

House of Representatives

Rules

STANDING ORDERS OF THE HOUSE OF REPRESENTATIVES

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PART I - INTRODUCTORY

1. Interpretation

In these Standing Orders, unless the context otherwise requires:

"Chairman" in the case of a Committee of the whole House means the Speaker or any person acting as Chairman pursuant to Standing Order 15, and in the case of a Select Committee means the chairman thereof:

"Secretary-General" means the Secretary-General to Parliament or may include the Secretary to the House of Representatives and an acting Secretary when at the Table;

"Constitution" means the Constitution of the Sovereign Democratic Republic of Fiji promulgated on 25th July, 1990;

"House" means the House of Representatives of Fiji;

"Leave" or "leave of the House" or "leave of the Committee" means approval granted.

"Meeting" means any sitting or series of sittings of the House commencing when the House first meets at the beginning of a session or Occurring at subsequent periods during a session and ending when the House is adjourned sine die;

"Member" means a Member of the House of Representatives and includes the Attorney-General when attending a sitting pursuant to section 70 of the Constitution but only so far as the provisions of that section allow;

"Minister" means a Minister appointed pursuant to section 83(3) of the Constitution and includes an Assistant Minister as appointed under section 90(1);

"Paper" means any paper, report, account, return, statement or other document which is ordinarily laid on the Table.

"President" means the Head of State holding office pursuant to the terms of Part V of the Constitution.

"Public Business" means proceedings on motions of which notices have been given and bills which have been presented to or introduced into the House;

"Session" means the sittings commencing when Parliament first meets after a general election or prorogation or dissolution of Parliament and terminating when Parliament is next thereafter prorogued or dissolved.

"Sitting" means a period during which the House is sitting continuously without adjournment and includes any period during which the House is in Committee.

"Speaker" except where the context otherwise requires, includes the Deputy Speaker or any other Member of the House presiding for the time being pursuant to Standing Order 15 (and in Committee includes the Chairman).

"Sergeant-at-Arms" means Police orderly on duty or his assistants.

"Select Committee" means a Committee appointed by the House of Representatives for a specific purpose only.

"Standing Committee" means a Committee which has been appointed for an on-going purpose.

2. Oath or Affirmation of Allegiance

Except for the purpose of electing a Speaker at the beginning of a new Parliament, no Member shall sit or vote until he has subscribed to the oath or affirmation of allegiance before the House in the following form as prescribed by law:

"I,
do swear [solemnly, sincerely and truly declare and affirm] that I will be faithful and bear true allegiance to the people and the Republic of Fiji, according to law. So help me God."

["So help me God" to be omitted in affirmation].

3. Quorum during Sittings

1. The quorum of the House and of a committee of the whole House shall consist of twenty-four Members in addition to the person presiding, pursuant to Section 68(2)(a) of the Constitution.
2. If the attention of the Speaker is drawn by a Member to the fact that a quorum is not present the Speaker shall order a bell to be sounded by the Secretary to the House for a period of sixty seconds. At the end of another ten minutes if the Speaker is satisfied that a quorum is not present, he shall adjourn the House without putting the question to the House.
3. If in committee of the whole House the attention of the Chairman is drawn by a Member to the fact that a quorum is not present he shall act as provided in paragraph (2) of this Order save that if, after ten minutes he is satisfied that a quorum is not present, the House shall resume and the Speaker shall count the House. If a quorum is then present, the House shall again resolve itself into Committee but if a quorum is not present the Speaker shall adjourn the House without Putting the question to the House.
4. If at any sitting of the House or of a committee of the whole House it appears from the number of Members taking part in a division, including those who have abstained from voting, that a quorum is not present, then:
 - a. the division shall be invalid;
 - b. the business in question shall stand over until the next sitting of the House or of the Committee; and
 - c. the procedure prescribed in paragraph (2) or paragraph (3) of this Order shall be followed.

4. Absence of Members

1. Whenever a Member shall have been absent from two consecutive meetings of the House without having obtained from the Speaker, before the termination of any of those meetings, permission to be or to remain absent from that meeting, the Speaker shall inform the House that the Member in question is deemed to have vacated his seat pursuant to section 43 (1) (c) of the Constitution.
2. The Secretary-General shall then within two days inform the Supervisor of Elections of the vacancy which exists in the membership of the House.

5. Resignation of Members

1. A Member wishing to resign his seat shall inform the Speaker accordingly in writing and the seat shall become vacant when the letter is received by the Speaker. On receipt of such letter of resignation, the Speaker shall, within two days, inform the Supervisor of Elections of the vacancy which exists in the membership of the House.
2. In the event of the Speaker, or Deputy Speaker, wishing to resign his seat the same procedure shall be followed as in paragraph (1) of this Order except that in the case of the Speaker the letter of resignation shall be sent to the Secretary-General.

6. Official Language

1. The official language of the House shall be English but speeches may also be made in Fijian or Hindustani and may be interpreted from one language into the others simultaneously.
2. Subject to the provisions of paragraph (2) of Standing Order 27 the texts of all bills, motions, amendments, questions, petitions, proceedings and other business of the House shall be in the English language.

3. Notwithstanding anything in this Standing Order no proceedings of the House shall be invalidated, adjourned or delayed by reason only of the fact that no interpretation or translation from one language into one or more of the others has not been provided.

7. Prayer

Upon the Speaker taking the Chair each day, he shall read the following Prayer:

Almighty God, who in Thy wisdom and goodness hast appointed the offices of rulers and Parliaments for the welfare of society and the just Government of Men: We beseech Thee to behold with Thy abundant favour us thy servants, whom Thou hast been pleased to call I to the performance of important trusts in this Land.

Let Thy blessing descend upon us here assembled, and grant that we may treat and consider all matters that shall come under our deliberation, in so just and faithful a manner as to promote Thy honour and glory, and to advance the peace, prosperity and welfare of this land and of those whose interest Thou hast committed to Our charge.

AMEN.

8. The Mace

1. The Mace shall be the symbol of the authority of the House entrusted by it to the Speaker.

(2) The Mace shall lie upon the Table during all Sittings of the House, but when the House is in Committee the Mace shall be removed from the Table and placed under it.

PART 11-PROCEEDINGS ON THE MEETING OF PARLIAMENT

9. Meeting of a new Parliament

1. The House shall meet on the day before that appointed for the formal opening of the first session of a new Parliament in order to elect a Speaker and for the administration of the Oath or Affirmation of Allegiance.
2. The Secretary-General shall notify Members accordingly when informing them of arrangements in accordance with paragraph (2) of Standing Order 17.
3. Until a Speaker is elected, the Secretary-General shall act as Chairman of the House.
4. The House shall then proceed to elect a Speaker.
5. Soon after his election the Speaker, before taking the Chair, shall take the Oath or make Affirmation of Allegiance administered by the Secretary-General.
6. The Members of the House shall thereupon take the Oath or make Affirmation of Allegiance, as prescribed by the Constitution, administered by the Speaker.
7. The House shall then proceed to elect a Deputy Speaker who shall then take the Oath or make Affirmation of Allegiance as prescribed by the Constitution, administered by the Speaker.
8. The House may then suspend its sitting until that time appointed for the formal opening of the new Session of the new Parliament, when it shall again attend a joint sitting of the two Houses of Parliament to hear the President's Address.
9. The Speaker shall present himself to His Excellency the President as the choice of the House.

10. Formal Opening of New Parliament

Pursuant to the President's Proclamation, Members having met at the time and place appointed for the formal opening of the new Parliament

1. The Secretary-General shall read the Proclamation calling Parliament together.
2. The Speaker having presented himself to the President, and having reported that fact to the House, will then invite the other House to hear the President's Address.

11. Meeting for new Session

On the first day of the meeting of Parliament for the despatch of business, not being next after a dissolution, pursuant to the President's Proclamation, Members of the House, having met at the time and place appointed, the Secretary-General shall read the Proclamation, and the Speaker having read the Prayer, shall invite the other House to hear the President's Address.

12. President's Speech and Motion for an Address

1. Immediately after delivery of the speech and after the President has left the Parliament, the sitting shall be suspended for such period, or adjourned until such day, as the Speaker shall decide.
2. On resumption of the sitting, or on the day to which the House has been adjourned under paragraph (1) of this Order, a motion may be moved with notice for an address of thanks to His Excellency the President for his gracious speech. The motion shall be in the following form:

"That this House thanks His Excellency the President for his most gracious speech".

Amendments to this motion may only be moved by way of adding words at the end.

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PART 111-OFFICERS OF THE HOUSE

13. Election of Speaker

1. Whenever there is a vacancy in the office of Speaker, whether as a result of a dissolution or otherwise, the House shall, as soon as there is a quorum, proceed to elect a Speaker from persons who are not Members of the House but who are qualified to be Members of the House.
2. The Secretary-General shall preside over the election of a Speaker and for that purpose shall have all his powers.
3. Any Member, having first ascertained that the person to be proposed is willing to serve if elected may, addressing himself to the Secretary-General, propose such person as Speaker and move formally "That (naming the person) do take the Chair of the House as Speaker". The proposal shall require to be seconded formally but no debate shall be allowed except that the proposer may give a brief account of the nominee's credentials.
4. If only one person is so proposed, he shall be declared by the Secretary-General to have been elected.
5. If more than one person is so proposed, the House shall proceed to elect a Speaker by ballot.
6. For the purpose of a ballot an officer of the House shall give to each Member present a ballot paper on which the Member may write the name of the person for whom he wishes

to vote. Each ballot paper shall be folded so that the name written thereon shall not be seen.

7. The ballot papers shall be collected by an officer of the House and counted at the Table by the Secretary-General. The Leader of the Opposition and the Prime Minister shall appoint a member each as scrutineers at the commencement of the ballot. The Secretary-General shall then declare the person receiving the greatest number of votes to be elected.
8. Where at any ballot the votes are equal, another ballot shall be held. In the event of the votes still being equal after a second ballot, the election shall be determined by drawing of lots in such manner as the Secretary-General shall decide.
9. At the conclusion of a ballot the Secretary-General shall, in the presence of the scrutineers, destroy the ballot papers

14. Election of Deputy Speaker

The election of the Deputy Speaker shall take place in like manner to that of the Speaker, except that the Speaker shall preside, and shall be held immediately after Members have taken the Oath or made Affirmation:

Provided that if for any reason such election cannot then be held it shall take place at the first convenient sitting of the new Parliament immediately after the confirmation of Minutes.

15. Presiding in the House

1. There shall preside at any sitting of the House or of a Committee of the whole House:
 - a. The Speaker
 - b. In the absence of the Speaker, the Deputy Speaker
 - c. In the absence of the Speaker and the Deputy Speaker such other Member of the House, not being a Minister whom the House may elect for the purpose.
2. If both the Speaker and the Deputy Speaker are absent the Secretary-General shall announce the fact at the beginning of the sitting whereupon the House shall elect a Member pursuant to the preceding paragraph.
3. The election of a Member pursuant to paragraphs (1) and (2) of this Order shall take place in like manner to that of the Speaker, shall be valid only for the duration of the sitting or sittings for which he was elected and shall confer upon him all the powers exercised by the Speaker when presiding in the House or a committee of the whole House.

16. Duties of the Secretary-General

1. The Secretary-General shall be responsible for keeping the Minutes of proceedings of the House and of Committees of the whole House. The Minutes of proceedings shall record in respect of every sitting of the House, the attendance of Members, all decisions taken and details of every division held. The Secretary shall circulate to all Members copies of the Minutes which shall be confirmed at the next sitting.
2. The Secretary-General shall be responsible for preparing from day to day an Order Book showing all future business of which notice has been given. The Order Book shall be open to the inspection of Members at all reasonable hours.
3. The Secretary-General shall be responsible for preparing for each sitting an Order Paper showing all items of business for that sitting of which notice has been given.
4. The Secretary-General shall be responsible for the custody of the Order Book, Votes, Records, Bills and other documents laid before the House which shall be open to inspection by Members of the House at all reasonable hours.

5. The Secretary-General shall be responsible, under the direction of the Speaker, for the production of an official report of all speeches made in the House and in committee of the whole House.
6. The Secretary-General shall be responsible for providing every select committee with a Secretary, and with a shorthand writer when the committee is to take oral evidence.
7. The Secretary-General shall be responsible for the conduct of all messages between the two Houses and for the presentation of bills to the President for his Assent.
8. The Secretary-General shall perform any further duties laid upon him in these Orders and all other duties in the service of the House ordered by the House or directed by the Speaker.

PART IV-SESSIONS, MEETINGS AND SITTINGS

17.Sessions

1. Sessions of the House of Representatives shall be held at such place and commence at such time as the President may by Proclamation appoint. They shall end on prorogation by the President which shall take place in accordance with section 79 of the Constitution.
2. Except in cases of emergency, the Proclamation summoning Parliament shall be published at least fourteen clear days before the date appointed for the opening of the session; and, at the time of such publication, the Secretary-General shall send to each Member notice of the time and place appointed

18.Meetings

1. Meetings of the House other than the first meeting of any session shall begin on such day and at such hour as the Speaker may determine after consultation with the Business Committee. Written notice thereof shall be given by the Secretary-General to Members at least fourteen clear days before the day of the meeting but in cases of emergency the Speaker may, after consultation with the Business Committee, dispense with such notice and in that event the longest possible notice shall be given.
2. The Speaker, after consultation with the Business Committee may, at any time after he has determined the day and hour upon which a meeting is to begin, change the day or hour so determined to a later day or hour, or, in cases of emergency to an earlier day or hour.

19. Days of Sitting

1. During the course of a meeting unless it has been previously decided otherwise on a motion moved under paragraph (2) of this Standing Order, the House shall sit on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays but shall not sit on Saturdays, Sundays or public holidays.
2. A Member of the Business Committee may, without notice, at a time appointed under Standing Order 21 or at any other time between two items Of public business, move that the House shall sit on a Saturday, Sunday or a public holiday or not sit on any day named in the motion and any such motion shall be decided without amendment.
3. Whenever the House is adjourned, it shall stand adjourned to the next sitting day as determined by paragraphs (1) and (2) of this Order.

Provided that at the adjournment of the House on the day determined for the conclusion of a meeting the House shall stand adjourned sine die.

20. Hours of Sitting

1. Every sitting other than the first sitting of a meeting shall begin at 9.30 a.m. and shall be concluded by 4.30 p.m. unless the House otherwise decides.
2. At 4.30 p.m., or on the earlier conclusion Of all business on the Order Paper, the Speaker shall, except as otherwise provided by Standing Orders, adjourn the House without putting the question to the House.
3. Subject to the provisions of paragraph (4), the Speaker may at any time Suspend a sitting or adjourn the House.
4. At any time when a division is in progress the sitting shall not be Suspended nor the House adjourned until the result of the division has been declared and any further questions contingent upon the main question have been decided.

PART V-BUSINESS OF THE HOUSE

21. Order of Business

1. The business of each day shall be transacted in the following order:
 - a. The Prayer;
 - b. Administration of Oath or Affirmation;
 - c. Confirmation of Minutes;
 - d. Presentation of petitions;
 - e. Presentation of papers by laying on the Table;
 - f. Presentation of Reports of Committees by laying on the Table;
 - g. Questions;
 - h. Communication from the Chair;
 - i. Statements by Ministers;
 - j. Adjournment motions on specific and important matter which should have urgent consideration;
 - k. Raising of matters of privilege;
 - l. Personal Explanation
 - m. Misquotation of words used in debate;
 - n. First Reading of Bills;
 - o. Motions relating to sittings and business moved by Members of the Business Committee;
 - p. Motions, including later stages of Bills, of which notice has been given;
 - q. Other public business in the order set out on the Order Paper.
2. Public business is that contained in items (n) to (q) of the preceding paragraph and for the purpose of this Order.
 - a. Government business means proceedings or motions of which notice has been given by, and on Bills in the charge of, Ministers.
 - b. Private Members' business means proceedings on motions, including motions for leave to introduce a Bill, of which notice has been given by, and on Bills in the charge of Members other than Ministers
3. Government business shall be set down on the Order Paper in such order as the Government may direct and shall have precedence over other public business on every day except Friday.
4. Private Members' business shall beset down on the Order Paper in such order as the Business Committee shall determine and shall have precedence over other public business on Fridays.

22. Adjournment of the House

1. A motion for the adjournment of the House shall be moved by the Leader of the House at the conclusion of business on every Friday on which the House is sitting or at the end of every meeting when notices of adjournment motions have been given.
2. On any Friday or on the final day of any meeting one hour shall be allowed for the debate on motions for the adjournment, of which thirty minutes shall be allowed for the Minister or Ministers to reply
3. The Secretary-General shall notify not more than three Members that they will be speaking on their adjournment motions on Friday or on the final day of any meeting. The right to speak shall be determined in the order in which notice of motions are received by the Secretary-General.

23. Rules of Debate on Adjournment Motions

1. A Member shall not revive discussion of a matter which has been discussed and disposed of within six (6) calendar months.
2. A Member shall not anticipate a matter which has been previously appointed for the consideration of the House or with reference to which a notice of motion has previously been given;
3. A Member shall not raise a question of privilege;
4. Except with the leave of the Speaker, a Member shall not address the House for more than ten minutes;
5. No matter shall be raised unless at least twenty-four hours prior notice in writing has been given to the Secretary-General, specifying that it will be raised on the Adjournment.

24. Adjournment motions on specific and important matter which should have urgent consideration

1. A Member may rise in his place at the time appointed under Standing Order 21 and ask for leave to move the adjournment of the House for the purpose of discussing a specific matter which should have urgent consideration. No speech shall be allowed.
2. Before the commencement of the sitting, the matter for discussion shall be reduced to writing and handed to the Secretary-General
3. If the Speaker is satisfied that the matter raised is proper to be so discussed and either:
 - a. leave of the House is given; or
 - b. if such leave is not given, at least fifteen Members rise in their places to support the request, the motion shall stand over until a date and time to be fixed by the Speaker and at that time any proceeding on which the House is engaged shall be postponed until the motion for the adjournment which shall require seconding is disposed of.
4. Motions pursuant to this Order shall be debated for a period not exceeding two hours.

25. Minutes of Proceedings

1. The Minutes of the previous sitting shall be confirmed or amended as the case may be at the time appointed under Standing Order 21.
2. The Minutes of a final sitting of any session may, unless the House shall otherwise decide, be confirmed at the first sitting of the following session.
3. The Minutes of the final sitting of the session before a General Elections may, unless the House shall otherwise decide, be confirmed within the hour before the House adjourns sine die
4. No debate shall be allowed upon the Minutes except as to any proposed amendment or as to the accuracy thereof.

26. Business for which the Recommendation of the Cabinet is required

1. Except on the recommendation of the Cabinet, the House of Representatives shall not:
 - a. proceed upon any Bill, including any amendment to a Bill, which in the opinion of the Speaker, makes provision for any of the following purposes:
 - i. the imposition of the taxation or the alteration of taxation otherwise than by reduction;
 - ii. the imposition of any charge upon the Consolidated Fund or any other public fund of Fiji or the alteration of any such charge otherwise than by reduction;
 - iii. the payment, issue or withdrawal from the Consolidated Fund or any other public fund of Fiji of any moneys not charged thereon or any increase in the amount of such payment, issue or withdrawal;
 - iv. the composition or remission of any debt to the Government.
 - v. any guarantee which would create a contingent liability to pay, in certain circumstances, from the Consolidated Fund.
 - b. proceed upon any motion, including any amendment to a motion, the effect of which, in the opinion of the Speaker, is that provision would be made for any of the purposes aforesaid.
2. The recommendation of the Cabinet shall be signified by a Minister:
 - a. in the case of a Bill, on the introduction thereof; or
 - b. in the case of a motion or an amendment, including a statutory amendment to a Bill on the mover being called to move that motion or amendment.
3. The signification of the recommendation of the Cabinet shall be recorded, together with the Minister's name, in the Minutes of proceedings.

27. Presentation of Petitions

1. A petition may be presented to the House after two days' notice by any Member who shall be responsible for endorsing upon it a certificate signed by him stating that in his opinion the petition is perfectly respectful and deserving of presentation.
2. Every petition shall be in the English, Fijian or Hindustani language provided that if they are in Fijian or Hindustani they shall be accompanied by an English translation.
3. Every petition shall be scrutinised by the Speaker to ensure that it conforms with the rules and practice of the House and, in particular, that it is seeking action which lies within the powers of the House to take.
4. A Member presenting a petition to the House shall confine himself to a brief statement of the person from whom the petition comes, the number of signatures attached thereto and the purport of the prayer of the petition. On conclusion he shall lay the petition upon the Table.
5. On the presentation of a petition no debate thereon or relating thereto shall be allowed but any Member may move without debate that the petition be read by the Secretary-General. If such a motion is seconded again without debate, and agreed, the Secretary-General shall read the petition or the translation thereof.
6. Any Member may move and if seconded, that a petition which has been read in the House shall be referred to a Select Committee, and the question thereon shall be put without amendment or debate.
7. The House shall not receive or consider
 - a. Any petition (other than a petition for a private bill) from a person who has not exhausted his legal remedies and who has not made application to an Ombudsman where the subject matter of the prayer of such petition is one within the competency of the Ombudsman:

- b. Any petition upon the same subject matter as an earlier petition which has been finally dealt with by the House during the term of that Parliament, unless substantial and material new evidence is available that was not available when the earlier petition was considered.

28. Presentation of Papers and Documents

3. A paper may be presented to the House only by a Minister who shall lay it upon the Table.
4. Papers may be ordered to be laid before the House, and the Secretary-General shall communicate to the Minister concerned all orders for papers made by the House; and such papers shall be laid on the Table by the Minister
5. All papers and documents presented to the House shall be considered public.
6. A document relating to public affairs quoted from by a Minister, unless stated to be of a confidential nature shall, if required by any Members, be laid on the Table.
7. On any paper being presented to the House a Member may move without notice that the House takes note of the paper, provided that if the motion is not moved at the time of the presentation of the paper, it may be moved, on notice, on a subsequent date

29. Nature of Questions

A Member who is not a Minister may address a question to the Government relating to a public matter for which the Government is officially responsible, in which he seeks information on that matter or asks for official action. These questions shall be designated either for oral answer in the House or for written answer.

30. Notice of Questions

8. Any Member desiring to ask a question shall, except in cases of emergency and with the leave of the Speaker, give notice thereof by delivering a copy of it in writing to the Secretary-General at least four clear days, exclusive of Saturday, Sunday, and public holidays, before the day on which he intends to ask the question.
9. If a Member wishes to ask a question orally he shall mark his notice with the word "oral" and state the day on which he wants to ask it. The question shall be put on the Order Paper on the day stated if the House is then sitting.
10. If a Member asks the permission of the Speaker to ask a question for oral answer without notice on the ground that it is of an urgent character and relates to a matter of a public importance or to the arrangements of business, the Speaker may permit the question to be asked without notice if he is satisfied that it is of that nature, and that sufficient private notice of the question has been or is to be given by the Member concerned to the Government to enable the question to be answered.

31. Contents of Questions

11. The interpretation of the following rules shall be made by the Speaker whose decision shall be final:
 - a. Not more than one subject shall be referred to in any one question and a question shall not be of excessive length.

- b. A question shall not contain the names of persons or statements not strictly necessary to make the question intelligible.
 - c. If a question contains a statement, the Member asking it shall make himself responsible for the accuracy of the statement.
 - d. A question shall not contain any argument, inference, imputation, epithet or tendentious, ironical or offensive expressions.
 - e. A question shall not refer to any debate that has occurred or answer that has been given during the last six months.
 - f. A question shall not be asked about proceedings in a committee before that committee has made its report to the House.
 - g. A question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract case or the answer to a hypothetical proposition.
 - h. A question shall not be asked about the character or conduct of any person except in his official or public capacity.
 - i. A question shall not be asked which reflects on the character or conduct of any person whose conduct can only be challenged on a substantive motion.
 - j. A question fully answered shall not be asked again within six months.
 - k. A question shall not seek information about a matter which in the opinion of the Speaker is secret in nature or highly confidential.
 - l. A question shall not refer to any matter on which a judicial decision is pending or reflect on the decision of a court of law, pursuant to Standing Order 34 (8).
 - m. A question shall not be asked as to whether statements in the press or of private individuals or private concerns are accurate.
 - n. A question shall not be asked seeking information which can be found in accessible documents or ordinary works of reference.
 - o. A question relating to a matter of policy, or referring to an act or omission of an act on the part of the Minister, or which raises a matter of public interest, with regard to questions regarding public undertakings, co-operative societies, autonomous bodies such as the University, quasi-Government institutions and companies, in which the Government has invested money, is admissible.
12. If the Speaker is of the opinion that a question of which a Member has given notice to the Secretary-General, or which a Member has sought to ask without notice, infringes any of the provisions of this Order or the two preceding Standing Orders he shall direct:
- a. that it be placed on the Order Paper with such alterations as he may direct; or
 - b. in the case of a question which a Member has sought to ask without notice that it may be so asked with such alterations as he may direct; or
 - c. that the Member concerned be informed that the question is out of order.
13. Disallowance or amendment of a question by the Speaker, with the reason thereof, shall be communicated by the Secretary-General to the Member concerned.

32. Asking and Answering Questions

14. Every question in respect of which a Member has given due notice under Standing Order 30 shall be put on the Order Paper. for the day or, which the Member has indicated that he wishes to ask the question.

15. The questions to be asked on each sitting day shall be placed on the Order Paper by the Secretary-General in the order in which notice was received by him. When a Member has given notice of several questions at the same time, the order shall be as indicated by the Member.
16. When the time of asking questions shall have arrived the Secretary-General shall call upon the Member in whose name the question appears on the Order Paper. In the case of a question for an oral answer the Member shall then rise in his place to ask the question whereupon the Minister shall answer it. In the case of a question for a written reply the Member so called upon shall ask the question by referring only to its number on the Order Paper in which case the Minister shall lay the answer on the Table. A copy of the reply shall be supplied to the Member who has asked the question, and the question and reply shall be printed in Hansard.
17. If a Member is not present to ask his question, that question is deemed to have lapsed.
18. A Member may postpone his question provided he gives three clear days' notice of his intention to the Secretary-General and also indicates the date on which he wishes the question answered.
19. A Member may, at the discretion of the Speaker, ask a supplementary question or questions for the purpose of further elucidating any matter of fact arising out of an oral answer given; but such supplementary questions shall not raise any new matter.
20. provided that the Speaker shall disallow any supplementary question if, in his opinion, it infringes any of the Standing Orders relating to the admissibility of questions and in that case the supplementary question shall not appear in the Minutes of the House or in any report of its proceedings.
21. An answer shall be relevant to the question.

33. Statements by Ministers

22. A Minister who wishes to make a statement on some public matter of national importance shall inform the Speaker before the beginning of the sitting at which he wishes to make the statement.
23. No debate may arise on such statement but questions from Members may be allowed for the purpose of elucidating the statement.
24. The Leader of the Opposition if he so wishes shall have five minutes in which to make his observation.

PART VI-RULES OF DEBATE AND PRIVILEGE

34. Time and Manner of Speaking

In speaking to any question before the House or a committee of the whole House, the following rules shall be observed:

1. A Member shall speak standing and shall address his observations to the Speaker.
2. By indulgence of the Speaker, a Member unable conveniently to stand, by reason of sickness or infirmity, will be permitted to speak sitting.
3. He shall not be interrupted, except by the Speaker or on a point of order.
4. Any Member who has a direct personal pecuniary interest in any matter on which he is addressing the House or committee of the whole House shall declare such interest at the beginning of his speech.

5. When a Member has finished his observations, he shall resume his seat, and any other Member wishing to speak may rise.
6. If two or more Members rise at the same time the Speaker shall call on the Member who first attracts his attention.
7. A Member shall confine his observations to the subject under consideration; where more than one question has been proposed, as by way of amendment, the debate shall only be relevant to the last question so proposed until it has been disposed of:

Provided that when any amendment has been moved and seconded, a Member who has not spoken prior thereto, may speak to the substantive motion and to any amendment thereof.

8. A question shall not refer to any matter on which a judicial decision is pending or reflect on the decision of a court of law.
9. A Member shall not impute improper motives to any other Member.
10.
 - i. No Member may speak more than once to any question except:
 - a. to a point of order;
 - b. when the House is in Committee;
 - c. in explanation or vindication as provided in this Standing Order

Provided that:

- d. the mover of any substantive motion, other than any motion for amendment may, at the end of the debate on such motion, speak in reply to any matter raised in such debate; and
 - e. a Member who has spoken on a substantive motion, when a motion to amend that motion has been moved and seconded, may speak again on the amendment only.
 - ii. A Member may second a motion, including a motion relating to a Bill, by rising in his place and stating that he seconds the motion, without losing his right to speak at a later period of the debate.
11. When the mover of any motion, including a motion relating to a Bill, has exercised his right of reply, no other member may speak on such motion and the question shall then be put.
12. The President's name shall not be introduced to influence the House or any Committee thereof.
13. The conduct of the President or the person acting as President, Members of the House or the Senate, judges, magistrates or persons. executing legal process, shall not be raised except upon a substantive motion introduced by leave of the Speaker; and in any amendment, question to a Member, or remarks in a debate on a motion dealing with any other subject, reference to the conduct of the person aforesaid shall be out of order.
14. A Member shall not read his speech, but he may read extracts from written or printed papers in support of his argument and may refresh his memory by reference to notes. When a point of order is raised that a Member is reading his speech the Speaker, if he is satisfied that the Member is in fact so doing, shall direct -the Member, to refrain from reading his speech.
15. When a motion has been proposed, debated and disposed of, it shall not be competent for any Member, without the leave of the Speaker, to propose such motion again within six months, nor shall it be competent without such leave, to revive in any debate a matter upon which the House has come to a conclusion during the last six months.

16. It shall be out of order to anticipate any question by discussion of a motion or by debate, on a day prior to that appointed for the consideration of such question.
17. No Member may allude to any debate or proceedings of the current session in the Senate, or to any measure pending therein, unless such allusion be relevant to the matter under discussion:
18. provided that this Standing Order shall not prevent reference to a ministerial statement in the Senate.
19. No Member may allude to any debate or proceedings of the same session unless such allusion be relevant to the matter under discussion.
20. No Member may reflect upon any vote of the House, except upon a 4~ motion that Such vote be rescinded.
21. It shall be out of order for any Member to use:
 - a. offensive words against either Houses of Parliament and any Member thereof;
 - b. treasonable words;
 - c. seditious words;
 - d. words which are likely to promote or provoke feelings of ill-will or hostility between different Communities in Fiji.

35.Points of Order and Speaker's Ruling

1. Any Member may raise a point of order, which, when raised, takes precedence over other business.
2. Any Member may raise a point of order, which, when raised, takes precedence over other business.

When a question of order has been stated, the Member who raises it shall resume his seat, and no Member, except by leave of the Speaker, shall rise till the Speaker has decided on the question, after which the Member who was addressing the House or Committee at the time the question was raised shall be entitled to proceed with his speech.

3. The Speaker's decision on a point of order shall not be open to appeal and shall not be considered by the House except upon a substantive motion made after due notice.

36.Limitation of Debate

1. The House or a Committee of the whole House may impose a time limit in respect of the debate on any question, clause of a Bill or head of the Estimates by allotting a limited period of time for such debate. The debate unless the question has not been previously proposed shall cease upon the expiry of the time limit.
2. A motion to limit the time of any debate shall be moved by a member of the Business Committee and on the direction of that Committee.
3. During the course of any debate a Member may move "That the question be now put."
4. Such motion as aforesaid shall be made without notice and subject to paragraph of this Order being seconded the question on it shall be proposed without amendment or debate.
5. When a debate ceases upon the expiry of a time limit or when the motion "That the question be now put" is carried, the Speaker shall immediately call upon the mover to exercise his right of reply and then shall propose the question before the House.
6. The Speaker shall refuse to propose "That the question be now put" if he considers such proposal to be an abuse of Standing Orders or an infringement of the rights of a minority.
7. The Speaker, when any time limit has been placed on any debate, shall ensure that the rights of any minority shall not be infringed by curtailing any speech to ensure that the Government and the Opposition have an equal time for speeches or by such other

methods as he may consider just and equitable and to enforce his decisions, may request a list of speakers from the Prime Minister or from the Leader of Opposition and may make such other order or decision as he shall think fit.

< Enforce to Chair the of Powers >

1. The Speaker shall be responsible for the observance of the rules or order in the House and in Committee of the whole House.
2. Whenever the Speaker intervenes during a debate, any Member then speaking, or offering to speak, must sit down and the House or Committee of the whole House shall be silent, so that the Speaker may be heard Without interruption.
3. The Speaker after having called the attention of the House or Committee of the whole House to the conduct of a Member who persists in irrelevance or tedious repetition either of his own arguments or of the arguments used by other Members in debate, may direct the Member to discontinue his speech.
4. The Speaker may order any Member whose conduct is disorderly to withdraw immediately from the House for the remainder of the day's sitting.
5. Members who are directed to withdraw under paragraph (4) hereof shall withdraw immediately from the House and its precincts; and the Speaker may direct such steps to be taken as are required to enforce this Order.
6. If the Speaker deems that his powers under the previous provisions of this Order are inadequate he may name such Member in which event the procedure in the next following subsection shall be as follows:

Provided that if the offence has occurred in a Committee of the whole House the Committee shall first resolve itself again into the House.

7. The Speaker shall name the Member concerned by calling upon him as follows, "I name Mr/Ms...", whereupon the Leader of the House or a senior Member shall without debate move "That Mr/Ms ... be suspended from the service of the House." The question thereon shall be put forthwith whereupon the Member suspended shall withdraw immediately from the House, aided if necessary by the Sergeant-at-Arms acting under the direction of the Speaker, and shall be required to withdraw altogether from the precincts of the House for such period, not being more than three sitting days, as the Speaker may determine.
8. In the case of grave disorder the Speaker may, in his discretion, suspend the sitting, or adjourn the House, to a time named by him.
9. Nothing in this Order shall be deemed to prevent the House from proceeding against any Member for any breach of order not referred to in these Orders, or from proceeding in any other way it thinks fit in dealing with breaches of order.

38.Matters of Privilege

1. A Member who wishes to raise a matter which he believes to affect the privilege of the House shall do so as soon as possible after the matter comes to his attention. Such Member shall inform the Speaker, stating the facts to which he wishes to draw attention, at least one hour before the beginning of the sitting at which he proposes to raise the matter.
2. When a Member is called by the Speaker to raise a matter of privilege he shall state briefly the facts to which he wishes to draw the attention of the House and the grounds on which he believes that those facts affect the privilege of the House.
3. The Speaker shall then state whether, in his opinion, the matter may or may not affect the privileges of the House:

4. If the opinion of the Speaker is that the matter raised may affect the privileges of the House the Member who raised the matter, or in his absence any other Member, may without notice move a motion based on that matter of privilege and the motion shall be debated forthwith.
5. If during the sitting of the House a matter suddenly arises which, in the opinion of the Speaker, appears to involve the privileges of the House and which calls for the immediate attention of the House, the proceedings shall be interrupted, except during the progress of a division, and the House shall proceed forthwith to debate a motion based on such matter.
6. Privileges of the House and Members thereof shall be those privileges provided in the Parliamentary Powers and Privileges Act, any Act amending the same or any Act in substitution or supplementary thereto.

39. Personal Explanation

By leave of the Speaker, a Member may explain matters of a personal nature, although there is no question before the House, but such matters may not be debated and the Member must confine himself strictly to the vindication of his own conduct.

40. Misquotation of Words used in Debate

A Member who has spoken to a question may again be heard to offer explanation of some material part of his speech which has been misunderstood but he must not introduce any new matter. This should be carried out immediately at the end of the speech.

PART VII- MOTIONS AND VOTING

41. Notice of Motions

Every Member wishing to move a motion shall give notice thereof by delivering a copy of it in writing signed by him to the Secretary-General at least two clear days before the day on which he intends to move such motion. In the case of a private Member's motion such copy shall also be signed by at least one other Member.

42. Inadmissible Motions

A motion shall not be admissible if, in the opinion of the Speaker the debate thereon is likely to promote or provoke feelings of ill-will or hostility between different communities in Fiji or if such motion would, if passed and put into effect, be inconsistent with the fundamental rights and freedoms of the individual under the Constitution.

43. Censure or Motion of No Confidence

Any Motion of no confidence in the Government or any member of the Government or the Speaker shall take precedence over any other motion.

44. Motions not requiring Notice

No motion shall be moved without notice unless it falls within one of the following exceptions:

1. A motion that a petition be read.
2. A motion that a petition be referred to a select committee.

3. A motion by way of amendment to a question already proposed by the Speaker, unless its importance renders it desirable in the opinion of the Speaker that notice should be given thereof.
4. A motion for the adjournment of the House or debate.
5. A motion raising a question of privilege.

Where notice is dispensed with by a general concurrence of the House.

Where under these Standing Orders no notice is required.

45.Manner of debating Motions

1. No member other than a Minister or assistant Minister may move a motion to which he has not subscribed his name but a Minister or Assistant Minister may move a motion which stands in the name of any other Minister or Assistant Minister.
2. A member called upon by the Secretary to move a motion shall rise in his place and shall move the motion stating its terms.
3. Every motion, unless otherwise provided for in these Standing Orders, shall require to be seconded.
4. When a motion has been moved, and where necessary seconded, the Speaker shall propose the question thereon to the House in the same terms as the motion and a debate may then take place. The mover shall be entitled to open such debate and shall have the right of reply.
5. When a motion has been moved and seconded and the debate thereon concluded, the Speaker shall put the question to the House.
6. A question being put shall be resolved in the affirmative or negative, by the majority of voices, "Aye" or "No".
7. The Speaker shall state, whether, in his opinion, the "Ayes" or the "Noes" have it; and if his opinion be challenged the question shall be decided by a division.

46.Withdrawal of Motions

1. A motion may be withdrawn only with the leave of the House, granted without any negative voice, before the question has been fully put thereon; but if so withdrawn may be moved again at some future sitting of the House after due notice, pursuant to Standing Order 41.
2. A notice of motion may be withdrawn from the Order Paper at any time before it is moved if the Member in whose name the motion stands gives instructions to that effect to the Secretary-General.

47.Motions to suspend Standing Orders

1. A motion the object or effect of which may be to suspend Standing Orders shall not be moved except with the approval of the Speaker.
2. Whenever the Speaker deems it necessary for the proper conduct of the business of the House or in any case of urgent necessity, any Order may be suspended on motion without notice. If such motion be agreed to, these Standing Orders shall be suspended so far as is necessary to carry out the object for which the motion was made. No debate shall be allowed on such motion.
3. For the purposes of avoiding doubt it is hereby declared that the suspension of these Standing Orders shall not be deemed to permit the transaction of any business not in accordance with any law in force in Fiji.

48.Voting

1. Save as otherwise provided in the Constitution, all questions proposed for decision in the House or in a Committee of the whole House shall be determined by a majority of the votes of the Members present and voting.
2. The Speaker shall have no original vote but shall exercise a casting vote when the votes are equally divided.
3. The question shall be put by the person presiding in the House or Committee of the whole' House, the votes being taken by voices "Ayes" and "Noes", and the result shall be declared by the person presiding, but if any Member calls for a division the votes shall be taken by the Secretary to the House who shall ask each Member separately, referring to him by his constituency, how he desires to vote. Every Member shall, upon being called, give his vote by saying "Aye" or "No" or if he wishes to abstain from voting by saying, "I abstain" or abstaining and having taken the votes and abstentions if any, the Secretary shall declare the result, and, in relation to a division of the House, record in the Minutes the vote or abstention of each Member.

Provided that no Member shall be obliged to vote and may abstain, but a non-response from a Member present shall be construed as an abstention.

4. Whenever the Speaker states, on putting a question, that the "'Ayes" or the "Noes" (as the case may-be) have it, his opinion may be challenged by Members calling for a division.
5. Before a division is taken, the Secretary-General shall ring the division bell for a period of sixty seconds. The division shall commence after ten minutes have elapsed and the doors are closed. No Member may then enter or leave the Chamber until after the division.
6. When successive divisions are taken, and there is no intervening debate after the first division, the bell for the ensuing division shall be rung for sixty seconds, at the end of which the division shall commence.
7. A Member may not, without the permission of the Speaker, vote in any division upon a question in which he has a direct personal pecuniary interest not held in common with the rest of the citizens of the State. If a Member votes on such a question without the permission of the Speaker, such vote may be disallowed by a motion moved immediately after the division is completed, and the vote of a Member determined to be so interested shall be disallowed:

Provided that the Speaker may, if he sees fit for special reasons,. permit such motion to be moved on a later day in the same session. A Member whose vote is impugned may make a statement on the motion but shall not vote on the motion.

PART VIII-PROCEDURE ON BILLS

49.Introduction of Bills

1. A Minister shall give notice to the Secretary-General of his intentions to present a public Bill and such notice shall be published in the Order Book. The Bill shall also be published in the Gazette not less than thirty days prior to the sitting at which it is intended to be read for the first time.
2. The Minister shall supply printed copies of all Bills to the Secretary-General who shall send a copy to each Member at least twenty-one clear days prior to that appointed, for the first reading.

Provided that this Order shall not apply to fiscal measures and to Bills which are fiscal measures.

3. A private Member may give notice of a motion for leave to introduce a Bill, subject to the provisions of section 62(2) of the Constitution, and the motion shall be proceeded with at the time appointed under Standing Order 21.
4. If the motion is agreed to, the Bill shall be published in the Gazette at Government expense.
5. Public Bills shall be presented to the House at the time appointed under Standing Order 21. Government Bills shall take precedence on the Order Paper over private members' Bills on all days except Fridays.

50. First and Second Reading of Bills

1. On the motion being moved and seconded "That a Bill be read a first time" no debate shall take place but the Secretary shall read the title of the Bill. The Bill shall then be deemed to have been ordered to be set down for second reading upon some future day.
2. On the motion being moved and seconded, "That a Bill be now read a second time", a debate may take place which shall be confined to the principles and merits of the Bill.
3. To the question "That the Bill be now read a second time" an amendment may be moved to leave out all the words after "That" and insert the words ' "the second reading of the Bill be deferred until (date)." On the amendment being seconded the following question shall be proposed "That the amendment be made", and debate shall continue thereon.
4. At the conclusion of the debate the question on the amendment shall be put to the House. If the amendment is defeated the Bill shall be deemed to have been read a second time.

51. Committal of Bills and Committee Stage of Bills

1. When a Bill has been read a second time it shall automatically stand committed to a Committee of the whole House unless the Minister in charge of the Bill moves a motion "That the Bill be committed to a select committee".
2. A motion under the preceding paragraph may be moved without notice and may be moved either immediately after the second reading or at a later sitting.
3. When the time for considering a Bill in Committee shall have arrived, the House shall resolve itself into a Committee of the whole House for the consideration of the Bill. When the House has resolved itself into Committee, the Secretary shall call the clauses in order by reading the number of each clause. Amendments shall be called at the relevant points in each clause. The Speaker shall also call the number of each clause and put the question relating thereto but only if an amendment to a clause has been carried shall he propose the question, "That this clause as amended stand part of the Bill".
4. The consideration of a clause may be postponed but the motion for postponement may not be moved after the clause has been amended.
5. A clause may be replaced or a new clause inserted at the proper and logical state during the course of consideration of the clauses of a Bill. Notice of any proposed new clause or the replacement of an existing one shall be given prior to the sitting unless the Speaker considers that such notice may be dispensed with. The Speaker shall call on the Member in whose name the clause stands and if that Member moves "That clause... be replaced by the following clause" or "That the following' clause be inserted immediately after clause..." after any debate the question shall be proposed and, if carried, the Bill shall be amended accordingly without any further question and any renumbering or other minor consequential amendment may be performed by the Secretary-General.

6. The consideration of the schedule or the schedules, if any, shall follow the consideration of the clauses. Schedules shall be put to the House by the Secretary and may be amended in the same manner as the clauses, and the consideration of new schedules should follow the consideration of the original schedules.
7. If the consideration of a Bill in Committee is not completed, the proceedings on the Bill may on motion made be adjourned until some subsequent sitting of the House, but if no such motion is made such consideration shall continue at the next sitting.
8. On resumption of the consideration of a Bill in Committee, the House shall resolve itself into Committee without the Speaker putting the question to the House.
9. When the consideration of a Bill in Committee has been completed, the House shall resume its sitting without the Speaker putting the question to the House and the passage of the Bill shall then be reported, with or without amendment, by the Member in charge.
10. A select committee to which a Bill has been committed shall consider the Bill in the same way as a Committee of the whole House and on completion the Chairman shall report it, with or without amendment, to the House.
11. When a Bill which has been considered by a select committee has been reported to the House, it shall be recommitted to a Committee of the whole House.
12. The Committee of the whole House, when considering a Bill reported from a select committee, shall not consider it clause by clause but shall only consider any further amendments of which notice may have been given.
13. If no such amendments are proposed the Committee shall forthwith resolve itself into the House and the third reading of the Bill shall proceed in the manner prescribed in the preceding paragraphs.

Provided that on the motion for third reading no amendment may be moved to recommit the Bill.

52.Third Reading of Bills

1. When a Bill which has been considered in a Committee of the whole House has been reported to the House, it may, on motion, be read a third time either forthwith or at some subsequent sitting.
2. On the motion for the third reading of a Bill being moved and seconded, the Speaker shall put the following question, "That this Bill be now read a third time and do pass."
3. To this question the only amendment shall be:
 - a. that the third reading be postponed to some specific date in the future; or
 - b. that the Bill be recommitted, either generally or for a limited and defined purpose.
4. If the motion for the third reading be carried, the Secretary shall read the title to the Bill and the preamble, if any, and the enacting clause.

53.Later Stages of Bills

1. When a motion for the third reading of a Bill has been agreed to, the Secretary shall endorse the end of the Bill with the words "This Bill originated in the House of Representatives this day; and having this day passed (giving the date) is now ready for presentation to the Senate for its concurrence."
2. The Secretary to the House shall take the Bill to the Senate and formally present it to a sitting of the Senate. In like manner the Secretary to the Senate shall formally return Bills, with or without amendment and subject to the provisions of section 72-75 of the Constitution, to the House of Representatives suitably endorsed. It shall be the duty of the Secretary-General to make the appropriate arrangements on each such occasion.

3. When amendments have been made by the Senate to a Bill consideration of such amendments by the House shall take place either forthwith without notice on the motion of a Minister or at some future sitting after due notice.
4. On the order being read for the consideration of Senate Amendment(s), such shall be read in turn by the Secretary-General and, on each amendment being read, the following motion may be moved by a Minister:
 - a. That the amendment be agreed to; or
 - b. That the amendment be not agreed to; or
 - c. That the amendment be agreed to in the following amended form.

Motions under the last two preceding paragraphs shall not require to be seconded.

5. A Minister proposing to move an amendment under subsection (c) of paragraph (4) of this Order shall make available to Members and to the Secretary copies of his proposed amendment(s).
6. If any Bill other than
 - a. Bill certified under sections 72 (2), 73(2) or 74(1) of the Constitution; or
 - b. Bill for the purposes mentioned in section 77 or 78 of the Constitution-

is passed by the House of Representatives in two successive sessions (whether or not Parliament is dissolved between those sessions) and, having been sent to the Senate in each of those sessions at least one month before the end of the session, is rejected by the Senate in each of those sessions, that Bill shall, on its rejection for the second time by the Senate, unless the House of Representatives otherwise resolves, be presented to the President for assent:

Provided that the foregoing provisions of this subsection shall not have effect unless at least six months have elapsed between the date on which the Bill is passed by the House of Representatives in the first session and the date on which it is passed by that House in the second session.

54. President's Assent

1. Every Bill which has finally passed both Houses of Parliament, or subject to the, provisions of the Constitution, by the House of Representatives alone, shall be presented by the Secretary-General to the President for his assent, having been first certified by the signature of the Secretary-General as being a true copy.
2. The Assent copy shall be kept in the Archives of the House in the custody of the' Secretary-General under arrangements to be made by the Speaker, and a certified copy, signed by the Secretary-General as such, shall be sent to the Government Printer as authorization for the printing of the Act of Parliament.
3. The provisions of the preceding paragraph are without prejudice to the publication of the law in the Gazette pursuant to section 62(5) of the Constitution.

55. Lapsed Bills

Any Bill which lapses by reason of a prorogation before it has reached its final stage may be proceeded with in the next ensuing session at the stage it had reached in the preceding session, if a general election has not taken place between such two sessions on the following conditions:

- a. If the Bill be in possession of the House in which it originated, not having been sent to the other House, or, if sent, then returned by message, it may be proceeded with by resolution of the House in which it is, restoring it to the Order Paper.
- b. If the Bill be in the possession of the House in which it did not originate, it may be proceeded with by resolution of the House in which it is, restoring it to the Order Paper, but such resolution shall not be passed unless a message has been received from the House in which it originated, requesting that its consideration may be resumed.

56.Special Provision for Private Bills

1. When any Bill shall be presented which may affect or benefit some particular person, association or corporate body, notice shall be given to all parties concerned of the general nature and objects of such Bill by publication in the Gazette, and every such Bill, not being a Government measure, shall be published in three successive numbers of the Gazette before the first reading.
2. In any case where individual rights or interest or the property of any private person are peculiarly affected by any Bill, any party so interested may, upon petition for that purpose addressed to the House by a Member and on motion moved, seconded and agreed, be heard before the House or any Committee thereof either in person or by counsel.

Provided that every such petition shall be transmitted to the Secretary-General before the Bill shall have begun its committee stage.

3. When it is intended to examine any witnesses the person requiring such witnesses shall give to the Secretary a list containing the names, residences and occupations of such witnesses at least three clear days before the day appointed for their examination. Any such witnesses may be examined, cross-examined and re-examined by counsel and may also be questioned by any Member of the House or of any committee thereof. The evidence of every such witness shall be taken down by staff provided by the Secretary-General and signed by the witness.

PART IX-AMENDMENTS TO BILLS AND MOTIONS

57.Amendments

1. Subject to the provisions of Standing Order 26, any Member who has risen to speak on a question proposed by the Speaker may, without notice, move an amendment thereto if the amendment is relevant and not identical to any other amendment moved by another Member. The relevance of an amendment or the identity of one amendment with another shall be decided by the Speaker.

Except in Committee, every amendment shall require to be seconded.

2. Amendment to any question shall be put before the original question is put and an amendment to a proposed amendment shall be considered as if the previous amendment were an original motion.

58.Form and Manner of Moving Amendments

1. An amendment to a motion shall take one of the following forms:
 - a. To leave out one or more of the words of the motion.

- b. To insert one or more words in the motion.
 - c. To add one or more words at the end of the motion.
 - d. To leave out one or more words of the motion and insert one or more words instead.
 - e. To leave out one or more words at the end of the motion and to add one or more words instead.
2. When an amendment has been moved without notice, the mover, if directed by the Speaker, shall put the amendment in writing, and shall hand the text to the Speaker who shall thereupon propose the questions on the amendment to the House.
 3.
 - a. On an amendment to a motion the question to be proposed shall be "That the amendment be made".
 - b. When two or more amendments are proposed to be moved to the same motion, the Speaker shall call on the movers in the order in which their amendments relate to the text of the motion or in cases of doubt, in the order decided by the Speaker.
 4.
 - a. An amendment to an amendment which a Member wishes to propose may be moved at any time after the question on the original amendment has been proposed and before it has been put at the conclusion of the debate on the original amendment.
 - b. An amendment to an amendment shall be disposed of the same way as an amendment to a motion.
 - c. When every amendment to an amendment has been disposed of the Speaker or Chairman shall again propose the question on the original amendment, or propose the question on the original amendment as amended, as the case may require.

59. Amendments to Bills

1. Amendments to Bills must comply with the following rules:
 - a. an amendment must be relevant to the subject-matter of the Bill and to the subject-matter of the clause to which it relates;
 - b. an amendment must not be inconsistent with any previous decision of the Committee;
 - c. an amendment must not be such as to make the clause which it proposes to amend unintelligible or ungrammatical;
 - d. if an amendment refers to, or is not intelligible without a subsequent amendment or Schedule then, on the direction of the Speaker, written notice of the subsequent amendment or Schedule must be given before, or when the first amendment is moved, so as to make the series of amendments intelligible. Subject to the provisions of paragraph (5) of Standing Order 51, an amendment which proposes to omit the whole substance of a clause is irregular. The proper course is to negative the clause.

60. Withdrawal of Amendments

1. An amendment may be withdrawn at the request of the mover by leave of the House.
2. Where an amendment has been proposed, to a question, the original motion cannot be withdrawn until the amendment has been first disposed of by being agreed to, withdrawn, or negatived.
3. Where an amendment to an amendment has been proposed, the original amendment cannot be withdrawn until the amendment thereto has been first disposed of by being agreed to, withdrawn, or negatived.

61. Disorderly Amendments

The Speaker may refuse to propose an amendment which in his opinion is unintelligible, irrelevant, frivolous or scandalous or is otherwise out of order or not in accordance with the provisions of Standing Orders.

PART X-FINANCIAL PROCEDURE

62. Committee of Supply

1. There shall be a Committee of the whole House to be called the Committee of Supply.
2. The deliberations of the Committee shall be in public.

63. Appropriation Bill

1. The annual Appropriation Bill shall be presented on any convenient day in November or December of each year.
2. The Bill shall be presented by the Minister responsible for Finance and shall provide for the issue from the Consolidated Fund of the sums necessary to meet the expenditure required for the services of the Government of Fiji for the succeeding financial year and the appropriation of those sums for the purposes specified in the Bill.
3. Details of -the financial requirements of the Government of Fiji, hereinafter referred to as the "Estimates" shall be circulated to all Members immediately after presentation in the House.
4. The House shall be adjourned after the Bill and any fiscal measures specified in the next following Standing Order have been moved and seconded until a date and time to be fixed by the Speaker of which at least two clear days' notice shall be given and which shall be at least six clear days from the date of such adjournment.
5. After the Appropriation Bill has been read a second time the Bill and the Estimates shall then stand committed to the Committee of Supply without the question being put.

64. Fiscal Measures

Any Bill which is a fiscal measure and any fiscal measure connected with a Bill may be moved and seconded after the Bill has been moved and seconded, without publication or notice and without suspension of these Standing Orders, and shall be debated and proceed through their remaining stages after the Appropriation Bill has been read a third time.

65. Procedure on Estimates in Committee of Supply

1. The Chairman of the Committee of Supply shall order the Secretary to call each head of the Estimates in turn, whereupon debate may take place on any matter related thereto.
2. Subject to the provisions of Standing Order 26, an amendment to any head, subhead or item may be moved without notice during the course of the debate.
3. If more than one amendment is moved to the same head, subhead or item, an amendment for an increase of any sum shall have precedence over an amendment for its reduction, and an amendment for a greater reduction shall have precedence over an amendment for a lesser reduction.
4. Only the following three forms of amendment shall be in order in the Committee of Supply on the Estimates:
 - a. "That head be increased by \$ (in respect of subhead)(item.....)",
 - b. "That head be decreased by \$ (in respect of subhead)(item.....)",

- c. "That subhead (item) be left out of head....."
5.
 - a. When no more Members wish to speak on any head, subhead or item the Chairman shall put the question upon any amendment which may have been proposed thereto.
 - b. At the conclusion of all proceedings in relation to a head the Chairman shall put the question and if an amendment has been made to any part of the head, "That the amount of head., as amended, be approved".
 - c. After the question on any such amendment has been decided, or if no such amendment is moved, the Secretary-General shall call the next head.
 6. Debate on every matter considered on every amendment shall be confined to the head, subhead or item to which the matter or amendment refers.

66.Procedure on Appropriation Bill in Committee of Supply

1. At the conclusion of the proceedings under the last preceding Standing Order the Committee of Supply shall proceed forthwith with the consideration of the Appropriation Bill, the questions upon the schedules being put before the questions on the clauses.
2. No amendment shall be moved to any schedule or clause unless consequential on an amendment made to the amount of any head during the consideration of the Estimates. Any such consequential amendment shall be moved by the Minister responsible for Finance. When the question on the last of any such amendments to a schedule or clause has been decided, the Chairman shall forthwith put the question, "That the schedule (or clause), as amended, stand part of the Bill". Where no amendment is offered to a schedule or clause the Chairman shall forthwith put the question, "That the schedule (or clause) stand part of the Bill". Every question put under this paragraph shall be decided without amendment or debate.
3. When the question on every schedule or clause of the Bill has been decided, the Bill or the Bill as amended, shall be reported to the House and a motion for the third reading shall then be proposed, shall not require to be seconded and shall be decided forthwith without amendment or debate.

7. Supplementary Estimates

1. When it is necessary in respect of any financial year to provide for expenditure upon any service not already provided. for by the Appropriation Bill or any supplementary Appropriation Bill relating to that year or which is in excess of the provision made in respect of that service by that Appropriation Bill or any supplementary Appropriation Bill, proposals for such expenditure shall be laid before the House in the form of a Supplementary Estimate setting out the sums required under the appropriate heads, subheads and items.
2. A Supplementary Estimate shall stand committed to the Committee of Supply which shall consider it in accordance with the procedure laid down by Standing Order 65.
3. On conclusion of proceedings in the Committee of Supply the Minister of Finance shall report the Supplementary Estimates to the House and move a motion to approve the Estimates.
4. Any sums approved in accordance with the preceding paragraph shall be included in a supplementary Appropriation Bill to be submitted to the House.

68.Report by the Minister responsible for Finance relating to directions, write-offs, etc.

The Minister responsible for Finance shall lay on the Table during the course of every session of the House a report showing directions, writeoffs, abandonments and approvals made under the provisions of any law for the time being in force, except for virement approved under the provisions of section 6(4) of the Finance Act.

PART XI-STANDING COMMITTEES

69.Business Committee

1. There shall be a Select Committee called the Business Committee which shall consist of the Prime Minister, or some other Minister designated by him from time to time, who shall be the Chairman, the Leader of the Opposition and seven other Members who shall be appointed by the Speaker after consultation with the Prime Minister and the Leader of the Opposition soon after the commencement of each session.
2. Six Members shall form a quorum.
3. In the absence of the Chairman, the Committee shall elect a Chairman for that meeting.
4. It shall be the duty of the Committee to perform such duties as the House may from time to time refer to it and, subject to the provisions of Standing Order 21 to determine the business of each day and the order in which it shall be taken:

Provided that the powers of the Committee shall be without prejudice to the power of the Speaker to determine which matters may properly be introduced into the House.

70.Public Accounts Committee

1. There shall be a Select Committee called the Public Accounts Committee which shall consist of twelve Members of the House.
2. The Chairman, who shall be a Member of the Opposition nominated by the Leader of the Opposition, and members of the Committee shall be appointed by the Speaker after consultation with the Prime Minister and Leader of the Opposition soon after the commencement of each session.
3. In the absence of the appointed Chairman from any meeting an Opposition Member shall preside.
4. Eight Members of the Committee shall form a quorum.
5. The Public Accounts Committee shall examine the accounts of the Government of Fiji in respect of each financial year together with any report of the Auditor-General thereon, and such other accounts laid before Parliament as the Committee may think fit and shall report thereon to the House. The Committee's report shall be published as a House Paper and laid on the Table.

71.House Committee

1. There shall be a Select Committee called the House Committee which shall consist of the Speaker who shall be the Chairman, Deputy Speaker, a Minister designated by the Prime Minister and not less than six other Members appointed by the Speaker.
2. Six Members of the Committee shall form a quorum.
3. The House Committee shall consider the welfare of, and the provision of amenities for Members and shall perform such other related duties as the House may from time to time refer to it, and shall report at least once every session.

72.Sugar Committee

1. There shall be a Select Committee called the Standing Select Committee on Sugar which shall consist of twelve Members to be appointed by the Speaker after consultation with the Prime Minister and the Leader of the Opposition.
2. Eight Members shall form a quorum.
3. The Chairman of the Committee shall be the Minister responsible for the sugar industry, and in his absence the Committee shall elect its own Chairman.
4. It shall be the duty of the Committee to advise the Minister responsible for the sugar industry generally in relation to all matters pertaining to the sugar industry, and in particular in relation to any act or function required to be done or fulfilled by the Committee under any written law relating to the said industry.

73. Committee of Privileges

1. There shall be a Select Committee called the Committee of Privileges, which shall, after consultation with the Prime Minister and the Leader of the Opposition be appointed by the Speaker;
2. The Committee shall consist of nine-Members;
3. Six Members of the Committee shall form a quorum;
4. It shall be the duty of the Committee to do the following:
 - a. To bring to the attention of the House any breach of the privilege of the House committed by any person or persons and recommend to the House what action should be taken;
 - b. To consider and report upon such questions of privilege as may be referred to it by the House;
 - c. To conduct enquiry into any complaint that may be referred to it by the House concerning any breach of privilege on the part of any person or persons from time to time; and for such purposes to have and exercise the powers available to the House in respect of any matter for consideration by the House or any committee thereof.

74. Parliamentary Appropriations Committee

1. There shall be a Select Committee called the Standing Select Committee on Parliamentary Appropriations which shall consist of the Speaker as Chair man and nine other Members appointed by the Speaker after consultation with the Prime Minister and the Leader of the Opposition.
2. The Committee may consult the President of the Senate on any matter and co-opt him to attend and participate in, and vote at, any of its meetings; and shall do so in respect of any matter or meeting which may affect the Senate.
3. The President of the Senate may, by written notice, nominate a Senator as an alternate, and revoke any such appointment. In the absence of the President from a meeting of the Committee, or during his inability to act at any time, the alternate may stand in his place for all purposes.
4. Six Members of the Committee shall form a quorum.
5. It shall be the duty of the Committee to do the following -
 - a. To prepare the Annual Estimates and any Supplementary Estimates for the revenue and expenditure of Parliament for inclusion in Parliamentary Appropriation or Supplementary Appropriation Bills;
 - b. Report to the House upon the Estimates prepared in accordance with paragraph (a) prior to the consideration by the House of the related Parliamentary Appropriation or Supplementary Appropriation Bill;
 - c. Supervise the expenditure of funds appropriated;

- d. Consider and report upon such other related matters as the House may refer to it.

75. Standing Orders Committee

1. There shall be a Select Committee called the Standing Orders Committee which shall consist of the Speaker, who shall be the Chairman, Deputy Leader of the Opposition, Leader of the House and not less than seven other Members appointed by the Speaker in consultation with the Prime Minister and the Leader of the Opposition at the commencement of each session of Parliament.
2. Six Members of the Committee shall form a quorum.
3. It shall be the duty of the Committee to consider and review the practices and procedures of the House generally and make recommendations for their improvement or change and for the development of new procedures.

PART XII-SELECT COMMITTEES

76. Procedure in Select Committees

1. Any Member may move a motion for the appointment of a Select Committee to consider a Bill or other matter and the question shall be decided in accordance with the usual practice of the House.
2. The nomination of members to a Select Committee and the number of the quorum shall be decided by the Speaker after consultation with the Prime Minister and the Leader of the Opposition:
3. Provided that the Speaker may, in the case of the death or unavoidable absence of a Member of a committee, appoint another Member of the House in the place of such Member.
4. Unless otherwise ordered, each Select Committee shall consist of nine Members.
5. There shall be a Government majority on every Committee.
6. As soon as possible after the appointment of a Select Committee, the Chairman thereof shall appoint an early day for the first meeting. The subsequent meetings shall be by adjournment from the previous meeting or, if there be no such adjournment, then by appointment to be made by the Chairman.
7. Every Select Committee shall keep its own Minutes, including details of any divisions which may take place and the Minutes shall be included with the report of the Committee to the House and be published with it.
8. The manner of voting in a Committee shall be decided by the Chairman.
9. In the event of an equality of votes, the Chairman of the Select Committee shall exercise a casting vote but otherwise shall not vote.
10. A Committee shall have power to send for any persons, papers or records which it may think relevant to its inquiry and all persons whose individual rights or interests are affected by such matters may be heard, if the Committee thinks fit, either in person or at the discretion of the Committee by counsel. Oral evidence before a Select Committee shall be recorded verbatim.
11. A Committee shall consider its report paragraph by paragraph and any Member who objects to one or more parts of the report may vote thereon. The Minutes showing such disagreement shall be published but no minority report shall be issued.
12. A Committee shall report to the House as soon as it has completed the consideration of the matter referred to it but, with leave of the House, a committee may from time to time make an interim report.
13. The report of a Select Committee shall be brought up by the Chairman, and shall be laid on the Table.

14. A Bill reported from any Select Committee shall stand recommitted to a Committee of the whole House without the Speaker putting the question to the House.
15. The evidence taken before a Select Committee and documents presented to the Committee shall not be published by a Member of the Committee or by any other persons before the Committee have presented their report to the House.
16. Payment at the discretion of the Committee may be made to any professional or other witness or to persons whom the Committee may deem it necessary to employ in furtherance of the inquiry with which the Committee is charged and the Chairman's certificate on the face of an account shall be sufficient authority for its payment by the Secretary-General.

77 .Presentation of Reports from Select Committees

1. A report from a Select Committee shall be laid upon the Table by the Chairman of that committee or, in his absence by another Member of the committee. It shall remain in the custody of the Secretary-General who shall make it available for inspection by Members pursuant to paragraph (4) of Standing Order 16.
2. Upon presentation of a report of a parliamentary select committee pursuant to Standing Order 77(1), a specific motion in connection with the report may be moved without notice by the Member presenting the report or any other Members. The debate on the question shall then be adjourned until a future day.

PART XIII-PRIVILEGES & IMMUNITIES

1. No civil or criminal proceedings may be instituted against any Member for words spoken before, or written in a report to, the House or to a committee thereof, or by reason of any matter or thing so brought by him by petition, Bill, motion or otherwise.
2. No Member shall be liable to arrest -
 - a. for any civil debt whilst going to, attending at or returning from a sitting of the House or any committee thereof;
 - b. within the precincts of Parliament while the House or a committee is sitting, for any criminal offence without the consent of the Speaker.
3. No process issued by any court in the exercise of its jurisdiction shall be served or executed within the precincts of Parliament while Parliament is sitting or through the Speaker, the Secretary-General or any office of Parliament.
4. A Member who has been suspended from the service of the House shall not enter or remain within the precincts of Parliament whilst such suspension remains in force, and if any such Member is found within the precincts of Parliament in contravention of this section, he may be forcibly removed therefrom by any officer thereof.
5. The precincts of Parliament are those areas which, pursuant to these Standing Orders or to any other order of the House, are under the control and administration of the Speaker or President on behalf of the House.

PART XIV-MISCELLANEOUS MATTERS

79.Official Report

1. A copy of the record of a Member's speech on any matter shall be sent to him for correction before it is published. Corrections shall be limited to points of minor grammatical error and no corrections which alter the meaning, emphasis or substance of the Member's speech shall be made. If such copy is not received from the Member within

fourteen clear days from the date of despatch thereto, the speech shall be published without correction.

2. If a Member disputes the correctness of the record of his speech when published, the Speaker shall rule thereon and such ruling shall be final.
3. An official report of the proceedings of the House and of a committee of the whole House, which shall be as nearly as possible verbatim, shall be prepared under the direction of the Secretary-General. The report shall be published and a copy thereof shall be sent to each Member as soon as is practicable.

80. Admission of the Press and Public

1. Members of the public and of the Press shall be admitted to sittings of the House and the Speaker may from time to time make such rules as he thinks fit for this purpose. The Secretary-General shall ensure that such rules are complied with.
2. The Speaker or Chairman may at anytime order strangers to withdraw from the House.

81. Order in the Chamber and the Galleries

The Secretary-General shall ensure that the House's Orders with regard to proper conduct and behaviour are carried out on all occasions. The staff responsible for order in the Chamber may be given such other duties as the Secretary-General, after consultation with the Speaker may, from time to time, decide.

82. Seniority of Members

The seniority of Members of the House in the House shall be as follows:

1. The Prime Minister,
2. Cabinet Ministers in order of appointment,
3. The Leader of the Opposition,
4. Assistant Ministers in an order to be decided by the Prime Minister
5. Members of the House on the Government benches in order determined first by the length of service as a member and upon equality of such service in alphabetical order, or otherwise as may be determined by the Speaker
6. Members of the House on the Opposition benches in order determined first by the length of service as a Member and upon equality of such service, in alphabetical order, or otherwise as may be determined by the Speaker.

83. Conduct of Members

1. Members shall be appropriately dressed; in the case of male Members with coats and tie, except where, with the prior permission of the Speaker, coats may be removed.
2. All Members shall enter, leave and behave in the House with decorum.
3. A Member entering and leaving the Chamber shall acknowledge the Chair;
4. A Member shall not pass between the Chair and a Member who is speaking and on entering or leaving the Chamber of the House shall do so by the nearest door to his seat so that he may not cross the floor of the Chamber unnecessarily;
5. A Member shall not leave the House while the Speaker is speaking;
6. Members shall not read newspapers, books, letters or other documents except such matters therein as may be directly connected with the business;
7. No Member shall smoke in the Chamber;
8. No Member shall chew gum and eat in the Chamber;

9. Members shall ensure that personal electronic communication devices such as vodaphones, beepers, etc are switched off when entering the Chamber.
10. A Member shall not interrupt any Member who is speaking by any disorderly expression or remarks, running commentary or in any other disorderly manner.

84.Parliament House Control and Administration of Parliament House

The control and administration of the whole of the parliamentary grounds and the buildings and other improvements thereon shall be vested in the Speaker on behalf of the House, whether Parliament is in session or otherwise.

85. Procedure in Cases of Doubt

In cases of doubt, these Standing Orders shall be interpreted in accordance with the relevant practice in Parliaments elsewhere, as determined by the Speaker on the advice of the Business Committee.

Passed by the House of Representatives this twenty-fifth day of July 1996.

Secretary-General

Speaker of the House of Representatives

PARLIAMENT OF FIJI

STANDING ORDERS

AND

RULES OF PROCEDURE

OF

THE SENATE

Pursuant to Section 54(1) of the Constitution.

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PUBLIC BUSINESS

1. Whenever there is a vacancy in the office of President, the Senate shall, as soon as a quorum is present, proceed to elect a President.
2. The procedure for the election of a President shall be as follows:
 1. The Clerk shall act as Chairman of the Senate prior to the election of the President and shall have all the powers of the President under the Standing Orders while so acting.
 2. Any Senator, having first ascertained that the Senator to be proposed is willing to serve if elected, may, addressing himself to the Clerk, propose such Senator as President and move formally "That (naming the Senator) do take the Chair of the Senate as President". The proposal shall require to be seconded formally but no debate shall be allowed.
 3. If only one Senator be so proposed and seconded as President, he shall be declared by the Clerk without question put to have been elected.
 4. If more than one Senator be so proposed and seconded, the Senate shall proceed to elect a President by ballot.
 5. For the purpose of a ballot the Clerk shall give to each Senator present a ballot paper on which he shall write the name of the Senator for whom he wishes to vote. Ballot papers shall be folded so that the name written thereon shall not be seen and shall be signed by the Senator voting.
 6. Ballot papers shall be collected by the Clerk, or by some officer of the Senate deputed by him, and shall be counted by the Clerk, at the Table of the Senate. The result of the ballot shall be declared by the Clerk.
 7.
 - a. Where more than two Senators have been proposed and at the first ballot no Senator obtains more votes than the aggregate votes obtained by the other Senators, the Senator has obtained the least number of votes shall be excluded from the election and balloting shall proceed, the Senator obtaining the smallest number of votes at each ballot being excluded until one Senator obtains more votes than the remaining candidate or the aggregate votes of the remaining Senators as the case may be.
 - b. Where at any ballot among three or more Senators two or more obtain an equal number of votes and one of them has to be excluded from the

election under sub-paragraph (a) above, the determination, as between the Senators whose votes are equal, of the Senator to be excluded, shall be by lot which shall be drawn in such manner as the Clerk shall decide.

- c. Where at any ballot between two Senators the votes are equal, another ballot shall be held.
8. As the ballot papers are counted they shall be placed in a box and, when a Senator has been declared elected as President, the box shall be sealed in the presence of the Senate and kept in the custody of the Clerk for 1 calendar month and then, subject to any direction he may receive from the Senate, the Clerk shall burn the ballot papers and certify to the Senate that this has been done.
9. Upon his assuming the Chair, the President shall make and subscribe the oath of allegiance if he has not previously done so.
3. Before proceeding to any business, the President, with such Senators as desire to accompany him, shall present himself to His Excellency the Governor-General as the choice of the Senate.
4. The procedure for the election of a Vice-President shall as nearly as may be the same as that for the election of a President save that the election shall be conducted by the President.
5.
 1. As soon as he thinks fit after his election, the President may allot a seat to every Senator and may vary such allotment from time to time, as he may think fit.
 2. Seats shall be allotted at the discretion of the President whose decision thereon shall be final.
6.
 1. At least 14 days before the opening of a new Session, the Clerk shall give each Senator formal notice by registered letter or delivered by hand, or notice by telecommunication, directing attention to the Proclamation summoning Parliament. At least 14 days before the reassembling of the Senate either under paragraph (1) of Standing Order No.8 or after any adjournment of more than 5 days the Clerk shall give each Senator in like manner as aforesaid notice of the day appointed for the next meeting:

Provided that in an emergency such notice may be dispensed with, and in that event the longest notice possible as aforesaid shall be given.

2. The Clerk shall provide each Senator with a copy of the Order of Business for each sitting:
 - a. in the case of the first sitting of a meeting, unless in the opinion of the President the circumstances are of an urgent nature, at least 7 days before that sitting; and
 - b. in the case of any other sitting, as soon as practicable.
3. The Clerk shall keep the Minutes of the Proceedings of the Senate, and of Committee of the whole Senate; and shall circulate a copy of such Minutes, to be known as the Votes and Proceedings, on the day following each sitting of the Senate, or as soon thereafter as practicable.
4. The Votes and Proceedings shall record the names of Senators attending and all decisions of the Senate and, in the case of divisions of the Senate or Committee of the whole Senate, shall include the numbers voting for and against the question, the names of Senators so voting and the numbers and names of the Senators present who abstained from voting. The Votes and Proceedings shall be signed by the President, and errors in the Votes and Proceedings may be corrected by him.

5. The Clerk shall prepare from day to day and keep on the Table of the Senate and in the office of the Clerk an Order Book showing all business appointed for any future day, and any notices of Questions or Motions which have been set down for a future day, whether for a day named or not. The Order Books shall be open to the inspection of Senators at all reasonable hours.
 6. The Clerk shall be responsible for the custody of the Votes and Proceedings records, Bills and other documents laid before the Senate which, shall be open to inspection by Senators and other persons under such arrangements as may be sanctioned by the President.
 7. The Clerk shall be responsible for providing every Committee with a clerk and a shorthand writer, when so required.
 8. The Clerk shall be responsible for the conduct of all messages and communications between the two Houses.
 9. The Clerk shall perform the further duties laid upon him in these Orders and all other duties in the service of the Senate ordered by the Senate or directed by the President.
- 7.
1. The Clerk shall prepare under the directions of the President an official report of all speeches made in the Senate and in Committee of the whole Senate.
 2. The report shall be published within 6 weeks of each meeting, or as soon thereafter as is practicable, in such form as the President may direct and a copy thereof shall be sent to each Senator as soon as practicable after the conclusion of each meeting.
 3. A copy of the record of a Senator's speech shall be sent to him before it is published. If the Senator does not return the copy to the Clerk within 7 days from the date upon which it was despatched, the speech shall be published without correction.
 4. If a Senator disputes the correctness of the record of any speech or seeks to make any material change in the record, the President shall rule thereon and shall direct publication of the speech in accordance with his ruling which shall be communicated to the Senator concerned and shall be final.
- 8.
1. Meetings of the Senate other than the first meeting of any session shall begin on such day and at such hour as the President may determine after consultation with the Leader of Government Business in the Senate. Written notice of the first such meeting shall be given to Senators by the Clerk, in manner aforesaid, at least 14 clear days before the day of the meeting but in cases of emergency the President may after consultation with the Leader of Government Business in the Senate dispense with such notice and in that event the longest possible notice shall be given.
 2. The President, after consultation with the Leader of Government Business in the Senate, may at any time after he has determined the day and hour when a meeting is to begin, change the day or hour so determined to a later day or hour, or, in cases of emergency, to an earlier day or hour.
 3. During the course of a meeting the Senate shall sit on such days as the President shall determine after consultation with the Leader of Government Business in the Senate or his deputy. Except in cases of emergency, as may be determined by the President, the Senate shall not sit on Saturdays, Sundays or public holidays.
 4. Whenever the Senate is adjourned, it shall stand adjourned to the next sitting day as determined by the President after consultation with the Leader of Government Business in the Senate or his deputy:

Provided that at the adjournment of the Senate on the date determined for the conclusion of a meeting, the Senate shall stand adjourned sine die.

9.

1. Every sitting other than the first sitting of a meeting shall be between the hours of 9.30 a.m. and 4.30 p.m. unless the Senate otherwise decides.
2. At 4.30 p.m., or on the earlier conclusion of any business on the Order Paper, the President shall, except as otherwise provided by Standing Orders, adjourn the Senate without question put.
3. Subject to the provisions of the next succeeding paragraph the President may at any time suspend a sitting or adjourn the Senate for a stated time.
4. At any time when a division is in progress the sitting shall not be suspended nor the Senate adjourned until the result of the division has been declared and any further questions contingent upon the main question have been decided.

10.

1. The quorum of the Senate and of a Committee of the whole Senate shall consist of 7 Senators, excluding the Chair.
2. If any Senator draws the attention of the Chair to the fact that a quorum is not present, Senators shall be summoned as if for a division.
3. When the summons to Senators has been made in the Senate the President shall, after the expiration of 2 minutes, count the Senate. If a quorum is not then present, he shall adjourn the Senate without question put.
4. If in Committee of the whole Senate the attention of the Chairman is drawn by a Senator to the fact that a quorum is not present he shall act as provided in paragraph (2) of this Standing Order save that if, after 21 minutes, he is satisfied that a quorum is not present the Senate shall resume and the President shall count the Senate. If a quorum is then present the Senate shall again resolve itself into Committee but if a quorum is not present the President shall adjourn the Senate without question put.
5. If at any sitting of the Senate or of a Committee of the whole Senate it appears from the number of Senators taking part in a division, including those who abstain from voting, that a quorum is not present then-
 - a. the division shall be invalid;
 - b. the business in question shall stand over until the next sitting of the Senate or of the Committee of the whole Senate; and
 - c. the procedure prescribed in paragraphs (3) or (4) of this Standing Order shall be followed.

11.

1. Unless the Senate otherwise directs, the business of each sitting of the Senate shall be transacted in the following order:
 - a. Formal entry of the President;
 - b. The Prayer;
 - c. Administration of oath or affirmation;
 - d. Confirmation of minutes;
 - e. Election of Vice-President;
 - f. Presentation of papers by laying on the table;
 - g. Presentation of reports of committees by laying on the table;
 - h. Petitions;
 - i. Questions;
 - j. Communications from the Chair;
 - k. Statements by Ministers, or their Deputies or by the Leader of Government Business;

- l. Applications for leave to move the adjournment of the Senate under Standing Order No. 15.
 - m. Personal explanations;
 - n. Raising of matters of privilege;
 - o. First readings of Bills;
 - p. Motions relating to sittings and business moved by the Leader of Government Business in the Senate or his deputy;
 - q. Motions, including later stages of Bills, of which notice has been given;
 - r. Other public business in the order set out on the Order Paper.
 2. The Senate may, upon a motion to be decided without amendment or debate and which may be made without notice and shall take precedence over all other business, decide to proceed to any particular business out of the regular order.
- 12.
1. Public business is that contained in items (o) to (r) of the preceding paragraph and for the purpose of this Standing Order-
 - a. "Government business" means proceedings or motions of which notice has been given by, and on Bills in charge of, Ministers or their deputies.
 - b. "Private Senators' business" means proceedings on motions, of which notice has been given by, and on Bills in charge of, Senators other than Ministers or their deputies.
 2. Government business shall be set down on the Order Paper in such order as the Leader of Government Business or his deputy may direct and shall have precedence over other public business on every day except Wednesdays.
 3. Private Senators' business shall be set down on the Order Paper in such order as the President shall determine and shall have precedence over other public business on Wednesdays.
- 13.
1. Except under the provisions of Standing Order No.14 no motion for the adjournment of the Senate may be moved until 4.30 p.m. or the earlier completion or deferment of all business included in the Order of Business for the sitting, and no such motion may then be moved except under the provisions of this Order and of Standing Order No.14.
 2. At 4.30 p.m. the President shall interrupt any proceedings still in progress or, if the Senate is in committee of the whole Senate, the Chairman shall leave the Chair and report progress to the Senate.
 3. Upon the conclusion of proceedings under the provisions of paragraph (2) hereof, or upon the earlier completion of or deferment of all business included in the Order of Business for the sitting, the President shall either adjourn the Senate or at any sitting at which notice has been given of a motion for the adjournment of the Senate under the provisions of Standing Order No.14 call upon a Senator to move "That the Senate do now adjourn"
- 14.
1. Upon a motion "That the Senate do now adjourn" moved under the provisions of paragraph (3) of Standing Order No.13, any Senator (not being a Minister) who has obtained the right to do so may address the Senate on any matter and a Minister or his deputy may reply.
 2. Any Senator who wishes to raise a matter under the provisions of paragraph (1) hereof shall give notice of the matter in writing to the President not less than 2 days before the sitting at which he wishes to do so. Subject to the giving of such notice the President shall allot the right so to raise a matter to not more than 2 Senators on each sitting day, if necessary by ballot, and in' making such allotment

shall give preference to any Senator or Senators who have not previously so raised a matter during the present session.

3. In any address upon any motion "That the Senate do now adjourn", the time allowed to each Senator addressing the Senate and to each Minister or his deputy replying shall be 10 minutes, unless the President decides otherwise in any particular case.
4. Upon the conclusion of such proceedings, the President shall put the question "That the Senate do now adjourn"-

Provided that, if that question has not been previously decided, at 5.15 p.m. the President shall adjourn the Senate without question put.

15.

1. Any Senator (not being a Minister) may at the time appointed under Standing Order No.11 rise in' his place and ask leave to move the adjournment of the Senate for the purpose of discussing a definite matter of urgent public importance.
2. A Senator who wishes so to ask leave to move the adjournment of the Senate shall, before the commencement of the sitting, hand to the President a written notification of the matter which he wishes to discuss. The President shall refuse to allow the claim unless he is satisfied that the matter is definite, urgent and of public importance.
3. If the President is so satisfied, and either-
 - a. leave of the Senate is given, no Senator objecting; or
 - b. if it is not so given, at least 6 Senators rise in their places to support the request,

the motion shall stand over until 2.30 p.m. on the same day, and at that hour any proceeding on which the Senate is engaged shall be postponed until either the motion for the adjournment is disposed of or the moment of interruption is reached, whichever is the earlier. At the moment of interruption the motion for the adjournment, if not previously disposed of, shall lapse and the proceedings which have been postponed shall be resumed and dealt with in accordance with the next succeeding paragraph.

4. Any proceedings which have been postponed under this Standing Order may be continued after 4.30 p.m. for a period of time equal to the duration of the proceedings on the motion made under this Standing Order; and when all proceedings under that paragraph have been concluded, the Senate shall stand adjourned without question put.
5. Not more than one motion for the adjournment of the Senate under this Standing Order may be made at one sitting.

16.

1.
 - a. Every application to the Senate shall be in the form of a petition, and every petition shall be presented by a Senator, who shall be responsible for the petition being in respectful language.
 - b. A petition seeking a grant, charge or expenditure of public money or the release of a debt due to the Government or the remission of duties payable by any person or compensation for loss out of the public revenues or for the revocation, alteration or repeal of any rate, tax or duty shall not be received by the Senate.
- 2.

- a. If signatures are affixed to more than one sheet, the prayer of the petition shall be repeated at the head of each sheet. A person unable to write may affix his mark in the presence of two witnesses.
 - b. No reference shall be made in a petition to any debate in the Senate or in the House of Representatives nor to any intended motion unless a notice of such motion stands in the Order Book.
 - c. It shall not be competent for a Senator to present a petition from himself or to which he is a signatory but the petition may be presented by some other Senator.
 - d. Every petition shall, before it is presented, be signed at the beginning thereof by the Senator in charge of it and deposited at least 1 year clear day with the Clerk who, after examining the same, shall submit it to the President for approval, and no petition shall be presented until it has been endorsed, "Passed by the President".
 - e. Every Senator before presenting a petition shall ascertain and write at the head of it the number of signatures to it, and shall satisfy himself that it does not contain language disrespectful to the Senate or to the House of Representatives.
3. A Senator presenting a petition to the Senate may state concisely the purpose of the petition.
 4.
 - a. It shall be competent for any Senator to move that such petition be read. In making such motion he shall state concisely his reasons for wishing to have it read.
 - b. No debate shall be permitted on such motion, nor shall any other Senator speak upon in relation to such petition except to second the motion formally.
 - c. Such motion being seconded, the question shall be put whether the petition shall be read.

17.- (1) Papers shall be presented only by the President, the Leader of Government Business in the Senate or his deputy, or a Minister or his deputy or a Chairman of a Committee, and shall be sent to the Clerk. (2) Every paper a copy of which is so received by the Clerk shall be deemed to have been presented to the Senate and ordered to lie upon the Table. (3) The presentation of all papers shall be entered in the Votes and Proceedings of the day on which they are presented or, if the Senate is not then sitting, of the next sitting day following its presentation. (4) A report from a Select Committee shall be laid upon the table by the Chairman of that committee, or, in his unavoidable absence, by another member of the committee authorised by him in that behalf. The report to be laid on the table shall be signed by the Senator laying it thereon. It shall remain in the custody of the Clerk who shall make it available for inspection by Senators pursuant to paragraph (6) of Standing Order No.6. (5) On any paper being laid before the Senate, it shall be in order to move - (1) That it be read, and, if necessary, a day appointed for its consideration; (2) That it be printed. 18.- (1) Questions may be put to Ministers relating to- (a) affairs within their official functions; or (b) a Bill, motion or other public matter connected with the business of the Senate for which such Minister is responsible. (2) Questions may also be put to Senators other than Ministers, relating to a Bill, motion or other public matter connected with the business of the House for which such Senators are responsible. 19.- (1) Any Senator desiring to ask a question shall, except in cases of emergency and with the leave of the President, give notice thereof by

delivering a copy of it in writing to the Clerk at least 7 clear days, exclusive of Saturdays, Sundays and public holidays, before the day on which he intends to ask the question. (2) If a Senator wishes to ask a question orally he shall mark his notice with the word "Oral" and state the day on which he wants to ask it. (3) If a Senator asks the permission of the President to ask a question for oral answer without notice on the grounds that it is of an urgent character and relates to a matter of public importance or to the arrangements of business, the President may permit the question to be asked without notice if he is satisfied that it is of that nature, and that sufficient private notice that question has been or is to be given by the Senator concerned to the Leader of Government business in the Senate or his deputy to enable the question to be answered. 20. (1) Every question shall conform to the following rules: (a) a question shall not include the names of persons or statements not strictly necessary to render the question intelligible; (b) if a question contains a statement, the member who asks the question must make himself responsible for the accuracy of the statement; (c) a question shall not contain any argument, inference, opinion, imputation, epithet or misleading, ironical or offensive expression; (d) a question shall not refer to debates or answers to questions in the current meeting; (e) a question shall not refer to proceedings in a Committee which have not been reported to the Senate; (f) a question shall not seek information about any matter which is of its nature secret; (g) a question shall not be so drafted as to be likely to prejudice a case under trial, or be asked on any matter which is sub judice; (h) a question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract legal case or the answer to a hypothetical proposition; (i) a question shall not be asked as to whether statements in the press or of private individuals or financial bodies are accurate; (j) a question shall not be asked as to the character or conduct of any person except in his official or public capacity; (k) a question shall not contain any discourteous reference to a friendly foreign country; (l) a question shall not seek information about the internal affairs of a foreign country; (m) a question reflecting on the character or conduct of any person whose conduct can only be challenged on a substantive motion shall not be asked; (n) a question shall not be asked seeking information set forth in accessible documents or ordinary works of reference; (o) a question making or implying a charge of a personal character shall be disallowed; (p) a question fully answered shall not be asked again during the same session. (2) If the President is of opinion that any question of which a Senator has given notice to the Clerk on which a Senator has sought leave to ask without notice, is an abuse of the right of questioning, or is calculated to obstruct or affect prejudicially the procedure of the Senate, or infringes any of the provisions of this Order, he may direct - (a) that it be printed or asked with such alterations as he may direct; or (b) that the Senator concerned be informed that the question is disallowed. (3) Disallowance of a question by the President, with the reason therefor, shall be communicated in writing to the Senator concerned by the Clerk. (4) Notwithstanding anything hereinbefore provided, a Minister to whom a question is addressed may, with the approval of the President, refuse to answer such question on the ground of public interest, and such refusal cannot be debated or questioned. 21. (1) If any oral answer to a question is required and no written answer thereto has been directed by the President, the President, when the question is reached on the Order Paper, shall call upon the Senator in whose name the question stands. The Senator so called shall then rise in his place and ask the question by reference to its number on the Order Paper, and the Minister or his deputy to whom it is addressed shall give his reply. (2) If a Senator asking a question for an oral reply fails to rise and ask his question, then

any other Senator may make the question his own and may rise in his place and ask the question in the manner prescribed above; but if no other Senator so rises, the Minister to whom the question is addressed shall send copies of the answer to the Senator who asked it and to the Clerk, who shall cause that answer to be printed in the Official Report: Provided that at any time before the President has called upon the Senator who asked the question standing in his name that Senator may signify his desire to postpone the question to a later sitting or may withdraw it. (3) The President may allow supplementary questions to be put for the purpose of elucidating any matter of fact regarding which an oral answer has been given, but he may refuse any such question which in his opinion introduces matter not related to the original question or which infringes any of the provisions of Standing Order No. 20. (4) A question shall not be made the pretext for a debate. (5) No questions, other than any supplementary questions arising out of a question already asked which the President may permit, shall be taken 1 hour after the beginning of Question Time. (6) If an oral answer to a question is not required, or if a written answer 15 directed under paragraph (3) of Standing Order No. 19, the Minister to whom it is addressed shall send copies of the answer to the Senator who asked it and to the Clerk, who shall cause such answer to be included in the Official Report. 22. With the leave of the President, a Senator may make a personal explanation at the time appointed under Standing Order No. 11 although there is no question before the Senate; but no controversial matter may be brought forward nor may debate arise upon the explanation. The terms of the proposed statement shall be submitted in full to the President when his leave to make it is sought. 23.-(1) A Senator who wishes to raise a matter which he believes to affect the privileges of the Senate or a matter which he believes to affect directly the proceedings of the Senate and which has been raised in the House of Representatives, shall do so as soon as possible after the matter comes to his attention. Such Senator shall inform the President, stating the facts to which he wishes to draw attention, at least 1 hour before the beginning of the sitting at which he proposes to raise the matter. (2) When a Senator is called by the President to raise a matter of privilege he shall state briefly the facts to which he wishes to draw the attention of the Senate. (3) The President shall then state whether, in his opinion, the matter may or may not affect the privileges of the Senate: Provided that if he deems it necessary he may defer his decision until the next sitting of the Senate, or he may refer the matter to the Committee of Privileges. (4) If the opinion of the President is that the matter raised may affect the privileges of the Senate, the Senator who raises the matter, or in his absence any other Senator, may without notice move a motion based on that matter of privilege and the motion shall be debated. (5) If during the sitting of the Senate a matter arises suddenly which, in the opinion of the President, appears to involve the privileges of the Senate and which calls for the immediate attention of the Senate, the proceedings shall be interrupted except during the progress of a division, and the Senate shall proceed forthwith to debate a motion based on such matter. 24. Every Senator wishing to move a motion shall give notice thereof by delivering a copy of it in writing to the Clerk at least 2 clear days before the day on which he intends to move such motion. 25. No motion shall be moved without notice unless it falls within one of the following cases: (a) a motion by way of amendment to a question already proposed by the President unless its importance renders it desirable in the opinion of the President that notice should be given of it; (b) a motion of the adjournment of the Senate or debate; (c) a motion raising a question of privilege; (d) where notice is dispensed with by the general concurrence of the Senate; (e) where under the Standing Orders no notice is

required. 26.- (1) No Senator other than a Minister or his deputy may move a motion to which he has not subscribed his name, but a Minister or his deputy may move a motion which stands in the name of any other Minister or his deputy: Provided that with the leave of the President another Senator, on being requested by the Senator who has given notice, may move the motion of which notice has been given. (2) A Senator called upon by the President to move a motion shall rise in his place and after making such remarks as he may wish shall move the motion stating its terms. (3) Every motion unless otherwise provided for in the Standing Orders, shall require to be seconded. (4) When a motion has been moved, and where necessary seconded, the President shall propose the question thereon to the Senate in the same terms as the motion and a debate may then take place. (5) When a motion has been moved and seconded and the debate thereon concluded, the question shall be put by the President. 27. A motion may be withdrawn with the leave of the Senate before the question has been fully put thereon; but if so withdrawn may be moved again at some other sitting of the Senate after due notice. 28.- (1) A motion the object or effect of which may be to suspend Standing Orders shall not be moved except with the consent of the President. (2) Whenever the President deems it necessary for the proper conduct of the business of the Senate or in any case of urgent necessity, any Standing Order may be suspended on motion without notice. If such motion be agreed to, these Standing Orders shall be suspended so far as is necessary to carry out the object for which the motion was made. No debate shall be allowed on such motion. (3) For the avoidance of doubt it is hereby declared that the suspension of these Standing Orders shall not be deemed to permit the transaction of any business not in accordance with any law in force in Fiji.

PROCEDURES ON BILLS

- 43.
1. A Bill which has been brought from the House of Representatives by message received in the Clerk's office shall lie upon the Table and the Minister or Senator in charge of the Bill shall at the same time supply printed copies of it to the Clerk who shall send a copy to each Senator forthwith.
 2. The Minister or Senator in charge of the Bill shall give notice to the Clerk of the day, not being sooner than 3 days from the laying of the Bill upon the Table, upon which the First Reading is to be taken.
44. On the motion being moved and seconded "That the Bill be read a first time" no debate shall take place but the Clerk shall read the title of the Bill. The Bill shall then be deemed to have been ordered to be set down for second reading upon some future day.
- 45.
1. On the motion being moved and seconded, "That the Bill be now read a second time," a debate may take place which shall be confined to the principles and merits of the Bill.
 2. To the question " That the Bill be now read a second time" an amendment may be moved to leave out all the words after "that" and insert the words the Second Reading of the Bill - be deferred until (date)". On the amendment being seconded the following question shall be proposed" That the Amendment be made, " and debate shall continue thereon.
 3. At the conclusion of the debate the question on the amendment shall be put. If the amendment is defeated the Bill shall be deemed to have been read a second time.
- 46.

1. When a Bill has been read a second time it shall stand committed to a Committee of the whole Senate.
2. When time for considering a Bill in Committee shall have arrived, the Senate shall resolve itself into a Committee of the whole Senate for the consideration of the Bill. When the Senate has resolved itself into Committee of the whole Senate, the Clerk shall call the clauses in order by reading the number of each clause. Amendments shall be called at the relevant points in each clause. The President shall also call the number of each clause, and put the question relating thereto but only if an amendment to a clause has been carried shall he propose the question, "That this clause as amended stand part of the Bill".
3. The consideration of a clause may be postponed but the motion for postponement may not be moved after the clause has been amended.
4. A clause may be replaced, or a new clause inserted at the proper and logical stage, during the course of consideration of the clauses of a Bill. Notice of any proposed new clause or the replacement of an existing one shall be given prior to the sitting unless the President considers that such notice may be dispensed with. The President shall call on the Senator in whose name the clause stands and if that Senator moves "That clause.... be replaced by the following clause" or "That the following clause be inserted immediately after clause..." and after any debate thereon the question shall be proposed and, if carried, the Bill shall be amended accordingly without any further question and any renumbering or other minor consequential amendment may be performed by the Government draftsman.
5. The consideration of the schedule or the schedules (if any), shall follow the consideration of the clauses. Schedules shall be called by the Clerk and may be amended in the same manner as clauses, and the consideration of new schedules should follow the consideration of original schedules.
6. If the consideration of a Bill in Committee of the whole Senate is not completed the proceedings on the Bill may on motion made be adjourned until some subsequent sitting or meeting of the Senate but if no such motion is made such consideration shall continue at the next sitting.
7. On resumption of the consideration of a Bill in Committee, the Senate shall resolve itself into Committee of the whole Senate without question put.
8. When the consideration of a Bill in Committee of the whole Senate has been completed the Senate shall resume its sitting without question put, and the passage of the Bill shall then be reported, with or without amendment, by the Minister or his deputy in charge of the Bill.

47.

1. When a Bill has been considered in Committee of the whole Senate and been reported to the House it may, on motion, be read a third time, either forthwith or at some subsequent sitting.
2. On the motion for the third reading of a Bill being moved and seconded, the President shall put the following question, "That the Bill be now read a third time and do pass".
3. To this question the only amendments shall be -
 - a. That the third reading be postponed to some specific date in the future.
 - b. That the Bill be recommitted, either generally or for a limited and defined purpose.
4. If the motion for the third reading be carried, the Clerk shall read the title to the Bill and the preamble, if any, and the enacting clause.

48.

1. When a motion for the third reading of a Bill has been agreed to the Clerk shall, subject to the provisions of sections 62-65 of the Constitution, endorse the end of

the Bill with the words "Passed by the Senate without amendment (with amendment (s) this day, (giving the date) " .

2. When a Bill has been read a third time and passed by the Senate, the President shall send a message to Mr. Speaker informing him that the Senate has agreed to the Bill with or without amendment, and desiring the concurrence of the House of Representatives to the amendments made by the Senate to the Bill.
3. The Clerk shall transmit to the House of Representatives the said Message, together with the copy of the Bill as brought from the House of Representatives with the amendments (if any) made by the Senate clearly marked therein, and with the Clerk's endorsement thereon.
4. When amendments have been made by the House of Representatives to the amendments made by the Senate to a Bill, consideration of such amendments by the Senate shall take place either forthwith on the return of the Bill from the House without notice on the motion of a Minister or his deputy or at some future sitting after notice given.
5. On the order being read for the consideration of House amendments such amendments shall be read in turn by the Clerk, and on each amendment being read, the following motions may be moved by a Minister or his deputy in charge of the Bill
 - a. That the amendment be agreed to; or
 - b. That the amendment be disagreed to.

Motions under the last two preceding paragraphs shall not require to be seconded.

AMENDMENTS TO BILLS AND MOTIONS

49.

1. Subject to the provisions of section 61 of the Constitution any Senator who has risen to speak on a question proposed by the President may, without notice, move an amendment thereto if the amendment is relevant and not identical to any other amendment moved by another Senator. The relevancy of an amendment or the identity of one amendment with another shall be decided by the President.
2. Except in Committee of the whole Senate every amendment shall require to be seconded.
3. Amendments to any question shall be put before the original question is put and an amendment to a proposed amendment shall be considered as if the previous amendment were an original motion.

50.

1. An amendment to a motion shall take one of the following forms:
 - a. To leave out one or more of the words of the motion.
 - b. To insert one or more words in the motion.
 - c. To add one or more words at the end of the motion.
 - d. To leave out one or more words of the motion and insert one or more words instead.
 - e. To leave out one or more words at the end of the motion and to add one or more words instead.
2. When an amendment has been moved without notice, the mover, if directed by the President, shall put the amendment into writing and shall hand the text to the President who shall thereupon propose the question on the amendment to the Senate.
 - a. On an amendment to a motion the question to be proposed shall be "That the amendment be made".

- b. When two or more amendments are proposed to be moved to the same motion the President shall call on the movers in the order in which their amendments relate to the text of the motion or, in cases of doubt, in the order decided by the President,
 3.
 - a. An amendment to an amendment which a Senator wishes to propose may be moved at any time after the question on the original amendment has been proposed and before it has been put at the conclusion of the debate on the original amendment.
 - b. An amendment to an amendment shall be disposed on in the same way as an amendment to a motion.
 - c. When every amendment to an amendment has been disposed of the President shall again propose the question on the original amendment, or propose the question on the original amendment as amen e , as the case may require.
51.
 1. An amendment may be withdrawn at the request of the mover by leave of the Senate before the question is fully put thereon. An amendment which has been so withdrawn may be proposed again.
 2. If the question has been proposed Oil an amendment to a motion or to another amendment, the original motion or amendment thereto may not be withdrawn until the amendment thereto has been disposed of.
 3. A notice of an amendment may be withdrawn from the Order Paper at any time before it is moved if the Senator in whose name the amendment stands gives instructions to that effect to the Clerk.
52. Amendments to Bills must comply with section 61 of the Constitution and with the following Rules:
 1. An amendment must be relevant to the subject matter of the Bill, and to the subject-matter of the clause to which it relates.
 2. An amendment must not be inconsistent with any previous decision of the Committee of the Whole Senate.
 3. An amendment must not be such as to make the clause which it proposed to amend unintelligible or ungrammatical.
 4. If an amendment refers to, or is not intelligible without, a subsequent amendment or schedule, then, on the direction of the President, written notice of the subsequent amendment or schedule must be given before, or when, the first amendment is moved so as to make the series of amendments intelligible. Subject to the provisions of paragraph (4) of Standing Order No. 46 (Committal of Bills and Committee stage of Bills), all amendment which proposed to omit the whole substance of a clause is irregular. The proper course is to negative the clause.
53. The President may refuse to propose an amendment which in his opinion is unintelligible, irrelevant, frivolous or scandalous or is otherwise out of order or not in accordance with the provisions of Standing Orders.
54. Notwithstanding anything in any Standing Order, whenever the President is satisfied that for any reason the printing of any Bill, is impracticable by reason of urgency, he may so certify such Bill, and the Bill may be proceeded with in spite of the fact that it has not been printed, provided that cyclo-styled or type-written copies are available for the use of Senators, and may be taken through ah its stages in such form.
55.
 1. A Message from the House of Representatives shall be received in the Clerk's office at any time during a sitting of the Senate.
 2. The Clerk shall immediately cause the Message to be delivered to the President.

3. As soon as may be, but without interrupting a Senator who is addressing the Chair, the President shall direct the Clerk to read the said Message.
4. When the Senate is not sitting, a Message from the House of Representatives shall be received by the Clerk who shall cause the Message to be delivered to the President; and the President may direct the Clerk to read the said Message at the next convenient sitting of the Senate.