

## STANDING ORDERS OF THE ASSEMBLY

### 1. AGENDA

Notice of any meeting of the Assembly shall be sent by post to each member not less than 28 clear days before the date of the meeting and shall contain a statement of the business to be transacted and the reports to be received. No business other than that specified in the agenda for business sessions shall be transacted except as agreed by the Assembly.

### 2. QUESTIONS

2.1 A member may ask the Secretary or the Convener of a Committee any question relating to any matter appearing in the report of a committee then before the Assembly, if the question is put before the Assembly's consideration of that report is concluded.

2.2 A member may, with the permission of the Chairman, put to him or to the Secretary or to the Convener of any committee, any question relating to urgent business of which notice has not been given, but a copy of any such question shall, if possible, be handed to the Secretary at the beginning of the morning of the Assembly at which the question is to be asked.

### 3. NOTICE OF MOTION

3.1 When a Regional Council or Synod desires to propose a motion to amend the constitution, this must be done to the Secretary, in writing, with due notice of at least five months before the annual meeting of the Assembly.

3.2 All other notices of motion by a Regional Council or Synod must be notified by the Secretary, in writing not less than four clear weeks before the commencement of the annual meeting of the Assembly.

3.3 No such notice shall be accepted if the questions raised is the subject of any report to the same Assembly, or is capable of being raised as an amendment to any report before the Assembly.

### 4. SECONDING

No motion or amendment shall be debated or put to the Assembly unless it has been seconded. The seconder may, if he then declares his intention of doing so, reserve his speech until a later period in the debate.

### 5. AMENDMENTS

An amendment shall be either to omit words or to insert words or to do both, but no amendment shall be in order, which has the effect of introducing an irrelevant proposal or of negating the motion.

No amendment shall be moved unless a written notice of its terms has been (a) submitted to the Secretary before the Assembly opens, or (b) handed to the Secretary during the Assembly, unless the Chairman so decides.

If the Chairman considers that an amendment is of such a character that it cannot adequately be debated without previous distribution of copies, he may so decide and discussion of the amendment shall be adjourned until copies are available. No motion or amendment which necessitates expenditure additional to that which has been provided for in the Budget for the

current or ensuing year shall be put to the meeting unless and until the cost involved and the possibility of providing the additional amount has been considered by the Finance Committee.

A motion or amendment from the floor of the Assembly involving a change in policy or procedure shall be debated in the usual way. If received, it shall be referred to the relevant committees for a full consideration of its implications and for report and recommendation to the Executive Committee and to the next Assembly, before being adopted.

If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved. If an amendment is rejected a further amendment not to the like effect may be moved.

An amendment, which has been moved and seconded, shall be disposed of before any further amendment to the resolution may be moved. Notice may be given of intention to move a further amendment should the one before the Assembly be rejected.

6. ALTERATION OF MOTION OR AMENDMENT

A member may, with the concurrence of the seconder and the consent of the Assembly, alter a motion or amendment he has proposed.

7. WITHDRAWAL OF MOTION OR AMENDMENT

The proposer may withdraw a motion or amendment with the concurrence of the seconder and the consent of the Assembly. Any such consent shall be signified without discussion. It shall not be competent for any representative to speak upon it after the proposer has asked permission for its withdrawal unless such permission has been refused.

8. RESCISSION OF RESOLUTIONS

A resolution passed by a meeting of the Assembly may be rescinded, on motion, at a subsequent meeting of the Assembly, though not at an adjourned meeting.

9. SPEECHES

The proposer of a motion shall be allotted 10 minutes or the Chairman may determine such other period as he may see fit. Each subsequent speaker shall be allowed not more than five minutes unless the Chairman shall otherwise determine.

In each debate, whether on a motion or on an amendment, no one shall address the Assembly more than once, except that at the close of each debate the proposer of the motion shall be the right of reply, but must strictly confine himself to answering previous speakers and not introduce new matters. Such reply shall close the debate on the motion or the amendment as the case may be.

The foregoing Standing Order shall not prevent the asking or answering of a question, which directly arises from the matter before the Assembly or from a speech made in the debate upon it.

10. POINT OF ORDER

A member may rise to a point of order or in personal explanation, but he shall confine a personal explanation to some material part of a former speech at the same meeting, which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

The ruling of the Chairman on a point of order or on the admissibility of an order or on the admissibility of a personal explanation shall not be open to discussion.

11. CLOSURE OF DEBATE

A member who has not already spoken in the debate may, at the conclusion of any speech, move without notice and without comment the following Motion of Order. "That the question be now put"

The Chairman shall put that motion if in his opinion the questions before the meeting have been sufficiently discussed.

12. VOTING

Every question shall be determined by a majority of votes of members present and voting as indicated by a show of hands unless the Chairman rules that there shall be a ballot.

The Chairman shall have a deliberative and casting vote.

13. ADMISSION OF PUBLIC AND PRESS

Members of the public and representative of the press shall be admitted to all open sessions of the Assembly, but may only be admitted to business session if Assembly so decides.

14. SUSPENSION OF STANDING ORDERS

Any one or more of the Standing Orders, in any case of urgency, may be suspended at any meeting so far as regards any business at such meeting, provided that three-fourths of the members of the Assembly present and voting shall so decide.

15. MINUTES

Duplicated copies of the minutes of the proceedings of the previous day shall be distributed before morning devotions each day. They shall be taken as read and confirmed at the beginning of the business following the morning tea break. The Executive Committee shall confirm the minutes of the final day's proceedings.

A copy of the minutes of the proceedings of the Assembly shall be sent to all members of Assembly, ministers, evangelists and full-time church workers on the UCCSA Rolls or Personal and all local church secretaries, within 31 days of the last day of the Assembly. The proceedings of the Assembly will not be published in any other form.

16. REPORTS

All reports for presentation to the Assembly must reach the Secretary at least 30 days prior to the commencement of the Assembly.

17. REGISTRATION OF ATTENDANCE

All members of the Assembly shall register their attendance on arrival.

18. ATTENDANCE AT ASSEMBLY SESSIONS

Full attendance at Assembly sessions is expected of all accredited representatives, and no person without accreditation will be entitled to any of the privileges or hospitality of Assembly.

19. LANGUAGE

The language used in the Assembly shall normally be English. Representative may speak in any other language provided an interpreter is available.