

**MUSIC BROADCASTING SOCIETY OF SA INC.  
BOARD POLICY  
STANDING ORDERS FOR MEETINGS**

These Standing Orders were adopted by the Board of Directors on 16<sup>th</sup> March 2007 in accordance with Rule 9(3)(7) of the Association's Rules. They supersede all previous versions.

**INTERPRETATION**

Unless the context requires otherwise, these Standing Orders shall be interpreted in accordance with Rule 2 of the Association's Rules.

Should circumstances arise where there is an inconsistency between these Standing Orders and the Rules of the Association, then the Rules shall take precedence.

**RULES OF DEBATE**

***Motions***

- 1 All business shall proceed by way of motions.
- 2 Unless otherwise agreed to by the meeting, the business of the meeting shall be dealt with in the order set out in the agenda incorporated in the circular giving notice of the meeting.
- 3 A motion or amendment shall not be debated or put to the vote unless that motion or amendment has been seconded.
- 4 (i) When a substantive motion (being any motion other than a procedural motion) is being debated no further motion other than a motion of amendment shall be moved, provided that subject to these Standing Orders one of the following procedural motions may be moved:
  - (a) That debate on the motion be postponed (Standing Order 26).
  - (b) That the meeting be adjourned (Standing Order 27).
  - (c) That the meeting proceed with the next business (Standing Order 28).
  - (d) That the motion lie on the table (Standing Order 29).
  - (e) That the motion be now put (Standing Order 30).
  - (f) That the speaker be no longer heard (Standing Order 31 & 45(ii)).
  - (g) That the Chairman's ruling be disagreed with (Standing Order 32(ii)).
  - (h) That the matter be referred for consideration and report (Standing Order 33).
  - (j) That standing orders be suspended (Standing Order 34).
  - (k) That debate on the motion be extended (Standing Order 35).
  - (l) That the speaker be allowed an extension of time (Standing Order 35).
- (ii) Except as provided by Standing Orders 26(ii), 30(ii) and 34, when any procedural motion is moved and seconded the motion shall be put to the meeting without debate and shall be decided in the affirmative and shall take effect when a majority of the Members present agree to the motion. The Chairman may, at his discretion, accept a point of order or a question relevant to the procedural motion before putting such motion to the meeting.

- 5 A Member desiring to move a motion or an amendment shall state the motion before addressing the meeting thereon and if the Chairman so requires shall present the motion or amendment to the Chairman in writing.
- 6 The Chairman may at his discretion or the meeting may by resolution without debate order a complicated motion to be divided and dealt with as separate motions.
- 7 No motion or amendment shall be withdrawn by the mover without the agreement of the seconder and of the meeting which shall be signified without debate.
- 8 No motion to the same effect as any motion which was voted on and not agreed to by the meeting shall be moved at the same Meeting including any adjournments thereof.
- 9 No motion agreed to by any meeting shall be rescinded at any subsequent, meeting unless notice of the intention to move such rescission is given at a previous meeting or is in the circular convening the meeting.
- 10 Any motion that a report received by the meeting be adopted shall, if agreed to, have the effect of the adoption and acceptance by the meeting of any recommendation contained in that report.

### ***Amendments to motions***

- 11 An amendment shall be relevant to the motion it is intended to amend.
- 12 An amendment shall not be a direct negation of the motion it is intended to amend.
- 13 An amendment shall be dealt with as an original motion, provided that the mover of an amendment shall not be entitled to the right of reply and, except as provided under Standing Order 14, an amendment shall not be moved to an amendment being debated nor shall a further amendment to the original motion be moved until the amendment being debated is dealt with.
- 14 One amendment only shall be debated at one time and, except as provided herein, after the first amendment has been dealt with no further amendment shall be considered. During the debate on the first amendment, notice of further amendments (foreshadowed amendments) may be given. Once the first amendment has been dealt with no further amendments may be proposed and the Chairman shall determined the continuing relevance of foreshadowed amendments and the order in which they shall be considered by the meeting.
- 15 When the meeting agrees to an amendment to a motion the amended motion shall become the substantive motion under debate and for all purposes of subsequent debate shall be dealt with as an original motion.
- 16 The mover and seconder of an original motion (including motions on notice) but not if the motion has previously been amended by vote of the meeting, may with the agreement of the meeting, which shall be signified without debate, accept changes to the wording of the motion provided that the Chairman may, at his discretion, order that the matter be put to the meeting as a formal amendment to the motion.

### ***Order of speaking***

- 17 The Members moving or seconding a motion shall entitled to speak first and shall be deemed to have spoken on the motion whether or not they exercise this right, except that the seconder of an original motion may reserve his right to speak at a later stage of the debate.

- 18 No more than two Members shall speak in succession either for or against a motion and if, at the conclusion of the second Member's speech, no other Member rises to speak on the other side, the motion shall immediately be put, provided that the mover of an original motion shall, subject to these Standing Orders, have the right of reply.
- 19 The mover of an original motion shall, if debate has ensued, be entitled to exercise the right of reply immediately prior to the motion being put to the vote, provided that the mover shall confine himself to answering previous speakers and shall not introduce any new matter.
- 20 No Member may speak on any motion after the mover of the original motion has exercised his right of reply or after any motion has been put to the vote by the Chairman.
- 21 When a motion is being debated all Members shall confine themselves to the subject matter of the motion.
- 22 Any Member may subject to these Standing Orders ask a question on any matter relevant to the motion being debated or the business of the meeting provided that the question is directed to the Chairman who shall deal with the question at his discretion.
- 23 If two or more Members rise to speak at the same time the Chairman shall decide who is entitled to rise to speak first, provided that priority is given to the following in the order shown:
- (a) a point of order
  - (b) a question relevant to the motion being debated
  - (c) a procedural motion.
  - (d) an amendment
  - (e) a speaker in opposition to the views of the speaker just completed.
- 24 No Member shall speak twice on any motion except:
- (a) by way of explanation, which a Member shall subject to these Standing Orders be entitled to give; or
  - (b) when called upon by the Chairman to answer a question or to speak in reply when entitled under these Standing Orders to do so.
- 25 When a Chairman indicates his intention to take part in the debate on a motion before the chair, he shall immediately vacate the chair for the whole or remainder of the debate on that motion.

### ***Procedural motions***

- 26 (i) Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech by any other Member, move that the debate be postponed. If such motion does not specify a day or time for resuming the postponed debate then, if the motion be agreed to, the postponed debate shall be resumed at the next Meeting but shall not have precedence over the business of the next Meeting.
- (ii) No debate shall proceed on a motion for the postponement of a debate, provided that a Member may, with the Chairman's permission, point out that undue delay in dealing with the matter may be caused if the debate on the motion is postponed.
- (iii) On resuming a postponed debate the Member who moved the postponement motion shall be entitled to speak first.

- 27 Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech of any other Member, move that the Meeting be adjourned.
- 28 Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech of any other Member, move that the Meeting proceed with the next business. If this motion is agreed to, then the substantive motion before the Meeting shall be deemed to have lapsed.
- 29 (i) Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech of any other Member, move that the motion lie on the table.
- (ii) Whenever it has been agreed by the Meeting that the motion lie on the table any Member at that Meeting or at a subsequent Meeting may at the conclusion of the vote on any motion move that the motion be taken off the table.
- 30 (i) Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech of any other Member, move that the motion be now put.
- (ii) When the motion that the motion be now put is agreed to by the Meeting and the motion being debated is an original motion the mover of the motion shall as provided under Standing Order 19 be entitled to speak in reply and then the motion shall be put.
- 31 Any Member who has not previously spoken for or against the motion may at any time move that the speaker be no longer heard.
- 32 (i) Any Member may at any time by rising and calling a point of order draw the Chairman's attention to a possible infringement of these standing orders and request that he give a ruling.
- (ii) When the Chairman has given his ruling on a point of order any Member may move that the Chairman's ruling be disagreed with and debate on that motion shall be limited to a statement by the mover and an explanation by the Chairman. If a motion that the Chairman's ruling be disagreed with is agreed to, any Member may move a further motion to obtain the interpretation of the meeting on the point of order.
- 33 Any Member who has not previously spoken for or against the motion may, at the conclusion of the speech of any other Member, move that the matter be referred for consideration and report. If such a motion does not specify to whom the matter shall be referred for consideration and report or a date and time for presenting the report the Chairman may deal with the matter at his discretion.
- 34 Any Member may at, the conclusion of the speech by any other Member or at the conclusion of the vote on any motion move that any standing order or orders be suspended, provided that the Member moving the suspension of standing orders shall state his reason for so doing and if such motion be seconded it shall be put without debate and shall not be decided in the affirmative unless two thirds of the Members present agree to the motion.
- 35 The debate on any motion including amendments thereto shall not exceed thirty minutes and no Member shall speak on any motion for more than five minutes, provided that any Member may move that the debate on the motion be extended and/or that the speaker be allowed an extension of time. If such motion does not specify a period of time for the

extension then, if the motion be agreed to, the Chairman shall decide the extension of time.

### ***Voting***

- 36 Every Member, including the Chairman, shall have one vote and all motions shall, except as provided in the Rules or in these Standing Orders, be decided by a majority of Members present.
- 37 In all cases where a motion shall be decided by a majority vote, when the number of votes for and against such a motion are equal the motion shall be deemed not to have been passed.
- 38 The Chairman shall, when putting any motion to the vote, put the motion first in the affirmative and then in the negative and he may do so as often as is necessary to enable him to form and declare his opinion as to whether or not the motion has been agreed to from the voices or, by his own decision or on the request of a Member, on a show of hands and shall declare his opinion from the voices or a show of hands. When a show of hands has been decided by the Chairman he may, or when a show of hands has been requested by a Member the Chairman shall, appoint tellers who shall be chosen so that the number of tellers of the affirmative and negative opinion are equal.

### ***Conduct of Members at Meetings***

- 39 The Chairman shall preserve order and may call Members to order whenever he considers there is a cause for so doing and any Member whose actions or behaviour are contrary to these Standing Orders shall be out of order and shall, if so directed by the Chairman, desist from the action in question or remove themselves from the meeting.
- 40 Whenever the Chairman rises during the meeting any Member speaking or offering to speak on any matter shall resume his seat and the meeting shall be silent so that the Chairman may be heard without interruption.
- 41 No Member shall create any disturbance or converse aloud whilst any other Member is speaking or whilst any matter is being read or make any utterance except as provided in Standing Orders 31 and 32.
- 42 When the Chairman is requested to rule on a point of order raised by a Member the debate on the motion shall cease and the Chairman shall consider the point of order and give his ruling in the shortest possible time.
- 43 Except as provided under Standing Order 32 the Chairman's ruling on a point of order shall be final and binding and shall have immediate effect and shall not be subject to debate.
- 44 No Member shall address the meeting on any matter not under debate unless invited or given leave by the Chairman to do so.
- 45 Any Member moving a motion or amendment or taking part in the debate or asking a question on any matter shall rise and address the Chairman and shall not be interrupted unless:
- (i) a point of order is raised in which case he shall immediately resume his seat until the Member raising the point of order has been heard thereon and the point of order has been dealt with as provided in these Standing Orders after which the

Member previously speaking to the motion or asking a question may rise and resume speaking unless by so doing he infringes the ruling given on the point of order; or

- (ii) a motion under Standing Order 31 is moved and seconded in which case he shall immediately resume his seat until the procedural motion has been dealt with after which if the motion has not been agreed to the Member previously speaking or asking a question may rise and resume speaking.

46 No Member shall reflect upon any decision of the meeting or of any previous meeting provided that subject to Standing Order 9 a Member may at a subsequent meeting move that the motion agreed to by the meeting be rescinded.

47 On the request of any Member the Chairman shall obtain and produce any document of the Society relating to the motion being debated.

48 On the request of any Member the Secretary shall record any particular words spoken by a Member immediately following the words being spoken.