

- 1) These Standing Orders shall be applicable to all meetings of Orienteering NSW Inc (ONSW) and shall be construed subject to the Constitution.
- 2) As per the Constitution (Clause 14 (b)) ONSW's Standing Orders will be endorsed by the Meeting at the beginning of each General Meeting.
- 3) In these Standing Orders the term "member" means an individual member of ONSW. However only authorised representatives of affiliated clubs (Delegates) shall be permitted to vote at ONSW general meetings.
- 4) Meetings shall, subject to the presence of a quorum, start at the time set out on the notice or, if a quorum is not present at this time, immediately after a quorum is reached. Subject to the discretion of the meeting, the meeting shall continue until it has disposed of all business on the Agenda.
- 5) Meetings of ONSW shall be chaired by the President. If the President is absent at any time during the meeting, the meeting shall be chaired by the Vice-President, or in their absence a member of the Board appointed by the meeting. The Chairperson is entitled to a casting vote if required, by virtue of his or her position.
- 6) Meetings of Committees of Orienteering NSW shall be chaired by the Chairperson of the Committee or, in his/her absence, by a member of the Committee appointed by the meeting.
- 7) If no quorum is present within 30 minutes of the starting time set out in the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting or, if required to be dealt with before that meeting, shall be handled in accordance with Clause 7(f) of the Constitution. Business on the Agenda of a meeting which has been deferred from a previous meeting through lack of a quorum shall take precedence over new business.
- 8) Any member desiring to speak at a meeting shall indicate his/her intention to the Chairperson and when called upon to speak shall address the Chair.
- 9) Any member participating at a meeting remotely must, when they are speaking, be able to be heard (and if practicable seen) by all other members in attendance, and the remote participant must, in turn, be able to hear (and if practicable see) those other members participating.
- 10) Motions at ONSW General Meetings shall be moved, seconded and dealt with in accordance with the applicable provisions in the Constitution (Clauses 15-19). Notwithstanding these provisions, motions at a general meeting that is not an AGM or SGM may also be moved and seconded from the floor by Delegates, or by members of the Board.
- 11) No member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.

12) A motion or amendment before the Chair shall not be withdrawn except by its mover in agreement with the seconder and by leave of the meeting.

13) If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.

14) A motion or amendment before the Chair may be reworded by the mover in agreement with the seconder, subject to leave of the meeting.

15) Unless specifically invited by the Chairperson, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right to reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

16) A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.

17) When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.

18) The Chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.

19) Voting will be on a show of hands unless otherwise advised by the Chairperson or requested by the meeting. In electronic meetings alternatives for votes include a roll call of Delegates or an electronic poll, while in fully in-person meetings a written ballot is an alternative. Where a ballot is necessary for election of Board officer(s) or Board member(s) it will be conducted by electronic poll. Each Delegate is required to post his/her votes as a separately identified and admitted individual.

20) On an equality of voting, the Chairperson shall exercise his/her casting vote at his/her discretion.

21) Any member may raise a point of order, which shall take precedence over all other business, and which shall be ruled on by the Chairperson. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.

22) Any member disagreeing with the Chairperson's ruling on a point of order may move dissent stating his/her reasons. Such motion shall be put forthwith without debate.

23) A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "that the question be now put", which motion if accepted by the Chair, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or refuse the motion. The Chairperson may also of his/her own volition put the question if he/she feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure motion shall

be deemed to close the debate on the amendment only.

24) A member may at any time move "that the speaker be no longer heard" or "that the speaker be heard for a further limited period only". Such a motion shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.

25) A member may at any time move "that the meeting proceed to the next business". Such a motion shall be put without amendment or debate.

26) During the discussion of a motion (but not of an amendment) a member who has not already participated in the debate on the motion may move "that the question be not now put". This motion shall be open to debate and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall be put until all amendments have been disposed of.

27) A procedural motion under any of Standing Orders 21 to 26 does not require a seconder.

28) A member may move "that the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place permitted. The motion shall take precedence over other business before the Chair except points of order.

29) In the event of any apparent failure of the video, telephone or conferencing connection, the Chair should immediately determine if the meeting is still quorate: a) If it is, then the business of the meeting will continue; or b) If there is no quorum, then the meeting shall adjourn for a period specified by the Chair, expected to be no more than five minutes, to allow the connection to be re-established.

30) In the event of connection failure, the impacted member(s) will be deemed to have left the meeting at the point of failure and if the connection cannot be re-established to those member(s) before the end of the meeting, then the meeting shall continue to deal with the items of business provided it remains quorate. If the connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of reestablishment.

31) Standing Orders 1 to 26 or any of them may be suspended by a three-quarters majority of the voting members (Delegates) present. A motion to this effect shall be open to debate.

32) Notwithstanding anything contained herein, any decision made by a validly constituted meeting cannot be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.

33) The Board of NSW may adopt, alter or delete any of these Standing Orders by resolution, subject to the Constitution.