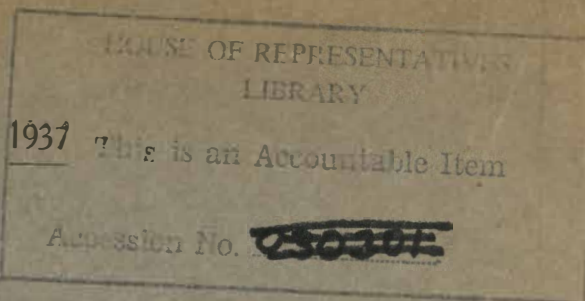


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THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA

HOUSE OF REPRESENTATIVES

STANDING ORDERS

RELATIVE TO

PUBLIC BUSINESS

TEMPORARILY ADOPTED BY THE HOUSE,
6th JUNE, 1901
AS AMENDED FROM TIME TO TIME, AND
IN FORCE ON 1st NOVEMBER, 1937

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1937

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TABLE OF CONTENTS.

INDEX	PAGE.
	5
STANDING ORDERS—	
Chapter.	
1. General Rule for Conduct of Business	33
2. Proceedings on the Meeting of a New Parliament	33
3. Opening of a Session of Parliament. not being a New Parliament	37
4. Absence of Speaker and Officers	38
5. Sitting and Adjournment of the House	39
6. Roll, Leave of Absence and Places of Members	42
7. Disorderly Conduct and Arrest	43
8. Strangers	45
9. Routine of Business	45
10. Petitions	46
11. Questions seeking Information	48
12. Notices of Motion	48
13. Motions and Questions	50
14. Amendments	52
15. Previous Question	53
16. Orders of the Day	54
17. Public Bills	55
18. Committees of the Whole-House	66
19. Committee of Supply and Ways and Means	69
20. Instructions to Committees	70
21. Rules of Debate	71
22. Divisions	82
23. Accounts, Papers, and Returns	85
24. Standing Committees	86
25. Select Committees	86
26. Witnesses	92
27. Communications between the Houses	94
28. Conferences	94
29. Joint Committees	96
30. Addresses to the King or the Governor-General	97
31. Messages from the Governor-General	97
32. Suspension of Standing Orders	98
Joint Standing Orders	99

INDEX

(NOTE.—*The numbers are those of the Standing Orders.*)

ABSENCE. See "Leave of Absence."

ABSOLUTE majority for—

Bill altering Constitution, 208.

suspension of Standing Orders, without notice, 407.

ACCOUNTS. See "Papers."

ACTS—

numbering of, 214, Joint S.O. 1.

Offensive words against, 272.

ADDRESSES—

proposed, except in urgent cases, on motion after notice, 396-7.
to Royal Family, 397.

mode of transmitting, 398.

to Governor-General—

when presented by Speaker, 399.

when presented by whole House, 400.

reply to be reported, 401.

paper involving Royal prerogative to be asked for by
Address, 313-14.

ADDRESS-IN-REPLY. See "Governor-General."

ADJOURNMENT—

of debate—

not allowed on motion to suspend Member, 59.

debate not allowed on motion for, 262B—B.

may be to later hour of same day, or to another day, 288.

if motion negatived, mover and seconder may speak later,
290.

Member obtaining, entitled to pre-audience on resumption,
289.

of House—

limit of time of speeches, 257B.

only on its own resolution, 37; or—

for want of quorum, 29, 31-3.

if Speaker absent without Clerk being informed, 29.

if Temporary Speaker not elected when both Speaker
and Chairman absent, 23.

And see "Quorum."

ADJOURNMENT—*continued.*
of House—*continued.*

Minister may move—
second motion for, 40.

at any time, without notice, to fix next day of meeting,
41.

Minister only can move, 38, or—

Member (if motion supported by five Members) may move,
to discuss definite matter of urgent public importance,
38.

limit of time of speeches, 257B.

only one such motion at a sitting, 40.

AFFIRMATION, Member making, 4.

AFFIRMATIVE vote of 24 members required—

for motion to declare business urgent (unless no dissent),
262A—(I.)-(IV.).

for "Closure," 262B—A (c).

ALLOTMENT of time (after Bill or motion, &c., being declared
urgent), 262A.

AMENDMENTS—

anticipating Order of Day or motion, not allowed, 117.

Bills—

none to first reading, 157, 262B—B.

to second reading, 161-2.

to third reading, 185.

to clauses, 170-1.

re-consideration of Bill allowed only on recommittal, 169.

And see "Bills."

circulation of, two hours before expiration of time allotted
for Bill, 262A—(VI.).

forms of, 128.

in Committee—debate on, restricted to, 226.

no amendment to—

question, after later part amended or proposed to be
amended (unless proposal withdrawn), 135.

words already agreed to (except addition of words), 136.

words proposed to be inserted if others are omitted, unless
omission first agreed to, 139.

certain motions, 59, 157, 262A, 262B—A, B, C.

previous question not allowed on, 145.

proposed amendment—

may be amended, 138.

to be disposed of before another amendment can be moved,
263.

question, how put, to—

omit words, 132.

insert or add words, 133.

omit words, and insert or add others, 134.

question put—

as amended, after amendments made, 140, 263.

original, after amendments proposed but not made, 141,
263.

relevant, to be, 130, 162, 170.

AMENDMENTS—continued.

same as one decided, not to be proposed in same session, 125.
 seconder required (in House), 131.
 withdrawal, by leave, of proposal, 137.
 writing, to be in, and signed, 129.

ANTICIPATING subject on Notice-paper, 117, 274.

ARREST. See "Disorderly Conduct."

ASSENT to Bills, 209, 213-14, Joint S.O. 1.

BALLOT—

election of Speaker, 7.
 appointment of Chairman of Committees, if more than two
 Members proposed, 215.
 appointment of Select Committee, 324.
 bells rung before, 7, 325.
 appointment of managers for conferences, 382.

BELLS rung, 7, 35, 299, 325.

BILLS, Private—

procedure when received from Senate, 199.

BILLS, Public—

urgent, declared—allotment of time, 262A—(I.).
 initiation, 153.
 revived from previous Session, 214A, 214B, 214C.
 fair copy to be presented, 154.
 title to agree with order and clauses to be within title, 155.
 irregular, to be withdrawn, 156.
 in reading Bill, only title read, 158.
 first reading put without amendment or debate, 157, 262B—B.
 future day for second reading, and Bill printed, 159.
 second reading—
 question for, 160.
 amendments thereto, 161-2.

Instructions. See "Instructions."

amendments may be made only in Committee, 169.

committal—

after second reading, unless motion made to refer to Select
 Committee, or notice given for instruction, House goes
 forthwith into Committee, 163 (and see 250).

Bill reported from Select Committee may, on notice, be
 referred to Committee of whole, 164.

no reference to Select Committee after Bill reported from
 Committee of whole, 165.

Committee proceedings—

circulation of amendments (when time allotted for Bill),
 262A—(VI.)

resuming Committee where progress has been reported, 166.

preamble postponed without question; clauses read and
 put, 167.

enacting words not put, 167.

BILLS, Public—continued.**Committee proceedings—continued.**

reading clauses, manner of, 168.

order in considering Bill, 169.

amendments—any permitted if relevant or pursuant to Instruction and otherwise in order, 170.

amendments for imposing or increasing tax, &c., not to be proposed except by Minister, 171.

re-consideration of Bill allowed only on recommittal, 169.

decision of Committee not to be reversed in same Committee unless Bill recommitted, 172.

debate to be confined to clause or amendment, 173.

amended clause put as amended, 174.

clause may be postponed, unless amended, 175.

title to be amended and specially reported if Bill amended beyond original title, 176.

temporary laws, duration to be expressed, 177.

proceedings not to be noticed till reported, 178.

report stage—

motion to report Bill, 179.

if Bill amended, report considered on future day; if not amended, report may be at once adopted, 180.

on motion to adopt report, Bill may be recommitted; further report, if Bill amended, considered on future day; if not amended, may be at once adopted, 181

third reading—

future day fixed for, after adopting report, 182.

procedure if recommitted, 183.

question for third reading, 184.

amendments thereto, 185.

after third reading, Bill deemed passed, 186.

time—allotment of, 262A.

urgent—declared to be, and allotment of time, 262A.

verbal amendments and correction of errors, Chairman may make, 187.

certificate of passing, 188.

when certified, sent to Senate, 189.

Senate amendments—

printed (unless otherwise ordered) and time fixed for considering, 190.

manner in which they may be treated, 191.

limitation on amending amendments, 192, 207.

procedure after consideration, 193.

reasons to be given, if not agreed to, 194.

if amendments amended, schedule showing same to be sent, 195.

further proceedings where Houses do not agree, 196.

Conference may be requested, 196.

when finally agreed to, Senate to be informed, 197.

Clerk to certify at every stage, 198.

Senate Bills—

Bills coming the first time from Senate, proceed like other Bills, 199.

BILLS, Public—continued.**Senate Bills—continued.**

- certificate, when returned to Senate, 200.
- if amended, schedule showing same to be sent, 204.
- procedure if House's amendments not agreed to, or if amended, 201-2.
- if amendments on amendments further amended by House, schedule showing same to be sent, 205.
- where Senate's further amendments returned disagreed to, reasons to be given, 203.
- Clerk to certify at every stage, 206.
- limitation or amendments, 192, 207.
- Constitution, absolute majority required for alterations, otherwise Bill laid aside and not to be revived, 208.
- presentation for Royal assent, 209, 213.
- Governor-General's amendments—
 - dealt with in same way as Senate's amendments, 210.
 - when agreed to, with or without amendment, to be sent to Senate; any Senate's amendments thereto dealt with in usual manner, 211.
 - when received through Senate, 212.
 - Bill again presented, as amended, or if not amended, &c., in original form, 213.
- Lapsed Bills—resumption of in following session, 214A, 214B, 214c.
- Acts, number of, 214, Joint S.O. 1.
- joint sitting of Houses—
 - presiding officer at, Joint S.O. 2.
 - Clerk of Parliaments presents for Royal assent any proposed law passed, at Joint S.O. 3.

BUSINESS—

- adjournment—if not called on prior to, set down for next sitting, 110.
- allotment of time in certain cases, 262A.
- formal—
 - some to be transacted before Governor-General's speech is reported, 18.
 - formal business only, prior to adopting Address-in-Reply, 21.
- interruption of—Speaker resumes Chair when—
 - Conference to meet, 232.
 - Message brought from Governor-General, 232.
 - time fixed for any business arrives, 232.
- interruption in case of allotted time being reached, 262A—(V.), (VIII.).
- interruption of, if not disposed of two hours after time fixed for meeting, in case of—
 - motions, 119 (but see 257B (b)).
 - Orders of Day. See *Votes and Proceedings*, 1904, p. 239.
- opposed, not to be taken after eleven p.m., unless House order, 70.
- order of calling on, 68.

BUSINESS—continued.

papers, &c., may be presented when other business not before House, 69.
 postponed, if time fixed for other business, 262A—(VIII).
 resumption of, after count-out, or adjournment of House, 235, 291; motion for, not debatable, 262B—B.

CASTING vote of—

Chairman of Committees, 222.
 Chairman of Select Committee, 333.
 Speaker, 310.

CHAIRMAN OF COMMITTEES—

amendments in Bills, may make verbal or formal, 187.
 appointment, 215.
 authority to keep order in Committee, 227, 277.
 casting vote only, 222.
 Chair in Committee taken by, 215, 219.
 deputy—appointment of, in event of Speaker's continued absence, 24.
 Deputy-Speaker, Chairman acts as, in certain cases, 22, 25.
 And see "Speaker, absence of."
 division—decides point of order raised during, 306.
 "leave Chair," motion, 238; not debatable, 262B—B.
 limitation of debate—puts questions to bring proceedings to conclusion at time specified, 262A—(VI).
 motions which may be refused by, 262B—B.
 quorum—leaves Chair and reports no quorum in certain cases, 233.
 ruling, objection to, 228.
 seats of Members. See "Seat."
 Select Committee—may decline to sit on, 326.
 speech—may direct discontinuance in certain cases, 276.
 strangers—withdrawal of, may be ordered by, 65.

CHAIRMEN of Committees, temporary, appointment of not less than two, 25.

CHARGE upon the people, motion for, 171, 243.

CHARGES against Member—Committee to report to House, and not itself proceed with, 364.

CIRCULATION of amendments two hours before expiration of time allotted for Bill, &c., declared urgent, 262A—(VI.).

CLERK of the House—

absence of, Clerk-Assistant acts, 28.
 certifies—
 passing of Bill, 188-9.
 at different stages of Bill, 193, 198, 200, 204-6.
 chairman—Clerk acts as chairman prior to election of Speaker, 6.
 custody of Journals and all documents is in, 43.

CLERK of the House—*continued.*

informs House of—

Speaker's absence, 22, 24.

vacancy in Speakership, 26-7.

questions put by—

at election of Speaker, 7.

at election of temporary Speaker, 23.

reads proclamation—

at meeting of new Parliament, 2.

at commencement of new session, 15.

reads writs and the returns thereto, 4.

record of proceedings kept by, 42.

returns to order laid on Table by, 312.

roll of Members, showing date of election, &c., to be kept by, 44.

vacancy in office, Clerk-Assistant acts, 28A.

CLERK-ASSISTANT—performs duties of Clerk—

if latter absent, 28.

if vacancy in office of Clerk, 28A.

CLERK of the Parliaments—

presents Bills for Royal assent, 209, 213, Joint S.O. 3.

presides as chairman, until Member appointed to preside, at joint meeting of Houses, Joint S.O. 2.

CLOSURE—

election of Speaker, 7.

by compartment, 262A.

to close debate, 262B—A.

limitation of debate—closure not to apply when time allotted, 262A—(VII.).

motion, "That a certain Member 'be not further heard,'" 262B—C.

And see "Adjournment," "Debate—limited" and "not allowed," and "Previous Question."

COMMISSIONERS for opening Parliament, 2, 15, 16.

COMMITTEES—

Joint—

message to Senate proposing, to state number of Members House will appoint, 392.

time and place of meeting, how fixed, 393.

quorum to be fixed, 394.

proceedings to be reported to House, 395.

of the whole House—

allotment of time, 262A.

amendments—debate on, restricted to, 226.

appointment of, 217.

Chairman—

authority to keep order is same as Speaker's, 227, 271

"leave Chair," motion, 238; not debatable, 262B—B.

discontinuance of speech ordered in case of continued irrelevance, &c., 276.

And see "Chairman of Committees."

charges against Members to be only reported by, 364.

consider only matters referred, 221.

COMMITTEES—*continued.*

of the whole House—*continued.*

decision, motion contradictory of previous, 172, 223.
disorder—

procedure, 59.

Speaker may resume Chair, 231.

not censured unless reported to House, 227, 277.

divisions—

record of, 307.

Chairman decides point of order raised during, 306.

demand and taken as in House, 311.

no decision if no quorum, 233.

Instructions to, 248-51.

And see "Instructions."

limitation of debate—allotment of time, 262a.

order for, when read, House without question resolves itself
into Committee, unless there is notice for an Instruction,
218.

previous question not allowed, 145, 225.

progress—

motion to report, 237; not debatable, 262b—B.

reported if business not completed, 236.

if already reported, Committee resumes forthwith on
order being read, 220.

questions decided by majority, Chairman has only casting
vote, 222.

quorum in, 216.

absence of, procedure, 233-4.

restoration of business, procedure, 235.

reference to—

speeches in, not allowed in House, 266.

proceedings in, on Bill, not allowed till reported, 178.

report, either progress or on completion of business, 236.

resolutions, how dealt with by House, 239.

ruling, objection to, 228.

seconder not needed for motion, 224.

Speaker resumes Chair on—

sudden disorder, 231.

receipt of Governor-General's message, or at time for
Conference, &c., 232.

speech, more than one allowed, 226.

limitation as to—

number and time of speeches, 257b.

speeches on motion for allotment of time, 257b.

witnesses. See "Witnesses."

words taken down, 229-30.

of Supply and Ways and Means. See "Supply and Ways
and Means."

Address-in-Reply prepared by a Committee, 19.

COMMITTEES—*continued*

Select—

adjournment, 335.

from place to place, 335.

ballot, appointed by, if demanded, 324.

prior to, bells rung, 325.

Bill cannot be referred to, after report from Committee of House, 165.

Bill reported from, may be referred to Committee of House, 164.

Chairman—

elected, 333.

casting vote only, 333.

endorses papers, 350.

certifies witnesses' accounts, 354.

report prepared by, 346.

report signed by, 350.

report presented by, 351.

Chairman of Committees need not serve on, 326.

charges against Members to be only reported by, 364.

discharge of Member, 328.

divisions to be recorded, 334.

evidence and documents not to be published until reported, 344; by leave Committee may report evidence, &c., from time to time, 345.

Instructions to, 252.

lists of, to be affixed in conspicuous places, 359.

meetings of—

mover fixes first meeting, 332.

may sit on days over which House adjourned, 335.

not to sit after Speaker takes Chair, 336; or (except by leave) while House sitting, 337.

Member of Committee may be discharged and another appointed, 328.

Members of House—

presence of, 342-3.

personally interested, not to sit, 327.

number of Members—Committees consist of mover and six other Members, 323.

persons, papers, &c., House may give power to send for, 338.

proceedings in—

to be recorded, 334.

on Bill, not noticed until reported, 178.

quorum, 330.

absence of, 331.

report—

date to be fixed for, 329.

progress, of proceedings and evidence, made by leave, 345.

draft—

to be prepared by Chairman, 346.

consideration of, 347.

may be re-considered and amended, 349.

COMMITTEES—*continued.***Select**—*continued.*

report—

draft—

if alternative report submitted by Member, 348.

protests not allowed, 347.

Chairman signs, 350.

Chairman presents, 351.

presentation—

at any time when other business not before House, 69.

no debate on, 352.

any subsequent proceedings to be on motion, after notice, 353.

Secret Committees—Members not on Committee and strangers not admitted, 67, 343.

Speaker, *ex officio* Member of certain Committees, and not liable to be elected on any other, 326.

strangers, admission, 341-3.

witnesses—

how summoned, 339, 360.

examination, 340.

Member of House as witness, 363.

Senator or officer of Senate as witness, 365.

payment, 354.

And see "Witnesses."

Senate—

conferring with Senate Committee, by leave, 355.

consent of Senate to be asked, 356.

Committees confer by word of mouth, 357.

proceedings to be reported to House, 358.

Standing—

appointment of—

House Committee, 321.

Library Committee, 320.

Printing Committee, 322.

Standing Orders Committee, 319.

COMMONS, House of—in all cases not provided for, resort to be had to rules, &c., of, 1.

COMMUNICATION between the Houses, 375-8.

COMPLICATED question may be divided, 122.

CONDUCT. See "Debate," "Disorderly Conduct," and "Members."

CONFERENCES—

with Senate—

amendments in Bill—Conference may be requested in case of continued disagreement, 196.

restrictions on amendments, 390.

ballot for appointment to be taken if demanded, 382.

Committee (if sitting) interrupted when time for arrives, 232.

communications at Conference to be in writing, 388.

communications—after dealing with written communications managers may confer orally, 389.

CONFERENCES—*continued.*with Senate—*continued.*

House suspends business during, 383.

managers—

names to be set out in motion, 381.

equal in number for each House, 385.

for House (if Conference requested by Senate) assemble as appointed, and receive managers of Senate, 387.

duties, 390.

not to be requested by House on Bill, &c., in possession of Senate, 384.

object of, and number of managers to be stated, 380.

proceedings to be reported to House, 391.

requested by message, 379.

time and place of meeting fixed by House invited to confer, 386.

Select Committees. See "Committees—Senate."

CONSTITUTION. Bills altering—absolute majority required, 208.

CONTINGENT Notice of Motion. See "Motions, Notices of."

CORPORATION—petition by, to be under seal, 79.

COUNT-OUT, 33.

resumption of business interrupted by, 235, 291; motion for not debatable, 262B—B.

And see "Quorum."

CUSTODY of documents, &c., in Clerk, 43.

CUSTOMS Tariff—declaration as to urgency, and allotment of time, 262A—(III.).

DEBATE—

adjournment of. See "Adjournment of debate."

allotment of time—limit of debate, 257B

amendments—

in Committee, debate restricted to, 226.

order of moving, 263.

anticipating, not allowed, 117, 274.

close of, by reply of mover, 264.

closure. See "Closure" and "Debate—'limited' and 'not allowed.'"

disorder. See "Disorderly Conduct."

document quoted from, 317.

explanations, 258, 260.

extension of time, 257B.

extracts referring to debates in same session not to be read, 268.

Governor-General's name, use of, 271.

interruption of—

business—Speaker resumes Chair in certain cases. See "Business—interruption."

debate (allotted time), 257B. 262A—(VIII.).

debate on motions (after two hours), 119. [Orders of Day.

See *Votes and Proceedings*. 1904, p. 339.]

Member speaking, 58, 279-80.

when allowed, 280

DEBATE—continued.

irrelevance, continued, or tedious repetition, 276.

King's name, use of, 271.

limited—

as to number and time of speeches, 257A, 257B.

compartments, closure by, 262A.

"guillotine," 262A.

on motion by Member for adjournment of House, 257B.

on motions, to certain hours, 119.

on Orders of Day. See "Orders of the Day."

on urgent Bill, &c., 257B.

Member—

standing and uncovered, to address Speaker, 253.

ill or infirm, may speak sitting, 254.

order of speaking, 255.

"be now heard," &c., motion *re*, 255.

not to be referred to by name, 273.

newspaper, complaint against, procedure, 285; extracts referring to debate of same session not to be read, 267-8.

not allowed on certain motion, 7 (b), 45, 59, 65, 115, 157, 262A, 262B—A, B, C, 276.

not allowed on presentation of Select Committee's report, 352.

offensive words against House, Member, or statute, 272.

order maintained—

in House, by Speaker, 277.

in Committee, by Chairman, 227, 277.

order and privilege, questions of—

speaking to, 283.

precedence to, 284.

Speaker decides questions of order, 286.

personal explanation, &c., 258, 260.

petition, reference to debate not allowed in, 81.

question may be required to be read, 275.

reference not allowed to—

debate of same session (on different subject), 266 (and see 267-8).

speeches in Committee, 266

proceedings in Committee on Bill, until reported, 178.

Senate. matters pending in, 270.

reflections not allowed on—

votes of House, 269.

Members, 272.

relevancy, debate confined to question, 7, 274 (and see 226).

repetition, tedious, 276.

reply—

when allowed, 261-2.

closes, 264.

reports of speeches of same session not to be read, 267.

resumption of, when interrupted by count-out or adjournment of House, 291; motion for, not debatable, 262B—B.

ruling objected to, procedure, 228, 287.

DEBATE—continued.

Speaker—Members to be silent and retain their seats. when he—

rises during debate, 278.

is putting question, 279.

speech—

when Member may speak, 257 (and see 258).

division—point of order during, 305.

not allowed after question put and voices given, 292.

pre-audience to mover of adjournment, 289.

reading not allowed, 256.

reserving right to speak later in certain cases, 265.

restrictions on, 7, 45, 59, 65, 115, 119, 157, 257A, 257B,

262B—A, B, C, 276.

second, not allowed in House, 259.

except to—

explain in case of misquotation, &c., 260.

reply in certain cases, 261-2.

time—allotment of, 257B, 262A.

withdrawal (if not made) of objectionable words, 56.

words taken down in—

Committee, 229-30.

House, 281-2.

And see "Disorderly conduct."

DECISION—

Committee on Bill not to reverse its decision unless after recommitment, 172.

division, if only one Member on a side, Speaker forthwith declares decision, 304.

majority decides, questions, 123-4, but no decision if no quorum, 31, 233.

motion contradictory of previous decision not entertained in same Committee, 223.

question decided by House not to be re-opened same session, 125.

resolution or vote of House—rescinding, 126.

rulings objected to—

Chairman's ruling, 228.

Speaker's ruling, 287.

Select Committee may re-consider and amend report, 349.

DEPUTY-CHAIRMAN of Committees may be appointed in event of Speaker's continued absence, 24.

DEPUTY-SPEAKER, 22, 25.

And see "Speaker, absence of."

DISORDERLY conduct—

arrest of any person by Serjeant-at-Arms to be reported, 61, fee during custody, 62.

in Committee, 59, 227, 231, 277.

Members—

quarrels between, not permitted by House. 57.

DISORDERLY CONDUCT—*continued.*Members—*continued.*

- wilfully disobeying lawful order of House, method of dealing with, 55.
- using objectionable words, may be named or otherwise dealt with, 56.
- called to order to sit down, 56.
- interrupting Member speaking, 279-80.
- disturbing proceedings, may be named, 58.
- suspension of, after naming for disorder, 59.
- strangers guilty of misconduct may be arrested, 60.

DISSENT FROM—

- Chairman's ruling, 228.
- Speaker's ruling, 287.

DIVISIONS—

- bell rung before, 299.
- casting vote given by Speaker, and reasons entered in Journals, 310.
- Committee, demanded and taken as in House, 311.
- confusion, in case of, another division taken if necessary, 308.
- counting of Members, Speaker reports result, 303.
- decision, if only one Member on a side, Speaker forthwith declares, 304.
- decision—none, if no quorum, 31, 233.
- doors to be locked, Speaker directs, 299, 300.
- errors in report, Speaker causes Journals to be corrected, 309.
- Member not to leave—
 - who has called for division, 295.
 - after doors locked, 300.
- no division unless more than one voice for ayes and noes, 293 (and see 304).
- pecuniarily interested Member not to vote except on questions of public policy, 296.
- point of order—
 - Member may speak sitting, 305.
 - Speaker or Chairman decides, 306.
- question stated by Speaker, 301.
- quorum, absence of. See "Quorum."
- record of—
 - in House, in Journals, 307.
 - in Committee, in a weekly report, 307.
 - in Select Committee, 334.
- rides taken, 301.
- strangers and Senators may be ordered to withdraw, 298.
- tellers—
 - appointed by Speaker, 301.
 - duties, 303.
- voice, vote to accord with, 294.
- vote—
 - Member present must give, 302.
 - of Member calling for division to be with those, in Speaker's opinion, forming minority, 295.

DIVISIONS—*continued.*

vote—continued.

not allowed unless Member present when question put with doors locked, 297.

DOCUMENTS. See "Papers."

DOORS—

locked during division, 300.

unlocked while Speaker counts House, 35.

DUTIES. See "Tax."

"ELEVEN o'clock rule," 70.

ERRORS, correction of—

in Bill, by Chairman, 187.

in division, Speaker may direct, 309.

ESTIMATES—Declaration as to urgency, and allotment of time, 262A—(II.).

EXPLANATIONS, 258, 260.

EXTENSION of time for speech, 257B.

FORMAL business—some taken before Governor-General's speech reported, 18.

only such business taken, 21.

GOVERNOR-GENERAL—

Address to, 396, 399-401.

certain papers, despatches, &c., asked for by, 313-14.

Bills, amendments recommended in, by, 210-13.

debate, reference in, to, 271.

Messages from—

to attend in Senate Chamber, 15.

if bearer not a Member, how received, 402.

Speaker reads forthwith, 403.

after Message read, bearer withdraws, 404.

if presented by Minister, 406.

may be considered at once, or printed and considered on future day, 405.

interrupt Committee proceedings, 232.

opening speech—

reported by Speaker, 19.

Committee to prepare Address-in-Reply, 19.

Address, when agreed to, is presented, 19.

Governor-General's reply reported, 20.

papers presented by command of, 315.

presentation of Speaker to, 12, 13.

"**GRIEVANCE** day," provision for motions, 241.

"**GUILLOTINE**"—limitation of debate, 262A.

"**HANSARD**"—Questions on notice and replies to be printed in, 96A.

HATS, when not to be worn by Members, 52, 253.

HOUSE—

adjournment of. See "Adjournment of House."

meeting—

House adjourned if no quorum in five minutes, or Speaker unexpectedly absent, 29.

Member present at meeting-time shall not withdraw within five minutes unless House formed, 30.

HOUSE Committee--

to be appointed each Parliament, 321.

Speaker *ex officio* Member of, 326.

Illness—in case of, Member may speak sitting, 254.

INSTRUCTIONS--

moved (on notice) after second reading of Bill, 163.

amendments pursuant to may be made in Bills, 170.

to Committees—

effect of, 248.

what may be moved, 249.

to divide or consolidate bills, 250.

require notice, time for moving, 251.

to Select Committee, 252.

INTERJECTIONS, 58.

INTERRUPTION—

in debate, 58, 279-80.

And see "Business—interruption."

IRRELEVANCE—Speaker or Chairman may call attention to, and direct discontinuance of speech, 276.

JOINT Committees. See "Committees—Joint."

JOINT sitting of the Houses in case of disagreement, Clerk of Parliaments is chairman till Member appointed, Joint S.O. 2.

JOURNALS of House --

proceedings of House, noted by Clerk, constitute Journals, 42.

Clerk has custody of, 43.

KING, His Majesty—

Addresses to, and to Royal Family, 396-8.

use of his name in debate, 271.

LAPSED Bills, resumption of, from previous session, 214A, 214B, 214C.

LAPSED business.—See "Business—resumption."

LEAVE of absence--

how granted, 45.

precedence to motion, 45.

motion not debatable, 45.

excuses from service, 46.

forfeited by attendance, 47.

LEAVE of the House—must be granted without dissentient voice, 127.

LIBRARY Committee—

to be appointed each Parliament, 320.

Speaker, *ex officio* Member of, 326.

LIMITATION of speeches—

election of Speaker, 7.

generally, 257B.

on motion for adjournment (“urgency”), 257B.

when Bill, &c., declared urgent, 257B.

And see “Debate—speech.”

MACE laid on Table when Speaker elected, 7.

MAJORITY—

absolute, for Bill altering Constitution, 208.

absolute, for suspension of Standing Order, without notice, 407.

affirmative vote of 24 Members to carry closure, 262B—A(c);
or motion to consider business urgent (unless no dissent),
262A—(I.)-(IV.).

MEMBERS—

bow to Chair when passing to or from seat, 52.

charges against, Committee should not entertain, but inform House, 364.

duty in forming and keeping House, 30, 34.

first rising, 255.

infirm or ill may speak sitting, 254.

not to pass between the Chair and Member speaking, nor the Chair and the Table, 53.

not to stand in passages or gangways, 54.

presence at meetings of Select Committees, 342-3.

roll of, to be kept by Clerk, 44.

sworn, or make affirmation, 4.

uncovered when not in seat, 52.

And see “Debate,” “Disorderly conduct,” “Divisions,”
“Leave of absence,” “Majority,” “Naming Member,”
“Pecuniary interest,” “Personally interested,” “Seat,”
and “Witnesses.”

MESSAGES. See “Governor-General” and “Senate.”

MINISTERS—

front seats, to right of Speaker, reserved for, 48.

out-going Minister entitled to successor’s seat, 49.

MONEY. See “Tax.”

MOTIONS—

allotment of time, 262A—(IV.).

anticipating Order of Day or motion of which notice given are not in order, 117.

be not further heard, 262B-c.

complicated, may be divided by order of House, 122.

debate not allowed on certain, 7, 45, 59, 65, 115, 157, 262A.
262B—A, B, C, 276.

MOTIONS—continued.

debate limited—

election of Speaker, 7.

to certain hours, 119.

on motion by Member for adjournment of House, 257B.

allotment of time, 257B.

division if Speaker's opinion on result challenged, 124.

expunged from Notice-paper, if called on and not dealt with, 109.

interruption of—two hours after time fixed for meeting, motions interrupted if not disposed of, and unless otherwise ordered, Orders of Day taken; motions may be resumed after Orders. 119. And see 257B (b).

And see "Business—interruption."

majority of voices resolves question, 123, but no decision if no quorum, 31, 233.

not to be repeated (certain) within quarter of an hour. 262B—B.

not called on, set down for next sitting, 110.

notice—no motion except on notice and on Notice Paper (unless otherwise provided), 108.

And see "Motions—Notices of."

notice not required in case of motions to—

adopt report on Bill, if not amended, 180-1, 183.

allot time, 262A.

close debate, 262B—A.

communicate to Senate any resolution, 366, 377.

fix next day of meeting, 41.

present Address, if urgent, to King or Governor-General, 396 7.

print Paper which has been laid on Table, 318, 322.

read third time a Bill recommitted when set down for third reading, but not amended, 183.

receive, read, or refer to Committee a Petition, 90.

suspend Standing Orders in cases of urgent necessity, 407.

urgent—motion to declare business, 262A.

precedence—

according to order on Notice Paper, 98, 109.

given to—

motion for leave of absence, 45.

question of order, 284, or of privilege, 111, 284.

unopposed motion for return, 113.

vote of thanks, 112.

question proposed by Speaker when motion made and seconded, 120.

question put by Speaker when debate ended, and, if not heard, again stated, 121.

And see "Questions proposed and put."

repetition of certain, within quarter of an hour, not allowed, 262B—B.

rescinding of resolution, &c., 126.

result stated by Speaker, division if challenged, 124.

MOTIONS—continued.

same question or amendment as one already decided not to be proposed in same session, 125.

seconded in House, if not, not to be debated or entered on Journals, 115.

seconded not needed in Committee, 224.

superseded, or by leave withdrawn, may be made again in same session, 118.

time--allotment of, 262A—(IV.).

time for dealing with, 68, 119.

unopposed, for returns—

precedence to, 113.

Member, duly requested, may move for another Member, 114.

urgent, declared to be, and allotment of time, 262A—(IV.). withdrawal, not allowed, except by leave, after motion read by Speaker, 116.

And see "Business."

MOTIONS. NOTICES OF—

absent Member, Member requested may give notice for, 99.

alteration allowed prior to day for proceeding, 101.

amended by Speaker if containing unbecoming expressions, or otherwise out of order, 105.

announced to House, signed, and delivered at Table, 97.

consecutive, not to be given by Member if another has one to give, 106.

contingent or other have no effect for day on which given, 107.

general terms, if given in, fair copy to be delivered at least day before moving, 103.

notice required for motions, 108.

placed on Notice Paper in order given, 98.

postponement, 100.

seconded to sign, 97.

time to give—before House proceeds to business, 68, 104, withdrawal—

by Member, when called on, 101.

if not moved when called on, 102.

And see "Motions—notice."

MOVER, by reply, closes debate, 264 (and see 261-2).

NAMING Member—

in case of using objectionable words, 56.

in case of disturbing proceedings, 58.

effect of, and subsequent procedure, 59.

And see "Disorderly conduct."

NEW Parliament. See "Parliament."

NEWSPAPERS—

procedure on complaint against, 285.

extracts from, referring to debates of same session, not to be read, 267-8.

NOTICES of—

motion. See "Motions—notices of."

question. See "Questions to Ministers, &c."

NOTICE PAPER—

- alteration by Speaker of notices in certain cases, 105.
- motions not to be moved unless on (except specially provided), 108.
- motions not called on, where set down, 110.
- order of—
 - questions, 96.
 - entering notices of motion, 98.
 - moving motions, 109.
- reinstatement of business, 235, 291; motion for, not debatable, 262B—B.
- routine of business, 68.
- withdrawal of notices of motion—
 - if not moved when called on, 102.
 - by Member, when called on, 101.

OATH—Members taking, 4.

OBEISANCE to Chair, 52.

OBJECTION TO—

- Chairman's ruling, 228.
- Speaker's ruling, 287.
- And see "Words."

OFFENSIVE words, out of order—

- against His Majesty or Governor-General, 271.
- against House, or a Member, or statute, 272.
- against vote of House, 269.

OFFICERS. See "Witnesses."

OPPOSED business not taken after 11 p.m., unless ordered, 70.

ORDER. See "Debate" and "Disorderly conduct."

ORDER of leave, 155.

ORDERS of the Day—

- called on, 119. And see 257B (b).
- definition of, 147.
- discharged, may be, though debated, 151.
- [limit to time of precedence, as in case of motions (General business), Speaker's statement *re.* See *Votes and Proceedings*, 1904, p. 239.]
- Member, at request of absent Member in charge, may deal with Order, 152.
- motions interrupted, to call on, 119. And see 257B (b).
- not called on are set down at end of business for next sitting, 150.
- order in which disposed of, 149.
- reply, in debate, when allowed, 261-2.
- when to be called on, 68, 148.
- And see "Business."

PAPERS and Returns—

- ordered by House, 312.
- presented when other business not before House, 69.
- presented under statute or by command, 315.
- on being presented, certain motions in order, 318.

PAPERS AND RETURN—*continued.*

when presented are public, and may be inspected and copied, 316.

custody of, is in Clerk, 43.

document quoted from by Minister may, unless under certain circumstances, be called for and made public document, 317.

if Royal prerogative involved—

asked for by Address, 313.

form of Address, 314.

referred to Printing Committee, 322.

printing, motion for, 318, 322.

PARLIAMENT—

new Parliament, procedure on opening—

Clerk reads proclamation, and House awaits message from Commissioners, 2.

House attends Commissioners at place named, and commission having been read, returns to its Chamber, 3.

writs, and returns thereto, read by Clerk, and Members are sworn or make affirmation, 4.

Speaker, procedure for election. See "Speaker."

Minister, after presentation of Speaker, informs House when Governor-General will declare causes of convening Parliament, and House may suspend sitting till then, 14.

opening of Session, not being a new Parliament, procedure on—

Clerk reads proclamation, and House awaits message from Governor-General or Commissioners, 15.

if Parliament opened by Commissioners, same forms observed as if by Governor-General, 16.

Speaker and House, after speech read, return to their Chamber, 17.

before speech reported, some formal business transacted, 18.

Speaker reports speech, and Committee is appointed to prepare Address-in-Reply; Address, when agreed to, presented, 19.

Speaker reports Governor-General's reply, 20.

before Address-in-Reply is adopted, only formal business transacted, 21.

offensive words in reference to, in debate, 272.

PASSAGES, Members not to stand in, 54.

PECUNIARY interest—Member having, not to vote except on questions of public policy, 296.

PERSONAL explanation, 258 (and see 260).

PERSONAL interest, 296.

PERSONALLY interested Member not to act on Select Committee, 327.

PETITIONS

to be fairly written or printed, &c., without interlineation or erasure, 72.

received only as from signatories, 78.

PETITIONS—*continued.*

- debates in Parliament not to be referred to, 81.
- documents not to be attached (unless for private Bill), 80.
- language—
 - to be English, or with certified translation, 74
 - to be respectful, 82, 86.
- prayer required, at end, 73.
- presentation—
 - time for, 68, 71.
- Member—
 - only Member to present, 83.
 - not to present from himself, 84.
 - affixes his name, 85.
 - ascertains language is not disrespectful to Parliament, 86.
 - sees rules are complied with, 87.
- certain facts only to be stated on, 88.
- discussion not allowed on, 89.
- what motions allowed, 90.
- printing, motion allowed only under certain conditions, 91
- seals of corporations to be affixed, 79.
- signatures—
 - one at least on same sheet, 75.
 - how signed, 76.
 - not to be transferred to petition, 77.

POINT of order, 283-4, 286.

POSTPONEMENT—business to be postponed when time specified for other business is reached, 262A—(VIII.).

PRAYERS, Speaker to read at each sitting, 29A.

PRECEDENCE to—

- motion for leave of absence, 45.
- motions on Notice Paper, in order given, 98, 109.
- question of order, 284, or of privilege, 111, 284.
- unopposed motion for return, 113.
- vote of thanks, 112.

PREVIOUS question—

- form of, 142.
- procedure where agreed to, 143.
- procedure where negatived, 144.
- cannot be moved to amendment, nor in Committee, nor can it be amended, 145, 225.
- moved on series of resolutions, 146.
- may be moved on—
 - second reading of Bill, 161.
 - third reading of Bill, 185.
- And see "Closure."

PRINTING Committee—

- to be appointed each Parliament, 322.
- petitions and papers stand referred to, 322.

PRINTING of—

- paper, 318, 322.
- petition, restriction on, 91.

PRIVILEGE, questions of—

precedence given to, 111, 280, 284.

Member may rise to speak to, 283.

complaint against newspaper, procedure, 285.

PROGRESS—motion to report, 237; not debatable, 262B—B.

QUARRELS between Members, House will prevent, 57.

QUESTIONS proposed and put—

after motion made and seconded, question proposed to House.
120.

when debate concluded, question put to House, 121.

complicated, may be divided, 122.

same question as one decided, not to be proposed same session.
125 (and see 172).

And see "Motions"

QUESTIONS to Ministers, &c.—

notice of, how given, 95.

placed on Notice Paper in order given, 96.

when, and to whom, they may be put, 68, 92.

not to involve argument or opinion, 93.

in replying, debate not allowed, 94.

replies delivered to Clerk, and copy to Member. 96A.

QUORUM—

at commencement of sitting, 29, 30.

five minutes allowed for forming, 29.

in Committee, 32, 216.

absence of—

if division in House shows, House adjourns, 31.

if notice taken, or division shows, in Committee, Chairman informs Speaker, 233.

if division in Committee shows, Speaker, when informed by Chairman, adjourns House, 32.

if notice taken in House, or Chairman reports notice taken in Committee, Speaker counts House, and, if no quorum in two minutes, adjourns House, 33.

if quorum present, Committee resumes, 234.

Member not to leave within five minutes after time for sitting, unless House formed, 30, nor until House counted, after attention called, 34.

doors unlocked, and bells rung during counting, 35.

until notice taken, business, in certain cases, may proceed without quorum, 36.

Joint Committees, to be fixed, 394.

Select Committees, 330-1.

And see "Business, resumption."

READING of bills—

only title read in House, 158.

only numbers and marginal notes of clauses read in Committee, 168.

READING of speech not allowed, 256.

REASONS for disagreeing to—

Senate's amendments, 194.

Senate's amendments on House's amendments, 203.

RECOMMITTAL of Bill, 181, 183; necessary for re-consideration, 169.

RECORDS. See "Papers."

RELEVANCY—

in debate, 7, 173, 226, 274.

of amendments, 130, 162.

REPETITIONS in speech, 276.

REPLY—

to questions on notice, 96A.

allowed to mover in certain cases, 261-2.

closes debate, 264.

RESCINDING resolution or vote, 126.

RESUMPTION—

of debate, after count-out or adjournment—

in House, 291.

in Committee, 235.

of proceedings, on Bill in following session, 214A, 214B, 214C.

RETURNS. See "Papers" and "Unopposed Motions."

ROLL of Members to be kept by Clerk, 44.

RULING, procedure for objecting to—

Chairman's, 228.

Speaker's, 287.

SAME Question, 125. (See "Questions proposed.")

SEAT—

of Minister, 48.

of Minister retiring, 49.

all questions *re* new Members' seats determined by Speaker or Chairman, 50.

Member entitled to retain same seat, 51.

SECONDER for motion—

required in House, 115.

not required in Committee, 224.

SECONDER of motion to sign notice, 97.

SECRET Committee—no Member (except of Committee) or stranger admitted, 67, 343.

SELECT Committees, 323-59. (See "Committees—Select.")

SENATE—

allusion to debate or measure pending in, not in order, 270.

communication with, may be by Message, Conference, or Select Committee conferring, 375.

joint sitting of, with House, Joint S.O. 2, 3.

message from House to, how sent, 376.

SENATE—*continued.*

message from, how received, and when considered, 378.

[message—transmission of, though both Houses not sitting—
Speaker's statement *re.* See *Votes and Proceedings*, 1901-2,
p. 547.]

motion, communicating resolution to, may be without notice,
377.

offensive reference to, not in order, 272.

And see "Committees, Joint," "Committees, Senate," "Con-
ferences," and "Witnesses."

SENATORS—

admitted without order below Bar, 63.

withdraw before division, if ordered, 298.

SERJEANT-AT-ARMS—

arrest of Member, 55.

arrest of strangers, 60.

arrest by, to be reported, 61.

fee for custody of person arrested, 62.

SITTING and adjournment of House, rules *re.* 29-41.

And see "House."

SPEAKER—

election—

when to be held, 5, 7, 26, 27.

Clerk acts as Chairman at, 6.

method of, 7.

reports to House Governor-General's opening speech, and
presents Address-in-Reply, 19.

reports Governor-General's reply to Address, 20, 401.

absence of—

when Clerk at Table reports, Chairman acts as Deputy-
Speaker, 22.

if absence not notified, House adjourned, 29.

when Speaker and Chairman both absent, House may elect
Speaker for that day, otherwise stands adjourned, 23.

if continued absence of Speaker likely, House may appoint
a Deputy-Chairman of Committees, 24.

Chairman takes Chair as Deputy-Speaker at Speaker's
request during sitting, 25.

adjourns House in certain cases of absence of quorum, 29,
31-3.

casting vote, 310.

Chair resumed by—

on sudden disorder in Committee, 231.

in certain other cases, 232.

Committees, Member *ex officio* of certain, and not liable to be
elected on others, 326.

divisions. See "Divisions."

limitation of debate—puts questions to bring proceedings to
conclusion at time specified, 262A—(VI.).

Members to be silent and retain seats when he rises or puts
question, 278-9.

messages to Senate to be signed by, 376.

motions which may be refused by, 262B—B.

SPEAKER—continued.

- notices of motion--may be amended by, 105.
- order maintained by, 277.
- points of order--decides, when raised during--
 - debate, 286.
 - division, 306.
- prayers read by, at each sitting, 29A.
- question proposed by when motion seconded, 120.
- question put by, when debate concluded, 121.
- ruling, objection to, 287.
- seats of Members. See "Seat."
- speech, may direct discontinuance in certain cases, 276.
- strangers--withdrawal of may be ordered by, 65.
- tellers in division appointed by, 301.
- Temporary Chairmen of Committees nominated by, 25.
- vacancy in Speakership, procedure--
 - if during session, 26.
 - if during recess, 27.

SPEECH. See "Debate" and "Time."

STANDING COMMITTEES. See "Committees--Standing."

STANDING ORDERS—

- duration of, 410.
- suspension of—
 - on notice, 408.
 - without notice, by absolute majority, 407.
- limitation of, 409.

STANDING ORDERS COMMITTEE—

- to be appointed each Parliament, 319.
- Speaker, *ex officio* Member of, 326.

STRANGERS—

- admission of—
 - below the Bar, Speaker only can admit, 63.
 - to Strangers' Gallery, Member may admit, 63.
 - o Select Committees, 341.
- not admitted to Secret Committee, 67, 343.
- not admitted during sitting to any part of Chamber appropriated to Members, 66.
- arrest of, if in portion of House appropriated to Members, or guilty of misconduct, 60.
- arrest to be reported to House, and time fixed for dealing with case, 61.
- fee payable when in custody, 62.
- withdrawal of, motion for may be made, or Speaker or Chairman may order, 65, 298.

SUPPLY AND WAYS AND MEANS COMMITTEES—

- appointment as soon as Address-in-Reply agreed to, 240.
- accounts and estimates referred to Committee of Supply, 242.
- on first going into either Committee, Speaker puts question that he leave Chair, and also on each third Thursday, otherwise leaves Chair without question, 241.
- leave to sit again, 245.

SUPPLY AND WAYS AND MEANS COMMITTEES—*continued.*

reports from, to be received on future day, 244.

resolutions, how dealt with, 246.

tax not to be increased on report, 247.

public aid or charge on the people, procedure on motion for, 243.

SUSPENSION—

of Member, 59.

of Standing Orders, 407-9.

SWEARING-IN of Members, 4.

TARIFF—declaration as to urgency, and allotment of time, 262A—(III.).

TAX—

amendments for imposing or increasing, not to be proposed in Committee on Bill, except by Minister, 171.

motion for, how dealt with, 243.

And see "Supply and Ways and Means."

TEDIOUS repetition, 276.

TELLERS in division—

appointed by the Speaker, 301.

duties of, 303.

TEMPORARY Bill, duration to be expressed at end of Bill, 171.

TEMPORARY Chairmen of Committees, appointment of not less than two, 25.

THANKS of House, precedence to vote of, 112.

"THIS day six months" amendment, 161, 185.

TIME—

allotment of, 262A.

allowed for obtaining quorum—

at commencement of sitting, five minutes, 29.

during sitting, two minutes, 33.

certain motions not to be repeated within quarter of an hour, 262B—B.

division—time to lock doors, 299-300.

limit to debate on—

business declared urgent, 257B.

motions, 119, 275B (b).

[Orders of the Day (General Business)—see *Votes and Proceedings*, 1904, p. 239.]

limit to speeches—

election of Speaker, 7.

generally, 257B.

on motion for allotting time, 257B.

on "urgency" adjournment motions, 257B.

Member not to leave within five minutes after time for meeting unless House formed, 30.

restriction on opposed business after eleven p.m., 70.

TITLE of Bill—

to correspond with **order of leave**, 155.

amendment of, 176.

in reading Bill, only title read, 158.

UNOPPOSED motions for returns—

precedence to, 113.

Member requested may move for another, 114.

"URGENCY" motion for adjournment, 38-40.

time limit, 257B.

URGENT—Bill or resolution declared to be, 262A.**VOTE. See "Divisions."****VOTES AND PROCEEDINGS. See "Journals."****WAYS and Means. See "Supply and Ways and Means."****WITHDRAWAL of—**

amendment, 137.

motion, 116.

notice of motion, 101, 102.

objectionable words, 56.

WITNESSES—

Bar of House kept down during examination, 369.

examination—

in House, to be through Speaker, 370.

in Committee of whole, any Member may question directly, 371.

if question objected to, witness withdraws while matter is discussed, 372.

by Select Committee, procedure, 340.

Member—

examined in his place, 373.

charges against, Committee to acquaint House, 364.

summoned as witness by—

Speaker, before House or Committee of whole, 362.

Chairman of Select Committee; House informed of refusal to come, &c., 363.

officers, not to give evidence without leave, 374.

payment, scale for, 354.

prisoners, how brought as, 367.

protection as regards evidence, 368.

recusant, 361.

Senate Committee—Member or officer of House, attendance before, 366.

Senator or Senate officer, leave of Senate requested, 365.

summoning—

power may be given to Select Committee, 338.

by whom, 339, 360, 362-3.

WORDS taken down in—

Committee of whole, 229-30.

House, 281-2.

WRITS, and returns thereto, read by Clerk, 4.

STANDING RULES AND ORDERS OF THE HOUSE OF REPRESENTATIVES.

CHAPTER 1.

GENERAL RULE FOR CONDUCT OF BUSINESS.

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

1. In all cases not provided for hereinafter, or by Sessional or other Orders, resort shall be had to the rules, forms, and practice of the Commons House of the Imperial Parliament of Great Britain and Ireland in force at the time of the adoption of these Orders, which shall be followed as far as they can be applied to the proceedings of the House of Representatives.

CHAPTER 2.

PROCEEDINGS ON THE MEETING OF A NEW PARLIAMENT.

Clerk reads Proclamation.

2. On the first day of the meeting of a new Parliament for the despatch of business, pursuant to the Governor-General's Proclamation, Members having met at the time and place appointed, the Clerk shall read the Proclamation, and the House shall await a Message from the Commissioners appointed by the Governor-General.

House proceeds to hear Commission read.

3. 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.

The Returns to Writs read by the Clerk.—Writs of Election produced, and Members sworn.

4. The writ of election of each Member, with the return endorsed thereon, having been previously delivered to the Clerk, shall by him be read and laid upon the Table, and Members shall then be sworn, or make affirmation, as prescribed by *The Commonwealth of Australia Constitution Act*.

Speaker to be elected.

5. The House shall then proceed to elect a Speaker
Until the Speaker is elected, Clerk acts as Chairman.

6. Prior to such election, the Clerk shall act as Chairman of the House.

ELECTION OF SPEAKER.

(Adopted by the House, 15th September, 1937, in place of Nos. 7 to 13.)

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

A Member proposed as Speaker.

- (a) At the opening of Parliament, after the Members present have been sworn, or whenever the office of Speaker becomes vacant, a Member, addressing himself to the Clerk, shall propose some Member, then present, to the House for their Speaker, and move that such Member “Do take the Chair of this House as Speaker”, which motion shall be seconded. A Member when proposed and seconded shall inform the House whether he accepts nomination.

If Unopposed, Elected.

- (b) The Clerk shall then ask “Is there any further proposal?”, and if, within two minutes thereafter, 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 within two minutes thereafter 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 shall 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.

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 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 candidate who has the greater number of votes shall be the Speaker and be conducted to the Chair.

Mode of Decision where more than two 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.

Equality of Votes.

- (j) If at any ballot it is impossible by reason of the equality of votes to determine which name shall be excluded from subsequent ballots, a special ballot shall take place at which there shall be submitted only the names of those candidates who have received equal votes. At such special ballot each Member shall write on his ballot-paper only the name of the candidate he wishes to retain. The candidate whose name appears upon the smallest number of ballot-papers shall then be excluded from subsequent ballots.

Candidate may Withdraw.

- (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.

Inconclusive Ballot.

- (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.

Mr. Speaker takes Chair, and Mace is 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.

Speaker presents Himself to Governor-General.

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

Time announced for the Governor-General addressing the Parliament.

14. A Member of the Government 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.

CHAPTER 3.

OPENING OF A SESSION OF PARLIAMENT, NOT BEING A NEW PARLIAMENT.

Clerk reads Proclamation.

15. On the first day of the meeting of Parliament for the despatch of business, 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 House shall await a Message from the Governor-General or from his Commissioners.

When Parliament opened by Commissioners.

16. When the reasons for calling Parliament together are announced by Commissioners 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.

17. The Speaker and the House, having heard the Speech of the Governor-General or of his Commissioners, shall return to their own Chamber.

Formal Business.

18. Previously to the Governor-General's speech being reported some formal business shall be transacted.

Opening Speech reported.

19. The Speaker shall report to the House the Governor-General's Opening Speech, whereupon a Committee shall be appointed to prepare an Address in Reply thereto, and 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.

Governor-General's Reply reported.

20. The Speaker shall report to the House the Governor-General's reply to their Address.

Only Formal Business before Adoption of Address.

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

CHAPTER 4.

ABSENCE OF SPEAKER AND OFFICERS.

Unavoidable Absence of the Speaker provided for.

22. Unless and until the House otherwise order the Chairman of Committees shall, as Deputy-Speaker, perform the duties and exercise the authority of Speaker in relation to all proceedings of the House, until the next meeting of the House, whenever the House shall be informed by the Clerk at the Table of the unavoidable absence of the Speaker; and so on from day to day, on the like information being given to the House, until the House shall otherwise order: Provided that, if the House shall adjourn for more than twenty-four hours, the Deputy-Speaker shall continue to perform the duties, and exercise the authority of Speaker, for twenty-four hours only after such adjournment.

Absence of Speaker and Chairman of Committees.

23. Should both the Speaker and the Chairman of Committees be unavoidably absent, the Members present, if a Quorum,* may at once proceed to elect one of their number to act as Speaker for that day only, the question being put to the House by the Clerk. Otherwise the House stands adjourned to the next sitting day.

Continued Absence of Speaker.

24. If the House be informed by the Clerk of the likelihood of the continued absence of the Speaker, the House may appoint another Member to act as Deputy-Chairman of Committees during such continued absence.

Speaker relieved by Deputy-Speaker.

25. 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; and the Speaker shall nominate at the commencement of every Session a panel of not less than two Members who shall act as temporary Chairmen of Committees when requested so to do by the Chairman of Committees.

Vacancy in Speakership during Session.

26. 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 forthwith proceed to the election of a new Speaker in the manner hereinbefore provided.

By section 39 of *The Commonwealth of Australia Constitution Act* a Quorum is "at least one-third of the whole number of the Members of the House of Representatives."

Vacancy in Speakership during Recess.

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

Unavoidable Absence of the Clerk.

28. In case of unavoidable absence or illness of the Clerk, his duties shall be performed by the Clerk-Assistant.

Vacancy in Office of Clerk.

(Adopted 5th October, 1927.)

28A. During any vacancy in the office of Clerk all powers, functions, and duties of the Clerk shall be exercised and performed by the Clerk-Assistant.

CHAPTER 5.

SITTING AND ADJOURNMENT OF THE HOUSE.*The Chair taken, or House adjourned for want of a Quorum.*

29. The Chair shall be taken by the Speaker at the time appointed on every day fixed for the meeting of the House; but if, at the expiration of five minutes after that time, there be not a Quorum, the Speaker shall declare the House adjourned to the next sitting day; or, if the Speaker be absent, without the Clerk having been informed that his absence was unavoidable, the House shall stand adjourned to the next sitting day.

[29A. *As amended and adopted by the House, 29th May, 1918.*]

Prayers.

29A. Upon the Speaker taking the Chair each day he shall read the following Prayers:—

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

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

Members after Entry cannot leave before Quorum present.

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

If the Tellers in a Division report the want of a Quorum, House is adjourned..

31. If it shall appear 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 the Chairman of Committees reports want of Quorum in a Division, the House is adjourned.

32. When the Speaker shall be informed by the Chairman of Committees, in consequence of a report by the Tellers, of a Division of the Committee, that a Quorum of Members is not present, he shall forthwith adjourn the House till the next sitting day.

When want of a Quorum is noticed the House is counted—House adjourned.

33. If any Member shall take notice, or if the Chairman of Committees, on notice being taken by any Member, shall report to the Speaker that a Quorum of Members is not present, the Speaker, standing up in his place, 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 attention called to no Quorum, all Members to remain.

34. 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 Chamber until the House has been counted by the Speaker.

Doors unlocked and Bells rung when the House is counted.

35. The doors of the House shall be unlocked whenever the Speaker is engaged in counting the House, and the bells shall be rung as in a Division.

House constituted on Resumption of Sitting.

36. When the attendance of the House has been desired by the Governor-General, or its sitting has been temporarily suspended, the House on its return, or on the sitting being resumed, may proceed with business although less than a Quorum be present, until notice be taken thereof.

By section 39 of *The Commonwealth of Australia Constitution Act* a Quorum is "at least one-third of the whole number of the Members of the House of Representatives."

House only adjourns by its own Resolution, with exceptions.

37. The House can only be adjourned by its own Resolution, except in the cases mentioned in Orders numbered 29, 31, 32, and 33, when the Speaker adjourns the House without putting a Question.

Motions for Adjournment of House.

38. No motion for the adjournment of the House shall be made except by a Minister of the Crown, unless a Member, after Petitions have been presented and Notices of Questions and Motions given, and before the business of the day is called on, rising in his place shall propose to move the adjournment for the purpose of discussing a definite matter of urgent public importance (which he shall then state and hand in in writing to the Speaker) and unless five Members shall thereupon rise in their places, as indicating approval of the proposed discussion. The Member proposing the motion for adjournment shall not be allowed to address the House on such motion until the speaker shall have ascertained that five Members approve of the proposed motion.

Limitation of Discussion.

39. In speaking to such motion the mover shall not exceed thirty minutes, and any other Member shall not exceed fifteen minutes.

[Time limits amended—see 257B.]

No Second Motion same Day.

40. No second motion for the adjournment of the House shall be made on the same day, except by a Minister of the Crown.

Adjournment to fix next Meeting.

41. A like motion, made for the purpose of fixing the next day of meeting of the House, may be moved at any time without notice by a Minister of the Crown.

Journals of the House.

42. All proceedings of the House shall be noted by the Clerk, and shall constitute the Journals of the House.

Custody of Records.

43. The custody of the Journals, Records, and all Documents whatsoever laid before the House, shall be in the Clerk, who during a Session shall neither take, nor permit to be taken, any such Journals, Records, or Documents, from the Chamber or Offices, without the express leave of the House, or during recess without the leave of the Speaker.

CHAPTER 6.

ROLL, LEAVE OF ABSENCE, AND PLACES OF MEMBERS.

Members' Roll to be kept by Clerk.

44. A Members' Roll for each State shall be kept by the Clerk, showing the name of each Member elected for the State, the date of his election, of taking the oath, of ceasing to be a Member and the cause thereof.

Leave of Absence may be given.

45. Leave of absence may be given by the House to any Member, on motion, after notice, stating the cause and period of absence; and such motion shall have priority over other motions, and shall not be debated.

Leave of Absence excuses from Service.

46. 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.

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

Places reserved for Ministers of the Crown.

48. The front seats, nearest to the right hand of the Speaker, shall be reserved for Members holding office under the Crown.

Seat of Minister.

49. Whenever a change of a Minister holding office under the Crown takes place, the out-going Minister shall be entitled to take the seat vacated by his successor.

Vacant Seats.

50. Any question with regard to the seats to be occupied by new Members shall be determined by the Speaker or Chairman of Committees.

Members retaining Seats.

51. Members shall be entitled to retain the seats occupied by them at the time of their taking their seats for the first time after the election so long as they continue Members of the House without re-election.

Member to be uncovered when not in his Seat.

52. Every Member shall be uncovered when he enters or leaves the Chamber, or moves to any other part of the Chamber during a debate; and shall make obeisance to the Chair in passing to or from his seat.

Members passing through the House.

53. No Member shall pass between the Chair and any Member who is speaking, nor between the Chair and the Table.

Members to take their Places.

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

CHAPTER 7.

DISORDERLY CONDUCT AND ARREST.

Members ordered to attend.

55. If any Member shall wilfully disobey any lawful order of the House, he may be ordered to attend in his place to answer for his conduct; and, unless his explanation be deemed satisfactory, the House may direct the Serjeant-at-Arms to take such Member into custody.

Members not explaining or retracting.

56. Any Member having used objectionable words, and not explaining or retracting the same, or offering apologies for use thereof, to the satisfaction of the House, shall be named by the Speaker, or otherwise dealt with as the House may think fit; and any Member called to order shall sit down, unless permitted to explain.

House will not permit Quarrels.

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

No Noise or Interruption allowed in Debate.

58. No Member shall converse aloud or make any noise or disturbance whilst any Member is speaking, or whilst any Bill, Order, or other matter is being read or opened; and in case of such noise or disturbance being persisted in after the Speaker has called to order, the Speaker shall call upon the Member making such disturbance by name, and such Member will incur the displeasure and censure of the House.

Order in Debate.—Suspension of Members.

59. Whenever any Member shall have been named by the Speaker or by the Chairman of Committees, immediately after the commission of the offence of disregarding the authority of the Chair, or of abusing the Rules of the House, by persistently and wilfully obstructing the business of the House, or of disorderly conduct, or otherwise disregarding the authority of the Chair, then, if the offence has been committed by such Member in the House, the Speaker shall forthwith put the question, on the 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 a Committee of the whole House, the Chairman shall, on a motion being made, put the same Question in a similar way, and, if the motion be carried, shall forthwith suspend the proceedings of the Committee and report the circumstance to the House; and the Speaker shall thereupon put the same Question, without amendment, adjournment, or debate, as if the offence had been committed in the House itself.

If any Member be suspended under this Order, his suspension on the first occasion shall be for the remainder of that day's sitting; on the second occasion for one week; and on the third or any subsequent occasion for one month.

Nothing herein shall be taken to deprive the House of the power of proceeding against any Member according to ancient usages.

Arrest of Strangers in the House or Gallery.

60. The Serjeant-at-Arms attending the House shall, from time to time, on being so directed by the Speaker, 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, shall misconduct himself, or shall not withdraw when strangers are directed to withdraw, while the House or any Committee of the whole House is sitting; and no person so taken into custody shall be discharged out of custody except on the special order of the House and on payment of the fees hereinafter provided.

Arrest of Member or Stranger to be reported.

61. When any Member or other person shall have 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 being brought to the Bar, to receive orders for commitment or discharge after payment of the prescribed fees.

Personal Fee to Serjeant-at-Arms.

62. The following fee shall be payable to the Serjeant-at-Arms as remuneration for his personal expenses incurred in the custody of the person arrested; and no person ordered by the House to be detained by him shall be discharged out of custody until such fee be paid, viz. :—

For each day's detention, including

sustenance £1 1s.

CHAPTER 8.

STRANGERS.

Members of the Senate and certain Strangers admitted below the Bar.

63. The Speaker only shall have the privilege of admitting strangers into the portion of the Chamber below the Bar. Senators shall have the privilege of admission there without orders.

Strangers admitted by Members.

64. Every Member may each day, by written orders, admit three strangers to the gallery.

Withdrawal of Strangers.

65. If at any sitting of the House, or in Committee, any Member shall take 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.

No Stranger admitted into the body of the Chamber.

66. While the House or a Committee of the whole is sitting no Member shall bring any stranger into any part of the Chamber appropriated to the Members of the House.

Or to a Secret Committee.

67. No stranger shall be admitted at any time to a Secret Committee.

CHAPTER 9.

ROUTINE OF BUSINESS.

Routine of Business.

68. The House shall proceed each day with its ordinary business in the following routine:—1. Presentation of Petitions. 2. Giving notices. 3. Questions on notice. 4. Motions and Orders of the Day, or *vice versâ*, as set down on the Notice Paper.

Presentation of Papers.

69. Papers, Returns, and Reports of Select Committees may be presented by Members in their places at any time when other business is not before the House.

Opposed Business.

70. No opposed business shall be taken after eleven o'clock at night, unless the House otherwise order.

CHAPTER 10.

PETITIONS.

Time for presenting Petitions.

71. No Petition shall be presented after Notices of Motion have been given; but when the mover of a Motion is called on, or when an Order of the Day is read for the first time, a Petition referring thereto may be presented

Petitions to be legible.

72. Every Petition shall be fairly written, or type written, printed, or lithographed, without interlineation or erasure.

To contain a Prayer.

73. Every Petition shall contain a prayer at the end thereof.

To be in English, or accompanied by translation

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

To be signed on same sheet.

75. Every Petition shall be signed by at least one person on the skin or sheet on which the Petition is inscribed

To be signed by the persons themselves.

76. Every Petition shall be signed by the parties whose names are appended thereto, with their names, and by no one else, except in case of incapacity by sickness. Persons not knowing how to write shall affix their marks in the presence of a witness, who shall as such affix his signature

Signatures not to be transferred.

77. Every signature shall be written upon the sheets bearing or attached to the Petition itself, and not pasted upon or otherwise transferred thereto.

To be received only as from the persons signing

78. All Petitions shall be received only as the Petitions of the parties signing the same.

Petitions from Corporations.

79. Petitions of Corporations aggregate are required to be made under their common seal.

No Documents to be attached.

80. No letters, affidavits, or other documents, shall be attached to any Petition except it be a Petition for a Private Bill.

No reference to Debates.

81. No reference shall be made in a Petition to any debate in Parliament.

Petitions must be respectful.

82. Every Petition shall be respectful, decorous, and temperate in its language

Must be presented by a Member.

83. Petitions can only be presented to the House by a Member.

Petitions from Members.

84. A Member cannot present a Petition from himself.

Members to affix their Names.

85. Every Member presenting a Petition to the House shall affix his name at the beginning thereof.

To peruse Petitions they present.

86. It shall be incumbent on every Member presenting a Petition to acquaint himself with the contents thereof, and to ascertain that it does not contain language disrespectful to any branch of the Legislature.

To take care Rules of the House are observed.

87. Every Member presenting a Petition shall take care that the same is in conformity with the Rules and Orders of the House.

Members confined to statement of certain facts.

88. 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.

No discussion allowed on presenting Petition.

89. Every Petition, which according to the Rules of the House can be received, shall be brought to the Table by the Member presenting the same, and no discussion upon the subject-matter thereof shall be allowed.

Questions on presentation of Petition.

90. 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 read"; 3. (in the case of a Petition against a return by the Returning Officer) "That the Petition be referred at once to the Committee of Elections and Qualifications"; or 4. (in the case of a Petition respecting any subject then under consideration of a Select Committee) "That the Petition be referred to the Select Committee on —."

Restrictions on Printing.

91. No Member shall move that a Petition be printed, unless he intends to take action upon it and inform the House thereof, and that such action will be taken within fourteen days.

CHAPTER 11.

QUESTIONS SEEKING INFORMATION.

Questions respecting Public Business.

92. After Notices have been given Questions may be put to Ministers of the Crown relating to public affairs; and to other Members relating to any Bill, Motion, or other public matter connected with the business on the Notice Paper, of which such Members may have charge.

Such Questions not to involve Argument.

93. In putting any such Question no argument or opinion shall be offered, nor any facts stated, except so far as may be necessary to explain such Question.

No Debate allowed.

94. In answering any such Question a Member shall not debate the matter to which the same refers.

Notice of Question.

95. Notice of Question shall be given by a Member delivering the same at the Table fairly written, signed by himself, and showing the day proposed for asking such Question.

When Notice given.

96. When Notices of Questions are given, the Clerk shall place them at the commencement of the Notice Paper, according to the order in which they were given.

Replies to Questions on Notice.

(Adopted 26th June. 1931.)

96A. The reply to a Question on Notice shall be given by delivering the same in writing to the Clerk at the Table, and a copy thereof shall be supplied to the Member who has asked the Question, and such question and reply shall be printed in *Hansard*.

CHAPTER 12.

NOTICES OF MOTION.

Notice of Motion—How given.

97. Notice of Motion shall be given by the Member stating its terms to the House and delivering at the Table

a copy of such notice, fairly written, signed by himself and the seconder, and showing the day proposed for bringing on such Motion.

Order of Notices.

98. The Notices shall be entered by the Clerk on the Notice Paper in the order in which they were given.

Notice given for an Absent Member.

99. A Member, on being duly requested, may give notice for any other Member not then present, by putting the name of such Member on the Notice of Motion, in addition to his own.

Postponement of Motion.

100. A Member desiring to change the day for bringing on a Motion may give notice of such Motion for any day subsequent to that first named, but not earlier, subject to the same Rules as other Notices of Motion.

Terms of Notice altered.

101. After a Notice of Motion has been given the terms thereof may be altered by the Member delivering at the Table an amended Notice, either on the same day or any day prior to that for proceeding with such Motion, or he may withdraw the same when called on.

Member failing to Move.

102. If a Member be not in his place when the Notice of Motion given by him is called on, or fails to rise and move the same, it shall be withdrawn from the Notice Paper.

Notice of Resolutions.

103. A Member giving notice in general terms to move certain Resolutions must deliver at the Table a fair copy of the proposed Resolutions at least one day prior to that for which he has given notice.

No Notice received after commencement of Business.

104. No Notice of Motion shall be given after the House shall have proceeded to the business of the day as set down on the Notice Paper.

Unbecoming Notices expunged.

105. Any Notice containing unbecoming expressions, or which offends against any Standing Order of the House shall be amended by the Speaker before it appears upon the Notice Paper.

Giving more than One Notice.

106. A member may not give two notices of motion consecutively, if another Member has any Notice to give.

Operation of Notices.

107. No Notice or Contingent Notice shall have effect for the day on which it is given.

CHAPTER 13.

*MOTIONS AND QUESTIONS.**No Motion to be made without previous Notice.*

108. No Member shall, unless it be otherwise specially provided by the Standing Orders, make any Motion except in pursuance of Notice openly given at a previous sitting of the House and duly entered on the Notice Paper.

Precedence of Motions.

109. Motions shall have precedence each day according to the order in which they appear on the Notice Paper, and if called on and not dealt with prior to the adjournment of the House shall be expunged from the Notice Paper.

Motions not called on.

110. 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, at the end of the regular business of that day.

Precedence to Question of Privilege.

111. An urgent Motion, directly concerning the privileges of the House, shall take precedence of other Motions, as well as of Orders of the Day.

Precedence to Vote of Thanks.

112. Precedence will be ordinarily given by courtesy to a Motion for a Vote of Thanks of the House.

Unopposed Returns.

113. Unopposed Motions for Returns shall have precedence of other Motions on the Notice Paper, except Motions for Leave of Absence, and shall be formally moved without debate.

Return moved by one Member for another.

114. A Member, on being duly requested, may, by leave of the House, move for any opposed Return of which Notice has been given by another Member.

Motion not seconded.

115. A Motion not seconded may not be further debated, and no entry thereof shall be made in the Journals.

Restrictions on withdrawal of Motions.

116. After a Motion has been read by the Speaker, it shall be deemed to be in possession of the House, and cannot be withdrawn without leave.

Anticipating Motions.

117. No Motion or Amendment shall anticipate an Order of the Day or another Motion of which Notice has been given.

Motions withdrawn again brought on.

118. A motion which has been superseded, or by leave of the House withdrawn, may be made again during the same Session.

Interruption of Motions.—Resumption of Motions.

119. If all Motions shall not have been disposed of two hours after the time fixed for the meeting of the House, the debate thereon shall be interrupted, and unless the House otherwise order, the Orders of the Day shall be taken in rotation; but if there should be no Order of the Day, the discussion on Motions may be continued. The consideration of Motions may be resumed after the Orders of the Day are disposed of.

QUESTIONS.

Question proposed by the Speaker.

120. When a Motion has been made and seconded, a Question thereupon shall be proposed to the House by the Speaker.

Question put.

121. So soon as the debate upon a Question shall be concluded, the Speaker shall put the Question to the House: and if the same should not be heard, shall again state it to the House.

Division of complicated Question.

122. The House may order a complicated Question to be divided.

Question determined by Majority of Voices.

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

The Speaker states the Result.

124. 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.

The same Question not to be again proposed.

125. No Question or Amendment shall be proposed which is the same in substance as any Question which, during the same Session, has been resolved in the affirmative or negative.

Resolution or Vote rescinded.

126. 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 and at least one-half of the whole number of the Members of the House vote: Provided that to correct irregularities or mistakes one day's notice only shall be sufficient.

Leave of the House.

127. Leave of the House must be granted without any dissentient voice.

CHAPTER 14.

AMENDMENTS.

Different forms of Amendments.

128. A Question having been proposed may be amended —(i.) By leaving out certain words only; (ii.) By leaving out certain words in order to insert or add other words; (iii.) By inserting or adding words.

Amendments to be in writing.

129. An Amendment to any Motion before the House must, for purposes of record, be in writing and be signed by the proposer and seconder.

Relevancy of Amendment.

130. Every Amendment must be relevant to the question to which it is proposed to be made.

Amendments must be seconded.

131. An Amendment proposed, but not seconded, shall not be entertained by the House, nor entered in the Journals.

Amendment to leave out Words.

132. When the proposed Amendment is to leave out certain words, the Speaker shall put a Question, "That the words proposed to be left out stand part of the Question."

Amendment to insert or add Words.

133. 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 leave out Words, and insert or add others.

134. When the proposed Amendment is to leave out certain words in order to insert or add other words, the Speaker shall put a Question "That the words proposed to

be left out 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 left out.

When later part of a Question amended.

135. No Amendment shall be proposed 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.

136. No amendment shall be proposed to be made 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 the addition of other words thereto.**

Proposed Amendment withdrawn.

137. A proposed Amendment may, by leave of the House, be withdrawn.

Amendments to proposed Amendments.

138. Amendments may be proposed to a proposed Amendment as if such proposed Amendment were an original Question.

Proposal to leave out words. Amendment to words proposed to be substituted.

139. When it is proposed to leave out 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 entertained until the question that the words proposed to be left out stand part of the main Question has been determined.

Question as amended put.

140. When Amendments have been made the main Question shall be put as amended.

When Amendments proposed but not made.

141. When Amendments have been proposed, but not made, the Question shall be put as originally proposed.

CHAPTER 15.

PREVIOUS QUESTION.

Form of Previous Question.

142. The Previous Question shall be put in the form "That this question be not now put."

Previous Question affirmed.

143. If the House resolves the Previous Question in the affirmative, thereby resolving that the Original Question be not now put, the Original Question before the House is thereby disposed of, and the House shall proceed to the next business on the Notice Paper.

Previous Question negatived.

144. If the House resolves the Previous Question in the negative, thereby resolving that the Original Question before the House be "now put" the Question shall be put forthwith without any Amendment or Debate.

When not admissible.

145. The Previous Question cannot be moved to an Amendment, nor in Committee, nor can an Amendment be moved thereto.

Previous Question with regard to series of Resolutions

146. Whenever the Previous Question shall be moved for upon any Question consisting of a series of Resolutions which have been brought under discussion or debate as one Motion, with the understanding that the Question be put on such Resolutions *seriatim*, the decision of the Previous Question, before putting the Question on the first of such Resolutions, shall be taken and held to be conclusive, whether in the affirmative or negative, as regards the whole of such Resolutions.

CHAPTER 16.

ORDERS OF THE DAY.

Order of the Day defined.

147. 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.

Orders of the Day to be called on.

148. After the asking of Questions on notice on days on which Orders have precedence of Motions, and after the Motions have been disposed of or adjourned on all other days, the Speaker shall direct the Clerk at the Table to read the Orders of the Day.

Disposal of Orders of the Day.

149. Unless the House otherwise direct the Orders of the Day shall be disposed of in the order in which they stand upon the Notice Paper.

Orders of the Day not called on.

150. 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 regular business of that day.

An Order discharged.

151. An Order of the Day may be discharged, although it has been debated.

An Order dealt with by another Member by request.

152. An Order of the Day, in the absence of the Member in charge thereof, may, at the request of such Member, be moved by any other Member or postponed.

CHAPTER 17.

PUBLIC BILLS.

INITIATION.

How initiated.

153. Every Public Bill (unless received from the Senate) shall be initiated either by a Motion for leave to bring in the Bill, specifying its intended title, or by a Motion that not less than two Members prepare and bring it in, or by an Order of the House.

Fair Copy to be presented.

154. The Members, or one of them, having leave to bring in a Bill, shall present a fair copy thereof to the House at an early day.

Clauses to come within the Title.

155. The title shall agree with the order of leave, and no clause shall be inserted in any such Bill foreign to its title

If irregular, to be withdrawn.

156. Every Bill not prepared pursuant to the order of leave, or according to the Rules and Orders of the House shall be ordered to be withdrawn.

FIRST READING.

First Reading.

157. The Question "That this Bill be now read a first time" shall be put by the Speaker immediately after the same has been received, and shall be determined without amendment or debate.

Sufficient to read Title.

158. On every order for the reading of a Bill the title only shall be read.

Day fixed for Second Reading.

159. After the first reading a future day shall be appointed for the second reading of the Bill; and the Bill shall meanwhile be printed.

SECOND READING.

Question for Second Reading.

160. On the Order of the Day being read for the second reading of a Bill, the Question shall be proposed "That this Bill be now read a second time."

Amendments to such Question.

161. Amendments may be moved to such Question by leaving out "now" and adding "this day six months," which, if carried, shall finally dispose of the Bill; or the Previous Question may be moved.

Amendments to be relevant.

162. No other amendment may be moved to such Question except in the form of a resolution strictly relevant to the Bill.

COMMITTAL AND CONSIDERATION IN COMMITTEE.

Committal.—Instruction.

163. After the second reading, unless it be moved "That this Bill be referred to a Select Committee," or unless notice of an Instruction has been given, the House shall forthwith resolve itself into a Committee of the Whole for the consideration of the Bill.

Bill reported by Select Committee.

164. When a Bill has been referred to a Select Committee and reported, notice may be given for its recommitment to a Committee of the whole House.

Restriction on reference to a Select Committee.

165. No Motion for referring a Bill to a Select Committee shall be considered after the Chairman of Committees shall have reported the Bill.

When Progress has been reported.

166. Where the Committee of the Whole has reported progress, the Speaker shall leave the Chair when the Order of the Day is read, unless notice has been given to refer the Bill to a Select Committee.

Preamble postponed without Question put.—Clauses read and put.

167. In Committee the preamble stands postponed without Question put, and the clauses shall be read in their order separately by the Chairman, beginning with the first clause; and the question shall be put by the Chairman on each clause, "That the clause stand as printed." The words of enactment at the head of the Bill are not put to the Committee.

Manner of reading Clauses.

168. In reading the clauses of a Bill it shall be sufficient to read the numbers and marginal notes only.

Order of Business in Committee.

169. The following order shall be observed in considering a Bill and its Title:—

1. Clauses as printed.
2. Postponed clauses (not having been specially postponed to certain clauses).
3. New clauses.
4. Schedules as printed.
5. New Schedules.
6. Preamble (if any).
7. Title.

And in reconsidering the Bill, which can only be done upon recommitment, the same order shall be followed.

What Amendments Admissible.

170. Any amendment may be made to any part of the Bill, provided the same be relevant to the subject-matter of the Bill, or pursuant to any Instruction, and be otherwise in conformity with the Rules and Orders of the House.

What Amendments Inadmissible.

171. No amendment for the imposition or for the increase of a tax rate or duty shall be proposed by any non-official Member in any Committee on any Bill.

Decision of Committee not to be reversed in same Committee.

172. No new clause or amendment shall be at any time proposed 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 recommitment of the Bill shall have intervened.

Relevancy of Discussion.

173. The discussion shall be confined to the clause or amendment before the Committee.

Clauses put as amended.

174. If a clause is amended, a further Question shall be put, "That the clause stand as amended."

Clauses postponed.

175. Any clause may be postponed, unless the same has already been amended.

Title considered.

176. If any amendment shall have been made in the Bill not coming within the original title, such title shall be amended, and a Question put, "That this be the title of the Bill," and the Amendment thereof shall be specially reported to the House.

Temporary Laws.

177. The precise duration of every Temporary Bill shall be expressed in a distinct clause at the end of the Bill

Proceedings in Committee not to be noticed till reported.

178. 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.

FIRST REPORT TO ADOPTION OF FINAL REPORT.

Bill ordered to be reported.—Bill reported.

179. When the Bill shall have been fully considered the Question shall be put, "That this Bill (or this Bill as amended) be reported," which being agreed to, the Chairman shall leave the Chair, and report the Bill forthwith.

If amended, day fixed for considering Report.—When no Amendments, Report may be adopted.

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

Recommittal of Bill on Motion for Adoption of Report.—When no further Amendments, Report may be adopted.

181. On the Motion for the adoption of the report the Bill may, on Motion, be recommitted, either in whole or in part; in which case, if Amendments be made and the Bill be reported, a subsequent day shall be fixed for taking the report into consideration and moving its adoption, and the Bill, as reported with the Amendments, shall in the meantime be printed; but if no amendments have been made the report may be at once adopted.

THIRD READING, PASSING, ETC.

Day fixed for Third Reading.

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

Recommittal of Bill on Third Reading.

183. On the Order of the Day for the third reading being read by the Clerk, and before Motion made, "That this Bill be now read a third time," the Bill may, on Motion, be recommitted, either in whole or in part; in which case, if Amendments be made, a subsequent day shall be appointed for the consideration of the report, and the Bill shall in the meantime be printed; but if no Amendments have been made the report may be at once adopted and the Bill read the third time.

Question for Third Reading.

184. On the Order of the Day being read for the third reading of a Bill the Question shall be proposed "That this Bill be now read a third time."

Amendments to such Question.

185. Amendments may be moved to such Question by leaving out "now," and adding "this day six months," which, if carried, shall finally dispose of the Bill; or the Previous Question may be moved.

Bill passed.

186. After the third reading no further Question shall be out, and the Bill shall be deemed to have passed the House.

Verbal or Formal Amendments.

187. 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 Chairman of Committees.

Certificate of Bill having passed.

188. When a Bill originated in the House shall have 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.

Bill sent to Senate.

189. After a passed Bill shall have been certified by the Clerk it shall be sent with a Message desiring the concurrence of the Senate.

SENATE'S AMENDMENTS ON BILLS ORIGINATED IN THE HOUSE.

Amendments by Senate.

190. When a Bill shall be returned from the Senate with Amendments the Message with such Amendments shall be printed unless the House otherwise order, and a time fixed for taking the same into consideration.

How disposed of.

191. 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.

Relevancy.

192. No amendment shall be proposed to an Amendment of the Senate that is not strictly relevant thereto; nor can an Amendment be moved to the Bill unless the same be relevant to, or consequent upon, either the acceptance or the rejection of a Senate's amendment.

Further Proceeding after Consideration of Amendments.

193. When Amendments made by the Senate, in Bills which shall have first passed the House, shall have been agreed to by the House without Amendments, a Message shall be sent informing the Senate thereof; and if they shall 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 shall have been disagreed to, the Bill may be laid aside, or it may be again sent to the Senate, with a Message desiring its reconsideration.

Reasons for Disagreeing.

194. 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; and such Reasons shall be drawn up by a Committee of three Members, to be appointed for that purpose.

Form of Schedule of Amendments.

195. When Amendments shall 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.

Further Proceedings.

196. If the Senate return the Bill with a Message informing the House that it—

- i. Insists on its 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 may 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 may make further Amendments to the Bill consequent upon the rejection of its Amendments, or propose new Amendments as alternative to the Amendments to which the Senate has disagreed; or may 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 may 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, or if the Bill be again returned by the Senate with any of the requirements of the House still disagreed to, the House shall order the Bill to be laid aside or request a Conference.

When House finally agrees to Senate's Amendments.

197. When the requirements of the Senate in the Bill have been finally agreed to, a Message shall be sent informing the Senate thereof.

Clerk to certify at every Stage of the Bill.

198. In whatever way the House shall dispose of a Bill returned with Amendments by the Senate, as hereinbefore described, the Clerk shall, at every stage, certify accordingly on the first page of the Bill.

BILLS RECEIVED FIRST TIME FROM THE SENATE.

Bills coming First Time from the Senate.

199. Public Bills coming to the House the first time from the Senate shall be proceeded with in all respects as similar Bills presented in pursuance of Orders of the House; and Private Bills so coming, if accompanied by printed copies of the Reports and Proceedings of Select Committees of the Senate to whom they may have been referred, shall be proceeded with in like manner, unless the House shall otherwise order.

Certificate when returned to the Senate.

200. When any such Bill shall have 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 shall be desired to such Amendments.

When Senate returns the Bill with Amendments on House's Amendments.

201. If the Senate shall return 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, the Message returning the Bill shall be printed, unless the House otherwise order, and a future time fixed for taking the same into consideration.

Further Proceedings.

202. In cases where the Senate--

- i. Disagrees to Amendments made by the House
or
 - ii. Agrees to Amendments made by the House with Amendments:
- the House may, as to
- i. Insist, or not insist, on its Amendments; or may make further Amendments to the Bill consequent upon the rejection of its amendments; or propose new Amendments as alternative to the Amendments to which the Senate has disagreed; or may 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 may disagree thereto and insist on its own Amendments which the Senate has amended; or may order the Bill to be laid aside:

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

When Senate's further Amendments returned disagreed to, Reasons to accompany them.

203. In any case, when a Bill is returned to the Senate, with any of the Amendments made by the Senate on the House's Amendments disagreed to, the Message returning such Bill shall also contain written Reasons for the House not agreeing to the Amendments proposed by the Senate, and such Reasons shall be drawn up by a Committee of three Members, to be appointed for that purpose.

Form of Schedule of House's Amendments on a Bill.

204. When any Amendments shall have been made by the House to a Bill which shall have been first passed by the Senate, a Schedule of such Amendments shall be prepared containing reference to the page and line of the Bill where the words are to be inserted or omitted, and describing the Amendments proposed; and this Schedule shall accompany the Bill, and be certified by the Clerk.

Form of Schedule of House's Amendments on Senate's Amendments.

205. When any further Amendments have been made by the House on the Senate's Amendments on the House's original Amendments to a Bill which shall have 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 describing the further Amendment proposed; and this Schedule shall accompany the Bill, and be certified by the Clerk.

Clerk to certify at every stage of passing the Bill.

206. In whatever way the House shall dispose of a Bill returned by the Senate after being amended by the House, the Clerk shall, at every stage, certify accordingly on the first page of the Bill.

AMENDMENTS AFTER DISAGREEMENT.

Irregular Amendments.

207. No amendment can be proposed in any words of the Bill which, having received the concurrence of the Senate, have not been the subject of, or immediately affected by, some previous Amendment, unless such proposed Amendment be consequent upon an Amendment already agreed to or made by the House.

BILLS ALTERING THE CONSTITUTION.

208. Whenever a Bill by which an alteration of the Constitution is proposed to be made shall have passed the House of Representatives by less than an absolute majority of the House, the Bill shall be forthwith laid aside and shall not be revived during the same Session.

PRESENTATION FOR ASSENT.

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

209. Every Bill originated in the House of Representatives which shall have finally passed both Houses, shall be presented by the Clerk of the Parliaments to the Governor-General for His 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.

AMENDMENTS PROPOSED BY THE GOVERNOR-GENERAL.

Amendments proposed by the Governor-General.

210. Whenever the Governor-General shall return any Bill presented to him, and transmit 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.

Such Amendments, if agreed to, to be forwarded to the Senate.

211. When the House shall have 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.

Consideration of such Amendments received through the Senate.

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

Presentation to Governor-General.

213. 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 Clerk of the Parliaments to the Governor-General, having been certified as in manner provided in Standing Order No. 209; but if any such Amendment be disagreed to by the House, or if no agreement between the two Houses be arrived at thereon, the Clerk of the Parliaments shall again present to the Governor-General for his assent the Bill in the form as first presented by him for that purpose.

NUMBERING OF BILLS ASSENTED TO.

214. Every public Bill which shall have passed both Houses and received His Majesty's assent, or been reserved for the signification of His Majesty's pleasure thereon, shall be numbered at the top by the proper officer in the order in which it shall have received such assent or been so reserved, and shall have the date of such assent or reservation, following the words, "Assented to" or "Reserved" [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 handed to the Clerk for deposit amongst the records of the House.

LAPSED BILLS.

[214A, 214B, 214C. *Adopted by the House, 15th December, 1905, in substitution for Standing Orders adopted on 15th December, 1904.*]

Resumption of Proceedings on Lapsed Bills.

214A. Any public 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 general election for either House 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.

Proceedings on Restored Bill.

214B. Any Bill so restored to the Notice Paper shall thenceforth 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 His Majesty's Assent.

Bill not restored may be introduced in ordinary manner.

214c. 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 introduced and proceeded with in the ordinary manner.

CHAPTER 18.

COMMITTEES OF THE WHOLE HOUSE.

[215. *Adopted by the House, 10th July, 1907, in substitution for Standing Order No. 215 previously in force.*]

Chairman of Committees.

215. (a) A Member shall be appointed by the House to be Chairman of Committees, and when so appointed he shall continue to hold office during the continuance of the existing Parliament, unless the House shall otherwise direct. The Chairman shall take the Chair of all Committees of the Whole.

(b) In the event of more than two Members being proposed for the position of Chairman, the election shall be by open exhaustive ballot.

Deputy Chairman of Committees.

[*Adopted 3rd May, 1940.*]

215A. In case of unavoidable absence of the Chairman of Committees, the House may appoint a Deputy Chairman of Committees, who, during such absence, may exercise all the powers and functions, and shall perform all the duties, of the Chairman of Committees.

Quorum in Committee.

216. The Quorum in Committee of the Whole shall consist of the same number of Members, exclusive of the Chairman, as shall be requisite to form a Quorum of the House.

Appointment of Committee.

217. A Committee of the Whole shall be appointed by resolution, "That the House will resolve itself into a Committee of the Whole," either immediately or on a future day.

House resolves itself into Committee.

218. Whenever an Order of the Day is read for the House to resolve itself into a Committee of the Whole, the Speaker leaves the Chair without putting any Question, and the House thereupon resolves itself into a Committee, unless upon Notice given an Instruction thereto is proposed from the Chair.

The Chairman takes the Chair.

219. 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.

220. 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 on a particular day, the Speaker, when the Order for the Committee has been read, shall forthwith leave the Chair, and the House again resolve itself into such Committee.

A Committee to consider only Matters referred.

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

Questions decided by Majority.—Chairman has Casting Vote.

222. 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 weekly report of Divisions.

Contradictory Motions.

223. A Motion contradictory of a previous decision of the Committee shall not be entertained in the same Committee.

Motions need not be seconded.

224. A Motion made in Committee need not be seconded.

No Previous Question Allowed.

225. No Motion for the previous question can be made in Committee.

Members may speak more than once.

226. In Committee Members may speak more than once to the same Question, and, when an Amendment has been proposed from the Chair, shall confine themselves to such Amendment.

Order in Debate.

227. 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 can only be censured by the House on receiving a report.

Objection to Ruling of Chairman of Committees.

228. If any objection is taken to a ruling or decision of the Chairman of Committees, such objection shall be stated at once in writing and may forthwith be decided by the Committee; and the proceedings shall then be resumed where they were interrupted.

Words taken down in Committee.

229. The Chairman shall direct words objected to to be taken down, in order that the same may be reported to the House.

Words to be objected to when used.

230. Every such objection must be taken at the time when such words are used, and will not be afterwards entertained.

Speaker resumes Chair when Disorder arises.

231. If any sudden disorder shall arise in Committee the Speaker may resume the Chair.

When Message comes from Governor-General, &c.

232. The Speaker shall resume the Chair whenever a Message is brought from the Governor-General, or 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.

Want of Quorum only to be reported by the Chairman.

233. If notice be taken, or 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.

House counted by the Speaker.

234. If a Quorum of Members be present when the House is counted by the Speaker, as provided in Standing Order No. 33, the House shall again resolve itself into the Committee of the Whole.

Debate in Committee similarly interrupted.

235. If the proceedings of a Committee be interrupted by a count-out followed by an adjournment of the House, the House may order the resumption of such Committee on a future day, on Motion with notice, and the proceedings shall then be resumed at the point where they were so interrupted.

Report.—Report of Progress.

236. When all matters referred to a Committee have been considered the Chairman shall be directed to report the same to the House; and when all such matters have not been considered the Chairman shall report progress and ask leave to sit again.

Motion to report Progress.

237. A Motion may be made during the proceedings of a Committee "That the Chairman do report progress and ask leave to sit again."

Motion that the Chairman leave the Chair.

238. A Motion "That the Chairman do now leave the Chair," will, if carried, supersede the proceedings of a Committee; but the Committee may, on Motion with notice, be revived for a future day.

Resolutions of Committee.

239. The Resolutions reported from a Committee may be agreed to or disagreed to by the House, or agreed to with Amendments, recommitted to the Committee, or the further consideration thereof postponed.

 CHAPTER 19.
Committees of Supply and Ways and Means.

240. The Committees of Supply and Ways and Means shall be appointed at the commencement of every Session, so soon as an Address has been agreed to in answer to His Excellency the Governor-General's Speech.

The Speaker to leave Chair without putting Question.

241. On the Order of the Day being read for the Committee of Supply or Committee of Ways and Means, the Speaker shall put the question "That I do now leave the Chair," but where either of these Committees has reported progress, the Speaker shall leave the Chair without putting any question, on the Order of the Day being read.

Except that while the Committees of Supply and Ways and Means are open, the first Order of the Day on every third Thursday shall be either Supply or Ways and Means, and that on that Order of the Day being read the question shall be proposed "That the Speaker do now leave the Chair," to which question any Member shall be at liberty to address the House or move any amendment thereon.

Committee of Supply.

242. The Order of the Day being read for the Committee of Supply, accounts and estimates are referred, and the House resolves itself into the Committee, and the Committee proceeds to consider the matters to it referred.

Motion for any Public Aid or Charge upon the People.

243. If any motion be made in the House for any public aid or charge upon the people the consideration and debate thereof may not be presently entered upon, but shall be adjourned till such further day as the House shall think fit to appoint, and then it shall be referred to a Committee of the whole House before any resolution or vote of the House do pass thereon.

Report from Committees of Supply and Ways and Means.

244. Any report of resolutions from the Committees of Supply and Ways and Means shall be ordered to be received on a future day.

Leave to sit again.

245. The Chairman shall acquaint the House that he was directed to move that the Committee may have leave to sit again; and the House will appoint a day accordingly.

Manner in which Resolutions are dealt with.

246. Resolutions of the Committees of Supply and Ways and Means reported to the House are read a first and second time, and agreed to; or may be amended, postponed, recommitted, or disagreed to.

Tax not to be increased on report.

247. No amendment whereby the charge upon the people will be increased may be made to any such resolution, unless such charge so increased shall not exceed the charge already existing by virtue of any Act of the Parliament.

CHAPTER 20.

INSTRUCTIONS TO COMMITTEES.

Effects of an Instruction.

248. An Instruction empowers a Committee to consider matters not otherwise referred to it.

What Instructions may be moved.

249. 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.

Instructions to divide or consolidate Bills.

250. An Instruction may be given to a Committee to divide a Bill into two or more Bills, or to consolidate several Bills into one.

When Instructions should be moved.

251. 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.

252. An Instruction to a Select Committee extends or restricts the order of reference, and may be moved, after Notice, on any day prior to the report of the Committee.

CHAPTER 21.

RULES OF DEBATE.

MANNER AND RIGHT OF SPEECH.

Members to address the Speaker standing and uncovered.

253. Every Member desiring to speak shall rise uncovered, and address himself to the Speaker.

Indulgence to Members unable to stand.

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

The Speaker calls upon Members to speak.—Motion that a Member be heard.

255. 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.”

Speech not read.

256. A Member shall not read his speech.

When Member may speak.

257. A Member may speak to any Question before the House, or upon a Motion or Amendment to be proposed by himself, or upon a Question of Order arising out of the debate, or upon a Question of Privilege, but not otherwise

SPEECHES OF MEMBERS.

[257A. *Adopted by the House, 17th July, 1912.*]

Time Limit.

[Time limits amended—see 257B.]

257A. No Member shall speak for more than one hour and five minutes at a time in any Debate in the House, except in the Debate on the Address-in-Reply, or in a Debate on a Motion of “No Confidence,” or in moving the second reading of a Bill, or on the Debate on the Appropriation Bill or on the Financial Statement in Committee when a Member shall be at liberty to speak for one hour and thirty-five minutes. In Committee of the House no Member shall speak for more than thirty minutes at any one time, or more than twice on any one Question before the Committee: Provided that this rule shall not apply in Committee to a Member in charge of a Bill, or to a Minister when delivering the Financial Statement, or to any Member during the proceedings in the Committee on the Tariff, or, in regard to the number of his speeches, to a Minister in charge of a Class of the Estimates in Committee of Supply.

TIME LIMITS FOR DEBATES AND SPEECHES.

[257B. *Adopted by the House, 23rd April, 1931.*]

257B. Notwithstanding anything contained in these Standing Orders—

- (a) 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>	
Address-in-Reply—	
Each Member	35 minutes.
Motion for Adjournment to discuss a definite matter of urgent public importance (under Standing Order No. 38)—	
Mover	20 minutes.
Minister first speaking	20 minutes.
Any other Member	10 minutes.
Motion for Adjournment of House to close the business of the day—	
Each Member	15 minutes.

Subject.	Time.
Want of Confidence Motion—	
Mover	60 minutes.
Minister first speaking	60 minutes.
Any other Member	35 minutes.
Limitation of debate—Motion for allotment of time (under Standing Order No. 262A)—	
Whole Debate	30 minutes.
Each Member	5 minutes.
Second Reading of a Bill—	
Mover	60 minutes.
Leader of Opposition or Member deputed by him speaking first to such motion	60 minutes.
Any other Member	45 minutes.
Debates not otherwise provided for—	
Mover of a motion	45 minutes.
Any other Member	35 minutes.
<i>In Committee—</i>	
Member in charge of a Bill	(periods not specified).
Limitation of debate—Motion for allotment of time (under Standing Order No. 262A)—	
Whole Debate	30 minutes.
Each Member	5 minutes.
Financial Statement or Tariff—	
General Debate—	
Minister in charge	(periods not specified).
Leader of Opposition or Member deputed by him speaking first	60 minutes.
Any other Member	45 minutes.
Each Question before the Chair on the Estimates or on a Tariff—	
Minister in charge	(periods not specified)
Each Member other than a Minister in charge—two periods each not exceeding	30 minutes.
Debates not otherwise provided for—	
Each Member—two periods each not exceeding	15 minutes.

Subject.

Time.

In the House or in Committee—

Extension of time—with the consent of a majority of the House or of the Committee, to be determined without debate, a Member may be allowed to continue his speech for periods each not exceeding 15 minutes.

- (b) a debate on a motion under Standing Order No. 38 to discuss a definite matter of urgent public importance may be continued for a period of two hours.

Personal Explanation.

258. By the indulgence of the House 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.

259. No Member may speak twice to a Question before the House, except in explanation or reply, or in Committee of the whole House.

Except to explain Words.

260. 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 shall be brought forward or debate arise upon such explanation.

Or to reply in certain cases.

261. A reply shall be allowed to a Member who has made a substantive Motion to the House, or moved the second reading of a Bill, but not to any Member who has moved an Order of the Day (not being the second reading of a Bill), an Amendment, the Previous Question, or an Instruction to a Committee.

Reply at Close of Adjourned Debate on a Motion.

262. A reply shall also be allowed to the Mover of a substantive Motion, although the debate thereon, by being adjourned, becomes an Order of the Day.

LIMITATION OF DEBATE.

[262A. *Adopted by the House, 16th October, 1918.*]

262A. (I.) 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 on the consideration of any resolution preliminary to the introduction of a Bill, or at any stage of a Bill, a Member of the Government 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 motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government 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 further motion or motions specifying the time which (exclusive of any adjournment or suspension of sitting) shall be allotted to all or any of the following—

- (a) The initial stages of the Bill (including any motion or resolution preliminary to the introduction of the Bill) up to, but not inclusive of, the Second Reading of the Bill;
- (b) The Second Reading of the Bill;
- (c) The Committee stage of the Bill;
- (d) The remaining stages of 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.

(II.) When Estimates of Expenditure are being considered, a Member of the Government may at any time declare that the Estimates are of an urgent nature, and, on such declaration, the question "That the Estimates of Expenditure be considered of an urgent nature" shall be put forthwith—no debate or amendment being allowed—and on such motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government may forthwith, or at any time during any sitting of the Committee, but not so as to interrupt a Member who is addressing the Committee, move a further motion or motions specifying the time which (exclusive of any adjournment or suspension of sitting) shall be allotted to each or any Department of, or to the whole of, the Estimates.

(III.) When a Customs or Excise Tariff resolution is being considered, a Member of the Government may at any time declare that the proposed resolution is of an urgent nature, and, on such declaration, the question "That the Resolution be considered of an urgent nature" shall be put forthwith—no debate or amendment being allowed—and on such motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government may forthwith, or at any time during any sitting of the Committee, but not so as to interrupt a Member who is addressing the Committee, move a further motion specifying the time or times which (exclusive of any adjournment or suspension of sitting) shall be allotted to any portion or portions of the Tariff, or to the Tariff as a whole.

(IV.) When any motion of any kind whatsoever has been moved, a Member of the Government 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 motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government may forthwith move a further motion specifying the time which (exclusive of any adjournment or suspension of sitting) shall be allotted to the motion.

(V.) Upon such further motion or motions with regard to the allotment of time being moved, no debate thereon shall be allowed for more than one hour, and in speaking thereon no Member shall exceed ten 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.

[Time limits reduced to 30 minutes and 5 minutes respectively—see 257B.]

(VI.) 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 the question on any amendment or motion already proposed from the Chair and, in the case of the consideration of any Bill in Committee, shall then put any clauses, and any Government amendments and new clauses and Schedules, copies of which have been circulated by the Government among Members two hours

at least before the expiration of the allotted time, and any other question requisite to dispose of the business before the House or Committee. No other amendments, new clauses, or Schedules shall be proposed.

(VII.) Standing Order " A " (The Closure) adopted by the House on 23rd November, 1905. shall not apply to any proceedings in respect of which time has been allotted in pursuance of the Standing Order.

(VIII.) 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.

THE CLOSURE.

262B.—

[A. Adopted by the House, 23rd November, 1905.]

Closing Debate.

- A. (a) After any question has been proposed, either in the House or in any Committee of the Whole, 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 the motion shall be put forthwith and decided without amendment or debate.
- (b) When the motion "That the question be now put" has been carried, and the question consequent thereon has been decided, any further motion may be at once made which may be requisite to bring to a decision any question already proposed from the Chair; and also if a clause be then under consideration, a motion may be made, "That the question, 'That certain words of the clause defined in the motion stand part of the clause,' or 'That the clause stand part of or be added to the Bill' be now put." Such motions shall be put forthwith and decided without amendment or debate.
- (c) An affirmative vote of not less than 24 Members shall be necessary to carry any motion under this Standing Order.

[B. and C. Adopted by the House, 24th November, 1905.]

Motions not open to debate.

B. The following motions are not open to debate, shall be moved without argument or opinion offered, and shall be forthwith put from the Chair without amendment and the vote taken:—

- (a) A motion for the first reading of a Bill;
- (b) A motion, That this debate be now adjourned;
- (c) A motion in Committee, That the Chairman report progress (either simply or in any form);
- (d) A motion in Committee, That the Chairman leave the Chair;
- (e) A motion to reinstate on the Notice Paper any business which has lapsed because of a count-out.

Should any such motion be negatived, no similar motion shall be received within a quarter of an hour of the declaration of the preceding decision, and no such motion shall be

received if the Speaker or Chairman is of opinion that it is an abuse of the rules or forms of the House, or is moved for the purpose of obstructing business.

Motion—"be not further heard."

C. A motion without notice may be made, That a Member who is speaking "be not further heard," and such question shall be put forthwith, and decided without amendment or debate.

Order of moving Amendments.

263. An Amendment proposed shall be disposed of before another Amendment can be moved; after all the Amendments have been disposed of the main Question as amended, or otherwise, shall be forthwith put.

Reply Closes Debate.

264. In all cases the reply of the Mover of the original Question closes the debate.

Member not speaking when seconding Motion or Amendment or when moving Order of the Day may speak later.

265. It shall be competent to a Member, when he seconds a Motion or Amendment before the House or moves an Order of the Day, without speaking to it, to address the House on the subject of such Motion, Amendment, or Order of the Day, at any subsequent period of the debate.

Debates of same Session not to be alluded to.

266. No Member shall allude to any debate of the same Session upon a Question or Bill not being then under discussion, nor to any speech made in Committee, except by the indulgence of the House for personal explanations.

Reports of Speeches of same Session not to be read.

267. No Member shall read from a printed newspaper or book the report of any speech made in Parliament during the same session.

Extracts referring to Debates not to be read.

268. No Member shall read extracts from newspapers or other documents referring to debates in the House during the same Session.

Reflections upon Votes of the House.

269. No Member shall reflect upon any vote of the House, except for the purpose of moving that such vote be rescinded.

Allusion to Debate in Senate.

270. No Member shall allude to any debate of the current Session in the Senate, or to any measure pending therein.

Use of the King's or the Governor-General's Name.

271. No Member shall use the name of His Majesty or of his representative in this Commonwealth irreverently in debate, nor for the purpose of influencing the House in its deliberations.

Offensive Words against either House or any Member.

272. No Member shall use offensive words against either House of Parliament or any Member thereof, or against any Statute, unless for the purpose of moving for its repeal, and all imputations of improper motives and all personal reflections on Members shall be considered highly disorderly.

No Member to be referred to by Name.

273. No Member shall refer to any other Member by name, except for the purpose of distinguishing him from another Member returned for the same State or Division of a State.

Debate confined to present Question.

274. No Member shall digress from the subject-matter of any Question under discussion; nor anticipate the discussion of any other subject which appears on the Notice Paper.

Question may be required to be read.

275. Each Member may (for his information) of right require the Question or matter in discussion to be read by the Clerk at any time during the debate, but not so as to interrupt a Member speaking.

Speaker or Chairman may call attention to Irrelevancy, and order Discontinuance of Speech.—Provision for Limitation of Speeches.

276. The Speaker or the Chairman of Committees may call the attention of the House or the Committee, as the case may be, to continued irrelevance or tedious repetition, or the taking up of time by a speech of such unwarrantable length as to obstruct the business on the part of a Member, and may direct such Member 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.

ORDER AND PRIVILEGE.

Order to be maintained by Speaker.—Disorder censured by House.

277. 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 only be censured by the House on receiving a report.

When the Speaker rises.

278. 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 is putting a Question.

279. When the Speaker is putting a Question no Member shall walk out of or across the Chamber; nor, when a Member is speaking, shall any Member hold discourse to interrupt him, nor pass between him and the Chair.

Interruption not allowed.—Exceptions.

280. No Member shall interrupt another Member whilst speaking, unless (1) to request that his words be taken down; (2) to call attention to a point of Order or Privilege suddenly arising; or (3) to call attention to the want of a Quorum.

Words taken down in the House.

281. When any Member objects to words used in debate and desires them to be taken down, the Speaker shall direct them to be taken down by the Clerk accordingly.

Words to be objected to when used.

282. Every such objection must be taken at the time when such words are used, and will not be afterwards entertained.

Speaking "to order" or Privilege.

283. Any Member may rise to speak "to order," or upon a matter of Privilege suddenly arising.

Precedence to Question of Order or Privilege.

284. All Questions of Order and matters of Privilege at any time arising shall, until decided, suspend the consideration and decision of every other Question.

Complaints against Newspapers.

285. Any Member complaining to the House of a statement in a newspaper as a breach of Privilege, shall produce a copy of the paper containing the statement in question, and be prepared to give the name of the printer or publisher, and also submit a substantive Motion declaring the person in question to have been guilty of contempt.

Proceedings on Question of Order.

286. 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 or decision thereon.

Objection to Ruling of the Speaker.

287. If any objection is taken to the ruling or decision of the Speaker, such objection must be taken at once, and in writing, and Motion made, which, if seconded, shall be proposed to the House, and debate thereon forthwith adjourned to the next sitting day.

Adjournment of Debate.

288. A debate may be adjourned either to a later hour of the same day, or to any other day.

Member moving Adjournment entitled to pre-audience.

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

If Motion Negatived, Mover and Seconder may afterwards speak.

290. In the event of a Motion for the adjournment of the debate upon any Question being negatived, the Members moving and seconding the Motion for such adjournment may address the House at any time during such debate.

Resumption of Interrupted Debates.

291. If a debate be interrupted by a count-out or by any adjournment of the House, such debate may, on motion after notice, be resumed at the point where it was so interrupted.

No Member to speak after Question put.

292. 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.

CHAPTER 22.

DIVISIONS.

When Division may be called for.

293. A Division cannot be called for, unless more than one voice has been given for the Ayes and likewise for the Noes.

Member to Vote as he Calls.

294. Every Member shall vote in accordance with his voice and his vote shall be so recorded.

Member calling for Division.

295. A Member calling for a Division shall not leave the Chamber, and shall vote with those who, in the opinion of the Speaker, were in the minority.

No Member to vote if pecuniarily interested.

296. No Member shall be entitled to vote in any Division upon a question in which he has a direct pecuniary interest not held in common with the rest of the subjects of the Crown, and the vote of any Member so interested shall be disallowed, but this shall not apply to Motions or Public Bills which involve questions of public policy.

No Member to vote unless present when the Question put with doors locked.

297. No Member shall be entitled to vote in any Division, unless he was present within the Bar when the question was put with the doors locked, and the vote of any Member not so present shall be disallowed.

Strangers withdraw.

298. Previously to any Division, Senators and strangers shall, if ordered, withdraw from below the Bar.

Division Bell rung and Stand-glass turned.

299. Before a Division is taken the Clerk shall ring the division bell 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.

300. The doors shall be closed and locked as soon after the lapse of two minutes as the Speaker shall think proper to direct, and then no Member shall enter or leave the Chamber until after the Division.

Questions put, and Members divide to right and left.

301. When the doors have been locked, and all the Members are in their places, the Speaker shall state the Question to the House, and then direct the "Ayes" to proceed to the right of the Chair, and the "Noes" to the left, and shall appoint two Tellers for each party.

Every Member present when Question stated must vote.

302. Every Member, present within the Bar when the Question is then stated, shall remain and vote.

Members counted, and Names taken down.

303. Members having taken seats, as far as possible, every Member shall then be counted, and his name taken down by the Tellers on either side, who shall sign their list, and present the same to the Speaker, who will declare the result to the House.

If only One Member.

304. In case there should be only one Member on a side on a Division, the Speaker, without completing the Division, shall forthwith declare the decision of the House.

Member may speak during Division.

305. While the House is dividing Members may speak, sitting, to a point of Order arising out of or during the Division.

Decision on Point of Order during Division.

306. If a difficulty arise on any point of Order during a Division, it shall be decided if in the House by the Speaker, if in Committee by the Chairman.

Division List recorded.

307. An entry of the lists of Divisions in the House shall be made by the Clerk in the Journals, and a report of the Divisions in Committee of the whole shall be printed weekly.

In case of Error, House again divides.

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

Mistakes corrected in Journals.

309. If complaint be made to the House that a Division has been inaccurately reported, the Speaker shall cause the Journals to be corrected.

Speaker's Casting Vote.

310. In case of a equality of votes, the Speaker shall give a casting vote, and any reasons stated by him shall be entered in the Journals.

Divisions in Committee.

311. Divisions shall be demanded and taken in Committee in the same manner as in the House itself.

CHAPTER 23.

ACCOUNTS, PAPERS, AND RETURNS.

Accounts, &c., ordered.

312. Accounts and Papers may be ordered to be laid before the House, and the Clerk shall communicate to the Member of the House having the conduct of Government Business all orders for Papers made by the House; and such papers when returned shall be laid on the Table by the Clerk.

Addresses for Papers involving Prerogative.

313. When the Royal Prerogative is concerned in any Account or Paper, an Address shall be presented to the Governor-General, praying that the same may be laid before the House.

Form of such Addresses.

314. 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.

Presented by Command.

315. Other Papers may be presented pursuant to Statute, or by command of His Excellency the Governor-General.

Papers presented are Public.—Papers may be inspected and copied.

316. All Papers and Documents laid upon the Table of 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.

317. A document relating to public affairs quoted from by a Minister of the Crown, unless stated to be of a confidential nature or such as should more properly be obtained by Address, may be called for and made a public document.

Printing of Papers.

318. On any Paper being laid before the House, it shall be in order to move (1) That it be read, and, if necessary, a day appointed for its consideration; (2) That it be printed.

CHAPTER 24.

STANDING COMMITTEES.

Standing Orders Committee.

319. A Standing Orders Committee, to consist of the Speaker and six Members, shall be appointed at the commencement of each Parliament, with power to act during Recess, and to confer with a similar Committee of the Senate.

Library Committee.

320. A Library Committee, to consist of the Speaker and six Members, shall be appointed at the commencement of each Parliament, with power to act during Recess, and to confer with a similar Committee of the Senate.

House Committee.

321. A House Committee, to consist of the Speaker and six Members, shall be appointed at the commencement of each Parliament, with power to act during Recess, and to confer with a similar Committee of the Senate.

322. A Printing Committee. to consist of seven Members.

Committee of Privileges.

(Adopted 7th March, 1944.)

322A. A Committee of Privileges, to consist of seven Members, shall be appointed at the commencement of each Parliament, or as soon thereafter as is practicable, to enquire into and report upon complaints of breach of Privilege which may be referred to it by the House.

Seven Members to form a Select Committee.

323. Unless the House otherwise direct, all Select Committees shall be appointed on motion, and shall consist of the Mover and six other Members to be nominated.

Appointment of Select Committees by Ballot.

324. If upon any such motion six Members so require the Committee shall be appointed by ballot, which shall be taken in the following manner:—Each Member present shall give to the Clerk a list of the names of such Members, not including the Mover, as he may think fit and proper to be chosen at such ballot: and if any list contain a larger

or lesser number of names than are to be chosen, exclusive of the Mover, it shall be void and rejected. And when all the lists are collected, the Clerk, with the Mover acting as scrutineer, shall ascertain and report to the Speaker the names of the Members, exclusive of the Mover, having the greatest number of votes, which Members, together with the Mover, shall be declared to be chosen. If two or more Members have an equality of votes, the Speaker shall determine by lot which shall be chosen.

Bells rung prior to Ballot.

325. Before the House proceeds to ballot for a Select Committee, the bells shall be rung as in a Division.

Speaker Member of certain Committees only.—Chairman of Committees.

326. The Speaker shall be *ex officio* a Member of the Standing Orders Committee, and of the Library Committee, and of the House Committee, and not liable to be elected on any other; and if the Chairman of Committees be elected to serve on a Committee, and shall decline to do so, a Member shall be elected in his stead, in the same manner as the other Members were elected.

No interested Member to be on a Committee.

327. No Member shall sit on a Select Committee who shall be personally interested in the inquiry before such Committee.

Member discharged and added.

328. Members may be discharged from attending a Select Committee, and other Members appointed, either by nomination or ballot, after previous notice has been given.

Bringing up Report.

329. 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.

Quorum in Select Committees.

330. In all Select Committees consisting of seven Members, five shall form a Quorum, but where no Quorum is appointed all the Members shall attend; and, if at any time the necessary 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.

Clerk of the Committee to summon Witnesses.

339. The Chairman of a Select Committee shall direct the Clerk attending the Committee to summon the Witnesses to be examined before such Committee.

Examination of Witnesses.

340. The examination of Witnesses before every Select Committee shall be conducted as follows, viz.:—The Chairman shall first put to the witness, in an uninterrupted series, all such questions as he may deem essential, with reference either to the subject referred to therein, or to any branch of that subject, 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.

341. 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.

342. 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.

Secret Committees.

343. No Strangers, or Members not being of the Committee, shall be admitted at any time to a Secret Committee.

Evidence not to be disclosed.

344. The evidence taken by any Select Committee of the House, and documents presented to such Committee, which have not been reported to the House, shall not be disclosed or published by any Member of such Committee, or by any other person.

Progress Reports.

345. By leave of the House a Committee may report from time to time its proceedings with or without the evidence or the evidence only.

Payment of certain Witnesses before Committees.

354. Payment shall be made according to the following scale 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.

Attendance of professional witness	{ At the discretion of the Committee.		
	£	s.	d.
Attendance of ordinary witness	0	10	6
Travelling expenses (if more than six miles), per mile each way	0	0	6
Hotel and other expenses, per day	0	12	0

Additional compensation for loss of time in certain cases and special payments shall be determined by the Committee.

Select Committee only to confer by Order of House.

355. No Select Committee of the House shall confer with a Select Committee of the Senate without an order of the House.

Conference with Select Committee of Senate desired by Message.

356. 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 Select Committee of the Senate to confer with the Select Committee of the House.

Select Committees communicate by Word of Mouth.

357. Every Select Committee of the House directed to confer with any Select Committee of the Senate may confer freely by word of mouth, unless the House shall otherwise order.

Select Committees of House to report Proceedings at a Conference.

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

List of Members serving.

359. Lists of all Select Committees shall be affixed in some conspicuous place in the Lobby and Offices.

When intended Witness is in Prison.

367. When a Witness shall be in the custody of the keeper of any prison, such keeper may be ordered to bring the Witness in safe custody, in order to his being examined, and from time to time as often as his attendance shall be thought necessary; and the Speaker may be ordered to issue his warrant accordingly.

Witnesses entitled to Protection.

368. 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.

369. When a Witness is examined by the House, or a Committee of the Whole, the Bar is kept down.

Witnesses before the Whole House examined by the Speaker.

370. 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.

371. In Committee of the Whole any Member may put Questions directly to the Witness.

Witness withdraws if Question objected to.

372. 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.

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

Officers not to give Evidence without Leave.

374. No Clerk, or Officer of the House, or Short-hand 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 had at the Bar, or before any Committee of the House, without the special leave of the House.

Managers may be appointed by Ballot.

382. If, upon such Motion, six Members shall so require, the Managers for the House shall be selected by ballot in the same manner as the Members of a Select Committee.

During Conference Business Suspended.

383. During any Conference the business of the House shall be suspended.

By whom Conference demanded.

384. 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.

Managers to equal in Number those appointed by Senate.

385. 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.

386. 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 shall be appointed by the Senate, and such agreement shall be communicated by Message.

House agreeing to Conference to receive Managers for Senate.

387. 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.

388. 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 Ordinary Conferences.

389. 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.

CHAPTER 30.

ADDRESSES TO THE KING OR THE GOVERNOR-GENERAL.

How proposed.

396. Whenever it be deemed proper to present an Address to His Majesty or the Governor-General, the same shall be proposed, except in cases of urgency, on Motion after Notice in the usual manner.

Addresses to Royal Family, how proposed.

397. Addresses of congratulation or condolence to members of the Royal Family shall also be proposed in a similar manner.

Addresses to His Majesty sent to the Governor-General by the Speaker.

398. Addresses to His 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 the Governor-General.

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

When presented by the whole House.

400. 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.

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

CHAPTER 31.

MESSAGES FROM THE GOVERNOR-GENERAL.

Messages, how received.

402. Whenever a Message from the Governor-General shall be announced the business before the House shall be immediately suspended, and the bearer of the Message, not being a Member, shall be introduced to deliver the Message at the Bar, where it will be received by the Clerk, who will at once bear the same to the Speaker.

JOINT STANDING ORDERS.

Acts to be numbered.

1. Every public Act of the Parliament commencing No. 1 from the day of , 1901, shall be numbered in Arabic figures, and in a regular arithmetical series for each year in the order in which the same shall be assented to by His Excellency the Governor-General, or reserved by him for the signification of His Majesty's pleasure thereon, together with the number of the year in which such Act shall receive the Royal Assent.

DISAGREEMENT BETWEEN THE HOUSES.

(Section 57, *Commonwealth of Australia Constitution Act*.)

2. The Members present at the joint sitting, under section 57 of *The Commonwealth of Australia Constitution Act*, shall appoint a Member to preside, and until such appointment the Clerk of the Parliaments shall act as Chairman.

3. The Clerk of the Parliaments shall present to the Governor-General for the Royal Assent any proposed law duly passed at such sitting.

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