

Table Tennis New Zealand Inc - Handbook

SECTION 2

GENERAL MEETINGS STANDING ORDERS

Conduct of Debate

1. Any person wanting to move a motion or amendment, or take part in any discussion shall rise and address the chairperson. He/she will resume his/her seat at the close of his/her remarks.
2. A time limit shall be imposed on all speakers; the mover of a motion or an amendment shall be allowed to speak for up to eight minutes, other speakers up to six minutes. The mover of the original motion shall have the right of reply for up to five minutes. Time elapsed through interruptions such as points of order will not be deducted from the speaker's allowable time limit.
3. By leave of the meeting any speaker may be granted an extension of time. An application for extension of time shall be proposed and seconded and put to the meeting without discussion or debate.
4. When the chairperson rises or proceeds to speak, the person holding the floor shall immediately resume his/her seat without comment.
5. The person proposing a motion or an amendment should state its nature before speaking to the motion and may not speak to the motion until the motion has been seconded.
6. Except by way of explanation, or in speaking to a point of order, or in exercising the right of reply, only one speech on the same matter shall be allowed to each person.
7. Although an amendment must relate to the matter involved in a motion it is interpreted as a fresh matter and, accordingly, previous speakers are at liberty to speak to it.
8. By permission of the chairperson, and when no other person is speaking, a person who has already spoken may speak briefly in personal explanation of his/her previous remarks but must state concisely the point he/she wishes to explain and must keep to that point without employing additional arguments.
9. Speakers shall be called by name and by the name of the association they represent.
10. If two or more persons rise to speak at the same time, the person first observed by the chairperson shall be given priority and the other persons who have risen shall resume their seats.
11. Speakers shall keep to the particular matter before the meeting whether it be a motion, an amendment, a point of order or a personal explanation.
12. Discussions deemed irrelevant by the Chairperson shall not be allowed.
13. A speaker called to order shall sit down until the person calling him/her to order has been heard and the point of order determined whereupon he/she may be allowed to proceed with the subject under discussion.
14. Any person may at any time rise and address the chairperson on a point of order, but must at once state he/she is raising a point of order and must confine observations to the point of order.

15. A point of order shall be taken immediately the breach of order occurs. Neither an explanation nor a contradiction is a point of order.
16. A speaker called to order shall be given an opportunity to explain and the chairperson may give others permission to speak briefly, but new matters may not be introduced.
17. The chairperson's decision on a point of order is final and shall not be discussed.

Motions and Amendments

18. Motions and amendments shall be expressed in precise language, otherwise the chairperson may refuse to allow them to be put.
19. A motion shall be affirmative in form.
20. No motion shall be proceeded with in the absence of the person giving notice unless he/she has authorised, in writing to TTNZ, some other person to move it.
21. Motions and amendments must be proposed and seconded.
22. An amendment must relate to the matter involved in the motion.
23. An amendment may require words to be inserted, added, deleted, or substituted.
24. An amendment which is a direct negative of the motion shall not be allowed.
25. Motions and amendments shall be put in writing and submitted to TTNZ.
26. A particular individual may move or second only one amendment to each motion. He/she may, however, speak to amendments moved by others. The mover or seconder of the motion may not move or second an amendment to it but may speak to any amendment and vote in favour of it.
27. The mover of an original motion may exercise a right of reply but shall be confined to answering remarks previously made and shall not introduce new material.
28. There shall be no right of reply to an amended motion.
29. The right of reply shall be exercised at the end of the debate, unless one or more amendments are brought forward, in which event the mover of the original motion shall reply at the end of the debate on the first amendment.
30. The seconder of a motion (but not of an amendment) may speak to the motion later in the debate provided he/she states when seconding the motion that he/she intends to do so.
31. Amendments shall be taken in the order in which they affect the terms of the motion. No amendments shall be allowed with regard to those parts of the motion which have already been accepted.
32. Notice of further amendments together with details of such amendments shall be given before a vote is taken on the first amendment.
33. Amendments shall be put to the meeting before the motion is put.
34. Only one amendment at a time shall be considered. An amendment of an amendment shall not be allowed without the permission of the mover and seconder.

35. When an amendment is carried, it is incorporated in the motion and the motion as amended becomes the motion before the meeting and shall be put to the meeting in its amended form subject to further amendments. If it is rejected, debate on the original motion shall not be revived.
36. Once adopted, a motion becomes a resolution.
37. Where a motion lapses, a fresh notice of motion shall be required.
38. A motion which has been lost may be brought forward at a subsequent meeting provided sufficient notice is given in accordance with the rules of TTNZ.
39. Where a resolution has been given effect, eg work carried out or an appointment made as a result of it, such resolution cannot be rescinded.
40. Motions and amendments shall only be withdrawn when the meeting consents. A motion for withdrawal may be debated but the debate shall be confined to the question of withdrawal. If an amendment to the motion is before the meeting it must be disposed of before the motion can be withdrawn.
41. The debate shall be terminated when the proposer of the motion has replied. At the close of the debate the chairperson shall put the motion.
42. Any three delegates may call an open division on any motion or amendment being put to the vote other than a secret ballot.
43. Once the vote has been taken the meeting cannot further debate the motion nor can it be amended.

Formal Motions

44. A debate may be interrupted by a formal motion. The following formal motions may be proposed without previous notice:
 - Closure
 - Proceed to the next business.
 - Adjournment of debate.
 - Adjournment of the meeting.
 - That the question lie on the table.
45. Closure

Closure is employed to terminate debate and bring a matter to the vote. A motion "that the question be now put" shall be proposed and seconded in a few words but not discussed, amended or adjourned. If the motion is affirmed, a vote must be taken on the motion or amendment without further discussion or amendment. If it is defeated, discussion continues.

Closure may be moved while another person is speaking. It shall be neither moved nor seconded by a person who has already moved, seconded or spoken to the main motion or any amendment. The mover of a closure has no right of reply.

No motion to close the debate shall be moved within fifteen minutes of the defeat of a previous motion to close the debate.
46. Proceed To The Next Business.

A motion "that the meeting proceed to the next business" shall not be moved while another person is speaking and shall be proposed and seconded by persons who have not previously moved,

seconded or spoken on the main motion or any amendment.

The motion shall be put to the vote at once without discussion.

The motion cannot be amended.

The motion may be moved even though an amendment is being considered and if carried, the meeting shall resume discussion on the main motion.

If the formal motion is defeated it may be put again to the meeting after an interval of ten minutes.

Business shelved by such a formal resolution may be raised again at another meeting on due notice being given in accordance with the TTNZ Rules.

47. Adjournment of Debate

A motion "that the debate be adjourned" may only be moved at the conclusion of a speech.

The motion shall not be moved while another person is speaking nor by a person who has moved, seconded or spoken on the main motion or any amendment.

Previous speakers who have spoken on the motion under discussion or any amendment thereof may speak to the formal motion.

No amendment except as to the time, date and place of the adjournment shall be allowed to the formal motion.

The mover has the right to re-open the debate on its resumption and retains the right of reply at the end of the debate but otherwise the rules prohibiting second speeches applies.

The business to which the debate relates shall be placed on the agenda paper of the meeting to which it is adjourned and shall have priority over any other except formal business.

A motion to refer the matter to a committee shall have the same effect as adjournment of debate.

48. Adjournment of Meeting

Such formal motion may not be moved during the election of the chairperson and shall not be moved while another person is speaking but may be moved during the course of debate on a particular matter but only by a person who has not moved, seconded or spoken on the motion, the subject matter of the debate or any amendment thereto.

Previous speakers who have spoken on the motion under discussion or any amendment thereto, may speak to the formal motion but the mover of the formal motion has no right of reply.

The only amendments permitted shall be as to time, date and place of the adjourned meeting.

If the formal motion is defeated it may be moved again at a later stage provided it is not moved within thirty minutes of the defeat of a previous motion to like effect.

The adjournment may be to a definite day or indefinitely. If no day is fixed it will be to the next annual general meeting.

Unless the adjournment is to a subsequent annual general meeting, only adjourned business shall be taken at the adjourned meeting.

The rule against second speeches applies to an adjourned meeting.

A motion "that the chairperson leave the chair", which cannot be amended and may be put to the meeting by the chairperson him/herself, shall have the same effect as a formal motion to adjourn the meeting.

49. That the Question Lie on the Table

The effect of a motion that the question or communication lie on the table is that the question or communication is not further discussed and that the meeting proceeds to the next business.

The formal motion may only be moved or seconded by a person who has not already moved, seconded or spoken on the question or communication.

There is no right of reply and no amendment shall be allowed.

The motion may be moved on any question or amendment on the agenda.

If the motion is moved and carried on an amendment the original question is laid on the table.

A subsequent motion, either at the same or a later meeting, to take the question or communication from the table shall be permitted.

Voting

50. Voting shall be undertaken in accordance with the TTNZ Rules.

51. In the case of a ballot the number of votes cast in favour of the motion and the number of votes cast against the motion shall be declared by the chairperson.

52. Where a resolution is recorded as having been passed unanimously, every member present is deemed to have voted for it.

53. In the event of the chairperson being doubtful as to the counting of the hands or the number of voices he may forthwith take another vote, even though he has declared the result of the vote. At the second vote, persons who previously abstained from voting may vote.

54. Neither the chairperson nor the meeting can refuse a poll which is demanded.

55. The following information shall be put on the voting paper: the name of officer-bearer or association for whom the votes are recorded; the number of votes entitled; the name/s of the preferred candidate/s. The voting paper shall be signed by the officer-bearer or authorised delegate.

56. A demand poll cannot be withdrawn after the meeting adjourns for taking it.

It is the duty of the chairperson to declare the poll and until the poll is declared, the election is not completed.

57. A delegate may have his/her vote recorded against any resolution and such vote shall be recorded in the minutes.

58. Persons voting even though they vote as holders of proxies must be personally present at the poll to tender their votes.

59. Where there is an equality of votes and the chairperson has not or refused to exercise a casting vote, the result is that the proposal is defeated.

60. For the purpose of accurately ascertaining the result of a poll, scrutineers shall be appointed on a

resolution of the meeting. Persons so appointed shall be persons not entitled to vote. If this cannot be achieved, an appointed officer or representative of TTNZ shall be deemed to be the returning officer. The scrutineers shall present the result of the poll together with all relative voting papers to the chairperson for declaration.

61. Should a scrutineer challenge the votes or any part thereof, the matter shall be decided by the chairperson after discussions with the scrutineer/s and before a vote declaration.
62. The scrutineers are duty bound to disclose to no-one, except the chairperson of the meeting, any details of the result of the voting.
63. Any objection to the correctness of a declaration of a vote shall be made immediately and before the next business is proceeded with.
64. On a declaration by the chairperson that a resolution is carried, an entry to that effect on the minutes of the proceedings shall be sufficient evidence of the facts so declared.
65. All voting papers used shall be destroyed after each secret ballot, after a motion from the meeting to do so.

Suspension of Standing Orders

Any one or more of the standing orders may, in case of urgency, or upon a motion made, be suspended at any meeting, as regards any business at such meeting.

GENERAL MEETINGS - DUTIES OF THE CHAIRPERSON

1. A chairperson and deputy chairperson shall be appointed to preside at any general meeting of district associations in accordance with the rules TTNZ. Should the Chairperson of TTNZ be absent from any meeting or where more than one person is proposed as chairperson, an officer of TTNZ shall conduct an election in accordance with the rules of the TTNZ. Objections to the appointment of a chairperson shall be made forthwith.
2. If a deputy chairperson is elected to take the chair in the absence of the chairperson, as provided in the TTNZ Rules, he/she shall be entitled to retain the chair even if the permanent chairperson subsequently arrives at the meeting.
3. The chairperson shall conduct proceedings regularly and in accordance with the TTNZ Rules. No discussion shall be permitted unless there is a motion before the meeting. Irrelevant discussion should be terminated by the Chairperson. Speakers shall be named and be required to rise when speaking and to address the chair.
4. The chairperson shall take care that the sense of the meeting is properly ascertained with regard to any question before it. The chairperson must put motions and amendments to the vote and he/she has no power to adjourn a meeting of his/her own accord to avoid a decision. He/she is charged with excluding irrelevant motions and allowing voting only on due process, purpose and competency of the meeting.
5. The chairperson may refuse to put motions and amendments which are not expressed in clear terms, but if an amendment is otherwise relevant and within the scope of the meeting, he cannot refuse to put it. The chairperson shall decide whether a motion or amendment requires a notice of motion.
6. The chairperson shall preserve order. He/she can require speakers to withdraw and apologise.

He/she may require them to resume their seats and also has the power to require speakers, who are unduly repetitious or who do not keep to the point under discussion, to resume their seat.

7. The chairperson shall give all persons present a reasonable opportunity of voting. If a poll is demanded the chairperson determines the time and manner of taking it. It is the duty of the chairperson to declare the poll. Where the voting is by show of hands or by voices he/she may, even though he/she has declared the result, still take another vote. The chairperson shall demand a poll where it is only by taking a poll that effect can be given to the intent of the discussion. The Chairperson may order a poll be taken even though general consensus of the meeting prefers voting by a show of hands. The entry in the minutes shall show the result of that poll.
8. Should the chairperson wish to take part in a debate, he/she shall vacate the chair before and during the time he/she is speaking or taking part in the debate. Providing the deputy chairperson has not and does not intend to take part in the debate, the deputy chairperson shall occupy the chair until the debate is finished. In the event of the deputy chairperson not being eligible to take the chair, the meeting shall elect a temporary chairperson who has not and will not take part in the debate.
9. At the conclusion of the business of the meeting, but not otherwise, the chairperson shall declare the meeting closed.
10. The chairperson shall vouch for the correctness of the minutes after the approval of the meeting by putting his/her signature to them.