

MEETING RULES & ETIQUETTE

1. The meeting is subject to the direction and control of the Chairperson.
2. Any person wishing to speak must do so respectfully through the Chair.
3. Unless permitted by the Chair, a person can only speak on the motion under consideration, and not digress from the subject under discussion.
4. Imputation of improper motives and all personal reflections on members will be regarded as disorderly.
5. A person must not interrupt while another is speaking, except on a point of order.
6. Upon direction of the Chair during discussion, a person must stop speaking.
7. If a point of order is raised by a person, that point must be concisely stated and the Chair must give a ruling on the point of order.
8. An amendment to a motion may be moved, and if seconded, put to the meeting for voting.
If the amendment is lost, the original motion must be put for voting. No amendment may be a direct negative to the motion and the chair must refuse to accept such.
9. At any time during a debate, a person may move “that the motion be now put” and if seconded, that motion must be put and resolved to be voted upon, without further debate. If resolved by the meeting, the motion must be put to the vote, if lost, the debate continues.
10. The chair’s declaration on a vote result is conclusive and decisive.
11. A person may move that the meeting is adjourned at any time. A motion for adjournment is put and discussion ceased. If resolved, the meeting is adjourned and the Chair announces that date/time/venue of the reconvened meeting (min. of one day’s notice).
12. The chairperson does not have a deciding vote in General or Executive Committee meetings.

Source: Strata Community Australia (2014), *Rules of Debate in General Meetings*, 2014 CPD materials and *Community Lands Management Act 1989*.