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STANDING ORDERS, 1921

AUSTRALIA : PARLIAMENT

HOUSE OF REPRESENTATIVES

328.9405



1921.

THE PARLIAMENT OF THE COMMONWEALTH OF AUSTRALIA

HOUSE OF REPRESENTATIVES

STANDING ORDERS

RELATIVE TO

PUBLIC BUSINESS

TEMPORARILY ADOPTED BY THE HOUSE,
6th JUNE, 1901

AS AMENDED FROM TIME TO TIME, AND
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STANDING RULES AND ORDERS

OF THE

HOUSE OF REPRESENTATIVES.

CHAPTER 1.

GENERAL RULE FOR CONDUCT OF BUSINESS.

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

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

CHAPTER 2.

PROCEEDINGS ON THE MEETING OF A NEW PARLIAMENT.

Clerk reads Proclamation.

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

House proceeds to hear Commission read.

3. The House shall attend at the place named in the Message to hear the Commission read. After the reading thereof the House shall return to its own Chamber.

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

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

Speaker to be elected.

5. The House shall then proceed to elect a Speaker.

Until the Speaker is elected, Clerk acts as Chairman.

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

A Member proposed as Speaker.

7. A Member, addressing himself to the Clerk (who, standing up, points to him, and then sits down) shall propose some other Member, then present, to the House for its Speaker, and move, "That Mr. — do take the Chair of the House as Speaker."

If unopposed, such Member called to the Chair.

8. If only one Member be proposed and seconded as Speaker, he shall be called to the Chair of the House without a Question being put.

He submits himself to the House.

9. Such Member, on being called to the Chair, shall stand up in his place, and express his sense of the honour proposed to be conferred upon him and submit himself to the House.

When election of Speaker is opposed.

10. If more than one Member be proposed as Speaker, the Clerk shall, in the order in which the Members shall have been proposed, put the question, "That Mr. — do take the Chair of the House as Speaker"; which shall be resolved in the affirmative or negative.

Mr. Speaker takes the Chair, and the Mace is laid upon the Table.

11. 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 the Speaker to the Governor-General.

12. A Member having congratulated the Speaker, a Member of the Government 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.

The Speaker presents himself to the Governor-General.

13. The Speaker, with the House, shall present himself to the Governor-General; and, on returning, shall pass through the Chamber, and, having resumed the Chair, shall report his presentation to the Governor-General.

Time announced for the Governor-General addressing the Parliament.

14. A Member of the Government shall then inform the House at what time the Governor-General will declare the causes of his calling the Parliament together; and the House may then suspend its sitting until that time.

CHAPTER 3.

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

Clerk reads Proclamation.

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

When Parliament opened by Commissioners.

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

House returns to its own Chamber.

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

Formal Business.

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

Opening Speech reported.

19. The Speaker shall report to the House the Governor-General's Opening Speech, whereupon a Committee shall be appointed to prepare an Address in Reply thereto, and the Address as agreed to by the House shall be presented to the Governor-General by the Speaker, accompanied by any Members who may think fit to attend.

Governor-General's Reply reported.

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

Only Formal Business before Adoption of Address.

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

CHAPTER 4.

ABSENCE OF SPEAKER AND OFFICERS.

Unavoidable Absence of the Speaker provided for.

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

Absence of Speaker and Chairman of Committees.

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

Continued Absence of Speaker.

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

Speaker relieved by Deputy-Speaker.

25. The Chairman of Committees shall take the Chair as Deputy-Speaker whenever requested so to do by the Speaker during a sitting of the House, without any formal communication to the House; and the Speaker shall nominate at the commencement of every Session a panel of not less than two Members who shall act as temporary Chairmen of Committees when requested so to do by the Chairman of Committees.

Vacancy in Speakership during Session.

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

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

Vacancy in Speakership during Recess.

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

Unavoidable Absence of the Clerk.

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

CHAPTER 5.

SITTING AND ADJOURNMENT OF THE HOUSE.

The Chair taken, or House adjourned for want of a Quorum.

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

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

Prayers.

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

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

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

Members after Entry cannot leave before Quorum present.

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

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

31. If it shall appear on the report by the Tellers of a Division of the House that a Quorum* of Members is not present, the Speaker shall adjourn the House till the next sitting day; and no decision of the House shall be considered to have been arrived at by such Division.

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

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

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

33. If any Member shall take notice, or if the Chairman of Committees, on notice being taken by any Member, shall report to the Speaker that a Quorum of Members is not present, the Speaker, standing up in his place, shall count the House; and, if a Quorum be not present within two minutes, he shall adjourn the House till the next sitting day.

When attention called to no Quorum, all Members to remain.

34. When the attention of the Speaker, or of the Chairman of Committees, has been called to the fact that there is not a Quorum of Members present, no Member shall leave the Chamber until the House has been counted by the Speaker.

Doors unlocked and Bells rung when the House is counted.

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

House constituted on Resumption of Sitting.

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

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

House only adjourns by its own Resolution, with exceptions.

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

Motions for Adjournment of House.

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

Limitation of Discussion.

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

No Second Motion same Day.

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

Adjournment to fix next Meeting.

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

Journals of the House.

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

Custody of Records.

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

CHAPTER 6.

ROLL, LEAVE OF ABSENCE, AND PLACES OF MEMBERS.

Members' Roll to be kept by Clerk.

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

Leave of Absence may be given.

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

Leave of Absence excuses from Service.

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

Leave of Absence forfeited.

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

Places reserved for Ministers of the Crown.

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

Seat of Minister.

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

Vacant Seats.

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

Members retaining Seats.

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

Member to be uncovered when not in his Seat.

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

Members passing through the House.

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

Members to take their Places.

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

CHAPTER 7.

DISORDERLY CONDUCT AND ARREST.

Members ordered to attend.

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

Members not explaining or retracting.

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

House will not permit Quarrels.

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

No Noise or Interruption allowed in Debate.

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

Order in Debate.—Suspension of Members.

59. Whenever any Member shall have been named by the Speaker or by the Chairman of Committees, immediately after the commission of the offence of disregarding the authority of the Chair, or of abusing the Rules of the House, by persistently and wilfully obstructing the business of the House, or of disorderly conduct, or otherwise disregarding the authority of the Chair, then, if the offence has been

committed by such Member in the House, the Speaker shall forthwith put the question, on the motion being made, no amendment, adjournment, or debate being allowed, "That such Member be suspended from the service of the House"; and, if the offence has been committed in a Committee of the whole House, the Chairman shall, on a motion being made, put the same Question in a similar way, and, if the motion be carried, shall forthwith suspend the proceedings of the Committee and report the circumstance to the House; and the Speaker shall thereupon put the same Question, without amendment, adjournment, or debate, as if the offence had been committed in the House itself.

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

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

Arrest of Strangers in the House or Gallery.

60. The Serjeant-at-Arms attending the House shall, from time to time, on being so directed by the Speaker, take or deliver into custody any stranger whom he may see, or who may be reported to him to be, in any part of the Chamber appropriated to the Members of the House; and also any stranger who, having been admitted into any other part of the House or gallery, shall misconduct himself, or shall not withdraw when strangers are directed to withdraw, while the House or any Committee of the whole House is sitting; and no person so taken into custody shall be discharged out of custody except on the special order of the House and on payment of the fees hereinafter provided.

Arrest of Member or Stranger to be reported.

61. When any Member or other person shall have been taken into the custody of the Serjeant-at-Arms, such arrest shall be reported to the House by the Speaker without delay; and the House shall fix the time for such Member or other person being brought to the Bar, to receive orders for commitment or discharge after payment of the prescribed fees.

Personal Fee to Serjeant-at-Arms.

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

For each day's detention, including			
sustenance	..	..	£1 1s.

CHAPTER 8.

STRANGERS.

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

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

Strangers admitted by Members.

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

Withdrawal of Strangers.

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

No Stranger admitted into the body of the Chamber.

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

Or to a Secret Committee.

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

CHAPTER 9.

ROUTINE OF BUSINESS.

Routine of Business.

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

Presentation of Papers.

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

Opposed Business.

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

CHAPTER 10.

PETITIONS.

Time for presenting Petitions.

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

Petitions to be legible.

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

To contain a Prayer.

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

To be in English, or accompanied by translation.

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

To be signed on same sheet.

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

To be signed by the persons themselves.

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

Signatures not to be transferred.

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

To be received only as from the persons signing.

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

Petitions from Corporations.

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

No Documents to be attached.

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

No reference to Debates.

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

Petitions must be respectful.

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

Must be presented by a Member.

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

Petitions from Members.

84. A Member cannot present a Petition from himself

Members to affix their Names.

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

To peruse Petitions they present.

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

To take care Rules of the House are observed.

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

Members confined to statement of certain facts.

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

No discussion allowed on presenting Petition.

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

Questions on presentation of Petition.

90. The only questions entertained by the House on the presentation of a Petition shall be—1. "That the Petition be received;" 2. "That the Petition be read;" 3. (in the case of a Petition against a return by the Returning Officer) "That the Petition be referred at once to the Committee of Elections and Qualifications;" or 4. (in the case of a Petition respecting any subject then under consideration of a Select Committee) "That the Petition be referred to the Select Committee on —."

Restrictions on Printing.

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

CHAPTER 11.

QUESTIONS SEEKING INFORMATION.

Questions respecting Public Business.

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

Such Questions not to involve Argument.

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

No Debate allowed.

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

Notice of Question.

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

When Notice given.

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

CHAPTER 12.

NOTICES OF MOTION.

Notice of Motion—How given.

97. Notice of Motion shall be given by the Member stating its terms to the House and delivering at the Table a copy of such notice, fairly written, signed by himself and the seconder, and showing the day proposed for bringing on such Motion.

Order of Notices.

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

Notice given for an Absent Member.

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

Postponement of Motion.

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

Terms of Notice altered.

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

Member failing to Move.

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

Notice of Resolutions.

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

No Notice received after commencement of Business.

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

Unbecoming Notices expunged.

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

Giving more than One Notice.

106. A Member may not give two Notices of Motion consecutively, if another Member has any Notice to give.

Operation of Notices.

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

CHAPTER 13.

MOTIONS AND QUESTIONS.

No Motion to be made without previous Notice.

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

Precedence of Motions.

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

Motions not called on.

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

Precedence to Question of Privilege.

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

Precedence to Vote of Thanks.

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

Unopposed Returns.

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

Return moved by one Member for another.

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

Motion not seconded.

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

Restrictions on withdrawal of Motions.

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

Anticipating Motions.

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

Motions withdrawn again brought on.

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

Interruption of Motions.—Resumption of Motions.

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

QUESTIONS.

Question proposed by the Speaker.

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

Question put.

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

Division of complicated Question.

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

Question determined by Majority of Voices.

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

The Speaker states the Result.

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

The same Question not to be again proposed.

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

Resolution or Vote rescinded.

126. A Resolution, or other Vote of the House, may be read and rescinded; but no such Resolution or other Vote may be rescinded during the same Session, unless seven days' notice be given and at least one-half of the whole number of the Members of the House vote: Provided that to correct irregularities or mistakes one day's notice only shall be sufficient.

Leave of the House.

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

CHAPTER 14.

AMENDMENTS.

Different forms of Amendments.

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

Amendments to be in writing.

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

Relevancy of Amendment.

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

Amendments must be seconded.

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

Amendment to leave out Words.

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

Amendment to insert or add Words.

133. When the proposed Amendment is to insert or add certain words, the Speaker shall put a Question, that such words be inserted, or added.

Amendment to leave out Words, and insert or add others.

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

part of the Question," which, if resolved in the affirmative, shall dispose of the Amendment; but if in the negative, another Question shall be put, that the words of the Amendment be inserted or added instead of the words which are left out.

When later part of a Question amended.

135. No Amendment shall be proposed to any part of a Question after a later part has been amended, or after a Question has been proposed on an Amendment thereto, unless the proposed Amendment has, by leave of the House, been withdrawn.

No Amendment to Words already agreed to.

136. No Amendment shall be proposed to be made to any words which the House has resolved shall stand part of a Question, or which have been inserted in, or added to, a Question, except it be the addition of other words thereto.

Proposed Amendment withdrawn.

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

Amendments to proposed Amendments.

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

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

139. When it is proposed to leave out words in the main Question, in order to insert or add others, no Amendment to the words proposed to be inserted or added can be entertained until the question that the words proposed to be left out stand part of the main Question has been determined.

Question as amended put.

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

When Amendments proposed but not made.

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

CHAPTER 15.

PREVIOUS QUESTION.

Form of Previous Question.

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

Previous Question affirmed.

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

Previous Question negatived.

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

When not admissible.

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

Previous Question with regard to series of Resolutions.

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

CHAPTER 16.

ORDERS OF THE DAY.

Order of the Day defined.

147. An Order of the Day is a Bill or other matter which the House has ordered to be taken into consideration on a particular day.

Orders of the Day to be called on.

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

Disposal of Orders of the Day.

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

Orders of the Day not called on.

150. If, at the Adjournment of the House, any Orders of the Day on the Notice Paper have not been called on, such Orders of the Day shall be set down on the Notice Paper for the next sitting day at the end of the regular business of that day.

An Order discharged.

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

An Order dealt with by another Member by request.

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

 CHAPTER 17.

PUBLIC BILLS.

INITIATION.

How initiated.

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

Fair Copy to be presented.

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

Clauses to come within the Title.

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

If irregular, to be withdrawn.

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

FIRST READING.

First Reading.

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

Sufficient to read Title.

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

Day fixed for Second Reading.

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

SECOND READING.

Question for Second Reading.

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

Amendments to such Question.

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

Amendments to be relevant.

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

COMMITTAL AND CONSIDERATION IN COMMITTEE.

Committal.—Instruction.

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

Bill reported by Select Committee.

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

Restriction on reference to a Select Committee.

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

When Progress has been reported.

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

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

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

Manner of reading Clauses.

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

Order of Business in Committee.

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

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

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

What Amendments Admissible.

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

What Amendments Inadmissible.

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

Decision of Committee not to be reversed in same Committee.

172. No new clause or amendment shall be at any time proposed which is substantially the same as one already negatived by the Committee, or which is inconsistent with one that has been already agreed to by the Committee, unless a recommittal of the Bill shall have intervened.

Relevancy of Discussion.

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

Clauses put as amended.

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

Clauses postponed.

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

Title considered.

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

Temporary Laws.

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

Proceedings in Committee not to be noticed till reported.

178. No notice may be taken of any proceedings of a Committee of the Whole or of a Select Committee on a Bill, until such proceedings have been reported.

FIRST REPORT TO ADOPTION OF FINAL REPORT.

Bill ordered to be reported.—Bill reported.

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

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

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

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

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

THIRD READING, PASSING, ETC.

Day fixed for Third Reading.

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

Recommittal of Bill on Third Reading.

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

Question for Third Reading.

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

Amendments to such Question.

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

Bill passed.

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

Verbal or Formal Amendments.

187. Amendments of a verbal or formal nature may be made, and clerical or typographical errors may be corrected, in any part of the Bill by the Chairman of Committees.

Certificate of Bill having passed.

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

TRANSMISSION TO SENATE.

Bill sent to Senate.

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

SENATE'S AMENDMENTS ON BILLS ORIGINATED IN THE HOUSE.

Amendments by Senate.

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

How disposed of.

191. The Amendments made by the Senate shall be agreed to either with or without Amendments ; or disagreed to ; or the consideration thereof postponed ; or the Bill ordered to be laid aside.

Relevancy.

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

Further Proceeding after Consideration of Amendments.

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

Reasons for Disagreeing.

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

Form of Schedule of Amendments.

195. When Amendments shall have been made by the House on the Amendments of the Senate, a Schedule of such Amendments shall be prepared, containing reference to each Amendment of the Senate which has been amended by the House ; and this Schedule shall accompany the Bill, and be certified by the Clerk.

Further Proceedings.

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

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

the House may, as to

- I. Agree, with or without Amendment, to the Amendments to which it had previously disagreed, and make, if necessary, consequential Amendments to the Bill ; or may insist on its disagreement to such Amendments ;

and may, as to

- II. Withdraw its Amendments and agree to the original Amendments of the Senate ; or may make further Amendments to the Bill consequent upon the rejection of its Amendments, or propose new Amendments as alternative to the Amendments to which the Senate has disagreed ; or may insist on its Amendments to which the Senate has disagreed ;

and may, as to

- III. Agree, with or without Amendment, to such further Amendments of the Senate, making consequential Amendments to the Bill, if necessary ; or may disagree thereto and insist on its own Amendments which the Senate has amended ;

and in all such cases, if agreement be not thereby arrived at, or if the Bill be again returned by the Senate with any of the requirements of the House still disagreed to, the House shall order the Bill to be laid aside or request a Conference.

When House finally agrees to Senate's Amendments.

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

Clerk to certify at every Stage of the Bill.

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

BILLS RECEIVED FIRST TIME FROM THE SENATE.

Bills coming the First Time from the Senate.

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

Certificate when returned to the Senate.

200. When any such Bill shall have been passed by the House, with or without Amendment, it shall be returned to the Senate by Message, with the Clerk's certificate that "This Bill has been agreed to by the House without Amendment," or "with the Amendments indicated by the annexed Schedule," as the case may require; and the concurrence of the Senate shall be desired to such Amendments.

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

201. If the Senate shall return such Bill with any of the Amendments made by the House disagreed to, or further Amendments made thereon, together with Reasons for its disagreeing to any such Amendments proposed by the House, the Message returning the Bill shall be printed, unless the House otherwise order, and a future time fixed for taking the same into consideration.

Further Proceedings.

202. In cases where the Senate—

I. Disagrees to Amendments made by the House;
or

II. Agrees to Amendments made by the House with
Amendments:

the House may, as to

I. Insist, or not insist, on its Amendments; or may make further Amendments to the Bill consequent upon the rejection of its Amendments; or propose new Amendments as alternative to the Amendments to which the Senate has disagreed; or may order the Bill to be laid aside;

and may, as to

II. Agree to the Senate's Amendments on its own Amendments, with or without Amendment, making consequential Amendments to the Bill if necessary; or may disagree thereto and insist on its own Amendments which the Senate has amended; or may order the Bill to be laid aside:

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

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

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

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

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

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

205. When any further Amendments have been made by the House on the Senate's Amendments on the House's original Amendments to a Bill which shall have been first passed by the Senate, a Schedule of such further Amendments shall be prepared, containing reference to each Amendment of the Senate which has been amended by the House, and describing the further Amendment proposed ; and this Schedule shall accompany the Bill, and be certified by the Clerk.

Clerk to certify at every stage of passing the Bill.

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

AMENDMENTS AFTER DISAGREEMENT.

Irregular Amendments.

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

BILLS ALTERING THE CONSTITUTION.

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

PRESENTATION FOR ASSENT.

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

209. Every Bill originated in the House of Representatives which shall have finally passed both Houses, shall be presented by the Clerk of the Parliaments to the Governor-General for His Majesty's assent, having been first certified by the signature of the Clerk as having originated in the House, and as having finally passed both Houses.

AMENDMENTS PROPOSED BY THE GOVERNOR-GENERAL.

Amendments proposed by the Governor-General.

210. Whenever the Governor-General shall return any Bill presented to him, and transmit therewith any Amendment which he may recommend, such Amendment shall be considered and dealt with in the same manner as Amendments proposed by the Senate.

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

211. When the House shall have agreed to any Amendment proposed by the Governor-General with or without Amendment, such Amendment, together with any alterations rendered necessary to be made in the Bill in consequence of such Amendment, shall be forwarded to the Senate for its concurrence ; and any Amendment made by the Senate thereto shall be dealt with in the same manner as Amendments made by the Senate in Bills originated in the House.

Consideration of such Amendments received through the Senate.

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

Presentation to Governor-General.

213. When Amendments recommended by the Governor-General in any Bill originated in the House have been agreed to by both Houses with or without Amendment, the Bill shall

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

NUMBERING OF BILLS ASSENTED TO.

214. Every public Bill which shall have passed both Houses and received His Majesty's assent, or been reserved for the signification of His Majesty's pleasure thereon, shall be numbered at the top by the proper officer in the order in which it shall have received such assent or been so reserved, and shall have the date of such assent or reservation, following the words, "Assented to" or "Reserved" [as the case may be], within parentheses, immediately after the title ; and one copy of such Act, bearing the signature of the Governor-General, shall be handed to the Clerk for deposit amongst the records of the House.

LAPSED BILLS.

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

Resumption of Proceedings on lapsed Bills.

214A. Any public Bill which lapses by reason of a Prorogation before it has reached its final stage may be proceeded with in the next ensuing Session at the stage it had reached in the preceding Session, if a periodical election for the Senate or general election for either House has not taken place between such two Sessions, under the following conditions:—

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

Proceedings on restored Bill.

214B. Any Bill so restored to the Notice Paper shall thenceforth be proceeded with in both Houses as if its passage had not been interrupted by a Prorogation, and, if finally passed, be presented to the Governor-General for His Majesty's Assent.

Bill not restored may be introduced in ordinary manner.

214C. Should the motion for restoration to the Notice Paper be not agreed to by the House in which the Bill originated, the Bill may be introduced and proceeded with in the ordinary manner.

CHAPTER 18.

COMMITTEES OF THE WHOLE HOUSE.

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

Chairman of Committees.

215. (a) A Member shall be appointed by the House to be Chairman of Committees, and when so appointed he shall continue to hold office during the continuance of the existing Parliament, unless the House shall otherwise direct. The Chairman shall take the Chair of all Committees of the Whole.
- (b) In the event of more than two Members being proposed for the position of Chairman, the election shall be by open exhaustive ballot.

Quorum in Committee.

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

Appointment of Committee.

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

House resolves itself into Committee.

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

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

The Chairman takes the Chair.

219. As soon as the Speaker has left the Chair the Chairman shall take the Chair of the Committee at the Table.

When Committee has reported Progress.

220. When any matter has been partly considered in Committee, and the Chairman has been directed to report progress and ask leave to sit again, and the House has ordered that the Committee shall sit again on a particular day, the Speaker, when the Order for the Committee has been read, shall forthwith leave the Chair, and the House again resolve itself into such Committee.

A Committee to consider only Matters referred.

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

Questions decided by Majority.—Chairman has Casting Vote.

222. Every Question in Committee shall be decided in the same manner as in the House itself, the Chairman having only a Casting Vote, and any reasons stated by him shall be entered in the weekly report of Divisions.

Contradictory Motions.

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

Motions need not be seconded.

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

No previous Question allowed.

225. No Motion for the Previous Question can be made in Committee.

Members may speak more than once.

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

Order in Debate.

227. The same rules for regulating the conduct of business shall be observed in Committee as in the House itself, the Chairman of Committees being invested with the same authority as the Speaker for the preservation of order ; but disorder in a Committee can only be censured by the House on receiving a report.

Objection to Ruling of Chairman of Committees.

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

Words taken down in Committee.

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

Words to be objected to when used.

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

Speaker resumes Chair when Disorder arises.

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

When Message comes from Governor-General, &c.

232. The Speaker shall resume the Chair whenever a Message is brought from the Governor-General, or when the time is come for holding a Conference, or for doing anything which the House has ordered to be done at a stated time.

Want of Quorum only to be reported by the Chairman.

233. If notice be taken, or it appears upon a Division in Committee, that a Quorum of Members is not present, the Chairman shall leave the Chair of the Committee, and shall inform the Speaker thereof, but make no further report.

No decision of the Committee shall be considered to have been arrived at by such Division.

House counted by the Speaker.

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

Debate in Committee similarly interrupted.

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

Report.—Report of Progress.

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

Motion to report Progress.

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

Motion that the Chairman leave the Chair.

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

Resolutions of Committee.

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

CHAPTER 19.

Committees of Supply and Ways and Means.

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

The Speaker to leave Chair without putting Question.

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

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

Committee of Supply.

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

Motion for any Public Aid or Charge upon the People.

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

Report from Committees of Supply and Ways and Means.

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

Leave to sit again.

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

Manner in which Resolutions are dealt with.

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

Tax not to be increased on report.

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

CHAPTER 20.

INSTRUCTIONS TO COMMITTEES.

Effects of an Instruction.

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

What Instructions may be moved.

249. No Instruction can be given to a Committee to do that which it is already empowered to do, or to deal with a question beyond the scope of a Bill as read the second time.

Instructions to divide or consolidate Bills.

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

When Instructions should be moved.

251. An Instruction to a Committee of the Whole requires Notice, and can only be moved before first going into Committee on any question.

Instruction to Select Committee.

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

CHAPTER 21.

RULES OF DEBATE.

MANNER AND RIGHT OF SPEECH.

Members to address the Speaker standing and uncovered.

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

Indulgence to Members unable to stand.

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

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

255. When two or more Members rise together to speak the Speaker shall call upon the Member who, in his opinion, first rose in his place ; but it shall be in order to move, that any Member who has risen “ be now heard,” or “ do now speak.”

Speech not read.

256. A Member shall not read his speech.

When Member may speak.

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

SPEECHES OF MEMBERS.

[257A. *adopted by the House, 17th July, 1912.*]*Time Limit.*

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

Personal Explanation.

258. By the indulgence of the House a Member may explain matters of a personal nature, although there be no question before the House; but such matters may not be debated.

Member not to speak twice.

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

Except to explain Words.

260. A Member who has spoken to a Question may again be heard, to explain himself in regard to some material part of his speech which has been misquoted or misunderstood, but shall not introduce any new matter, or interrupt any Member in possession of the Chair, and no debatable matter shall be brought forward or debate arise upon such explanation.

Or to reply in certain cases.

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

Reply at Close of Adjourned Debate on a Motion.

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

TIME LIMITS FOR DEBATES AND SPEECHES.

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

257B. Notwithstanding anything contained in these Standing Orders—

- (a) the maximum period for which a Member may speak on any subject indicated in this Standing Order, and the maximum period for any debate, shall not, unless otherwise ordered, exceed the period specified opposite to that subject in the following Schedule :—

Subject.	Time.
<i>In the House—</i>	
Address-in-Reply—	
Each Member	35 minutes.
Motion for Adjournment to discuss a definite matter of urgent public importance (under Standing Order No. 38)—	
Mover	20 minutes.
Minister first speaking	20 minutes.
Any other member	10 minutes.
Motion for Adjournment of House to close the business of the day—	
Each member	15 minutes.
Want of Confidence Motion—	
Mover	60 minutes.
Minister first speaking	60 minutes.
Any other Member	35 minutes.
Limitation of debate—Motion for allotment of time (under Standing Order No. 262A)—	
Whole Debate	30 minutes.
Each Member	5 minutes.
Second Reading of a Bill—	
Mover	60 minutes.
Leader of Opposition or Member deputed by him speaking first to such motion	60 minutes.
Any other Member	45 minutes.
Debates not otherwise provided for—	
Mover of a motion	45 minutes.
Any other Member	35 minutes.

Subject.	Time.
<i>In Committee—</i>	
Member in charge of a Bill	(periods not specified).
Limitation of debate—Motion for allotment of time (under Standing Order No. 262A)—	
Whole Debate	30 minutes.
Each Member	5 minutes.
Financial Statement or Tariff—	
General Debate—	
Minister in charge	(periods not specified).
Leader of Opposition or Member deputed by him speaking first ..	60 minutes.
Any other Member	45 minutes.
Each Question before the Chair on the Estimates or on a Tariff—	
Minister in charge	(periods not specified).
Each Member other than a Minister in charge—two periods each not exceeding	30 minutes.
Debates not otherwise provided for—	
Each Member—two periods each not exceeding	15 minutes.
<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 his speech for periods each not exceeding	15 minutes.
(b) a debate on a motion under Standing Order No. 38 to discuss a definite matter of urgent public importance may be continued for a period of two hours.	

 LIMITATION OF DEBATE.

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

262A. (I.) On the reading of a Message from the Governor-General recommending an appropriation in connexion with any Bill, or on the calling on of a motion for leave to introduce a Bill, or on the consideration of any resolution preliminary to the introduction of a Bill, or at any stage of a Bill, a Member of the Government may declare that the Bill is an Urgent Bill, and, on such declaration, the question "That the Bill be considered an Urgent Bill" shall be put forthwith—no debate or amendment being allowed—and on such motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government may forthwith, or at any time during any sitting of the House or Committee, but not so as to interrupt a Member who is addressing the House or Committee, move a further motion or motions specifying the time which (exclusive of any adjournment or suspension of sitting) shall be allotted to all or any of the following —

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

and the order with regard to the time allotted to the Committee stage of the Bill may, out of the time allotted, apportion a certain time or times to a particular Clause or Clauses, or to any particular part or parts of the Bill.

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

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

(IV.) When any motion of any kind whatsoever has been moved, a Member of the Government may at any time declare that the motion is an urgent motion, and, on such declaration, the question "That the motion be considered an urgent motion" shall be put forthwith—no debate or amendment being allowed—and on such motion being agreed to without dissentient voice, or being carried by an affirmative vote of not less than 24 Members, a Member of the Government may forthwith move a further motion specifying the time which (exclusive of any adjournment or suspension of sitting) shall be allotted to the motion.

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

(VI.) For the purpose of bringing to a conclusion any proceedings which are to be brought to a conclusion on the expiration of the time allotted under any motion passed under any of the preceding paragraphs of this Standing Order, the Speaker or the Chairman shall at the time appointed under the motion for the conclusion of those proceedings put forthwith the question on any amendment or motion already proposed from the Chair and, in the case of the consideration of any Bill in Committee, shall then put any clauses, and any Government amendments and new clauses and Schedules, copies of which have been circulated by the Government among Members two hours at least before the expiration of the allotted time, and any other question requisite to dispose of the business before the House or Committee. No other amendments, new clauses, or Schedules shall be proposed.

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

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

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

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

Offensive Words against either House or any Member.

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

No Member to be referred to by name.

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

Debate confined to present Question.

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

Question may be required to be read.

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

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

276. The Speaker or the Chairman of Committees may call the attention of the House or the Committee, as the case may be, to continued irrelevance or tedious repetition, or the taking up of time by a speech of such unwarrantable length as to obstruct the business on the part of a Member, and may direct such Member to discontinue his speech: Provided that such Member shall have the right to require that the Question whether he be further heard be put, and thereupon such Question shall be put without debate.

ORDER AND PRIVILEGE.

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

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

When the Speaker rises.

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

When the Speaker is putting a Question.

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

Interruption not allowed.—Exceptions.

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

Words taken down in the House.

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

Words to be objected to when used.

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

Speaking "to order" or Privilege.

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

Precedence to Question of Order or Privilege.

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

Complaints against Newspapers.

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

Proceedings on Question of Order.

286. Upon a Question of Order being raised the Member called to order shall resume his seat, and after the Question of Order has been stated to the Speaker by the Member rising to the Question of Order, the Speaker shall give his ruling or decision thereon.

Objection to Ruling of the Speaker.

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

Adjournment of Debate.

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

Member moving adjournment entitled to pre-audience.

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

If Motion Negatived, Mover and Seconder may afterwards speak.

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

Resumption of Interrupted Debates.

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

No Member to speak after Question put.

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

CHAPTER 22.

DIVISIONS.

When Division may be called for.

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

Member to Vote as he Calls.

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

Member calling for Division.

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

No Member to vote if pecuniarily interested.

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

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

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

Strangers withdraw.

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

Division Bell rung and Sand-glass turned.

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

Doors locked after Two Minutes.

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

Question put, and Members divide to right and left.

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

Every Member present when Question stated must vote.

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

Members counted, and Names taken down.

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

If only One Member.

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

Member may speak during Division.

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

Decision on Point of Order during Division.

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

Division List recorded.

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

In case of Error, House again divides.

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

Mistakes corrected in Journals.

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

Speaker's Casting Vote.

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

Divisions in Committee.

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

CHAPTER 23.

ACCOUNTS, PAPERS, AND RETURNS.

Accounts, &c., ordered.

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

Addresses for Papers involving Prerogative.

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

Form of such Addresses.

314. Motions for the production of Despatches, or other correspondence addressed to the Governor-General, or for any information emanating from His Excellency, shall be in form —“That an Address be presented to His Excellency,” to that effect.

Presented by Command.

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

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

316. All Papers and Documents laid upon the Table of the House shall be considered public. Papers not ordered to be printed may be inspected at the Offices of the House at any time by Members, and, with permission of the Speaker, by other persons, and copies thereof or extracts therefrom may be made.

Quoting Documents.

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

Printing of Papers.

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

CHAPTER 24.

STANDING COMMITTEES.

Standing Orders Committee.

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

Library Committee.

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

House Committee.

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

Printing Committee.

322. A Printing Committee, to consist of seven Members, shall be appointed at the commencement of each Parliament, to which shall stand referred all Petitions and Papers presented to the House, or laid upon the Table, the Committee to report from time to time as to what Petitions and Papers ought to be printed, and whether wholly or in part: Provided that when a Paper has been laid on the table, a Motion may be made at any time, without Notice, that the Paper be printed.

CHAPTER 25.

SELECT COMMITTEES.

Seven Members to form a Select Committee.

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

Appointment of Select Committees by Ballot.

324. If upon any such motion six Members so require the Committee shall be appointed by ballot, which shall be taken in the following manner:—Each Member present shall give to the Clerk a list of the names of such Members, not including

the Mover, as he may think fit and proper to be chosen at such ballot ; and if any list contain a larger or lesser number of names than are to be chosen, exclusive of the Mover, it shall be void and rejected. And when all the lists are collected, the Clerk, with the Mover acting as scrutineer, shall ascertain and report to the Speaker the names of the Members, exclusive of the Mover, having the greatest number of votes, which Members, together with the Mover, shall be declared to be chosen. If two or more Members have an equality of votes, the Speaker shall determine by lot which shall be chosen.

Bells rung prior to Ballot.

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

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

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

No interested Member to be on a Committee.

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

Member discharged and added.

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

Bringing up Report.

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

Quorum in Select Committees.

330. In all Select Committees consisting of seven Members, five shall form a Quorum, but where no Quorum is appointed all the Members shall attend ; and, if at any time the necessary Quorum be not present, it shall be incumbent on the Chairman to suspend the proceedings of the Committee until a Quorum be present, or to adjourn the Committee.

When no Meeting takes Place.

331. If, after the lapse of a quarter of an hour from the time appointed for the meeting of a Select Committee, there shall not be a Quorum, the Members present may retire, after entering their names on the Minutes; and the Clerk attending the Committee shall convene a meeting for the next business day.

First Meeting.

332. The Mover of the Committee shall fix the time for the first meeting of the Committee.

Chairman to have only a Casting Vote.

333. Every Committee, previously to the commencement of business, shall elect one of its Members to be Chairman who shall only have a casting vote.

Record of Proceedings and Divisions.

334. An entry shall be made in the proceedings of the names of the Members attending each Committee meeting, and of every motion or amendment proposed in the Committee, together with the name of the Mover thereof; and if any Division take place in the Committee, the Chairman shall take down the names of the Members voting in any such Division, distinguishing on which side of the question they respectively vote.

Adjournment of Committee.

335. A Select Committee may adjourn from time to time, and, by order of the House, from place to place; and may sit on those days over which the House is adjourned.

Committees to suspend Business on Speaker taking the Chair.

336. All Committees sitting at the time the Speaker is about to take the Chair shall be informed thereof by the Serjeant-at-Arms; and all proceedings after such notice shall be null and void.

Not to sit when House is sitting.

337. Except with the consent of the House no Select Committee may sit during the sittings of the House.

Power to send for Persons and Records.

338. Whenever it may be necessary the House may give a Committee power to send for persons, papers, and records.

Clerk of the Committee to summon Witnesses.

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

Examination of Witnesses.

340. The examination of Witnesses before every Select Committee shall be conducted as follows, viz. :—The Chairman shall first put to the witness, in an uninterrupted series, all such questions as he may deem essential, with reference either to the subject referred to therein, or to any branch of that subject, according to the mode of procedure agreed on by the Committee. The Chairman shall then call on the other Members severally by name to put any other questions ; and the name of every Member so interrogating a witness shall be noted and prefixed to the questions asked.

Admission of Strangers.

341. When a Committee is examining Witnesses Strangers may be admitted, but shall be excluded at the request of any Member, or at the discretion of the Chairman of the Committee, and shall always be excluded when the Committee is deliberating.

Admission of other Members.

342. Members of the House may be present when a Committee is examining Witnesses ; but shall withdraw if requested by the Chairman or any Member of the Committee ; and shall always withdraw when the Committee is deliberating.

Secret Committees.

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

Evidence not to be disclosed.

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

Progress Reports.

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

CHAPTER 26.

WITNESSES.

Witnesses by whom summoned.

360. 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.

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

Members, how summoned.

362. When the attendance of a Member is ordered by the House to be examined by the House or a Committee of the Whole, he shall be summoned by the Speaker to attend in his place.

By a Select Committee.—If a Member refuse to attend.

363. If a Select Committee desire 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.

364. If any information come before any Committee that chargeth 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 thereupon.

When Attendance of Member or Officer of Senate is desired.

365. 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 (not being a Committee on a Private Bill), a Message shall be sent to the Senate to request that the Senate give leave to such Member or Officer to attend, in order to his being examined accordingly.

Attendance of Members or Officers of House before Committee of Senate.

366. Should the Senate request by Message the attendance of a Member of the House before a Select Committee of the Senate, the House may forthwith authorize such Member to attend, if he think fit. The House, if similarly requested by the Senate, may also instruct its own Officers to attend such Committees, if the House think fit.

When intended Witness is in Prison.

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

Witnesses entitled to Protection.

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

Witnesses at the Bar.

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

Witnesses before the Whole House examined by the Speaker.

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

Before Committee by any Member.

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

Witness withdraws if Question objected to.

372. If any Question be objected to, or other matter arise, the Witness shall withdraw while the same is under discussion.

Member examined in his Place.

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

Officers not to give Evidence without Leave.

374. No Clerk, or Officer of the House, or Short-hand Writer employed to take minutes of evidence before the House, or any Committee thereof, may give evidence elsewhere in respect of any proceedings or examination had at the Bar, or before any Committee of the House, without the special leave of the House.

CHAPTER 27.

COMMUNICATION BETWEEN THE HOUSES.

Modes of Communication.

375. Communication with the Senate may be by Message, by Conference, or by Select Committees conferring with each other.

Messages to be signed by Speaker.

376. Every Message from the House to the Senate shall be in writing, or partly in writing and partly in print, signed by the Speaker, and delivered by the Clerk-Assistant or the Serjeant-at-Arms during the sitting of the House.

Resolution communicated to Senate without Notice.

377. 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.

Messages from the Senate, by whom received.

378. Every Message from the Senate shall be received without delay by the Clerk-Assistant or the Serjeant-at-Arms at the Bar, and be reported by the Speaker as early as convenient and a future time named for its consideration ; or it may, by leave, be dealt with at once.

CHAPTER 28.

CONFERENCES.

Conference requested by Message.

379. 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.

380. In requesting any Conference, the Message from the House shall state, in general terms, the object for which the Conference is desired. and the number of Managers proposed to serve thereon, which shall be not less than five.

Motion for Conference to contain names of Managers.

381. Every Motion for requesting a Conference shall contain the names of the Members proposed by the Mover to be the Managers for the House.

Managers may be appointed by Ballot.

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

During Conference Business suspended.

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

By whom Conference demanded.

384. No Conference shall be requested by the House upon the subject of any Bill or Motion of which the Senate is at the time in possession.

Managers to equal in Number those appointed by Senate.

385. The Managers to represent the House in a Conference requested by the Senate shall consist of the same number of Members as those of the Senate.

House agreeing to Conference to name Time and Place.

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

House agreeing to Conference to receive Managers for Senate.

387. At all Conferences requested by the Senate the Managers for the House shall assemble at the time and place appointed, and receive the Managers of the Senate.

Communications at Conferences to be in Writing.

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

Proceedings at Ordinary Conferences.

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

Duties of Managers.

390. 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 proposed by them to any words of a Bill to which both Houses have so far agreed, unless these be immediately affected by the disagreement in question.

Proceedings to be reported.

391. The Managers for the House shall, when the Conference has terminated, report their proceedings to the House forthwith.

CHAPTER 29.

JOINT COMMITTEES.

Number of Members to serve.

392. In every Message proposing to the Senate the appointment of a Joint Committee, the House will state the number of Members it will appoint to serve on such Committee.

Time and Place of First Meeting.

393. Whenever the Senate shall agree to a proposal from the House for the appointment of a Joint Committee, the first meeting of such Committee shall be held at such time and place as shall be named by the Senate; and in every Message agreeing to a proposal by the Senate for the appointment of a Joint Committee, the House will name the time and place for the first meeting of such Committee.

Quorum.

394. The House shall fix the Quorum of the Members appointed by the House to serve on a Joint Committee.

Report of Proceedings.

395. The proceedings of every Joint Committee shall be reported to the House by the Members it shall have appointed to serve on such Committee.

CHAPTER 30.

ADDRESSES TO THE KING OR THE GOVERNOR-GENERAL.

How proposed.

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

Addresses to Royal Family, how proposed.

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

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

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

Presentation of Addresses to the Governor-General.

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

When presented by the whole House.

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

Governor-General's Reply.

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

CHAPTER 31.

MESSAGES FROM THE GOVERNOR-GENERAL.

Messages, how received.

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

To be forthwith read by Speaker.

403. The Speaker shall immediately read the Message to the House, Members being uncovered.

Messenger to withdraw.

404. So soon as the Message has been read by the Speaker the bearer of the Message will withdraw.

When to be considered.

405. The Message may, if necessary, be at once taken into consideration, or ordered to be printed, and a future day fixed for taking the same into consideration.

May be communicated by Minister.

406. A Message from the Governor-General may be presented to the House by a Minister of the Crown, but not during a debate, or so as to interrupt a Member whilst speaking.

CHAPTER 32.

SUSPENSION OF STANDING ORDERS.

Motion for Suspension without Notice.

407. In cases of urgent necessity, any Standing or Sessional Order or Orders of the House may be suspended for the day's sitting, on Motion, duly made and seconded, without notice : Provided that such Motion is carried by an absolute majority of the whole number of the Members of the House.

Motion for Suspension with Notice.

408. 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 voices.

Limitation of Suspension.

409. The suspension of Standing Orders is limited in its operation to the particular purpose for which such suspension has been sought.

DURATION OF STANDING ORDERS.

In force till altered.

410. The whole of these Standing Orders shall continue in force until altered, amended, or repealed.

JOINT STANDING ORDERS.

Acts to be numbered.

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

DISAGREEMENT BETWEEN THE HOUSES.

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

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

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

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