



ANNUAL MEETING STANDING ORDERS

JULY 2023

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1. CHAIRPERSON

The following is supportive to details contained in Rule 6.3 of the MNZ Constitution.

The Executive Officer will conduct any election necessary.

If a Chairperson is elected in the temporary absence of the President, then the President will assume the Chair on arrival, unless unwilling to do so.

Given that the purpose of an Annual Meeting is to debate issues and reach a decision, leadership of the meeting plays an important part. Being a relatively large meeting it is to be managed by close adherence to the rules of debate.

The role of the Chairperson is to:

- preside;
- know the rules of meeting procedures and the Constitution, Policies, Rules of Participation of MNZ;
- preserve order and may call upon speakers to withdraw and apologise or to resume their seats;
- facilitate a fair and open debate;
- ensure that all have an opportunity to express a view; and,
- ensure a decision is made and accurately recorded.

To run an efficient meeting the Chairperson should:

- (a) prepare for the meeting in advance, e.g.
 - consult with the Executive Officer in the preparation of the agenda,
 - ensure relevant reports are received,
 - be informed on all issues especially those which may be contentious,
 - check minutes of previous Annual Meeting for “matters arising”,
 - ensure the Executive Officer has on hand all relevant reports, papers, etc.;
- (b) be fair and balanced during debate, e.g.
 - ensure speakers both for and against are heard,
 - where the debate has gone on for a long time attempt to summarise both sides, ask for new ideas/comment,
 - if there appears to be a consensus summarise and suggest a vote be taken,
 - endeavour to avoid answering every comment or repeatedly expressing an opinion;
- (c) ensure that debate stays on the topic;
- (d) ensure that strong or loud people do not dominate, e.g. by saying “Thank you, we would now like to hear from others”;
- (e) endeavour to conclude a debate where a consensus is evident;
- (f) lead democratically, i.e. practice speaking last on any issue, if holding a strong opinion vacate the chair and allow another person to be elected and preside for that debate;
- (g) be unbiased.
- (h) decide if two or more persons rise at the same time to speak.
- (i) not take part in a discussion without leaving the Chair.

2. SPEAKING

All persons, other than the Chairperson, wishing to speak will rise to do so.

3. MOTIONS

A motion is a formal proposal for consideration by the meeting.

Discussion is to be confined to the motion before the meeting. If a motion is complex, the Chairperson may determine that it will be debated one point at a time.

A motion should:

- begin with the word “That”.
- be clear and make sense.
- recommend some change or action on an issue.
- specify:
 - what the issue is;
 - who is putting the motion;

- what is the proposed change/action;
- who will carry out the recommendation and when; and,
- identify any changes or actions which may be consequential on the carriage of the motion.

(a) Moving a Motion

The Chairperson will allow the mover of a motion (other than for a notice of motion or remit) to speak briefly when introducing it in order to explain why the motion is being put forward. The Chairperson decides whether to accept the motion and then calls for a seconder.

(b) Debating the Motion

All motions require a mover and a seconder. Only if a motion is seconded can it be discussed and voted on.

Once a motion has been accepted by the Chairperson and seconded, the mover will open discussion and may exercise a “right of reply” at the end of discussion and immediately before the motion is put to the vote. No new material may be introduced in a “right of reply”.

The seconder may speak immediately after the mover or later in the discussion.

Persons may speak once only to a motion, except the mover of the motion in exercising the “right of reply”.

If after several speakers, only one side of an issue has been addressed, the Chairperson may call for other views.

(c) Amending the Motion

A motion may be amended provided that proposed amendments do not substitute a completely different matter or a negation/in the negative to the original motion. If this is the case the Chairperson will rule the amendment out of order.

The Chairperson may accept notice of several amendments to a motion, but only one amendment will be discussed at a time.

Each amendment is to be moved, seconded, debated and voted on before the Chairperson accepts another moved amendment.

The mover of an amendment does not have a “right of reply”.

If an amendment is carried on being voted on it becomes the substantive motion.

(d) Withdrawing a Motion or Amendment to a Motion

The majority consent of the Members entitled to speak is required.

(e) Voting on the Motion

As per Rule 6.4 of the MNZ Constitution.

(f) Points of Explanation

A point of explanation is a request from or to the Chairperson for further information relevant to the matter under debate.

Unlike a point of order, the person requesting an explanation cannot interrupt or interject and must wait until the speaker has finished.

The Chairperson decides whether to accept the request and must be sure it is genuine and not an opportunity for a person to speak twice or raise a new matter.

(g) Closing the Debate on a Motion

Members entitled to speak and who have not spoken in the debate on either the motion (or an amendment) may move and second “That the motion (or amendment) now be put”, or “That the vote now be taken”. The Chairperson will decide whether or not to accept this motion on assessing whether the issues have been sufficiently debated. The mover of the motion may then exercise their “right of reply” immediately before the vote is taken. No new material may be introduced in a “right of reply”. A mover of an amendment, does not have a “right of reply” and vote on the amendment is taken without further discussion.

The Chairperson may close a debate by suggesting there is a consensus, summarising and putting the matter to the vote.

4. POINTS OF ORDER

A point of order is a request to the Chairperson for a ruling and takes precedence over all other business until a ruling is given.

The only legitimate grounds for raising a point of order against a speaker are that the speaker is:

- not speaking to the motion;
- using abusive language;
- breaking a Constitution Rule, Policy or Rule of Participation of MNZ, e.g. proposing a vote on a matter which the above state must be resolved at some other time/meeting; and/or,
- breaking the standing orders or accepted rules of debate, e.g. speaking several times in a debate.

Either the Chairperson or a person entitled to speak and vote may raise a point of order whilst a speaker is presenting.

All points of order must be dealt with immediately and the Chairperson's decision is final.

To deal with a point of order the Chairperson should:

- ensure that the speaker sits down immediately the point of order is raised;
- clarify exactly what is the point of order and allow the person to so state; and,
- make a ruling.

5. DISSENT FROM CHAIRPERSON'S RULING

This is a challenge to a ruling by the chair and not a vote of no confidence in the chair.

If a ruling from the chair is challenged, the Chairperson must vacate the chair and an interim Chairperson elected in the same manner, and conducted by the Executive Officer, as if the President was not present at the commencement of the meeting.

The interim Chairperson listens to the reasons for the challenge from the challenger and the reason for the ruling from the Chairperson before deciding whether or not to uphold the ruling.

No other persons may speak.

Whether or not the ruling is upheld, the original Chairperson will resume the chair and continue the meeting.

6. MOVING "INTO COMMITTEE"

Moving into committee means that the proceedings of the meeting while "in committee" are private and are not to be published in the minutes. Observers may be asked to leave.

Any person entitled to speak and vote may move "That the meeting go into committee for the purposes of discussing". This motion must be seconded and voted on before the Chairperson can declare "This meeting is in committee".

Whilst in committee all discussion is private, however there must be some form of report back to the meeting, usually in the form of a recommendation or minuted note.

When "in committee" debate is concluded the Chairperson declares the meeting is resumed and actions and records the recommendations/resolutions to the meeting; it is these that are minuted.

7. SUSPENSION OF STANDING ORDERS

Suspension of the rules of debate may be used sparingly in such circumstances as:

- a speaker or issue requires more time
- to consider an item of importance not on the agenda and which cannot, in the view of the Chairperson, be left unattended to;
- to allow a guest speaker or an issue to be heard out of order; and,
- to extend the time of the meeting to deal with matters which cannot be postponed.

In moving for such a suspension reference should be made to the particular Rule or Rules to be suspended.