

**Northam Church of Christ Incorporated**  
**Standing Orders for General Meetings**

**Rules for Speaking to Motions**

1. The mover of a motion shall be allowed four minutes to speak and three minutes in reply and any other speaker shall be allowed three minutes to speak.
2. Any member may move for an extension of time, and provided this is seconded, it must be put to the vote by the chairperson without discussion.
3. If the resolution for the extension of time is carried, the speaker may speak for a further period of the same duration as the period for which they were originally entitled to speak, provided that such extension of time for any speaker shall not exceed three minutes.
4. No more than one speaker may speak in favour of or against a motion in succession except that the seconder of any motion may speak immediately following the mover of such motion.
5. A debate lapses when one speaker has spoken on one side and there is no further speaker on the other side. The mover may then, if there have been any speakers to the contrary, reply. The question must then be put.
6. No person shall speak more than once on the same question, except a mover exercising their right of reply, including the motion and all amendments, except strictly in explanation of or in contradiction of a mis-statement of a remark alleged to have been made by them.

**Rules for Speaking to Discussion Topics**

1. Those whose names are listed on the agenda as having raised topics for discussion shall be allowed four minutes to speak and any other speaker shall be allowed three minutes to speak.
2. Any member may move for an extension of time, and provided this is seconded, it must be put to the vote by the chairperson without discussion.
3. No person shall speak more than once on the same question, except that the chairperson may allow a two minute opportunity to speak at the end of the discussion for those whose names are listed on the agenda as having raised the topic for discussion.
4. In the event that topics for discussion are not showing any sign of progress after 25 minutes, the chairperson may call upon the meeting to vote on a motion that the discussion be continued at a meeting of interested members within a timeframe decided at the meeting.

**General Rules to Maintain Order**

1. The chairperson shall keep order in all debates.
2. Whenever the chairperson rises during a debate, any member then speaking or about to speak shall sit down and the meeting shall be silent.
3. Members shall at all times address the Chair.
4. When two or more members rise to speak, the chairperson shall call upon the member who first rose in their place.
5. Members must all times be orderly and respectful.
6. All imputations of improper motives and all personal reflections on members shall be deemed disorderly.
7. No member shall digress from the subject matter of any question under discussion.
8. The chairperson may discipline any member who fails to observe any of these standing orders or fails to obey a direction of the Chair.
9. A member who fails to obey the direction of the chairperson to retract any offensive expression shall not speak in any discussion until they retract the expression.
10. The chairperson may order the removal from the meeting of any person who persists in disorderly conduct.