

Youth Parliament of Manitoba

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STANDING ORDERS LAST REVISED: 1 MARCH 2015

STANDING ORDERS

SECTION I: GENERAL RULES

- 01 In all cases not provided for hereinafter, the *Rules, Orders and Forms of Proceeding of the Legislative Assembly of Manitoba* shall be followed as far as they may be applicable. For greater certainty, the uses, customs and precedents of *Beauchesne's Rules & Forms of the House of Commons of Canada: With Annotations, Comments, and Precedents (6th ed.)* shall be followed insofar as expediency permits.

SECTION II: SUSPENSION OF THE STANDING ORDERS

- 02 Any order, rule or custom of Parliament may be suspended by unanimous consent of the House and a motion to this effect may be introduced at any point during the proceedings of the House.

SECTION III: THE SPEAKER AND THE DEPUTY SPEAKER

- 03 At the beginning of each session, the House shall elect one of its Members as Speaker of the House. The Clerk of the House will preside over the Speaker's election.
- 04 The Speaker is the chair of the whole House and must respect the Speaker's appointment pledge to the Lieutenant Governor and the House as outlined in the Opening Ceremonies and the Canadian parliamentary tradition.
- (1) In the situation that the Speaker knowingly and blatantly ignores the above creed, a motion from the House may remove the Speaker's commission. If the Speaker is removed, the Deputy Speaker shall take the Chair.
- 05 A Deputy Speaker, who shall also be the Chairperson of the Committee of the Whole House, shall be elected from among the Members at the first sitting of each session.
- (1) If the Speaker finds it necessary to leave the Chair, or is unable to attend the service of the House, the Deputy Speaker shall act as Speaker until the Speaker resumes the Chair.
- (2) If both the Speaker and Deputy Speaker find it necessary to leave the Chair, or are unable to attend the service of the House, the House Leader shall act as Speaker until either the Deputy Speaker or the Speaker resumes the Chair.

- (3) If the Speaker, the Deputy Speaker and the House Leader are all unable to take the Chair, then the House shall appoint one of its Members to act as Speaker.
- 06 The Speaker and Mace are to be properly respected by all Members. Members shall stand when the Mace enters or leaves the House, address the Chair by the appropriate gender designation in accordance with the Speaker's wishes, such as Mister (Deputy) Speaker or Madam (Deputy) Speaker, and obey the directions of the Chair.
- (1) A sitting shall not commence until a Speaker has taken the Chair and the Mace has been placed on the table facing the Premier.
- (2) When the sitting is adjourned, Members shall keep their seats until the Speaker has left the Chair and the Mace has been removed from the Chamber.
- (3) When the Speaker rises, every Member shall be seated, even if they have been called upon to speak, and no Member shall remain standing, move about the Chamber, or make any noise or disturbance.
- (4) In the event that Pages are not in their seats when the Speaker rises, they will be required stand still until the Speaker has resumed the Chair.
- 07 Past Speakers and Senators of YPM Inc., subject to the approval of the Speaker, may take the Chair for a brief period.

SECTION IV: MEETINGS AND TIME ALLOCATION

- 08 The hours of sitting of the House shall be designated on the Order Paper at each meeting of the House. The Order Paper shall specify both the appointed time for adjournment for the sitting and the appointed time for commencement for the next sitting.
- 09 At the hour appointed for the adjournment of a sitting, the Speaker shall rise and forthwith adjourn the House without question put or motion to that effect.
- (1) At the hour appointed for the commencement of the next sitting, the House shall proceed with Routine Proceedings without question put or motion to that effect.
- 10 Every Member is bound to attend the service of the House, unless the Male Whip or Female Whip has granted leave of absence.
- 11 There must be at least fifty percent plus one Members in the House to constitute Quorum.
- (1) If the Speaker determines that there is a lack of Quorum, the Speaker shall instruct the Whips to call in Members so that the Speaker may conduct a count of Members present. The Speaker shall adjourn the House without question put, if Quorum is still lacking.
- 12 When the Replies to the Speech from the Throne Address is called, those Members designated on the Order Paper as participants, with the exception of the

Parliamentary Executive, may speak for no longer than five minutes. The overall debating time for the proceedings shall not exceed forty-five minutes per sitting.

(1) When Members of the Parliamentary Executive are designated on the Order Paper as participants in the Speech from the Throne Address, they may speak for no longer than fifteen minutes.

- 13 When the Orders of the Day for Second Reading of a Bill is called, time for debate on the motion shall not exceed two hundred and sixty minutes. Inclusive of the time for debate, the Member who moved the motion may speak for no longer than ten minutes, others may speak for no longer than three minutes, and the mover shall have a right of reply of no longer than five minutes.

(1) When speaking on a motion to give Second Reading to a Bill, the mover of the motion may defer the floor to the seconder, who may speak on the motion for the remainder of the allotted fifteen minutes.

- 14 When a motion of amendment is brought before the House, time for debate on the motion shall not exceed forty-five minutes for Bills. Inclusive of the time for debate, the mover may speak for no longer than five minutes, any other Member may speak for no longer than three minutes, and the mover shall have a right of reply of no longer than five minutes.

- 15 When the Orders of the Day for Concurrence and Third Reading of a Bill is called, time for debate on the motion shall not exceed eighty minutes. Inclusive of the time for debate, the Member who moved the motion may speak for no longer than ten minutes, others may speak for no longer than three minutes, and the mover shall have a right of reply of no longer than five minutes.

(1) When speaking on a motion to give Concurrence and Third Reading of a Bill, the mover of the motion may defer the floor to the seconder, who may speak on the motion for the remainder of the allotted fifteen minutes.

- 16 When the Orders of the Day for the reading of a Private Member's Bill is called, time for debate on the motion shall not exceed fifty minutes. Inclusive of the time for debate, the mover may speak for no longer than five minutes; any other Member may speak for no longer than three minutes; the mover shall have the right of the reply for no longer than five minutes.

SECTION V: CONDUCT OF MEMBERS

- 17 Members shall be at all times dressed in a dignified manner befitting a Member of Parliament in accordance with the YPM Code of Conduct

- 18 **No Member shall take tobacco, food, gum or any liquid into the House or conduct themselves in a manner which may damage the House.**

- 19 Members must bow and demonstrate proper respect to the Chair when they enter, leave or cross the House.

- 20 No Member may pass between the Chair and the Mace or pass between another Member and the Chair when the other Member is speaking.
- 21 Members must continue to demonstrate proper respect for the Mace and the Chair if the Mace has been placed beneath the table during either a recess or the proceedings of Committee of the Whole House.
- 22 Senators of YPM Inc., current Members of the Legislative Assembly of Manitoba and the Canadian Parliament and other individuals designated by the Parliamentary Executive may view the proceedings from inside the House.
- 23 Notwithstanding those specified in Standing Order 22, no non-member shall be permitted on the Floor of the House without the permission of the Speaker. Any individual admitted into any part of the House or gallery who misconducts themselves may be removed if they do not withdraw.
- 24 Members may send notes to other Members, but all such notes must be signed and must not be offensive or threatening in nature. During Replies to the Speech from the Throne, Members shall not be allowed to send notes.
- 25 **Individuals** may not display objects or bring items into the House that may disgrace or abase the dignity of the House.

SECTION VI: RULES OF DEBATE

- 26 The Speaker shall preserve order and decorum and decide all questions of order before the House. In deciding a Point of Order or a Point of Privilege the Speaker shall, on request, state the Standing Order or authority applicable to the case. No debate shall be permitted on any such decision nor shall it be subject to the appeal of the House.
 - (1) If a violation of the rules of the House occurs, the offending Member shall be instructed to desist from the offending behaviour, apologize to the House, and withdraw his or her remarks and apologize. If a Member disregards the instruction from the Chair, then they shall be disciplined at the Speaker's discretion. If the Member persists in the offending conduct, then the said Member may be named.
- 27 Members wishing to speak must rise in their assigned position and may only speak after being recognized by the Speaker.
 - (1) Members must be properly attired and wearing their assigned name tag in order to be recognized to speak.
 - (2) If a Member is unable to rise, the Speaker may permit the member to speak from their seat after being duly recognized.
- 28 Only one Member may hold the floor of the House at a time. When two or more Members rise to speak, the Speaker shall recognize the Member who rose first in their assigned place.

- 29 Once recognized by the Speaker, a Member may not move about the Chamber, but must remain standing in their assigned place and must address their remarks to the Chair.
- 30 In debate on bills and motions or while in Committee of the Whole House, if a Member is unable to orally present their speech, the Speaker shall either read the Member's prepared speech or arrange some alternative prior to recognizing the Member.
- 31 All Members rising to speak shall be guaranteed the right to speak, so long as time permits.
- 32 When a Member is speaking, no other Member shall interrupt them, except to raise a Point of Order or a Point of Privilege.
- 33 **SEE REMOVED** If a Member speaks to issues not germane to the motion on the floor, the Speaker shall ask the Member to discontinue their comments.
- 34 No Member may use unparliamentary or offensive language, or speak disrespectfully of any Member of the Royal Family or their Official Representatives, any Member of the Senate, any Member of the House of Commons, nor any Member of a Provincial Legislature.
- 35 No Member shall refer to another Member by name, but shall instead refer to a Member by constituency or portfolio.
- 36 Where questions are proposed to be put to a Member at the conclusion of their speech, the question shall not be permitted if ten or more Members rise in opposition to the question. All such post speech questions shall be limited to one Member and the response shall not exceed two minutes.
- 37 In the course of debate no Member shall reflect upon either a past vote or a past ruling of the Chair.
- 38 No Member may speak twice to a motion unless they wish to exercise the right of reply as the mover of a substantive motion.
- 39 A Member shall be considered as having relinquished the floor and may not continue to speak once time has elapsed or once the Member has resumed their seat in the House.

SECTION VII: POINTS OF ORDER

- 40 Any Member addressing the House, if called to order by the Speaker or on a point raised by another Member, shall sit down while the point is being stated and remain seated during the Speaker's ruling.
- 41 At any time, a Member may raise a Point of Order, to call the attention of the Speaker to a breach of procedure of the House. This must be done immediately and the Member's remarks must be strictly relevant to the point raised.

(1) Subject to the Speaker's discretion, a Member may offer brief and concise remarks intended to clarify the circumstances surrounding the breach of procedure in question.

(2) Points of Order may not be raised during Question Period or during Replies to the Speech from the Throne, but may be raised at the end of these respective periods or otherwise immediately after the Routine Proceedings.

SECTION VIII: POINTS OF PERSONAL PRIVILEGE

42 A Member may raise a Point of Personal Privilege if they believe that another Member has questioned their character and integrity. If the Speaker determines that a Member has breached the privilege of another Member, they shall direct the offending Member to withdraw their remarks and apologize to the House.

(1) If a Member is misquoted and if the misquotation calls into question the character and integrity of the Member, then the misquotation shall be subject to a Point of Personal Privilege.

SECTION IX: ROUTINE PROCEEDINGS OF THE HOUSE

43 Except as otherwise provided in the Standing Orders, the House shall at every sitting engage in Routine Proceedings, which shall be as follows:

- Silence for Reflection
- Communications
- Committee Reports
- Ministerial Statements and Tabling of Documents
- Introduction of Bills
- Government Motions
- Replies to the Speech from the Throne
- Question Period
- Orders of the Day

44 At every meeting of the House, the Speaker shall ask for fifteen seconds of Silence for Reflection.

45 The Speaker shall read those communications that they deem appropriate, and no other Member, unless otherwise directed by the Speaker, may read communications to the House.

46 Ministerial statements can only be made by Members with a portfolio.

- 47 When the Routine Proceeding of Government Motions is called, procedural and substantive motions may be introduced for a period not exceeding fifteen minutes without a motion to that effect.
- 48 When the Routine Proceeding of Question Period is called, oral questions shall be taken for a period of time as determined by the House Leader with the discretion of the Speaker.
- 49 Oral Questions must seek information from a Member and shall not be argumentative or rhetorical in nature. The preamble to an Oral Question must be brief and relevant to the thrust of the question.
- (1) A Member may only pose one Oral Question during Question Period, but is permitted to ask two further Supplementary Questions which must be related to the subject of the Oral Question. Supplementary Questions must be directed to the person who answered the original question.
- (2) When an Oral Question has been addressed to a Member they may defer the Oral Question to another Member, if the other Member consents to accept. The Member may only attempt to defer the Oral Question once.
- 50 When the Routine Proceeding of the Replies to the Speech from the Throne is called, the debate in reply to the Speech from the Throne shall commence without question put or motion to that effect.
- 51 When the Routine Proceeding of Orders of the Day is called, all items standing on the Orders of the Day shall be taken up according to the precedence assigned to each on the Order Paper.
- 52 All orders and substantive motions not disposed of at adjournment of the House shall be postponed until the next sitting without question put or motion to that effect.

SECTION X: MOTIONS

- 53 All motions must be in writing before being debated or put from the Chair.
- (1) The House Leader must approve all motions before being debated or put from the Chair.
- 54 Procedural motions shall not be subject to debate or amendment and shall include, but not be limited to, the following motions:
- Election of the Speaker
 - Printing of House Proceedings
 - Granting the Commission of the Great Seal
 - Suspension of the Standing Orders
 - Question Period
 - Leave to Introduce a Bill

- First Reading of Bills
- First Reading of Private Member's Bill
- Concurrence and Third Reading of Private Member's Bill
- Tabling of Objects
- Putting the Question
- Extending a time allocation
- Recess of the House
- Adjournment of the House
- Motions to Rise and Report the Findings of a Committee of the Whole House
- Motions to proceed to another Routine Proceeding
- Postponement of Orders
- Motions of Thanks
- Prorogation

(2) Substantive motions shall be subject to debate or amendment and shall include, but not be limited to the following motions:

- Second Reading of Bills
- Concurrence and Third Reading of Bills
- Second Reading of Private Member's Bill
- Motions of Amendment

55 Unless otherwise specified, all procedural or non-debatable motions shall be introduced during the Government Motions item of Routine Proceedings.

(1) All substantive or debatable motions shall be introduced during the Motions section of the Routine Proceedings. This rule does not apply to Bills after their introduction.

56 Motions of amendment may be considered and decided during Orders of the Day.

57 Whenever the Speaker is of the opinion that a motion offered to the House is contrary to the rules and principles, the Speaker shall decline to put the question and quote the applicable Standing Order.

58 When a substantive motion is being considered, no further motion shall be received unless it is a motion:

- (1) to amend,
- (2) to proceed to the next order,

- (3) to postpone for certain time,
 - (4) to table an object,
 - (5) to put the question,
 - (6) to continue or extend a time allocation,
 - (7) to recess, or
 - (8) to adjourn.
- 59 Motions of amendment must not undermine or be contrary to the intent of the Bill to which they are directed.
- 60 A proposed amendment may be adopted without debate or question if the motion is in order and if the mover of the target motion consents to accepting the amendment.
- 61 When a motion to amend an amendment is under consideration, no further amendments may be proposed until said motion has been decided.
- 62 Members moving motions of thanks shall give an explanation of the motion not exceeding three minutes.
- 63 A motion that “the Question now be put,” once decided in the affirmative, shall immediately terminate debate on a question before the House and bring the matter to a vote. Such a motion shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding has taken place. The motion shall be permitted only by unanimous consent of the House.
- 64 At any time a question period may be placed on the Order Paper by moving a motion to that effect.
- (1) Any such motion must specify the duration of the question period.
- 65 A motion to adjourn, unless otherwise prohibited in the Standing Orders, shall always be in order and may be introduced at any point in the proceedings of the House, but no second motion to the same effect shall be made until some intermediate proceeding has taken place.
- 66 A motion to proceed to another order or Routine Proceeding shall always be in order and may be introduced at any point in the proceedings of the House.
- 67 A motion of prorogation that “The House rise and report the results of its deliberations...” shall always be in order and may be introduced at any point in the proceedings of the House.
- 68 No motion is debatable or amendable unless otherwise specified.
- 69 In order to withdraw a motion, a Member must have the unanimous consent of the House.

SECTION XI: PROCEEDINGS

- 70 If the mover of a substantive motion exercises their right of reply, the debate shall be closed and the Question shall be put before the House immediately after the Member's remarks.
- (1) The Speaker shall conduct a voice vote by instructing Members to orally express their votes in the negative or the affirmative. The Speaker shall then declare the motion carried or defeated based on the number of voice votes for and against the motion.
- (2) The Speaker's ruling on a voice vote may be challenged and a recorded division of the House shall be called if ten or more Members, by rising in their places, request such action.
- (3) In order for a Member to vote in a voice vote or standing vote, they must be in their assigned seat in the House.
- 71 When a division has been called on any business then before the House, the Speaker shall instruct the Whips to call in the Members and conduct a recorded vote once all the Members are reported to be present and accounted for.
- 72 The Speaker shall conduct the standing vote by instructing those in favour of the motion to rise, remain standing in their places and count them with the assistance of the Clerk. The same procedure shall then be carried out for those against the motion, and the Speaker will decide the vote on the basis of the numerical majority of yea, and nay votes. This ruling shall not be subject to appeal or further challenge.
- (1) During a standing vote, a Member's vote must not differ from that expressed orally in the voice vote.
- (2) Those Members who abstained or were not in the Chamber during the voice vote may participate in the division or abstain.
- (3) Those Members who abstained from the voice vote may abstain from the division by standing when asked.
- (4) Members found to be making noise during the division of the Standing vote shall be asked to refrain from speaking. Should Members continue to speak, a point of order can be raised only after the Speaker has made a ruling on the division.
- 73 Unless otherwise specified, votes shall be decided by a simple majority. Abstentions shall not be considered in the count of votes cast.
- 74 In the event of a tie, the Speaker shall decide the matter by casting a vote in such a manner as to maintain the status quo.
- 75 No Member shall leave the House, or make any unnecessary noise or disturbance during a division or voice vote.
- 76 Every Bill shall receive three separate readings, on different days, before being passed.

- (1) By unanimous consent of the House, a Bill may receive two or more readings in one day.
- 77 Every Bill shall be introduced during the Routine Proceeding of Introduction of Bills upon motion for leave specifying the title of the Bill.
- (1) When a Bill is introduced by a Member upon motion for leave, the mover of the motion may announce any typographical corrections to the Bill. When a Bill is presented in First Reading, the question shall be decided without amendment or debate.
- (2) The mover of the Bill shall discontinue reading the Bill if the House expresses the wish by calling the mover to dispense.
- 78 When a Bill is presented in Second Reading, the Bill is debatable and shall be decided immediately after the allotted time for debate has expired.
- 79 When an amendment to a Bill or an amendment is presented by a Member, the question “that this Bill be amended as follows:” or “that the amendment be amended as follows:” is debatable and shall be decided immediately after the allotted time for debate has expired.
- 80 When a Bill is presented in Concurrence and Third Reading, the Bill is debatable and shall be decided immediately after the allotted time for debate has expired.

SECTION XII: PROCEEDINGS ON PRIVATE MEMBER’S BILLS

- 81 Every Private Member’s Bill shall be introduced to the House through a motion specifying the title of the Bill at least one sitting previous to the consideration of the Bill.
- (1) When a Private Member’s Bill is introduced through a motion, the mover of the Bill may announce any typographical corrections to the Bill.
- 82 When any Private Member’s Bill is presented by a Member, the question “that this Bill be read and passed” is debatable and shall be decided immediately after the allotted time for debate has expired.

SECTION XIII: COMMITTEE OF THE WHOLE HOUSE

- 83 The Chairperson of Committee of the Whole House, if present in the House, shall take the Chair of all Committees of the Whole House. The Chairperson shall be addressed by the appropriate gender designation in accordance with their wishes, such as Mr. Chairperson or Madam Chairperson.
- (1) In the absence of the Chairperson of Committee of the Whole House, the Speaker may, before leaving the Chair, appoint any Member as Chairperson of the Committee.
- 84 When an Order of the Day is read for the House to go into a Committee of the Whole House; the Speaker may leave the Chair without question put.

- 85 Once the proceedings of the Committee of the Whole House have been commenced, no Members may enter or exit the Chamber. If a Member must leave due to dire circumstances, they will not be allowed to re-enter the House until such time as the proceedings of the Committee of the Whole House have been concluded.
- 86 The Standing Orders shall be observed in Committee of the Whole House in so far as may be applicable, except those Standing Orders limiting the number of times a Member may speak and referring to the Members by name.
- (1) Speeches in Committee of the Whole House must be strictly relevant to the item or clause under consideration and shall be limited to three minutes per speech.
- (2) The Chairperson shall maintain order in Committee of the Whole House, deciding all questions of order in accordance with the Standing Orders of this House. Such rulings are final.
- 87 A motion that the Committee of the Whole House rise and report its findings to the Speaker is always in order, shall take precedence over any other motion, and shall not be debatable.
- (1) Such a motion, if rejected, cannot be renewed unless some intermediate proceeding has taken place.
- 88 Whenever a Bill is reported from any Committee of the Whole House, a motion to concur in the same shall be forthwith put and decided without debate.

SECTION XIV: STANDING COMMITTEES

- 89 The Speaker of the House shall appoint the Chairperson of the standing committee from among the Parliamentary Executive.
- (1) In the absence of such a person, the House Leader or Premier may appoint any Member as Chairperson of the Standing Committee.
- 90 The Standing Orders shall be observed in Standing Committee in so far as may be applicable, except Standing Orders, 26, 34, and 37.
- (1) It is also not necessary for the Members to second motions, or move motions to close or limit debate.
- 91 All questions must be put to vote, unless agreed upon by consensus.

SECTION XV: OFFICERS OF THE HOUSE

- 92 The Clerk of the House is responsible for the safekeeping of all papers and records of the House.

(1) The Clerk is responsible for reading the Order Paper, assisting the Speaker during the recorded divisions, recording all motions, and recording the rulings of the Chair for precedents.

93 The Sergeant-at-Arms is responsible for the safekeeping of the Mace.