

STANDING ORDERS FOR VIRTUAL SGM

1. By default, members microphones and cameras are turned off for the duration of the meeting; except when allowed by the Chair to make audio/video contributions.
2. To make a contribution a member shall:
 - a. Type in the Q&A to post questions to the Chair,
 - b. Use the “Raise hand” function available on the Zoom platform and
 - c. Wait to be recognized by the Chair.
3. A member can also use the “Chat” feature via “Q&A” to:
 - a. Ask a question,
 - b. Raise a point of order,
 - c. Raise an objection,
 - d. Signal the need for the urgent attention of the Chair.
4. The moderator shall collate all matters raised via the Chat and transmit same to the Chair.
5. A member shall address the meeting ONLY when called upon by the Chair to do so.
6. A member must:
 - a. Ensure they are named correctly when joining the meeting to be recognized by the Chair.
 - b. Ensure that their contribution is clear and relevant to the subject before the meeting.
 - c. Limit all audio/video contributions; permitted by the Chair; to two (2) minutes.
 - d. Mute their microphone at the end of any audio/video contributions.
 - e. Ensure that their microphone is muted when taking any urgent calls.
 - f. Keep their phones on silent; NOT on vibrate; to prohibit interruption.
7. Members are advised to contact the Help Desk for assistance with any technical issues they are experiencing to minimize disruption of the meeting.
8. A member may not speak twice on the same matter, except when:
 - a. They are the mover of a motion – in which they have a right to reply, or
 - b. They need to object or explain (with the permission of the Chair).
9. All debate shall cease when the Chair determines that sufficient discussion has taken place.
10. No speeches shall be made on any matters put to the Chair, that has been carried or denied.
11. A member raising a “point of order” shall state the point clearly and concisely. (A “point of order” must have relevance to the “standing orders”.)
 - a. A member shall NOT call another member “to order” – but may draw the attention of the Chair to a “breach of order”.
 - b. In no event shall a member “call” the Chair “to order”.
12. The mover of a “procedural motion” – (adjournment, lay on the table, motion to postpone) shall have no right to reply.
13. When a motion is withdrawn, any amendment to it fails.
14. The Chairman has the right to a “casting vote”.
15. Provisions shall be made for the protection of the Chair from vilification (personal abuse).
16. No member shall impute improper motives against another member.
17. Electronic recording of these proceedings is prohibited unless prior permission is obtained from the Chair.