

## **NATURE CONSERVATION COUNCIL NSW Inc. (NCC) STANDING ORDERS FOR CONFERENCES**

### **Adopted by the Nature Conservation Council Board on 12 September 1975**

(As amended, October 2001)

(As further amended, September 2025)

## **1. DEFINITIONS**

In these Orders, unless the context otherwise requires:-

- 1.1 “Conference” means either an Annual Conference or a Special Conference.
- 1.2 “Constitution” means the Constitution of the Nature Conservation Council of New South Wales Inc. amended from time to time.
- 1.3 “Chairperson” means the Chairperson of the Board
- 1.4 “Vice-Chairperson” means the Vice-Chairperson of the Board.
- 1.5 “Presiding Chairperson” means the person for the time being acting as the Chairperson of a conference.
- 1.6 “Director” means a person elected, appointed or co-opted to the Board as provided for in the Constitution.
- 1.7 “Delegate” means a person who represents at any conference, a member society in accordance with the entitlement of that society as prescribed in the Constitution.
- 1.8 “Proxy Delegate” means a person appointed in writing to represent a member society entitled but unable to send a delegate or delegates to any conference.

1.9 “Observer” means a person representing a corresponding society or any other person admitted to a conference in a non-voting capacity.

1.10 “Conference Member” means any person attending a conference, whether as a delegate, a proxy delegate, a Director, or as an observer, provided that no person may attend or be present at a conference who has not first attended the registration desk upon arrival at the meeting room and been duly registered and admitted under one of the foregoing categories.

1.11 “Voting Member” means any person present at a conference who is entitled under the Constitution to cast a vote on any question put, or to take part in any election held, and shall for the purposes of these Orders be deemed to be a delegate or proxy delegate attending under the provision of Clause 14 of the Constitution or a Director attending under the provision of Clause 23, but not otherwise. Only Voting Members may speak on matters or questions raised at the Conference.

1.12 “Motion” includes any matter before the Chair on which a conference is to cast a vote and whenever the context matter so intends or requires includes “amendments to a motion”.

1.13 “Question” is deemed to be synonymous with “motion”.

1.14 “Returning Officer” means the person appointed by the Board, in accordance with the Constitution, to be responsible for the proper conduct of every ballot, election or vote of the Board

1.15 “Substantive Motion” means a Motion which is used to suggest a particular course of action about an issue or project the NCC is concerned about or involved with. A Motion concerned with the “business” of the NCC.

## **2. CHAIRPERSON OF A CONFERENCE**

2.1 The Chairperson shall be the presiding Chairperson provided that in the absence, for any reason, of the Chairperson from the Chair, the Vice Chairperson, or other person appointed by the Chairperson, shall be the presiding Chairperson.

2.2 If, after the lapse of half an hour from the time set for a conference neither the Chairperson nor the Vice Chairperson has assumed the Chair, and a quorum is otherwise

present, the Voting Members shall appoint by simple majority a presiding Chairperson from the directors present at the meeting who shall assume the Chair for so long as may be necessary to enable the business of a conference to proceed.

2.3 The Chairperson when acting as presiding Chairperson may take part in all debates and may, if they so chooses, vacate the Chair in order to do so.

2.4 The presiding Chairperson shall have a deliberating vote and in the case of an equality of votes shall have an additional or casting vote.

### **3. CHAIR TO BE ADDRESSED STANDING**

3.1 Any Voting Member who wishes to address the Chairperson shall do so standing where possible.

### **4. RULINGS OF THE PRESIDING CHAIRPERSON – DISSENT**

4.1 A motion of dissent from a ruling of the presiding Chairperson may be moved and seconded by Voting Members only.

4.2 Whenever any motion of dissent is moved a vote shall be taken without discussion, save that the mover of the motion of dissent shall be entitled to state their grounds of dissent from the ruling, but not otherwise.

### **5. MOTIONS - PROCEDURES TO BE OBSERVED**

5.1 When a motion on the business paper stands in the name of a member represented at a conference by a delegate present in person, that delegate shall move that motion.

5.2 When a motion on the business paper stands in the name of a member represented at a conference by a proxy delegate, that proxy delegate shall move that motion.

5.3 When a motion on the business paper stands in the name of a member unrepresented at a conference, any Voting Member so disposed, may move that motion.

5.4 When a motion on the business paper stands in the name of the Board, a member of the Board shall move that motion.

5.5 When any motion is not seconded, the presiding Chairperson shall declare such motion "lapsed" for want of a seconder.

5.6 The mover and the seconder of a motion shall be deemed each to have spoken in favour of the motion.

5.7 No Voting Member may speak more than once on a question currently before the Chairperson.

5.8 When three Voting Members have spoken on the same side of any question, then unless a Voting Member rises to speak on the opposite side, the Presiding Chairperson shall forthwith put the question.

5.9 In the event of a question having been opposed, the mover of the motion may speak in reply.

5.10 A Voting Member shall not digress from the subject matter of any question under discussion. The presiding Chairperson may call the attention of a conference for continued irrelevancies or tedious repetition on the part of a speaker and may direct such speaker to discontinue their speech.

5.11. A speaker shall not be interrupted whilst they are addressing the Chairperson, except that a Voting Member may interrupt to a speaker to:

- (a) request that their words be taken down, or
- (b) call attention to want of a quorum, or
- (d) to raise a point of order, or
- (e) move "that the question be put".

5.12 Any Voting Member may rise to a point of order if they do so immediately, and provided they commence with a statement that they rise to order. They shall state their point clearly

without debate. The person who was previously speaking must thereupon resume their seat, until the point being taken is resolved and ruled upon. When the speaker raising the point of order has concluded their appeal to the presiding Chairperson, there shall be no further debate and the presiding Chairperson shall give their ruling forthwith.

5.13 Stating of the Question. At any time during the debate, a Voting Member may request that the question or matter being discussed be stated for their information or that an amendment be read out provided that such request shall not be made so as to interrupt a person already addressing the Chairperson.

5.14 Raising a Query. At any time during the debate on any question or matter during the meeting, but not so as to interrupt a person speaking, a Voting Member may raise a query seeking information relevant to the debate in progress, and the query so raised shall be dealt with before the debate continues. Any such query raised shall not count as a speech in the debate on the question or matter aforesaid.

5.15 Suspension of Standing Orders. The Chairperson may rule to suspend standing orders to facilitate debate on Motions. This suspension may be cancelled by the Chairperson or the Conference. The Conference may also move to suspend standing orders.

## **6. TIMING OF SPEECHES**

6.1 The mover of a motion shall be entitled to speak for a time not exceeding three minutes and for other speakers not exceeding two minutes, but the Conference may extend with or without limit, the time to be allowed to any particular speaker. The Chairperson has discretion to allow brief extensions for practical reasons, such as a speaker finishing a sentence.

6.2 A speech in reply shall be limited to two minutes.

## **7. AMENDMENTS**

7.1 A member group shall not be entitled to amend a motion, previously circulated with the business papers, unless agreed to by the Conference.

7.1.1 A motion for amendment is a new question and speakers who have spoken to the original motion may speak again to such new questions.

7.2 An amendment must be relevant to the motion and no amendment may directly negate the motion it seeks to amend.

7.3 Each and every amendment must be submitted in writing to the presiding Chairperson before the amendment is moved. The presiding Chairperson may decline to proceed with an amendment if the text thereof is not made available in satisfactory written form (including being electronically displayed for all attendees at the meeting ).

7.4 The mover of the substantive motion shall be allowed the right of reply but such reply shall be held to have closed the debate.

7.5 A speaker exercising their right of reply shall confine their reply to answering the debate and shall not introduce any new matter.

7.6 No second amendment of a motion shall be considered until the first amendment is disposed of, provided however, that a Voting Member may foreshadow, but not speak to a second amendment.

## **8. PUTTING THE QUESTION**

8.1 When a substantive motion and an amendment thereto are before the meeting, the presiding Chairperson shall, immediately following the reply, put the amendment to the vote.

8.2 Amendment Lost. If the amendment is not carried the presiding Chairperson shall declare it lost, and shall forthwith put the substantive motion without the amendment unless a Voting Member rises, where possible, and moves a further amendment. In the event of a second amendment being moved and seconded, the mover of the substantive motion may again reply immediately prior to the second amendment being put, but they must confine themselves to the new matter brought forward by the further amendment.

8.3 Amendment Carried. If the amendment is carried, the presiding Chairperson shall declare it CARRIED and that it has become a substantive motion. The presiding Chairperson



shall then forthwith put the amendment so carried as the substantive motion unless a second amendment is moved and seconded. In the event of a second amendment coming before the meeting, the mover of the first amendment may, by virtue of that first amendment having become the substantive motion, reply immediately prior to the putting of the second amendment.

8.4 **Further Amendments.** The same procedure shall be observed, for as many further amendments as are moved and seconded, including foreshadowed further amendments.

## 9. **VOTING**

9.1 Voting on any question shall be by a show of hands and following each vote, the presiding Chairperson shall declare the question either “CARRIED” or “LOST”, provided that if a conference so decides by resolution, any question may be determined by secret vote.

9.2 In the event of the number of nominations for the office of elected director or any other office to be filled at a conference exceeding the number of vacancies for such office, voting shall be by secret vote.

9.3 For all secret votes, the Returning Officer shall issue ballot papers.

## 10. **RESOLUTION OF A CONFERENCE - DISSENT**

10.1 A member wishing to exercise the right conferred on it by virtue of Clause 16 of the Constitution, that is to say, to record its dissent from any resolution of a conference, shall within 14 days of the posting by the Secretary of the minutes of that conference, notify the Secretary in writing of its dissent aforesaid, provided that any member represented at a conference, whether by a delegate or proxy delegate, may through such delegate or proxy delegate notify its dissent aforesaid, immediately following the passing of the motion that gave rise to the resolution aforesaid.

## 11. **COMMITTAL OF A PREVIOUSLY DETERMINED MOTION**



## 11.1 In this Order:-

11.1.1 “Previously determined motion” means a motion determined at a conference and later at the same conference, made the subject of a recommittal motion.

11.1.2 “Recommittal motion” means a motion without notice moved at a conference calling for the recommittal of a previously determined motion.

11.2 Subject to Clause 11.3, the presiding Chairperson may accept a recommittal motion provided the same persons entitled to exercise a vote are present as were present at the time the previous motion was determined.

11.3 Notwithstanding the provisions of Clause 11.2, if it can be demonstrated that of the Voting Members present, when the previously determined motion was put to the vote, not more than two such persons have left the meeting the presiding Chairperson may accept a recommittal motion and shall, provided such motion when put to the vote, is carried without dissent but not otherwise, proceed with the recommittal of the previously determined motion.

11.4 Notwithstanding the provisions of Clause 11.2 and 11.3, the presiding Chairperson may nevertheless accept a recommittal motion when, in their opinion, the purpose of recommittal is only for the correction of an obvious mistake.

11.5 In all other circumstances, the presiding Chairperson shall decline to accept a recommittal motion and shall direct the proponents thereof to proceed, if they so wish, in accordance with the provisions of the Constitution relating to Special Conferences.

11.6 The vote on a recommittal motion accepted under the provisions of Clause 11.2 or 11.4 shall be determined by simple majority.

## **12. WITHDRAWAL OF A MOTION**

12.1 It shall be permitted for a member in its absolute discretion, either through its delegate or proxy delegate, at a conference or in writing addressed to the Secretary, to withdraw an item from the printed business paper previously distributed at a conference by that member.



**13. BUSINESS NOT DEALT WITH**

13.1 If sufficient time is not available to a conference in which to determine all the business notified on the business paper for, or brought forward during that conference it shall be competent for the conference to resolve by simple majority vote that all unfinished business be referred to the Board for determination at the absolute discretion of the Board.

