



*Member of the World Cat Congress*

# **New Zealand Cat Fancy Inc.**

## **Standing Orders for NZCF Meetings**

# Amendment Summary

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**5 Aug 2015**

all Reissued with multiple layout and format changes.

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**9 Dec 2024**

6.3 Adding reference to electronic votes. (Ref: 24-018.)

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## Amendment Process

- 0.1 Suggestions for minor amendments (minor errors or omissions which do not affect the intent) are welcome and may be submitted to the Executive Council Secretary. These will usually be incorporated the next time the page is reissued.
- 0.2 Proposals for significant amendments should also be submitted to the Executive Council Secretary but will require a process of assessment and approval prior to incorporation.

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**Note: Definitions**

For definitions of terms and phrases, and a list of abbreviations, refer to the NZCF Glossary available on the NZCF website.

# 1. Introduction

## Purpose and Origin

- 1.1 These orders are for the governance of all official meetings of the NZCF Inc and were adopted at the 2005 AGM.

## Interpretation

- 1.2 In these standing orders, unless inconsistent with the context:
- a. 'leave' means leave granted by the meeting by motion carried by at least three quarters of those present voting in favour of the motion;
  - b. 'majority' means a majority of the members voting excluding there from the chairman except where required to cast;
  - c. 'meeting' means any Annual or Special General Meeting or any Executive Council meeting;
  - d. 'member' means any member present at a meeting and entitled to vote and includes the chairman except in the computation of a majority (unless required to cast);
  - e. 'motion' means a proposition beginning with the word 'That' proposed at a meeting by one member and there upon seconded by another or moved from the chair;
  - f. 'orders' mean these standing orders; and
  - g. 'resolution' means a decision taken by agreement without a vote being taken.

# 2. General Conduct of Business

- 2.1 The business of every meeting shall be conducted in accordance with the Constitution and General Rules and Policies, and subject only to such rules in accordance with these standing orders.
- 2.2 Any matter or question of order or procedure not provided for in these rules or standing orders shall be determined by the chairman by a ruling.

- 2.3 All business that is brought forward shall be discussed and, if appropriate, a decision recorded in terms of a motion or a resolution.
- 2.4 Any standing order may by leave be suspended at any meeting in respect of such meeting or any part thereof.
- 2.5 The chairman shall maintain order in the meeting and shall be heard without interruption.
- 2.6 The chairman shall not permit to be discussed and shall rule out of order all matters that do not pertain to the business of the meeting.
- 2.7 The chairman shall by ruling refuse to receive any motion of a frivolous, vexatious, or offensive nature and shall by ruling suppress any frivolous, vexatious, or offensive letters or documents.
- 2.8 The chairman shall by ruling determine any matter, dispute, or question as to order and procedure.
- 2.9 Any member may at any time rise to speak to a point of order and the chairman shall forthwith rule thereon.
- 2.10 The appointment where necessary of a chairman shall take precedence over all other formal or substantive business whatsoever.

### **3. Motions**

- 3.1 At Executive Council meetings motions may be moved without notice.
- 3.2 Any motion shall lapse if such motion is not forthcoming when called for at the appropriate time by the chairman.
- 3.3 When any motion has been duly moved and seconded it shall immediately be proposed to and placed before the meeting by the chairman for discussion provided that debate but not voting may proceed on a motion seconded pro forma.
- 3.4 When any motion has been proposed to and placed before the meeting it shall not be withdrawn except by leave of the meeting and the consent of both the mover and seconder thereof.
- 3.5 The mover and seconder of any motion, which has been placed before the meeting, shall not withdraw their movement and seconding except with leave if an amendment to the motion is passed by the meeting.
- 3.6 Only one motion shall be placed before the meeting at a time except as otherwise provided by these standing orders.
- 3.7 A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or dealt with.
- 3.8 When a motion has been lost, a motion to a similar effect or with the same substance cannot be moved at the same meeting without leave.

- 3.9 When a motion has been withdrawn by leave, it may be again moved at the same meeting.
- 3.10 Where a motion has been passed, such decision and the business thereby dealt with may be reconsidered, rescinded, and discussed at the same meeting only with leave.

## 4. Resolutions

- 4.1 The replacement of motions with resolutions may only occur at Executive Council meetings.

## 5. Amendments

- 5.1 At any time during the debate or discussion on any motion an amendment may be moved thereto without in any case necessity for any notice thereof provided that:
- a. the proposed amendment is not ruled to be unreasonable or irrelevant by the chairman,
  - b. the chairman will rule out of order any amendment that substantially alters the intent of the remit,
  - c. only one such proposed amendment is before the meeting at any time, and
  - d. no amendment may be moved to a motion except as otherwise provided by these orders.
- 5.2 An amendment shall be moved, seconded, proposed, discussed, put and decided upon in the same manner as if it were a motion provided that:
- a. no amendment may be moved to an amendment except with leave, and
  - b. this order shall be subject to any other order to the contrary.
- 5.3 When an amendment is passed, the original motion shall thereby be amended to incorporate such amendment and the motion so amended shall then be further discussed debated and dealt with as if it were the original motion.
- 5.4 Consequential alterations and amendments rendered necessary by any amendment may be made by the chairman or secretary.
- 5.5 The mover of the original motion or of an amendment shall have the right of reply before the original motion or the amendment respectively is put.

## 6. Voting

- 6.1 When the discussion, if any, on any motion is concluded the chairman shall put the motion to the meeting.
- 6.2 The chairman shall call for a show of hands and voting cards, where appropriate, first from those in favour of the motion and then from those of the contrary opinion and then any abstentions.
- 6.3 The chairman shall either personally, or with the assistance of tellers nominated by the chairman for that purpose, count the votes on each side, and where appropriate, include any postal or electronic votes, and shall declare the motion carried or lost accordingly, and such declaration shall be final.
- 6.4 Immediately upon such declaration any member may demand that the number of votes for and against the motion respectively be announced, and they shall then be deemed to form part of such declaration and shall be recorded in the minutes.
- 6.5 Members then wishing their names recorded as either dissenting or abstaining are to immediately indicate that this is so.
- 6.6 Every member other than the chairman shall have and shall be entitled to exercise one vote, except where proxies have been given in accordance with the Constitution and General Rules and Policies.
- 6.7 Where a simple majority is required and the votes for and against are equal in number then the chairman shall have and shall exercise a casting vote and shall decide and declare the result accordingly.
- 6.8 The chairman may rule that a complicated motion be put to the meeting in parts and it shall then be so put by the chairman.
- 6.9 Where error or confusion arises in connection with a vote, the chairman may rule that another vote be taken and such shall be done.
- 6.10 A member wrongly counted may require the number of members to be corrected and the chairman shall rule for and make any necessary correction provided that the objection must be made immediately and before the next business is proceeded with.

## 7. Debate

- 7.1 Any question of order that may arise during a debate shall at once be decided by the chairman by a ruling.
- 7.2 Any member called to order by the chairman shall immediately cease to speak and shall resume their seat, unless permitted by the chairman to explain.
- 7.3 Any member may speak to a motion, or upon moving or seconding a proposed motion, or

upon a question of order arising in debate.

7.4 No member may speak to a motion after voting has commenced.

7.5 No member may speak to a motion more than once provided:

- a. that the mover of any substantive motion or amendment thereto (but not of any procedural motion) may speak not only upon moving such motion or amendment but also by way of reply after the conclusion of the debate and immediately before the motion or amendment is put to the meeting and,
- b. that the seconder of any motion may first second such motion and may speak to the motion later in the debate if he so desires and,
- c. that the chairman may permit any member who has spoken to explain any material part of such member's speech.

7.6 Any member may speak for five minutes but no longer unless with leave provided that no discussion or debate whatsoever shall be allowed on any procedural motion except as provided by these Standing Orders.

7.7 Excepting at Executive Council meetings, the chairman may speak to a motion only in order to make a personal explanation or an explanation as to the matter under debate and if the chairman shall desire to take further part in any debate the chairman shall first leave the chair and shall cease to be chairman until such motion has been disposed of and shall then resume the chair and in the interim the chair shall be filled or taken in such manner or by such persons as if the chairman were absent from the meeting.

## 8. Procedural Motions

8.1 Motions shall be deemed to be procedural motions if to the effect of any of the following propositions that is to say:

- a. that the meeting do now adjourn,
- b. that the meeting do now proceed with the next business,
- c. that the meeting do now go into committee,
- d. that the question be now put,
- e. that the question be now not put,
- f. that the question do lie upon the table,
- g. that a named member be heard,
- h. that leave be granted for any of the purposes for which leave is required or allowed by these orders,
- i. that the ruling of the chairman be disagreed with, or
- j. that the meeting has no confidence in the chairman.



- 8.2 All other motions shall be deemed to be substantive motions.

## 9. Motion to Adjourn

- 9.1 A motion to adjourn may be made during the debate on any substantive motion or when no motion is before the meeting but may not be made until any amendment before the meeting has been disposed of.
- 9.2 Where any motion to adjourn contains and mentions a time until or a place to which such a meeting is to be adjourned then in respect of such time and place only amendments may be moved and discussion allowed as on a substantive motion.
- 9.3 Any debate interrupted by such an adjournment shall thereupon be adjourned until the meeting is resumed.

## 10. Motion for Next Business

- 10.1 A motion to proceed with the next business may be made during the debate on any substantive motion but shall not be made until any amendment before the meeting has been disposed of;
- 10.2 If such motion be carried the substantive motion shall lapse as if not seconded and the next business shall be proceeded with.

## 11. Motion for In Committee

- 11.1 A motion to move into committee may only be made at an Executive Council meeting and may be made during the debate on any substantive motion or when no motion is before the meeting but may not be made until any amendment before the meeting has been disposed of.
- 11.2 All members of the Executive Council present at the meeting shall thereupon discuss and debate such substantive motion in committee and shall report thereon in the form of a statement to the open meeting.

## 12. Motion for Closure

- 12.1 At any time during the debate on any substantive motion or on any amendment thereto a motion may be moved to the effect 'that the question be now put'.

- 12.2 Such motion may only be moved and seconded by persons who have not moved or seconded the substantive motion or any amendment thereto.
- 12.3 Such motion may be discussed but may not be amended and carries no right of reply;
- 12.4 If such motion be carried the mover of such substantive motion or amendment shall be entitled to make a reply to such substantive motion or amendment if such mover is otherwise entitled so to do any such substantive motion or amendment shall then be immediately put by the chairman without further debate or amendment.
- 12.5 If such motion be lost the debate on such substantive motion or amendment shall be resumed at the point where it was interrupted by the procedural motion.
- 12.6 The chairman shall have discretion whether or not to accept such a motion.

## 13. Motion for the Previous Question

- 13.1 At any time during the debate on any substantive motion a motion may be moved to the effect 'that the question be not now put' **provided** that such a motion may not be moved while a person is speaking to a substantive motion or while the meeting is in committee.
- 13.2 Such motion may only be moved and seconded by persons who have not moved or seconded the substantive motion or any amendment thereto.
- 13.3 Such motion may be discussed but may not be amended and carries no right of reply.
- 13.4 If such motion is carried the substantive motion may not be brought forward again at the same meeting.
- 13.5 If such motion is lost discussion on the substantive motion or amendment shall be resumed at the point where it was interrupted by the procedural motion.
- 13.6 The chairman shall have discretion whether or not to accept such a motion.

## 14. Motion that the Question Do Lie Upon the Table

- 14.1 At any time during the debate on any substantive motion a motion may be moved to the effect 'that the question do lie upon the table'.
- 14.2 Such motion may only be moved and seconded by persons who have not moved or seconded the substantive motion or any amendment thereto.
- 14.3 Such motion may be discussed but may not be amended and carries no right of reply.
- 14.4 If such motion is carried the substantive motion and any amendment may not be brought

forward again at the same meeting but at a subsequent meeting a motion to the effect 'that the question on the table be now taken up' may be moved seconded discussed and decided in the same manner as the motion 'that the question do lie upon the table'.

- 14.5 Such a motion may specify a time place and date at which the motion is to be taken up, and if this specifies a time and date that includes the present meeting, will have precedence over the sub-clause above.
- 14.6 If such motion is lost discussion on the substantive motion or amendment shall be resumed at the point where it was interrupted by the procedural motion.
- 14.7 The chairman shall have discretion whether or not to accept such a motion.

## **15. Motion to Hear Member**

- 15.1 At any time during the debate on any substantive motion or amendment a motion may be made that a particular person to be mentioned by name be heard.
- 15.2 If such a motion is carried the chairman shall forthwith call on the named person to speak whether such member has previously been called to order or not provided that such member has then in any event a right to speak.

## **16. Motion to Grant Leave**

- 16.1 At any time during a meeting but not while any other procedural motion is before the meeting a motion may be moved for the purpose of granting leave in any case where these orders provide that leave may be given for any purpose; the mover and seconder of such motion shall alone be entitled to speak to such motion.

## **17. Motion to Disagree with Ruling**

- 17.1 Immediately after the giving of any ruling by the chairman and whether or not any substantive or procedural motion or any amendment thereto is before the meeting but not if any motion under this order is then before the meeting a motion may be moved to the effect that the chairman's ruling be disagreed with.
- 17.2 Only the mover and seconder of such motion, and the chairman, shall be entitled to speak thereto.
- 17.3 If such a motion be carried the chairman shall give a different ruling in regard to the subject matter of the original ruling.

## 18. Motion of No Confidence in the Chairman

- 18.1 Immediately after the giving of any ruling by the chairman and whether or not any substantive or procedural motion or any amendment thereto is before the meeting but not if any motion under this or the last preceding order is then before the meeting a motion may be moved to the effect that the meeting has no confidence in the chairman.
- 18.2 The mover and seconder of such motion shall be entitled to speak thereto, and the chairman shall be entitled to make an explanation or statement and shall then immediately put the motion to the meeting.
- 18.3 If such a motion be carried the chairman shall at once vacate the chair and the meeting shall elect a temporary chairman as allowed for in the constitution.

## 19. Committees

- 19.1 Any committees' delegates or agents to be appointed may be appointed by motion at a General or Executive Council meeting under the terms that are stated in the motion.

## 20. Breaches of Order

- 20.1 The chairman may at any time during a meeting rule that any named member is or has been guilty of a breach of order.
- 20.2 The meeting in such case may resolve on motion moved forthwith upon the giving of such a ruling and whether any substantive or procedural motion or amendment thereto is then before the meeting or not:
- a. that no further notice be taken of such breach, or
  - b. that the member named be asked to apologise, or
  - c. that the member named be expelled from the meeting and excluded there from for the remainder of the meeting or for a specific interval or until an apology is offered to the meeting.
- 20.3 Such motion may be carried into effect and the validity of the proceedings shall not in any way be affected thereby provided that a quorum still remain.

## 21. Strangers

- 21.1 No persons other than members shall be present at a meeting when:
- a. such meeting is in committee, or
  - b. such meeting has resolved to exclude strangers.
- 21.2 No person other than members shall have speaking rights unless speaking rights are granted by the meeting.
- 21.3 No meeting and no act, matter or thing done or transacted thereat shall be invalidated or in any way affected by any breach to non-observance of this order.

## 22. Points of Order

- 22.1 Any member at any time may address the chairman on a point of order (that is a breach of these Orders) but must at once state that a point of order is being made whereupon the member previously speaking must sit down. The member making such a point of order shall confine observations to the point and must make the point immediately any breach of order occurs. Any member so called to order shall be given the opportunity to make an explanation and the chairman may allow others to speak briefly to the point but no new matter shall be debated until the point has been ruled upon by the chairman. Such ruling shall be final and shall not be discussed unless a motion to disagree with such ruling shall be first moved and seconded.

## 23. Points of Explanation

- 23.1 By permission of the chairman and when no other person is speaking, a person who has already spoken (even if strict order is being followed) may speak briefly in personal explanation of remarks or actions, made or taken by such person have been queried, but must state concisely the point such person wishes to explain and must keep to that point. Such person may not interrupt other speakers in order to explain nor may he employ additional arguments.

## 24. Points of Information

- 24.1 By permission of the chairman and when no other person is speaking a member who has not previously spoken on a motion or amendment thereto may ask a question of another member in order to obtain further information or clarification of the question before the meeting. Any answer to such point shall be confined strictly to the terms of the question.

