**THE LIBERAL PARTY**

**STANDING ORDERS GOVERNING THE CONDUCT OF NEC MEETING**

These Standing Orders were adopted by the NEC meeting on 22 June 1991.

1. No business shall be transacted at any meeting unless it appears on the agenda,   
   except by leave of the meeting given by a simple majority of those present.

2. Items shall be taken in order, except by leave of the meeting.

1. The order in which an item of business shall be discussed is as follows:

(a) Questions on the Report

(b) Recommendations included in the written Report

(c) Other motions duly proposed and seconded of which the Chair has a written   
copy

1. Amendments shall be taken in the order in which they affect the motion, and one   
   amendment shall be disposed of before another is moved. Amendments should be   
   submitted in writing to the Chair however the Chair may use discretion in accepting   
   oral amendments.
2. No amendment shall be taken which, in the opinion of the Chair, supported by the   
   meeting, is trivial, or a direct negative of the motion or of any amendment already   
   passed.
3. A member may not speak more than once to any motion or amendment. The mover   
   may reply to any amendment and discussion before the vote is taken. On any motion   
   or amendment involving expenditure, the Treasurer shall be invited to comment on the   
   budget implications after the proposal has been put by the mover and before any   
   further discussion. Such comment shall be confined to matters of fact and shall be   
   additional to any speech the Treasurer may wish to make as an individual member of   
   the NEC. The Chair may use discretion to allow additional speeches where, in his or   
   her opinion, these would assist the understanding of the issue under consideration.
4. To close a discussion a member may move that "The question be now put". To close   
   a discussion to prevent a decision being taken on the motion, etc, a member may   
   move "That next business now be taken". To close a discussion a member may also   
   move that the matter be referred to a named Committee.
5. The Chair may give a casting vote in the event of a tie. If the Chair does not wish to,   
   the motion or amendment is not carried.

9. Votes shall be taken by a show of hands.

1. Any breach of the Constitution, or of these Standing Orders, may be raised on a "point   
   of order" which shall be taken forthwith. The Chair's ruling shall be final, unless   
   challenged, whereupon the Chair shall put the ruling to the meeting forthwith.

11. The consumption of alcoholic drinks shall not be permitted during the meeting.

1. These Standing orders may be suspended by a two-thirds majority of those present   
   and voting at a meeting, for the duration of the meeting or a shorter period.
2. These Standing orders may only be revoked or amended by a two-thirds majority of   
   members present and voting, and where written notice of the proposal has been   
   circulated with the Agenda.