



# STANDING ORDERS

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Adopted by Board on 5 June 2014



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### 1 Preamble

Proceedings at all meetings of the Board shall be governed by the following Standing Orders for the conduct of such meetings.

### 2 Definitions

In these Standing Orders:

**Act** means the New Zealand Public Health and Disability Act 2000;

**Board** means the Southern District Health Board established under the Act;

**Chair** means the presiding member of the meeting, pursuant to clause 27 of the Third Schedule of the Act;

**Member** means a member of the Board.

### 3 Proceedings at Meetings

#### (a) Preliminaries

- (i) The Board Chair or, in his/her absence the Deputy Chair, shall preside at all meetings. In the absence of the Deputy Chair, the meeting shall appoint such member as it thinks fit as Chair for the period of such absence.
- (ii) The Board may adjourn by its own resolution to such time and place, as it thinks fit.
- (iii) The Board Secretary or his or her delegate shall keep full minutes of all proceedings.

## **(b) Business of the Day**

Any business on the Agenda may be transacted at a meeting and the Chair shall decide the Order of the Business. Failing any decision of the Chair to the contrary, the business on the Agenda shall be taken first and in the order in which it appears thereon.

## **(c) Motions**

- (i) Management recommendations with each Board or Committee paper will be treated as a motion that has been moved by the Chair and seconded by the Deputy Chair. Any changes will be moved and seconded in the normal way. The minutes will not record movers and seconders.
- (ii) If requested, copies of motions moved by members shall be handed to the Chair in writing.
- (ii) A motion moved and seconded shall be withdrawn only by leave of the meeting.

## **(d) Amendments to Motions**

- (i) If required an amendment to a motion shall be handed to the Chair in writing signed by the mover.
- (ii) Only one amendment shall be considered at one time. If the amendment before the meeting is carried, it shall become the substantive motion, the original motion lapses, and there shall be no necessity to put the original motion to the meeting.
- (iii) Notice of any further amendments to the motion before the meeting may be given during the debate by any member who shall state its nature prior to the amendment to the motion before the meeting being put to the vote.
- (iv) Provided notice of further amendment has been given as aforesaid, an amendment on being carried may be further amended until a decision is arrived at.

## **(e) Revocation or Alteration of Resolutions**

A resolution of the Board duly carried may be revoked or altered by Ordinary Resolution.

## **(f) Superseding Motion**

A motion may be superseded by:

- (i) The adjournment of the meeting on the motion of a member "That this meeting is now adjourned".

- (ii) Notice being taken that a quorum is not present.
- (iii) By a motion being carried without discussion "That the meeting proceed to the next business".
- (iv) By an amendment.

#### **(g) Motions Twice Submitted**

No motion or amendment may be proposed which is the same in substance as any motion or amendment that, during the meeting, has been resolved in the affirmative or negative.

#### **(h) Committees**

Subject to ratification by the Board, and approval by the Minister of Health, the Chair may recommend such committees as he/she thinks fit to deal with any separate subject or subjects. Such committees shall consist of as many members as the Chair considers necessary.

Except where otherwise provided by any legislation, the Board may appoint to any committee any person who is not a member of the Board, if, in the opinion of the Board, that person has knowledge that will assist the work of the committee.

The Board shall ratify the appointment of the convenor of such committee or committees at the time of appointment of the members thereof.

#### **(i) Deputations**

**Deputation** means a request from any interest group to make a presentation to the Board or committee.

Deputations may be received by the Board, or any committee, provided an application for admission setting forth the subject has been lodged with the Chief Executive Officer at least 10 clear days before the date of the meeting concerned and has been subsequently approved by the Chair. However, the Chair may refuse requests for deputations which are repetitious or offensive.

Where in the opinion of the Chair the matter which is the subject of the deputation is one of urgency or major public interest, the Chair may determine that the deputation be received by the Board.

Except with the approval of the Board (or committee thereof), not more than two members of a deputation may address the meeting. After a deputation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon, or discuss the subject, nor move a motion until the deputation has completed making its submissions and answering questions.

The Chair may terminate a deputation in progress which is disrespectful or offensive, or where the Chair has reason to believe that statements have been made with malice.

Unless the meeting determines otherwise in any particular case, a limit of five minutes shall be placed on each of the two members of the deputation addressing the meeting.

#### **(j) Petitions**

Every petition presented to the Board or to any committee shall comprise less than 500 words and shall not be disrespectful, nor use offensive language or make statements predominantly motivated by ill will.

Any member of the Board, who presents a petition on behalf of the petitioners, shall confine themselves to the reading of the petition and the statement of the parties from which it comes, and the number of signatures attached to it.

Where a petition is presented by a petitioner, unless the Board determines otherwise, a limit of five minutes shall be placed on that person. If the Chair has reason to believe that the petitioner is disrespectful or offensive, or has made statements predominantly motivated by ill will, the Chair may terminate the presentation of the petition.

#### **(k) Voting**

Every member present shall be required to vote when a question is put, or to have his or her abstention recorded.

The voting shall first be taken on the voices and a declaration by the Chair as to the result shall be conclusive, unless a poll is demanded.

On the voting for and against being equal, the Chair shall not have a second or casting vote. Anything that is the status quo will prevail as a result of a tied vote.

#### **(l) Quorum**

No business shall be transacted at any meeting of the Board unless the required quorum of members is present. The quorum will be constituted as per the Health and Disability Act which states that a majority of the Board or Committee must be present.

#### **(m) Confidential Business**

Where business is to be transacted for which a right to exclude the public exists, the meetings shall, upon adoption of the following resolution, exclude the public:

"It is resolved that the public be excluded under clause 32 of the Third Schedule of the Act for the following reasons:

- a) The meeting is to discuss the following matter (describe general subject of matter to be discussed);
- b) The information should be withheld from the public for the following reason, (describe reason), being a ground which exists for excluding the public under clause 32 (a)/(b)/(c)/(d)/(e) of the Act.

On the conclusion of confidential business the meeting shall resume as an open meeting and the business transacted in committee shall be confirmed upon the adoption of the following resolution:

"It is resolved that the Board resumes as an open meeting and the business transacted in Committee be confirmed."

#### **4 Conduct of Meetings**

- (a) Every member shall obey the orders and rulings of the Chair. If any member refuses to obey any such order or ruling, such person may thereupon, by resolution of the meeting, be held in contempt, and such person may be suspended for the remainder of the meeting at the discretion of the meeting.
- (b) The mover of a motion or of any amendment shall be allowed not more than ten minutes in which to address the meeting and the seconder as well as other members shall be entitled to five minutes. The mover shall be entitled to a reply of five minutes. Extra time may be allowed if there is no objection. A member who has already spoken may speak again for the purpose of clearing up a misunderstanding or personal explanation, but only after leave granted by the Chair.
- (c) No member shall propose more than one amendment upon a motion.
- (d) Except in Committee, no member shall speak more than once upon a motion, or an amendment to a motion, unless they are the mover. In that case they will be entitled to the right of reply after which no other member may speak. If the mover of the motion speaks to an amendment he or she forfeits the right of reply.
- (e) No member shall speak on any question after it has been put by the Chair, or during a vote, except to raise and speak to a point of order.
- (f) Where a point of order is raised, the member raising the same shall state his or her point of order clearly and concisely. The Chair shall decide the matter promptly and no discussion upon the point of order shall be permitted. The person raising the point of order shall be required to prove one or more of the following:
  - (i) That the speaker is using unparliamentary language.
  - (ii) That the speaker is speaking beside the question.
  - (iii) That the speaker is infringing the Standing Orders.

(Points of correction, such as a protest that a speaker is not telling the truth, are not points of order.)

## **5 Disagreement with Chair's Ruling**

- (a) Upon any question under the Standing Orders or on points of order or explanation the ruling of the Chair shall be final, unless at least three-fourths of the members vote against such ruling.
- (b) Upon the submission of a motion "That the Chair's ruling be disapproved", the Chair forthwith shall leave the Chair and the debate on the original question then before the meeting shall be suspended. The Deputy Chair shall then take the Chair, or in the absence of the Deputy Chair another Chair may be appointed by the meeting.

The question "That the Chair's ruling be upheld" shall be put to the meeting after the Chair has stated his reasons for the ruling, and the mover of the contrary motion has stated his reasons for disagreement. No other discussion will be allowed.

- (c) After the question has been decided upon, the former Chair shall resume the Chair, and the debate on the original question shall be proceeded with as if the same had not been suspended.