**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.