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HOUSE OF REPRESENTATIVES

STANDING ORDERS

AS AT 3 NOVEMBER 1992

THIRTY-SIXTH PARLIAMENT—FIRST SESSION

HOUSE OF REPRESENTATIVES

STANDING ORDERS

AS AT 3 NOVEMBER 1992

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES
CANBERRA

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

28 May 1952,	26 August 1971
2 December 1953,	13 and 18 April 1972,
12 August 1954,	22 February 1978,
1 May 1963 (<i>re-numbered at this date</i>)	4 May 1983,
31 March 1965,	9 October 1984,
4 May 1966,	9 December 1987,
10 June 1970,	24 May 1988,
20 August 1970,	20 October 1988,
3 September 1970,	4 May 1989,
	15 October 1992

Amendments to standing orders from and including 31 March 1965
indicated by side notes:

Amd—Date amendment agreed to by House.

Ins—Date new standing order inserted.

Om—Date standing order omitted.

Op—Date of operation.

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PARLIAMENTARY SECRETARIES

On 16 October 1991 the House resolved:

That, for the purposes of the procedures of the House, any reference to Ministers shall be taken to include Parliamentary Secretaries, with the exception of references to questions seeking information (chapter XI of the standing orders).

THIRTY-SIXTH PARLIAMENT
FIRST SESSION
STANDING ORDERS
OF THE
HOUSE OF REPRESENTATIVES

AS AT 3 NOVEMBER 1992

CHAPTER I

GENERAL RULE FOR CONDUCT OF BUSINESS

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

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

CHAPTER II

PROCEEDINGS ON THE MEETING OF PARLIAMENT

Meeting of new Parliament

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

(a) The Clerk shall read the Proclamation calling Parliament together.

Clerk reads Proclamation

(b) The House shall await a message from the Deputies appointed by the Governor-General desiring the attendance of Members to hear the Commission read.

Message from Deputies

(c) The House shall attend at the place named in the message to hear the Commission read. After the reading thereof the House shall return to its own Chamber.

House attends to hear Commission read

(d) The writ or copy-writ of election of each Member shall be laid upon the Table by the Clerk, and the Members shall then be sworn, or make affirmation, as prescribed by the Constitution.

Return to Writs presented and Members sworn

(e) The House shall then proceed to elect a Speaker.

Speaker to be elected
Until Speaker is elected, Clerk acts as Chairman

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

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

Time announced for Governor-General's Speech

Meeting for new session

Clerk reads
Proclamation

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

Governor-General's speech

House attends to
hear speech

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

When Parliament
opened by Deputies

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

House returns to its
own Chamber

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

Formal business

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

Address in Reply

Opening Speech
reported
Address in Reply

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

Presentation of
Address

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

Business before
Address adopted
On 9 Dec. 87
Op 9 Dec. 87

10.

* * *

Presence of the Queen

Presence of Her
Majesty

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

References to Governor-General—Extension to Administrator

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

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

CHAPTER III

SPEAKER, DEPUTY SPEAKER AND CHAIRMAN, DEPUTY CHAIRMEN AND OFFICERS

Election of Speaker

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

- (a) At the opening of Parliament, after the Members present have been sworn, or whenever the office of Speaker becomes vacant, a Member, addressing himself to the Clerk, shall propose some Member, then present, to the House for their Speaker, and move that such Member "Do take the Chair of this House as Speaker", which motion shall be seconded. A Member when proposed and seconded shall inform the House whether he accepts nomination.
- (b) The Clerk shall then ask "Is there any further proposal?", and if there is no further proposal, the Clerk shall say "The time for proposals has expired". No Member may then address the House or propose any other Member, and the Clerk shall, without question put, declare the Member so proposed and seconded to have been elected as Speaker, and such Member shall be conducted to the Chair by his proposer and seconder, and shall take the Chair of the House as Speaker.
- (c) If more than one Member is proposed as Speaker, the Clerk shall, after the second proposal and after each subsequent proposal (if any) is made and seconded, ask "Is there any further proposal?", and if there is no further proposal, the Clerk shall say "The time for proposals has expired".
- (d) When the time for proposals has expired, debate may ensue, but it shall be relevant to the election.
- (e) No Member may speak for more than 5 minutes.
- (f) At any time during the debate a motion may be made by a Minister rising in his place, and without notice, and whether any other Member is addressing the Chair or not, "That the question be now put".

The Clerk shall then put the question, without debate, "That the question be now put". In the event of the numbers being equal the question shall be decided in the negative.

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

- (g) Before the House proceeds to a ballot the bells shall be rung as in a division.
- (h) When only 2 Members are proposed and seconded as Speaker, each Member shall deliver to the Clerk a ballot-paper in writing, containing the name of the candidate for whom he votes and the votes shall be counted by the Clerks at the Table; and the candidate who has the greater

A Member proposed as Speaker

If unopposed, elected

When 2 or more Members proposed

Debate

Limitation of speech

Closure

Bells to be rung before ballot

Mode of decision between candidates

number of votes shall be the Speaker, and be conducted to the Chair.

Mode of decision
where more than 2
candidates

- (i) When more than 2 Members are so proposed and seconded, the votes shall be taken in like manner, and the Member who has the greatest number of votes shall be the Speaker, provided he has also a majority of the votes of the Members present; but if no candidate has such majority, the name of the candidate having the smallest number of votes shall be excluded from subsequent ballots, and a fresh ballot shall take place; and this shall be done as often as necessary, until one candidate is declared to be elected as Speaker by such majority, when such Member shall be conducted to the Chair.

Equality of votes

- (j) If at any ballot it is impossible by reason of the equality of votes to determine which name shall be excluded from subsequent ballots, a special ballot shall take place at which there shall be submitted only the names of those candidates who have received equal votes. At such special ballot each Member shall write on his ballot-paper only the name of the candidate he wishes to retain. The candidate whose name appears upon the smallest number of ballot-papers shall then be excluded from subsequent ballots.
- (k) At any time after the result of the first ballot is declared, but before the commencement of the second or other subsequent ballot, a candidate may withdraw his name from the election which shall then proceed as if he had not been nominated.
- (l) If by reason of equality of votes a ballot or special ballot is rendered inconclusive, the Clerk shall so declare, and unless by a withdrawal another ballot or (as the case may be) another special ballot is rendered unnecessary, he shall cause such other ballot or special ballot to be taken. If after the counting of votes the equality continues he shall so declare. Thereupon the sitting shall be suspended for 30 minutes and when the House re-assembles the votes shall be taken again, unless this is rendered unnecessary by a withdrawal.

One candidate
remaining

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

Speaker takes Chair,
and Mace laid upon
Table

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

Presentation of
Speaker to
Governor-General

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

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.

Appointment of Deputy Speaker and Chairman

13. At the commencement of each Parliament, or whenever the office (j) becomes vacant, a Member shall be appointed by the House to be Deputy Speaker and Chairman of Committees.

The Deputy Speaker and Chairman shall be appointed in the following manner:

- (a) A motion shall be moved, without notice, that a Member be appointed Deputy Speaker and Chairman of Committees of this House, which motion shall be seconded.
- (b) The Speaker shall then ask if there is any further motion, and if there is not, shall say that the time for motions has expired. No Member may then address the House or move any motion for the appointment of a Member as Deputy Speaker and Chairman, and the Speaker shall, without question put, declare the Member named in the motion which has been moved and seconded, to have been appointed Deputy Speaker and Chairman of Committees.
- (c) If more than one motion for the appointment of the Deputy Speaker and Chairman is moved and seconded, the Speaker shall, after the second motion, and after each subsequent motion (if any), ask if there is any further motion, and if there is not, shall say that the time for motions has expired.
- (d) When the time for motions has expired, debate may ensue, but it shall be relevant to the election.
- (e) No Member may speak for more than 5 minutes.
- (f) At any time during the debate, a motion without notice may be moved by a Minister rising in his place, and whether any Member is addressing the Chair or not, "That the question be now put", which question shall be put forthwith and decided without amendment or debate.

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

- (g) Before the House proceeds to a ballot the bells shall be rung as in a division.
- (h) When only 2 motions for the appointment of Deputy Speaker and Chairman are moved and seconded, each Member, other than the Speaker, shall deliver to the Clerk a ballot-paper in writing, containing the name of the Member named in one or other of the motions for whom he votes, and the votes shall be counted by the Clerks at the Table; and the Member who has the greater number of votes shall be the Deputy Speaker and Chairman of Committees.
- (i) When more than 2 motions for the appointment of Deputy Speaker and Chairman are moved and seconded, the votes shall be taken in the same manner, and the Member who has the greatest number of votes shall be the Deputy

Deputy Speaker and
Chairman of
Committees
appointed
Amd 15 Oct. 92
Op 3 Nov. 92

Member proposed
by motion

If unopposed,
appointed

When 2 or more
Members proposed

Debate

Limitation of speech

Closure

Bells to be rung
before ballot

Mode of decision
between candidates

Mode of decision
where more than 2
candidates

Speaker and Chairman of Committees, provided he has also a majority of the votes of the Members present; but if no Member has such majority, the name of the Member having the smallest number of votes shall be excluded from subsequent ballots, and a fresh ballot shall take place; and this shall be done as often as necessary until one Member has such majority when he shall be the Deputy Speaker and Chairman of Committees.

Equality of votes—Speaker to give casting vote

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

Equality of votes where more than 2 candidates

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

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

(2) If there is an equality of votes for more than 2 Members, a special ballot shall take place at which there shall be submitted only the names of those Members who have received equal votes and in which each Member shall write on his ballot-paper only the names of the Members he wishes to retain. The name of the Member who receives the smallest number of votes shall be excluded from subsequent ballots. If, by reason of a continued equality of votes, the special ballot is inconclusive, then, unless a name is withdrawn, the sitting shall be suspended for 30 minutes. When the sitting is resumed, the votes shall be taken again unless this is rendered unnecessary by a withdrawal.

Member proposed may withdraw his name

(l) At any time after the result of the first ballot is declared, but before the commencement of any subsequent ballot, a Member whose name was submitted in the first ballot may withdraw his name and all further proceedings shall take place as if a motion for his appointment as Deputy Speaker and Chairman had not been moved.

One candidate remaining

(m) Whenever a withdrawal leaves only one Member in respect of whom a motion for appointment as Deputy Speaker and Chairman is before the House, that Member shall be declared to have been appointed Deputy Speaker and Chairman of Committees.

Duty of Chairman
Ins 15 Oct. 92
Op 3 Nov. 92

13A. The Chairman of Committees shall take the Chair whenever a committee of the whole is constituted.

Absence of Speaker and Deputy Speaker and Chairman

14. Whenever the House is informed by the Clerk of the absence of the Speaker, the Deputy Speaker and Chairman of Committees as Acting Speaker shall, subject to any other order of the House, perform the duties of the Speaker during that absence.

Absence of Speaker
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

15. Whenever the House is informed by the Clerk of the absence of both the Speaker and the Deputy Speaker and Chairman of Committees, the Members present, if a quorum¹, may at once proceed to elect one of their number who shall, subject to any other order of the House, perform the duties of the Speaker during that absence. Otherwise the House stands adjourned to the next sitting day.

Absence of Speaker
and Deputy Speaker
and Chairman of
Committees
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

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

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

Continued absence
of Speaker
Amd 4 May 66
Op 5 May 66
Amd 15 Oct. 92
Op 3 Nov. 92

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

Speaker relieved by
Deputy Speaker
Amd 15 Oct. 92
Op 3 Nov. 92

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

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

19. The Speaker or the Deputy Speaker and Chairman of Committees, may call on any one of the Deputy Chairmen to take the Chair as Deputy Speaker.

Speaker relieved by
Deputy Chairman
Amd 4 May 66
Op 5 May 66
Amd 15 Oct. 92
Op 3 Nov. 92

Vacancy in office of Speaker

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

Vacancy in
Speakership during
session

¹A quorum is at least one-fifth of the whole number of the Members of the House of Representatives. See *House of Representatives (Quorum) Act 1989*.

Vacancy in
Speakership during
recess

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

When vacancy in
Speakership, Deputy
Speaker and
Chairman to fix time
of meeting
Amd 15 Oct. 92
Op 3 Nov. 92

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

Absence of, and vacancy in office of, Clerk

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

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

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

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

CHAPTER IV STANDING COMMITTEES

Standing Orders
Committee
Om 15 Oct. 92
Op 3 Nov. 92

25.

* * *

Committee of
Privileges
Amd 4 May 83
Op 4 May 83

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

Library and House
Committees

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

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

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

addition, when conferring with a similar committee of the Senate, the Committee shall have power—

- (a) to inquire into and report on the printing, publication and distribution of Parliamentary and Government Publications and on such matters as are referred to it by the relevant Minister; and
- (b) to send for persons, papers and records.

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

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

- (i) to inquire into and report upon the arrangements made for the compilation, maintenance and accessibility of a Register of Members' Interests;
- (ii) to consider any proposals made by Members and others as to the form and content of the register;
- (iii) to consider any specific complaints made in relation to the registering or declaring of interests;
- (iv) to consider what changes to any code of conduct adopted by the House are necessary or desirable;
- (v) to consider what classes of persons (if any) other than Members ought to be required to register and declare their interests; and
- (vi) to make recommendations upon these and any other matters which are relevant.

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

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

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

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

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

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

28B. (a) General purpose standing committees shall be appointed at the commencement of each Parliament as follows:

- (i) Standing Committee on Legal and Constitutional Affairs;
- (ii) Standing Committee on Environment, Recreation and the Arts;
- (iii) Standing Committee on Employment, Education and Training;
- (iv) Standing Committee on Community Affairs;
- (v) Standing Committee on Aboriginal and Torres Strait Islander Affairs;
- (vi) Standing Committee on Industry, Science and Technology;
- (vii) Standing Committee on Transport, Communications and Infrastructure; and
- (viii) Standing Committee on Banking, Finance and Public Administration.

(b) A standing committee appointed pursuant to paragraph (a) shall be empowered to inquire into and report on any matters referred to it by either the House or a Minister including any pre-legislation proposal, Bill, motion, petition, vote or expenditure, other financial matter, report or paper.

Annual reports of government departments and statutory authorities tabled in the House shall stand referred to the relevant committee for any inquiry the committee may wish to make. Reports shall stand referred to committees in accordance with a schedule tabled by the Speaker to record the areas of responsibility of each committee:

Provided that:

- (i) any question concerning responsibility for a report or a part of a report shall be determined by the Speaker; and
- (ii) the period during which an inquiry concerning an annual report may be commenced by a committee shall end on the day on which the next annual report of that Department or authority is presented to the House.

(c) Each committee appointed under subparagraphs (a) (i) to (iv) and (vi) to (viii), inclusive, shall consist of 12 members and the committee appointed under subparagraph (a)(v) shall consist of 10 members, with membership of each committee reflecting the proportion of Government to non-government Members in the House, namely, 6 Government and 4 non-government Members for a committee of 10 members and 7 Government and 5 non-government Members for a committee of 12 members. Each committee may be supplemented with up to 3 members for a particular inquiry. Government members are to be nominated by the Government Whip or Whips and non-government members are to be nominated by the Opposition Whip or Whips in consultation with any minority group or other non-government member. In the event of disagreement in the nominations, the disagreement shall be notified to the Speaker who shall inform the House and the House shall determine the matter:

Provided that if the appropriate numbers of Government and non-government members have been nominated and the committee has met and elected a chairman no other nomination or notification

of disagreement other than in respect of the filling of a casual or supplementary vacancy shall be made.

(d) Every nomination of a Member to a committee shall be forthwith notified in writing to the Speaker.

(e) Each committee shall elect a Government member as its chairman.

(f) Each committee shall elect a deputy chairman who shall act as chairman of the committee at any time when the chairman is not present at a meeting of the committee and at any time when the chairman and deputy chairman are not present at a meeting of the committee the members present shall elect another member to act as chairman at that meeting.

(g) For a standing committee of 12 to 15 members, 6 members of the committee shall constitute a quorum of the committee, and for a committee of 10 or 11 members, 5 members of the committee shall constitute a quorum of the committee.

(h) Each committee shall have power to appoint subcommittees consisting of 3 or more of its members and to refer to any subcommittee any matter which the committee is empowered to examine.

(i) Each committee shall appoint the chairman of each subcommittee who shall have a casting vote only and at any time when the chairman of a subcommittee is not present at a meeting of the subcommittee the members of the subcommittee present shall elect another member of that subcommittee to act as chairman at that meeting.

(j) The quorum of a subcommittee shall be a majority of the members of that subcommittee.

(k) Members of the committee who are not members of a subcommittee may participate in the public proceedings of that subcommittee but shall not vote, move any motion or be counted for the purpose of a quorum.

(l) Each committee or any subcommittee shall have power to send for persons, papers and records.

(m) Each committee or any subcommittee shall have power to move from place to place.

(n) Any subcommittee shall have power to adjourn from time to time and to sit during any sittings or adjournment of the House.

(o) Each committee or any subcommittee shall have power to authorise publication of any evidence given before it and any document presented to it.

(p) Each committee shall have leave to report from time to time.

(q) Each committee or any subcommittee shall have power to consider and make use of the evidence and records of the relevant standing committees appointed during previous Parliaments.

(r) Each committee shall have power to confer with a similar committee of the Senate.

28C. (a) A Standing Committee on Procedure shall be appointed at the commencement of each Parliament to inquire into and report on the practices and procedures of the House generally with a view

Standing Committee
on Procedure
Ins 15 Oct. 92
Op 3 Nov. 92

to making recommendations for their improvement or change and for the development of new procedures.

(b) The committee shall consist of 8 members, 5 members to be nominated by the Government Whip or Whips and 3 members to be nominated by the Opposition Whip or Whips or by any independent Member.

(c) The committee shall elect a Government member as its chairman.

(d) The committee shall elect a deputy chairman who shall act as chairman of the committee at any time when the chairman is not present at a meeting of the committee and at any time when the chairman and deputy chairman are not present at a meeting of the committee the members present shall elect another member to act as chairman at that meeting.

(e) The committee shall have power to appoint subcommittees consisting of 3 or more of its members and to refer to any subcommittee any matter which the committee is empowered to examine.

(f) The committee shall appoint the chairman of each subcommittee who shall have a casting vote only, and at any time when the chairman of a subcommittee is not present at a meeting of the subcommittee the members of the subcommittee present shall elect another member of that subcommittee to act as chairman at that meeting.

(g) The quorum of a subcommittee shall be a majority of the members of that subcommittee.

(h) Members of the committee who are not members of a subcommittee may participate in the public proceedings of that subcommittee but shall not vote, move any motion or be counted for the purpose of a quorum.

(i) The committee or any subcommittee shall have power to send for persons, papers and records.

(j) The committee or any subcommittee shall have power to move from place to place.

(k) A subcommittee shall have power to adjourn from time to time and to sit during any sittings or adjournment of the House.

(l) A subcommittee shall have power to authorise publication of any evidence given before it and any document presented to it.

(m) The committee shall have leave to report from time to time.

(n) The committee or any subcommittee shall have power to consider and make use of the evidence and records of the Standing Committee on Procedure appointed during previous Parliaments.

28D. (a) A Selection Committee, to consist of the Deputy Speaker and Chairman of Committees, the Government Whip, the Opposition Whip, the Third Party Whip, 4 Government members, and 3 Opposition or other non-government members, shall be appointed at the commencement of each Parliament to arrange the timetable and order of business prior to 12.30 p.m. on each sitting Thursday pursuant to standing order 101.

(b) Private Members' business which is to be accorded priority, the order of consideration and the times allotted for debate on each

item and the time limits allotted for each Member speaking shall be approved by a majority of the members present at a meeting of the committee and in accordance with general principles adopted by the House after report by the committee.

(c) The Selection Committee may determine the order of precedence and times allotted for consideration of committee and delegation reports and private Members' business and shall report its determinations to the House in sufficient time for its decisions to be published on the Notice Paper of the first sitting day of each week.

(d) Reports of the committee made pursuant to paragraph (c) shall be deemed adopted when laid upon the Table and shall be printed in Hansard.

(e) Five members of the committee shall constitute a quorum of the committee.

(f) For the purpose of private Members' business in this and any other standing order, a private Member is any Member of the House other than the Speaker or a Minister.

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

Quorum of standing committee

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

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

Members' roll to be kept by Clerk

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

Record of attendance

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

Places reserved for Ministers

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

Seats

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

Members retain seats

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

Leave of absence

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

Leave of absence excuses from service

Leave of absence
forfeited

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

Votes and
Proceedings of
House

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

Custody of records

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

CHAPTER VI

SITTING AND ADJOURNMENT OF THE HOUSE

Days and hours of meeting

Days and hours of
meeting
Amd 3 Sept. 70
Op 13 Oct. 70
Amd 26 Aug. 71
Op 28 Sept. 71
Amd 22 Feb. 78
Op 22 Feb. 78
Amd 15 Oct. 92
Op 3 Nov. 92

40. Unless otherwise ordered, the House shall meet for the despatch of business—

(a) in the first sitting week, on—

Tuesday, at 2 p.m.

Wednesday, at 10 a.m.

Thursday, at 9.30 a.m., and

(b) in the second sitting week, on—

Monday, at 2 p.m.

Tuesday, at 2 p.m.

Wednesday, at 10 a.m.

Thursday, at 9.30 a.m.

From the termination of the last sitting in the second week, the House shall stand adjourned until 2 p.m. on the third Tuesday after the termination, unless the Speaker shall, by telegram or letter addressed to each Member of the House, fix an alternative day or hour of meeting. The 4-weekly cycle will then be repeated.

Quorum at time of meeting

Chair taken, or
House adjourned for
want of quorum

41. The Chair shall be taken at the time appointed on every day fixed for the meeting of the House; but if a quorum² of Members is not present, and if within 5 minutes, the bells having been rung, a quorum is still not present, the Speaker shall adjourn the House to the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; but if at that time there be not a quorum the Speaker shall adjourn the House to the next sitting day.

Chair taken later if
quorum likely

²A quorum is at least one-fifth of the whole number of the Members of the House of Representatives. See *House of Representatives (Quorum) Act 1989*.

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

Members not to
leave before quorum
present

Prayers

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

Prayers

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

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

Quorum during sitting

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

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

45. If any Member takes notice that a quorum of Members is not present, the Speaker shall count the House; and, if a quorum be not present within 4 minutes, he shall adjourn the House till the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; but if at that time there be not a quorum the Speaker shall adjourn the House to the next sitting day.

When want of
quorum noticed,
House counted—
House adjourned
Amd 22 Feb. 78
Op 22 Feb. 78
Amd 20 Oct. 88
Op 20 Oct. 88

46. When the Speaker is informed by the Chairman of Committees, in consequence of a report by the tellers of a division of the committee, or after counting the committee, that a quorum of Members is not present, he shall order the bells to be rung and if within 4 minutes a quorum be then present the Speaker shall forthwith leave the Chair and the committee shall resume: But if after the expiration of 4 minutes there be not a quorum the Speaker shall adjourn the House to the next sitting day: Provided that if the Speaker is satisfied there is likely to be a quorum within a reasonable time he shall announce that he will take the Chair at a stated time; if at that time a quorum be then present the Speaker shall forthwith leave the Chair and the committee shall resume; but if there be not a quorum the Speaker shall adjourn the House to the next sitting day.

Want of quorum in
committee
Amd 22 Feb. 78
Op 22 Feb. 78
Amd 20 Oct. 88
Op 20 Oct. 88

Counting of
Members in quorum
Ord 24 May 88
Op 22 Aug. 88

Want of quorum, all
Members to be
counted, and to
remain in Chamber
Ord 24 May 88
Op 22 Aug. 88
Ord 20 Oct. 88
Op 20 Oct. 88

Doors unlocked and
bells rung when
House or committee
counted

Adjournment and
next meeting
Ord 22 Feb. 78
Op 22 Feb. 78
Ord 15 Oct. 92
Op 3 Nov. 92

Minister may extend
debate

46A.

* * *

47. When the attention of the Speaker, or of the Chairman of Committees, has been called to the fact that there is not a quorum of Members present, any Member who is within the physical limits of the Chamber shall be counted to determine whether a quorum is present and no Member shall leave the Chamber until a quorum is present or 4 minutes have elapsed.

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

Adjournment and next meeting

48A. At 7.30 p.m. on a Wednesday in a week in which the House is scheduled under the standing orders to meet on the Monday and at 10.30 p.m. on each other sitting day, the Speaker shall propose the question—That the House do now adjourn—which question shall be open to debate; if the House is in committee at the time stated, the Chairman shall report progress and upon such report being made the Speaker shall forthwith propose the question—That the House do now adjourn—which question shall be open to debate. No amendment may be moved to this question:

Provided that:

- (a) if a division is in progress at the time fixed for interruption, that division, and any division consequent upon that division, shall be completed and the result announced;
 - (b) if, on the question—That the House do now adjourn—being proposed, a Minister requires the question to be put forthwith without debate, the Speaker shall forthwith put the question;
 - (c) a motion for the adjournment of the House may be moved by a Minister at an earlier hour;
 - (d) any business under discussion and not disposed of at the time of the adjournment shall be set down on the Notice Paper for the next sitting, and
 - (e) if the question—That the House do now adjourn—is negatived, the House or committee shall resume the proceedings at the point at which they had been interrupted:
- Provided further that, if at 8 p.m. on a Wednesday in a week in which the House is scheduled under the standing orders to meet on the Monday, or at 11 p.m. on each other sitting day, the question before the House is—That the House do now adjourn—the Speaker shall interrupt the debate, at which time—
- (f) a Minister may require that the debate be extended until 8.10 p.m. or 11.10 p.m., as appropriate, to enable Ministers to speak in reply to matters raised in the preceding adjournment debate; at 8.10 p.m. or 11.10 p.m., as appropriate, or upon the earlier cessation of the debate, the Speaker shall forthwith adjourn the House until the time of its next meeting, or

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

House adjourns only by resolution with exceptions

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

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

Adjournment of House

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

Motion to fix next meeting

CHAPTER VII RULES OF DEBATE AND PRIVILEGE

Order

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

Order maintained by Speaker, or in committee by Chairman

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

When the Speaker rises

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

When Speaker putting question

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

Member speaking not to be interrupted

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

Member to make obeisance to Chair

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

Members passing through the House

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

Members to take their places

Manner and right of speech

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

Members address Speaker standing

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

Indulgence to Members unable to stand

Speaker calls upon
Member to speak

61. When 2 or more Members rise together to speak the Speaker shall call upon the Member who, in his opinion, first rose in his place; but it shall be in order to move, that any Member who has risen "be now heard", or "do now speak" and the question shall be put forthwith and determined without amendment or debate.

Speech not read
On 31 Mar. 65
Op 1 Apr. 65

62.

* * *

When Member may
speak

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

Personal explanation

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

Member not to
speak twice

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

Except to explain
words

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

Right of reply

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

Reply closes debate

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

No Member to speak
after question put

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

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

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

Allusion to previous
debate or proceeding

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

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

72. No Member may allude to any debate or proceedings of the current session in the Senate, or to any measure pending therein, unless such allusion be relevant to the matter under discussion:

Provided that this standing order shall not prevent reference to a ministerial statement in the Senate.

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

Reflections upon
votes of House

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

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

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

Offensive words

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

Personal reflections

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

Speaker to intervene

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

Speaker to determine
offensive words

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

House will not
permit quarrels

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

No Member to be
referred to by name

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

Debate confined to
present question
Amd 31 Mar. 65
Op 1 Apr. 65

Provided that—

- (a) on the motion for the adjournment of the House to terminate the sitting moved by a Minister matters irrelevant thereto may be debated, and
- (b) on the motion for the second reading of an Appropriation or Supply Bill, except an Appropriation or Supply Bill for expenditure that is not expenditure for the ordinary annual services of the Government, matters relating to public affairs may be debated.

Exceptions

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

Anticipating
discussion

Question may be required to be read

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

Interruption not allowed

Exceptions

84. No Member may interrupt another Member whilst speaking, unless (1) to call attention to a point of order or privilege suddenly arising; (2) to call attention to the want of a quorum; (3) to call attention to the presence of strangers; (4) to move a closure motion; or (5) to move "That the business of the day be called on".

Irrelevance or tedious repetition

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

Member to be further heard

Matters not open to debate

Matters not open to debate
And 4 May 66
Op 5 May 66

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

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

Not to obstruct business

Should any of these questions be negatived, no similar proposal shall be received if the Speaker or the Chairman is of opinion that it

is an abuse of the orders or forms of the House, or is moved for the purpose of obstructing business.

Adjournment of debate

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

Adjournment of debate

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

Member moving adjournment entitled to call

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

If motion negatived, mover may speak later

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

Resumption of interrupted proceedings
Amd 4 May 66
Op 5 May 66

Time limits for debates and speeches

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

Time limits
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 4 Sept. 70
Op 13 Oct. 70
Amd 13 and 18 Apr. 72
Op 20 Apr. 72
Amd 22 Feb. 78
Op 22 Feb. 78
Amd 15 Oct. 92
Op 3 Nov. 92

Subject	Time
<i>In the House—</i>	
Election of Speaker or Deputy Speaker and Chairman—	
Each Member	5 minutes
Address in Reply—	
Each Member	20 minutes
Discussion of definite matter of public importance (under standing order 107)—	
Whole debate	2 hours
Proposer	15 minutes
Member next speaking	15 minutes
Any other Member	10 minutes
Question for adjournment of House to terminate the sitting—	
Each Member	5 minutes
	(no extension of time to be granted)

Provided that, if no other Member rises to address the House, a Member

who has already spoken to the motion may speak a second time for a period not exceeding 5 minutes.	
Censure or want of confidence motion accepted by a Minister as provided under standing order 110—	
Mover	30 minutes
Prime Minister or one Minister deputed by him	30 minutes
Any other Member	20 minutes
Limitation of debate—Motion for allotment of time (under standing order 92)—	
Whole debate	20 minutes
Each Member	5 minutes
Second reading of a bill—	
Main Appropriation Bill for year—	
Mover	not specified
Leader of Opposition or one Member deputed by him	not specified
Any other Member	20 minutes
Other bills (Government)—	
Mover	30 minutes
Leader of Opposition or one Member deputed by him	30 minutes
Any other Member	20 minutes
Other bills (Private Government Member)—	
Mover	30 minutes
Prime Minister or one Member deputed by him	30 minutes
Leader of Opposition or one Member deputed by him	30 minutes
Any other Member	20 minutes
Other bills (Opposition or other non-government Member)—	
Mover	30 minutes
Prime Minister or one Member deputed by him	30 minutes
Any other Member	20 minutes
Question “That grievances be noted” (under standing order 106)—	
Each Member	10 minutes
Proposed resolution relating to tax or duty—	
Mover	20 minutes
Leader of Opposition or one Member deputed by him	20 minutes
Any other Member	10 minutes
Suspension of standing orders (under standing order 399)—	
Whole debate	25 minutes

Mover	10 minutes
Seconder (if any)	5 minutes
Member next speaking	10 minutes
Any other Member	5 minutes
Debates not otherwise provided for—	
Mover of a motion	20 minutes
Any other Member	15 minutes
<i>In committee—</i>	
Minister in charge	periods not specified
Limitation of debate—Motion for allotment of time (under standing order 92)—	
Whole debate	20 minutes
Each Member	5 minutes
Each question before the Chair on the main Appropriation Bill for year or on a Tariff Bill—	
Minister in charge	periods not specified
Any other Member—2 periods each not exceeding	10 minutes
Debates not otherwise provided for:	
Each Member—2 periods each not exceeding	10 minutes
<i>In the House or in committee—</i>	
Extension of time—with the consent of a majority of the House or of the committee, to be determined without debate, a Member may be allowed to continue a speech interrupted under the foregoing provisions of this standing order (except a first speech in committee) for one period not exceeding	10 minutes
Provided that no extension of time shall exceed half of the original period allotted.	

Limitation of debate (Guillotine)

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

Limitation of debate
Bills

a motion or motions specifying the time which shall be allotted to all or any of the following:

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

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

Tariff resolution

(b) When a proposed resolution for customs or excise tariff is being considered, a Minister may at any time declare that the proposed resolution is of an urgent nature, and, on such declaration, the question "That the proposed resolution be considered of an urgent nature" shall be put forthwith—no debate or amendment being allowed—and on such question being agreed to, a Minister may forthwith, or at any time during the consideration of the proposed resolution, but not so as to interrupt a Member who is speaking, move a motion specifying the time or times which shall be allotted to any portion or portions of the proposed resolution.

Motion

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

Motion for allotment
of time—debate
limited

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

Proceedings brought
to conclusion

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

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

Where time fixed for commencement of proceedings

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

Closure of question not to apply

Closure

93. After any question has been proposed from the Chair, either in the House or in committee, a motion may be made by any Member, rising in his place, and without notice, and whether any other Member is addressing the Chair or not, "That the question be now put", and such motion shall be put forthwith and decided without amendment or debate.

Closure of question

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

Closure of Member

Privilege

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

Privilege

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

Precedence to matter of privilege

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

Complaint against newspaper, book, etc.

97A. During a period when the House is not sitting and is not expected to meet for a further period of at least 2 weeks, a Member may bring to the attention of the Speaker a matter of privilege which

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

has arisen since the House last met and which he proposes should be referred to the Committee of Privileges. If the Speaker is satisfied that a *prima facie* case of breach of privilege has been made out and the matter is one upon which urgent action should be taken, he shall refer it forthwith to the Committee of Privileges:

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

Point of order and Speaker's ruling

Point of order

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

Proceedings on question of order

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

Objection to ruling of Speaker

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

CHAPTER VIII BUSINESS

Routine of business

Routine of business
Amd 22 Feb. 78
Op 22 Feb. 78
Amd 15 Oct. 92
Op 3 Nov. 92

101. The House shall proceed on the days indicated with its ordinary business in the following routine:

Monday and Tuesday

1. Questions without notice. 2. Presentation of papers. 3. Ministerial statements, by leave. 4. Matter of public importance. 5. Notices and orders of the day.

Wednesday

1. Notices and orders of the day. 2. Questions without notice (at 2 p.m.). 3. Presentation of papers. 4. Ministerial statements, by leave. 5. Matter of public importance. 6. Notices and orders of the day.

Thursday

1. Presentation of petitions. 2. Presentation of, and statements on, reports from parliamentary committees and delegations. 3. Orders of the day for the resumption of debate on motions moved in connection with committee and delegation reports (~~commencing no later than 10 a.m.~~, debate concluding no later than 11 a.m.). 4. Private Members' business (commencing no later than 11 a.m., debate concluding no later than 12.30 p.m.). 5. Grievance debate.

6. Members' statements (at approximately 1.45 p.m.). 7. Questions without notice (at 2 p.m.). 8. Presentation of papers. 9. Ministerial statements, by leave. 10. Matter of public importance. 11. Notices and orders of the day.

101A. At approximately 12.45 p.m. on each Wednesday and Friday the Speaker shall interrupt the business before the House in order that questions without notice can be called on at 2 p.m.:

Provided that:

- (a) if the House is in committee at the time stated, the Chairman shall report progress;
- (b) if a division is in progress at the time fixed for interruption, the division shall be completed and the result announced, and
- (c) the Speaker shall fix the time for the resumption of the debate on any business under discussion and not disposed of at the time of interruption.

Committee and delegation reports

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

102A. Following the presentation of petitions each sitting Thursday, parliamentary committee and delegation reports may be presented ~~until 10 a.m.~~ in the order determined by the Selection Committee.

102B. Upon presentation of a report of a parliamentary committee or delegation pursuant to standing order 102A, the Member presenting the report and other Members, subject to any determination of the Selection Committee, may be accorded priority in making a statement to the House for a period not exceeding 10 minutes each and a specific motion in connection with the report may be moved without notice by the Member presenting it. The debate on the question shall then be adjourned until a future day.

Question time
Ins 15 Oct. 92
Op 3 Nov. 92

Presentation of
reports and papers

Committee and
delegation reports
Ins 15 Oct. 92
Op 3 Nov. 92

Statements on
committee and
delegation reports
Ins 15 Oct. 92
Op 3 Nov. 92

Standing order 102C (Precedence to motions regarding committee and delegation reports)—

Omit the standing order, substitute the following standing order—

102C. Following the presentation of reports pursuant to standing order 102A, the resumption of proceedings on motions relating to committee and delegation reports shall have precedence until 11 a.m. according to the order of priority and times allotted for debate determined by the Selection Committee, each Member speaking for a period not exceeding 10 minutes or any lesser period determined by the Selection Committee.

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

Private Members' business

Precedence to
government and
private Members'
business
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

104. Government business shall, on each day of sitting, have precedence of private Members' business except that, on each sitting Thursday, private Members' business shall have precedence of government business from the conclusion of consideration of committee and delegation reports but commencing no later than 11 a.m. and debate concluding no later than 12.30 p.m.

At the conclusion of consideration of private Members' business, the Speaker shall put forthwith and successively, without further debate or amendment, any questions on which a division had been called for earlier in the day, and which had been deferred pursuant to standing order 193.

Private Members'
business—procedure
Ins 15 Oct. 92
Op 3 Nov. 92

104A. In the period during which private Members' business is accorded precedence pursuant to standing order 104, notices and orders of the day relating to private Members' business shall be called on by the Clerk in the order in which they appear on the Notice Paper. When the time allotted by standing order 102C or 104, or by the Selection Committee, for an item of business has expired, consideration shall be interrupted by the Chair and the question before the Chair shall be put:

Provided that, where the Selection Committee has determined that consideration of a matter should continue on a future day, at the time fixed for interruption:

- (a) the Chair shall interrupt proceedings;
- (b) if the House is in committee, the Chairman shall report progress, and
- (c) the Speaker shall fix the next sitting Thursday for the further consideration of the matter.

Notices by private Members of their intention to present bills shall stand referred to the Selection Committee which shall give priority to them over other notices and orders of the day and determine the order in which they are to be presented. Upon the respective notice being called on by the Clerk, the Member in whose name the notice stands shall present the bill and may speak for a period not exceeding 5 minutes in support thereof. The bill shall then be read a first time and, notwithstanding the provisions of standing order 218, the next sitting Thursday shall be appointed for the Member to move "That this bill be now read a second time".

If the motion for the second reading of any private Member's bill is agreed to by the House, further consideration shall be accorded precedence of other private Members' business and the Selection Committee may allot times for consideration of the remaining stages of the bill.

104B. Any private Members' business not called on, or any private Members' business the consideration of which has been interrupted pursuant to standing order 104A and not re-accorded priority by the Selection Committee on any of the next 8 sitting Thursdays, shall be removed from the Notice Paper by the Clerk,

Withdrawal of
private Members'
business
Ins 15 Oct. 92
Op 3 Nov. 92

Government business

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

Order of government
business

Grievance debate and statements by Members

106. Notwithstanding standing order 105, the first order of the day, government business, on each sitting Thursday shall be a question to be proposed by the Speaker, at the conclusion of consideration of private Members' business, "That grievances be noted" to which question any Member may address the House or move any amendment.

Grievance debate
And 31 Mar. 65
Op 1 Apr. 65
And 15 Oct. 92
Op 3 Nov. 92

If consideration of the question has not been concluded at 1.45 p.m., the debate thereon shall be interrupted and the Speaker shall put any questions then before the House, and after resolution of those questions, shall forthwith call on Members' statements pursuant to standing order 106A.

106A. At the time indicated in standing order 106, a Member, other than a Minister, may be called by the Chair to make a statement for a period not exceeding 90 seconds. The period allowed for these statements shall not extend beyond 2 p.m.

Statements by
Members
Ins 15 Oct. 92
Op 3 Nov. 92

Matter of public importance

107. A Member may propose to the Speaker that a definite matter of public importance be submitted to the House for discussion. The Member proposing the matter shall present to the Speaker not later than 12 noon on each sitting day a written statement of the matter proposed to be discussed; and if the Speaker determines that it is in order, the Speaker shall read it to the House. The proposed discussion must be supported by 8 Members, including the proposer, rising in their places as indicating approval. The Speaker shall then call upon the Member who had proposed the matter to speak.

Discussion of matter
of public importance
Ins 15 Oct. 92
Op 3 Nov. 92

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

Motion to call on
business of the day

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

Speaker to decide
priority

Motion to discuss
special matter

Matter of special interest

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

General business—
priority to notices
Omd 15 Oct. 92
Op 3 Nov. 92

109.

* * *

Censure or want of confidence motion or amendment

110. A motion of which notice has been given or an amendment which expresses a censure of or want of confidence in the Government and is accepted by a Minister as a censure or want of confidence motion or amendment shall, until it is disposed of by the House, take precedence of all other business.

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

Leave of the House or committee

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

Leave

CHAPTER IX PETITIONS

112. Every petition shall be lodged with the Clerk by 12 noon on the Wednesday previous to the Thursday at which it is proposed that it be presented.

Petition to be lodged
with Clerk
Amd 18 Apr. 72
Op 20 Apr. 72
Amd 15 Oct. 92
Op 3 Nov. 92

113. Every petition when presented must bear a certificate signed by the Clerk or Deputy Clerk that it is in conformity with the standing orders.

To bear Clerk's
certificate
Amd 15 Oct. 92
Op 3 Nov. 92

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

Time for presenting
certain petitions

115. Every petition shall request action by the House, shall be fairly written, typewritten, printed, or reproduced by mechanical process, without interlineation or erasure and shall be free of any indication that a Member may have sponsored or distributed the petition.

To request action by
House and be legible
Amd 15 Oct. 92
Op 3 Nov. 92

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

To contain a prayer

117. Every petition shall be in the English language or be accompanied by a translation certified to be correct. A person certifying a translation to be correct shall affix his or her name and address to the translation.

To be in English or
accompanied by a
translation
Amd 4 May 89
Op 4 May 89

118. Every petition shall be signed by the parties whose names and addresses are appended thereto, by their own hand, and by no one else:

To be signed by
persons themselves
Amd 15 Oct. 92
Op 3 Nov. 92

Provided that persons unable to write shall affix their marks in the presence of a witness, who shall as such affix his or her signature and address, and the address of the petitioner.

119. Every petition shall contain the signature and address of at least one person on the sheet on which the petition is inscribed.

To be signed on
same sheet
Amd 15 Oct. 92
Op 3 Nov. 92

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

Signatures not to be
transferred
Amd 15 Oct. 92
Op 3 Nov. 92

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

To be received only
as from the persons
signing

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

Petitions from
corporations

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

No documents to be
attached

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

No reference to
debates

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

Petitions must be
respectful

126. Petitions for presentation to the House can be lodged with the Clerk only by a Member, but a Member cannot lodge a petition from himself.

Must be lodged by a
Member
Amd 18 Apr. 72
Op 20 Apr. 72

127. Every Member lodging a petition with the Clerk for presentation to the House shall clearly affix his or her name and electoral division at the beginning thereof, together with the number of signatories.

Member to affix
name, electoral
division and number
of signatories
Amd 18 Apr. 72
Op 20 Apr. 72
Amd 15 Oct. 92
Op 3 Nov. 92

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

Standing orders to
be observed

129. The Clerk shall make an announcement as to the petitions lodged for presentation to the House, indicating in the case of each petition the Member who lodged it, the identity and number of the petitioners and the subject matter of the petition, and any Ministerial responses to petitions previously presented. The terms of the petitions presented and responses given shall be printed in Hansard.

Clerk to announce
particulars of
petitions lodged
Amd 18 Apr. 72
Op 20 Apr. 72
Amd 15 Oct. 92
Op 3 Nov. 92

No discussion upon the subject matter of a petition shall be allowed at the time of presentation.

Petitions deemed to have been received
Amd 18 Apr. 72
Op 20 Apr. 72
Amd 15 Oct. 92
Op 3 Nov. 92

Other questions on presentation

Restrictions on printing
Amd 18 Apr. 72
Op 20 Apr. 72

Petitions referred to Ministers; Minister's response
Amd 18 Apr. 72
Op 20 Apr. 72
Amd 15 Oct. 92
Op 3 Nov. 92

Notice of motion—how given
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

Notice given for an absent Member

Order of notices
Amd 15 Oct. 92
Op 3 Nov. 92

130. Every petition presented shall be deemed to have been received by the House unless a motion, moved forthwith, that a particular petition be not received, be agreed to.

The only other questions entertained by the House on the presentation of a petition shall be (a) That a particular petition be printed; or (b) That a particular petition be referred to a committee.

131. No Member may move that a petition be printed, unless he intends to take action upon it and informs the House thereof.

132. A copy of every petition lodged with the Clerk and received by the House shall be referred by the Clerk to the Minister responsible for the administration of the matter which is the subject of the petition. A Minister may respond to a petition by lodging a response with the Clerk for presentation to the House, such response being announced at the end of the petitions announcement.

CHAPTER X NOTICES OF MOTION

133. Notice of motion shall be given by a Member by—

- (a) delivering a fair copy of its terms to the Clerk at the Table, or
- (b) stating its terms to the House during the period of Members' statements made under standing order 106A and delivering a fair copy of its terms to the Clerk at the Table.

The notice must be signed by the Member and seconder and show the day proposed for moving the motion.

A notice of motion given by a Member in accordance with paragraph (a) which expresses a censure of, or want of confidence in the Government, or a censure of any Member, shall be reported to the House by the Clerk at the first convenient opportunity.

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

135. Subject to the provisions of standing orders 28D, 105, 133 and 211 the notices shall be entered by the Clerk on the Notice Paper, in priority of orders of the day, in the order in which they were received:

Provided that:

- (a) private Members' business notices shall be entered on the Notice Paper in such an order that, as far as possible, priority shall alternate between Opposition or other non-government Members and Government Members, and
- (b) 2 notices received from the same Member shall not be placed consecutively in priority of a notice received from another Member during the same sitting.

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

Notice may be divided

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

Unbecoming notice amended

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

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

139. A Member who has given a notice of motion may alter its terms by notifying the Clerk in writing within such time as will enable the alteration to be made in the Notice Paper.

Terms of notice altered
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

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

Withdrawal of notice

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

Operation of notice

CHAPTER XI QUESTIONS SEEKING INFORMATION

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

Questions to Ministers

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

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

144. The following general rules shall apply to questions:

Questions cannot be debated.

Questions should not contain—

(a) statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;

(b) arguments;

(c) inferences;

(d) imputations;

(e) epithets;

(f) ironical expressions; or

(g) hypothetical matter.

Questions should not ask Ministers—

(a) for an expression of opinion;

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

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

Questions cannot refer to—

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

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

Answer to be relevant

145. An answer shall be relevant to the question.

Questions answered

146. A question fully answered cannot be renewed.

Alteration of question

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

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

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

Order of questions

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

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

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

Questions without notice

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

Supplementary questions

Questions to Speaker

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

Questions regarding persons

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

CHAPTER XII

MOTIONS, QUESTIONS, VOTES AND RESOLUTIONS

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

No motion without previous notice

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

Precedence of motions

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

Motions not called on

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

Precedence to vote of thanks or of condolence

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

Member absent when his motion called on

159. If a Member, when the notice of motion given by him is called on, fails to rise and move the motion, it shall be withdrawn from the Notice Paper unless he thereupon fixes a future time for moving the motion.

Member failing to move

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

Motion not seconded

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

Question proposed by the Speaker

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

Restrictions on withdrawal of motions

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

Anticipation of business

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

Motion withdrawn, again moved

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

Question put

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

Division of complicated question

Question determined by majority of voices

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

Speaker states result

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

Same question may be disallowed

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

Resolution or vote rescinded

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

CHAPTER XIII AMENDMENTS

Different forms of amendments

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

Amendments to be in writing

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

Relevancy of amendment

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

Amendments in House must be seconded

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

Amendment to omit words

175. When the proposed amendment is to omit certain words, the Speaker shall put a question, "That the words proposed to be omitted stand part of the question".

Amendment to omit words, and insert or add others

176. When the proposed amendment is to omit certain words in order to insert or add other words, the Speaker shall put a question "That the words proposed to be omitted stand part of the question", which, if resolved in the affirmative, shall dispose of the amendment; but if in the negative, another question shall be put, that the words of the amendment be inserted or added instead of the words which are omitted.

177. When the proposed amendment is to insert or add certain words, the Speaker shall put a question, that such words be inserted, or added.	Amendment to insert or add words
178. If no Member objects, the Speaker may put a question "That the amendment be agreed to" in place of the question or questions stated in standing orders 175, 176 and 177.	Alternative form of question
179. No amendment shall be moved which is inconsistent with a previous decision on the question.	Inconsistent amendment not to be moved
180. No amendment may be moved to any part of a question after a later part has been amended, or after a question has been proposed on an amendment thereto, unless the proposed amendment has, by leave of the House, been withdrawn.	No amendment of earlier part
181. No amendment may be moved to any words which the House has resolved shall stand part of a question, or which have been inserted in, or added to, a question, except it be in the addition of other words thereto.	No amendment to words already agreed to
182. An amendment proposed shall be disposed of before another amendment to the original question can be moved.	Order of moving amendments
183. A proposed amendment may, by leave, be withdrawn.	Proposed amendment withdrawn
184. Amendments may be moved to a proposed amendment as if such proposed amendment were an original question.	Amendments to proposed amendments
185. When it is moved to omit words in the main question, in order to insert or add others, no amendment to the words proposed to be inserted or added can be received until the question that the words proposed to be omitted stand part of the main question has been determined.	Amendment to words proposed to be substituted
186. When amendments have been made, the main question shall be put as amended.	Question as amended put
187. When amendments have been moved but not made, the question shall be put as originally proposed.	When amendments moved but not made

CHAPTER XIV

ORDERS OF THE DAY

188. An order of the day is a bill or other matter which the House has ordered to be taken into consideration on a particular day.	Order of the day defined
189. Orders of the day shall have precedence of each other according to the order in which they appear on the Notice Paper. An order of the day may be postponed on motion without notice moved	Precedence of orders of the day Order postponed by request

by the Member in charge thereof, or, in his absence, by another Member at his request.

Orders of day not called on

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

Order discharged

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

CHAPTER XV DIVISIONS

Division called for

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

When division may be taken
Amd 4 May 66
Op 5 May 66
Amd 15 Oct. 92
Op 3 Nov. 92

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

Provided that, on sitting Thursdays, any division called for in the House before 12.30 p.m. on a question, other than a motion moved by a Minister, shall stand deferred until 12.30 p.m.

Member to vote in accordance with voice

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

Member calling for division

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

No Member to vote if pecuniarily interested

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

No Member to vote unless present when tellers appointed

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

Strangers withdraw

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

199. Before a division is taken, the Clerk shall ring the division bells and turn a 4 minute sand-glass, kept on the Table for that purpose, and the doors shall not be closed until after the lapse of 4 minutes, as indicated by such sand-glass.

Division bells rung
and sand-glass
turned
Amd 20 Oct. 88
Op 20 Oct. 88

200. The doors shall be closed and locked after the lapse of 4 minutes, and then no Member may enter or leave the Chamber until after the division.

Doors locked after
4 minutes
Amd 20 Oct. 88
Op 20 Oct. 88

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

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

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

Question stated
Members divide
Tellers appointed

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

Members present
when tellers
appointed must vote

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

Members counted,
names taken down

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

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

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

Point of order during
division

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

Decision on point of
order during division

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

Division list
recorded

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

In case of error
House again divides

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

Mistakes corrected
in records

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

CHAPTER XVI

BILLS

Initiation

Initiation of bills
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

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

Notice of
presentation—
how given

(b) Notice of intention to present a bill shall be given by a Member by either:

(i) delivering a fair copy of its terms to the Clerk at the Table;
or

(ii) stating its terms to the House during the period of Members' statements made under standing order 106A and delivering a fair copy of its terms to the Clerk at the Table.

Form of

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

Application of
standing orders

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

Fair copy to be
presented

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

Title
Clauses to come
within the title

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

Irregular bill to be
withdrawn

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

First reading

First reading

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

Title only read

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

Second reading

Day fixed for second
reading

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

Second reading
moved immediately
if bill circulated

218. Notwithstanding the provisions of standing order 217, if copies of the bill have been circulated among Members the second reading may be moved immediately after the bill has been read a first

time. The debate on the question shall then be adjourned to a future day.

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

Amendment to second reading

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

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

Exception

Proceedings following second reading

221. Immediately after the second reading:

- (a) a message recommending an appropriation of revenue or moneys in connection with the bill may be announced;
- (b) a motion “That this bill be referred to a select committee” may be moved, and
- (c) an instruction of which notice has been given may be moved. (see S.O.s 299-302)

Proceedings following second reading—Message

Reference to select committee

Instruction

Committal and consideration in committee

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

Committal unless—

- (a) the bill has been referred to a select committee, or
- (b) the House grants leave for the question “That this bill be now read a third time” to be moved forthwith.

Referred to select committee
Leave to move third reading forthwith

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

Bill reported by select committee

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

Restriction on reference to a select committee

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

Title and preamble stand postponed
Clauses considered

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

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

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

Exceptions

Provided that—

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

Admissible
amendments

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

Relevancy of
discussion

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

Clause put as
amended

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

Clause may be
postponed

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

Amendment of title

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

Proceedings in
committee not to be
noticed until
reported

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

Amendment
inadmissible if
contrary to previous
decision of same
committee

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

Report, recommittal and adoption

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

Bill ordered to be reported—bill reported

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

Time for considering report

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

Recommittal of bill

Time for considering report

Third reading, passing, etc.

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

Day fixed for third reading

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

Question for third reading

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

Amendment to third reading

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

Bill passed

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

Verbal or formal amendments
Amd 15 Oct. 92
Op 3 Nov. 92

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

Certificate of bill having passed

Transmission to Senate

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

Bill sent to Senate

Senate's amendments on bills originated in the House

Amendments by
Senate

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

How disposed of

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

Relevancy of
amendment to
Senate amendment

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

Further proceeding
after consideration of
Senate amendments

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

Reasons for
disagreeing

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

Form of schedule of
amendments to
Senate amendments

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

Disagreement—
further proceedings
Amd 20 Aug, 70
Op 25 Aug, 70

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

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

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

amendments relevant to the rejection of the amendments of the Senate;

and may, as to II.—

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

and may, as to III.—

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

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

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

Final agreement—
message sent

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

Clerk to certify at
every stage of the
bill

Bills originated in the Senate

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

Bills coming first
time from the Senate

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

Certificate when
returned to the
Senate

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

Form of schedule of
House amendments

256. If the Senate returns such bill with any of the amendments made by the House disagreed to, or further amendments made thereon, together with reasons for its disagreeing to any such amendments proposed by the House, a time shall be fixed for taking

Senate amendments
to House
amendments

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

Disagreement—
further proceedings

257. In cases where the Senate—

I. Disagrees to amendments made by the House, or

II. Agrees to amendments made by the House with amendments;
on report from the committee, the House may, as to I.—

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

and may, as to II.—

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

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

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

Reasons for
disagreeing to
further Senate
amendments

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

Form of schedule of
House amendments
to Senate
amendments

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

Clerk to certify at
every stage of bill

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

Inadmissible
amendments

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

Bills which the Senate may not amend

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

Message from
Senate requesting
amendments

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

Bills altering the Constitution

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

Bills altering
Constitution,
absolute majority for
third reading

Lapsed bills

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

Resumption of
proceedings on
lapsed bills

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

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

Proceedings on
restored bills

Bills not restored

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

Presentation for assent

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

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

Amendments proposed by the Governor-General

Amendments
proposed by
Governor-General

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

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

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

Consideration of
such amendments
received through
Senate

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

Presentation of bill
to Governor-General

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

CHAPTER XVII COMMITTEE OF THE WHOLE HOUSE

Quorum in
committee

270. The quorum in committee shall consist of the same number of Members as is requisite to form a quorum³ of the House.

³A quorum is at least one-fifth of the whole number of the Members of the House of Representatives. See *House of Representatives (Quorum) Act 1989*.

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

Appointment of
committee

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

House resolves itself
into committee

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

Chairman takes
Chair

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

When committee has
reported progress

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

Committee to
consider only
matters referred

276. Every question in committee shall be decided in the same manner as in the House itself, the Chairman having only a casting vote, and any reasons stated by him shall be entered in the Votes and Proceedings.

Questions decided
by majority—
Chairman has
casting vote

277. Divisions shall be demanded and taken in committee in the same manner as in the House itself.

Divisions in
committee

278. A motion contradictory of a previous decision of the committee shall not be entertained in the same committee.

Contradictory
motions

279. A motion moved in committee need not be seconded.

Motions need not be
seconded

280. Except as provided by these standing orders, the same rules for regulating the conduct of business shall be observed in committee as in the House itself, the Chairman of Committees being invested with the same authority as the Speaker for the preservation of order; but disorder in a committee may be censured by the House only on receiving a report.

Order in debate

281. If any objection is taken to a ruling of the Chairman of Committees, such objection shall be stated at once and a motion of dissent, to be submitted in writing, moved, which shall be forthwith decided by the committee without debate; and the proceedings shall then be resumed where they were interrupted.

Objection to ruling
of Chairman

282. If any sudden disorder arises in committee the Speaker may resume the Chair.

Speaker may resume
Chair when disorder
arises

Speaker resumes
Chair when time for
conference etc.

283. The Speaker shall resume the Chair when the time is come for holding a conference, or for doing anything which the House has ordered to be done at a stated time.

Want of quorum in
division

284. If it appears, upon a division in committee, that a quorum of Members is not present, the Chairman shall leave the Chair of the committee, and shall inform the Speaker thereof, but make no further report. No decision of the committee shall be considered to have been arrived at by such division.

Committee counted
by Chairman
And 20 Oct. 88
Op 20 Oct. 88

285. If any Member takes notice that a quorum of Members is not present, then the Chairman shall count the committee, and if a quorum be not present within 4 minutes he shall inform the Speaker thereof, but shall make no further report. If a quorum be present, the committee shall proceed with the business where interrupted.

Resumption of
proceedings after
count-out

286. If the proceedings of a committee be interrupted by a count-out followed by an adjournment of the House, the House may, on motion with notice, order the resumption of such committee, and the proceedings shall be resumed at the point where they were so interrupted.

Motion to report
progress

287. A motion may be moved during the proceedings of a committee "That the Chairman do report progress and ask leave to sit again", and such question shall be put forthwith and decided without amendment or debate. On the Chairman reporting to the House, the Speaker shall put a question to fix a time for the House to resolve itself again into the committee.

Report when all
matters considered

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

Motion that
Chairman leave the
Chair

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

Resolutions of
committee

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

CHAPTER XVIII

FINANCIAL PROCEDURES

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

Supply and
Appropriation Bills
and taxation
proposals submitted
by Minister without
notice
Amd 31 Mar. 65
Op 1 Apr. 65

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

No appropriation
proposal unless
recommended by
Governor-General
Amd 31 Mar. 65
Op 1 Apr. 65

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

Taxation proposals
to be initiated only
by a Minister

CHAPTER XIX

MESSAGES FROM THE GOVERNOR-GENERAL

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

Message announced
by Speaker

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

When announced for
bill

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

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

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

When announced for
amendment

298. Any message from the Governor-General recommending an appropriation of revenue or moneys for the purposes of or in relation to an amendment made or requested by the Senate in a bill which

When announced for
Senate amendments
or requests

originated in the House shall be announced before that amendment or requested amendment, as the case may be, is considered.

CHAPTER XX INSTRUCTIONS TO COMMITTEES

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

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

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

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

CHAPTER XXI DISORDER

303. If any Member has—

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

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

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

305. If any Member be suspended under the foregoing order, his suspension on the first occasion shall be for 24 hours; on the second

occasion during the same year for 7 consecutive days excluding the day of suspension; and on the third or any subsequent occasion during the same year for 28 consecutive days excluding the day of suspension. For the purposes of this standing order, any suspension in a previous session shall be disregarded, and “year” means a year commencing on 1 January and ending on 31 December.

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

Speaker or Chairman
may order disorderly
Member to withdraw

Member to be
named

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

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

Member suspended
excluded from
Chamber

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

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

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

Members ordered to
attend

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

Arrest of strangers in
House or gallery

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

Arrest of Member or
stranger to be
reported

CHAPTER XXII

STRANGERS

Admission of
Senators and
strangers

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

Strangers admitted
by Members

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

Withdrawal of
strangers

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

No stranger admitted
into body of
Chamber

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

CHAPTER XXIII

PAPERS AND DOCUMENTS

Papers ordered

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

Addresses for papers
involving
prerogative

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

Form of such
addresses

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

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

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

Papers are public
and may be
inspected and copied

320. All papers and documents presented to the House shall be considered public. Papers not ordered to be printed may be inspected at the offices of the House at any time by Members, and, with

permission of the Speaker, by other persons, and copies thereof or extracts therefrom may be made.

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

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

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

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

CHAPTER XXIV
SELECT COMMITTEES

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

Appointment

324. Members may be discharged from attending a committee, and other Members appointed, after notice has been given.

Member discharged
and added

325. Except with his consent, the Speaker or the Deputy Speaker and Chairman of Committees shall not be chosen to serve on a select committee.

Speaker and Deputy
Speaker and
Chairman of
Committees
Amd 15 Oct. 92
Op 3 Nov. 92

326. No Member may sit on a committee if he is personally interested in the inquiry before such committee.

No interested
Member to be on a
committee

327. On the appointment of every committee, a day shall be fixed for the reporting of its proceedings to the House, by which day the final report of the committee shall be brought up by the chairman, unless further time be moved for and granted; but the House may at any time prior to such day receive the final report of the committee.

Bringing up report

328. In all committees, 3 shall form a quorum, unless otherwise ordered; and, if at any time the quorum be not present, it shall be incumbent on the chairman to suspend the proceedings of the committee until a quorum be present, or to adjourn the committee.

Quorum in
committees

329. If, after the lapse of 15 minutes from the time appointed for the meeting of a committee, there is not a quorum, the Members present may retire, and their names shall be entered on the minutes; and the clerk attending the committee shall issue notices for the next meeting.

No quorum at time
of meeting

330. The mover of the motion for the committee shall fix the time for the first meeting of the committee.

First meeting

Chairman appointed;
casting vote

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

Records of
proceedings and
divisions

332. An entry shall be made in the proceedings of the names of the Members attending each committee meeting, and of every motion or amendment moved in the committee, together with the name of the mover thereof; and if any division takes place in the committee, the chairman shall record the names of the Members voting in any such division, distinguishing on which side of the question they respectively vote.

Adjournment and
sittings of
committees
Amd 31 Mar. 65
Op 1 Apr. 65

333. A committee may adjourn from time to time, and, by order of the House, from place to place, and may sit during any sittings or adjournment of the House.

Power to send for
persons, papers, etc.

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

Clerk of committee
to summons
witnesses

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

Examination of
witnesses

336. The examination of witnesses before every committee shall be conducted as follows: The chairman shall first put to the witness, in an uninterrupted series, all such questions as he may deem essential, according to the mode of procedure agreed on by the committee. The chairman shall then call on the other Members severally by name to put any other questions; and the name of every Member so interrogating a witness shall be noted and prefixed to the questions asked.

Admission of
strangers

337. When a committee is examining witnesses, strangers may be admitted, but shall be excluded at the request of any Member, or at the discretion of the chairman of the committee, and shall always be excluded when the committee is deliberating.

Admission of other
Members

338. Members of the House may be present when a committee is examining witnesses; but shall withdraw if requested by the chairman or any Member of the committee; and shall always withdraw when the committee is deliberating.

Secret committees

339. No strangers, or Members not being of the committee, may be admitted at any time to a secret committee.

Evidence not to be
disclosed

340. The evidence taken by any select committee of the House and documents presented to and proceedings and reports of such committee, which have not been reported to the House, shall not, unless authorised by the House, be disclosed or published by any Member of such committee, or by any other person.

341. By leave of the House a committee may report from time to time its proceedings with or without the evidence, or the evidence only.

Progress reports

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

Chairman to prepare report

343. The chairman shall read to the committee, at a meeting convened for the purpose, the whole of his draft report, which may at once be considered, but, if desired by any Member it shall be printed and circulated amongst the committee and a subsequent day fixed for its consideration. In considering the report, the chairman shall read it paragraph by paragraph, proposing the question to the committee at the end of each paragraph—"That it do stand part of the report". A Member objecting to any portion of the report shall move his amendment at the time the paragraph he wishes to amend is under consideration. A protest or dissent may be added to the report.

Consideration of draft report
Amd 22 Feb. 78
Op 22 Feb. 78

344. If any Member, other than the chairman, submits a draft report to the committee, the committee shall first decide upon which report it will proceed.

Alternative draft report

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

Reconsideration

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

Chairman to sign report

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

Report and minutes presented
Amd 15 Oct. 92
Op 3 Nov. 92

348. Upon the presentation of a report, the report may be ordered to be printed with or without the documents accompanying it, and its consideration may be set down for a subsequent sitting when a specific motion without notice in connection therewith may be moved.

Consideration set down
Amd 15 Oct. 92
Op 3 Nov. 92

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

Payment of certain witnesses before committees

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

Conference with Senate committee

351. When any such order has been made it shall be communicated by message to the Senate with a request that leave

Conference desired by message

may be given to the committee of the Senate to confer with the committee of the House.

Committees
communicate by
word of mouth

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

Committee of House
to report proceedings
at a conference

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

CHAPTER XXV WITNESSES

Summoning of
witnesses

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

Recusant witness

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

Summoning of
Members

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

Refusal of Member
to attend select
committee

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

Committee not to
entertain charges
against Members

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

When attendance of
Member or officer of
Senate is desired

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

Attendance of
Members or officers
of House before
committee of Senate

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

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

When intended witness is in prison

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

Witnesses entitled to protection

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

Witnesses at the Bar

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

Witnesses before House examined by Speaker

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

Before committee by any Member

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

Witness withdraws if question objected to

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

Member examined in his place

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

Officers not to give evidence without leave

CHAPTER XXVI COMMUNICATION BETWEEN THE HOUSES

369. Communication with the Senate may be by message, by conference, or by select committees conferring with each other.

Modes of communication

370. Every message from the House to the Senate shall be signed by the Speaker or Deputy Speaker and Chairman of Committees, and delivered by the Serjeant-at-Arms.

Messages to be signed by Speaker or Deputy Speaker
Amd 31 Mar. 65
Op 1 Apr. 65
Amd 15 Oct. 92
Op 3 Nov. 92

371. It shall be in order at any time to move, without notice, that any resolution of the House be communicated by message to the Senate.

Motion to communicate resolution to Senate

372. Every message from the Senate shall be received, if the House is sitting, at the Bar by a Clerk at the Table, and, if the House is not sitting, by the Clerk of the House, and shall be reported by the Speaker as early as convenient, and a time named for its consideration.

Receipt of messages from the Senate

CHAPTER XXVII CONFERENCES

Conference requested by message

373. Conferences desired by the House with the Senate shall in all cases be requested by message.

Object of conference and number of managers to be stated

374. In requesting any conference the message from the House shall state, in general terms, the object for which the conference is desired and the number of managers proposed to serve thereon, which shall be not less than 5.

Motion for conference to contain names of managers

375. Every motion for requesting a conference shall contain the names of the Members proposed by the mover to be the managers for the House.

During conference business suspended

376. During any conference the business of the House shall be suspended.

Limitation of right to request conference

377. No conference shall be requested by the House upon the subject of any bill or motion of which the Senate is at the time in possession.

Managers to be equal in number

378. The managers to represent the House in a conference requested by the Senate shall consist of the same number of members as those of the Senate.

House agreeing to conference to name time and place

379. In respect of any conference requested by the Senate the time and place for holding the same shall be appointed by the House; and when the House requests a conference, it shall agree to its being held at such time and place as is appointed by the Senate, and such agreement shall be communicated by message.

If House agrees to conference, Senate managers to be received

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

Communications at conferences to be in writing

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

Proceedings at conferences

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

Duties of managers

383. It shall be the endeavour of the managers for the House to obtain either a withdrawal, by the managers of the Senate, of the point in dispute between the Houses, or a settlement of the same by

way of modification or further amendment; but, in the case of bills, no amendment (not being a consequential amendment) shall be suggested by them to any words of a bill to which both Houses have so far agreed, unless these be immediately affected by the disagreement in question.

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

Proceedings to be reported

CHAPTER XXVIII
JOINT COMMITTEES

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

Number of Members to serve

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

Time and place of first meeting

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

Quorum of joint committee

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

Number of Members appointed by House

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

Report of proceedings

CHAPTER XXIX
BALLOTING

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

When ballot taken

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

Bells rung prior to ballot

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

Manner of taking ballot

chosen. In the event of an equality of votes, the names of the Members concerned shall be submitted to a further ballot.

CHAPTER XXX

ADDRESSES TO THE QUEEN OR THE GOVERNOR-GENERAL

How moved

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

Addresses to Royal Family

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

Addresses to Queen sent to Governor-General by Speaker

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

Presentation of addresses to Governor-General

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

When presented by whole House

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

Governor-General's reply

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

CHAPTER XXXI

STANDING ORDERS

Suspension

Motion for suspension without notice

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

Motion for suspension with notice

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

Limitation of suspension

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

Duration

In force until altered

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

CHAPTER XXXII JOINT STANDING ORDERS

Acts assented to

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

Acts to be dated

Copy to be retained
by Clerk

Disagreement between the Houses

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

Joint sitting—
appointment of
Chairman

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

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REGISTRATION OF MEMBERS' INTERESTS

Requirements of the House of Representatives

Resolutions adopted by the House of Representatives on 9 October 1984 a.m. amended on 21 March 1985, 13 February 1986, 22 October 1986 and 30 November 1988 and having continuing force unless amended or repealed by the House

(1) Declaration of Members' interests

That within 28 days of making and subscribing an oath or affirmation as a Member of the House of Representatives each Member shall provide to the Registrar of Members' Interests, a statement of—

- (1) the Member's registrable interests, and
- (2) the registrable interests of which the Member is aware (a) of the Member's spouse and (b) of any children who are wholly or mainly dependent on the Member for support,

in accordance with resolutions adopted by the House and in a form determined by the Committee of Members' Interests from time to time, and shall also notify any alteration of those interests to the Registrar within 28 days of that alteration occurring.

(2) Registrable interests

That the statement of a Member's registrable interests to be provided by a Member shall include the registrable interests of which the Member is aware (1) of the Member's spouse and (2) of any children who are wholly or mainly dependent on the Member for support, and shall cover the following matters:

- (a) shareholdings in public and private companies (including holding companies) indicating the name of the company or companies;
- (b) family and business trusts and nominee companies—
 - (i) in which a beneficial interest is held, indicating the name of the trust, the nature of its operation and beneficial interest, and
 - (ii) in which the Member, the Member's spouse, or a child who is wholly or mainly dependent on the Member for support, is a trustee (but not including a trustee of an estate where no beneficial interest is held by the Member, the Member's spouse or dependent children), indicating the name of the trust, the nature of its operation and the beneficiary of the trust;
- (c) real estate, including the location (suburb or area only) and the purpose for which it is owned;
- (d) registered directorships of companies;
- (e) partnerships indicating the nature of the interests and the activities of the partnership;
- (f) liabilities indicating the nature of the liability and the creditor concerned;

- (g) the nature of any bonds, debentures and like investments;
- (h) saving or investment accounts, indicating their nature and the name of the bank or other institutions concerned;
- (i) the nature of any other assets (excluding household and personal effects) each valued at over \$5,000;
- (j) the nature of any other substantial sources of income;
- (k) gifts valued at more than \$250 received from official sources, or at more than \$100 where received from other than official sources provided that a gift received by a Member, the Member's spouse or dependant children from family members or personal friends in a purely personal capacity need not be registered unless the Member judges that an appearance of conflict of interest may be seen to exist;
- (l) any sponsored travel or hospitality received;
- (m) membership of any organisation, and
- (n) any other interests where a conflict of interest with a Member's public duties could foreseeably arise or be seen to arise.

(3) Register and Registrar of Members' Interests

That—

- (a) at the commencement of each Parliament, and at other times as necessary, Mr Speaker shall appoint an officer of the Department of the House of Representatives as the Registrar of Members' Interests and that officer shall also be clerk to the Committee of Members' Interests;
- (b) the Registrar of Member's Interests shall, in accordance with procedures determined by the Committee of Members' Interests, maintain a Register of Member's Interests in a form to be determined by that committee from time to time;
- (c) as soon as possible after the commencement of each Parliament the chairman of the Committee of Members' Interests shall table in the House a copy of the completed Register of Members' Interests and shall also table from time to time as required any notification by a Member of alteration of those interests, and
- (d) the Register of Members' Interests shall be available for inspection by any person under conditions to be laid down by the Committee of Members' Interests from time to time.

Additional resolutions adopted by the House on 13 February 1986

That this House reaffirms the requirement for the registration and declaration* of the interests of Members, their spouses and dependent children adopted by the House of Representatives on 9 October 1984 a.m.

That any Member of the House of Representatives who—

- (a) knowingly fails to provide a statement of registrable interests to the Registrar of Members' Interests by the due date;
- (b) knowingly fails to notify any alteration of those interests to the Registrar of Members' Interests within 28 days of the change occurring, or
- (c) knowingly provides false or misleading information to the Registrar of Members' Interests,

shall be guilty of a serious contempt of the House of Representatives and shall be dealt with by the House accordingly.

* The requirements set out above are those in force from the first sitting day of the House of Representatives in 1989 from which day the requirement for oral declarations of interests during certain proceedings was removed.

Note

No reference has been made to—

- (a) earlier registration and declaration requirements deleted on 13 February 1986, 22 October 1986 and 30 November 1988, *and*
 - (b) resolutions of 21 March 1985 and 13 February 1986 which related to the lodgement of initial statements of interests by Members of the 34th Parliament.
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