

**STANDING ORDERS
SOCIALIST PARTY OF AUSTRALIA.**

1. The Secretary shall call time at 8.30 p.m. and meeting shall commence if quorum be present.
2. The quorum shall consist of not less than five members.
3. If quorum be not present by 9.15 p.m. then the Secretary shall declare the meeting out of order and record same in the Minutes.
4. If no quorum be present suspension of Standing Orders may be moved and any business done shall be subject to ratification at the next properly constituted business meeting.
5. Suspension of Standing Orders may be moved on questions of urgency.
6. The voting shall be by show of hands, the Chariman voting as an ordinary member, and the voting recorded in the Minutes.
7. No resolution shall be rescinded at the same meeting at which it was carried. Notice of motion of at least one week's duration shall be given and members shall be notified.
8. The Chariman shall call for amendments and discussion on all resolutions accepted by him.
9. The Chariman shall vacate the chair on the motion of a member carried as an ordinary resolution.
10. If a point of order can be referred to a Rule, that Rule shall govern the Chariman's proceedings.

**PROCEDURE FOR CONDUCTING
BUSINESS MEETING.**

1. The Secretary shall ask for nomination for the Chair and the Chairman shall be duly elected.
2. The Secretary shall record the names of members present, also the number of non-members.
3. The Secretary shall read the Minutes of the last meeting.
4. Motion to adopt Minutes.
5. Questions and business arising out of Minutes.
6. Vote taken on Minutes and Chariman shall sign same.
7. Correspondence now read.
8. The Secretary shall ask for new members.

9. Collection of Dues; to be recorded in Minutes.
 10. Reports - Treasurer, Librarian, etc.
 11. Lapses from Party membership.
 12. General business.
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Any member desiring to speak must stand and address the Chair, no interruption being allowed unless on a point of order.

In the event of a breach of Rules any member may rise to a point of order. The ruling of the Chair shall be binding unless challenged by a motion that the Chairman leave the Chair, which motion on being seconded shall be put to the meeting without discussion.

No second amendment, or order to a motion shall be put to the vote until the first is disposed of. If the amendment is carried it shall then become "the Question" open to any further amendment. If negatived, any second amendment may be moved. Only one amendment to be before the meeting at the same time.

After any amendment or motion has been moved, or seconded, any member may move "that the Vote be now taken", or that "we proceed to next business", which shall be put to the meeting without discussion.

No member except the mover and seconder of the motion or amendment shall be allowed to speak more than once on any subject except with the consent of the meeting, or answer to a question.

The Chairman shall, if he thinks necessary, insist on any motion or amendment being put in writing.

The meeting may grant suspension of Standing Orders. A meeting not duly constituted under the Standing Orders shall have the power to act, subject to the ratification of the next duly constituted meeting.
