven o'clock rule, 103

Evidence, premature publication, 340

Explanations—

- conduct of Member, 309
- personal, 64
- words, of, 65, 66

Extensions of time for speeches, 91

Financial procedures, 291, 292, 293

Formal business, 7, 10

Galleries—

- admission to, 312, 313
- misconduct in, 310

General business—

- not taken before Address in Reply adopted, 10
- precedence to, 104
- procedure, 109

General rule for conduct of business, 1

Government business—

- order, 105, 106
- precedence, 104

Governor-General—

- Address in Reply, 8, 9
- addresses presented, 317, 318
- addresses to, 393, 396, 397
- addresses to Royal Family, 395
- amendments to bill, proposed by, 266, 267, 268, 269
- assent to bills, 265, 269, Joint S.O. I, III
- declares causes of calling Parliament together, 2 (g)
- Deputies appointed by, 2 (b), 5
- messages from, 294, 295, 296, 297, 298
- opening speech, 2 (g), 6, 7, 8
- papers—
 - involving Royal Prerogative, 317
 - presented by command, 319
- presentation of—
 - bills for assent, 265, 269
 - Speaker, 2 (g), 12 (o), 12 (p)
- proclamation, 2, 3
- references to—
 - in debate, 74
 - to apply to Administrator, 11A

Grave disorder, 308

Grievance debate, 106

Grossly disorderly conduct, 306

"Guillotine", 92

Hansard, replies to questions printed in, 150

Hours of sitting, 40

House Committee, 27

House of Commons, practice to be observed, 1

Houses—
disagreement between, Joint S.O. II, III
references to, 75

Instructions to committees, 299, 300, 301, 302

Irrelevance in debate, 81, 85

Joint Committees. *See* "Committees, Joint"

Joint sitting (under Constitution S. 57)—
appointment of chairman, Joint S.O. II
presentation of bills, Joint S.O. III

Joint Standing Orders, Chapter XXXII

Judiciary, references to, 75

Leave of absence, 35, 36, 37 (*and see* Constitution S. 38)

Leave of House or committee, 111

Library Committee, 27

Limitation of debate or speeches,
12 (e), 13 (e), 91, 92

Mace, 12 (n)

Matter of public importance, 101, 107

Matter of special interest, 108

Meeting of House—
fixed by Chairman, 22
motion by Minister, 51
times of, 40

Members—
absence, leave of, 35, 36, 37 (*and see* Constitution S. 38)
affirmation by, 2 (d)
arrest of, 309, 311
attendance—
ordered by House, 309
record of, 31

Members—continued
charges against, before committee, 358
closure of, 94
committees, admission to, 338
custody, taken into, 309, 311
debate, conduct in and manner and right of.
See "Debate"
disobedience, wilful, 309
disorderly conduct, 303
divisions, rights and obligations during, 193,
194, 195, 196, 197, 200, 202
grossly disorderly conduct, 306
leave of absence, 35, 36, 37 (*and see* Constitution S. 38)
naming of, 303, 306
oath, 2 (d)
offensive references to, 75
ordered to attend to answer for conduct, 309
personal or pecuniary interest, 196, 326
quarrels between, not allowed, 79
referred to by name of electoral division, 80
roll, 30
seats in Chamber, 32, 33, 34
select committee, admission to, 338
selection by ballot, 390, 391, 392
Serjeant-at-Arms, removed by, 306
strangers, admission of, 313, 315
suspension of, 304, 305
sworn in, 2 (d)
withdrawal from House, 42, 47, 306
witnesses, as, 356, 357, 358, 367

Messages—
amendment to bill, 297
announcement of, 294
appropriation, recommending, 292, 295, 296, 297,
298
Deputies of Governor-General, from, 2
Governor-General to House for opening, 4
House to Senate, 369, 370, 371
Senate requests or amendments, for, 298
Senate to House, 372
transmitting bills, 243, 247, 248, 250, 251, 254,
256, 257, 258, 262, 264

Ministerial statements—

Senate, made in, references to, 72
time for, 101

Ministers—

questions to, 142
seats, 32

Misrepresentation of speech, 65, 66

Money bills, 291, 292, 293

Motions—

- absence, for leave of, 35
- absence of Member in charge of, 158
- addresses, for, 318
- adjournment of House, 50
- adjournment of debate, 87
- allotment of time, 92
- anticipation of other business, 163
- bills, for introduction and passage. *See* "Bills"
- business, to obstruct, 86
- business of the day, to call on, 107
- called on and not moved, 159
- censure, 110
- "Chairman do now leave the Chair", 289
- closure—
 - Chairman, election, 13 (*f*)
 - debate, of, 93
 - member of, 94
 - Speaker, election, 12 (*f*)
- condolence, vote of, 157
- contradictory, 233, 278
- debate on, not allowed, 86
- declaration of urgency, 92
- disallowed, 169
- dissent from rulings—
 - Chairman, 281
 - Speaker, 100
- formal, 7, 10
- general business, priority to, 109
- leave of absence, for, 35
- meeting of House, for next, 51
- member giving notice, absent, 158
- member failing to move, 159
- moving of—
 - second time, 164
 - without argument or opinion, 86
- not called on, 154
- not moved, 159
- notices of—
 - anticipation of other business, 163
 - alteration of, 139
 - amendment by Speaker, 137
 - division of, 136
 - giving of, 101, 133, 134, 135
 - government business, order, 105
 - irregular, 137
 - not required, when, 154
 - operation of, 141
 - order on Notice Paper, 135
 - postponement of, 138
 - priority under general business, 109
 - signatures required, 133, 134
 - terms of reported to House, 133

Motions—continued

- notices of—continued
- time for dealing with, 101
- unbecoming or offensive, 137
- waiver of, 159
- withdrawal of, 140
- papers—
 - production of, 316
 - print or take note of, 322
- pecuniary interest, 196
- postponement of, 155, 158, 159
- precedence of, 155, 156, 157
- petitions, on, 131, 132
- privilege, matter of, 95, 96
- procedural, debate not allowed, 86
- progress, 287
- question concerning, 143
- question from Chair on, 161
- requiring notice, 154
- same question, 169
- seconding—
 - Committee, in, 279
 - House, in, 160
- special interest, matter of, 108
- substantive, reply allowed, 67
- supersession, 164
- suspension of—
 - Member, 304
 - standing and other orders, 399, 400
- vote of thanks, 157
- want of confidence, 110
- withdrawal of, 108, 158, 159, 162
- without notice, 154

Naming of Member, 303, 306

New business, 103

Newspapers, complaint of breach of privilege founded on, 97

Notice Paper—

- government business on, arranged by Ministers, 105
- notice of motion—
 - amendment of, 137, 139
 - not called on, 156
 - order of, on, 135
 - publication on, 154
 - withdrawal from, 158
- orders of the day—
 - precedence of, 189
 - not called on, 190
- questions, order of, on, 149
- restoration to, of lapsed bill, 264

Notice of rescission of resolution or vote,
170

Notices of motion. *See* "Motions—*notices of* "

Oaths, taken by Members, 2 (*d*)

Obeisance to Chair, 56

Objection to ruling of—

Chairman, 281
Speaker, 100

Objectionable words, 303

Obstruction of business—

certain proposals, by, 86
Member, by, 303

Offensive words, 75, 77, 78

Officers of House. *See* "Clerk of the House",
"Clerks Assistant", "Second Clerk Assistant",
"Serjeant-at-Arms" and "Witnesses"

Opening of—

Parliament, 2
new session, 3

Order. *See* "Debate—Order"

Orders of the Day—

anticipation of discussion of, 82, 144, 163
committee consideration, for, 272, 274
definition, 188
discharge of, 191
government business, order of, 105
grievance debate, for, 106
not called on, 190
petition relating to, 114
postponement, 189
precedence, 189
time for dealing with, 101

Orders of the House—

disobedience to, 309
suspension of, 399, 400

Papers and documents—

copies and extracts, 320
custody, 39
inspection of, 320
motion to take note of, 322
ordered by House, 316
presentation of, 101, 102, 319

Papers and documents—continued

printing of, 322
Printing Committee, reference to, 28
public, 320
quoted from, 321
recorded in Votes and Proceedings, 319
return to departments, 39
Royal Prerogative, concerning, 317
select committee, indorsement, 346

Parliament—

new, meeting of, 2
new session, commencement of, 3
opening by—
Governor-General, or Deputies, 2, 3, 4, 5, 6
Queen, 11
See also "Addresses — Governor-General's
Speech", "Speaker, election of" and
"Committees, Standing"

Pecuniary interest, 196

Personal—

explanation, 64, 65, 66
interest, in committee inquiry, 326
reflections, 76

Petitions—

Clerk's certificate, 113
general rules, 112-132
presentation, time for, 101
reference to Printing Committee, 28

Places of Members, 32, 33, 34

Point of order, 63, 84, 98, 99, 205, 206, 280, 281

Postponement of—

business, 92 (*f*)
clauses, 226, 230
consideration of resolutions from committee of
whole, 290
motion, 155
notice of motion, 138
order of the day, 189
Senate amendments to House bill, consideration
of, 245
title and preamble of bill, 225

Practice of House of Commons, resort to, 1

Prayers, 43

Printing Committee, 28, 29

Privilege—

- complaint of breach of, reference to Committee, 26
- matters—
 - precedence to, 96
 - raising of, 63, 84, 95, 97
- newspaper, book, &c., complaint against, 97

Privileges Committee, 26, 95

Proceedings, resumption of, after count out, 90, 286

Proclamation calling Parliament, 2, 3

Progress, report of, 287

Prorogation, resumption of proceedings on lapsed bills, 264

Public importance, matter of—

- time for discussion, 101
- procedure, 107

Quarrels in debate, 79

Queen, Her Majesty the—

- addresses to, 393, 394, 395
- Parliament, opens, 11
- references to, 74

Questions from the Chair—

- amendments. *See* "Amendments"
- "Be now put" (closure), 12 (f), 13 (f), 93
- Clerk puts, 12 (f), 15
- complicated, division of, 166
- debate not allowed, 86
- decided—
 - by division, 168
 - by voices, 167
 - in Committee, 276
 - when debate concluded, 165
- declaration of urgency, 92
- divided upon, 168, 192
- negated, if numbers equal, 12 (j)
- petitions, on, 131
- proposed to House, 161
- put—
 - forthwith, 86
 - when debate concluded, 165
 - when time allotted expired, 92 (e)
- read if required, 83
- requisite, 92 (e)
- same question, 169

Questions seeking information—

- alteration of, 147
- anticipating discussion, 144
- answers to, 145, 146
- form and content rules, 144, 153
- Hansard*, replies printed in, 150
- inadmissible, 144, 146, 153
- Members, to, other than Ministers, 143
- Ministers, to, 142
- notice of, 148
- order on Notice Paper, 149
- persons, regarding, 153
- renewal of, 146
- replies to, 150
- Speaker, addressed to, 152
- supplementary, 151
- time for, 101
- without notice, 151
- written answers, 150

Quorum—

- debate interrupted by want of, 90, 286
- number required—
 - committee of whole, 270
 - election Acting Speaker, 14
 - House, 15, 41 and footnotes
 - joint committee, 387
 - select committee, 328, 329
 - standing committees, 29
- want of—
 - committee—
 - division, in, 284
 - noticed by Member, 285
 - Speaker, action by, 46
 - doors unlocked, bells rung, 48
 - House—
 - division, in, 44
 - noticed by Member, 45
 - time of meeting, at, 41
 - Member speaking interrupted, 84
 - Members not to leave Chamber, 42, 47

Reasoned amendments. *See* "Bills—Second reading—amendment"

Reasons—

- casting vote—
 - Chairman, 276
 - Speaker, 210
- committee of, on Senate amendments—
 - House bills, 248
 - Senate bills, 258

Recommittal of bill, 236

Records—

Acts assented to, Joint S.O. I
Votes and Proceedings, &c., 38, 39

Relevancy, of—

amendments, 173
amendments in bills, 220, 228, 246, 261
clauses of bills, 213
committee instructions, 300
debate, 66, 67, 71, 72, 81, 85, 228
election of—
 Chairman, 13 (*d*)
 Speaker, 12 (*d*)
notices of motion, parts of, 136
petitions, statements in, 125

Reply, right of, 65, 67, 68

Report of—

bill from committee, 234, 235
committee of whole, 288
conference, 384
disorder in committee, 52, 280, 304
division, error in, 208, 209
joint committees, 389
message from Senate, 372
progress, 287
select committees, 102, 327, 347, 348
standing committees, presentation, 102
want of quorum in committee, 284, 285

Resolutions—

committee of whole, from, 290
rescission of, 170
Senate, for, 371

Roll of Members, 30

Royal Assent, 265, 269, Joint S.O. I, III

Royal Family, address to, 394, 395

Royal Prerogative, paper concerning, 317

Rulings of—

Chairman, 206, 281
Speaker, 99, 100, 206

Same question, 169

Sand-glass, 199

Schedules. See "Bills"

Seats—

distinguished visitors, for, 312

Members—

Chamber, in, 32, 33, 34
to resume, 53, 99
to take, 58, 201, 202
Ministers, 32

Second reading of bills. See "Bills"

Second speech, 65

Seconding—

amendments, 172, 174
committee, in, 279
dissent from Speaker's ruling, 100
election—
 Chairman, 13 (*a*)
 Speaker, 12 (*a*)
motion, 160
notice of motion, 133
seconders may speak later, 70

Secret committee, 339

Select committee. See "Committees—Select"

Senate—

bills—proceedings on. See "Bills"
communication with, 369
conferences between committees, 350, 351, 352, 353
conferences with, 250, 283, 373-384
disagreement with, Joint S.O. II, III
messages—
 to, 370
 from, 372
joint committees, 385, 386, 388
officers as witnesses, 359
offensive words against, 75
references to proceedings, 72
Senators—
 admission to Chamber, 312
 withdrawal, 198
 witnesses, as, 359

Serjeant-at-Arms—

acts upon orders from Chair, 306
admits strangers, 313
delivers messages to Senate, 370
takes into custody—
 Member, 309, 311
 stranger, 310

Session, new, opening of, 3

Sessional orders, suspension of, 399, 400

Sitting and adjournment of House—

adjournment—

absence Speaker and Chairman, 15

by resolution, 49, 50, 81

grave disorder, 308

want of quorum, 41, 44, 45, 46

days and hours of sitting, 40

next meeting, motion to fix, 51

suspended—

election Speaker, and Chairman, 2 (*g*), 12 (*l*),

12 (*o*), 13 (*k*)

grave disorder, 308

Sitting, Joint, Joint S.O. II, III

Speaker—

absence of, 14, 15, 16

Acting Speaker, 14, 16.

Address in Reply presented by, 9, 10

addresses presented by, 395, 396, 397, 398

adjourns House, 41, 44, 45, 46, 308

arrests, reports, 311

bills, presents for assent, 265, 269

calls Members to speak, 61

casting vote, 13 (*j*), 210

chair—

left by, 272, 273, 274

resumed by, 234, 282, 283, 284, 304

committees, member of, 25, 27, 325

Deputy Chairman nominated by, 18

Deputy Speaker, 16, 17, 19

determines question on—

anticipation, 82

obstructive motions, 86

offensive or disorderly words, 78

privilege, 96

public importance matter, 107

same question, 169

divisions, duties, 165, 168, 192, 201, 203, 204,

206, 209, 210

election of—

new Parliament, 2 (*e*)

procedure, 2 (*f*), 12

vacancy, 20, 21

Governor-General—

attends to hear speech, 4

presentation to, 2 (*g*), 12 (*o*), 12 (*p*)

presents Address in Reply, 9

reports speech, 8

heard without interruption, 53

Speaker—continued

intervenes in debate, 77

Member—

discontinue speech, directs, to, 85

names, 303, 306

orders withdrawal, 306

summons to attend, 356

messages, signs and reports, 370, 372, 398

notices of motion, 136, 137

order maintained by, 52

papers, 319, 320

prayers read by, 43

question—

decision on, announces, 168

proposed by, 106, 161

put by, 92 (*e*), 106, 165, 304

read by, 83

stated by, 201

questions seeking information—

alteration, 147

supplementary, 151

quorums, want of, action by, 41, 44, 45, 47, 48

relief to, 17, 19

ruling of—

after point of order, 99

in division, 206

objection to, 100

seats of Members, 33

sitting suspended by, 308

strangers—

admits, 312

orders withdrawal, 314

tellers appointed by, 201

vacancy in office, 20, 21, 22

votes and proceedings, etc., removal, 39

warrant for witness, 361

witnesses, 356, 364

Special interest, matter of, 108

Speeches—

contents of and rules. *See* "Debate"

time limits, 91

Standing Committees. *See* "Committees—

Standing"

Standing Orders—

House of Commons practice to be observed, 1
duration, 402

Joint (Ch XXXII)—

acts assented to, I

disagreement between Houses; Joint sitting, II

presentation of bill, III

suspension of 399, 400, 401

Standing Orders Committee, 25, 29

Statute—

papers, 319
references to, 75, 77

Strangers—

arrest, 310, 311
admission of, 312, 313, 315
Chamber, in, 310
misconduct in galleries, 310
secret committees, at, 339
select committees, at, 337
taken into custody, 310, 311
withdrawal of, 198, 310, 314

Supply bills, 81, 220, 226, 291, 292

Suspension of—

Members, 304, 305, 306, 307
sitting, 2 (g), 12 (i), 12 (o), 13 (k), 308
standing, sessional and other orders, 399, 400,
401

Tariff—

resolution declared urgent, 92 (b)
time limit on bill, 91

Taxation bills or proposals, 291, 293

Tedious repetition, 85

Tellers. *See* "Divisions"

Thanks, vote of, 157

Third reading of bills. *See* "Bills"

Time—

allotment of, limitation of debate, 92
extension of, for speeches, 91
limits—
debates and speeches, 91
election—
Chairman, 13 (b), 13 (e)
Speaker, 12 (b), 12 (e)
motions, general business, 109
meeting of House, for, 40

Title of bills. *See* "Bills"

Urgency, declaration of, allotment of time, 92

Vacancy in office of—

Clerk, 24
Speaker, 20, 21, 22

Visitors. *See* "Strangers"

Vote of House—

reflection on, 73
rescission of, 170
same, 169
thanks, of, 157

Votes—

casting—
Chairman, 276
chairman select committee, 331
Speaker, 13 (j), 210
and see "Ballot" and "Divisions"

Votes and Proceedings, 31, 38, 39, 160, 174,
207, 210, 276

Want of confidence motion, 110

Warrant of Speaker, 361

Withdrawal of—

amendments, 180, 183, 250
bill, irregular, 214
member from—
House, 306
Select committee, 338
motions, 108, 159, 162, 164
notice of motion, 140, 159
strangers, 198, 310, 314, 337
witness, 366

Witnesses—

bar, examined at, 363, 364, 365
charges against Members, 358
evidence, premature publication of, 340
examination of, 336, 363, 364, 365, 367
expenses of, 349
Members or officers of House as, 356, 360, 368
payment of, 349
prison, in, 361
protection of, 362
recusant, 355
refusal of Member to attend when summoned,
357
Senators or officers of Senate, 359
summons of, 335, 354, 356
withdrawal of, 366

Writs or copy writs, tabling of, 2

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

