



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION**  
**QUEENSLAND BRANCH**

FOUNDED AT CANBERRA, 1951

**Queensland Branch Inc**  
**Standing Orders**  
**Annual General Meeting**

**1. STANDING ORDERS**

Shall be adopted at the Annual General Meeting prior to the first item of business.

Current Standing Orders are as follows:-

- (a) When a motion is reached on the Business Paper and the mover is not present the motion shall be placed at the end of the Business Paper. In which event, on its coming forward again, the motion may be moved by any member of the Association present.
- (b) Movers of motions shall be given five minutes for introducing their subjects and three minutes for reply; other speakers shall have three minutes, unless by consent of the Meeting their time is extended.
- (c) When an amendment is before the Meeting, no further amendment shall be discussed until such first amendment is disposed of.
- (d) It shall not be in order to move "*That the question be put*" until two other speakers for and against other than the mover and seconder have spoken on the motion.
- (e) In the event of any person dissenting from the ruling on the motion, a motion that the Chairperson's ruling be upheld shall be put without discussion.

**2. TIMEKEEPER**

A Timekeeper shall be elected by the Meeting after the adoption of Standing Orders.

**3. ELECTION OF OFFICERS**

- (a) The President will appoint a Returning Officer, provided by the host Council, to handle all matters. The Returning Officer shall hand the results of each election to the Presiding Chairperson who will announce the Election result.
- (b) Each candidate shall appoint one scrutineer to assist the Returning Officer.
- (c) Where a candidate is elected to one position, that Candidate is automatically excluded from any other ballot.

**4. RESOLUTIONS FOR ANNUAL GENERAL MEETING**

Resolutions submitted in writing to the Secretary at least six weeks prior to the date of the Annual General Meeting, and accepted by the Management Committee, are listed for debate.

**5. ANNUAL SUBSCRIPTIONS**

The fee for Annual Subscriptions shall be set by resolution of Conference on the recommendation of the Management Committee. The recommended fee for 2016/2017 is \$82.00.

**6. ADOPTION OF RULES OF PROCEDURE**

The Rules of Procedure are to be sent to members at least 30 days prior to the set date for the AGM.

**7. ANY OTHER BUSINESS**

Except for changes to the Rules of Procedure, any other business properly raised by financial members present, may be considered by consent of the Presiding Officer.

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