

# STANDING ORDERS

**NZ MODEL PARLIAMENT** 2018



**UN+**  
**YOUTH**

INSPIRING GLOBAL CITIZENS



# CHAPTER 1 – GENERAL PROVISIONS

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## INTRODUCTION

### 1 Purpose

These Standing Orders contain rules for the operation of the Model Parliament and its committees.

### 2 Interpretation

The Speaker (or other member presiding) is responsible for ruling whenever any question arises as to the interpretation or application of a Standing Order and for deciding cases not otherwise provided for.

### 3 Definitions

In these Standing Orders, if consistent with the context,—

**Bill** means a NZ Model Parliament Bill.

**Clerk** means the Clerk of the House of Representatives or the Deputy Clerk in the absence of the Clerk, or any person authorised by the Clerk to perform any of the functions or exercise any of the powers of the Clerk under these Standing Orders.

**House**, unless specified otherwise, means the Youth NZ Model Parliament House of Representatives 2018.

**Leave**, or **leave of the House** or **leave of the committee** means permission to do something that is granted without an opposing voice.

**member** means a member of Parliament appointed to the NZ Model Parliament 2018.

**New Zealand court** means the Supreme Court, the Court of Appeal, the High Court, or a District Court; or any of the following specialist courts: the Court Martial of New Zealand established under section 8 of the Court Martial Act 2007, the Court Martial Appeal Court constituted by the Court Martial Appeals Act 1953, the Employment Court, the Environment Court, the Maori Appellate Court, and the Maori Land Court.

**Notice of motion** means a notice of motion given by a member under Standing Order 42.

**Order of the day** means an item of business that has been set down for consideration by the House.

**Speaker** means the Speaker of the House of Representatives or the Deputy Speaker of the House of Representatives, or any other person asked by the Speaker or the Deputy Speaker to preside over the House.

## **CHAPTER 2 – GENERAL PROCEDURES**

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### **MAINTENANCE OF ORDER**

#### **4 Speaker maintains order**

- (1) The Speaker maintains order and decorum in the House.
- (2) Whenever the Speaker rises during a sitting, members must sit down and be silent so that the Speaker can be heard without interruption.

#### **5 Members to acknowledge Speaker**

Except when voting, members must make an acknowledgment (bow) to the Speaker on entering and leaving the Chamber.

#### **6 Members to be seated**

Members must be seated when they are in the Chamber except when speaking on an item of business or voting.

#### **7 Members to stand as Speaker leaves Chamber**

When the Speaker is about to leave the Chamber at the conclusion of a sitting, members rise in their places and remain standing until the Speaker has left the Chamber.

#### **8 Points of order**

- (1) Any member may raise a point of order. A point of order takes precedence over other business until ruled on by the Speaker.
- (2) The Speaker may rule on a point of order when it is raised without allowing any discussion apart from that of the member raising the point.
- (3) A member raising a point of order and any member permitted by the Speaker to speak to a point of order must put the point briefly and speak only to the point of order raised. A point of order is heard in silence by the House.

#### **9 Disorderly conduct**

- (1) The Speaker may order any member whose conduct is disorderly to withdraw immediately from the House during the period (up to the remainder of that day's sitting) that the Speaker decides.
- (2) Any member ordered to withdraw from the House may not enter the Chamber but may vote.

### **STRANGERS**

#### **10 Strangers interrupting proceedings**

The Speaker may require strangers who interrupt proceedings or who otherwise misconduct themselves to leave the galleries and the parliamentary precincts.

## **RULES OF DEBATE**

### **11 Members wishing to speak**

When a member wishes to address the House (whether for points of order, motions, speeches, and interjections), they will rise and state “Mr/Madame Speaker” and wait to be called upon before speaking.

### **12 Speaker calls upon member to speak**

When two or more members rise together the member called upon by the Speaker is entitled to speak.

### **13 Members to address Speaker**

A member being called to speak addresses the Speaker and, through the Speaker, the House.

### **14 Speeches in English, Māori, or New Zealand Sign Language**

A member may address the Speaker in English, Māori, or New Zealand Sign Language, and provide a translation after their speech.

### **15 Relevancy**

- (1) All debate must be relevant to the question before the House.
- (2) After having called the attention of the House to the conduct of a member who persists in irrelevance or tedious repetition either of the member’s own arguments or of the arguments used by other members in debate, the Speaker may terminate that member’s speech.

### **16 Visual aids**

- (1) A member may use an appropriate visual aid to illustrate a point being made during the member’s speech, provided that the aid does not inconvenience other members or obstruct the proceedings of the House.
- (2) Such an aid may be displayed only when the member is speaking to a question before the House.
- (3) The aid must have been approved for use by the Speaker previous to the member’s speech.

### **17 Matters subject to judicial decision**

- (1) Matters awaiting or under adjudication in, or suppressed by an order of, any New Zealand court may not be referred to in any motion, debate, or question, including a supplementary question, subject always to the discretion of the Speaker.

### **18 Offensive references to House or judiciary**

A member may not use offensive words or gestures against the House or any member of the judiciary.

### **19 References to Sovereign or Governor-General**

A member may not refer to the Sovereign (The Queen) or the Governor-General disrespectfully in debate or for the purpose of influencing the House in its deliberations.

## **20 Personal reflections**

A member may not accuse a member of improper motives, make an offensive reference to a member's private affairs, or make a personal reflection against a member.

## **21 Offensive or disorderly words**

If any offensive or disorderly words are used, whether by a member who is speaking or by a member who is present, the Speaker intervenes.

# **PUTTING THE QUESTION**

## **22 Question is put when debate concluded**

- (1) Except where otherwise provided, as soon as the debate upon a question is concluded the Speaker puts the question to the House.
- (2) Questions are determined by a majority of votes Aye (Yes) or No. Every member is entitled to one vote or to abstain.

## **23 Voice vote**

- (1) The Speaker asks members to answer "Aye" or "No" to the question and states the result of the voice vote.
- (2) Following a voice vote, the Speaker may call for a personal vote to be held. However, the Speaker may, at his or her discretion, declare the result of a vote on the voices without calling for a personal vote.

# **CHAPTER 3 – LEGISLATIVE PROCEDURES**

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## **INTRODUCTION**

## **24 Introduction**

- (1) A bill is introduced when it is circulated to members by the Office of the Clerk.
- (2) After its introduction the bill is set down for legislative debate.

## **LEGISLATIVE DEBATE**

## **25 Legislative debate**

- (1) When the legislative debate is reached, a member moves, That the [*bill*] be now read a [*1st, 2nd, 3rd*] time.
- (2) The first and second readings will be allocated into 11 five minute speeches in the following order:  
Labour  
National

Labour  
National  
Labour  
NZ First  
National  
Greens  
ACT  
National  
Labour

(3) Any member may rise to speak in the Committee stage, but are limited to 2 five minute speeches. There will be no order and the debate will continue until the time allocated expires.

(4) The third reading will be allocated into 5 five minute speeches in the following order:

Labour  
National  
NZ First  
ACT  
Greens

## **CHAPTER 4 – SELECT COMMITTEES**

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### **ESTABLISHMENT OF SELECT COMMITTEES**

#### **26 Select committees**

The select committees are:

- (a) Environment Committee;
- (b) Education Committee;
- (c) Foreign Affairs, Defence and Trade Committee;
- (d) Social Services and Community Committee;

#### **27 Business of select committees**

The select committees consider and report on topics allocated to them by the House.

### **CONDUCT OF PROCEEDINGS**

#### **28 Quorum**

The quorum of a select committee is half of the membership of the committee (rounded upwards where applicable).

#### **48 Voting**

A member may require that the respective votes or abstentions of each member present on a question put to a select committee be recorded in the committee's minutes.

## **HEARING OF EVIDENCE**

### **49 Attendance while evidence being heard**

- (1) The proceedings of any select committee during the hearing of evidence are open to the public, unless the evidence is private.
- (2) The chairperson may order a member of the public to withdraw from a meeting if that person's conduct is disorderly.
- (3) A committee may resolve to exclude a member of the committee from a meeting if that member's conduct is highly disorderly.

### **50 Conduct of examination**

- (1) The examination of witnesses is conducted as the chairperson, with the approval of the select committee, directs.
- (2) The chairperson, and every member through the chairperson, may put questions to a witness.

### **51 Relevance of questions**

The chairperson will take care to ensure that all questions put to a witness are relevant to the committee's proceedings and that the information sought by those questions is necessary for the purpose of those proceedings.

### **52 Private evidence**

- (1) Some or all of the evidence to be given to a select committee may, by leave, be heard or received in private.
- (2) The committee may require all strangers or any stranger to withdraw from a meeting while evidence is being heard in private.
- (3) Evidence heard or received in private is confidential to the committee until it reports to the House.

### **53 Confidentiality of reports**

A report or a draft of the report of a select committee is strictly confidential to the committee until it reports to the House.

## **REPORTS**

### **54 Minority views**

A select committee may, in its report, indicate the differing views of its members.

### **55 Reports to be signed**

When a select committee has adopted a report, the report is signed by the Clerk on behalf of the committee and is presented to the House.