

STANDING ORDERS

2026 ACT Labor Annual Branch Conference — 29 August 2026, QT Canberra

1. Purpose

- 1.1. These standing orders provide for the orderly conduct of ACT Labor's 2026 annual conference and outline how conference will be run.
- 1.2. These standing orders must be read in conjunction with the ACT Labor Party Rules (as adopted by Branch Conference, last modified 26 July 2025).

ROLES AND RESPONSIBILITIES

2. The role of the chair

- 2.1. The President and Vice-Presidents of ACT Labor will chair conference.
- 2.2. As chair, they are responsible for:
 - 2.2.1. facilitating the orderly and timely consideration of conference business
 - 2.2.2. overseeing attendees act consistently with these standing orders, the code of conduct (B.13 of the ACT Labor Party Rules), and custom and practice
 - 2.2.3. ensuring that all delegates are treated fairly and equally.
- 2.3. The President and Vice-Presidents of ACT Labor may appoint up to three deputy Chairs by consensus to chair on their behalf when necessary. Precedence will be given in the following order:
 - 2.3.1. President
 - 2.3.2. Senior Vice-President
 - 2.3.3. Junior Vice-President
 - 2.3.4. Deputy Chairs
- 2.4. The chair will, without warning:
 - 2.4.1. call to order any speaker who engages in behaviour that breaches the code of conduct (B.13 of the ACT Labor Party Rules) or engages in unruly or disorderly conduct, and they will then move directly to the next speaker, or
 - 2.4.2. act to remove any delegate considered to be intoxicated.
- 2.5. A delegate may request the chair act on standing order 2.4.
- 2.6. The chair or resolution of conference may exclude from conference a person that:
 - 2.6.1. engages in conduct that breaches the code of conduct (B.13 of the ACT Labor Party Rules)

2.6.2. otherwise engages in unruly or disorderly conduct

2.6.3. is in an intoxicated state.

3. Responsibilities of persons attending conference

3.1. Delegates must conduct themselves in accordance with these standing orders and the code of conduct (B.13 of the ACT Labor Party Rules).

3.2. The consumption of intoxicating substances, except as medically necessary, is not permitted within the conference room.

QUORUM

4. Quorum

4.1. The quorum for conference will be one-third of delegates. In calculating quorum, a fraction must be rounded up to the next whole number.

4.2. Conference is inquorate if:

4.2.1. quorum is not reached within half an hour of the scheduled time for commencement, or

4.2.2. it is brought to the attention of the chair that sufficient delegates have left during the meeting and quorum is no longer present.

4.3. Conference stands adjourned, and no further business may take place, if it is inquorate.

4.4. Conference may re-convene if quorum is reached within half an hour if it becomes inquorate after it commences.

START OF CONFERENCE

5. Initial matters to be considered by conference

5.1. Upon being quorate and reaching the agreed starting time, conference must immediately consider in the following order the:

5.1.1. Welcome to Country or Acknowledgement of Country (as appropriate)

5.1.2. credentialling of delegates through a report from a member of credentials committee

5.1.3. adoption of proposed standing orders

5.1.4. admission of press and observers

5.1.5. adoption of proposed agenda

5.1.6. interim report from the Returning Officer.

DEBATE AND MOTIONS

6. Proposing Motions

6.1. Delegates may propose General Resolutions and Amendments to existing motions up until a time set by the Agenda Committee. Motions without the required notice will be considered only by leave of conference.

6.2. The content of all proposed motions will be made available to all delegates prior to the opening of the session in which they are to be considered.

6.3. Delegates may withdraw support (i.e. being the mover or seconder) for any proposed motion, at any time prior to the opening of the session in which it has been scheduled. Another delegate may be substituted to replace the withdrawn mover or seconder.

7. Motions without notice and urgency

7.1. Motions without the required notice will be considered only by leave of conference.

7.2. A motion may be declared urgent by leave of conference. A motion that has been declared urgent must be dealt with by conference before any further business takes place.

8. Order of Debate

8.1. The order in which debate occurs for a proposed motion is as follows:

8.1.1. The chair calls for a mover and seconder.

8.1.2. The mover speaks to the original motion.

8.1.3. The seconder speaks to the original motion.

8.1.4. Each amendment is considered.

8.1.5. If the amendment is acceptable to the mover and seconder of the original motion it is accepted without debate.

8.1.6. If the amendment is not acceptable to the mover and seconder of the original motion, the amendment is put for debate in the following order:

8.1.6.1. the mover of the amendment speaks

8.1.6.2. the seconder of the amendment speaks

8.1.6.3. speakers for and against the amendment are heard

8.1.6.4. vote on the amendment.

8.1.7. Speakers for and against the original motion (or as amended) are heard.

8.1.8. Right of reply by the mover of the original motion.

8.1.9. Vote on original motion (or as amended).

9. Moving and Seconding Motions

9.1. Any delegate desiring to move or second a motion, must notify the chair of their intention.

9.2. The Agenda Committee may establish a process for delegates to register and notify the chair of their intention to move or second a motion.

9.3. The chair may seek a mover and/or seconder where:

9.3.1. no mover and/or seconder has yet registered their intent

9.3.2. the mover and/or seconder withdraws their intent or is not present when the motion is considered

9.3.3. there is dispute as to who the mover and/or seconder is.

9.4. Priority will be given to delegates in the following order when multiple delegates register their intent to move and/or second a motion:

9.4.1. any delegate who originally moved or seconded the motion when it was passed at a referring party unit

9.4.2. any delegate who belongs to the delegation of a party unit or affiliate union which proposed the motion

9.4.3. any other delegate.

10. Speaking to Motions

10.1. Any delegate desiring to speak for or against the motion under consideration, must notify the chair of their intention to speak.

10.2. The Agenda Committee may establish a process for delegates to register and notify the chair of their intention to speak.

10.3. The chair calls upon the speakers in succession and, as far as possible, in the order that they register their intention, except as provided for in Standing Order 25.1.

10.4. No delegate may speak more than once to any motion before conference unless they seek, without debate, the leave of conference to speak again.

10.5. The mover of the motion will have five minutes to present argument in support of the motion and, as the final speaker on the motion, three minutes to reply.

10.6. The seconder of the motion, and all other speakers, will be limited to three minutes.

10.7. Conference may extend the time of any speaker, without debate, for no more than three minutes. Conference may agree to further extensions on the same basis.

10.8. The chair must call attention to the time of all speakers one minute before such time expires. Motions for extensions may be made at the end of a speaker's allotted time, when the chair so calls, but no later.

10.9. No more than two delegates may speak in succession on one side, either for or against any motion before conference. If, at the conclusion of the second speaker's remarks, no delegate rises to speak on the other side, the motion or amendment must be put to the meeting after the mover has replied.

10.10. If after the mover and seconder have spoken for a motion and there is no speaker in opposition, the mover will have no right to reply and the motion must be put without further discussion.

11. Amendments

11.1. An amendment is a motion that alters another motion (after it has been moved and seconded) by deleting, substituting, or adding text.

11.2. The chair must rule out of order any amendment that is a direct negative to the motion, or which does not preserve the substance of the original motion.

11.3. An amendment may preserve the intent of the original motion even if it replaces all the text.

PROCEDURAL MATTERS

12. Altering the agenda

12.1. A motion to alter the order of the agenda may only be moved at the completion of a section of the agenda. This applies only to sessions and not individual motions.

12.2. The amount of time allotted to any subject area in the agenda may not be extended unless by a vote of conference. A nominee of the Agenda Committee has the right to comment on any motion to extend time.

12.3. This standing order does not prevent a majority decision of conference to allocate additional time for the further consideration of unfinished agenda items at the conclusion of the approved agenda.

12.4. Procedural motions from the floor which propose to modify the agenda must not be debated other than by way of brief explanation by the mover, followed by comment from a representative of the Agenda Committee.

12.5. Conference may consider multiple motions cognately by moving a procedural motion to group them together. When motions are considered cognately they are debated and voted on together as if they were a single motion.

13. Lapsed motions

13.1. Any motion or amendment not moved or seconded may not be further debated and lapses.

13.2. A delegate may move a procedural motion that a motion lapses because it proposes a change to text that no longer exists in the Rules or Platform (because it has previously been amended by this conference).

14. Call to order

14.1. All delegates must sit down and be silent when the chair calls conference to order during a debate. The chair must be heard without interruption.

15. Moving to vote

15.1. A delegate may move the procedural motion "That the motion now be put" if at least:

15.1.1. two speakers have spoken for the motion, and

15.1.2. two speakers have spoken against the motion.

15.2. If passed, the chair must put the motion under discussion to conference without further debate except that the mover has the right of reply.

16. Point of order

16.1. No delegate, when speaking, may be interrupted unless:

16.1.1. a delegate calls a point of order, or

16.1.2. the chair acts under Standing Order 2.4 and 2.4.1,

after which the speaker must sit down and the delegate calling the point of order, or the chair, must be heard.

16.2. A point of order must only be made in relation to adherence with the Rules or these standing orders and must not debate the substance of the motion.

16.3. The chair may either hear further discussion or decide at that stage, but the chair must rule on the point of order before debate is resumed.

16.4. Frivolous or vexatious points of order are disorderly.

17. Dissent from Chair's ruling

17.1. Any delegate dissatisfied with a ruling by the chair may move a motion of dissent.

17.2. When dissent is moved:

17.2.1. The chair must step aside and another chair will oversee the consideration of the dissent motion.

17.2.2. The mover may speak for one minute.

17.2.3. The chair, or another person they request to speak on their behalf, may speak for one minute.

17.2.4. The motion is then immediately put to conference, without further discussion, in the following form: "The motion is that the chair's ruling be upheld."

17.3. At the conclusion of the vote the original chair may resume the chair and conference must proceed as resolved by conference.

18. Procedural motions

18.1. Procedural motions must not be debated; however, the chair may give leave for the mover to give an explanation to conference of the effect of the motion.

19. Seeking leave

19.1. A delegate may seek leave from conference in the form of "I seek leave of conference to..."

19.2. Leave of conference is granted when no delegate present objects to the moving of the motion or other course of action for which leave is sought.

19.3. Anything (within the ACT Labor Rules) may be done by leave, and a great deal of business is facilitated by the routine granting of leave, with or without conditions.

19.4. If leave is not granted, the delegate that did not receive leave may move to suspend standing orders.

20. Suspension of standing orders

20.1. A majority of the delegates present may move to suspend any standing order/s for the purpose of reopening any motion previously dealt with at that conference, or for the consideration of urgent business.

21. Deferral of consideration

21.1. A delegate may move to postpone indefinitely consideration of a motion by procedural motion.

21.2. A deferral motion is a procedural motion and is not subject to debate.

21.3. A delegate may also defer consideration by procedural motion to:

21.3.1. defer consideration until later in the conference,

21.3.2. defer consideration until a future conference.

22. Referrals

22.1. Proposed motions may, by resolution of a majority vote of delegates present, be referred to:

22.1.1. a policy committee,

22.1.2. another party unit, or

22.1.3. a committee established by the referral motion.

22.2. Once a referral motion has been moved it must not be debated other than by way of brief explanation by the mover.

22.3. If a referral motion is carried the chair will move straight to the next item on the agenda.

22.4. If a referral motion is defeated the item will continue to be considered as per these standing orders.

VOTING PROCEDURES

23. Voting

23.1. Once the mover has exercised, or waived, their right of reply the debate on a motion must be concluded and the chair must put the motion to conference in a distinct and audible manner.

23.2. No delegate may speak on any motion after the chair has put the motion to the vote.

23.3. All votes of conference will be subject to the following procedure:

23.3.1. Only delegates who are seated in the appropriate place and hold their allocated voting 'bat' or 'ticket' will be counted. (The 'bats' or 'tickets' will be issued when the delegate is credentialed and registered, should be kept safe, handed to the designated alternative delegate when they are exercising the delegate's vote, and handed in on the evening adjournment(s) and at the conclusion of conference.)

23.3.2. For votes which do not require a majority of all delegates eligible to attend conference, the chair must proceed to determine the question by calling upon those who support the motion to say "aye" and those opposing to say "no", and declaring for the side which in their estimation has the greater numbers.

23.3.3. Where the chair cannot determine which side has the greater number, or where three or more delegates request a show of bats, the chair must proceed to determine the question by calling upon those who support the motion to raise their bats and those opposed to act similarly.

23.3.4. The chair must appoint tellers to take the count and they must be representative of the opposing viewpoints. When the tellers are agreed upon their count the chair must declare the result by quoting the figures for and against.

23.3.5. The “bells” will ring for at least 30 seconds before any vote which requires a majority of all delegates eligible to attend conference.

24. Tied vote

24.1. In the event of the vote on any motion being tied and equal the chair must declare the motion lost.

OTHER MATTERS

25. Diversity and accessibility

25.1. The chair is authorised and encouraged to, at their discretion:

25.1.1. extend speaking time for a speaker where necessary to promote the accessibility of speaking before conference

25.1.2. give priority to a delegate who is a member of an affected community when selecting speakers about a motion affecting that community being considered by conference.

25.2. Interpreters, care assistants and children of delegates are welcomed to conference and do not require admission as an observer by conference.

25.3. ACT Labor will make available free on-site childcare.

26. Admission of press and observers

26.1. Conference may, by resolution, admit the press and/or observers to the whole or any part of conference, with or without conditions.

26.2. ACT Labor encourages the admitted press to be members of the appropriate union.

26.3. Conference may grant leave for an observer to address conference, with or without conditions.

26.4. The press and observers must act in accordance with these standing orders and the code of conduct (B.13 of the ACT Labor Party Rules).