

# **STANDING ORDERS**

**Relative to Rules of Procedure & Debate**

**DISTRICT 201C2 CONVENTIONS**

**STANDING ORDERS*****Index***

Distribution of Information at Conventions	8
- Types of pamphlets	8(d)
- Approval of information by C & B Chairman	8(a)&(f)
Powers and duties of Chairman	
- Suspend / Stop speaker	9
- Removal of speaker from function	9
- With approval Terminate debate	12(d)
Chairman	
- Definition (Dist Gov)	2(b)
- No voting rights	10
- Powers and Duties	9
Voting	
- Chairman No voting Rights	10
- Even Vote on Motion - Motion lost	11
- Division of delegates for voting	19
Approval to	
- suspend Standing Orders	12(a)
- Adjourn discussion	12(b)
- Non delegate to address convention	12(c)
- Terminate debate with approval	12(d)
Notice of Motion	
- Refusal	13
- Approval by C & B Chairman	13(e)
- May be required in writing	14
- Late notice of motion	18
- Withdrawal of Motion	21
Amendments to Motion	
- May be required in writing	14
- Not directly negative original motion	22
- One amendment at a time	23
- No amendment of an amendment	23
Amended Motion	
- Passed - motion becomes the motion	24
- Lost - motion remains the motion	24

*Index Page 2.*

Questions	15
- Re Motions / Amendment only after mover & seconder spoken	15(a)
- Refusal to accept question	15(d)
Point of Order	
- To be Immediately Rules upon	16
- Ruling on dispute / Point or Order final	17
Formal Motion	
- Types	2(h) & 3
- Rules	4
- Mover No right of Reply	4(a)
Motion	20
- Withdrawal of motion by a motion	21
- Motion Lost - re discussion on motion if supported by 2/3 <sup>rd</sup> majority	35
- Re discussion of Motion	
- This convention	36(a)
- Prior convention	36(b)
- Motion Passed - takes effect at close of Convention	37
Right of Reply	
- Only mover of motion and before final vote put	26
- No right of reply for amendments	26
Speakers on motion.	
- Can only speak once on motion (except mover)	32
- Order of speakers	
- Mover & speaker for motion	28
- 2 speakers against motion	28
- then alternate 1 speaker for and 1 against motion	28
No Electronic Broadcasting Device at Convention Includes Mobile phones	39
Amendment to District Constitution & By-laws	40
Quorum	
- Majority of delegates registered	2(g)
- No Quorum - suspension of session	5

STANDING ORDERS RELATIVE TO  
RULES OF PROCEDURE & DEBATE FOR  
DISTRICT 201C2 CONVENTIONS

**Preliminary**

- 1) Where these Rules do not cover a particular situation, it shall be dealt with in accordance with rules laid down in the publication entitled, "Robert's Rules of Order", and where the particular situation is not covered by either these Rules or the said publication the Chairman shall make a ruling.

**Definitions**

- 2) In these Rules:
  - (a) "**Business Session**" means each separate day of the Convention.
  - (b) "**Chairman**" means the District Governor of District 201C2 (or any person acting in their place) presiding at any properly constituted Convention or any Committee thereof.
  - (c) "**Committee**" means any properly constituted Committee of the Convention appointed for a period not exceeding the duration of the Convention.
  - (d) "**Convention**" means a Convention of District 201C2
  - (e) "**Cabinet**" means the Cabinet of District 201C2 of Lions Clubs International Inc.
  - (f) "**Delegate**" means any registered Delegate registered for the Convention and any registered Alternate Delegate when acting as a Delegate.
  - (g) "**Quorum**" means:
    - (i) In relation to a Convention a majority of the Delegates registered for that Convention;
    - (ii) In relation to Committee a majority of the members of that Committee.
  - (h) "**Formal Motions**" shall be:
    - I. The closure.
    - II. Adjournment of debate to a later time at this Convention.
    - III. Adjournment of debate to another Convention.
    - IV. Adjournment of debate indefinitely.
    - V. Adjournment of the Convention to another Convention.
    - VI. Adjournment of the Convention indefinitely.
    - VII. That the question lie on the table.
    - VIII. That the speaker be no longer heard.

**Explanatory Comments on "Formal Motions"**

- 3) In these Rules:
  - (a) "The Closure"

This Motion is used, if carried, to terminate debate and to bring a matter to the vote. The form in which this motion is moved is "That the question be now put". This motion may be applied to an amendment as well as to a motion. If this motion is carried a vote must be immediately taken without right of reply or further discussion or amendment on the motion or amendment to which it applied.
  - (b) "Adjournment of Debate"

These motions are used, if carried to adjourn the particular matter being debated (both motion and amendments) when the meeting will continue to deal with other business.

The form in which these motions are moved is:

- (i) "That this debate be adjourned to a later time, (to be specified) at this Convention", or
- (ii) "That this debate be adjourned to another Convention (year to be specified)"; or
- (iii) "That this debate be adjourned indefinitely".

These motions cannot be amended, discussed or debated as to the time or date of the Convention at which the adjourned debate is to be resumed.

Should motion "(ii)" be carried, the matter which was adjourned may be reintroduced at another Convention on due notice being given.

(c). "Adjournment of Convention"

The form in which this motion is moved is either "that this Convention be adjourned indefinitely" or "that this Convention be adjourned to a definite time date and place (to be specified)".

This motion cannot be moved whilst another person is speaking but it can be moved during the course of debate on a particular matter. This motion cannot be amended except that amendments as to the time date and place of the adjourned Convention are permissible. This motion cannot be discussed or debated other than that amendments as to the time date and/or place of the adjourned Convention may be discussed and debated. If it is resolved that "this Convention be adjourned indefinitely" the adjournment will be to the next scheduled Convention at which both adjourned business and new business may be discussed. If it is resolved that "this Convention be adjourned to a date time and place (to be specified)" other than the next scheduled Convention then at the adjourned Convention only adjourned business can be discussed.

(d). "That the Question lie on the table"

This motion is used, if carried, to defer further discussion on the matter before the Convention and the Convention proceeds to the next business. There can be a subsequent motion at the same Convention to take the question or matter from the table. If the matter is not lifted from the table during the Convention with the debate proceeding the matter will lapse but it may be brought forward as new business at the next District 201C2 Convention.

The form in which this motion is moved is 'that this question or matter lie on the table'. This motion may be applied to an amendment as well as to a motion. If carried on an amendment, the original motion is also laid on the table.

(e). "That the speaker be no longer heard"

The form in which this motion is moved is "that the speaker be no longer heard". If this motion is accepted by the Chairman, the person who was speaking must immediately resume their seat until the motion is voted upon. If the motion is lost they may continue to speak.

4) In these Rules, the following apply:

- (a) "**Formal Motions**" require to be seconded, and
- (b) "**Formal Motions**" cannot be moved or seconded by anyone who has moved seconded or spoken on the matter immediately under consideration.
- (c) The Chairman has complete discretion as to whether they will accept any "Formal Motion".
- (d) The mover has no right of reply on Formal Motions.

- (e) These following "Formal Motions" cannot be amended, discussed or debated:
  - (i) The closure.
  - (ii) That the question lie on the table.
  - (iii) The speaker be no longer heard.
  
- (f) The following "Formal Motions" cannot be moved whilst another person is speaking:
  - (i) Adjournment of debate to a later time at this Convention.
  - (ii) Adjournment of debate to another Convention.
  - (iii) Adjournment of debate indefinitely.
  - (iv) Adjournment of the Convention to another Convention.
  - (v) Adjournment of the Convention indefinitely.
  - (vi) That the question lie on the table.
  
- (g) The following "Formal Motions" can be moved whilst another person is speaking:
  - (i) The closure.
  - (ii) That the speaker be no longer heard.

### **General**

- 5) **Quorum:** Should there be no quorum a Business Session shall not commence or if commenced shall be adjourned by the Chairman.
  
- 6) **Order of Business:** Except in the case of a resolution to suspend Standing Orders, business at any Convention shall be conducted strictly in accordance with the business paper or agenda prepared by the District Governor except that where notices of motion are materially related they may, at the discretion of the District Governor be dealt with consecutively.
  
- 7) **Minutes:** A comprehensive and accurate record of any meeting shall be kept by the Cabinet Secretary or other appointed Officer and shall be recorded in accordance with such requirements as are specified in the District Constitution & By-Laws.

### **Distribution of Information at Conventions**

- 8)
  - a) Only delegates may distribute material in relation to a Notice of Motion at a District Convention.
  
  - b) Where a group of delegates act together in concert with a view to presenting a common submission in relation to a Notice of Motion at a District Convention they shall, for the purposes of this by-law, be deemed to be one delegate.
  
  - c) The only material in relation to a Notice of Motion, which a delegate may distribute at a District Convention, is a pamphlet which complies with these by-laws.
  
  - d) Such pamphlet should consist of:-
    - i) no more than one A4 page (although each side of each page may be printed);
    - ii) be printed black on white; and
    - iii) not contain any photographs.
  
  - e) No such pamphlet shall be distributed at a District Convention unless the Constitution and By-Laws Chairman shall at first have approved it.
  
  - f) A person wishing to obtain approval of the Constitution and By-Laws Chairman to the distribution of a pamphlet shall submit a draft of the material to the Constitution and By-Laws Chairman not later than fourteen days preceding the date of commencement of the convention.

- g) The Constitution and By-Laws Chairman shall only approve the pamphlet if:
  - i). it contains only factual information;
  - ii). does not contain any information which is defamatory or deprecatory of any person or any Lions organisation; and
  - iii). it does not contain any information which is scandalous, frivolous or vexatious.
- h) The Constitution and By-Laws Chairman may require amendments to the pamphlet as a pre-requisite to their approval.
- i) Such pamphlets shall only be distributed to delegates at the entry points to the auditorium of the convention.
- j) A delegate shall not distribute more than one such pamphlet.

### **Powers and Duties of the Chairman**

- 9) The Chairman shall preside over and control a meeting and may require any speaker to resume their seat if they speak over their time or does not keep to the point under discussion or is disorderly. In addition, the Chairman shall be vested with the power to order a person to leave and to be excluded from the Convention if in the Chairman's opinion such person
  - a) is disrupting the proceedings of the Convention,
  - b) is causing discomfort or embarrassment to other delegates, or
  - c) is acting in a manner inconsistent with the promotion of the Objects and Ethics of Lions Clubs International
- 10) The Chairman shall not exercise voting rights and shall not have a casting vote.
- 11) In the event of the voting on a motion or amendment being equal the Chairman shall declare that the motion or amendment is lost.
- 12) Notwithstanding anything appearing elsewhere in these Rules, the Chairman may at any time request the approval of the meeting:
  - A. To suspend Standing Orders for a definite time or until a defined event in either case to be stated by the Chairman.
  - B. To adjourn a matter under discussion to later in the order of business, or to some other time in either case to be stated by the Chairman.
  - C. To grant leave to a person who is not a Delegate to address the Convention, provided that Lionesses and Leos may seek leave to speak on any topic similar to the rights given to non - delegates.
  - D. To terminate the debate if in their opinion reasonable discussion has taken place.
- 13) The Chairman may at their discretion refuse to accept notices of motion, motions and/or amendments if in their opinion:
  - A. They are ambiguous; or
  - B. They are unconstitutional; or
  - C. They are invalid; or

- D. They are procedurally out of order; or
  - E. They have not been received, analysed and if necessary redrafted by the Constitution and By-Laws Chairman.
- 14) During the course of any meeting, the Chairman may require notices of motion, motions and/or amendments to be given in writing and may require any motion or amendment to be divided.
- 15) **Questions**
- A. A question which relates to a motion or amendment cannot be asked until the mover and seconder of the motion, or amendment as the case may be, have spoken to the motion or amendment.
  - B. A question:
    - a) Must be directed to the Chairman;
    - b) May indicate the person from whom the questioner seeks a response;
    - c) Shall be answered by such person as the Chairman directs (who may be a person other than that indicated by the questioner; and
    - d) Shall not be accompanied by any explanation or statement except with leave of the Chairman, first had and obtained.
  - C. A question which does not relate to a motion or amendment may only be put when there is no motion or amendment before the Convention.
  - D. The Chairman may refuse to accept a question if the question is frivolous, scandalous, vexatious or inconsistent with the promotion of the Objects and Ethics of Lions Clubs International.
- 16) **Points of Order:** Points of Order may be raised by any Delegate at a Convention or by any member of a committee at a meeting of a committee at any time and shall be immediately ruled upon by the Chairman.
- 17) In the event of a dispute arising on a matter of procedure or a point of order the Chairman shall give a ruling and such ruling shall be final.
- 18) **Late Notices of Motion:** The Chairman at their discretion may allow motions, to admit late notices of motion to be dealt with singly, or in groups of late notices of motion.
- 19) **Division:** The Chairman may at their discretion and shall if requested by a Delegate before the Convention commences the next item of business, where such request is supported by at least 50 Delegates, require delegates voting on a motion to divide and be counted in such manner and at such time as they may from time to time determine. Such division may be deferred until such time as the Chairman determines.

### **Substantive Rules of Debate**

- 20) **Motion.** A motion shall be affirmative in form and shall be the property of a Convention when it has been moved and seconded and accepted by the Chairman. A seconder of any motion or amendment shall not be entitled to reserve their speech.

- 21) **Withdrawal of a motion:** A notice of motion submitted to a Convention shall not be withdrawn except by a motion for its withdrawal moved and seconded and approved by the Convention. A motion for the withdrawal of a notice of motion may be moved and seconded immediately the Chairman calls forward the notice of motion as the next item of business.
- 22) **Amendments:** An amendment to a motion shall become the property of a Convention when it has been duly moved and seconded and accepted by the Chairman. Such amendment may add to, or alter, but shall not directly negate the original motion or be of such a nature that the original motion loses its identity.
- 23) Only one amendment to a motion at a time shall be dealt with, although a further amendment may be foreshadowed. No amendment of an amendment shall be permitted. The mover and seconder of a motion may speak against an amendment; and in so doing the mover does not lose the right of reply to the principal motion.
- 24) **Amended Motion.** If an amendment is passed then the motion as amended shall become the motion before the Convention and may be further amended. If the amendment is defeated the motion remains the motion before the Convention.
- 25) **Incorporation of an Amendment.** The mover and seconder of a motion may, by their mutual consent, incorporate a proposed amendment into their motion provided however that the amendment does not include a matter requiring notice. Where the proposed amendment does include such matter, the motion as so amended shall only be accepted with the consent of at least a two-thirds majority of the meeting.
- 26) **Rights of Reply:** The mover of a motion shall be entitled to a right of reply which must be exercised immediately prior to the motion (whether in its original or in any amended form) being put to the vote finally. The subject matter of the reply must be limited to matters raised in opposition and shall not include new material. There is no right of reply to an amendment.
- 27) A person who is not a Delegate at a Convention shall not move or second a motion or any amendment or cast any vote other than an Officer of the Council or the Chairman or acting Chairman of a Council Committee who may move second or speak on a motion affecting their office or committee.
- 28) **Order of Speakers:** The mover of the motion (or of an amendment thereto) shall and the seconder may speak to the motion (or amendment) irrespective of whether or not there is an indication of opposition to the particular motion (or amendment). Following the addresses by the mover and seconder of a motion (or of an amendment thereto), the Chairman shall invite two separate speakers to speak against the motion (or amendment), then alternate one speaker for and one speaker against the motion (or amendment).
- 29) **Recognition of Speakers:** A person wishing to speak to a motion or an amendment at a Convention shall rise to their feet and remain in their place until recognised by the Chairman.
- 30) **Time Allotted for Speaking.** The mover of a motion shall be permitted to speak for no longer than five minutes and any other speaker thereon shall be permitted to speak for no longer than three minutes provided however that the Convention may grant to the mover or any other speaker thereon an extension or extensions of time for not more than three minutes each. A warning shall be sounded 30 seconds prior to the conclusion of the time a speaker shall be permitted to speak.
- 31) **Subject Matter:** A person speaking upon a motion or amendment shall confine himself strictly to the subject matter of that motion or amendment; and in the event of a failure to do so, shall accept lawful directions from the Chairman.
- 32) **Limitation Upon Speakers:** Except by way of explanation, or by way of query, or by way of answering a question directly put (and in each case with the permission of the Chairman), no person other than the mover shall speak more than once upon a motion.
- 33) A person shall not move or second more than one amendment to each motion. However, they may speak to amendments moved by others.
- 34) **Interruption to Speakers:** Apart from powers exercised by the Chairman a speaker may only be interrupted by:
  - A. The raising of a Point of Order; or
  - B. A motion "that the question be now put"; or
  - C. A motion "that the speaker be no longer heard".

- 35) **Rediscussing a Lost Motion:** Should a motion be lost at a Convention it is competent at that same Convention by a majority of not less than three quarters of the delegates present and voting to resolve to rediscuss it whereupon the lost motion may be moved and seconded again and then redebated and voted upon to the intent that it may be passed by a majority of delegates present and voting.
- 36) A. **Rescission of Motion carried at this Convention**  
It is competent for this Convention by a majority of not less than three quarters of the delegates present and voting to resolve to rediscuss it whereupon a motion to rescind may be moved seconded and debated and voted upon to the intent that the Motion to rescind may be passed by a majority of the delegates present and voting.
- B. **Rescission of Motion carried at any prior Convention**  
No motion to rescind a resolution carried at any prior Convention shall be accepted if action has already been taken pursuant to such resolution which cannot be undone, and the decision of the Chairman in office at the time when the Motion to rescind would otherwise be brought before the Convention shall be final in determining whether or not such action can be undone. If the Chairman resolves that such a motion can be accepted, it may be moved seconded debated and voted upon in the same way as any other motion on that topic subject to these Rules and the District Constitution & By-Laws.
- 37) Any motion passed at a Convention shall unless otherwise specified in such motion take effect upon the closing of that Convention.

#### **Convention Forums**

- 38) Where a forum is held during a Convention only recommendations on matters pertinent to the topics or topic designated by the Cabinet for discussion at that Forum shall be made to the Convention.

#### **Electronic Broadcasting Devices**

- 39) It shall not be permissible for any Lion attending the Convention proceedings to use or permit the use of any electronic broadcasting device (including a mobile telephone) during the conduct of any such proceedings. The Chairman may treat any breach of this rule as amounting to disorderly conduct and may order the Lion to leave the Convention and to be excluded from it.

#### **Consequential Amendments**

- 40) Where a motion amending the District Constitution & By-Laws is passed, the Constitution and By-Laws Chairman is authorized to alter the numbering, punctuation and/or the syntax of the District Constitution made necessary by the amendment.