

# WACSSO CONSTITUTION AND RULES

AMENDED AT THE 2019 WACSSO CONFERENCE

PARTNERING WITH P&CS  
TO ADVANCE PUBLIC EDUCATION



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## **1.0 NAME:**

- 1.1 The Western Australian Council of State School Organisations Incorporated hereinafter called WACSSO.

## **2.0 INTERPRETATION:**

- 2.1 In this Constitution, unless the context otherwise requires:

Absolute Majority means greater than half of members in office whether attending the meeting or not.

Affiliate means a School Organisation or an Associate Member which has affiliated with WACSSO and met its financial obligation in accordance with the Constitution and Rules.

Associate Member means a group which has been granted affiliation with WACSSO under such terms and conditions as may be determined from time to time by Conference or State Council but which is not a School Organisation.

Association means an affiliated Parents and Citizens' Association.

Conference means the Annual Conference of School Organisations, District Councils and State Council.

Councillor means a State Councillor of WACSSO.

Department means the state government department responsible for the portfolio of school education.

District Council means a District Council of School Organisations approved by State Council and registered by WACSSO.

Electorate means the School Organisations contained within the electorate boundaries as laid down by State Council.

Minister responsible for Education means the State Minister for Education.

Meetings means face to face or by any electronic means.

Rule means a rule of this constitution.

Secretary means the person whether so described or by another title who is responsible for the receipt of notices and keeping of records for the purposes of the *Associations Incorporation Act* or of this constitution.

School Organisation means a Parents and Citizens' Association and/or a School Council directly connected with and working on behalf of any government school (or group of schools) and affiliated with WACSSO under such terms and conditions as may be determined from time to time by Conference or State Council.

Simple Majority means greater than half of members present at a convened meeting.

State Council means State Council of WACSSO.

WACSSO means the Western Australian Council of State School Organisations Incorporated.

### **3.0 OBJECTS:**

The objects of WACSSO are to:

- 3.1 Endeavour by all possible means to ensure that children receive the best possible education in government schools and to this end to initiate and support moves towards the improvement or reassessment of existing education.
- 3.2 Be the centralised voice of persons having an interest in and concern for the welfare and advancement of children attending government schools, with responsibility for taking action and making representations on behalf of such persons and for disseminating relevant information to them.
- 3.3 Encourage and foster the formation of School Organisations at each government school.
- 3.4 Assist School Organisations in the attainment of their objects and, in conjunction with the State Government, to promote by active cooperation with the Department, teachers, parents, citizens, children and the community the welfare and advancement in life of children.
- 3.5 Initiate or assist in cooperation between affiliates.
- 3.6 Become a member of and/or cooperate with any other group or body which has similar aims and objects to those of WACSSO.
- 3.7 Be non-party political and non-sectarian.

### **4.0 MEMBERSHIP:**

- 4.1 Affiliation with WACSSO is available to any School Organisation formed within the terms of the Constitution and Rules to work in the interests of children attending a government school (or schools) and under such terms and conditions as may be determined from time to time by Conference or State Council including payment to WACSSO of an annual affiliation fee prescribed by State Council.
- 4.2 State Council may consider applications for Associate membership of WACSSO from other organisations having similar aims and objects to WACSSO under such terms and conditions as may be determined from time to time by Conference or State Council.

4.3 The Secretary shall keep a register of affiliates in which is registered the name; contact address, either residential, postal or email, and date of joining of each affiliate and shall issue certificates of membership to affiliates. Any change to this information will be recorded within 28 days.

4.4 New members of the association are to receive a hard or electronic copy of the rules.

#### **5.0 AFFILIATION FEES:**

5.1 Accounts for annual affiliation fees will be posted before the end of June each year.

5.2 To each Affiliate which has not paid its account by 1st August a reminder of its obligation will be posted.

5.3 Any Affiliate which has not paid its annual affiliation fee by 30th September will be declared unfinancial and its affiliation with WACSSO will be suspended and the affiliate shall be advised in writing of such suspension.

#### **6.0 FUNDS/PROPERTY/PROFITS:**

6.1 The funds of WACSSO are derived from affiliation fees, subscriptions, grants, investments and such other sources as are approved by State Council.

6.2 WACSSO shall have the authority to acquire by purchase, lease or otherwise and to sell, dispose of and distribute any property, chattels and effects.

6.3 The property and income of WACSSO shall be applied solely towards the promotion of the objects and purposes of WACSSO and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to affiliates of WACSSO except in good faith in the promotion of the objects or purposes of WACSSO.

#### **7.0 MANAGEMENT OF FUNDS:**

7.1 All moneys received by WACSSO must be deposited in a bank account or accounts in the name of WACSSO.

7.2 A petty cash account may be operated which shall not exceed the sum of \$300 from time to time.

7.3 Subject to the provisions of sub-rule 7.2 payments must be by cheque, electronic funds transfer or by credit card in the name of the organisation.

7.4 All cheques must be signed by any two of the following persons that is the President, the Senior Vice-President, the two Vice-Presidents, or two members of the permanent staff to be appointed as required for that purpose at a meeting of State Council.

7.5 Electronic funds transfer may be used where the financial institution's software provides necessary functionality and security and can only occur with two authorisations.

7.6 WACSSO shall as soon as practicable after receiving any money issue an appropriate receipt.

7.7 WACSSO is prohibited from making any distribution to its affiliates whether in money, property or in any other way, of any assets belonging to WACSSO. This does not prevent the payment in good faith of remuneration of any officers or servants of WACSSO for services actually rendered.

**8.0 FINANCIAL YEAR:**

8.1 The financial year of WACSSO shall commence on 1st July.

**9.0 STATE COUNCIL:**

9.1 WACSSO shall be governed when Conference is not in session by a State Council consisting of Councillors each elected to represent a specific electorate.

9.2 The boundaries of State Council electorates shall be those as laid down by State Council at its final meeting each year. Variations to such boundaries may only be made on a two-thirds majority vote of Councillors present at a meeting of State Council.

**10.0 POWERS OF THE STATE COUNCIL:**

The powers of State Council, in addition to the powers otherwise conferred on it by these rules, shall be:

10.1 Power to determine policy relating to the affairs and finances of WACSSO and, subject to these rules, the exercise of all the powers of WACSSO as are not required by these rules to be exercised by WACSSO at its Conference.

10.2 Power to determine a standard form of Constitution for approval by the appropriate governmental authority and for adoption by School Organisations.

10.3 Power to deal with matters which are for the welfare of Affiliates including but not limited to the making of representations to government, participating in inquiries and commissions, membership of committees of other groups or of government or semi-government bodies and the publicity of the aims and policies of WACSSO.

10.4 Power to adjudicate on all matters brought before it which in any way affect its Affiliates.

10.5 Power to assist or advise in any matters between Affiliates and the Department or Government.

10.6 Power to declare vacant the electorate of any member of the State Council who:

10.6.1 shall die or retire or resign or be terminated; or

10.6.2 shall become an employee of WACSSO during his or her time of office; or

10.6.3 has been convicted of any offence involving children.

10.6.4 is elected to State or Federal Parliament.

- 10.7 Power to conduct such by-elections as is needed to fill any vacancies on the State Council.
- 10.8 Power to appoint committees for such purposes as is necessary to prosecute the affairs of WACSSO. Committees so appointed shall submit a report on their progress to each State Council meeting.
- 10.9 Power to appoint a Councillor (or where no Councillor can be found to fill the position, any expert or helpful person) to represent WACSSO on, or at, any committee, body, organisation meeting or meetings which WACSSO may be interested in, required to be represented at, affiliated to or connected with for such period or periods as the State Council shall see fit from time to time.
- 10.10 Power to acquire, furnish, provision and maintain such premises as shall be deemed necessary or requisite for the promotion of the aims and objects of WACSSO and Affiliates.
- 10.11 Power to vary boundaries of District Councils on sufficient evidence of need, notwithstanding the provision of any rule contained elsewhere in this Constitution.
- 10.12 Power to approve or reject applications for formation of new District Councils even though it may form two or more District Councils within an electorate.
- 10.13 Power to approve or reject applications from School Organisations to join or become affiliated to or become part of a District Council situated outside the electorate in which the School Organisation is at present situated.
- 10.14 Power to approve or reject applications from a School Organisation to become part of an electorate outside its present electoral boundaries, provided that a School Organisation shall belong to one electorate only and that no decision in respect of the foregoing shall be effective except on a two-thirds majority vote of the whole State Council in favour of the proposition.
- 10.15 Power to confer certificates of merit for long and meritorious service on individual members of School Organisations provided that:
- 10.15.1 sponsorship applications from School Organisations are in writing;
- 10.15.2 the person nominated has served a School Organisation/s in a meritorious manner for a period of not less than ten (10) years.
- 10.16 Power to pay travelling, accommodation and out-of-pocket expenses of the President, Councillor or staff when attending Conference, State Council, District Councils or other WACSSO delegated official business.
- 10.17 Power to establish the positions and general functions of such permanent staff as it shall deem necessary for the proper management of WACSSO within the constraints of the budget.



10.18 Power generally to do all such acts and things as may be involved by or incidental to the carrying out of the objects of WACSSO without in any way being limited to the foregoing powers.

**11.0 MANAGEMENT OF WACSSO:**

11.1 When State Council is not in session WACSSO shall be managed by an Executive Committee consisting of such persons as are appointed by State Council.

11.2 A quorum for an Executive Committee meeting shall be five (5).

11.3 The Executive Committee shall have authority to exercise all the powers of State Council other than those powers which are required by the Constitution to be exercised at a meeting of State Council.

11.4 The duties of the Executive Committee members will include:

- a duty of care and diligence;
- a duty to act in good faith in the best interests of the association and for a proper purpose;
- duty not to misuse one's position and a duty not to misuse information obtained through the position to gain advantage for self or someone else or to cause detriment to the association;
- a duty to prevent the association trading when insolvent

11.5 State Council by resolution of an absolute majority of its Councillors may from time to time make, modify and repeal by-laws for the proper management of WACSSO.

11.6 There shall be no circumstance in which a member of the Executive Committee may seek payment, other than for out-of-pocket expenses in connection with the performance of the member's functions.

11.7 No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:

- an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three (3) months;
- an indictable offence in relation to the promotion, formation or management of a body corporate;
- an offence under Part 4 Division 3 or section 127 of the *Associations Incorporation Act 2015*

unless the person has obtained the consent of the Commissioner.

11.8 No person shall be entitled to hold a position on the Executive Committee if the person is, according the *Interpretation Act* section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

## **12.0 ELECTION OF COUNCILLORS:**

- 12.1 Any member of a School Organisation may be nominated to represent any electorate provided that he or she is nominated by a School Organisation from within that electorate. Where there are two or more School Organisations directly connected to one particular government school, then the School Organisations concerned shall jointly determine the nominee from that particular school. Nominations may be for the term election or for a by-election to fill a vacancy for the remainder of the term of a Councillor.
- 12.2 All nominations shall be in writing on official printed 'nomination form' which shall provide for:
- 12.2.1 nominee's full name;
  - 12.2.2 name of nominee's School Organisation;
  - 12.2.3 electorate for which nominated;
  - 12.2.4 signature of President and Secretary of nominating School Organisation or of members acting in this capacity;
  - 12.2.5 a short statement of the nominee's qualifications, attainments and aims;
  - 12.2.6 attachment of an application for, or a current National Police History Check.
- Failure to provide any of the information required by these conditions may result in the Secretary disallowing the nomination for non-compliance.
- 12.3 In the event of there being only one (1) nomination for an electorate the nominee shall be declared elected.
- 12.4 Where more than one nomination is received for an electorate then a postal ballot shall be taken. Each school organisation within the electorate shall be entitled to one vote; except where two or more school organisations are connected with one school, when those school organisations shall be entitled to a single vote between them to be decided upon at a joint meeting or as otherwise determined by those school organisations.
- 12.5 Term elections and by-elections including the calling for nominations for such elections shall be conducted by the Secretary.

- 12.6 Nomination forms as required by these Rules shall be lodged with the Secretary by 12 noon on the first Friday in April for term elections and by 12 noon on the appointed date for by-elections. Forthwith thereafter the Secretary shall forward to each School Organisation in the electorate particulars of every nominee as set out in the nomination form. Any election for Councillor shall thereafter be completed within the month of May in the case of term elections or within nine (9) weeks after the appointed date for close of nominations in the case of a by-election. After the 1st February in each year the call for nominations for a vacancy for a by-election may be delayed until the term elections are held.
- 12.7 The ballot shall be conducted by an independent Returning Officer with such assistance as the Returning Officer requires. The Returning Officer and any assistants shall not be members of School Organisations.
- 12.8 The State Council shall pay such fees to the Returning Officer and assistants as shall be determined from time to time.
- 12.9 The ballot shall be decided by simple majority of votes cast.
- 12.10 The Returning Officer shall declare the results of term elections on or by the 31st May.
- 12.11 Despite the fact that there may be irregularities in the voting paper or the marking thereof, the Returning Officer to declare vote's invalid if the voter's intention is not clear.
- 12.12 In the case of candidates receiving an equal number of votes the Returning Officer shall decide the candidate elected by lot.
- 12.13 Any candidate being dissatisfied with the conduct of the ballot may, by notice in writing, appeal to the next meeting of the State Council.
- 13.0 COUNCILLORS' TERM OF OFFICE:**
- 13.1 Councillors to be elected for a term of three (3) years with one third retiring each year.
- 13.2 When there is a vacancy in the electorate at a term election a Councillor shall take office forthwith upon being declared elected notwithstanding that the term would not otherwise commence until 1st June. A Councillor elected at a by-election forthwith upon being declared elected, shall take office for the balance of the original term of three (3) years applicable to that electorate.
- 13.2.1 A Councillor that has been elected within 6 months of the end of the prescribed three year term of office will automatically hold the position for the subsequent three year term.
- 13.3 An electorate at a properly convened meeting has the power to terminate the appointment of its Councillor and to request the State Council to conduct a by-election to fill the vacancy thus created for the remainder of the term of office,

provided that reasonable notice of meeting shall have been given to the Councillor who has the right to attend and offer defence and if necessary appeal against the decision to the State Council and provided that the decision of the meeting to terminate shall be passed by a three-quarters majority (calculated in number of votes) of the School Organisations represented by duly accredited delegate(s) to the meeting.

#### **14.0 COUNCILLORS' RESPONSIBILITIES:**

14.1 Councillors shall:

14.1.1 sign to accept and adhere to the WACSSO Councillor Code of Conduct;

14.1.2 retain membership of an affiliated School Organisation in the electorate represented during their term of office;

14.1.3 represent the interests and views of affiliates in their electorate;

14.1.4 attend Conference and meetings of State Council;

14.1.5 provide leadership, support and guidance to affiliates in the electorate;

14.1.6 facilitate effective communication between affiliates and State Council;

14.1.7 be familiar with WACSSO Policy and ensure this is promoted at every opportunity;

14.1.8 ensure at all times that their activities are in the best interests of children attending government schools.

14.1.9 disclose any 'material personal interests' (financial and non-financial interests);

14.1.10 prevent the association trading when insolvent;

14.1.11 return all association documents and records in their possession after their appointment ceases

14.1.12 inform the President in writing within five business days of being endorsed that they are standing for election for State or Federal Government.

#### **15.0 TERMINATION OF OFFICE**

15.1 Where a Councillor is absent from Conference or, without prior apology, a meeting of State Council, the Councillor shall within five (5) working days of the conclusion of Conference or of the relevant meeting of State Council lodge an apology for non-attendance with the President or the Secretary. Failure to lodge an apology for non-attendance shall result in the electorate forthwith becoming vacant.

15.2 Where a Councillor is absent from three consecutive meetings of State Council then that absence shall result in the electorate forthwith becoming vacant at the conclusion of the third State Council meeting.

15.3 Where State Council is of the opinion that the President or Immediate Past President –

- (i) has persistently refused or neglected to comply with a provision of these rules: or
- (ii) has persistently and wilfully acted in a manner prejudicial to the interests of WACSSO: or
- (iii) has been charged with or convicted of any offence deemed prejudicial to the interests of WACSSO:

the State Council may, by resolution of an absolute majority of its Councillors of not less than three quarters (calculated in votes) –

- (a) move a motion of censure against the State Councillor; or
- (b) suspend the State Councillor from such rights and privileges of their position in WACSSO for a specified period as determined by the State Council not to exceed the time frame encompassed by two meetings of State Council; or
- (c) expel the State Councillor from their position.

15.4 Where State Council is of the opinion that a State Councillor –

- (i) has persistently refused or neglected to comply with a provision of these rules: or
- (ii) has persistently and wilfully acted in a manner prejudicial to the interests of WACSSO: or
- (iii) has been charged with or convicted of any offence deemed prejudicial to the interests of WACSSO:

the State Council may, by resolution of an absolute majority of its Councillors of not less than three quarters (calculated in votes) -

- (a) move a motion of censure against the State Councillor; or
- (b) suspend the State Councillor from such rights and privileges of their position in WACSSO for a specified period as determined by the State Council not to exceed the time frame encompassed by two meetings of State Council; or
- (c) expel the State Councillor from their position.

15.5 Where the electorate is of the opinion that their elected State Councillor

- (i) has persistently refused or neglected to comply with a provision of this Constitution; or

(ii) has persistently and wilfully acted in a manner prejudicial to the interest of WACSSO:

this may be considered as grounds for terminating the appointment of the Councillor under the rules of this Constitution.

15.6 Where State Council is of the opinion that a Life Member –

(i) has persistently refused or neglected to comply with a provision of these rules; or

(ii) has persistently and wilfully acted in a manner prejudicial to the interests of WACSSO; or

(iii) has been charged with or convicted of any offence deemed prejudicial to the interests of WACSSO:

the State Council may, by resolution of an absolute majority of its Councillors of not less than three quarters (calculated in votes) –

(a) move a motion of censure against the Life Member; or

(b) suspend the Life Member from such rights and privileges of their position in WACSSO for a specified period as determined by the State Council not to exceed the time frame encompassed by two meetings of State Council; or

(c) expel the Life Member from their position.

15.7 That a person who has been dealt with under Sections 15.3 c, 15.4 c, 15.5 or 15.6 c of the WACSSO Constitution be ineligible to nominate for, or hold any position on, State Council for a minimum period of 6 years.

## **16.0 ELECTION OF OFFICE BEARERS:**

16.1 At its first meeting after the Annual Conference the State Council shall:

(a) in each odd numbered year elect from within its membership a President and a Senior Vice-President each for a term of two (2) years;

(b) each year elect from within its membership two Vice-Presidents.

16.2 All nominations for these offices shall be in writing on official nomination forms which shall be lodged with the Secretary not less than fourteen (14) days prior to the first meeting after the Annual Conference each year.

16.3 Upon election to the office of President that Councillor's electorate shall be declared vacant and a by-election held forthwith to fill the vacancy.

16.4 At the expiration of a term of office, the retiring President shall be eligible for re-election.

- 16.5 The retiring President, unless re-elected, shall be acknowledged with the title of Immediate Past President, provided that they have served a minimum of 12 months. The Immediate Past President shall ex-officio be entitled to hold a position as a non-voting member of the State Council, for a period of twelve months following their retirement from the office of President. The Immediate Past President will be entitled to the right to speak and have one vote at WACSSO Annual Conference.'
- 16.6 In the event that the President is absent from Australia the Senior Vice President shall act as President during that period of absence.
- 16.7 In the event of the position of an office bearer becoming vacant due to resignation or any other reason State Council shall at its earliest opportunity elect from within its membership a State Councillor to fill the vacant position for the remainder of the unexpired term of the retiring officer.
- 16.8 Where either the President or the Senior Vice-President intends to stand for election to State or Federal Parliament and
- (a) is accepted as an officially endorsed candidate of a registered political party;
  - or
  - (b) officially announces their intention to stand for election as an independent; or
  - (c) there is a period of four months only remaining before an election must be held,
- then as at the date of official endorsement or at the date of the official announcement or the date of the first day of the four month period, whichever is the first date to occur, the President and/or the Senior Vice-President shall temporarily vacate their office and the Senior Vice-President or a Vice-President as the case may be shall act as President or Senior Vice-President until the conclusion of the elections.
- 16.9 Where the President is elected to Parliament or is disqualified or resigns prior to the holding of the next State Council meeting then the Senior Vice-President shall act as President until the holding of the next State Council meeting.
- 16.10 In the event of both the President and Senior Vice-President being absent from the State or the provisions of sub-rule 7 apply to them or they are both disqualified, then a Vice-President elected by the Executive Committee shall act as President.
- 16.11 Where the Senior Vice-President or a Vice-President acts as President then that person is not required to vacate that Councillor's electorate, but a deputy may be appointed by the relevant District Council or a majority of School Organisations in that electorate to deputise for the Councillor while acting as President and the deputy

shall be deemed to have all the rights and responsibilities of that Councillor including the right to vote at all relevant meetings as if that person was the elected Councillor.

16.12 Election to the office of a President or Vice-President or the equivalent position of a registered political party shall, as at the date of that election and while they continue to hold that position, forthwith disqualify a Councillor for election to, or continuing to hold the office of President, Senior Vice-President or Vice President of WACSSO.

16.13 Election to Parliament or absence from the State for a period of more than four months shall forthwith disqualify a person from holding office as President or Senior Vice-President or a Vice-President of WACSSO.

**17.0 THE PRESIDENT/VICE-PRESIDENTS/IMMEDIATE PAST PRESIDENT:**

17.1 The President shall be entitled to preside at Conference; meetings of State Council and at general meetings convened by or on behalf of State Council but may from time to time transfer such entitlement to a Vice-President.

17.2 In the event of the President being absent the Senior Vice-President shall preside and in the case of the absence also of the Senior Vice-President then, where there is lack of consensus as to which of the Vice-Presidents shall preside, the meeting shall appoint one of them to preside at that meeting.

17.3 In the event that the President and all Vice-Presidents are absent, the Immediate Past President may preside over the meeting for the occasion.

17.4 In the event that the President, Immediate Past President and all Vice-Presidents are absent then the meeting shall not proceed.

**18.0 LIFE MEMBERSHIP:**

18.1 From time to time State Council may bestow life membership upon a person who has displayed meritorious and long-standing commitment to the objects of WACSSO.

18.2 Life Membership entitles the person to the right to speak and have one vote at WACSSO Annual Conference.

**19.0 MEETINGS/NOTICE OF MEETINGS:**

19.1 State Council Meetings shall be held at times and places as determined by the State Council or when required by the President but must occur at least once per school term.

19.2 Notices of State Council meetings shall be circulated to all members thereof ten (10) days prior to the date of the proposed meeting in writing by either post or email.



### 19.3 Special General Meeting

19.3.1 The Committee may at any time convene a Special General Meeting of the association

19.3.2 The Secretary must convene a Special General Meeting of the Association within 28 days after receiving a written request to do so from 20 per cent of the total number of members.

19.4 The School Organisations within an electorate may meet in a Special Electorate Meeting as required for any purpose from time to time convened by the Councillor for the electorate or the District Council or one-third of the School Organisations within the electorate.

19.5 The School Organisations within an electorate shall be entitled to be represented at a Special Electorate Meeting by two (2) delegates. Except that where two or more School Organisations are directly connected to one particular government school, then the School Organisations concerned shall share the entitlement to two (2) delegates in a manner determined by those School Organisations.

19.6 Notices of Special Electorate Meetings containing a short resume of the business to be done shall be posted to all School Organisations in the electorate and the Councillor at least seven (7) days prior to the date of the proposed meeting.

19.7 Meetings of State Council and of the Executive Committee are conducted in private but the State Council or Executive Committee may determine that part of the meeting be open to the press or other observers. The State Council or the Executive Committee may permit a person other than a Councillor to address it.

19.8 Telephone or video conferencing of State Council or Executive Committee meetings.

19.8.1 A State Council or Executive Committee meeting may be held as a telephone conference or a video conference.

19.8.2 The procedure for such a meeting is the same as for a normal State Council or Executive Committee meeting except that it is not necessary for the participating delegates to be present in the same room.

### **20.0 ANNUAL CONFERENCE:**

20.1 An Annual Conference shall be held within 4 months of the close of the financial year at such time and place as shall be determined by State Council. The business of Conference is to:

20.1.1 confirm the minutes of previous Conference and of any special Conference held since that date;

- 20.1.2 consider any business arising from those minutes;
  - 20.1.3 receive the report of the President;
  - 20.1.4 receive and consider the audited financial statement;
  - 20.1.5 appoint an auditor for the current financial year;
  - 20.1.6 consider such agenda items of which notice has been given under Rule 21.0
- 20.2 Notice of Conference shall be advised to all Life Members, Immediate Past President, School Organisations and District Councils six (6) months prior to the date of the commencement of the proposed Conference.
- 20.3 Each School Organisation and District Council shall be entitled to be represented at Conference by two (2) delegates. Provided that where two or more School Organisations are directly connected with one particular government school, then the School Organisations concerned shall share the entitlement to two (2) delegates in a manner determined by those School Organisations. In the absence of agreement between them the matter shall be decided by arbitration by the President of WACSSO (or nominee).
- 20.4 In addition to delegates each School Organisation and District Council may have present at Conference any number of observers who shall not have or be granted speaking or voting rights.
- 20.5 A delegate to Conference shall represent not more than one (1) School Organisation or District Council and if present as a State Councillor shall be in that capacity only and not represent also any School Organisation or District Council.
- 20.6 Each delegate to Annual Conference shall be nominated by a School Organisation or District Council, such nomination to be in the hands of the Secretary not later than four (4) weeks prior to the date of the Conference. This requirement shall be made clear to all School Organisations and District Councils each time information is circulated regarding the Conference.
- 20.7 Where nominations have been received by the closing date from less than fifty (50) School Organisations and District Councils the State Council shall have the power to cancel the Conference. However where nominations have been received from more than fifty (50) School Organisations and District Councils then State Council shall have the power to extend the period for nomination to close one week (1) prior to the Conference.
- 21.0 ANNUAL CONFERENCE AGENDA ITEMS:**
- 21.1 Agenda items for Conference submitted by the State Council, School

Organisations or District Councils shall be in the hands of the Secretary not later than nine (9) weeks prior to the date of the Conference.

21.2 All agenda items must be:

21.2.1 submitted in writing in the format prescribed by State Council, signed and dated by the President and/or Secretary of the proposing School Organisation/District Council;

21.2.2 State or National in character, accompanied by adequate preamble and/or support material.

21.3 The State Council may reword and/or amalgamate items where necessary.

21.4 Agenda items submitted which are not in accordance with the foregoing rules shall not be placed on the Conference Agenda except as provided in the following Rule.

21.5 An item of urgent nature relating to a matter or event which has arisen or occurred during the period of nine (9) weeks prior to Conference may be submitted in writing to the Secretary. Late agenda items, submitted in accordance with Constitution Rule 21.4, may be placed on the Conference Agenda if approved by two-thirds majority (calculated in number of votes) of members present at Conference.

## **22.0 EXTRAORDINARY CONFERENCE:**

22.1 An Extraordinary Conference of School Organisations, District Councils and State Council may be convened by State Council.

22.2 Notice of an Extraordinary Conference shall be advised to all School Organisations and District Councils at least two (2) calendar months prior to the date of the commencement of the proposed Conference.

22.3 Each School Organisation and District Council shall be entitled to be represented by delegates at an Extraordinary Conference in the same manner as for Conference.

22.4 A delegate to an Extraordinary Conference shall represent not more than one (1) School Organisation or District Council and if present as a State Councillor shall be in that capacity only and not represent also any School Organisation or District Council.

22.5 The only business to be transacted at an Extraordinary Conference shall be that of which notice is given in the notice convening the Extraordinary Conference.

## **23.0 QUORUMS:**

23.1 A quorum for Conference or an Extraordinary Conference shall comprise representation of at least fifty (50) School Organisations and District Councils.

23.2 A quorum for a State Council Meeting shall comprise 50% + 1 of Councillors in office.

23.3 A quorum for a Special Electorate Meeting shall comprise representation of half the number of School Organisations in the electorate plus one (1).

**24.0 VOTING:**

24.1 The President, each Councillor, Life Member present at Conference, Extraordinary Conference or a meeting and qualified to remain thereat shall be entitled to one (1) vote.

24.2 The immediate Past President will be entitled to the right to speak and have a vote at WACSSO Annual Conference.

24.3 Each School Organisation and District Council represented by duly accredited delegate(s) at Conference or an Extraordinary Conference shall be entitled to two (2) votes. Provided that where two or more School Organisations are directly connected with one particular government school, then the School Organisations concerned shall share the entitlement of two (2) votes in a manner determined by those School Organisations.

24.4 The Chairperson of any meeting shall be entitled to a deliberative vote.

24.5 Voting shall be by simple majority except where otherwise expressly provided herein.

24.6 Voting shall be by show of hands or by secret ballot where decided by State Council.

24.7 Postal Voting:

24.7.1 School Organisations and District Councils from zones 3 and 4 as defined by Schedule E of the Government Officers, Salaries, Allowances and Conditions Award (GOSAC) 1989, shall be entitled to submit a postal vote on any conference agenda item provided no delegate from that School Organisation or District Council is in attendance at Conference.

24.7.2 State Council to appoint an independent returning officer who will conduct the ballot and announce the results of the postal ballot. The outcome of which shall be kept secret until all votes from the floor on the motion have been counted at which time the returning officer shall declare the outcome of the postal ballot.

24.7.3 Postal votes must be received at the WACSSO office no later than 12 noon on the Friday one week prior to the date of Conference.

24.7.4 All ballot papers to be signed by the president of the School Organisation or

District Council and indicate a 'for' or 'against' vote for each agenda item or if the School Organisation or District Council wishes to abstain.

24.75 State Council shall pay such fees to the returning officer as shall be determined from time to time.

**25.0 WACSSO STAFF:**

25.1 The appointment and supervision of staff shall be conducted by a committee of State Council comprising the President together with two (2) Councillors elected by State Council.

**26.0 THE SECRETARIAT:**

26.1 In the conduct of the business of WACSSO the Secretary shall:

26.1.1 keep records and files of meetings;

26.1.2 issue certificates of membership of WACSSO;

26.1.3 arrange meetings of the State Council and of the Executive Committee;

26.1.4 keep a register of the names and residential or postal addresses of the persons who hold the offices of WACSSO, the persons authorised to use the common seal and any persons appointed or who act as trustees.

26.1.5 be required to give the Commissioner details of its address, and also notify the Commissioner of a change of address within 28 days of it occurring.

26.2 In the conduct of the financial operation of WACSSO the Finance Officer is responsible for:

26.2.1 the preparation of the annual financial statements of WACSSO for Annual Conference;

26.2.2 the production of financial reports to State Council;

26.2.3 the collection, banking and investment of all money received by WACSSO;

26.2.4 the maintenance of adequate books of account and financial records;

26.2.5 the custody of books, records and securities of WACSSO.

**27.0 GRIEVANCES AND DISPUTES**

27.1 For procedures dealing with internal disputes under or relating to the rules of the Association –

(a) between members

(b) between members and the Association,

refer to the WACSSO By-Laws.

## **28.0 COMMON SEAL:**

- 28.1 The Common Seal of WACSSO shall be kept in custody of the Secretary and shall only be affixed to any Deed, Instrument or any other document at a meeting and pursuant to a resolution of the State Council and not otherwise.
- 28.2 Any two (2) of: The President; the three (3) Vice-Presidents and the Secretary shall counter-sign the affixation of the Seal and the Secretary shall keep a record of all documents to which the seal shall be affixed.

## **29.0 CUSTODY OF BOOKS, DOCUMENTS AND SECURITIES:**

- 29.1 The Secretary shall have custody of all WACSSO books, documents and securities.

## **30.0 INSPECTION OF BOOKS AND RECORDS:**

- 30.1 Any book and record of WACSSO may be inspected, upon reasonable notice to the Secretary by any Councillor or by any person authorised by an affiliate to do so.

## **31.0 RULES OF DEBATE AND STANDING ORDERS:**

- 31.1 The Rules of Debate and Standing Orders are set out in the appendices (Appendix A for use at Conference; Appendix B for use at Other Meetings.) They are part of the Rules of WACSSO and shall be observed at all meetings held under the Rules unless the rules otherwise provide.

## **32.0 TIME OF RECEIPT OF NOTICES:**

- 32.1 A document which is posted and correctly addressed, unless the contrary is proved, is deemed to have been received by the addressee at the time at which the letter would have been received in the ordinary course of post.
- 32.2 A document sent by facsimile or electronic transmission with the receiving number or address correctly keyed in, unless the contrary is proved, is deemed to have been received on the day on which it is sent.

## **33.0 INTERPRETATION OF RULES:**

- 33.1 The interpretation of these rules or any rules relating to School Organisations, District Councils, or any Committees of State Council shall be in the sole determination of the State Council whose decision shall be binding on all members.

## **34.0 ALTERATION TO RULES:**

- 34.1 The Association name, objects and rules of the Constitution may be amended, altered, enlarged or deleted by special resolution passed by a majority of three-quarters of those members (calculated in number of votes) present at Conference.
- 34.2 Motions designed to effect amendments, alterations, enlargements or deletions of the Constitution shall be submitted in writing to the State Council not later than nine (9) weeks prior to the date of Conference. Such motions once placed on the Conference agenda shall not be subject to amendment other than to remove typographical/ grammatical errors.

**35.0 DISTRICT COUNCILS OF WACSSO:**

- 35.1 The District Council shall consist of members from any School Organisation directly connected with and working on behalf of any government school (or group of schools) and affiliated with WACSSO.
- 35.2 District Councils must abide by the Terms of Reference as laid down by State Council.

**36.0 PROCEDURE FOR WINDING UP:**

- 36.1 WACSSO may be wound up voluntarily where it is solvent by special resolution of Annual Conference and passed by a three-quarters majority (calculated in number of votes) of members present at the Conference.
- 36.2 Notice of the special resolution shall be given to all School Organisations and District Councils not less than three months prior to the date of the Conference.
- 36.3 The special resolution shall nominate another incorporated association to which any surplus property of WACSSO shall be transferred.

**37.0 LIABILITY OF AFFILIATES:**

- 37.1 The liability of the affiliates on the winding up of WACSSO is limited to any unpaid subscriptions and any other amounts due to WACSSO at the date of the commencement of the winding up.

**38.0 DISPOSAL OF ASSETS ON WINDING UP:**

- 38.1 The surplus property shall be distributed in accordance with the provisions of the *Associations Incorporation Act 2015*.

## **APPENDIX A**

### **RULES OF DEBATE AND STANDING ORDERS FOR USE AT ANNUAL CONFERENCE**

#### *Definition of Delegates:*

Reference to “delegate” shall mean a person attending Annual Conference under the terms and conditions of WACSSO Constitution and Rules. It does not include observers.

#### **1.0 ORDER OF BUSINESS:**

- confirm the minutes of previous Conference and of any special Conference held since that date
- consider any business arising from those minutes
- receive the report of the President
- receive and consider the audited financial statement
- appoint an auditor
- consider such agenda items of which notice has been given under Rule 15 of the WACSSO Constitution

#### **2.0 DISCUSSION:**

2.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

#### **3.0 METHOD OF ADDRESS:**

3.1 At all times throughout the proceedings, delegates shall address Conference through the Chairperson and shall stand when doing so unless the Chairperson allows the delegate to remain seated.

#### **4.0 MOTIONS NOT SECONDED:**

4.1 Motions not seconded shall lapse and will not be debated.

#### **5.0 DEBATING THE MOTION:**

5.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.

5.2 After the motion has been moved and seconded the Chairperson shall:

- if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
- if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

5.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.



5.4 No person may speak more than once to any motion except the mover in exercising the right of reply. (Which will close debate)

5.5 The following time limits shall apply:

- movers of motions shall speak for no more than (4) minutes
- speakers for or against the motion (2) minutes
- mover's right of reply (2) minutes.

No delegate shall speak on any matter for more than four minutes unless granted an extension of time by Conference.

5.6 Debate is closed and the Chairperson shall put the motion when:

- two speakers have spoken successively for or against the motion and there is no opposing speaker
- the mover has exercised the right of reply.

## **6.0 AMENDMENTS:**

6.1 An amendment shall not directly negate the intention of the original motion.

6.2 When an amendment is before Conference, discussion shall be confined to the matter addressed by that amendment.

6.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.

6.4 Any delegate giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before Conference.

6.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before Conference (or 'substantive motion').

6.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.

6.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.

6.8 Once all foreshadowed amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with in accordance with the procedure set out in 6.1 to 6.7.

6.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.

- 6.10 No delegate shall propose more than one amendment upon a motion.
- 6.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

## **7.0 RIGHT OF REPLY:**

- 7.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.
- 7.2 The mover of an amendment shall not have the right of reply.

## **8.0 CLOSURE OF THE DEBATE:**

- 8.1 The debate shall be closed:
- when as provided in 5.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
  - if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
  - when a motion "that the motion be put" is carried by Conference.
- 8.2 The motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any delegate who has not taken part in the debate. No seconder is required for this motion. This motion ('that the motion be put') shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion immediately be put to Conference without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

## **9.0 ADJOURNMENT OF THE DEBATE:**

- 9.1 A motion for the adjournment of a debate may be moved at any time and shall be put to Conference without discussion.
- 9.2 Adjournment motions may be:
- 'that the item be referred to person/committee.' i.e. debate is suspended until such time as that person/committee puts the item back on the agenda.
  - 'that debate be adjourned to time/place' i.e. debate is adjourned to the stated time or place.

9.3 If carried, the debate shall be adjourned accordingly. If not carried the debate shall continue.

**10.0 DISSENT FROM THE CHAIR:**

(Offers delegates the opportunity to disagree with the Chairperson's ruling)

10.1 A motion of dissent from the Chairperson's ruling shall only be accepted by the Chair if moved and seconded.

10.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original motion then before the Chair shall be suspended.

10.3 A Vice-President shall take the Chair.

10.4 Only the delegate challenging the ruling and the Chairperson may speak on a motion of dissent. The delegate challenging the Chairperson's ruling shall state the reason/s for doing so. The Chairperson then responds.

10.5 The motion of dissent shall then be put in the following manner "That the Chairperson's ruling be upheld" and a vote shall be taken immediately.

10.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original motion shall proceed. (A motion of dissent is not a motion of no confidence.)

**11.0 POINT OF ORDER:**

11.1 When any delegate is speaking no other delegate shall interrupt except to raise a point of order.

11.2 The delegate raising a point of order shall state the point of order clearly and distinctly and then be seated. If a delegate be speaking such delegate shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.

11.3 An explanation or clarification is not a point of order but may be allowed when the delegate speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the delegate making such explanation shall be prohibited from debating the merit of any proposal.

**12.0 VOTING:**

12.1 Each delegate and Councillor shall be entitled to one or two votes as provided in the WACSSO Constitution and Rules.

12.2 Postal voting shall be as provided in the WACSSO Constitution.

12.3 The Chairperson shall not be entitled to vote except to exercise a casting vote, which shall be exercised to maintain the status quo.

- 12.4 On conclusion of debate the matter shall be put to the vote.
- 12.5 No delegate shall enter or leave a meeting while a vote is being taken.
- 13.0 MOVER AND SECONDER:**
- 13.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to Conference.
- 14.0 VALIDITY OF VOTE:**
- 14.1 No objection shall be made to the validity of any vote except at the Conference at which the same shall be tendered, and every vote not disallowed at such Conference shall be deemed valid.
- 15.0 RECOMMITTAL:**
- 15.1 A matter may only be recommitted at a Conference by a resolution passed by a two-thirds majority of eligible votes at that Conference.
- 16.0 RESCISSION:**
- 16.1 A resolution of Conference may only be rescinded at the same Conference by a resolution passed by a two-thirds majority of eligible votes at that Conference.
- 17.0 BREACH OF STANDING ORDERS:**
- 17.1 A delegate refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.

## **APPENDIX B**

### **RULES OF DEBATE AND STANDING ORDERS FOR USE AT OTHER MEETINGS**

(STATE COUNCIL, P&C ASSOCIATIONS, SCHOOL ORGANISATIONS, DISTRICT COUNCILS AND OTHER MEETINGS)

#### *Definition of Delegates:*

Reference to “member” shall mean a person who qualifies under the WACSSO Constitution and Rules relating to a State Council, a School Organisation or a District Council to be a member or delegate or person entitled to attend and vote at a duly constituted meeting.

#### **1.0 ORDER OF BUSINESS:**

The order of business of any meeting other than a special meeting (called for a specific purpose) shall be as follows:

- Open - quorum present? - welcome
- Apologies
- Minutes of previous meetings/s
- Confirmation
- Business arising
- Correspondence
- Reports (including financial and other committees)
- Membership
- Admissions/resignations
- Election results
- Motions on Notice
- General Business (listed and unlisted)
- Next meeting
- Date, venue, time
- Closure

#### **2.0 CORRESPONDENCE:**

2.1 In dealing with the correspondence, every letter shall be taken without motion as formally “received”, unless a motion to the contrary is submitted, and every letter may be dealt with immediately after the contents have been read to the meeting.

#### **3.0 DISCUSSION:**

3.1 No discussion shall take place except on a motion or amendment moved and seconded, and put in writing if so required by the Chairperson.

#### **4.0 METHOD OF ADDRESS:**

4.1 At all times throughout a meeting a member shall address the meeting through the Chairperson and shall stand when doing so unless the Chairperson allows the member to remain seated.

#### **5.0 MOTIONS NOT SECONDED:**

5.1 Motions not seconded shall lapse and will not be debated.

#### **6.0 DEBATING THE MOTION:**

6.1 The mover and/or seconder of a motion may speak to the motion when initially moving/seconding it or reserve the right to speak later in the debate.

6.2 After the motion has been moved and seconded the Chairperson shall:

- if neither the mover nor seconder has spoken or only one of them has spoken to the motion, call for anyone wishing to speak to the motion.
- if both the mover and seconder have spoken, call for anyone wishing to speak against the motion.

6.3 No more than two speakers, including the mover and the seconder, shall speak successively for or against a motion.

6.4 No person may speak more than once to any question except the mover in exercising the right of reply. (Which will close debate)

6.5 The following time limits shall apply:

- Movers of motions shall speak for no more than (4) minutes
- Speakers for or against the motion (2) minutes
- Mover's right of reply (2) minutes.

No member shall speak on any matter for more than four minutes unless granted an extension of time by the meeting.

6.6 Debate is closed and the Chairperson shall put the motion when:

- two speakers have spoken successively for or against the motion and there is no opposing speaker
- the mover has exercised the right of reply.

#### **7.0 AMENDMENTS:**

7.1 An amendment shall not directly negate the intention of the original motion.

7.2 When an amendment is before the meeting, discussion shall be confined to the matter addressed by that amendment

7.3 A further amendment shall not be submitted until the current amendment is disposed of, but any speaker to an amendment may give notice of intention to propose (foreshadow) another amendment.

- 7.4 Any member giving notice of further amendment shall not then speak to their proposed amendment until that amendment is before the meeting.
- 7.5 When an amendment is carried it is incorporated into the motion and the motion as amended becomes the motion before the meeting (or 'substantive motion')
- 7.6 Once the first amendment has been dealt with, further amendments to the motion, if any, may then be moved and dealt with one at a time in the order in which notices thereof have been given.
- 7.7 If an amendment is lost and no prior notice of a further amendment has been given the debate on the substantive motion shall resume.
- 7.8 Once all amendments have been dealt with further amendments to the motion, if any, may be moved and dealt with at will to the procedure set out in 7.1 to 7.7.
- 7.9 An amendment shall not relate to any part of an original motion which has already been agreed upon as forming part of the amended motion.
- 7.10 No member shall propose more than one amendment upon a motion.
- 7.11 The mover and seconder of the original motion may speak to an amendment to their motion, but must restrict their speech to the subject matter of the amendment. The mover's speech on the amendment does not constitute the mover's right of reply.

## **8.0 RIGHT OF REPLY:**

- 8.1 The mover of the motion shall have the right of reply immediately prior to the vote on the motion (whether or not the motion has been amended) being taken. The reply shall be limited to the answering of matters raised in opposition to the motion and shall not introduce any new arguments.
- 8.2 The mover of an amendment shall not have the right of reply.

## **9.0 CLOSURE OF THE DEBATE:**

- 9.1 The debate shall be closed:
- when as provided in 6.3 there have been two successive speakers either in favour of or against the motion and there is no opposing speaker; or
  - if in the opinion of the Chairperson the debate has apparently covered all the ground and is becoming unduly extended or repetitious; or
  - when a motion "that the motion be put" is carried by the meeting.
- 9.2 The motion "that the motion be put" may be moved any number of times during a debate and may be submitted by any member who has not taken part in the

debate. No seconder is required for this motion. This motion ('that the motion be put') shall be put to the vote immediately without debate.

If lost, the debate shall continue as if such motion had not been moved.

If carried, then the motion (or amendment) under discussion shall immediately be put to the meeting without any further debate, except that, if the motion is a substantive motion, the mover may exercise right of reply. There is no right of reply for the mover of an amendment.

#### **10.0 ADJOURNMENT OF THE DEBATE:**

10.1 A motion for the adjournment of a debate may be moved at any time and shall be put to the meeting without discussion.

10.2 Adjournment motions may be:

- **'that the item be referred to person/committee.'**  
Debate is suspended until such time as that person/committee puts the item back on the agenda.
- **'that debate be adjourned to time/place'**  
Debate is adjourned to the stated time or place.

10.3 If the adjournment motion is carried, the debate shall be adjourned accordingly.

If the adjournment motion is not carried the debate shall continue.

#### **11.0 DISSENT FROM THE CHAIR:**

(Offers members the opportunity to disagree with the Chairperson's ruling)

11.1 A motion of dissent from the Chairperson's ruling shall only be accepted by the Chair if moved and seconded.

11.2 On receiving a motion of dissent, the Chairperson shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended.

11.3 A Vice-President shall take the Chair.

11.4 Only the member challenging the ruling and the Chairperson may speak on a motion of dissent. The member challenging the Chairperson's ruling states the reason/s for doing so. The Chairperson then responds.

11.5 The motion of dissent shall then be put in the following manner "That the Chairperson's ruling be upheld" and a vote shall be taken immediately.

11.6 After voting, whether the Chairperson's ruling is upheld or not, the Chairperson returns to the chair and the original question shall proceed. (A motion of dissent is not a motion of no confidence.)



## **12.0 POINT OF ORDER:**

- 12.1 When any member is speaking no other member shall interrupt except to raise a point of order.
- 12.2 The member raising a point of order shall state the point of order clearly and distinctly and then be seated. If a member be speaking such member shall be seated until the point of order is decided. The Chairperson shall rule upon the point raised and not allow a discussion.
- 12.3 An explanation or clarification is not a point of order but may be allowed when the member speaking has finished, but only to the extent of actual misunderstandings or misstatement, and the member making such explanation shall be prohibited from debating the merit of any proposal.

## **13.0 VOTING:**

- 13.1 Except where the constitution or rules otherwise provide, each member present is entitled to one vote.
- 13.2 The Chairperson of any meeting shall be entitled to type of vote as specified in the relevant body's constitution. Where there is no constitution the Chairperson would be entitled to a casting vote only, which shall be exercised to maintain the status quo.
- 13.3 On conclusion of debate the matter shall be put to the vote.
- 13.4 No member shall enter or leave a meeting while a vote is being taken.

## **14.0 MOVER AND SECONDER:**

- 14.1 Either the mover or seconder of a motion may vote against it, provided that notification of such intention is given to the meeting.

## **15.0 VALIDITY OF VOTE:**

- 15.1 No objection shall be made to the validity of any vote except at the meeting at which the same shall be tendered and every vote not disallowed at such meeting shall be deemed valid.

## **16.0 RECOMMITTAL:**

- 16.1 A matter may only be recommitted provided that two-thirds of the members present and entitled to vote, vote in favour of such recommitment.

## **17.0 RESCISSION:**

- 17.1 A resolution passed at any meeting may be rescinded
- at the same meeting if two-thirds of those present and entitled to vote, vote in favour of such rescission; or
  - at a subsequent meeting if notice of intended rescission is given either at the original meeting or in the notice convening the subsequent meeting.

**18.0 BREACH OF STANDING ORDERS:**

18.1 A member refusing to retract any offensive expression having been first directed to do so by the Chairperson, shall be debarred from taking part in any discussion until such retraction is duly made.

**19.0 SUSPENSION OF STANDING ORDERS:**

19.1 Any or all the Rules of Debate and Standing Orders, with the exception of Rules 17 and 18, may be suspended at any time if two-thirds of those present and entitled to vote at a meeting are in favour and when the matter so introduced has been dealt with, the ordinary course of business shall be resumed.

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