

**NATIONAL ASSEMBLY OF THE FIRST SESSION OF THE
NINTH PARLIAMENT OF GUYANA (2006-2011)**

**REPORT OF
THE SPECIAL SELECT COMMITTEE**

ON THE

**REPORT OF THE
DRAFT STANDING ORDERS**

PRESENTED TO THE NATIONAL ASSEMBLY

BY

THE CHAIRMAN OF THE COMMITTEE

ON

14th July, 2011

**REPORT OF THE
SPECIAL SELECT COMMITTEE ON THE
REPORT OF THE DRAFT STANDING ORDERS**

Appointment of a Special Select Committee

1. On 8th November, 2007, the National Assembly passed Resolution No. 41 which read as follows:

WHEREAS on the 15th December, 2005 a Special Select Committee of the National Assembly was elected pursuant to Resolution No. 85 of 2005 to consider and report on the adoption of the proposed draft revised Standing Orders;

AND WHEREAS that Special Select Committee submitted its Report on 13th April, 2006 which was adopted by the National Assembly;

AND WHEREAS by Resolution No. 108 dated 2nd May, 2006, the said draft Standing Orders were adopted and came into force on the 2nd May, 2006;

AND WHEREAS the Special Select Committee, prior to making its Report to the National Assembly had sought certain advice in relation to specific clauses of the proposed draft revised Standing Orders from the Attorney General and Minister of Legal Affairs;

AND WHEREAS the advice of the Attorney General and Minister of Legal Affairs, by letter dated 9th June, 2006, a copy of which is attached hereto, was received after the revised Standing Orders had been adopted by the National Assembly;

AND WHEREAS this National Assembly as a result may wish to consider a consolidated inventory of the revised Standing Orders that may require further examination in relation to whether there are inconsistencies with present day laws and Constitution be sent to a Special Select Committee;

RESOLVED,

That this National Assembly appoints a Special Select Committee to carry out a final review and re-examination of the revised Standing Orders and to submit a report on their findings and recommendations where required for the consideration of this House within three months.

Constitution of the Special Select Committee

2. On 29th November, 2007, the Committee of Selection met and nominated the following persons to comprise the Special Select Committee.

Members of the People's Progressive Party/Civic (PPP/C) (6)

The Hon. Dr. Leslie S. Ramsammy, M.P.,
Minister of Health

The Hon. Dr. Frank C.S. Anthony, M.P.,
Minister of Culture, Youth and Sport

The Hon. Manzoor Nadir, M.P.,
Minister of Labour

The Hon. Manniram Prashad, M.P.,
Minister of Tourism, Industry and Commerce

Ms. Gail Teixeira, M. P.

Mr. Moses V. Nagamootoo, J.P., M.P.

From the People's National Congress Reform – 1 Guyana (PNCR – 1G) (3)

Mr. Winston Murray, C. C. H., M.P.

Mrs. Clarissa S. Riehl, M.P.,
Deputy Speaker of the National Assembly

Mr. E. Lance Carberry, M. P., Chief Whip

From the Alliance For Change (AFC) (1)

Mr. Khemraj Ramjattan, M.P.

Change in the Composition of Members

Owing to the death of Mr. Winston S. Murray, C.C.H., M.P. on 22nd November, 2010, a vacant seat was created in the membership of the PNCR-1G. That vacant seat remained unfilled up to the life of the Committee.

First Meeting of the Committee – Election of Chairman

3. The Select Committee held its first meeting on 15th January, 2008, and elected the Hon. Dr Leslie S. Ramsammy, M.P., to be its Chairman.

Other Meetings of the Committee

4. (i) The Committee met on thirty (30) other occasions.
- (ii) The attendance record of the Committee is at Appendix I

Mandate

5. The Committee's mandate was guided by Resolution No. 41, that is, to conduct a final review and re-examination of the revised Standing Orders and to submit its report on the findings and recommendations to the National Assembly within three months.

Procedure of the Committee

6. At its second meeting the Committee decided that it would
 - Review the revised Standing Orders, chapter by chapter, in the following clusters:
 - 1 to 9, 10, 11, 12 and 13, respectively.Members were requested to identify the Standing Orders that they felt needed clarity within the respective clusters for consideration.
 - Commence its work with the examination of those Standing Orders identified in the Attorney General's letter dated 9th June 2006 (Standing Orders 96, 97 and 99) as identified in the Fifth Whereas Clause of Resolution No. 41.
 - Write the Attorney General requesting him to advice on what, if any other changes to the Standing Orders.

OTHER APPENDICES

- *A Matrix with the recommended changes to the Standing Orders*
- *A compendium of Speakers' Rulings*
- *A Draft Glossary*

**MATRIX OF STANDING ORDERS RECOMMENDED BY THE
SPECIAL SELECT COMMITTEE**

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>CHAPTER 1:</p> <p>OATH OF MEMBERS, ELECTION OF SPEAKER, DUTIES OF CLERK, QUORUM</p> <p>1. <u>Oath</u></p> <p>(1) Except for the purpose of electing a Speaker and Deputy Speaker after a general election, no Member of the Assembly shall take part in the proceedings thereof until he or she has made and subscribed before the Assembly the oath of office set out in the First Schedule to the Constitution.</p> <p>(2) Immediately following the election of a Speaker and Deputy Speaker after a general election, the Clerk shall administer the oath first to the Speaker and Deputy Speaker if present and then to the other Members.</p> <p>(3) At any other time, the oath shall be administered by the Clerk immediately after Prayers.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>2. <u>Election of Speaker</u></p> <p>(1) Whenever it is necessary for the Assembly to elect a person to be Speaker, whether after a general election or when a vacancy in the office of the Speaker occurred in any other way, the procedure of the election shall be as provided in this Standing Order.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 20px;"> <p>6th July, 2011</p> </div> | <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(2) Any Member, having first ascertained that the Member or other person to be proposed is willing to serve if elected, may, addressing himself to the Clerk, propose any other Member (not being a Minister or a Parliamentary Secretary) or any other suitable person to the Assembly as Speaker and if that proposal be seconded, the Clerk, if no other Member or person be proposed for the office, shall declare the Member or person so proposed and seconded to be Speaker of the Assembly.</p> | (Unaltered) |
| <p>(3) If another such Member or person, willing to serve if elected, be proposed and seconded, the Clerk shall propose the question that the Member or person who was first proposed should be the Speaker. If that proposal be agreed to, the Member or other person so chosen shall be the Speaker, but if the proposal be negatived, the Clerk shall propose a like question in respect of any other such Member or person who has been proposed and seconded, until the question is carried in favour of one of the Members or other persons so proposed.</p> | (Unaltered) |
| <p>(4) No debate shall be allowed upon proposals for filling the office of Speaker but any Member may call for a division after the decision on the proposal has been announced.</p> | (Unaltered) |
| <p>3. <u>Election of Deputy Speaker</u></p> | |
| <p>(1) When there is a vacancy in the office of Deputy Speaker, the Assembly shall, in accordance with Article 56 of the Constitution, proceed to elect a Member to be Deputy Speaker.</p> | (Unaltered) |
| <p>(2) The election of the Deputy Speaker shall be conducted in a similar manner to the election of the Speaker, save that the Speaker, if present, shall preside.</p> | (Unaltered) |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>4. <u>Presiding in the Assembly and in Committee</u></p> <p>(1) The Speaker or, in his or her absence, the Deputy Speaker or, if they are both absent, a Member of the Assembly (not being a Minister or a Parliamentary Secretary) elected by the Assembly for that sitting, shall preside at each sitting of the Assembly and shall act as Chairman of Committees of the Whole Assembly, including the Committee of Supply.</p> <p>(2) Save as otherwise provided in these Standing Orders, the Deputy Speaker, or other Members presiding, shall have all the authority and power of the Speaker when presiding or otherwise performing the functions of the Speaker.</p> <p>(3) The Speaker may, without any formal communication to the Assembly or the Committee, request the Deputy Speaker to take the Chair.</p> <p>(4) The Speaker or, in his or her absence, the Deputy Speaker, may at any time ask any Member present, not being a Minister or a Parliamentary Secretary, to take the Chair temporarily without any formal communication to the Assembly or to the Committee.</p> <p>(5) Whenever the unavoidable absence of the Speaker from any day's sitting is announced by the Clerk at the Table, the Deputy Speaker shall take the Chair and shall be invested with all the power of the Speaker until the next sitting of the Assembly, or for twenty-four hours, whichever period is the shorter.</p> <p>(6) The Speaker in the Assembly and the Chairman in Committee shall have power to regulate the conduct of business in all matters not provided for in these Standing Orders.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>5. <u>Language</u></p> <p>(1) The proceedings and debates of the Assembly shall be in the English Language.</p> <p>(2) Every Petition shall be in the English Language.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>6. <u>Duties of the Clerk</u></p> <p>(1) The Clerk shall be responsible for keeping the Minutes of Proceedings of the Assembly and of Committees of the Whole Assembly, which shall record the names of Members attending, all decisions taken and details of every division held.</p> <p>(2) The Clerk shall submit the Minutes of Proceedings of each sitting to the Speaker for his or her signature and shall then circulate copies thereof to Members before the commencement of the next sitting.</p> <p>(3) At the end of each session, the Clerk shall cause to be prepared and placed in the record of the Assembly, a bound volume containing the Minutes of Proceedings of that session, marked with all such corrections as the Speaker may have directed to be made therein.</p> <p>(4) The Clerk shall be responsible for preparing from day to day 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 given. The Order Book shall be open to the inspection of Members at all reasonable hours.</p> <p>(5) The Clerk shall be responsible for preparing and circulating to Members before the commencement of each sitting an Order Paper containing the business for that sitting.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(6) Subject to these Standing Orders, the Clerk shall be responsible for preparing and circulating to all Members, Notice Papers, containing all notices of motions and questions submitted by Members.</p> <p>(7) The Clerk shall be responsible for the custody of the Minutes of Proceedings, records, Bills and documents laid before the Assembly which shall be open to inspection by all Members of the Assembly and other persons under such arrangements as may be sanctioned by the Speaker.</p> <p>(8) It shall be the responsibility of the Clerk to provide every Select Committee of the Assembly with a Clerk and, if so required by the Committee, a shorthand writer.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>7. <u>Quorum</u></p> <p>(1) The quorum of the Assembly and of a Committee of the Whole Assembly shall consist of one-third of all the elected Members (excluding the Member in the Chair).</p> <p>(2) If any Member draws the attention of the Speaker in the Assembly or of the Chairman in Committee of the Whole Assembly to the fact that a quorum is not present, the Speaker or Chairman, as the case may be, shall direct that Members be summoned as if for a division.</p> <p>(3) When the order to summon Members has been given in the Assembly, the Speaker shall, after the expiration of five minutes, count the Assembly. If a quorum is not then present, he or she shall adjourn the Assembly without question put.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>4) When the order to summon Members has been given in Committee of the Whole Assembly, the Chairman shall, after the expiration of five minutes, count the Committee. If he or she ascertains that a quorum is not present, the Assembly should resume and the Speaker shall count the Assembly. If a quorum is then present, the Assembly shall resolve itself into Committee; but if a quorum is not present, the Speaker shall adjourn the Assembly without question put.</p> | <p>(Unaltered)</p> |
| <p>CHAPTER 11 SITTINGS OF THE ASSEMBLY</p> <p>8. <u>Sittings of the Assembly</u></p> <p>(1) Save as otherwise provided by the Constitution or resolved by the Assembly upon a motion moved by a Minister, the Assembly may sit every day except Saturdays and Sundays and, unless the Assembly otherwise decide, every adjournment of the Assembly shall be to the next sitting day.</p> <p>(2) If, during an adjournment of the Assembly, it is represented to the Speaker by the Government, or the Speaker is of the opinion, that the public interest requires that the Assembly should meet on a day earlier than that to which it stands adjourned, the Speaker may give notice accordingly and the Assembly shall meet at the time stated in such notice. The Clerk shall as soon as possible inform each Member in writing or by telegram of any such earlier meeting.</p> | <p>New Heading 8. <u>Ordinary Sitting of the Assembly</u></p> <p>(Unaltered)</p> <p>New Heading <u>Sitting convened at the discretion of the Speaker</u></p> <p>(2) If, during an adjournment of the Assembly, it is represented to the Speaker by the Government, or the Speaker is of the opinion, that the public interest requires that the Assembly should meet on a day earlier than that to which it stands adjourned, the Speaker may give notice accordingly and the Assembly shall meet at the time stated in such notice. The Clerk shall as soon as possible inform each Member in writing, or telegram or by appropriate electronic means of any such earlier meeting.</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(3) Every direction under paragraph (2) of this Standing Order shall be in writing and shall be signed by the Speaker and shall bear the business to be transacted at the meeting to which it relates.</p> | <p>(Unaltered)</p> |
| <p>(4) Forthwith upon receipt of any direction under paragraph (3) of this Standing Order, the Clerk shall inform every Member of the Assembly, personally, if practicable, of the day and hour appointed by the Speaker for the holding of the extraordinary Sitting of the Assembly and of the business to be transacted at such meeting.</p> | <p>(Unaltered)</p> |
| <p>(5) Except by leave of the Assembly, no business other than the business specified in the direction under paragraph (2) of this Standing Order shall be transacted at any extraordinary sitting of the Assembly. At the conclusion of the business, unless the Assembly has otherwise decided, the Assembly shall stand adjourned without question being put to the day to which it had originally been adjourned at its last meeting.</p> | <p>(Unaltered)</p> <p>New Heading <u>Special Sittings</u></p> |
| <p>(6) There shall be special sittings of the National Assembly:-</p> <p>(a) When the President desires to address the Assembly on the State of the Nation;</p> <p>(b) When the Government desires that a visiting Head of State, Head of Government or other dignitary shall address the Assembly.</p> | <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>9. <u>Recess for the National Assembly</u></p> <p>Notwithstanding anything contained in Standing Order No. 8, unless there are special reasons for so doing, no sitting of the National Assembly shall be held from 10th August to 10th October in any year.</p> | (Unaltered) |
| <p>10. <u>Hours of Sitting</u></p> <p>(1) Save as otherwise provided by the Constitution and subject to paragraph (2) of this Standing Order, every sitting shall begin at 2.00 p.m. in the afternoon and unless previously adjourned, shall end at 10.00 p.m. on the same day.</p> <p>(2) The Speaker may at any time suspend the sitting for a stated period but, unless the Assembly otherwise resolve, the Speaker shall at 4.00 p.m. suspend the sitting for half an hour, and at 7.00 p.m. suspend the sitting for one hour.</p> <p>(3) The Assembly may at any time by motion made and carried without amendment or debates suspend or vary the provisions of paragraphs (1) and (2) of this Standing Order.</p> <p>(4) The Assembly may from time to time alter, by resolution, the hours provided in this Standing Order for beginning and ending a sitting.</p> | <p>(Unaltered)</p> <p>(2) The Speaker may at any time suspend the sitting for a stated period but, unless the Assembly otherwise resolve, the Speaker shall at 4.00 p.m. suspend the sitting for one hour, and at 7.00 p.m. suspend the sitting for half an hour.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>11. <u>Adjournment of the Assembly</u></p> <p>(1) A Minister may move “That this Assembly do now adjourn” at any time after the conclusion of Questions to Ministers at any sitting, but any other Member may only move such a motion under Standing Order No. 12 (Adjournment – Definite Matter of Urgent Public Importance).</p> | (Unaltered) |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(2) The Speaker shall at 9.55 p.m. interrupt the business under consideration which shall stand deferred to the next sitting day, unless the Member in charge of the business names a different sitting day to which that business should be deferred. If the Assembly is in Committee at that time the Chairman shall leave the Chair forthwith, report to the Assembly and the Committee shall be directed to sit again on such day as the Leader of Government Business shall direct. Then at the time appointed for the termination of the sitting in paragraph one (1) of the Standing Order, the Speaker shall adjourn the Assembly without question put.</p> | (Unaltered) |
| <p>(3) A Minister may, without notice, at the time appointed in Standing Order No. 13 (Order of Business), move that the proceedings on any specified business be exempted at that day's sitting from the provisions of paragraph four (4) of this Order and any such motion shall be decided without amendment or debate. Any business so exempted shall not be interrupted at 9.55 p.m. Upon the conclusion of all business so exempted, the Speaker shall call upon a Minister, to move "That this Assembly do now adjourn", and, if it is then after 10.00 p.m., the Speaker shall adjourn the Assembly without question put.</p> | (Unaltered) |
| <p>(4) Upon any motion "That this Assembly do now adjourn", a debate may take place in which any matter for which a Minister is responsible may be raised by a Member who has obtained the right to raise a matter on the motion for the adjournment that day. The Minister responsible for the matter raised shall reply. Both the Member who has obtained such a right and the Minister replying shall each be entitled to address the Assembly for fifteen minutes and this time shall not be extended. Thereafter, if time permits, any other Member</p> | (Unaltered) |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>who has obtained the right may similarly raise another matter subject to the same conditions. Any such debate shall cease at 10.00 p.m.</p> <p>(5) If the motion which a debate under the provisions of paragraph four (4) of this Standing Order takes place has been made before the moment of interruption, such motion shall not lapse and such debate shall not be interrupted at the moment of interruption but shall continue for a maximum of thirty minutes. Thereafter the motion shall lapse.</p> <p>(6) The right to raise a matter on the motion for the adjournment of the Assembly shall be allotted to a maximum of two Members only for each sitting day, if necessary by ballot, under the directions of the Speaker.</p> <p>(7) Any Member wishing to obtain the right to raise a matter on the motion for the adjournment shall give not less than three days' written notice thereof to the Speaker specifying the matter which he or she proposes to raise.</p> <p>(8) Should the Member fail to obtain such right for the sitting day named in his or her notice, he or she shall, at his or her request, be included in any vote held for the next succeeding sitting day, subject to such arrangements as the Speaker may make.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>7) Any Member wishing to obtain the right to raise a matter on the motion for the adjournment shall give not less than three days' written notice thereof to the Speaker specifying the matter which he or she proposes to raise with the approval of the Speaker.</p> <p>(Unaltered)</p> |
| <p><u>12. Adjournment – Definite Matter of Urgent Public Importance</u></p> <p>(1) Any Member may at the time appointed under Standing Order No. 13 (Order of Business) rise in his or her place and ask leave to move the adjournment of the Assembly for the purpose of discussing a definite matter of urgent public importance.</p> | <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(2) A Member who wishes so to ask leave to move the adjournment of the Assembly shall, before the commencement of the sitting, hand to the Speaker a written notification of the matter which he or she wishes to discuss. The Speaker shall refuse to allow the claim unless he or she is satisfied that the matter is definite, urgent and of public importance and may properly be raised on a motion for the adjournment of the Assembly.</p> <p>(3) If the Speaker is so satisfied and either –</p> <p>(a) Leave of the Assembly is given; or</p> <p>(b) If it is not given, at least eighteen elected Members rise in their places to support the request,</p> <p>the motion shall stand over until 4.30 p.m. on the same day, and at that time any proceedings on which the Assembly is engaged shall be postponed until the motion for the adjournment is disposed of or until 9.00 p.m., whichever is the earlier. At 9.00 p.m. the motion for the adjournment, if not previously disposed of, shall lapse and the proceedings which have been postponed shall be resumed.</p> <p>(4) Not more than one motion for the adjournment of the Assembly under this Standing Order may be allowed at any one sitting.</p> | <p>(2) A Member who wishes so to ask leave to move the adjournment of the Assembly shall, before the commencement of the sitting, hand to the Speaker a written notification of the matter which he or she wishes to discuss. The Speaker shall refuse to allow the claim unless he or she is satisfied that the matter is definite, urgent and of public importance and may properly be raised on a motion for the adjournment of the Assembly. (See Appendix)</p> <p>3) If the Speaker is so satisfied and either –</p> <p>(a) Leave of the Assembly is given; or</p> <p>(b) If it is not given, at least eighteen elected Members rise in their places to support the request,</p> <p>the motion shall stand over until 5.00 p.m. on the same day, and at that time any proceedings on which the Assembly is engaged shall be postponed until the motion for the adjournment is disposed of or until 9.00 p.m., whichever is the earlier. At 9.00 p.m. the motion for the adjournment, if not previously disposed of, shall lapse and the proceedings which have been postponed shall be resumed.</p> <p>(Unaltered)</p> |

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| <p>CHAPTER III ARRANGEMENTS OF BUSINESS</p> <p>13. <u>Order of Business</u></p> <p>Unless the Assembly otherwise direct, the business of each sitting day shall be transacted in the following order –</p> <ul style="list-style-type: none"> (a) Prayers (b) Oath of a New Member (c) Messages from the President (d) Announcements by the Speaker (e) Presentation of Petitions (f) Presentation of Papers and Reports (g) Reports from Committees (h) Oral questions without Notice (i) Questions on Notice (j) Statements by Ministers, including Policy Statement (k) Personal Explanations (l) Requests for Leave to Move the Adjournment of the Assembly on Definite Matters of Urgent Public Importance (m) Motions Relating to the Business or Sitzings of the Assembly and Moved by a Minister (n) Introduction of Bills (o) Public Business <ul style="list-style-type: none"> Government Business Private Members' Business Committee Business | <p>Unless the Assembly otherwise direct, the business of each sitting other than Private Members' Day shall be transacted in the following order –</p> <ul style="list-style-type: none"> (a) Prayers (b) Oath of a New Member (c) Messages from the President (d) Announcements by the Speaker (e) Presentation of Petitions (f) Presentation of Papers and Reports (g) Reports from Committees (h) Oral questions without Notice (i) Questions on Notice (j) Statements by Ministers, including Policy Statement (k) Personal Explanations (l) Requests for Leave to Move the Adjournment of the Assembly on Definite Matters of Urgent Public Importance (m) Motions Relating to the Business or Sitzings of the Assembly and Moved by a Minister (n) Introduction of Bills (o) Public Business <ul style="list-style-type: none"> Government Business Private Members' Business Committee Business <p>2) Except on Private Members' Day the order of business in (o) shall be</p> <p style="text-align: center;">Private Members' Business Government Business Committee Business</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>14. <u>Order Paper</u></p> <p>(1) In accordance with Standing Orders, the Clerk of the Assembly shall prepare an Order Paper for each sitting of the Assembly showing the business before the National Assembly in the sequence in which orders of business are called on.</p> <p>(2) The Order Paper shall be circulated as early as possible before each sitting.</p> <p>(3) An order may be postponed on motion moved without notice by the Member in charge of the order or, in his or her absence, by another Member he or she has asked.</p> <p>(4) If any notices or orders of the day on the Order Paper have not been called on before the adjournment of the Assembly, they shall be listed on the Order Paper for the next sitting.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>15. <u>Presentation of Petitions</u></p> <p>(1) The Member presenting a Petition may state concisely the purport of the Petition.</p> <p>(2) A Petition shall not be presented to the Assembly unless it shall have been endorsed by the Clerk as being in accordance with the rules in regard to Petitions.</p> <p>(3) Every Petition must conclude with a prayer setting forth the general objects of the Petition.</p> <p>(4) The Assembly will not receive any Petition</p> <p style="padding-left: 20px;">(a) which is not addressed to the Assembly and which is not properly and respectfully worded; and</p> <p style="padding-left: 20px;">(b) which has not at least one signature on the sheet on which the prayer of the Petition appears.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(3) Every Petition must conclude with a plea setting forth the general objects of the Petition.</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(5) All Petitions presented to the Assembly shall be ordered to lie upon the Table without question put unless a Member when presenting a Petition moves for it to be read, printed or referred to a Select Committee and any such motion shall be determined without amendment or debate.</p> | <p>(Unaltered)</p> |
| <p>16. <u>Presentation of Papers and Reports</u></p> <p>(1) Every Paper shall be presented by the Speaker or a Minister and its presentation shall be recorded in the Minutes of Proceedings.</p> <p>(2) A Minister presenting a Paper may make a short explanatory statement of its contents but no debate shall then take place upon any such statement.</p> <p>(3) All Papers presented to the Assembly shall be ordered to lie upon the Table without question put and any motion for the printing thereof shall be determined without amendment or debate.</p> <p>(4) A report from any Committee shall be presented to the Assembly by the Chairman of that Committee or by such other Member thereof as the Chairman may designate and shall be ordered to be published without question put.</p> <p>(5) The Leader of Government Business may present any Paper containing the reply of the Government to the recommendations or opinions expressed by a Committee of the Assembly and tabled in a report. Such a Paper shall be ordered to be published without question put.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>CHAPTER IV QUESTIONS TO MINISTERS</p> <p>17. <u>Nature of Questions</u></p> <p>(1) Questions may be put to Minister relating to the responsibility with which he or she has been assigned.</p> <p>(2) The right to ask a Question shall be subject to the following rules, as to the interpretation of which the Speaker shall be the sole judge.</p> | <p>(1) Questions may be put to a Minister relating to the responsibility with which he or she has been assigned.</p> <p>(2) The right to ask a Question shall be subject to the Standing Orders in Chapter IV, the interpretation of which the Speaker shall be the sole judge.</p> |
| <p>18. <u>Oral Questions without Notice</u></p> <p>There shall be a 20 minute period for Oral Questions without Notice at the appropriate stage in the Order of Business at each sitting of the Assembly which shall be subject to the following rules:</p> <ul style="list-style-type: none"> (a) the permission of the Speaker to ask the Question must be obtained before the start of the sitting. (b) only Questions that are urgent and important or relate to the business of the day shall be permitted; (c) questions and answers shall be brief and precise and stated without argument or opinion; (d) supplementary questions, not exceeding two (2) per original Question, may be permitted at the discretion of the Speaker. | <p>(Unaltered)</p> |

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| <p>19. <u>Question on Notice</u></p> <p>(1) Notice of a Question on Notice shall be given by a Member in writing to the Clerk, not later than twenty-one (21) clear days before the sitting day on which the answer is required.</p> <p>(2) Notice of a Question may be handed by a Member to the Clerk when the Assembly is sitting, or may be sent to or left at the Parliament Office at any time during the hours prescribed for the purpose. Every such notice must be signed by the Member giving it.</p> <p>(3) A Member may have up to five (5) Questions on the Order Paper at any one time and not more than three (3) of these Questions shall be for oral answers. A Member requiring an oral answer to his or her Question shall so indicate or mark it with an asterisk.</p> <p>(4) A Member who has given notice of a Question for oral answer may request that it be converted to a Question for written answer. Notice of such a request shall be given by the Member in writing to the Clerk on any working day before the sitting day on which the answer is required.</p> <p>(5) A Member who has given notice of a Question for written answer may request that it be converted to a Question for oral answer. Notice of such a request shall be given by the Member in writing to the Clerk not less than seven (7) clear days before the sitting day on which the answer is required.</p> <p>(6) If in the opinion of the Speaker a Question for oral answer is of such a nature as to require a lengthy reply, the Speaker may direct that such Question be converted to a Question for written answer.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>20. <u>Contents of Question</u></p> <p>(1) Every Question shall conform to the following rules -</p> <p>(a) a Question shall not contain more than one issue and shall be concise;</p> <p>(b) a Question shall not include the names of persons or statements not strictly necessary to render the Question intelligible;</p> <p>(c) a Question shall not contain statements which the Member who asks the Question is not prepared to substantiate;</p> <p>(d) a Question shall not contain arguments, inferences, opinions, imputations, epithets or offensive expressions;</p> <p>(e) a Question shall not refer to Proceedings in a Committee of the National Assembly which have not been reported to the National Assembly;</p> <p>(f) a Question shall not seek information about any matter which is of its nature secret;</p> <p>(g) a Question shall not reflect on the decision of a court of Law and no Question shall be asked on any matter which is <i>sub judice</i>;</p> | <p><u>Contents of Questions</u></p> <p>(1) The right to ask a question shall be subject to the following general rules, as to interpretation of which the Speaker shall be the sole judge -</p> <p>(a) The proper object of a question is to obtain information on a question of fact within the official cognisance of the Minister to whom it is addressed, or to ask for official action.</p> <p>(b) shall not deal with the action of a Minister for which he is not responsible to the Assembly;</p> <p>Renumber the original (a) to (f) as (c) to (h)</p> <p>New paragraph (i) to replace existing (g)</p> <p>A question shall not be asked –</p> <p>(i) on any matter which is <i>sub judice</i>;</p> <p>(ii) which deals with matters referred to a Commission of Enquiry and which is being heard by the said Commission;</p> |

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| <p>(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;</p> <p>(i) a Question shall not be asked as to whether statements in the Media or of private individuals or bodies or persons are accurate.</p> <p>(j) a Question shall not be asked as to the character or conduct of any person except in his or her official or public capacity.</p> <p>(k) a Question shall not be asked reflecting on the character or conduct of any person whose conduct can only be challenged on a substantive motion;</p> <p>(l) a Question shall not refer discourteously to, or seek information about, the internal affairs of any territory within the Commonwealth or of a friendly foreign State;</p> <p>(m) a Question shall not be asked making or implying a charge of a personal character;</p> <p>(n) a Question shall not be asked seeking information set forth in accessible or ordinary works of reference;</p> <p>(o) a Question fully answered shall not be asked again during the same session.</p> | <p>Renumber the original (h) to (o) as (j) to (q)</p> |

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| <p>(2) If the Speaker is of the opinion that any Question of which a Member has given notice to the Clerk or which a Member has sought permission to ask without notice, is an abuse of the right of questioning or infringes any of the provisions of this or any other Standing Order, he or she may direct –</p> <p>(a) that it be printed or asked with such alterations as he or she may direct; or</p> <p>(c) that the Member concerned be informed that the Question is inadmissible.</p> | (Unaltered) |
| <p>21. <u>Notice Paper - Questions</u></p> <p>Once a Question on Notice has been approved by the Speaker, the Clerk of the Assembly shall immediately prepare and circulate to Members, a Notice Paper setting out the following:</p> <p>Question No., Member Asking, Question Details, Minister Answering, Date Received, Date for Order Paper.</p> | (Unaltered) |
| <p>22. <u>Manner of asking and answering Questions</u></p> <p>(1) Questions on Notice shall be raised at the time appointed by Standing Order No. 13 [Order of Business] and the time allotted for such Questions and answers shall not exceed forty (40) minutes.</p> | (Unaltered) |

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| <p>(2) At the time for the asking and answering of Questions on Notice under Standing Order No. 13 (Order of Business), the Speaker shall call in turn upon each Member in whose name a Question stands upon the Order Paper, in the order in which the Questions are printed. The Member so called shall then rise in his or her place and ask the Question by reference to its number on the Order Paper.</p> | <p>(Unaltered)</p> |
| <p>(3) In the case of a Question for oral reply, the Minister questioned shall rise in his or her place and give his or her reply. However, a Minister may decline to answer a Question, if the publication of the answer would in his or her opinion be contrary to the public interest.</p> | <p>(Unaltered)</p> |
| <p>(4) In the case of a Question for written reply, the Minister questioned shall immediately pass copies of the answer to the Clerk of the Assembly who shall circulate the answer to Members at that sitting and record the Question and the reply in the Minutes of the Proceedings.</p> | <p>(Unaltered)</p> |
| <p>(5) In the absence of the Minister to whom it is addressed, a Question may be answered by any other Minister duly authorised to give the answer on behalf of the absent Minister.</p> | <p>(5) In the absence of the Minister to whom it is addressed, a Question may be answered by any other Minister duly authorised to give the answer on behalf of the absent Minister or on a request for deferment be held over for the next sitting where the Minister is present.</p> |
| <p>(6) After an oral answer to a Question has been given, supplementary questions may be asked for the purpose of elucidating the answer given orally, but the Speaker may refuse any such question which in his or her opinion introduces matters not relative to the original Question, or which infringes any of the provisions of Standing Order No. 20 (Contents of Question).</p> | <p>(6) After an oral answer to a Question has been given, supplementary questions may be asked for the purpose of elucidating the answer given orally, but the Speaker may refuse any such question which in his or her opinion introduces matters not relevant to the original Question, or which infringes any of the provisions of Standing Order No. 20 (Contents of Question).</p> |

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| <p>(7) When all the Questions on notice have been called, the Speaker, if time permits, shall call again any Question which has not been asked by reason of the absence of the Member in whose name it stands; in which case another Member may, if deputed by the absent Member, on his or her behalf either ask the Question or request its postponement.</p> | <p>(Unaltered)</p> |
| <p>(8) Questions on the Order Paper for oral answers which remain outstanding at the expiration of forty (40) minutes shall be answered in writing by the Minister to whom the Question was addressed, who shall immediately pass copies of his or her answer to the Clerk of the Assembly for circulation to Members at that sitting and for inclusion in the Minutes of Proceedings, unless at any time before the expiration of time a Member having a Question on the Order Paper for oral answer but whose name has not yet been called by the Speaker signifies to the Clerk at the Table his or her desire to postpone the Question to a later sitting or to withdraw it.</p> | <p>(Unaltered)</p> |
| <p>(9) At the request of a Minister and with the approval of the Assembly, the answer to a Question on the Order Paper may be deferred, once only, for a period of twelve (12) clear days.</p> | <p>(Unaltered)</p> <p>New paragraph:</p> <p>(10) Due to the absence of a Member who has asked a question, the question may be deferred for no more than three sittings and then would be removed from the Order Paper.</p> |
| <p>(10) A Question may be withdrawn only at the request of the Member in whose name the Question stands on the Order Paper.</p> | <p>(11) (Renumbered) (Unaltered)</p> |
| <p>(11) A Question withdrawn from the Order Paper may be asked again provided that notice as required by these Standing Orders is given.</p> | <p>(12) (Renumbered) (Unaltered)</p> |

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| <p>CHAPTER V PERSONAL EXPLANATIONS</p> <p>23.</p> <p>23. <u>Personal Explanations</u></p> <p>With the leave of the Speaker, a Member may make a personal explanation at the time appointed under the Standing Order No. 13 (Order of Business) although there be no question before the Assembly; but no controversial matter may be brought forward nor any debates arise upon the explanation.</p> | <p>CHAPTER V STATEMENTS BY MINISTERS AND PERSONAL EXPLANATIONS</p> <p>23. (1) <u>Statements by Ministers, Including Policy Statements</u></p> <p>A Minister may rise to make a statement on any matter of public interest including matters of government policy at the appropriate point on the Order Paper. Ministers may announce legislative proposals they intend to submit to Parliament or the course they intend to adopt in the transaction and arrangement of public business. Prior notice to the Speaker is necessary but neither his permission nor leave of the House is required.</p> <p>There is no debate on the statement.</p> <p>(2) <u>Personal Explanations</u></p> <p>(Unaltered)</p> |
| <p>CHAPTER VI: PUBLIC BUSINESS</p> <p>24. <u>Arrangements of Public Business</u></p> <p>(1) Public Business shall consist of Motions and Bills.</p> <p>(2) Subject to the Provisions of these Standing Orders. Government Business shall have precedence on every day except Wednesdays when Private Members' Business shall have precedence.</p> | <p>(Unaltered)</p> <p>(2) Subject to the provisions of these Standing Orders. Government Business shall have precedence on every day except on every fourth sitting when Private Members' Business shall have precedence.</p> |

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| <p>(3) Government Business shall consist of Motions proposed to be made and Bills sponsored by Ministers or Parliamentary Secretaries and shall be set down in such order as the Government think fit.</p> <p>(4) Private Members' Business shall be set down on the Order Paper by the Clerk of the Assembly in the order in which they qualify for the Order Paper.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>25. <u>Questions for Debate</u></p> <p>(1) Subject to the provisions of the Constitution and these Standing Orders, any Member may introduce any Bill or propose any motion for debate in the Assembly, or may present any Petition to the Assembly, and the same shall be disposed of in accordance with these Standing Orders:</p> <p>Provided that, except on the recommendation or with the consent of the Cabinet signified by a Minister, the Assembly shall not –</p> <p>(a) proceed upon any Bill (including any amendment to a Bill) which, in the opinion of the person presiding, makes provision for any of the following purposes –</p> <ul style="list-style-type: none"> (i) for imposing or increasing any tax; (ii) for imposing any charge upon the Consolidated Fund or any other public fund of Guyana or for altering any such charge otherwise than by reducing it; (iii) for the payment, issue or withdrawal from the Consolidated Fund or any other public fund of Guyana of any moneys not charged thereon or any increase in the amount of such a payment, issue or withdrawal; or | <p>(Unaltered)</p> |

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| <p>(iv) for compounding or remitting any debt due to Guyana: or</p> <p>(b) proceed upon any motion (including any amendment to a motion) the effect of which, in the opinion of the person presiding, would be to make provision for any of the purposes aforesaid.</p> <p>(2) The signification of the recommendation of consent of the Cabinet shall be recorded in the Minutes of Proceedings.</p> <p>(3) When a question for debate has been proposed, debated and decided, it shall not be competent for any Member to raise a question substantially identical thereto in the same session except upon a substantive motion for rescission.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>26. <u>Admissibility of Motions</u></p> <p>In order that a motion may be admissible, it shall satisfy the following conditions, namely:-</p> <p>(a) It shall raise substantially one definite issue;</p> <p>(b) It shall not contain ironical, unbecoming or offensive expressions or words that would not be permitted in debate;</p> <p>(c) It shall not contain the names of persons unless they are strictly necessary to render the motion intelligible;</p> <p>(d) It shall not refer to the conduct or character of persons except in their public capacity;</p> <p>(e) It shall not receive discussion of a matter which has been discussed in the same session;</p> <p>(f) It shall not anticipate discussion of a matter which is likely to be discussed in the same session;</p> | <p>(Unaltered)</p> |

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| <p>(g) It shall not relate to any matter which is under adjudication by a court of Law;</p> <p>(h) It shall not relate to matters which have been referred to a Committee of the National Assembly for consideration and report;</p> <p>(i) It shall not relate to a matter with which the Government is not officially concerned.</p> | |
| <p>27. <u>Notice of Motions or Amendments</u></p> <p>(1) Where under these Standing Orders notice is required such notice shall be given in writing, signed by the Member and addressed to the Clerk. Such notice shall be handed to the Clerk when the Assembly is sitting or sent to, or left at, the Parliament Office at any time during the hours prescribed for the purpose.</p> <p>(2) If the Speaker is of opinion that any notice of motion which has been received by the Clerk infringes the provisions of any Standing Order or is in any other way out of order, he or she may direct-</p> <p>(a) that the Member concerned be informed that the notice of motion is out of order; or</p> <p>(b) that the notice of motion be entered in the Order Book with such alterations as he or she may direct.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>28. <u>Period of Notice</u></p> <p>(1) Except as provided in paragraph (2) of this Standing Order, a Government motion shall not be placed upon the Order Paper for a day earlier than seven (7) days from the day on which the Notice was given to the Clerk.</p> <p>(2) With the consent of the Speaker, a Government motion may be placed upon the Order Paper for the sitting of the day following that on which notice was given to the Clerk</p> <p>(3) Except as provided in paragraph (8) of Standing Order No. 103 (Reports from Select Committees), a Private Member's motion shall not be placed upon the Order Paper for a day earlier than twelve (12) days from the day on which the notice was published in the Notice Paper.</p> | <p>(1) Except as provided in paragraph (2) of this Standing Order, a Government motion shall not be placed upon the Order Paper for a day earlier than six (6) days from the day on which the Notice was given to the Clerk.</p> <p>(Unaltered)</p> <p>(3) Except as provided in paragraph (9) of Standing Order No. 104 (Reports from Select Committees), a Private Member's motion shall not be placed upon the Order Paper for a day earlier than twelve (12) days from the day on which the notice was published in the Notice Paper.</p> |
| <p>29. <u>Notice Paper - Motions</u></p> <p>Once a Motion has been approved by the Speaker, the Clerk of the Assembly shall immediately prepare and circulate to Members, a Notice Paper setting out the following:</p> <p>Date Received. Member giving Notice. Motion. Date for Order Paper.</p> | <p>(Unaltered)</p> |
| <p>30. <u>Exemption from Notice</u></p> <p>Unless the Standing Orders otherwise provide, notice shall be given of any motion which is proposed to be made, with the exception of the following:-</p> <p>(a) a motion for the amendment of any motion;</p> | <p>(Unaltered)</p> |

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| <ul style="list-style-type: none"> (b) A motion for the adjournment of the Assembly or a debate; (c) A motion of the election of a temporary presiding officer under paragraph (1) of Standing Order No. 4 (presiding in the Assembly and in Committee); (d) A motion for the suspension of Standing Orders put with the leave of the Speaker; (e) A motion for the withdrawal of strangers; (f) A motion that the Assembly resolve itself into Committee; (g) A motion made in the Committee of the Whole Assembly, other than the Committee of Supply; (h) A motion for the suspension of a Member; (i) A motion that a Petition be read, printed or referred to a Select Committee; (j) A motion for the printing of a Paper under paragraph (3) of Standing Order No. 16 (presentation of Papers); (k) A motion relating to a matter of privilege; (l) A motion arising out of any item of business made immediately after that item is disposed of and before the next item is entered upon; (m) A motion to commit a Bill to a Sectoral Committee or to a Select Committee under Standing Order No. 54 or Standing Order No. 58; (n) A motion to recommit a Bill under paragraph (1) of Standing Order No. 63 (Recommittal of Bills reported from the Committee of the Whole Assembly); (o) A motion for withdrawal of a Bill under Standing Order No. 68 (Withdrawal of Bills); (p) A motion of respect of which Notice has been dispensed with under Standing Order No. 31 (dispensing with notice); | |

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| (q) A motion "That the question be now put" under paragraph (1) of Standing Order No.44 (Closure of debate). | |
| <p>31. <u>Dispensing with Notice</u></p> <p>Notice shall not be dispensed with in the case of a motion or in respect of any proceedings for which notice is required, except with the consent to the Speaker and the assent of the majority of the Members present at the time.</p> | (Unaltered) |
| <p>32. <u>Privilege Motions</u></p> <p>(1) A motion directly concerning the privilege of the Assembly shall take precedence over all other business.</p> <p>(2) Any Member desiring to raise a matter under this Standing Order shall first obtain leave of the Speaker who will determine whether the Member is entitled to raise the matter as a question of privilege.</p> <p>(3) If permission is given by the Speaker under paragraph (2) of this Standing Order, the Member so permitted may raise it any time after Questions to Ministers and move that the matter be referred to the Committee of Privileges.</p> <p>(4) No debate shall ensue on a motion under this Standing Order but if the Speaker decides that a <i>prima facie</i> case has been made out he or she shall so state and refer the matter to the Committee of Privileges.</p> <p>(5) If during a sitting of the Assembly a matter suddenly arises which appears to involve the Privileges of the Assembly and which calls for the immediate intervention of the Assembly, the proceedings may be interrupted, save during the progress of a division, by a motion based on such a matter.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| (6) No Member moving a matter under this Standing Order may speak for more than fifteen minutes. | (Unaltered) |
| <p>33. <u>Moving of Motions</u></p> <p>(1) On a motion made and when necessary seconded, the Speaker shall propose the question to the Assembly and, and after debate, if any, shall then put the question for the decision of the Assembly.</p> <p>(2) If a motion embodies two or more separate propositions, the propositions may be proposed by the Speaker as separate questions.</p> <p>(3) If a Member desires to vary the term of a motion standing in his or her name, he or she may do so by giving an amended notice of motion, provided that such amendment does not, in the opinion of the Speaker, materially alter any principle embodied in the original motion or the scope thereof. Such amended notice of motion shall run from the time at which the original notice of motion was given.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>34. <u>Seconding of Motions</u></p> <p>(1) In the Assembly the question upon a motion or amendment shall not be proposed by the Speaker unless such motion or amendment has been seconded:</p> <p style="padding-left: 40px;">Provided that Government Business shall not require seconding.</p> <p>(2) In Committee of the Whole Assembly a seconder shall not be required.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>35. <u>Motions not Moved or Seconded</u></p> <p>(1) If a Member does not move a motion or amendment which stands in his or her name when he or she is called on, it shall be removed from the Order Paper unless deferred by leave of the Assembly or moved by some other Member, duly authorized by that Member:</p> <p>Provide that Government Business may be moved by any other Minister.</p> <p>(2) No question shall be proposed upon a motion or amendment which, under these Standing Orders, is required to be seconded, if it is not so seconded.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>36. <u>Withdrawal of Motions</u></p> <p>(1) A motion may be withdrawn, at the request of the mover, after it has been moved, by leave of the Assembly or Committee, before the question is fully put thereon, provided there is no dissentient voice.</p> <p>(2) A motion so withdrawn may be made again in the same Session provided that notice as required by these Standing Orders, is given.</p> <p>(3) If an amendment has been proposed to a motion, the original motion cannot be withdrawn until the amendment has been disposed of.</p> | <p>(1) A motion, after it has been moved by leave of the Assembly or Committee, and before the question is fully put thereon, may be withdrawn at the request of the mover, provided there is no dissentient voice.</p> <p>Renumbered sub clause (3)</p> <p>Renumbered sub clause (2)</p> |
| <p>37. <u>Amendments to Motions</u></p> <p>(1) When any motion is under consideration in the Assembly or in a Committee thereof an amendment may be proposed to the motion if it is relevant thereto.</p> <p>(2) An amendment may be proposed to any such amendment if it is relevant thereto.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| (3) An amendment shall not be moved which has merely the effect of a negative vote. | (Unaltered) |
| (4) An amendment to a motion may be moved and seconded at any time after question upon the motion has been proposed by the Speaker or Chairman, and before it has been put by the Speaker or Chairman at the conclusion of the debate upon the motion. When every such amendment has been disposed of, the Speaker or Chairman shall either again propose the question upon the motion or shall propose the question upon the motion as amended, as the case may require, and after any further debate which may arise thereon, shall put the question to the Assembly or Committee for its decision. | (Unaltered) |
| <p>(5) (a) Upon any amendment to leave out any of the words of the motion, the question to be proposed shall be “That the words proposed to be left out be left out of the question”.</p> <p>(b) Upon any amendment to insert words in, or add words at the end of a motion, the question to be proposed shall be “That those words be there inserted” (or “added”).</p> <p>(c) Upon any amendment to leave out words and insert or add other words instead, a question shall first be proposed “That the words proposed to be left out, be left out of the question”, and only if that question is agreed to, shall the question then be proposed “That those words be there inserted” (or “added”).</p> | (Unaltered) |

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| <p>(d) When two or more amendments are proposed to be moved to the same motion, the Speaker shall call upon the movers in the order in which their amendments relate to the text of the motion, or in case of doubt in such order as he or she shall decide.</p> <p>(e) Any amendment may be withdrawn at the request of the mover, by leave of the Assembly, before the question is fully put thereon, provided that there is no dissentient voice.</p> <p>(6) (a) An amendment to an amendment may be moved and seconded at any time after the question upon the original amendment has been proposed and before it has been put at the conclusion of the debate on the original amendment.</p> <p>(b) The provisions of paragraph (5) of this Standing Order shall apply to the discussion of amendments to amendments except that in any question to be put, the words "original amendment" shall be substituted for the word "question".</p> <p>(c) When every such amendment to an amendment has been disposed of, the Speaker shall either again propose the question upon the original amendment, or shall propose the question upon the original amendment as amended, as the case may require.</p> | <p>(e) (i) Any amendment may be withdrawn at the request of the mover, by leave of the Speaker before the question is fully put thereon.</p> <p>(ii) An amendment withdrawn in accordance with 37(5)(e)(i) may be moved by another Member before the question is fully put thereon.</p> <p>(Unaltered)</p> |

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| <p>(7) An amendment, whether in the Assembly or in Committee of the Whole Assembly, shall be put into writing by the mover and delivered to the Clerk before the question is proposed thereon.</p> <p>(8) When the question upon an amendment to a motion has been proposed by the Speaker or Chairman an earlier part of the motion may not be amended unless the amendment under discussion is withdrawn.</p> <p>(9) An amendment shall not raise any question which, by these Standing Orders, can only be raised by a substantive motion after notice.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>CHAPTER VII: RULES OF DEBATE</p> <p>38. <u>Time and Manner of Speaking</u></p> <p>(1) A Member desiring to speak shall rise in his or her place and if called upon shall address his or her observations to the Speaker or the Chairman. No Member shall speak unless called upon by the Speaker or Chairman.</p> <p>(2) If two or more Members rise at the same time, the Speaker or Chairman shall call upon the Member who first catches his or her eyes.</p> <p>(3) No Member shall speak more than once on any question except-</p> <ul style="list-style-type: none"> (a) when the Assembly is in Committee (b) in explanation as prescribed in paragraph (4) of this Standing Order, or (c) in the case of a mover of a substantive motion or the Member in charge of a Bill, in reply: | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>Provided that any Member may, without prejudice to his or her right to speak at a later period of the debate, second a motion or amendment by rising in his or her place and stating that it is his or her intention to second the motion or amendment.</p> | |
| <p>(4) A Member who has spoken on a question may again be heard to offer explanation of some material part of his or her speech which he or she claims has been misrepresented, but he or she shall not introduce new matter.</p> | (Unaltered) |
| <p>(5) A Member who has spoken again when a new question has been proposed by the Speaker or Chairman, such as a proposed amendment or a motion for the adjournment of the debate.</p> | (Unaltered) |
| <p>(6) A Member shall not read his or her speech except with the leave of the Speaker but he or she may read extracts from books or papers in support of his or her argument, and may refresh his or her memory by reference to notes.</p> | (Unaltered) |
| <p>(7) No Member may speak on any question after it has been put to the vote by the Speaker or Chairman, that is, after the voices of the Ayes and Noes have been collected.</p> | (Unaltered) |
| <p>(8) No Member may speak on any matter in which he or she has a direct personal pecuniary interest, without disclosing the extent of that interest.</p> | (Unaltered) |
| <p>(9) No Member shall be entitled to speak for more than thirty minutes on any question except that – (a) A mover of a motion shall be entitled to speak for forty-five minutes on such motion or in reply; and</p> | (Unaltered) |

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| <p>(b) The Speaker shall grant extensions of time for periods of fifteen minutes to any Member upon the Assembly approving a motion made that such extension be granted. Any such motion shall be put forthwith without debate.</p> | |
| <p>39. <u>Right of Reply</u></p> <p>(1) The mover of a motion may reply after all the other Members present have had an opportunity of addressing the Assembly and before the question is put, and after such reply no other Member may speak, except as provided in paragraph (2) of this Standing Order.</p> <p>(2) A Minister may conclude a debate on any motion which is critical of the Government or reflects adversely on or is calculated to bring discredit upon the Government or a Government Officer.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>40. <u>Interruptions</u></p> <p>Subject to these Standing Orders, no Member shall interrupt another Member except-</p> <p>(a) by rising on a Point of Order, when the Member speaking shall resume his or her seat and the Member interrupting shall simply direct attention to the point which he or she desires to bring to notice and submit it to the Speaker or Chairman for decision; or</p> <p>(b) to elucidate some matter raised by that Member in the course of his or her speech, provided that the Member speaking is willing to give way and resumes his or her seat and that the Member wishing to interrupt is called by the Chair.</p> | <p>(Unaltered)</p> |

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| 41. <u>Contents of Speeches</u> | |
| (1) Subject to these Standing Orders, debate upon any motion, Bill or amendment shall be relevant to such motion. Bill or amendment, and a Member shall confine his or her observations to the subject under discussion. | (Unaltered) |
| (2) Reference shall not be made to any matter which is <i>sub judice</i> , in such a way as might, in the opinion of the Chair, prejudice the interest of parties thereto. | (Unaltered) |
| (3) It shall be out of order to attempt to reconsider any specific question on which the Assembly has come to a conclusion during the current session except upon a substantive motion for rescission. | (Unaltered) |
| (4) It shall be out of order to use offensive and insulting language about Members of the Assembly. | (Unaltered) |
| (5) A Member shall be referred to in the Assembly either with the title "Comrade" before his or her surname or official designation or as the "Honorable Member Mr. /Ms." | (Unaltered) |
| (6) No Member shall impute improper motive to any Member of the Assembly. | (Unaltered) |
| (7) The President's name shall not be used to influence the Assembly. | (Unaltered) |
| (8) The conduct of the President or any other person performing the function of President, Members of the Assembly and Judges of the Supreme Court of Judicature or other persons performing judicial functions shall not be raised except upon a substantive motion moved for the purpose. | (Unaltered) |

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| <p>42. <u>Scope of Debate</u></p> <p>(1) When an amendment proposes to leave out words and to add or insert other words instead of them, debate upon the question “That the words proposed to be left out of the question” may include both the words proposed to be left out and those proposed to be added or inserted.</p> <p>(2) On an amendment proposing only to leave out words or to add or to insert words, debate shall be confined to the omission, addition or insertion of such words respectively.</p> <p>(3) Debate upon any motion “That the debate be now adjourned” or “That this Assembly be now adjourned” if moved during any debate, or in Committee upon any motion “That the Chairman do report progress and ask leave to sit again”, shall be confined to the matter of such motion; and a Member who has made or seconded such motion shall not be entitled to move or second any similar motion during the same debate: but this paragraph shall not be construed as restricting the customary adjournment of the Assembly on the conclusion of the business of the day.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>43. <u>Anticipation</u></p> <p>(1) It shall be out of order to anticipate a Bill by discussion upon a motion dealing with the subject matter of that Bill.</p> <p>(2) It shall be out of order to anticipate a Bill or a notice of motion by discussion upon an amendment or a motion for the adjournment of the Assembly.</p> <p>(3) In determining whether discussion is out of order on the grounds of anticipation, regard shall be had by the Chair to the probability of the matter anticipated being brought before the Assembly within a reasonable time.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>44. <u>Closure of Debate</u></p> <p>(1) After a question has been proposed any Member may at any time during the course of debate rise in his or her place and move “That the question be now put” and unless it appears to the Chair that motion is an abuse of the rules of the Assembly or an infringement of the rights of the minority, the question “That the question be now put” shall be put forthwith. No debate on that motion shall be allowed, and if the motion is carried, the debate then before the Assembly shall cease and the question before the Assembly shall be put forthwith.</p> <p>(2) When the question “That the question be now put” has been carried and the question consequent thereon has been decided, any Member may claim that any other question already proposed from the Chair be now put and if the assent of the Chair is given such question shall be put forthwith and decided without amendment or debate.</p> <p>(3) A motion under this Standing Order shall not be decided in the affirmative if it appears on a division that less than eighteen Members voted in the majority in support of the motion.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>45. <u>Rules for Members Not Speaking</u></p> <p>A Member present in the Assembly during the debate-</p> <p>(a) shall enter or leave the assembly with decorum;</p> <p>(b) shall not read books, newspapers, letters or other documents save such as relate to the business before the Assembly.</p> | <p>(Unaltered)</p> <p>(b) shall not read books, newspapers, letters, other documents or read or operate computers or electronic devices save such as relate to the business before the Assembly except with the permission of the Speaker.</p> |

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| <p>(c) shall maintain silence while another Member is speaking and shall not interrupt, except in accordance with these Standing Orders; and</p> <p>(d) shall otherwise conduct himself in a fit and proper manner.</p> | <p>(e) shall not use a cellular phone in a manner which disturbs the Assembly.</p> |
| <p>CHAPTER VIII: RULES OF ORDER</p> <p>46. <u>Responsibility for Order in the Assembly and in Committee</u></p> <p>(1) The Speaker in the Assembly and the Chairman in Committee shall be responsible for the observance of the rules of order in the Assembly and Committee respectively and their decision upon any point of order shall not be open to appeal and shall not be reviewed by the Assembly except upon a substantive motion made after notice.</p> <p>(2) When the Speaker or Chairman rises, any Member then speaking or wishing to speak shall immediately resume his or her seat and the Assembly, or the Committee, shall be silent.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>47. <u>Order in the Assembly and in Committee</u></p> <p>(1) The Speaker or the Chairman, after having called the attention of the Assembly or of the Committee to the conduct of a Member who persists in irrelevant or tedious repetition either of his or her own arguments, or of the arguments used by other Members in debate, may direct him or her to discontinue his or her speech and to resume his or her seat.</p> | <p>(Unaltered)</p> |

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| <p>(2) The Speaker or the Chairman shall order any Member whose conduct is grossly disorderly to withdraw immediately from the Assembly during the remainder of that day's sitting and may direct such steps to be taken as are required to enforce this order. But if, on any occasion, the Speaker or the Chairman considers that his or her powers under the previous provision of this Standing Order are inadequate, the Speaker or Chairman may name such Member for disregarding the authority of the Chair under this Standing Order, in which event the procedure prescribed in the next succeeding paragraph should be followed.</p> | (Unaltered) |
| <p>(3) Whenever a Member has been named by the Speaker or the Chairman, then -</p> <p>(a) If the offence has been committed in the Assembly, the Speaker shall call upon a Minister to move "That Cde. / the Hon. Member Mr. /Ms..... be suspended from the service of the Assembly". The Speaker shall put the question on such motion forthwith, no seconder being required and amendment, adjournment or debate being allowed;</p> <p>(b) If the offence has been committed in Committee, the Chairman shall forthwith suspend the proceedings of the Committee and as soon as the Assembly has resumed, shall report the circumstances, whereupon the procedure provided for in the proceeding sub-paragraph shall be followed;</p> | (Unaltered) |

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| <p>(c) If any such motion be carried, and a Member be suspended, his or her suspension on the first occasion shall continue until the expiration of the tenth day, and on the second occasion shall continue until the expiration of the fifth day, and on the second occasion until after the expiration of the tenth day on which the Assembly sits after the day on which he or she was suspended, and on the third or any subsequent occasion until the Assembly resolves that such suspension be terminated.</p> | |
| <p>(4) Not more than one Member shall be named at the same time, unless several Members present together have jointly committed the offence.</p> | (Unaltered) |
| <p>(5) A Member who is directed to withdraw or who is suspended under this Standing Order shall forthwith leave the Assembly and its precincts.</p> | (Unaltered) |
| <p>(6) If any Member who has been directed to withdraw or who has been suspended under this Standing Order, refuses at any time to obey the direction of the Speaker to withdraw from the Assembly and its precincts, the Speaker shall call the attention of the Assembly to the fact that recourse to force is necessary in order to compel obedience to his or her direction, and the Member named by him or her as having so refused to obey his or her direction shall thereupon without further question put be suspended from the service of the Assembly during the remainder of the session.</p> | (Unaltered) |
| <p>(7) If resort to force is necessary, the Speaker may suspend the sitting during the removal of the Member.</p> | (Unaltered) |

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| <p>(8) A Member who is directed to withdraw or who is suspended under this Standing Order shall not be entitled to attend the sitting from which he or she was directed to withdraw or in a case of suspension to attend any sitting or enter the precincts of the Assembly until the termination of his or her suspension.</p> | (Unaltered) |
| <p>(9) In the case of grave disorder arising in the Assembly, the Speaker may, if he or she thinks it necessary to do so, adjourn the Assembly without question put, or suspend the sitting for a time to be named by him or her.</p> | (Unaltered) |
| <p>(10) Nothing in this Standing Order shall be taken to deprive the Assembly of the power of proceeding against any Member according to any resolution of the Assembly.</p> | (Unaltered) |
| <p>CHAPTER IX: VOTING</p> <p>48. <u>Decision of Questions</u></p> <p>(1) Save as otherwise provided in the Constitution or in these Standing Orders all questions proposed for decision in the Assembly or in Committee shall be determined by a majority of the votes of the elected Members thereof present and voting.</p> <p>(2) The Speaker or any other Member presiding shall not vote unless on any Question the votes are equally divided, in which case, except as otherwise provided in the next succeeding paragraph, he or she shall have and exercise a casting vote.</p> <p>(3) A Speaker elected from among persons who are not Members of the Assembly shall have neither an original nor a casting vote and if, upon any question before the Assembly when such a Speaker is presiding, the votes of the Members are equally divided, the motion shall be declared lost.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>49. <u>Collection of Voices</u></p> <p>(1) At the conclusion of a debate upon any question the Speaker or Chairman shall put that question for the decision of the Assembly, and shall collect the voices of the Ayes and of the Noes, after which no further debate may take place upon that question.</p> <p>(2) The result shall be declared by the Speaker or Chairman stating “I think the Ayes have it” or “I think the Noes have it” as the case may be; but any elected Member may challenge the opinion of the Chair by claiming a division.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>50. <u>Division</u></p> <p>(1) If a division is claimed, it shall be taken by the Clerk calling each elected Member’s name and asking each such Member separately how he or she desires to vote and recording the vote accordingly. The Clerk shall then announce the number of those who have voted for, those who voted against the proposal and those who declined to vote and the Speaker or Chairman shall declare the result of the division.</p> <p>(2) Every elected Member present, unless he or she expressly says that he or she declines to vote, shall record his or her vote either for the Ayes or the Noes. The Clerk shall enter in the Minutes of Proceedings the record of each Member’s vote, and the names of those Members who declined to vote.</p> <p>(3) If a Member states that he or she voted in error or that his or her vote has been counted wrongly, he or she may claim to have his or her vote altered provided that such claim is made as soon as the Clerk has announced the numbers and before the Chair has declared the results of the division. Upon such claim being</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| made the Speaker or Chairman. at his or her sole discretion shall either direct the Clerk to alter that Member's vote or direct a fresh division be held. | |
| <p>CHAPTER X: LEGISLATION</p> <p>51. <u>Private Members' Bill</u></p> <p>(1) Subject to the provisions of these Standing Orders, any Member, other than a Minister, desiring to introduce a Bill, shall give written notice to the Clerk of his or her intention to do so and shall together with the notice submit three copies of the Bill to the Clerk, along with an explanatory statement of objects and reasons which shall not contain arguments.</p> <p>(2) Copies of the Bill together with the explanatory statement of objects and reasons shall be circulated to Members by the Clerk.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>52. <u>Introduction and First Reading of Private Members' Bills</u></p> <p>(1) Having regard to the provisions of Standing Order No. 25, a Motion for leave to introduce a Private Member's Bill shall be set down under Private Members' Business on the Order Paper not earlier than fourteen (14) clear days from the date on which written notice was given to the Clerk.</p> <p>(2) If a motion for leave to introduce a Private Member's Bill is opposed, the Speaker, after permitting a brief explanatory statement by the Member moving for leave and by the Member opposing it, may without further debate or amendment, put the question.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| (3) If leave is granted, the Clerk shall then read aloud the title of the Bill, which shall be recorded in the Minutes of Proceedings as having been read a first time and ordered to be published, without question put. | (Unaltered) |
| <p data-bbox="168 448 810 526">53. <u>Introduction and First Reading of Government Bills</u></p> <p data-bbox="168 556 810 809">(1) Except as provided in paragraph (3) of this Standing Order any Member may move for leave to introduce a Bill of which he or she has given notice but a Bill may be presented to the Assembly on behalf of the Government after notice without an order of the Assembly for its introduction.</p> <p data-bbox="168 849 810 997">(2) A notice of the presentation of a Bill on behalf of the Government may be entered on the Order Paper for the day of the sitting on which the Bill is to be presented.</p> <p data-bbox="168 1037 810 1252">(3) Except on the recommendation or with the consent of the Cabinet signified by a Minister, the Assembly shall not proceed upon any Bill (including any amendment to a Bill) which, in the opinion of the person presiding, makes provision for any of the following purposes –</p> <ul style="list-style-type: none"> <li data-bbox="228 1292 810 1333">(a) for imposing or increasing any tax; <li data-bbox="228 1365 810 1513">(b) for imposing any change upon the Consolidated Fund or any other public fund of Guyana or for altering any such change otherwise than by reducing it; <li data-bbox="228 1545 810 1760">(c) for the payment, issue or withdrawal from the Consolidated Fund or any other public fund of Guyana or any moneys not changed thereon or any increase in the amount of such a payment, issue or withdrawal, or <li data-bbox="228 1803 810 1865">(d) for compounding or remitting any debt due to Guyana. | <p data-bbox="812 556 1446 596">(Unaltered)</p> <p data-bbox="812 849 1446 889">(Unaltered)</p> <p data-bbox="812 1037 1446 1077">(Unaltered)</p> |

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| <p>54. <u>Appointment of days for stages of Bills</u></p> <p>(1) After a Bill has been introduced and read a first time, the Member in charge may either:</p> <p>(a) name a day to be appointed for the next stage of the Bill, provided an interval of not less than seven (7) days must elapse between the first and second reading of a Bill, unless the Assembly, on motion made and question put, agree to proceed with the Bill at an earlier date; or</p> <p>(b) move that the Bill be referred to a Sectoral Committee for consideration and report; or</p> <p>(c) move that the Bill be referred to a Special Select Committee for consideration and report.</p> <p>(2) No Bill shall be read a second time before the expiration of seven (7) days from the date of its publication in the Gazette and until it has been printed and circulated to Members.</p> | <p>(1) After a Bill has been introduced and read a first time, the Member in charge may either:</p> <p>(a) name a day to be appointed for the next stage of the Bill, provided an interval of not less than six (6) days must elapse between the first and second reading of a Bill, unless the Assembly, on motion made and question put, agree to proceed with the Bill at an earlier date; or</p> <p>(b) move that the Bill be referred to a Sectoral Committee for consideration and report; or</p> <p>(c) move that the Bill be referred to a Special Select Committee for consideration and report.</p> <p>(2) No Bill shall be read a second time before the expiration of six (6) days from the date of its publication in the Gazette and until it has been printed and circulated to Members.</p> |
| <p>55. <u>Printing and Circulation of Bills</u></p> <p>(1) The Clerk shall be responsible for the printing of Bills from the draft handed to him or her by the Member in charge of the Bill and before any Bill is printed, he or she shall satisfy himself that -</p> <p>(a) the Bill is divided into successive clauses numbered consecutively;</p> <p>(b) the Bill has in the margin a short summary of each clause; and</p> <p>(c) the provisions of the Bill do not go beyond its title.</p> | <p>(Unaltered)</p> |

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| <p>(2) As soon as possible after the printing of a Bill the Clerk shall circulate a copy to every Member. The Bill may be accompanied by a short memorandum explanatory of the contents and objects of the Bill.</p> <p>The Clerk shall as soon as possible cause every Bill to be published in the Gazette.</p> | (Unaltered) |
| <p>56. <u>Second Reading of Bills</u></p> <p>(1) On the second reading of a Bill a debate may arise covering the general merits and principles of the Bill.</p> <p>(2) To the question “That the Bill be now read a second time” an amendment may be proposed to leave out the word “now” and add at the end of the question “upon this day six months”, or an amendment may be moved to leave out all the words after the word “That” in order to add words stating the object and motive on which the opposition to the Bill is based, but such words must be strictly relevant to the Bill and not deal with its details.</p> | <p>57. <u>Second Reading of Bills</u> (Renumbered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>57. <u>Procedure after Presentation of Report of Sectoral/ Special Select Committee</u></p> <p>(1) When a Bill has been referred to a Sectoral or Special Select Committee in accordance with Standing Order No. 54, the Committee may circulate the Bill for the purpose of eliciting opinion thereon.</p> | <p>56. <u>Procedure after Presentation of Report of Sectoral/ Special Select Committee</u> (Renumbered)</p> <p>(Unaltered)</p> |

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| <p>(2) After presentation of the final report by the Committee the Member in charge may move that the Bill, as reported by the Sectoral or Special Select Committee as the case may be, be read a second time, provided that copies of the report of the Sectoral or Special Select Committee, as the case may be, have been made available to Members for at least seven days before the day on which the motion is made.</p> | <p>(2) After presentation of the final report by the Committee the Member in charge may move that the Bill, as reported by the Sectoral or Special Select Committee as the case may be, be read a second time, provided that copies of the report of the Sectoral or Special Select Committee, as the case may be, have been made available to Members for at least six days before the day on which the motion is made.</p> <p>New Paragraph:</p> <p>(3) When a Committee's report on a Bill is so tabled, the Bill will be placed on the Order Paper for a second reading at which time the Bill and the proposed amendments, if any, in the report form part of the debate. The Bill goes through the second and third readings.</p> |
| <p><u>58. Committal of Bills after Second Reading</u></p> <p>(1) When a Bill has been read a second time it shall stand committed to a Committee of the Whole Assembly, unless the Assembly on motion made commits it to a Select Committee. Such motion shall not require notice and must be made immediately after the Bill has been read a second time and may be moved by any Member. The question thereon shall be put without amendment or debate.</p> <p>(2) When a Bill has been committed to a Select Committee, no further proceedings shall be taken thereon until the Select Committee has presented its report to the Assembly.</p> | <p>(1) When a Bill has been read a second time in accordance with Standing Order 57 it shall stand committed to a Committee of the Whole Assembly, unless the Assembly on motion made commits it to a Select Committee. Such motion shall not require notice and must be made immediately after the Bill has been read a second time and may be moved by any Member. The question thereon shall be put without amendment or debate.</p> <p>(2)When a Bill has been committed to a Select Committee, in accordance with 58 (1), no further proceedings shall be taken thereon until the Select Committee has presented its report to the Assembly.</p> |

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| <p>(3) A Bill, while under consideration in Committee of the Whole Assembly, may, on motion made in the Assembly, be withdrawn from that Committee and be referred to a Select Committee, and the reference to a Select Committee may be in respect of the Bill as a whole, or to specified clauses.</p> <p>59. Functions of Committees on Bills</p> <p>(1) Any Committee to which a Bill is committed shall not discuss the general merits and principles of the Bill but only its details.</p> <p>(2) Any such Committee shall have power to make such amendments therein as it thinks fit, provided that the amendments, including new clauses and new schedules, are relevant to the subject matter of the Bill; but if any such amendments are not within the title of the Bill, it shall amend the title accordingly, and shall report the same to the Assembly.</p> | <p>(3) A Bill, while under consideration in Committee of the Whole Assembly in accordance with 58 (1), may, on motion made in the Assembly, be withdrawn from that Committee and be referred to a Select Committee, and the reference to a Select Committee may be in respect of the Bill as a whole, or to specified clauses.</p> <p>New Paragraph: (4) When a Committee's report on a Bill is so tabled, the Bill will be placed on the Order Paper for a third reading at which time the Bill and the proposed amendments, if any, in the report form part of the debate. The Bill goes through the third reading.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>60. Procedure in Committee of the Whole Assembly on a Bill</p> <p>(1) The Chairman in Committee of the Whole Assembly shall call the number of each clause in succession or a number of clauses together. If no amendment is proposed thereto, or when all proposed amendments have been disposed of, he or she shall propose the question "That the clause (or the clause as amended) or the clauses stand part of the Bill" and, when all Members who wish to speak thereon have spoken, he or she shall put that question to the Committee for its decision.</p> | <p>(Unaltered)</p> |

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| (2) Any proposed amendments of which notice has not been given shall be handed to the Chairman in writing. | (Unaltered) |
| <p>(3) The following provisions shall apply to amendments relating to Bills -</p> <p>(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.</p> <p>(b) An amendment must not be inconsistent with any clause already agreed to or with any previous decision of the Committee.</p> <p>(c) An amendment must not be such as to make the clause which it proposes to amend unintelligible or ungrammatical.</p> <p>(d) If an amendment refers to, or is not intelligent without a subsequent amendment or schedule, 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 as a whole.</p> <p>(e) In order to save time and repetition of arguments, the Chairman may allow a single discussion to cover a series of inter-dependent amendments.</p> <p>(f) The Chairman may refuse to allow an amendment, which is, in his or her opinion, frivolous or meaningless, to be moved.</p> <p>(g) Except on the recommendation or with the consent of the Cabinet, to be signified by a Minister and recorded in the Minutes of Proceedings, the Committee shall not proceed upon any amendment which, in the opinion of the Chairman, would make provision for</p> | (Unaltered) |

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| <p>any of the purposes described in paragraph (3) of Standing Order No. 53 (Introduction and First reading of Bills).</p> <p>(h) The Chairman may at any time during the discussion of a proposed amendment withdraw it from the consideration of the Committee if, in his or her opinion, the discussion shall have shown that the amendment violates the provisions of this Standing Order.</p> <p>(4) The provisions of paragraph (5) and (6) of Standing Order No. 37 (Amendments to Motions) shall apply to the discussion of amendments to Bills, with the substitution where appropriate of the word “clause” for the word “motion” or the word “question”, and of the word “Chairman” for the word “Speaker” and the word “Committee” for the word “Assembly” throughout.</p> <p>(5) A clause may be postponed, unless a decision has already been taken upon the amendment thereto. Postponed clauses shall be considered after the remaining clauses of the Bill have been considered and before new clauses are brought up.</p> <p>(6) Any proposed new clause shall be considered after the clauses of the Bill have been disposed of and before consideration of any schedule to the Bill:</p> <p>Provided that a new clause proposed in substitution for a clause which has been disagreed to may be considered immediately after such disagreement.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(7) When the number of a new clause is called, amendments may be proposed thereto. If no amendment is proposed, or when all the proposed amendments have been disposed of, the Chairman shall propose the question "That the clause (or the clause as amended) be added to the Bill" and when all Members who wish speak thereon have spoken, he or she shall put that question to the Committee for its decision.</p> | (Unaltered) |
| <p>(8) Schedules shall be disposed of in the same way as clauses and any proposed new schedule shall be considered after the schedules to the Bill have been disposed of, and shall be treated in the same manner as a new clause.</p> | (Unaltered) |
| <p>(9) When every clause or schedule or proposed new clause or schedule has been dealt with, the preamble, if there is one, shall be considered and the question put "That this be the preamble to the Bill". No amendment to the preamble shall be considered which is not made necessary by a previous amendment to the Bill.</p> | (Unaltered) |
| <p>(10) If an amendment to the title of the Bill is made necessary by an amendment to the Bill, it shall be made at the conclusion of the proceedings detailed above, but no question shall be put that the title (as amended) stand part of the Bill, nor shall any question be put upon the enacting formula.</p> | (Unaltered) |
| <p>(11) At the conclusion of the proceedings in Committee on a Bill, the Chairman shall put the question "That the Bill (or the Bill as amended) be reported to the Assembly" which question shall be decided without amendment or debate.</p> | (Unaltered) |
| <p>(12) If any Member, before the conclusion of proceedings on a Bill, moves to report progress and such motion is carried, the Assembly shall resume and the Member in charge of the Bill</p> | (Unaltered) |

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| <p>shall report progress to the Assembly and ask leave to sit again, and name a day for the resumption of the proceedings.</p> <p>(13) A Committee having met to consider a Bill shall proceed with its consideration, except that during the proceedings on a Bill the Member in charge of the Bill may, subject to the discretion of the Chairman, move a motion "That the Committee do not proceed further with the Bill". If the motion is carried the Member in charge of the Bill shall then report the Bill to the Assembly as so far amended or without amendments, as the case may be, explaining the proceedings of the Committee on the Bill.</p> | (Unaltered) |
| <p><u>61. Procedure in Committee on a Bill</u></p> <p>A Select Committee on a Bill shall be subject to Standing Orders No. 94 (Procedure in Select Committees) and No. 101 (Divisions in Select Committees) but before reporting the Bill to the Assembly, it shall go through the Bill as provided in Standing Order No. 60 (Procedure in Committee of the Whole Assembly on a Bill).</p> | <p>A Select Committee on a Bill shall be subject to Standing Orders No. 95 (Procedure in Select Committees) and No. 102 (Divisions in Select Committees) but before reporting the Bill to the Assembly, it shall go through the Bill as provided in Standing Order No. 60 (Procedure in Committee of the Whole Assembly on a Bill).</p> |
| <p><u>62. Procedure on Reporting of Bills from Committee of the Whole Assembly</u></p> <p>As soon as a Committee of the Whole Assembly has agreed that a Bill be reported, the Assembly shall resume, and the Member in charge of the Bill shall report it to the Assembly and either name a future day for the third reading of the Bill or move that it be read the third time forthwith.</p> | (Unaltered) |

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| <p>63. <u>Recommittal of Bill Reported from Committee of the Whole Assembly</u></p> <p>(1) If any Member desires to delete or amend any provision contained in a Bill as reported from a Committee of the Whole Assembly or to introduce any new provision therein he or she may at any time before a Member rises to move the third reading of the Bill, move that the Bill be recommitted either wholly or in respect only of some particular part or parts of the Bill or some proposed new clause or new schedule, no notice of such motion being required, and if the motion is agreed to the Bill shall stand so recommitted. The Assembly may then, upon motion made, resolve itself into Committee to consider the business so recommitted either forthwith or upon a later day.</p> <p>(2) When the whole Bill has been recommitted, the Committee shall go through the Bill as provided in Standing Order No. 60 (Procedure in Committee of the Whole Assembly).</p> <p>(3) When the Bill has been recommitted in respect only of some particular part or parts or of some proposed new clause or new schedule, the Committee shall consider only the matter so recommitted and any amendment which may be moved thereto.</p> <p>(4) At the conclusion of the proceedings in Committee on a Bill recommitted under the provisions of this Standing Order, the Chairman shall put the question "That the Bill (or the Bill as amended on recommittal) be reported to the Assembly" which question shall be decided without amendment or debate. So soon as the Bill has been reported, the Member in charge of the Bill may either name a future day for the third reading of the Bill or move that it be read the third time forthwith.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>64. <u>Procedure on Bills reported from Select Committees</u></p> <p>(1) When a Bill has been reported from a Select Committee, the Assembly may proceed to consider the Bill as reported from the Select Committee upon a motion “That the report of the Select Committee on the Bill be adopted” moved under paragraph (9) of Standing Order No. 103 (Reports from Committees).</p> <p>(2) If that motion is agreed to without amendment, the Assembly may proceed to the third reading of the Bill as reported from the Select Committee.</p> <p>(3) Upon a motion to approve the report of the Select Committee on a Bill, any Member may propose an amendment to add at the end of the motion, the words “Subject to the recommittal of the Bill (either wholly or in respect of some particular part or parts of the Bill or some proposed new clause or new schedule) to a Committee of the Whole Assembly” and if that motion is agreed to with such an amendment, the Bill shall stand so recommitted. The Assembly may then, upon motion made, resolve itself into a Committee to consider the business so recommitted.</p> <p>(4) A Committee of the Whole Assembly upon a Bill recommitted under the provisions of this Standing Order shall proceed in accordance with paragraph (2) or paragraph (3) of Standing Order No. 63 (Recommittal of Bills reported from Committee of the Whole Assembly) and the conclusion of its proceedings and the remaining proceedings on the Bill shall be subject to paragraph (4) of that Standing Order.</p> | <p>(1) When a Bill has been reported from a Select Committee, the Assembly may proceed to consider the Bill as reported from the Select Committee upon a motion “That the report of the Select Committee on the Bill be adopted” moved under paragraph (9) of Standing Order No. 104 (Reports from Committees).</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>65. <u>Third Reading of Bills</u></p> <p>(1) On the third reading of a Bill no amendments may be proposed to the question “That the Bill be now read a third time and passed” and the question shall be put without amendment or debate.</p> <p>(1) Where a Bill is passed by the Assembly, the Speaker shall have the power to correct patent errors and make such other changes in the Bill as are consequential upon the amendments accepted by the Assembly.</p> <p>(2) Where amendments are made in the Bill, the renumbering or lettering of the clauses, sub-clauses and all references therein, the numbering or lettering of clause or sub-clauses as required by such renumbering, re-lettering or amendments and any clerical errors may be rectified by the Clerk of the Assembly.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>66. <u>Private Bills</u></p> <p>(1) Every Bill (not being a Public Bill) intended to affect or benefit some particular person, association or corporate body, herein called a “Private Bill” shall be introduced into the Assembly under the provisions of this Standing Order.</p> <p>(2) Any Bill (not being a Government Bill) which, in the opinion of the Speaker, appears to affect directly private rights or property, shall be introduced into the Assembly as a Private Bill under the provision of this Standing Order.</p> <p>(3) A Private Bill shall be introduced by a Member only: -</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(a) on petition from the promoters stating the objects of and reasons for the Bill, and</p> <p>(b) after notice of the Bill has been given by not less than three successive publications of the Bill at the expense of the promoters in the <i>Gazette</i> and three notices have been inserted in a newspaper containing a statement of the objects of and reasons for the Bill.</p> <p>(4) The petition shall be presented by being lodged with the Clerk, and shall be read at the first ordinary sitting of the Assembly after it is lodged, and thereupon the Speaker shall put the question that the promoters be allowed to proceed.</p> <p>(5) (a) When leave to proceed has been granted, a copy of the Bill shall, if not previously lodged, be lodged with the Clerk within six months next after such leave has been granted.</p> <p>(b) Upon lodging the Bill, the promoters shall pay to the Accountant General the cost, as ascertained by the Clerk, of publication in the <i>Gazette</i> and in a newspaper together with the prescribed stamp duty except in such cases where the Assembly has remitted the stamp duty.</p> <p>(c) The Clerk shall cause the Bill lodged with him or her to be printed as early as possible, and at the first ordinary sitting of the Assembly following the publication of notices of the Bill in accordance with paragraph (3) of this Standing Order, the Speaker, if he or she is satisfied that the said notices have been published, shall put the question that the Bill be read a first time, upon which no discussion shall be allowed.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>After the Bill is read the first time, it shall stand upon the Order Paper for second reading at the next ordinary sitting of the Assembly.</p> | |
| <p>(6) Upon the day ordered for the second reading, the Speaker shall, unless the Assembly otherwise orders, propose the question that the Bill be read a second time.</p> | (Unaltered) |
| <p>(7) When the Bill has been read a second time it shall stand committed to a Committee of the Whole Assembly, unless the Assembly on motion made commits it to a Select Committee. Such motion shall not require notice and must be made immediately after the Bill has been read a second time, and the question thereon shall be put without amendment or debate.</p> | (Unaltered) |
| <p>(8) (a) Every Select Committee on such a Bill shall require proof of the facts and other allegations set forth in the Bill as showing that it is expedient that the Bill should be passed, and may take such oral or other evidence as it may think requisite. Thereafter, if the Select Committee finds that the said facts and allegation are not proved, it shall report to the Assembly accordingly and thereupon no further proceedings shall be taken with reference to the Bill, unless the Assembly makes a special order to the contrary.</p> | (Unaltered) |
| <p>(b) If the Select Committee finds that the said facts and allegations had been proved, the Committee shall consider the several clauses of the Bill and may strike out clauses, add new clauses, and make any other amendments which it shall deem necessary, and in respect of such new clauses and other amendments, shall describe their purport in a special report to the Assembly. No new clauses or amendments shall be allowed in such a Bill which are foreign to the objects of and reasons for the Bill or which are beyond its scope.</p> | |

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| <p>(9) No person other than a Member shall be heard in opposition to any Private Bill, unless he or she has previously lodged a petition with the Clerk showing the nature of his or her objections to the Bill, and stating whether his or her objections extend to the whole or some part of the preamble if any, or to the clauses of the Bill, and praying that he or she may be heard by himself or his or her counsel against the Bill.</p> | (Unaltered) |
| <p>(10) Subject to the provisions of this Standing Order, all petitions against a Bill, containing a prayer that the petitioners be heard by themselves or counsel shall stand referred to the Select Committee and the Committee shall hear all such opposers who appear to have a <i>locus standi</i>.</p> | (Unaltered) |
| <p>(11) When it is intended to examine witnesses the petitioner or Member requiring such witnesses shall deliver to the Clerk two days at least before the day appointed for their examination, a list containing names, residence and occupation of such witnesses.</p> | (Unaltered) |
| <p>(12) The evidence of every witness shall be taken down and read over to the witness who may then desire any correction to be made; and in case no such correction shall be made, the evidence shall stand as taken down and not be altered afterwards.</p> | (Unaltered) |
| <p>(13) The Select Committee shall examine the Bill and make such amendments thereto as it thinks proper, and shall report to the Assembly that it has examined the Bill and (if the fact be so) made amendments thereto and shall make to the Assembly such recommendations, if any, as it thinks fit.</p> | (Unaltered) |

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| (14) After the report of the Committee has been presented to and adopted by the Assembly, the Speaker shall put the question without amendment or debate, that the Bill be read the third time. | (Unaltered) |
| <p>67. <u>Custody of Bills</u></p> <p>Every Bill passed by the Assembly shall remain in the custody of the Clerk who shall, subject to article 164 of the Constitution, at the earliest opportunity, submit the Bill to the President for his or her assent and the President shall assent in accordance with article 170 of the Constitution.</p> | (Unaltered) |
| <p>68. <u>Withdrawals of Bills</u></p> <p>The Member in charge of a Bill may move a motion, without notice, for its withdrawal, either before the commencement of Public Business or when any stage of the Bill is reached, but before the question is put.</p> | (Unaltered) |
| <p>69. <u>Bills containing substantially the same provisions</u></p> <p>Once the second reading of any Bill has been agreed to or negatived, no question shall be proposed during the same session for the second reading of any other Bill containing substantially the same provision.</p> | (Unaltered) |

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| <p>70. <u>Negative Resolutions</u></p> <p>(1) The period prescribed for the purpose of section 22 (1) of the Interpretation and General Clauses Act, Chapter 2:01 (which relates to subsidiary legislation subject to negative resolution of the National Assembly) shall be 40 days from the date on which the subsidiary legislation is laid before the Assembly.</p> <p>(2) Where notice of a motion that any subsidiary legislation subject to negative resolution shall be annulled is given within 21 days of the date on which the subsidiary legislation is laid before the Assembly, that motion shall be debated as soon as practicable and in any event before the expiration of the period prescribed on paragraph (1) hereof.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>CHAPTER XI: FINANCIAL PROCEDURES</p> <p>71. <u>Estimates of Expenditure</u></p> <p>(1) The Estimates of Revenues and Expenditure for a financial year shall be laid before the Assembly by a Minister before or within ninety days after the commencement of that year. At the sitting at which the Estimates are presented to the Assembly or at any subsequent sitting, a Minister, after signifying the recommendation or the consent of the Cabinet may, without notice, move a motion for the approval of the Estimates of Expenditure. Such motion shall be the occasion for the Minister to make the Annual Financial Statement or Budget Speech.</p> | <p>(Unaltered)</p> |

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| <p>(2) After the motion has been proposed the debate thereon shall be adjourned for not less than two days after which five further days shall be allotted for the debate on the motion. The debate, when resumed, shall be confined to the financial and economic state of the country and the general principles of Government policy and administration as indicated by the budget speech and the Estimates. After Members have spoken and the Minister has replied, or at the end of the sitting on the last day allotted (whichever is earlier), the debate in the Assembly shall be concluded, but the question on the motion shall not be put at this stage.</p> | (Unaltered) |
| <p>(3) The Assembly shall resolve itself into Committee of Supply, without question put, to consider the Estimates.</p> | (Unaltered) |
| <p>(4) On conclusion of consideration of the Estimates in Committee of Supply, the Assembly shall resume without question put and the Minister shall report to the Assembly.</p> | (Unaltered) |
| <p>(5) The motion for the approval of the Estimates shall be amended if necessary, and put, without further debate, as moved or as amended, as the case may be.</p> | (Unaltered) |
| <p>(6) For the purpose of this Standing Order and Standing Order No. 73 (Allotment of Time in Committee of Supply) an allotted day shall be any day on which the consideration of the motion for approval of the Estimates, whether by the Assembly or in the Committee of Supply, stands as the first Public Business for that day, and on such a day no other Public Business may be taken before 9.00 p.m.</p> | (Unaltered) |

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| <p>72. <u>Committee of Supply</u></p> <p>(1) There shall be a Committee of the Whole Assembly to be called the Committee of Supply. The deliberations of the Committee shall be in public.</p> <p>(2) It shall be the duty of the Committee of Supply to consider the Estimates and Supplementary Estimates of Expenditure and Statements of Excesses presented to the Assembly.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>73. <u>Allotment of Time in Committee of Supply</u></p> <p>(1) There shall be allotted a maximum of seven days for consideration of the Estimates of Expenditure in Committee of Supply:</p> <p>Provided that if the debate on the motion for the approval of the Estimates in the Assembly was agreed to on a day earlier than the last day allotted for the debate, the day or days thus saved may be added to the days allotted under this paragraph.</p> <p>(2) Upon any day allotted under paragraph (1) of this Standing Order no dilatory motion shall be moved except by a Minister upon proceedings upon the Estimates of Expenditure and such proceedings shall not be interrupted or postponed under any Standing Order.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(3) The Speaker may name the hour upon any day allotted under paragraph (1) of this Standing Order at which proceedings upon any head of Expenditure in the Estimates shall be concluded. If in the case of any head the hour so named is reached before the business concerned is disposed of, the Chairman shall put forthwith any question necessary to dispose of that business:</p> <p>Provided that if in the case of any head the proceedings thereon are concluded before the hour named, the next business may be entered upon forthwith.</p> | <p>New paragraphs</p> <p>(3) The Speaker may name the hour upon any day allotted under paragraph (1) of this Standing Order at which proceedings upon any head of Expenditure in the Estimates shall be concluded.</p> <p>New SO 73(4): If in the case of any head the proceedings thereon are concluded before the hour named under paragraph (3), the next business may be entered upon forthwith.</p> <p>New SO 73(5): If in the case of any head the hour so named is reached before the business concerned is disposed of, the Chairman shall permit consideration to continue until the business of that head is disposed of:</p> <p>Provided that the amount of time allotted to next head is not altered.</p> <p>New SO 73(6): If the total time allotted for consideration of the Estimates under paragraph (1) has elapsed, the Chairman shall put forthwith any question necessary to dispose of all remaining business.”</p> |
| <p>74. <u>Business Sub-Committee</u></p> <p>There shall be a Sub-Committee of the Committee of Supply, to be known as the Business Sub-Committee, to consist of the Speaker as Chairman and not less than six or more than ten Members to be nominated by the Committee of Selection, as soon as may be after the beginning of each Session. It shall be the duty of the Sub-Committee to consider the allocation of time for consideration of the Estimates of Expenditure in the Committee of Supply and to report to that Committee upon –</p> | <p>(Unaltered)</p> |

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| <p>(i) the number of sittings to be allocated to the consideration of the Estimates;</p> <p>(ii) the allocation of the proceedings to be taken at each sitting; and</p> <p>(iii) the time at which proceedings, if not previously brought to a conclusion, shall be concluded.</p> <p>(2) All resolutions of the Business Sub-Committee shall be reported to the Committee of Supply at the commencement of the proceedings at the next sitting of that Committee and shall be printed and circulated with the Minutes of the Proceedings of the Committee.</p> <p>(3) Whenever the Business Sub-Committee has reported to the Committee of Supply the Minister in charge of the Estimates may forthwith move “That this Committee doth agree with the Business Sub-Committee in the said resolution (or resolutions)”. Such a motion shall not require notice and the question thereon shall be decided without amendment or debate.</p> <p>(4) If the question is resolved in the affirmative, the resolution (or resolutions) shall operate as a resolution of the Assembly, but if negatived the resolution (or resolutions) shall stand recommitted to the Business Sub-Committee.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>75. <u>Procedure in Committee of Supply</u></p> <p>(1) On consideration of the Estimates of Expenditure in Committee of Supply, each Head of Expenditure shall be considered with the appropriate details, and any reference in these Standing Orders to a Sub-head or an item means a sub-head or an item in the Estimates for the Head then under discussion.</p> <p>(2) On the consideration of the Estimates the Chairman shall call the title of each Head of Expenditure in turn, and shall propose the question “That the sum of \$..... for Head stand part of the Estimates” and unless an amendment is proposed under the provisions of the next succeeding Standing Order, a debate may take place on that question. Any such debate shall be confined to the policy of the service for which the money is to be provided and shall not deal with the details of any item or Sub-head but may refer to the details of revenues or funds for which that service is responsible.</p> <p>(3) When the question upon every Head of the Estimates has been decided, the Chairman shall put the question to the Committee that the Estimates (or the Estimates as amended) be reported to the Assembly, which question shall be decided without amendment or debate. Upon such question being agreed to, the Assembly shall resume, and the Minister in charge of the Estimates shall report it to the Assembly.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>76. <u>Amendments to Heads of Estimates in Committee of Supply</u></p> | |
| <p>(1) No amendment shall be moved in the Committee of Supply under this Standing Order until one day after that on which it was published in the Notice Paper.</p> | (Unaltered) |
| <p>(2) An amendment to any Head of Expenditure to increase the sum allotted thereto whether in respect of any item or Sub-head or of the Head itself may only be moved by a Minister who shall signify to the Committee the recommendation or the consent of the Cabinet to the increase. Every such amendment shall take the form of a motion “That Head be increased by \$..... in respect of Sub-head Item”.</p> | (Unaltered) |
| <p>(3) An amendment to increase a Head whether in respect of any item or Sub-head or of the Head itself shall take precedence over an amendment to reduce the Head in the same respect, and if it is carried no amendment to reduce the Head in that respect, shall be called.</p> | (Unaltered) |
| <p>(4) An amendment to any Head of Expenditure to reduce the sum allotted thereto in respect of any item therein may be moved by any Member, and shall take the form of a motion “That Head be reduced by \$..... in respect of (or by leaving out) Sub-head, Item”.</p> | (Unaltered) |
| <p>(5) Any amendment to reduce a head in respect of any sub-head or by leaving a sub-head shall only be in order if the sub-head is not itemized.</p> | (Unaltered) |

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| (6) An amendment to reduce a head without reference to a sub-head therein shall only be in order if the head is not divided into sub-heads. | (Unaltered) |
| (7) An amendment to leave out a head shall not be in order and shall not be placed on the Notice Paper. | (Unaltered) |
| (8) In case of each head, amendments in respect to items or sub-heads in that head shall be placed upon the Notice Paper and considered in the order in which the items or sub-heads to which they refer stand in the Head in the Estimates. | (Unaltered) |
| (9) When notice has been given of two or more amendments to reduce the same item, sub-head, or head they shall be placed upon the Notice Paper and considered in the order of the magnitude of the reductions proposed, the amendment proposing the largest reduction being placed first in each case. | (Unaltered) |
| (10) Debate on every amendment shall be confined to the item, sub-head or head to which the amendment refers, and after an amendment to an item or sub-head has been disposed of, no amendment or debate on a previous item or sub-head of that head shall be permitted. | (Unaltered) |
| (11) When all amendments standing on the Notice Paper in respect to any particular Head of Expenditure have been disposed of the Chairman shall again propose the question "That the sum of \$..... for Head stand part of the Estimates" (or shall propose the amended question "that the (increased) (reduced) sum of \$..... for Head stand part of the Estimates") as the case may require. The debate on any such question shall be subject to the same limitations as apply to a debate arising under paragraph (3) of Standing Order No. 75 (Procedure in Committee of Supply). | (Unaltered) |

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| <p>77. <u>Appropriation Bill</u></p> <p>(1) The Appropriation Bill shall be introduced in the Assembly after the Estimates of Expenditure have been approved.</p> <p>(2) The Bill will provide for the issue from the Consolidated Fund of the sum necessary to meet the Expenditure approved by the Assembly in the Annual Estimates and the appropriation of those sums for the purposes specified therein.</p> <p>(3) After the Bill has been published in the <i>Gazette</i> and introduced in the Assembly, the Minister may without notice, move that the remaining stages be taken forthwith.</p> <p>(4) No debate shall take place on the motions for the second reading and the third reading of the Bill, and the Bill shall not be committed.</p> <p>(5) The question for the second reading and for the third reading shall be put without amendment or debate.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>78. <u>Supplementary Estimates of Expenditure and Statements of Excesses</u></p> <p>If in respect of any financial year it is found –</p> <p>(a) that the amount appropriated by the Appropriation Act for any purpose is insufficient or that a need has arisen for Expenditure for a purpose for which amount has been appropriated by that Act; or</p> | <p>(Unaltered)</p> |

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| <p>(b) that any moneys have been expended for any purpose in excess of the amount appropriated for that purpose by the Appropriation Act or for a purpose for which no amount has been appropriated by that Act; or</p> <p>(c) that advances have been made from the Contingencies Fund for Expenditure for which no other provision exists.</p> <p>A Minister may present a Paper with the Supplementary Estimate or, as the case may be, the Statement of Excess showing the sums required or spent and that Paper shall be ordered to be printed and shall stand referred to the Committee of Supply without question put and shall be appointed to be considered on a day to be named by the Minister presenting the Paper but not earlier than one day after that on which the Paper was presented.</p> <p>(2) On the day named under paragraph (1) of this Standing Order the Committee of Supply shall stand as the first item of Public Business and the Assembly shall resolve itself into that Committee without question put.</p> <p>(3) When the Assembly has resolved itself into a Committee of Supply to consider such a Paper, a Minister may move without notice (the recommendation or the consent of the Cabinet being first signified) "That this Assembly approves the proposal (or proposals) set out in Financial Paper No." to which motion amendments may be moved to add words either leaving out or reducing an item or a sub-head of any particular proposal or if there be more than one proposals leaving out any particular proposal:</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>Provided that when an amendment has been proposed to leave out or reduce any item or sub-head no amendment may be moved to an earlier item or sub-head and that when an amendment to leave out a proposal (or where there is only one proposal, the question “That this Assembly approves the proposal set out in Financial Paper No.” has been proposed), no amendment to an item or sub-head in that proposal may be moved.</p> <p>(4) When the motion “That this Assembly approves the proposal (or proposals) set out in Financial Paper No.”, or that motion as amended has been agreed to, the Assembly shall resume and the Minister in charge shall report that the Committee has come to a Resolution and move “that this Assembly doth agree with the Committee in the said Resolution” and the question thereon shall be put forthwith without amendment or debate.</p> <p>(5) If the consideration of the proposal (or proposals) in a Financial Paper has not been concluded by the time for the suspension or the adjournment, the Assembly shall resume and the Minister in charge shall after reporting any Resolutions that may have been agreed to, report progress and ask leave to sit again and shall then name a day for the resumption of the Committee.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>79. <u>Supplementary Appropriation Bills</u></p> <p>If from time to time, whether in the course of a particular financial year or after its close, a Supplementary Appropriation Bill is presented appropriating only proposals which have been approved by the Committee of Supply and the necessary questions shall be put forthwith without amendment or debate.</p> | <p>(Unaltered)</p> |

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| <p>CHAPTER XII COMMITTEES</p> <p>80. <u>Standing Committees</u></p> <p>(1) The following Standing Committees shall be established at the commencement of each National Assembly:</p> <p>(a) The Committee of Selection;</p> <p>(b) The Public Accounts Committee;</p> <p>(c) The Constitution Reform Committee;</p> <p>(d) The Committee on Appointments;</p> <p>(e) The Parliamentary Management Committee, and</p> <p>(f) The Sectoral Committees specified in Standing Order No.86.</p> <p>(2) Standing Committees shall continue for the duration of an Assembly, unless the Assembly provides otherwise. The business and proceedings before a Standing Committee shall not lapse by reason of prorogation and shall be proceeded with in the next ensuing session of the same Assembly.</p> <p>(3) The Assembly may establish and appoint further Standing Committees as it considers necessary.</p> <p>(4) Unless otherwise provided for in Standing Orders, a Standing Committee shall consist of such Members of the Assembly as the Committee of Selection shall determine.</p> | <p>(c) The Parliamentary Standing Committee for Constitutional Reform</p> <p>(g) The Parliamentary Oversight Committee on the Security Sector</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>81. <u>The Committee of Selection</u></p> <p>(1) There shall be a Standing Committee to be known as the Committee of Selection appointed as soon as may be after the beginning of each National Assembly to perform the functions allotted to it by these Standing Orders, and for such other matters as the Assembly may from time refer to it.</p> <p>(2) The Committee of Selection shall consist of the Speaker as the Chairman, and not less than six or more than ten Members to be nominated by the Assembly. The Committee shall inform the Assembly by means of its Minutes of Proceedings when any Member has been nominated to any Committee.</p> <p>(3) The Committee shall not have power to send for persons, papers and records.</p> <p>(4) Every recommendation or decision of the Committee of Selection shall be reported to the Assembly at the next subsequent sitting.</p> | <p>New paragraph:</p> <p>(5) Unless otherwise provided for in these Standing Orders, any Member of the Assembly, whether elected or non-elected, shall be eligible for membership of any Standing Committee and shall have the right to vote therein.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>82. <u>The Public Accounts Committee</u></p> <p>(1) There shall be a Standing Committee to be known as the Public Accounts Committee to consist of not less than six or more than ten Members to be nominated by the Committee of Selection as soon as may be after the beginning of each National</p> | <p>(Unaltered)</p> |

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| <p>Assembly. It shall be the duty of the Committee to examine the accounts showing the appropriation of the sums granted by the Assembly to meet public Expenditure and such other accounts laid before the Assembly as the Assembly may refer to the Committee together with the Auditor General's report thereon.</p> <p>(2) The Chairman of the Public Accounts Committee must be a Member of the main Opposition in the Assembly.</p> <p>(3) Within ninety days of the presentation of a report from the Public Accounts Committee, the Government shall table its Treasury Memorandum, as its response thereto.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>83. <u>The Constitution Reform Committee</u></p> <p>(1) Pursuant to Article 119A of the Constitution, as soon as may be after the beginning of each National Assembly there shall be appointed a Standing Committee for Constitutional Reform for the purpose of continually reviewing the effectiveness of the working of the Constitution and making periodic reports thereon to the National Assembly, with proposals for reform as necessary. The Constitution Reform Committee shall consist of not less than six or more than ten Members to be nominated by the Committee of Selection.</p> | <p>83. <u>The Parliamentary Standing Committee for Constitutional Reform</u></p> <p>(1) Pursuant to Article 119A of the Constitution, as soon as may be after the beginning of each National Assembly there shall be appointed a Standing Committee for Constitutional Reform for the purpose of continually reviewing the effectiveness of the working of the Constitution and making periodic reports thereon to the National Assembly, with proposals for reform as necessary. The Parliamentary Standing Committee for Constitutional Reform shall consist of not less than six or more than ten Members to be nominated by the Committee of Selection.</p> |

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| <p>(2) To assist in its work, the Committee shall have the power to co-opt experts or enlist the aid of other persons of appropriate expertise, whether or not such experts or other persons are Members of the National Assembly.</p> <p>3) The Constitution Reform Committee shall have the same powers, duties and responsibilities in relation to its functions as conferred on Select Committees by Standing Order No.86.</p> | <p>(Unaltered)</p> <p>(3) The Parliamentary Standing Committee for Constitutional Reform shall have the same powers, duties and responsibilities in relation to its functions as conferred on Select Committees by Standing Order No.86.</p> |
| <p>84. <u>The Committee On Appointments</u></p> <p>(1) Pursuant to Article 119C of the Constitution as soon as may be after the beginning of each National Assembly there shall be appointed a Standing Committee of the National Assembly which shall have responsibility for initiating or otherwise taking such actions or addressing such matters as may be entrusted to the Committee by the National Assembly in respect of functions required to be discharged by the National Assembly under the Constitution in relation to the appointment of a member for a Commission established under the Constitution.</p> <p>(2) The Committee on Appointments shall consist of not less than six or more than ten Members to be nominated by the Committee of Selection.</p> <p>(3) It shall be the duty of the Committee to:</p> <p>(a) Identify the appropriate bodies for consultation in the appointment of the relevant members of the Commission, conduct the necessary consultation with them and, where necessary, receive nominations from appropriate bodies;</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(b) Make recommendations to the National Assembly:-</p> <p>(1) For a consensual mechanism for the Ethnic Relations Commission, the women and Gender Equality Commission, the Indigenous Peoples' Commission, and the Rights of the Child Commission;</p> <p>(2) For the appointment of members of the Commissions with the exception of the Public Procurement Commission:</p> <p>(3) In connection with any other matter referred to it by the Assembly from time to time.</p> <p>(c) Report to the National Assembly in relation to each Commission as soon as possible upon the discharge of its functions in relation thereto.</p> | <p>(1) For a consensual mechanism for the Ethnic Relations Commission, the Women and Gender Equality Commission, the Indigenous Peoples' Commission, and the Rights of the Child Commission;</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>85. <u>The Parliamentary Management Committee</u></p> <p>(1) There shall be a Standing Committee to be known as the Parliamentary Management Committee to be appointed as soon as may be after the beginning of each National Assembly to consider and decide on matters relating to the business of the National Assembly, such other matters which the Committee may wish to consider and such other matters referred to it by the National Assembly.</p> <p>(2) The Committee shall comprise ten Members, five representing the Government and five representing the Opposition to be nominated by the Committee of Selection, with the Speaker as the Chair and in his or her absence, the Deputy Speaker. The Speaker, and the Deputy Speaker, if he or she is not a Member of the Committee, shall have neither an original nor a casting vote.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(3) A quorum shall be five Members, two representing the Government and two representing the Opposition one of whom shall be representative of the main Opposition Party and the Speaker or, in his or her absence, the Deputy Speaker. If a meeting which is convened cannot be held for the lack of a quorum, Members of the Committee shall be given forty-eight hours notice of the holding of another meeting at which other meeting the Members present shall comprise a quorum provided at least one Member of the Opposition is present.</p> | (Unaltered) |
| <p>86. <u>The Sectoral Committees</u></p> <p>(1) Pursuant to Article 119B of the Constitution as soon as may be after the beginning of each National Assembly there shall be appointed Standing Committees to be known as Parliamentary Sectoral Committees as follows:</p> <ul style="list-style-type: none"> (a) Committee on Natural Resources; (b) Committee on Economic Services; (c) Committee on Foreign Relations; (d) Committee on Social Services, <p>with responsibility for the scrutiny of all areas of Government policy and administration.</p> <p>(2) Each Committee shall consist of seven Members, four representing the Government and three representing the Opposition, to be nominated by the Committee of Selection. The Government and Opposition shall be entitled to elect one alternate Member for each Sectoral Committee.</p> | (Unaltered) |

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| <p>(3) Each Sectoral Committee shall have a Chairman and a Vice Chairman elected from among Members of the Government and the Opposition, respectively and shall alternate annually with two Sectoral Committees, each to be chaired by the Government and Opposition, respectively.</p> | (Unaltered) |
| <p>(4) Sectoral Committees shall, in the exercise of their responsibilities, examine all policies and administration for each sector to determine whether the execution of Government policy is in consonance with the principles of good governance and in the best interest of all the people of Guyana.</p> | (Unaltered) |
| <p>(5) Sectoral Committees shall have the authority to:</p> <ul style="list-style-type: none"> (a) Determine areas of Government activity for scrutiny or specific examination; (b) Request the Minister assigned responsibilities for the sector to submit written or oral information, including government documents and records about any specific area of government policy and administration; (c) Review existing legislation on government policy administration for any of the sector; (d) Summon persons to give evidence in accordance with the Legislative Bodies (Evidence) Act Chapter 1:08 of the Laws of Guyana; (e) Scrutinize government documents, papers and records; | (Unaltered) |

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| <p>(f) Visit any government activity or project in Guyana as agreed and arranged by the Sectoral Committee;</p> <p>(g) In the discharge of their mandate, utilize the services of experts, specialist and other sources of advice as the Committees may determine;</p> <p>(h) Establish a timetable for the conduct of their work;</p> <p>(i) Make recommendations to the Assembly on legislation or any other action to be taken on matters falling within their purview;</p> <p>(j) Submit periodic reports to the National Assembly on their work.</p> <p>(6) The National Assembly may request a Sectoral Committee to enquire into and report on any aspect of the policy or administration of the Government within its terms of reference.</p> <p>(7) Within sixty days of the presentation of a report from a Sectoral Committee, the Government shall, upon the request of the Committee, table a comprehensive response thereto.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| | <p>New paragraph</p> <p><u>87. The Parliamentary Oversight Committee on the Security Sector</u></p> <p>(1) Pursuant to Article 119D of the Constitution, as soon as may be after the beginning of each National Assembly, there shall be appointed a Standing Committee of the National Assembly named the Parliamentary Oversight Committee on the Security Sector which shall have responsibility for examining the policies and</p> |

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| | <p>administration of the entities in the Security Sector, namely, the Disciplined Forces of Guyana.</p> <p>(2) To assist it in its work the Committee shall have the power to co-op experts or enlist the aid of other persons of appropriate expertise, whether or not such experts or persons are Members of the National Assembly.</p> |
| <p>87. <u>Select Committees</u></p> <p>The following Sessional Select Committees shall be appointed at the commencement of each Session of the National Assembly:</p> <p>(a) The Standing Orders Committee; (b) The Assembly Committee; (c) The Committee of Privileges; and (d) The Statutory Instruments Committee.</p> | <p>88. <u>Select Committees</u> (Renumbered)</p> <p>(1) The following Sessional Select Committees shall be appointed at the commencement of each Session of the National Assembly:</p> <p>(a) The Standing Orders Committee; (b) The Assembly Committee; (c) The Committee of Privileges; and (d) The Statutory Instruments Committee.</p> <p>New paragraph:</p> <p>(2) Unless otherwise provided for in these Standing Orders, any Member of the Assembly, whether elected or non-elected, shall be eligible for membership of any Select Committee and shall have the right to vote therein.</p> |

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| <p>88. <u>The Standing Orders Committee</u></p> <p>(1) There shall be a Committee to be known as the Standing Orders Committee to consist of the Speaker as Chairman and not less than six or more than ten Members to be nominated by the Committee of Selection as soon as may be after the beginning of each Session. It shall be the duty of the Committee to consider from time to time and report all matters relating to the Standing Orders which are referred to it by the Assembly.</p> <p>(2) The Committee shall not have the power to send for persons, papers and records unless the Assembly so resolve.</p> | <p>89. <u>The Standing Orders Committee</u> (Renumbered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>89. <u>The Assembly Committee</u></p> <p>There shall be appointed a Committee to be known as the Assembly Committee to consist of the Speaker as Chairman and not less than six or more than ten Members to be nominated by the Committee of Selection as soon as after the beginning of each Session, to consider and advise the Speaker upon all matters connected with the comfort and convenience of Members of the Assembly. The Committee shall from time to time report to the Assembly but shall not have power to send for persons, papers and records unless the Assembly so resolve.</p> | <p>90. <u>The Assembly Committee</u> (Renumbered) (Unaltered)</p> |

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| <p>90. <u>The Committee of Privileges</u></p> <p>There shall be appointed a Committee to be known as the Committee of Privileges to consist of the Speaker as Chairman and not less than six or more than ten Members to be nominated by the Committee of Selection as soon as may be after the beginning of each Session. There shall be referred to this Committee any matter which appears to affect the powers and privileges of the Assembly. It shall be the duty of the Committee to consider any matter so referred, and to report thereon to the Assembly.</p> | <p>91. <u>The Committee of Privileges</u> (Renumbered) (Unaltered)</p> |
| <p>91. <u>The Statutory Instruments Committee</u></p> <p>(1) As soon as may be after the beginning of each Session, there shall be appointed a Sessional Select Committee to be known as the Statutory Instruments Committee to consist of the Speaker as Chairman and not less than six or more than ten Members to be nominated by the Committee of Selection.</p> <p>(2) The Statutory Instruments Committee shall have the duty of considering all such instruments (as defined by the Interpretation and General Clauses Act for the time being enforced) as under the authority of any law are to be laid before the Assembly, and are to be subject to negative resolution within the meaning of the Interpretation and General Clauses Act, and to bring to the special attention of the Assembly any instrument -</p> | <p>92. <u>The Statutory Instruments Committee</u> (Renumbered) (Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(a) which involves the Expenditure of public moneys or imposes or fixes fees for licenses or for services;</p> <p>(b) which cannot be challenged in the courts on the ground that it is ultra vires, or is only temporarily so challengeable;</p> <p>(c) the making of which appears to constitute an unusual or unexpected use of the powers conferred by the Law under which it is was made;</p> <p>(d) which purports to have retroactive effect although the law under which it was made does not, in terms give the Minister such power;</p> <p>(e) the publication or the laying before the Assembly of which appears to have been unduly delayed;</p> <p>(f) in respect of which there has been unjustifiable delay in notifying the Speaker that the Instruments had come into operation before it was laid before the Assembly;</p> <p>(g) the purport or form of which appears to require elucidation,</p> <p>(h) which may be in conflict with any provision of the Constitution of the Republic of Guyana; or</p> <p>(i) which it considers is not in accordance with the letter, spirit or intention of its enabling Act.</p> | |

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| <p>(3) The Statutory Instruments Committee or a Special Select Committee shall consider all Regulations or Instruments subject to an affirmative resolution for the purpose set out in the aforesaid paragraph (2) as may be referred to it by the Assembly.</p> <p>(4) The Statutory Instruments Committee shall not consider or report on the merits or policy of any regulations.</p> | <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>92. <u>Special Select Committees</u></p> <p>(1) A Select Committee other than a Sessional Select Committee shall be known as a Special Select Committee. It shall be nominated by resolution of the Assembly and shall consist of such Members as may be nominated by the Committee of Selection.</p> <p>(2) A Special Select Committee shall have power to elect its own Chairman.</p> | <p>93. <u>Special Select Committees</u> (Renumbered)</p> <p>(Unaltered)</p> <p>New paragraph:</p> <p>(2) Unless otherwise provided for in these Standing Orders, any Member of the Assembly, whether elected or non-elected, shall be eligible for membership of any Special Select Committee and shall have the right to vote therein.</p> <p>(3) (Renumbered) (Unaltered)</p> |
| <p>93. <u>Constitution of Select Committees</u></p> <p>(1) Every Select Committee shall be so constituted as to ensure as far as possible, that the balance of parties in the Assembly is reflected in the Committee.</p> <p>(2) Unless otherwise provided in the Standing Orders or by Resolution of the Assembly, the Committee of Selection may determine the size of each Committee.</p> | <p>94. <u>Constitution of Select Committees</u> (Renumbered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(3) In the event of the death of a Member nominated to a Committee, or if his or her seat becomes vacant for any other reason, the Assembly or the Committee, as the case may require, shall nominate another Member in his or her place, and in so doing shall observe the provision of paragraph (1) of this Standing Order.</p> | <p>(Unaltered)</p> |
| <p>94. <u>Procedure in Select Committees</u></p> <p>(1) Except as otherwise provided in Standing Orders, this Standing Order shall apply to all Standing and Select Committees.</p> <p>(2) A written notice informing Members of the Committee of a meeting of the Committee shall ordinarily be circulated by the Clerk of the Committee no later than three days before the meeting unless the Committee by agreement adjourns to a time earlier than three days. The notice must contain a summary of the items of business proposed to be dealt with at the meeting.</p> <p>(3) The business to be transacted at every meeting of a Committee shall be confined to the matter referred to it by the Assembly and any extension or limitations thereof made by the Assembly, and in the case of a Select Committee on a Bill to the Bill committed to it and relevant amendments.</p> <p>(4) If the Chairman is unable to be present at any meeting, the Committee shall elect another Chairman whose tenure of office shall be for the day of his or her election.</p> | <p>95. <u>Procedure in Select Committees (Renumbered)</u></p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| (5) Unless Standing Orders otherwise direct, a Select Committee may send for persons, papers and records, and shall have leave to report its opinion and observations together with the minutes of evidence taken before it to the Assembly. | (Unaltered) |
| (6) Unless the Assembly otherwise direct, three Members shall be the quorum. In ascertaining whether there is a quorum present, the Member in the Chair shall not be excluded. | (Unaltered) |
| (7) If a Member is absent from three or more consecutive sittings of a Committee without the permission of the Chairman of the Committee, the Chair shall so advise the Committee of Selection. | (Unaltered) |
| (8) Meetings of a Committee may be held within the precincts of the National Assembly, and if it becomes necessary, a Committee may meet at any other place within Guyana, with the consent of the Speaker. | (Unaltered) |
| <p>(9) (a) The Meetings of a Committee shall be held in Private;</p> <p>(b) However, Sectoral Committees and the Public Accounts Committee may sit in public, unless the Committee determines otherwise. In determining what proceedings shall be held in private, the Committee shall strive to reach a decision by consensus, failing which the provisions of Standing Order No. 48 (Decision of questions) shall apply;</p> <p>(c) All persons other than Members of the Committee and officers of the Committee shall withdraw whenever the Committee is deliberating.</p> | (Unaltered) |

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| <p>(10) The first meeting of a Select Committee shall be held at such time and place as the Chairman in the case of a Sessional Select Committee, or the Speaker in the case of a Select Committee, shall appoint. Subsequent meetings shall be held at such time and place as the Committee may determine:</p> <p>Provided that if the Committee fails to do so the Chairman shall, in consultation with the Clerk of the Committee, appoint such time and place.</p> | (Unaltered) |
| <p>(11) Except by leave of the Assembly no Select Committee may sit while the Assembly is sitting, but a Select Committee may sit at any time when the Assembly is adjourned.</p> | (Unaltered) |
| <p>(12) (a) When it is intended to examine any witness, the Member requiring such witness shall deliver to the Clerk of the Committee the name, residence and occupation of any witness he desires to examine.</p> <p>(b) If the Committee desires to send for any witness, the Chairman shall supply the name, residence and occupation of every such witness to the Clerk of the Committee at least seven days before his or her evidence is required. The Clerk shall then send for every such witness on behalf of the Committee.</p> | (Unaltered) |
| <p>(13)(a) A witness shall ordinarily be given the opportunity to make a submission in writing before appearing to give oral evidence.</p> <p>(b) A Committee may expunge from any transcript of proceedings, any evidence or statement that it considers to be irrelevant to its proceedings, offensive or possibly defamatory.</p> | (Unaltered) |

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| (14) The Committee may at its discretion refuse to hear any irrelevant evidence or any recalcitrant witness. | (Unaltered) |
| (15) Subject to this Standing Order, any Member of the Assembly (not being a Member of the Committee) may attend any meeting of a Committee, but such a Member will not be able to join in the deliberations; only Members of the Committee of Privileges may attend any meeting of that Committee while the Committee is deliberating. | (Unaltered) |
| (16) A Committee may seek the assistance of persons as Advisers or Expert Witnesses to the Committee during its consideration of a matter. | (Unaltered) |
| (17) Advisers may remain present during relevant proceedings that are not open to the public, unless excluded by the Committee. | (Unaltered) |
| (18) The Chairman or Vice Chairman of a Committee shall maintain order in the Committee and may order any stranger or other person, not being a Member of the Committee, to withdraw from a meeting if that person's conduct is disorderly, but disorder by Members of a Committee can only be censured by the Assembly on receiving a report thereof. | (Unaltered) |
| (19) (a) A Committee may appoint a sub-committee or sub-committees. (c) A Committee may prescribe rules for the conduct of a sub-committee's proceedings provided that these rules are consistent with Standing Orders. Subject to any such rules, the same rules for the conduct of proceedings in a Committee shall apply to a sub-committee. | (Unaltered) |

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| <p>(20) (a) Any Member of a Select Committee may bring up a report for its consideration, and all such reports shall be entered in full upon the Minutes of Proceedings of the Committee. When all the reports have been brought up, the Chairman shall propose the reports in order until one is accepted as a basis for discussion, beginning with his or her own report and proceeding with the remainder in the order in which they were brought up. The question to be proposed by the Chairman on any report shall be "That the Chairman's or (Mr. or Ms...s) report be considered paragraph by paragraph". When this question has been agreed to it shall not be proposed on any further reports, but any portions thereof may be offered as amendments to the report under consideration, if they are relevant to it.</p> <p>(b) The Committee shall then proceed to go through the report paragraph by paragraph and paragraphs (1) to (7) of Standing Order No. 60 (Procedure in Committee of the Whole Assembly on a Bill) shall apply to such consideration as if the report were a Bill and the paragraphs thereof the clauses of the Bill.</p> <p>(c) Upon the conclusion of the consideration of the Report paragraph by paragraph and when all proposed new paragraphs have been considered the Chairman shall put the question that this report be the report of the Committee to the Assembly.</p> | <p>(Unaltered)</p> |

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| <p>95. <u>Matter of Concern before Giving Evidence.</u></p> <p>A person who is to appear before a Committee may raise any matter of concern relating to that evidence with the Clerk of Committee before appearing before the Committee. Any such matters shall be brought to the attention of the Committee.</p> | <p>96. <u>Matter of Concern before Giving Evidence (Renumbered)</u></p> <p>(Unaltered)</p> |
| <p>96. <u>Conduct of Examination</u></p> <p>(1) The Committee shall, before a witness is called for examination, decide the mode of procedure and the nature of questions that may be asked of the witness.</p> <p>(2) The Chairman of the Committee shall first ask the witness such question or questions as he or she may consider necessary with reference to the subject matter under consideration or any subject connected therewith according to the mode of procedure mentioned in clause (1) of this Standing Order.</p> <p>(3) The Chairman will recognize and call other Members of the Committee to ask any other questions.</p> <p>(4) The Chairman will take care to ensure that all questions put to a witness are relevant to the Committee's mandate.</p> | <p>97. <u>Conduct of Examination (Renumbered)</u></p> <p>(1) The Committee shall, before a witness is called for examination, decide the mode of procedure and the nature of questions that may be asked of the witness. subject to 98 of these Standing Orders.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(5) A witness may object to a question on the ground that it is not relevant. However, the Chairman will then determine whether the question is relevant to the Committee’s proceedings and the Chairman’s decision in this matter shall not be open to dispute.</p> <p>(6) A witness may be asked to place before the Committee any other relevant points that have not been covered and which a witness thinks are essential to be placed before the Committee.</p> <p>(7) The evidence of every witness shall be taken down verbatim and sent in proof to the witness by the Clerk of the Committee. The witness shall be at liberty, within twelve days from that on which the Clerk sent out the proof, to suggest corrections due to inaccurate reporting, and the evidence shall be printed with such of the corrections as may be approved by the Chairman.</p> | <p>(5) A witness may object to a question on the ground that it is not relevant. However, the Chairman will then determine whether the question is relevant to the Committee’s proceedings. The Chairman’s decision in this matter shall not be open to dispute”.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>97. <u>Counsel</u></p> <p>(1) A witness may be accompanied by Counsel (of witness’s choice) and may consult Counsel in the course of a meeting at which the witness appears.</p> <p>(2) Counsel may –</p> <p>(a) With the Committee’s agreement, address the Committee on the procedure to be followed by the Committee before Counsel’s client is heard;</p> | <p>98. <u>Counsel</u> (Renumbered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(b) When, in his or her opinion, the client's reputation may be seriously damaged by proceedings of a Committee, request that further witnesses give evidence in the client's interest.</p> | |
| <p><u>98. Witness's Expenses</u></p> <p>No expenses may be paid to any witness or proposed witness except with the permission of the Speaker.</p> | <p><u>99. Witness's Expenses (Renumbered)</u></p> <p>(Unaltered)</p> |
| <p><u>99. Evidence Containing Allegations</u></p> <p>(1) Committees empowered to sit in public, may, at any stage during its proceedings, consider hearing in private evidence that contains an allegation that may seriously damage the reputation of a person. The Committee may also invite that person to be present during the hearing of such evidence.</p> <p>(2) A person who is to appear before a Committee will be informed of or given a copy of any evidence (other than secret evidence) or material in the Committee's possession that contains an allegation that may seriously damage the reputation of that person.</p> <p>(3) Any person whose reputation may be seriously damaged by proceedings of a Committee may request from the Clerk of the Committee a copy of all material and evidence (except secret evidence) that the Committee possesses concerning that person.</p> | <p><u>100. Evidence Containing Allegations (Renumbered)</u></p> <p>(1) If, during the Committee's public proceedings, evidence is given which, in the Committee's view, is injurious to a person's reputation, the Committee may adjourn the proceedings to be heard privately, and invite that person to be present during the giving of such evidence.</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>(4) The Committee shall consider any such request and may furnish such material if it considers it to be necessary to prevent serious damage to that person's reputation.</p> | <p>(Unaltered)</p> |
| <p>100. <u>Confidentiality of Proceedings</u></p> <p>(1) The deliberations of a Committee and proceedings of a Committee or Subcommittee (other than proceedings during the hearing of public evidence, where permissible by these Standing Orders or the Assembly), are not open to the public and remain strictly confidential to the Committee until it reports to the Assembly.</p> <p>(2) Paragraph (1) does not prevent-</p> <p>(a) The disclosure, by the Committee or by a Member of the Committee, of proceedings to a Member of Parliament or to the Clerk or another officer of the National Assembly in the course of their duties;</p> <p>(b) The disclosure by the Committee, of proceedings to any other person for assisting in the Committee's consideration of a matter;</p> <p>(c) The disclosure of proceedings in accordance with Standing Orders.</p> <p>(3) A Committee making an interim report or a special report to the Assembly may resolve that some or all proceedings relating to the report remain confidential to the Committee until it reports finally to the Assembly.</p> | <p>101. <u>Confidentiality of Proceedings (Renumbered)</u></p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

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| <p>101. <u>Divisions in Select Committee</u></p> <p>(1) Every division in a Select Committee shall be taken by the Clerk of the Committee asking each Member of the Committee separately how he or she desires to vote and recording the votes accordingly.</p> <p>(2) When a division is claimed in a Select Committee every Member of the Committee present shall, unless he or she expressly states that he or she declines to vote, record his or her vote either for Ayes or Noes. The Clerk of the Committee shall enter in the Minutes of the Proceedings the record of each Member's vote and the names of those Members who decline to vote.</p> <p>(3) As soon as the Clerk has collected the votes he or she shall state the number of Members voting for the Ayes and Noes respectively and the Chairman shall then declare the result of the division. The Chairman shall not have an original vote but in the event of an equality of votes he or she shall give a casting vote.</p> <p>(4) If a Member of the Committee states that he or she voted in error or that his or her vote has been wrongly counted he or she may claim to have his or her vote altered, provided that such request is made as soon as the Clerk has announced the numbers and before the Chairman has declared the result of the division.</p> | <p>102. <u>Divisions in Select Committee (Renumbered)</u></p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
|---|--|
| <p>102. <u>Premature Publication of Evidence</u></p> <p>The proceeding of and the evidence taken before any Select Committee and any documents presented to and decisions of such a Committee shall not be published by any Member thereof or by any other person before the Committee has presented its report to the Assembly.</p> | <p>103. <u>Premature Publication of Evidence (Renumbered)</u> (Unaltered)</p> |
| <p>103. <u>Reports from Committees</u></p> <p>(1) Every Committee shall before the end of the Session in which it was appointed, make a report to the Assembly upon the matters referred to it; but if a Committee finds itself unable to conclude its investigation before the end of the session, it may so report to the Assembly, and the Assembly may on consideration of the report resolve that the Committee shall remain in being and continue its investigation notwithstanding the end of the session.</p> <p>(2) A Committee shall have leave to make a special report relating to the powers, functions and proceedings of the Committee on any matter which it thinks fit to bring to the notice of the Assembly.</p> <p>(3) A report or special report together with the minutes of any evidence taken before the Committee shall be presented to the Assembly by the Chairman or any other Member deputed by the Committee and shall be ordered to lie upon the Table and be printed without question put.</p> | <p>104. <u>Reports from Committees (Renumbered)</u></p> <p>(1) Every Committee shall before the end of the Session in which it was appointed, make a report to the Assembly upon the matters referred to it.</p> <p>(2) If a Committee finds itself unable to conclude its work before the end of the session, it may so report to the Assembly. The Assembly may on consideration of the request or motion or report resolve that the Committee shall remain in being and continue its work.</p> <p>(3) (Renumbered) (Unaltered)</p> <p>(4) (Renumbered) (Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
|--|--|
| <p>(4) Standing Committees shall report to the National Assembly from time to time but shall report on the progress of its work for the previous year and its work programme for the ensuing period.</p> <p>(5) A Committee may from time to time make an interim report informing the Assembly of the progress of its investigation into the matter before it.</p> <p>(6) A Committee may from time to time make a special report to the Assembly seeking authority from the Assembly to do something, or seeking guidance from the Assembly on some procedural question which has occurred in the Committee, or informing the Assembly of some other matter connected with its proceedings which it considers should be reported to the Assembly.</p> <p>(7) A Committee may, in its report, indicate the differing views of its Members.</p> <p>(8) The report of a Committee may be taken into consideration by the Assembly on a motion "That the report of the Committee on..... be adopted". Such a motion may be moved by any Member after one day's notice.</p> | <p>(5) (Renumbered) (Unaltered)</p> <p>(6) (Renumbered) (Unaltered)</p> <p>(7) (Renumbered) (Unaltered)</p> <p>(8) (Renumbered) (Unaltered)</p> <p>(9) (Renumbered) (Unaltered)</p> |
| <p>104. <u>Minutes of Proceedings</u></p> <p>The Minutes of Proceedings of a Committee shall record all proceedings upon the consideration of any report or Bill in the Committee and upon every amendment proposed to such a report or Bill together with a note of any division taken in the Committee and of the names of Members voting therein or declining to vote.</p> | <p>105. <u>Minutes of Proceedings</u> (Renumbered) (Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>CHAPTER X111 Miscellaneous</p> <p>105. <u>Absence of Members</u></p> <p>(1) Any Member who is prevented from attending a sitting of the Assembly shall acquaint the Clerk as early as possible of his or her inability to attend.</p> <p>(2) If without the leave of the Speaker obtained in writing before the end of the last of the sittings referred to in this paragraph, any elected Member is absent from the Assembly for more than six consecutive sittings occurring during the same session and within a period of not longer than two calendar months, he or she shall vacate his or her seat in the Assembly under Articles 54 and 156 (1) (b) of the Constitution.</p> | <p>106. <u>Absence of Members (Renumbered)</u> (Unaltered)</p> <p>(Unaltered)</p> |
| <p>106. <u>Employment of Members in Professional Capacity</u></p> <p>No Member of the Assembly shall appear before the Assembly or any Committee thereof as Counsel or Solicitor for any party or in any capacity for which he or she is to receive a fee or reward.</p> | <p>107. <u>Employment of Members in Professional Capacity (Renumbered)</u> (Unaltered)</p> |
| <p>107. <u>Report of Debates</u></p> <p>(1) An official report of all speeches made in the Assembly shall be prepared under the supervision of the Clerk, acting under such instructions as the Speaker may give.</p> <p>(2) The report shall be published in such form as the Speaker may direct, and a copy thereof shall be sent to each Member as soon as practicable.</p> | <p>108. <u>Report of Debates (Renumbered)</u> (Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>108. <u>Strangers</u></p> <p>(1) Strangers may be admitted to the debates in the Assembly under such rules as the Speaker may make from time to time for that purpose.</p> <p>(2) If, at any sitting of the Assembly, any Member moves that strangers withdraw, the Speaker shall forthwith put the question “That strangers do withdraw” without permitting any debate or amendment.</p> <p>(3) The Speaker may, whenever he or she thinks fit, order the withdrawal of strangers from any part of the Chamber and its precincts and may order the doors of the Chamber to be closed.</p> <p>(4) Strangers must withdraw from the Chamber and its precincts when called upon to do so by the Speaker.</p> | <p>109. <u>Strangers (Renumbered)</u></p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> <p>(Unaltered)</p> |
| <p>109. <u>Media</u></p> <p>The Speaker may grant a general permission to the representative of any media to attend sittings of the Assembly under such rules as the National Assembly may make from time to time. If such rules are contravened, such permission may be revoked.</p> | <p>110. <u>Media (Renumbered)</u></p> <p>(Unaltered)</p> |
| <p>110. <u>Amendment of Standing Orders</u></p> <p>(1) Unless the Speaker shall otherwise direct, not less than twelve days’ notice of a motion to amend the Standing Orders shall be given, and the notice shall be accompanied by a draft of the proposed amendments.</p> <p>(2) The motion shall be set down for the earliest convenient sitting after the expiration of the notice.</p> | <p>111. <u>Amendment of Standing Orders (Renumbered)</u></p> <p>(Unaltered)</p> <p>(Unaltered)</p> |

| PRESENT STANDING ORDER | RECOMMENDED CHANGE |
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| <p>(3) When the motion is reached, the mover shall move the motion, and after it has necessary, been seconded, the motion shall be referred forthwith, without any question being put thereon, to the Standing Orders Committee, and no further proceedings shall be taken of any such motion until the Committee has reported thereon.</p> | <p>(3) When the motion is reached, the mover shall move the motion, and after it has been seconded, the motion shall be referred forthwith, without any question being put thereon, to the Standing Orders Committee, and no further proceedings shall be taken of any such motion until the Committee has reported thereon.</p> |
| <p>111. <u>Suspension of Standing Orders</u></p> <p>Any one of more of these Standing Orders may after notice, or with the leave of the Speaker, be suspended on a motion made by a Member at any sitting.</p> | <p>112. <u>Suspension of Standing Orders (Renumbered)</u> (Unaltered)</p> |
| <p>112. <u>Rules in Cases not Provided for by Standing Orders</u></p> <p>(1) In any matter not herein provided for, resort shall be had to the usage and practice of the Commons Assembly of Parliament of Great Britain and Northern Ireland, which shall be followed as far as the same may be applicable to the Assembly, and not inconsistent with these Standing Orders or with the practice of the Assembly.</p> <p>(2) In cases of doubt the Standing Orders of the Assembly shall be interpreted in the light of the relevant usage and practice of the Assembly of the Commons, but no restriction which the Assembly of Commons has introduced by Standing Order after the making of these Standing Orders shall be deemed to extend to the Assembly or its Members until the Assembly has provided by Standing Order for such restriction.</p> | <p>113. <u>Rules in Cases not Provided for by Standing Orders (Renumbered)</u> (Unaltered)</p> <p>(Unaltered)</p> |

RULING ON ADJOURNMENT MOTION

An Adjournment Motion consisting of six pages and six resolutions was received by me at 12.10 p.m. The Hon. Member Mr Robert Corbin informed me of his intention to introduce the Motion at 11.45 a.m.

On a ruling by my distinguished predecessor, the Hon. Sase Narain, Adjournment Motions are required to be lodged with the Clerk by 11 00 a.m., on the day on which it is intended to be moved. The rationale for the rule is clearly demonstrated in this case

Nevertheless several features are immediately apparent.

The issues which are referred to in the Motion occurred between December 2003 and January 2004. There has been more than sufficient time for a Motion to be lodged for debate. Only 14 days notice is required for a Private Member's Motion. The rules which apply to a Motion do not apply to an Adjournment Motion and I have no doubt that some of the matters raised are proper subjects for debate.

As Members are aware the subject of the Adjournment Motion must be **definite, urgent and of public importance.**

Erskine May's Parliamentary Practice Seventeenth Edition at page 364 defines "**definite**" as "**a single specific matter,**" "**not couched in general terms or covering a great number of cases,**" "**not offered when facts are in dispute or before they are available**" and "**not importing an argument**".

There are 34 "Whereas" (Introductory) clauses in the Motion and the first such clause invokes seven (7) distinct issues which are described in the clause as "*several*

In relation to the issue of "**urgency**" the matter must be of recent occurrence and raised without delay. In this regard Erskine May states at page 365: "**The fact that a grievance is continuing is not sufficient if it is not of recent occurrence**".

I referred to the fact that the events are dated between December and January and that there was sufficient time for a Private Member's Motion.

The matter must be of public importance. I have no doubt that the issues raised are of public importance

In *Parliamentary Procedure* by Kashyat it is stated at page 767 that the matter must have arisen “**suddenly in the manner of an emergency and should not have arisen over a series of weeks**”. There is also a requirement that the fact be “**admitted or established**”.

The same author describes an Adjournment Motion as “**a very potent procedural device**” because it disrupts the normal business of the House because of its urgency.

the reasons of

the motion,

Multiplicity of issues;

The fact that the issues arose prior to the end of January;

And the other reasons I have described.

I am unable to allow the Motion.

I have not dealt with issues of jurisdiction, the provisions of the Police Act, sub judice and others

Sgd. HON. HARI N. RAMKARRAN, S.C., M.P.,

Speaker of the National Assembly

15th March, 2004

ANNOUNCEMENT

25th October, 2005.

I received a letter from Hon. Member Mr. Robert Corbin dated October 20, 2005, with enclosures requesting me to declare the seat of Hon. Member Mr. Raphael Trotman vacant on the ground that he has been disqualified pursuant to Article 156 (3) of the Constitution.

I wrote to the Hon. Member Mr. Trotman on October 24, 2005, inviting him to let me have his views. I have met with Mr. Trotman and have considered his representations.

I have also taken legal advice on this matter and the opinions which I have received concur with my own.

Mr. Trotman resigned from the PNCR on May 27, 2005, and from the two parliamentary committees of which he was a member on June 1, 2005. According to press reports Mr. Trotman is now associated with a new political party called the Alliance For Change which is due to be officially launched shortly.

Article 156 (3) of the Constitution provides as follows:

“A member of the National Assembly elected on a list shall be disqualified from being a member of the Assembly, if he or she, in the prescribed manner, declares that he or she will not support the list from which his or her name was extracted or, declares that he or she abstain from supporting that list or, declares his or her support for another List.”

The conditions for disqualification, therefore, are a declaration made in the prescribed manner. The declaration must state that the member will not support the list or will abstain or will support another list.

“To openly align oneself for or against (a party or position)” can constitute a declaration. (Concise Oxford Dictionary 10th Ed. Revised page 312). And in the absence of the manner of the declaration being prescribed, the use of the word “declares” in the context of the phrase “declares that he or she will not support the list.....” contained in Article 156 (3) of the Constitution suggests that no formality as regards the declaration is required. Thus the declaration may take the form of a written or oral statement and may be express or implied. No one can say what formality, if any, the legislature or had or may have had in mind.

In my view Mr. Trotman's resignation constitute a declaration for the purpose of Article 156 (3) of the Constitution.

The manner in which the declaration is to be made has not been prescribed. The question arises as to whether Article 156 (3) can be invoked having regard to the failure of the legislature to do so.

In *Peters (Winston) v Attorney General and Another* (2001) 63 WIR 244, the Court of Appeal held that the failure of the Rules Committee to make rules under S 144 of the Representation Act was not fatal because by virtue of the conjoint effect of S55 of the Interpretation Act and S78 of the Supreme Court of Judicature Act, the Rules of the Supreme Court applied to Section 144 of the Representation of the People Act.

It appears that when the court is given jurisdiction but the procedure has not been defined, the gap can be filled by the court exercising its inherent jurisdiction. In *Jaundoo v Attorney General of Guyana* (1971) 16 WIR 141 the Privy Council held that in the absence of any provision prescribing the method of access to the High Court, a person complaining of an infringement of his constitutional rights was entitled to adopt any form of procedure by which the High Court might be approached to involve the exercise of any of its powers.

In *Jamaat Al Muslimeen v Bernard and Others (No. 3)* (1994) 46 WIR 429 the question was whether the court could order an interim payment in the exercise of a power given to it by statute to order such payments in circumstances specified in rules to be made by the Rules Committee, when the Rules Committee had made no such rules. The Court held that it could not because this went beyond procedure.

Several examples are given of this including the case of *R v Accused* (1992) 1 NZLR 257 in which it was held by the New Zealand Court of Appeal that a power to use video-taped evidence in criminal cases involving sexual offences against minors, could not be exercised until the associated regulations governing the manner and form of the making and identification of the videotape has been made and come into force. The head-note stated: "Parliament had placed the completion and, therefore the timing, of the legislation in the hands of the executive. The courts would not usurp or substitute this function."

Arising from these authorities the issue is whether the prescribing of the manner for the making of the declaration pursuant to Article 156 (3) of the Constitution is a procedural or a substantive requirement.

A provision that the manner of making a declaration will be prescribed can only be referring to a procedure such as whether it should be by a statement, oral or written an affidavit, a statutory declaration or by a letter to the Speaker or to the political party to whose list the member belongs. Clearly these falls within the category of procedural and therefore Article 156 (3) can be given effect in the absence of a prescribed manner for the declaration.

19th December, 2005

The Hon. Mr. Reepu Daman Persaud
Minister of Parliamentary Affairs,
Office of the President,
New Garden Street
Georgetown.

Dear Minister,

I refer to your Motion moved at 10.00 p.m. on Thursday 15th December, 2005, to suspend Standing Order 9 to enable the National Assembly to sit after 10.00 p.m. to conclude the business on the Order Paper which, as you are aware, I allowed with great reluctance.

Standing Order 8 provides that the National Assembly shall sit every day except Saturday and Sunday. Standing Order 9 provides that the National Assembly shall adjourn at 10.00 p.m.

The clear intention to be derived from the combined effect of the above Standing Orders is that the National Assembly is expected to sit every day and where, despite such sittings, its business for that day cannot be concluded by 10.00 p.m. as a result of which the business of the National Assembly would be severely disrupted, then power exists under Standing Order 24 to move a motion for suspension of Standing Order 9 without notice.

It is not contemplated by the Standing Orders that in a situation where the National Assembly meets once every two weeks that Standing Order 9 should be suspended merely to enable the day's business to be concluded for the purpose of convenience. It is intended that the power should be used sparingly, for example, to allow a member to conclude his/her speech where he/she requires only a short time to do so.

I am therefore of the view that any attempt to extend a day's sitting in the National Assembly by moving for a suspension of Standing Order 9 without notice merely for the purpose of convenience when the National Assembly meets only once in every two weeks, would be an abuse of the power granted by Standing Order 24.

I am therefore informing you that I will not allow such a motion without notice in the future save in exceptional circumstances. You will note that Standing Order 24 (d) provides that the leave of the Speaker is required to move the motion for suspension without notice.

ANNOUNCEMENTS BY THE SPEAKER ON AMENDMENTS

This is an appropriate time to set out the principles which should apply in making amendments to bills and motions in the National Assembly.

1. Amendments must be made in writing.
2. Amendments must be presented in the usual format in accordance with the Standing Orders so as to give clear indication of (a) the words to be deleted; (b) the words to be added; (c) the words to be substituted for words to be deleted.
3. Notice of amendment must be given in sufficient time to enable members to consider them.
4. Simple amendments which require little or no time for consideration by members, or for which there is no objection, will be accepted if delivered to the Clerk one hour before the convening of the National Assembly.
5. Amendments which will require some study by members or which is likely to generate discussion, disagreement or debate must be delivered to the Clerk before 10.00 am on the day on which the debate is to take place.
6. Substantial or complex amendments as in the case of the motion on the National Development Strategy must be delivered to the Clerk before 10.00 am on the day before the debate is to take place in the National Assembly.
7. Amendments which alter, add to or substitute resolve clauses will be permitted in accordance with our practice as occurs in many Parliaments, including the House of Commons. However, an amendment which alters the nature of the motion or bill will not be allowed.

Dated this 14th day of December, 2006.

23rd January, 2007

Honourable Members

*Mrs. Clarissa Riehl,
Deputy Speaker of the National Assembly*

At the last sitting of this National Assembly on Tuesday 23rd January during the debate on a motion brought by the Honourable Member Mr. James McAllister in the matter of the "construction of a bridge across the Berbice River" I made a ruling on Standing Order #39 to the effect that the Motion brought by the Honourable Member did not qualify for the exceptions stated in paragraph 2 of the Standing Order #39.

Standing Order #39:

(1) States that the mover of a motion may reply after all the other members present have had an opportunity of addressing the assembly and before the question is put and after such reply no other member may speak except as provided in paragraph 2 of the Standing Order.

(2) A Minister may conclude a debate on any motion which is critical of the Government or reflects adversely on or is calculated to bring discredit upon the Government or a Government Officer.

The motion in question contained 5 whereas clauses and 3 resolve clauses – ~~more~~ of which were in any way condemnatory or critical of the Government.

The resolve clauses merely ask ~~for~~ this National Assembly to call upon the Government ⁽¹⁾ to review its decision to build a steel floating bridge across the Berbice River between D'Edward and Crab Island ⁽²⁾ for the matter to be investigated by the Economic services Committee and a report made to the National Assembly ~~within 3 months~~.

(3) ~~Within 3 months~~ – and for the Minister of Public Works and Communication to instruct the Berbice River Bridge Co. Inc. to suspend all works pending the report from the Economic Service Committee - The mover

or the motion and 2 other opposition members spoke to the motion -- 4 Government Ministers spoke on the motion.

At the close of the debate by the mover of the motion the Leader of Government business the Honourable Prime Minister sought to invoke the Right of Reply in paragraph 2 of Standing Order #39.

My ruling was premised on the reasoning that in accordance with the ordinary rules of English language construction the qualifying phrases in paragraph 2 that trigger a Minister's Right of Reply go to the motion itself and not to the debate. And since nothing in the text of the motion was critical or adverse to the Government or to a specific Minister, that right to reply was not allowed.

IT was said in the Press Release that Standing Order 39(2) was discussed in the context of the visit of 2 visiting Br. MPs - I was not present but I have found no precedent that puts different interpretation on paragraph 2

Standing Order #39. And until such time I stand by my ruling.

Honourable members my ruling should have been the end of the matter - but it was not.

*reference
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On Tuesday 25th January a press release emanating from the PPP and headed "PPP condemns the violation of the Right to Reply in Parliament" was sent to the media houses in Georgetown.

On the 19th January when the Government sought to suspend Standing Order #..... to have the Value Added Tax Amendment Bill go through all its stages without the requisite notice, I did not permit.

That every night, 2 members of this Honourable House and a 3rd person were on NCN Channel 11 discussing the Bill with the anchor of the program calling into question my impartiality *in the presence of these Hon. members*

These instances represent ^a ~~his~~ ^{Norms} ~~Rules~~ flagrant disregard of the ~~Rules~~ of this Assembly and if they are meant to intimidate let it be known that I shall not be intimidated.

And if a decision is given that does not find favour with any side of this National Assembly let it be also known that the characteristics attaching to the office of the Speaker in this Assembly are authority and impartiality and any reflections upon the character or actions of the Speaker may be punished as contempt. His ^{act} actions cannot be criticized incidentally in debate or upon any form of proceeding except a substantive motion.

[Quote ps. 122-123] In the same way reflections on the character of the Speaker or accusations of partiality in the discharge of his duties . . . have attracted the penal powers of the Commission.

BRIEF ON INTERRUPTION

Honourable Members,

I have observed with grave concern the rising level of heckling of a Member while he or she is speaking

Under Standing Order No 45 – Rules for Members not speaking, it is stated at paragraph (c) that a Member present in the Assembly during a debate “shall maintain silence while another Member is speaking and shall not interrupt, except in accordance with these Standing Orders”.

What does interruption here mean?

The answer is clearly set out in Standing Order No. 40 **Interruptions** and it reads as follows

Subject to these Standing Orders, no Member shall interrupt another Member except –

- (a) by rising on a Point of Order, when the Member speaking shall resume his or her seat and the Member interrupting shall simply direct attention to the point which he or she desires to bring to notice and submit it to the Speaker or Chairman for decision; or
- (b) to elucidate some matter raised by that Member in the course of his or her speech, provided that the Member speaker is willing to give way and resume his or her seat and that the Member wishing to interrupt is called by the Chair

Words of interruption, if used in moderation, are not unparliamentary, but when they are frequent and loud, they cause serious disorder. When words of interruption are intended to denote approbation of some sentiment expressed, they should not be uttered until the end of a sentence as this will offer no interruption of speech. But those same words could express dissent, derision or contempt

When expressions become dissent, derision or contempt, disorder has arisen. When under these circumstances the Assembly is called to order, but Members persist in their interruption or cries it is the duty of the Chair to direct the disorderly Member or Members to withdraw from the Chamber. If the interruption should be so continuous and prolonged as to constitute a state of grave disorder the Chair may use the powers given by Standing Order No 47 – Order in the Assembly and Committee

I implore Members to acquaint themselves with this Standing Order

15th February, 2007

ANNOUNCEMENTS BY THE SPEAKER

Honourable Members, yesterday I was very tolerant with those Members who heckled and interrupted several speakers during the debate. Both sides of the House were guilty of this offence.

I must remind you that under our Standing Orders there are rules for Members not speaking.

I wish to draw your attention to Standing Order No. 45 which states,

“A Member present in the Assembly during the debate –

- (a) shall enter or leave the Assembly with decorum;
- (b) shall not read books, newspapers, letters or other documents save such as relate to the business before the Assembly;
- (c) shall maintain silence while another Member is Speaking and shall not interrupt, except in Accordance with these Standing Orders; and
- (d) shall otherwise conduct himself in a fit and proper manner”.

Further, the twenty-first edition of Erskine May has the following, among other things, to say about Members not speaking.

“Members must not disturb a Member who is speaking, by hissing, chanting, clapping, booing, exclamations or other interruption. On 22nd January, 1693, it was resolved ‘that Mr. Speaker do call upon the Member by name, making such disturbance, and that every such person shall incur the displeasure and censure of the House’.

Cry of ‘shame’

A gross form of interruption by loud cries of ‘shame’, has been strongly condemned by the Speaker, who declared his intention to take notice of the committal of the offence.

It is my view that the behaviour by some Members in the Assembly yesterday can be considered as grave disorder. The twenty-third edition of Erskine May says the following about grave disorder.

“In event of grave disorder arising in the House, the Speaker is empowered by Standing Order No. 46 if he thinks it necessary, to adjourn the House without question put, or to suspend the sitting for a time to be named by him”.

Honourable Members, as you are no doubt aware, Standing Order No. 46 of our Assembly gives the Speaker responsibility for order in the Assembly and in Committee. Standing Order 46 states –

- (1) The Speaker in the Assembly and the Chairman in Committee shall be responsible for the observance of the rules of order in the Assembly and Committee respectively and their decision upon any point of order shall not be open to appeal

4.

and shall not be reviewed by the Assembly except upon a substantive motion made after notice.

- (2) When the Speaker or Chairman rises, any Member then speaking or wishing to speak shall immediately resume his or her seat and the Assembly, or the Committee, shall be silent.

Honourable Members, I hope that I am not forced to use my authority under the Standing Orders today nor during the remainder of my stay in the Chair.

The Hon. Samuel Hinds,
Prime Minister,
Office of the Prime Minister,
Wright's Lane,
Kingston,
Georgetown

Dear Prime Minister,

I refer to your letter of May 8, 2007, requesting me to disallow the Motion under the name of the Hon. Robert Corbin intitled INTRODUCTION OF THE VALUE ADDED TAX (VAT) on the grounds that it is overtaken by time and is in violation of S.O. 26(e).

The National Assembly is moved by the Motion to:

- * establish an all-Party Committee to make recommendations for the reduction on the rate of the tax, for widening the range of zero rated and exempt supplies and a phased implementation of the Value-Added Tax;
- * the Government immediately implement significant levels of salary increases for those categories of workers most adversely affected by the implementation of VAT;
- * the Government establish a National Commission on tax reform to review the tax system and make recommendations.

The first part of the Motion seeks the establishment of an all-Party Committee to make recommendations on three matters, namely, reducing the rate of the tax, widening the range of zero rated and exempt supplies and a phased implementation of VAT.

Your contention is that VAT has already been implemented and therefore **the Motion** has been overtaken by time.

If your contention is correct then only one-third of one-third part of the **Motion** has been overtaken by time and not **the Motion**.

In any event, the fact that VAT has already been implemented does not prevent the proposed all-Party Committee from recommending VAT on a range of goods be rescinded and the reintroduction be staggered.

I therefore do not subscribe to your argument.

Standing Order 26(e) reads: *In order that a motion may be admissible, it shall satisfy the following conditions . . . (e) It shall not revive discussion of a matter which has been discussed in*

in same session.

The specific issues, summarised above, which the National Assembly is being moved to approve are referred to collectively in the rules as **a matter**. If the **matter** (collectively) was raised before and **specifically decided upon** by the National Assembly, I should be most obliged if you would point out the occasion. Until such time I regret that I cannot agree with your request that the motion be disallowed.

This rule must not be confused with the general discretion of the Speaker who can properly disallow a Member from *[reviving] discussion of a matter* which has engaged the National Assembly in the past.

Yours faithfully,

STATEMENT

One of the best known rules of parliamentary procedures, familiar to parliamentarians worldwide, is that the conduct of certain officials cannot be questioned except by way of a motion tabled for that purpose. This rule applies to Speakers and is or ought to be known to every parliamentarian.

It came to my attention yesterday that my decision to allow Hon. Member Winston Murray's motion proposing a Limit on the Aggregate Amount of Debt Obligations under section 81(3) of the Fiscal Management and Accountability Act would be questioned and that an attempt would have been made to demonstrate that my decision violated the Standing Orders and Article 171 of the Constitution.

I spoke to the Prime Minister and two other members of the governing Party conveying the information I had received and expressing my deep concern at the prospect of my decision being the subject of criticism during a debate in violation of the Standing Orders.

I received certain assurances which I assumed to mean, now I realize mistakenly, that the Standing Orders would be observed. To my surprise, about ten minutes into the speech of Hon. Member Dr. Ashni Singh, he claimed that the Motion did not conform to Standing Order 25. This constituted a direct criticism of my decision to approve the Motion as having satisfied the requirements of the Standing Orders, including Standing Order 25. I required the Hon Member to demonstrate how the Motion violated Standing Order 25 and if he could not, he must withdraw his assertion. He declined to do either.

During the brief suspension that followed, the Hon Member Dr. Singh informed me that he was prepared to withdraw his assertion but that he wished to proceed to demonstrate that the Motion did not qualify because it violated Article 171 of the Constitution. I informed him that since that would constitute a criticism of my decision which can only be made on a motion for that purpose, I could not allow him to speak to that aspect. The Hon. Member then informed me that in such a case he would have nothing further to say. Upon the resumption, the Hon Member withdrew his assertion in connection with Standing Order 25 and indicated the line he intended to take in his presentation as outlined above. I informed him that I could not allow him to raise such an issue and he declined to proceed with his speech.

Where a member is dissatisfied with a decision of the Speaker approving a motion, he or she has a right and every opportunity to table a motion challenging the decision of the Speaker. Such a motion would obviously receive priority over and the motion challenged. If the National Assembly agrees with the challenge, then obviously the challenged motion could not be proceeded with. There was ample time for the Hon. Member to take this course but he declined to do so and sought to unwisely proceed on an alternative course which was totally impermissible.

The rule against challenging decisions of the Speaker exists to protect the dignity and integrity of the National Assembly. Imagine that if the Hon. Member were allowed to proceed, I would have had to sit through a lecture by the Hon. Member on the provisions of the Constitution in enforced and painful silence because I am not permitted to enter the debate. The Hon. Member, otherwise a brilliant scholar and, I might add, a gentleman, is not a lawyer. I am and do have a nodding acquaintance with the Constitution. This untenable situation is prevented by the particular rule.

Upon receipt of the motion from Hon. Member Winston Murray, the Clerk wrote to him stating his view that the motion did not qualify. Mr. Murray replied, disagreeing with the Clerk, who, thereupon, wrote to the Chief Parliamentary Draughtsman (CPD). The latter advised the Clerk that he did not agree with the Clerk's position but that his decision to disallow the motion was in order because the motion violated article 171 of the Constitution. Upon receipt of the CPD's letter the Clerk referred the matter to me for a decision. I came to the conclusion that the motion did not violate article 171 of the Constitution. Out of courtesy, I wrote to the Attorney General setting out my views and requested a response. I did not receive a considered response but was told by the Attorney General that he agreed with the CPD. Copied of the correspondence area available from the Clerk.

I wish to make it clear that I am the sole authority charged with the responsibility of approving motions and I am not required to consult with any one. I do not normally do so except where I require legal advice. In this case I sought the legal opinion of one of my distinguished colleagues who unhesitatingly confirmed the view that I had formed.

Let me hasten to add that decisions of all public officials, including the Speaker, are subject to critical review by the press and public. My decisions have been criticized in public on many occasions in the past, including by the opposition. In debate in the National Assembly, however, the Standing Orders apply.

H. N. Ramkarran
Speaker of the National Assembly
Parliament Building
Georgetown
March 27, 2008.

QUESTION FOR DEBATE/ADMISSIBILITY OF MOTIONS

Recently the events at Lusignan came up for debate on an Adjournment Motion moved by the Government. There was no formal conclusion to the debate because an Adjournment Motion does not have a formal conclusion. There is no resolve clause at the end of an Adjournment Motion so that no question could be put.

A Motion was subsequently tabled by Mr. Robert Corbin in which he asked the National Assembly to condemn the brutal and horrific killing of eleven of our citizens, extending deepest sympathy to the families and that of the corporal of the GDF who was murdered and calling on the government to implement a definite plan to arrest the downward spiral of our country's security.

This identical motion had been tabled when Parliament was convened to discuss Lusignan but the Government declined a request by Corbin to move a motion to suspend the Standing Orders to abridge time to allow the motion to proceed that day. The Government had tabled its own Adjournment Motion which it proceeded with. The Opposition walked out.

The question has arisen as to whether Mr. Corbin's motion qualifies.

There are two Standing Orders which relate to the issue which has been raised. These are 25(3) and 26(e).

25(3) states: *When a question for debate has been proposed, debated and decided, it shall not be competent for any member to raise a question substantially identical thereto in the same session except upon a substantive motion for rescission.*

26(e) states: *In order that a motion be admissible, it shall satisfy the following conditions, namely,.....(e) it shall not revive discussion of a matter which has been discussed in the same session.*

I offer the following thoughts:

1. A draughtsman/woman does not deliberately set out to create a contradiction. This being so every attempt must be made to ascertain the meaning and intent of the provisions so as to reconcile them. This is the duty of the Speaker upon appropriate legal advice.
2. The first Standing Order opens the possibility of a member objecting to another member raising a question for debate in an approved motion which is substantially identical to one already proposed, decided and debated.
3. The questions in the motion (the resolve clauses) proposed by Mr. Corbin have not been "*proposed, debated and decided.*" I have explained the nature of an

Adjournment Motion where no question is ever *“proposed, debated and decided.”*

4. The second Standing Order addresses the Speaker. It tells him/her that he/she should not admit a motion which *“revives discussion of a matter which has been discussed in the same session.”*
5. I wrote on this matter to the Prime Minister a while ago in relation to the VAT Motion. I interpreted *“matter”* to mean a question which has been *“proposed, debated and decided.”* *“Matter”* in 26(e) is clearly defined by 25(3) as a question which has been *“proposed, debated and decided.”* I suggest that any other interpretation would be untenable because otherwise how do you interpret *“matter.”* It certainly cannot be interpreted to mean “issue” because a vast variety of “issues” are discussed in Parliament again and again, for example, crime. Interpreting it to mean “issue” would result on a large number of matters which the Government or Opposition is interested in to be rejected for debate.
6. In relation the Lusignan killings, what is the “matter?” How could it be defined? As a discussion about the security situation in Guyana which is what was essentially discussed in the Adjournment Motion? Once defined as a *“matter”* I will in future be bound by such a decision and the work of the National Assembly will be seriously disrupted because it will not be able to address a large number of vital matters.
7. I am supported by the authorities. The following is the position in the UK (Erskine May p 326): **“A motion or an amendment which is the same, in substance, as a question which has been decided during a session may not be brought forward again during that same session....However, a question which has not been definitely decided may be raised again.”**
8. The position in Australia is as follows (House of Representatives Practice, I. C. Harris p 275): **“The Speaker may disallow any motion (or amendment) which is the same in substance as any question which has been resolved in the affirmative or negative during the same session.....The same question rule has rarely been invoked.....However, a question which has not been definitely decided may be raised again.”**
9. There are other supporting passages in other texts but I think that this is enough.

Dated the 6th May, 2008

H. N. Ramkarran

Speaker of the National Assembly.

December 30, 2008

The Hon. Mr. Clement Rohee
Minister of Home Affairs
6 Brickdam
Georgetown.

Dear Minister.

I am in receipt of your letter of December 24, 2008, in connection with our informal exchanges in the National Assembly in which you raised the point that Minister Robert Persaud, having made a Statement by Minister on the flood situation, a motion by Mr. Robert Corbin to adjourn the National Assembly on a matter of urgent public importance relating to the said flood situation should not be allowed because it violated S.O. 43 (2) which states: "It shall be out of order to anticipate a Bill or a notice of motion by discussion upon an amendment or a motion for the adjournment of the Assembly." This is called the rule against anticipation.

I expressed the view that Mr. Corbin's motion for an adjournment of the Assembly did not anticipate a notice of motion. It merely followed a Statement by Minister.

There is a vast difference between a motion and a Statement by Minister.

In the extract you sent to me, Mrs. Jagan had tabled a motion which was on the notice paper and later sought to move a motion to adjourn the Assembly. This fell squarely and directly within the confines of S.O. 43(2) which prohibits this exact situation.

The Presiding Member said:

"I must advise that a substantive Motion on the same matter was submitted by the Member Cde. Janet Jagan. That Motion was approved by the Speaker and has today been put on the Notice Paper. Copies of Notice Paper No. 180 have been circulated to Members.

From the rules governing the restriction on Motions for the Adjournment as set out in May's Parliamentary Practice which, along with our Standing Orders governs the proceedings of this Assembly, I have observed that:

"Members are precluded under the rule of anticipation from discussing on an

adjournment motion a notice of motion or an Order of the day which already stands upon the notice paper or order book.”

As Cde. Janet Jagan’s substantive motion was published on a Notice Paper, the Chair regrets that it cannot, in the circumstances, allow the matter to be raised on a Motion for the Adjournment of the Assembly.”

The extract and the ruling of the Presiding Member fortify me in the correctness of the conclusion I made in this matter.

In future I recommend that you formally raise objections on a Point of Order rather than in informal notes so that I can give rulings which will become precedents in the event that the same issue arises in future.

Yours faithfully,
Sgd. HNR

RULING

Trade Union Recognition (Amendment) Bill No 25 of 2008

This Bill came up for its second reading on December 29, 2008. Hon. Member Robert Corbin MP objected to the second reading on a Point of Order relying on Standing Order 54(2) which states:

"No Bill shall be read a second time before the expiration of six (6) days from the date of its publication in the Gazette and until it has been printed and circulated to Members."

Mr. Corbin argued that the Bill was first circulated to members on December 22, 2008, six clear days from December 29, 2008, but since there were two public holidays and one Sunday on December 25, 26 and 28, there were only three working days since the Bill was first circulated.

He relied on section 40 of the Interpretation and General Clauses Act, Chapter 2:01, which states:

"In computing time for the purpose of any written law unless the context otherwise requires the following provisions shall apply-

.....

(d) when an act or proceeding is directed or allowed to be done or taken-

- (i) within any time not exceeding six days, public holidays shall not be reckoned in the computation of the time;*
- (ii) within any time exceeding six days, public holidays shall not be reckoned so as to reduce the time to less than six days not being public holidays."*

Mr. Corbin in his arguments, supplemented and supported by those advanced by Hon. Member Winston Murray, advanced the proposition that since there were two public holidays since the circulation of the Bill at its first reading, there were less than six days between the first and second readings and, on an interpretation of section 40, Standing Order 54(2) was violated and the Bill ought to be deferred.

Upon my invitation for comments on Mr. Corbin's Point of Order, there were several contributions. I shall deal only with that made by Hon. Member Anil Nandalall who said that section 40 of the Interpretation and General Clauses Act relates only to "*written laws*" and that the Standing Orders are not "*written laws*." Consequently, Mr. Corbin's arguments which are based on section 40 of the Interpretation and General Clauses Act, are not applicable to the Standing Orders.

I shall deal first with Mr. Nandalall's argument.

In section 5(1) of the Interpretation and General Clauses Act, "*written law*" is defined as "*the constitutional instruments, Acts of Parliament, subsidiary legislation and applied laws.*"

"*Subsidiary legislation*" in the same section is defined as "*any proclamation, regulation, rule, order, by-law, resolution, rule, notice, notification, direction or other instrument, made under or by virtue of any Act, and having legislative effect...*"

Standing Orders can only be given effect to by a motion in the National Assembly and when such motion is passed, it becomes a resolution. Having been passed in the National Assembly, it has legislative effect. These Standing Orders were given effect to by this procedure in May, 2006.

I therefore disagree with Mr. Nandalall and rule that the Standing Orders fall within the definition of "*written laws.*"

Now for Mr. Corbin's arguments.

Standing Order 54(2) states that "*No Bill shall be read a second time before the expiration of six days...*" This means that the Bill is required to be read in not less than six days. This places the issue within section 40(d)(ii) of the Act which provides for an act to be done within any time exceeding six days. Section 40(d)(i) refers to an act which must be done within any time not exceeding six days and so is inapplicable to this situation. I do not agree that because the Government chose to have the second reading in six days that section 40(d)(ii) is inapplicable.

Section 40(d)(ii) establishes that where an act is required to be done in a time exceeding six days, then public holidays shall not be taken into account where the effect would be to reduce the time to less than six days which are not public holidays.

If December 25 and 26 are taken onto account, the effect would be to reduce the time to four days which are not public holidays, the same effect prohibited by the subsection.

In the circumstances I do not agree with the Point of Order advanced by Mr. Corbin and rule that the Bill was properly before the National Assembly on December 29, 2008.

Dated the 8th January, 2009.

Hari N. Ramkarran
Speaker of the National Assembly.

Glossary of Parliamentary Procedure

Introduction

PARLIAMENTARY PROCEDURE in the National Assembly of the Guyana Parliament has been evolving since Guyana attained its independence on May 26, 1966 and more so from 2003 to the present.

Following the constitutional reform period of 1999-2003, consequential parliamentary reforms have taken place with an expanded committee system, greater oversight of government and a revised Standing Orders in 2006. The establishment of a Special Select Committee to examine and revise these draft Standing Orders in 2008 in the 9th Parliament and its submission of additional changes to these SOs reflect the ever evolving level of parliamentary activities and procedures. In addition, a Special Select Committee prepared a Procedural Manual for Committees which was approved in 2009.

Specific terminology has evolved based on the experiences of other Parliaments in the Commonwealth that captures its intricacies. Because of the technical nature of these terms, and the fact that there was no single work directly related to the context of the Guyana Parliament, the Special Select Committee on the draft Standing Orders in 2009 decided to draft a glossary to provide basic explanations and definitions in a readily accessible form. Much of the terminology employed in Guyana is based on that used in Westminster and is similar to that used in other Commonwealth countries.

This is the first edition of the Guyana National Assembly Glossary and it is anticipated that this will be updated from time to time as the need arises.

It is hoped that this will be a useful tool for Members of Parliament and all those involved in the proceedings of the House, including the media and the public at large interested in the workings of Guyana National Assembly.

Mr. S. Isaacs,
Clerk of the National Assembly Guyana,
June 2011

NOTES on the use of the Glossary

The definitions in this Glossary are presented for information purposes only. They do not constitute a procedural authority.

CROSS REFERENCES:

Compare:

Used to refer to a related term which provides additional or complementary information about the concept defined

Distinguish:

Used to refer to a related term where a risk of confusion exists

See:

Used to refer to a main entry which is accompanied by a definition

Synonym:

Used to identify a synonym listed under a main entry term

A

Abstention

The act of refraining from voting, either for or against a motion. Members are not obliged to vote and the records of the House take no official notice of an abstention; a list of the Members is appended to every division list in the Minutes of the Sitting.

Absence, Leave of

A Member must inform their Chief Whip and the Clerk of the National Assembly if they are unable to attend a sitting of the House or a committee meeting and ask to be excused. It is the duty of every Member to attend the sitting of the Assembly, including its Committees of which he or she is a Member. This duty is recognized by S.O. No. 105(2) which provides for Members to vacate his/her seat if absent for more than six consecutive sittings in the same session within two consecutive months without the grant of leave. S.O. No. 94(7) stipulates that the Chairman of a Committee advise the Committee of Selection when a Member is absent from its meeting on three or more consecutive occasions without leave.

Accountability, Members

Members are expected to be accountable to the electorate and to serve with honesty and integrity the best interests of Guyana.

Accountability, Ministerial

Ministers have a duty to Parliament to account, and be held to account, for the policies, decisions and actions of their departments/agencies in their portfolio. It is of paramount importance that Ministers give accurate and truthful information to Parliament, correcting any inadvertent error at the earliest opportunity.

Allocation of Time

i) The allocation of a specified number of days to take a bill through various stages. This applies to

allocation of time for consideration of an appropriation bill.

ii) This also refers to the time between tabling a motion and its debate and or the period for answering questions.

Allotted days

Where an order or Standing Order allots a certain number of days to a motion or to a stage or stages of a Bill, an allotted day is any day on which the motion or Bill is put down as the first public business of the day.

Anticipation

Debate on the subject of a Bill or motion of which there is notice for a future day, whether specified or not, or which appears on the Order Paper must not be anticipated by previous debate on the same subject. In determining whether a debate is out of order under the rule against anticipation, the Speaker must have regard to the probability of the matter being brought before the Assembly within a reasonable time. (See May, pp 334- 335)

Act of Parliament

A bill which has been passed by the National Assembly and assented to by the President and has been proclaimed through publication in the Official Gazette.

Acting Speaker

Any Member, other than the Deputy Speaker, who is called upon by the Speaker to take the Chair during the unavoidable absence of the Speaker during a sitting.

Address

A formal message from the President to the National Assembly at the beginning of a new Parliament which signals the opening of a Parliament session or an address by the President to the National Assembly at any other time.

Address in Reply to the Speech from the President

An address expressing the National Assembly's views in relation to the President's Address, adopted after a debate addressing various aspects of the government's programme.

Adjournment of debate

Often a dilatory tactic which may be employed to delay progress on a question. If a motion to adjourn a debate is adopted, the item is not dropped from the *Order Paper* but may be taken up again on a later day.

Compare: *sine die* adjournment motion

Adjournment of the House

The termination of a sitting (either by motion or pursuant to a Standing or Special Order) within a session. An adjournment covers the period between the end of one sitting and the beginning of the next. The House may adjourn for a few minutes or for several months. **Distinguish:** recess; suspension of a sitting

Adjournment

The period between the adjournment of the Assembly and the resumption of its sitting is called an "adjournment".

Admonition

A stern warning by the Speaker to a Member who is adjudged in breach of the rules of the House.

Compare: reprimand

Affirmative resolution

In an Act, this expression, when used in relation to a regulation, means that the regulation shall be laid before the National Assembly within the prescribed period of time and shall be sent to the Statutory Instruments Committee and or by motion to the House and shall not come into force unless and until it is affirmed by a resolution of the House.

Compare: negative resolution

Agenda

A list of the items of business to be dealt with during a sitting of the House or of one of its committees. The Order Paper may be considered as the Assembly's "agenda" for any sitting. Committees use the word "agenda".

Amending Act

An Act of Parliament whose sole purpose is to modify another Act or Acts.

Amendment

An alteration proposed to a motion, a stage or clause of a bill, or to a committee report. It may attempt to present an improved formulation of the proposition under consideration or to provide an alternative to it. Usually an amendment is presented in a subsidiary motion moved in the course of a debate upon another motion which interposes a new cycle of debate and decision between the proposal and decision upon the main motion and question, in its turn the debate on an amendment may be similarly intercepted by the proposal and decision upon a further subsidiary amendment (an amendment to an amendment), or it might be superseded by a dilatory motion.

Ancillary motion

A subsidiary motion dependent on an order already made by the House, such as a motion for the second reading of a bill or for concurrence in a committee report.

Appeal a decision

To request the reconsideration of a decision made by a committee chair. In standing, special and sectoral committees, the appeal is made to the committee itself, decisions made by the Speaker may not be appealed.

Appropriation

A sum of money allocated by Parliament for a specific purpose outlined in the government's spending estimates.

See: business of supply

Appropriation bill

A bill to authorize government expenditures, introduced in the House following concurrence in the main and supplementary estimates. An appropriation bill can only be introduced by a Minister with the approval of Cabinet.

Assent

When Bills have been finally agreed to (passed) they require the President's "assent" to be declared an "Act of Parliament". It takes the following form- "I assent" (signed)President

See: Presidential Assent

Asterisked item

- i) An item on the Order Paper which is asterisked will not be proceed with at that sitting.
- ii) A Question on Notice to a Minister that is for oral reply.

Compare: starred question

Auditor General

An officer of Parliament responsible for the independent scrutiny of the government's accounts. Annual Reports of this examination are tabled in the House and examined by the Public Accounts Committee.

Authority

See: procedural authority

B

Backbencher

A Member who is not a Minister of Government, Leader of the House, Leader of the Opposition or a Whip.

Distinguish: Private Member

Bell

An electronic bell used to summon Members at the beginning of a sitting, for the taking of a vote or to establish a quorum in the House. When used with respect to a vote, it is called a "division bell".

Bill

A proposed law submitted to Parliament for its consideration and approval. It may

originate either with the government, or with a Private Member, and may relate either to public or private interests. Public bills deal with matters of public general interest and private bills are for particular interest or benefit of any person or body.

Breach of privilege

An infringement of one of the specific privileges of the House or its Members which prevents either one from carrying out their functions. The House is asked to deal with an alleged breach only when it appears to the Speaker to be evident (*prima facie*).

Distinguish: contempt of Parliament

Bring in a bill

Introduce legislation tabled by a Minister or private member.

Budget

The government's statement of its fiscal economic and social policies. It is usually presented once a year.

Distinguish: Budget speech

Budget debate

A debate on a motion approving the government's budgetary policy. The motion is moved by the Minister of Finance following the presentation of the budget speech.

Compare: Budget speech

Budget speech

A presentation made in the House by the Minister of Finance introducing the government's plans concerning fiscal, economic and social policy (the Budget).

Business of Supply

The process by which the government submits its projected annual expenditures for parliamentary approval. It includes consideration of the main and supplementary estimates, and may include motions to restore or reinstate items in the estimates.

appropriation bills, and motions debated on the allotted days.

Business of the House

Any question, motion or bill, which is placed before the House, whether introduced by a Minister or by a private Member.

Business of ways and means

The process by which the government obtains the necessary resources to meet its expenses. It has two essential elements: the presentation of the budget and the means by which tax bills are introduced.

C

Cabinet

The executive of the government, consisting of those Members appointed by the President. It is responsible for the administration of the government and the establishment of its policy.

Cabinet Minister

A member of the executive, appointed by the President with a ministerial portfolio. Ministers are responsible to Parliament for their official actions and those of their departments. Cabinet Ministers are given the title "Honourable".

Synonym: Cabinet member

Cabinet solidarity

The principle that decisions of the Cabinet must be supported by all of its members; by convention, those not supporting a decision must resign from the Cabinet.

Distinguish: ministerial responsibility; responsible government

Cabinet System

A system in which the plurality of Ministers act corporately as the government executive and individually as ministerial (departmental) administrators.

Casting vote

The deciding vote accorded to the Speaker (or, in committee, to the chair) in the event of a tie. The Speaker or chair may vote only in order to avoid a deadlock, and traditionally votes so as to maintain the *status quo*.

Caucus

A group composed of all Members of a given party or representatives of different parties meeting to discuss or reach consensus on matters before the House or in committee.

Censure motion

A motion condemning the government, a Minister or a private Member, for some position which they hold or for some action or lack of action for which they are responsible.

Certificate of election

A document transmitted by the Chief Electoral Officer to the Clerk of the national Assembly, following a general election, certifying that a political party has been allocated a requisite number of seats and a list of names of persons for that party elected to serve as Members of Parliament. A Member cannot be sworn in until the certificate of election is sent to the Clerk of the House following the election.

Chair

The Presiding Officer at a meeting of the House, whether the Speaker, the Deputy Speaker, the Acting Speaker, or at a committee. Joint committees have co-chairs, one from each committee.

Chair of Committees of the Whole

The Speaker is charged with presiding over all Committees of the Whole.

Charges upon (i) public revenue**(ii) public funds, (iii) Consolidated Fund**

An obligation or a potential obligation to make payment out of the Consolidated Fund.

Chamber

The hall or assembly room in which the House meets to conduct its business.

Chief Parliamentary Counsel CPC

A senior official of the Attorney General's Chambers offers comprehensive legal and legislative services to the Speaker, Committees, and Members of the House. As Legislative Counsel, he or she assists Members in the preparation of government and private Members' bills and related legislative matters.

Chief Whip

A term borrowed from the U.K.'s Parliament where he/she is concerned with mapping out the time of the session; estimating the time likely to be required for each item, and for arranging the business of the individual sitting for their party.

There are 2 Chief Whips, one on the government side and one on the opposition side. In carrying out his/her duties there, he/she is directly responsible to the Prime Minister and Leader of the House and/or the Leader of the Opposition, respectively. He/she on the government side with his/her counterpart of the largest opposition party constitutes the "usual channels" through which consultations are held with other parties and Members about business arrangements and other matters of concern of the House. (See May, pp 213-212)

Citation

A numbered paragraph in a Standing Order or another procedural authority usually referred to in the course of debate on a question of privilege or a point of order.

Clause (of a bill)

A division of a bill consisting of an individual sentence or statement. The text of a Bill is divided into a series of numbered clauses; each with a descriptive title known as marginal note or side-note printed in the margin. Once a bill becomes law, its clauses are referred to as "sections".

Clause-by-clause study

The final phase of a committee's consideration of a bill, involving detailed study of its provisions. Each clause of the bill is considered individually.

Clerk of House/ Clerk of the National Assembly

The chief procedural and administrative adviser to the Speaker and to Members of the House and the Chief Accounting Officer of the Parliament Office. Appointed by the President on the advice of the Speaker, the Clerk, as the senior permanent official of the House, is responsible for a wide range of administrative and procedural duties relating to the work of the House and its committees.

The Clerk of the House is responsible for the management of the business of the House on a day to day basis and to offer guidance on procedures and practices of the House. He/She is also responsible for examining the form and content of public petitions prior to their presentation in the House. Only petitions certified by the Clerk to be in conformity with the requirements of the Standing Orders may be presented. The Clerk is also responsible for examining and reporting on the form of petitions for private bills following their filing.

Closure

A procedure preventing further adjournment of debate on any motion or on any stage of a bill and requiring that the motion come to a vote at the end of the sitting in which it is invoked. After a question has been proposed, a Member rising in his place may claim to move "That the question be now put", and unless it appears to the Chair that the motion is an abuse of the rules of the Assembly, or an infringement of the rights of the minority, the "That the question be now put", must be put forthwith.

Distinguish: guillotine;

Code of Conduct

See: Conflict of Interest

Coming-into-force clause

The clause of a bill stating the date upon which an Act will come into effect. Such a clause may also indicate only that an Act or some part of it will come into force on a date fixed by order of the Minister.

Commissioner

An official named by the Speaker for the purpose of carrying out some official act. The Clerk, the Deputy Clerk, and the Sergeant-at-Arms are commissioners for the purpose of administering the oath of allegiance to Members.

Committee

A body of Members, selected to consider such matters as the House may refer to it or empower it to examine, including bills. The Committee of Selection establishes all committees and appoints the members to all committees. There are several types of committees: standing, sessional, special and joint as well as the Committees of the Whole.

Committee Clerk

A member of the professional procedural cadre who performs various administrative and procedural duties in the House. The Clerk acts as administrative officer and adviser on parliamentary procedure to a committee and its chair. The Committee Clerk takes the minutes of proceedings at all committee meetings and may draft rulings on procedural questions for the committee chair.

Committee evidence

See: Evidence;

Committee hearing

A meeting convened by a committee to receive oral evidence either publicly or *in camera*. Hearings may be held on a specific topic or concerning a particular legislative proposal.

Committee of Selection

The only standing committee appointed directly by the whole House to establish and appoint members to all committees. The Speaker chairs this committee.

Committee of Supply

A Committee of the Whole responsible for considering and approving the government's expenditure plans.

Committee of the Whole (House)

All of the Members of the House sitting in the Chamber as a committee. Presided over by the Speaker, it studies appropriation bills and any other matters referred to it by the House.

Committee stage (of a bill)

Detailed study of the clauses of a bill by the House and if referred to a committee. At the latter stage, the committee may invite the public and or hear witnesses, and may propose amendments to specific provisions of the bill.

Complicated question

A motion that addresses distinct matters which neither lend themselves to being considered together, nor allow Members to vote separately on the different elements. If requested, the Speaker may divide a complicated question for debate and/or voting purposes.

Compare: omnibus bill

Concurrence (in a report)

Agreement with a committee report, including the conclusions or recommendations it contains. Concurrence is arrived at in the House by the adoption of a motion.

Confidence convention

See: non-confidence motion

Conflict of interest

A conflict arising from any interest, pecuniary or other, which poses difficulties for Members to reconcile their private interests with their public duties and functions and which may interfere with a Member's ability to perform his or her functions. Such a conflict may prevent a Member from voting on a given issue.

Consent

See: unanimous consent

Consensual mechanism

Formal bi-partisan procedural arrangements between the 2 sides of the house adopted by Resolution in the National Assembly to achieve consensus on critical matters of national importance or to bring into effect constitutional provisions.

Consequential amendment

Subsequent amendment(s) to the text of a motion or bill made necessary for coherence following the adoption of an amendment.

Consolidated Revenue Fund

The government account which is drawn upon whenever an appropriation is approved by Parliament and replenished through the collection of taxes, tariffs and excises.

Consolidated Fund

A national account into which all revenues from whatever source are paid.

Constituency

See: electoral district

Contempt of Parliament

Any offence against the authority or dignity of Parliament, including disobedience to its commands or libel against it or its Members. Punishment for such an offence may take a variety of forms, up to and including imprisonment. Usually such matters are referred to the Committee of Privileges which reports to the House for adoption of its report.

Distinguish: breach of privilege

Contempt

Any act or omission which obstructs or impedes the Assembly in the performance of its functions, or which obstructs or impedes any Member, or officer of the Assembly in discharge of his/her duty, or which has a tendency, directly or indirectly, to produce such results may be treated as a contempt, though there be no precedent of the offence. (See May, p. 108)

Contingency Fund

A public fund of a specified amount from which advances are made to satisfy an urgent need for expenditure for which no other provision exists.

Corrigendum (plural corrigenda)

Term used in the *Journals, Debates, Committee Minutes of Proceedings* and *Committee Evidence* to indicate that a substantive correction has been made to a previous issue.

Distinguish: *erratum* (plural *errata*)

Count out

An adjournment of the House due to the absence of quorum. The Speaker determines that quorum is no longer present by counting the number of Members actually in attendance; their names are then recorded in the Minutes.

Count of Assembly

If, while the Assembly, or Committee of the Whole, is sitting, notice is taken by a Member that a quorum is not present, the Speaker, or, in Committee, the Chairman, directs that Members be summoned as for a division. At the expiration of five minutes from this direction, the Speaker, or the Chairman, counts the Members present.

Cross the floor

To change political allegiance. With the amendment of the Constitution in December 2007 the Member can be removed as a Member of the House by his/her party as set out in the Act.

D

Debate

A matter requiring a decision of the Assembly is decided upon by means of a question put from the Chair upon a motion made by a Member.

Debates of the House

The *in extenso* report—transcribed, edited, and corrected—of what is said in the House and in a Committee of the Whole. The verbatim record of the *Debates* is prepared after each sitting. The *Debates* are identified as "Hansard" which is the name of the British family originally responsible for arranging the official reporting of debates in the British House of Commons.

Synonym: Hansard

Decision

(1) (Of the Speaker): A ruling on the procedural acceptability of some matter before the House which, unless otherwise specified, serves as a precedent to govern future proceedings. Such rulings are final; they may not be debated or appealed.

(2) (Of a chair): A ruling on the procedural acceptability of some matter before a committee which may serve as a precedent in future committee proceedings. A Chair's ruling may be appealed to the committee or, if delivered in Committee of the Whole, to the Speaker.

Synonym: ruling

Declare null and void

Decision of the House or ruling by the Speaker invalidating any business which the House or one of its committees is or has been considering.

Deferred division

A recorded division which is not held at the close of a debate, but at a later time pursuant to various provisions in the Standing Orders or by a special order of the House.

Deputy Clerk

The senior official appointed to act as deputy to the Clerk of the House for procedural and administrative purposes.

Deputy Speaker (of the House)

Title given to the Member elected at the beginning of every Parliament. The Deputy Speaker replaces the Speaker when the latter is unavoidably absent.

Die on the *Order Paper*

To remain on the *Order Paper* at the end of a session without a final decision having been

taken. Government motions and bills which "die" are lost and are not proceeded with further, unless they are re-introduced in the next Session.

Compare: reinstate a bill

Dilatory motion

A superseding motion designed to dispose of the original question before the House, either for the time being or permanently. A motion to adjourn the debate and a motion to adjourn the House are examples of dilatory motions.

A motion for the adjournment of a debate, or of the Assembly during any debate; or in Committee that the Chairman do report progress, or do leave the Chair. If the Speaker, or Chairman, is of the opinion that such dilatory motion is an abuse of the rules of the Assembly he may decline to propose the question thereon to the Assembly.

Discharge of Orders

On the order of the day being read for any stage of a Bill, an order may, on the motion of the Member in charge of the Bill, be made that the order be discharged and the Bill be withdrawn.

Disorder

Transgression of rules of debate, making of noise or disturbance while another Member is speaking, other breach of order or decorum not amounting to grossly disorderly conduct. On such an occasion it is the Speaker's duty to intervene and call Members to order.

Disqualification (for Membership of the National Assembly)

Aliens; persons who are: under 18 years, are insane; sentenced to death; holding specified offices, etc.

Dissenting opinion

A brief appendix to a standing committee report, provided for by the Standing Orders, containing dissenting or supplementary opinions or recommendations proposed by members of the committee. (It is not a synonym for minority report which does not exist in Commonwealth Parliamentary practice).

Dissolution

The bringing to an end of a Parliament, either at the conclusion of its five-year term or by proclamation of the President. It is followed by a general election.

Compare: prorogation

Dissolution of Parliament

A Parliament ceases to exist after five years, that is five years from the date when the Assembly of a new Parliament first meets, unless sooner dissolved.

Distribution of Parliamentary papers

Copies of parliamentary papers are made available to Members of Parliament either before a sitting in hard copies or electronically or at the sitting. Copies are made available to the media at the sitting. Some papers may be available for sale by the agency submitting them to the Assembly. Copies may be given to certain approved bodies by Parliament Office.

Division

A vote; the dividing of the members into two groups (the yeas and nays) in order to reach a decision.

Synonym: vote

Division bell

See: bell

Division list

A list giving the results of a recorded division, printed in the Hansard and the Minutes of the sitting of the House or committees. Members, identified by name, are listed under Yeas or Nays.

Compare: recorded division

E

Election

See: general election;

Electoral district

Any place or territorial area entitled to elect a representative to a local authority body or Regional Democratic Council or a seat for a Member of Parliament for a geographic seat.

Synonym: constituency

Electoral quota

The average number of electors per electoral district in a given region, local government area or nationally, as established by the Guyana Elections Commission.

Embargo

A restriction on the distribution or publication of a document or the information it contains, until the time stipulated for its release. An embargo is often placed on documents given a limited distribution prior to their tabling in the House and on notices of motion prior to the release of the *Notice Paper* in which they appear.

Emergency debate

A debate held on a motion to adjourn, devoted to the discussion of a specific and important matter requiring urgent consideration. When a Member requests an emergency debate, the Speaker decides whether or not the request will be granted; after weighing certain criteria such as whether the matter relates to a genuine emergency and whether it can be dealt with by the House in another way.

Synonym: Request for Adjournment on Matters of Urgent Public interest.

Enabling clause

The part of a bill giving the appropriate authorities the power to bring the provisions of the bill into force.

Enabling legislation

Legislation which confers the power to do something; many government proposals, such as accession to international and regional treaties, require such legislation or a motion before they can be acted upon.

Enacting clause

A short paragraph preceding the sections of an Act, which indicates the authority by which it is made.

Erratum (plural errata)

Term used in committee publications to indicate that a correction (of a minor character) has been made to a previous transcript.

Distinguish: *corrigendum* (plural *corrigenda*)**Erskine May's Parliamentary Practice (Erskine May's Treatise on The Law, Privileges, Proceedings and Usage of Parliament)**

A procedural authority providing a complete description of the rules, practices and precedents in the United Kingdom's House of Commons at Westminster. The original edition was prepared in 1844 by Sir Thomas Erskine May, Clerk of the British House. Commonly referred to as *Erskine May* or simply *May*.

Estimates

The departmental expenditure plans consisting of main estimates, tabled annually, and supplementary estimates, tabled as required. Consideration of the estimates is a major component of the business of supply.

Estimates of revenue and expenditure are required by the Constitution to be prepared and laid before the Assembly within ninety days after the commencement of the financial year which begins on 1st January. The estimates detail the specific sums that will be needed for the public service and the sources of revenue to meet the estimated expenditure. (The presentation of the estimates of revenue and expenditure initiates the cycle of the "Budget Debate").

Evidence

1) The *in extenso* transcript of what is said during a committee meeting.

Synonym: Verbatim record

2) Answer or information given by a witness who is examined by a Committee.

Ex officio member

Generally taken to be a person who, by virtue of an office or position held or because of an expertise, is unofficially attached to a committee in a capacity separate from the research staff or a consultant. They are not included in the quorum of a committee and are not allowed to vote and can only participate in the committee's deliberations by invitation of the chair.

Examiner of Private Bills

The Clerk of the National Assembly charged with examining and revising private bills before they are printed, ensuring that they conform to the requirements of the Standing Orders.

Expanded negative

An amendment which, although it is not expressed in the same terms, would have the same effect as voting against the motion under consideration. Such an amendment is not in order.

Expel a Member

The action of the House in ridding itself of one of its Members who is, in its opinion, unfit for membership in the National Assembly.

Compare: name a Member; suspend a Member

F**Filibuster**

An obstructive tactic consisting of the use of various methods to delay the business of the House or of a committee.

Filing of vacancy in the House

Where a Member's seat becomes vacant the Leader of the House, the Leader of the Opposition, or the Representative of the List will formally indicate to the Speaker and the Chief Elections Officer (CEO) GE/COM that a vacancy exists and notify that another name has been selected from the List of candidates to fill the vacancy. The CEO will verify the name and so indicate to the Clerk of the National Assembly that the name is in order and the person will be invited to attend a sitting where he/she will be sworn in as a Member of Parliament.

Filing of Vacancy in Committee

Where a Member resigns, no longer wishes to remain in a committee, or, where the party of that Member wishes to change their representation in that committee, that party will inform the Speaker as Chairman of the Committee of Selection of the proposed change and the Committee of Selection will be convened to address the proposed change.

First among equals

See: Prime Minister

First reading

A *pro-forma* stage in the passage of a bill, taken together with the order for printing. The motion for first reading and printing immediately follows the granting of leave to introduce the bill in the House and is deemed carried without question put.

Fiscal year

The twelve-month period, from January 1st to December 31 used by the government for budgetary and accounting purposes.

Floor of the House

That part of the Chamber reserved for the Members and the officials of the House.

Free vote or conscience vote

Non-procedural term, meaning a vote during which party discipline is not imposed on individual Members. This occurred in 1996 for the first time during the second and third reading of the Medical Termination of Pregnancy Bill. The second time it occurred was on the vote on the constitutional amendment addressing anti-discrimination which included sexual orientation.

Front benches

The first row of seats in the House which, on the government side, are occupied by the Prime Minister and the Cabinet and, on the opposition side, by the Leader of the Opposition and their principal spokespersons.

G

Gallery

Balcony in the interior of the House set aside for the public, the press and distinguished visitors who wish to attend a sitting.

General election

An election, following the dissolution of the Parliament by the President, in accordance with the Constitution.

Government

- (1) The sovereign political authority of a State, in which are vested the executive, legislative and judicial powers.
- (2) Often used to refer to the executive branch of the government.

Government Bill

Any bill introduced by a Minister. They are all concerned with public policy and may contain financial provisions.

Government business

See: Government Orders

Government Member

A Member belonging to the Government party.

Government of the day

See: Government (2)

Government Orders

(1) Any bill initiated by a Minister or motion initiated by a Member of Government and placed on the agenda of the House (the *Order Paper*) under the rubric "Government Business"

(2) A period set aside at each sitting for dealing with Government Orders.

Grandfather clause

A clause protecting a prerogative of an individual or a collectivity from being affected by the new legislation.

Grievance

A complaint concerning some situation, action or inaction for which the government is responsible. The House has traditionally claimed the right to have its grievances heard before granting supply.

Guillotine

A provision usually in the Standing Orders which requires that the House reach a decision on a given matter by a particular date or at the end of a specified period of time. Some guillotines are applied automatically; others are invoked at the request of the government.

Compare: closure;

Guyana Election Commission

The Body established by statute which manages the elections at the national, regional and local government levels.

H

Hansard

This is the name usually used to describe the official report (Verbatim) of the Assembly. T. C. Hansard was the first printer and later publisher of the Official series of U.K. Parliamentary Debates.

See: Debates of the House

Head of Committees Division

The Clerk in charge of the Committees Division of the Parliament who oversees the proper functioning of all committees and assigns assistant clerks of committees to each.

Synonym : Committee Clerk

Hear, hear Cries of

Words used to denote approbation of the sentiments expressed at the end of a sentence during a Member's speech. When used otherwise it can cause interruption and serious disorder.

High crime and misdemeanor

In parliamentary law, the characterization applied to the offence of offering to bribe or the acceptance of a bribe by a Member of Parliament, or to the spending of unappropriated funds.

House

Common term for the Assembly meaning a meeting place.

House Official

An officer responsible to the House for the carrying out of duties assigned by statute or by standing or special order. Among those included in the designation are the Clerk of the National Assembly and the Sergeant-at-Arms.

Housekeeping motion

A motion of a routine nature dealing with administrative or purely formal matters necessary to expedite House business.

Compare: routine motion

I**Impute motives**

Ascribe objectionable motives or motives to a Member different from those acknowledged by the Member.

In camera meeting

A meeting from which the public is excluded. There are five Committees which meet in public and the media in accordance with the Standing Orders. However, these committees can decide to meet in camera to address administrative matters, consider draft reports, examine witnesses or discuss sensitive issues as it so determines.

Inquiry of a committee

A study undertaken by a standing or special committee of the House. It may be initiated as a result of a standing or special order or, in the case of a standing committee, it may be initiated by the committee itself.

Instruction to a committee

A direction by the House to a committee which has already received an order of reference, further defining its course of action or empowering it to do something additional. There are two types of instructions: permissive and mandatory.

Distinguish: order of reference

Instructions

Before the Committee to which a Bill or any other matter has been committed begins its consideration of the Bill or any other matter, or during its consideration, an instruction may be given, the purpose of which is either to empower it to do something which it could not otherwise do, or to define the course of action which it must follow. The first type of instruction, which is called permissive, may be given to a Committee of the Whole Assembly, or to any other Committee. The second type, which is called mandatory, may be given only to a Select Committee or to a Committee on Private Bill. (See May, pp 514-515)

Instrument

A statutory instrument issued by the President to give some power to act or to confer some right. Such a document is used, for example, for the appointment of the Clerk of the National Assembly.

Inter-parliamentary delegation

An officially recognized group of Members, representing Parliament or a parliamentary association at an inter-parliamentary activity in Guyana or abroad.

Interpretation clause

A clause of a bill which contains the definitions of certain terms used in the bill.

Interest, Pecuniary

A Member who has a direct personal pecuniary interest in a matter is not allowed to speak on it without disclosing the extent of that interest.

Interruption

Public business normally continues until the moment of interruption at 9:55 p.m., but it may be interrupted for suspension at 4:00 p.m. and 7:00 p.m., or by a Member rising to move the closure of debate or a matter affecting the privilege of the House or on an approval for consideration of a Definite Matter of Urgent Public Importance.

Besides these it may be interrupted by a Member rising to move the closure of debate, by a matter of order, which calls for immediate intervention by the Chair, sudden disorder in the Assembly, or on a matter affecting the privilege of a Member or the Assembly.

Introduction of a bill

The first presentation of a Government bill to the House for its consideration. Leave to introduce this bill is granted automatically, without debate, amendment or question put.

Invitation to appear

An invitation to a private individual or the representative of an entity to appear before a committee for the purpose of providing information about some matter to the committee.

Distinguish: summoning a witness

Item

See: vote (2)

J**Joint committee**

Where two or more sectoral committees may determine that there is sufficient overlap in the area or agency or policy under consideration to meet together with the relevant authorities.

L**Lay on the Table**

See: Table

Laying of documents

See: Presentation of papers and reports

Leader (of a party)

The person chosen by a political party to provide leadership in Parliament and during election campaigns. Those so chosen are either already Members of Parliament or are expected to assume a seat in the National Assembly.

Leader of the Government in the House

The Minister responsible for managing the government's business in the House,

including negotiating business with the Leader of the Opposition of the opposition parties. The Government House Leader determines a schedule of House business.

Synonym: Government House Leader

House Leader

The Member of a political party responsible for its management in the House.

Distinguish: leader of a party

Leader of the Opposition

The Leader of the Opposition is elected by and from among the non-governmental Members of the National Assembly at a meeting held under the Chairmanship of the Speaker who does not vote.

Leader's Day

The first day of debate on the Address of the President to the National Assembly at the commencement of a new Parliament Session. Traditionally, the first speaker is the Leader of the Official Opposition, who may conclude by proposing an amendment to add words to the original motion.

Leave (of the House)

See: unanimous consent

Leave to introduce a bill

See: introduction of a bill

Legislation

The laws enacted by or on the authority of Parliament. These include orders, regulations and other statutory instruments adopted as a result of power delegated by Parliament to a variety of government departments, boards and commissions.

Compare: delegated legislation

Legislative agenda

The government's legislative plans for the 5 year parliamentary Session, usually set out in the

President's Address. The government is free to modify its legislative plans without notice during the course of the session.

Lobby

Person(s) or group organized for the purpose of influencing the opinions and decisions of legislators with respect to some specific area of interest.

Lobbyist

A person or group who actively attempts to influence legislators with respect to some specific area of interest.

Lock-up

A closed-door information session arranged prior to the presentation of a major initiative such as a budget. Journalists are not permitted to leave the briefing room until the official presentation of the initiative has begun, although parliamentarians may.

Long title (of a bill)

The title of a bill that sets out in general terms the purposes of the bill. It must encompass all aspects of the bill and, if the bill is amended, it may be necessary to amend the long title to reflect those changes.

Compare: short title (of a bill)

M

Mace

A large, heavy and richly-ornamented staff which is the symbol of authority of the National Assembly. When the Speaker takes the Chair, the Sergeant-at-Arms places the Mace on the Table to signify the House is in session. Guyana's Mace was a gift from the Government of India at the time of independence.

Maiden speech

The first speech made in the House by a new Member. By tradition, the Speaker recognizes a Member rising to make such a speech in preference to others, and the

Member may read from notes on this occasion. Traditionally it is considered discourteous to heckle this new member's first delivery in the House.

Majority government

A government formed by the party or the coalition of parties holding the majority of seats in the National Assembly.

Compare: minority government

Mandatory instruction

An instruction that directs the work of a committee in an express and precise manner. The committee is obliged to follow a mandatory instruction from the House.

Compare: permissive instruction

Marginal note

A short explanatory note inscribed in the margin of a bill to serve as a title for each paragraph. Marginal notes are not officially part of a bill and cannot be amended by motion, though they may be changed by the Chief Parliamentary Counsel if amendments to the clause require it. A committee in its report may make proposals for new marginal notes or corrections to marginal notes.

Member of Parliament

A person elected to the National Assembly under the provisions of the Guyana Constitution and the Laws of Guyana. The votes received by the political parties on the basis of proportional representation informs on the number of seats allocated through the national top up or the geographic lists.

Message

A formal communication to the House from the President or a foreign Head of State at the invitation of the government.

Minister

See: Cabinet Minister

Ministers' Statements

See: Statements by Ministers

Ministerial responsibility

The principle that Ministers are responsible to the House for their actions and those of their departmental officials.

Distinguish: Cabinet solidarity; responsible government

Ministry

See: Cabinet

Minority government

A government formed by a party, possibly in a coalition with one or more other parties, which does not hold a majority of the seats in the National Assembly. While a minority government does not hold a majority of seats, it usually does hold more than any other party or coalition and must maintain the confidence of the House to continue in power.

Compare: majority government

Minority report

See: dissenting opinion

Minutes of Evidence

Evidence of a witness before a Committee taken down by short-hand or tape-recorded for later transcription.

Minutes of Proceedings

- 1) The formal printed or electronic record of business that occurred during a meeting of a standing, special or joint committee.
- 2) A record of the business of each sitting kept by the Clerk. The Minutes of Proceedings record what is done or deemed to be done as opposed to what is said in the Assembly.

Compare: Evidence

Model bill

A form provided by the Clerk of the House to those wishing to present certain types of private bills, such as a bill for an Act of incorporation.

Molestation

The obstruction of Members in the discharge of their responsibilities to the Assembly. It is a contempt to molest a Member of the Assembly while attending the Assembly or coming to or going from it, or trying by force to influence them in their conduct in the Assembly.

Motion

A proposal moved by a Member for the House to do something, to order something to be done, or to express an opinion with regard to some matter. In order to be placed before the House for consideration, a motion must be duly moved and seconded. There is no such requirement for a Minister tabling a motion. A motion can only be tabled with the approval of the Speaker. No seconder is required in committee.

Once adopted, a motion becomes an order or a resolution.

Compare: procedural motion

Mover

A Member presenting a motion in the House or in one of its committees. When debate is permitted, the Member speaks immediately following the proposing of the question to the House.

Compare: right of reply

N**Name a Member**

A disciplinary procedure used by the Speaker to maintain order in the House. The Speaker names a Member for persistently disregarding the authority of the Chair. He or she uses the name of the Member, and the Member is then usually suspended from the service of the House for the rest of the sitting day.

Compare: expel a Member; suspend a Member

National Assembly

The elected house, comprised of the 65 elected members, technocratic Members and parliamentary secretaries, the Speaker and the Clerk. The House alone is constitutionally authorized to introduce legislation concerned with the raising or spending of funds.

Negative resolution

In an Act, this expression, when used in relation to any regulation, means that the regulation shall be laid before the House within the prescribed period of time and may be annulled or approved by a resolution of the House introduced and passed in accordance with the Standing Orders.

Compare: affirmative resolution

Non-confidence motion

A motion which, if adopted, indicates that the government no longer enjoys the support of a sufficient number of Members of the House to implement its policies, enact legislation or authorize expenditures from the public purse. Such support is usually referred to as "confidence". The government then either resigns or requests that the President dissolve Parliament and give orders for the issuing of election writs.

Notice of motion

An announcement, either oral or written, of an intention to bring a substantive proposal before the House.

Notice of objection

See: notice of opposition

Notice of opposition

A formal motion giving notice opposing an item of the Estimates which necessitates the holding of a separate vote on that item prior to the vote on the main concurrence motion.

Compare: opposed item

Notice of ways and means motion

A notice indicating the government's intention to introduce a ways and means motion at a later day. The notice gives the terms of the motion and is the first step in the process of authorizing a new tax measure. This may be done by way of announcement during the Budget speech or any other address in the National Assembly.

Compare: ways and means motion

Notice Paper

A published document prepared and circulated by the Clerk containing bills, motions and questions for which notice has been given.

Notice of Motion

As a general rule every motion proposed in the Assembly requires notice unless exempted by Standing Order No. 30 (Exemption from Notice). Where notice is required of any intended motion it must be given in writing and handed to the Clerk or left in Parliament Office.

Notice of Questions

A Notice of a question to a Minister is placed upon a Notice Paper unless the question related to a matter of urgency (Oral Questions without Notice) and must be approved by the Speaker.

O

Oath of office

An oath of office set out in the First Schedule of the Constitution, sworn by a Member before taking a seat in the National Assembly. The Member may choose to take the oath on any religious text or by affirmation. An oath sworn by employees of the House to carry out faithfully the duties entrusted to them.

See: solemn affirmation

Official Gazette

A periodical publication of the Government of Guyana consisting of orders, regulations and other statutory instruments; and Acts of Parliament.

Official Opposition

The party or coalition of parties holding the second largest number of seats in the House. It is accorded certain financial and procedural advantages over other parties in opposition.

Official Report

The regular reporting of parliamentary debates commonly called "Hansard".

Omnibus bill

A bill consisting of a number of related but separate parts that seek to amend and/or repeal one or several existing Acts and/or to enact one or several new Acts.

Opening of Parliament

The opening of the first session of a new Parliament at which the Speaker and Deputy Speaker are elected and Members of Parliament are sworn in. It is followed by the President's Message which outlines the policy of the new government.

Opposed item

An item of the main or supplementary estimates to which a notice of opposition has been filed. In consequence of such a notice, a separate decision must be taken on the opposed item.

Opposition party

A political party that is neither the government party nor part of the coalition of parties forming the government.

Oral question period

A 40-minute period at every sitting of the House during which questions for oral reply submitted and approved by the Speaker may be addressed to Ministers. Ministers may be questioned only about the responsibilities of their current portfolio.

Oral vote

See: voice vote

Order of Business

A heading on the *Order Paper* under which are listed all items of business to be dealt with that day.

Order Paper

The official agenda of the House, published with the *Notice Paper* for each sitting day, listing all items that may be brought forward on that particular day.

Order Paper and Notice Paper at Dissolution

Published with the *Order Paper* at the dissolution of a Parliament it includes all the questions remaining unanswered.

See: die on the *Order Paper*

Order of the Assembly

Every question when agreed to becomes an order or a resolution of the Assembly. By its orders the Assembly directs its Committees, its Members, its Officers, the order of its own proceedings and the acts of all persons whom they concern.

Orders of the Day

Items of business placed on the agenda of the House (the *Order Paper*). The ordinary public business of the Assembly consists of orders of the day, that is a stage of a Bill or other matter which the Assembly has ordered to be taken into consideration on a particular day.

Compare: Order Paper

Organization meeting

The first meeting of a committee at which it deals with matters of routine business, including, where appropriate, the election of a chair and vice-chair.

Out of order

Contrary to the rules of parliamentary procedure. The expression may be applied to

motions, bills or to any intervention which runs contrary to the rules of the House.

P

Principal or parent act

In relation to a bill, the parent act is the statutory law(s) which the bill is amending.

Parliament

(1) A period of time during which the institution of Parliament exercises its powers. A Parliament has a constitutionally-determined maximum lifespan of five years. These periods are numbered consecutively (for example: 8th Parliament, 9th Parliament, etc.).

(2) Legislative branch of government, composed of the President, the Speaker, Deputy Speaker and the National Assembly.

Parliament Office

The Secretariat of the National Assembly

Parliamentary Association

An international association, whose Guyanese component is composed of Members of Parliament, which provides a forum for the exchange of ideas and information and for the sharing of knowledge and experience through person-to-person contact. The main activities of these associations include exchanges, conferences and seminars on various subjects.

parliamentary exchanges

A programme involving the making of official visits to Guyana by foreign parliamentarians under the auspices of the Speaker of the House and visits abroad by Guyanese Members at the invitation of a Legislature of another country.

parliamentary precinct

See: precinct of Parliament

parliamentary privilege

The rights and immunities enjoyed by a Member, necessary for the carrying out of parliamentary duties. They include: freedom of speech in the House and its committees; freedom from arrest in civil cases in the precinct of Parliament; exemption from jury duty and appearance as a witness; and, in general, freedom from obstruction and intimidation.

Compare: privilege

parliamentary procedure

The rules by which the House conducts its business, based on statutes, the Standing Orders, precedents, practice and convention. Decisions by the Speaker on points of order and questions of privilege are based on these rules.

Parliamentary Secretary

A member of the government party named to assist a Minister as the Minister directs. A Parliamentary Secretary may table documents or answer questions on the Minister's behalf, but may not present government bills.

Party discipline

The control exercised by a party over the positions held by its members and over the way in which they vote. The enforcement of party discipline is one of the whip's duties.

Party vote

A division on a question during which Members follow the instructions of their respective whips so as to reflect the official positions of their parties. The Speaker calls

first the yeas, then the nays and the votes are taken.

Compare: free vote or vote of conscience

passage (of a bill)

The process by which a bill obtains parliamentary approval and becomes law. The principal steps in the passage of a public bill by the House are: introduction/ first reading; second reading; committee stage; report stage; and third reading. After completing similar stages in the Senate, the bill goes forward for assent by the President.

permissive instruction

An instruction by the House that gives a committee the power to do something it would not otherwise be able to do, but does not compel the committee to use that power.

Compare: mandatory instruction

petition

A formal request made to Parliament by citizens of Guyana for redress of a grievance. Such a request can only be presented to the House by a Member.

Petitions may be presented during Routine Proceedings at every sitting or may be filed with the Clerk.

petition for a private bill

A petition signed by the promoters of a private bill which must be filed with the Clerk by the Member sponsoring the bill and be approved by the Assembly to allow for the Bill to be laid.

plebiscite

An official consultation conducted by a government on a specific issue by way of a ballot. The results of a plebiscite are not binding.

Compare: referendum

point of order

A question raised by a Member with respect to any departure from the Standing Orders or customary procedures, either in debate or in the conduct of House or committee business. Points of order are decided by the Speaker whose decision is final, or, in committee, by the chair, whose decision may be appealed to the committee.

political party

A group of people sharing a particular ideology and set of goals that nominates candidates for election to Parliament.

portfolio

The responsibilities of a Cabinet Minister, especially the subject matter or government department(s) with which he or she is charged. Portfolios are assigned by the President.

postponement of a clause

Under certain conditions, a committee puts off a decision on a clause until later. For example, the short title of bill is usually postponed until the end of clause by clause consideration.

prayer

At every sitting of the House, the Clerk of the National Assembly reads prayers before any business is entered upon. No one is admitted to the galleries until the reading of the prayer is completed.

Plea (of a petition)

That part of a petition in which the petitioners present their request for action in response to an alleged grievance. The plea must be concise, clear and respectful.

preamble

The part of a bill preceding the main text that states the reasons for its introduction and the ends which it seeks to attain. Preambles are required in all private bills.

precedent

A Speaker's ruling or a practice of the House taken as a rule for subsequent cases of a similar nature. Not all decisions and practices constitute precedents.

precinct of Parliament

Building(s) accommodating Members, the Chamber, and the rooms reserved for committee meetings. As parliamentary privilege recognizes the right of each House to regulate its own affairs, the parliamentary precinct is outside the jurisdiction of domestic regulatory control.

Presentation of papers and reports

The laying of documents such as government or committee reports and orders, regulations or agreements on the Order Paper.

Presidential Prerogative

The rights, powers and privileges enjoyed and/ or exercised by the President as provided for in the constitution and any statute.

Presiding Officer

See: Chair

Press, accommodation of

(1) A space or spaces allocated in the House reserved for accredited members of the media.

(2) Members of the media accredited to cover the proceedings of Parliament and so granted access to the areas reserved for them.

previous question

A debatable motion preventing any further amendment to a motion or bill before the House. If the previous question is passed, the main motion is immediately put to a vote; if negatived, the main motion is superseded.

prima facie breach of privilege

See: breach of privilege

Prime Minister

The Leader of the Government of the party having the greatest number of seats in the National Assembly. Appointed by the President, and is responsible to the House for the administration of public affairs.

principle (of a bill)

The object or related objects which a bill seeks to achieve. The principle of a bill is adopted at second reading.

private bill

A bill designed to exempt an individual or group from the application of the law, such as a bill to incorporate a private company. A private bill can only be introduced by a Member who is not part of the Cabinet.

Distinguish: Private Member's bill

Private Member

A Member who is not a Minister. Parliamentary rules also specifically exclude the Speaker, the Deputy Speaker and Parliamentary Secretaries from this designation.

Distinguish: backbencher

Private Member's bill

A bill sponsored by a Member who is not part of the Cabinet. The term usually refers to public bills.

Distinguish: private bill

Private Members' Business

Bills and motions sponsored by private Members including items on the order of precedence and those outside the order of precedence. A period is devoted to the consideration of this business on the Order Paper.

Private Members' Day

The day allocated in the Standing Orders for the order of precedence given to Private Members business, every fourth sitting once there is business on the Order Paper.

privilege

Those rights and immunities enjoyed by the House as a collectivity and by each Member individually, without which Members could not carry out their duties and the House could not fulfill its functions.

Compare: breach of privilege; contempt of Parliament; parliamentary privilege

privileged motion

A motion arising from and dependent on the subject under debate; it may be moved without notice and takes precedence over the motion then before the House.

Privileged motions are of two kinds: amendments and superseding motions.

procedural authority

A work dealing with the procedure and practices of the House which may be referred to for guidance in resolving points of order and questions of privilege. The most frequently cited work is *Erskine May*.

procedural motion

A motion that deals with a purely routine matter, such as the first reading of a bill or its reprinting following amendment in committee.

proceedings

The actions taken by the House or by a committee. The most important parts of the proceedings are the decisions that are taken.

proclamation

An official notice or order issued by the President. The Parliament session is begun and ended by proclamation.

promoter (of a private bill)

The person or group of persons seeking to have a private bill adopted. They must be directly affected by the bill and be signatories to the petition for its introduction.

Distinguish: mover; parliamentary agent; sponsor (of a bill)

promulgation

The act whereby the President assents to a bill by Parliament and proclaims it in force through its publication in the Official Gazette.

propose the question

The formal reading of a motion from the Chair which places it before the House. Until the question is proposed, it cannot be debated, amended or voted upon.

Distinguish: put the question

prorogation

The ending of a session of Parliament. Prorogation also refers to the period of time a Parliament stands prorogued. Under article 70(1) of the Constitution Parliament may be prorogued by the President at any time. The effect of a prorogation is at once to terminate all current business of Parliament.

Compare: dissolution

provisional standing order

A standing order adopted by the House for a certain period of time. This type of order is often used for the purpose of trying out some new or modified procedure.

Public Accounts

A report on the financial transactions of the government prepared by the Auditor General of Guyana. The Auditor General presents an annual audit to the Speaker which is tabled in the House and automatically referred to the Standing Committee on Public Accounts.

public bill

- A bill concerned with matters of public policy; it may be sponsored either by a Minister (government bill) or by a private Member (private Member's bill).

put the question

To put the motion before the House to a vote. At this stage, no further debate or amendment is possible. The question is put to the House by the Speaker, meaning that the Speaker reads the main motion, followed by any proposed amendment or sub-amendment in

order.

Distinguish: propose the question

Q

question

The matter before the House or a committee, about which it is called upon to make a decision.

question of privilege

See: breach of privilege

question period

The heading of Questions on Notice on the Order Paper that allows for questions from private Members to Ministers requiring either a written or an oral reply. The question may be withdrawn or made an order for return at a later date.

Questions without Notice

A heading on the Order Paper that allows oral questions to be asked to a Minister without notice, twenty minutes is allocated for this and permission must be sought by the mover in advance of the sitting and only with the approval of the Speaker can it be asked. Only Questions of this nature that are urgent and important or relate to the business of the day are permitted. The questions must be precise and stated without argument or opinion. Only 2 supplementary questions per original question may be permitted at the discretion of the Speaker.

Quorum

The number of Members, including the Speaker, necessary to constitute a meeting of the House for the exercise of its powers. In the House, 22 Members including the Speaker, if he is an elected member, comprise a quorum; in a committee, three including the chair comprise a quorum.

quorum call

To draw the attention of the Speaker (or the chair, in a committee) to the absence of a quorum; the business under consideration in the House is interrupted and, if a quorum is not established, the House adjourns.

R

reading of a bill

One of the stages of the passage of a bill. The reading stages (first, second and third) of each bill have their own individual function.

reasoned amendment

An amendment expressing specific reasons for opposing the second or third reading of a bill. A reasoned amendment is intended to prevent further progress on the bill.

Compare: dilatory motion

recall of the House

Pursuant to the Standing Orders, the Speaker may recall the House, when it stands adjourned during a session, to meet prior to the date that it is scheduled to reconvene.

Recall of a Member

The Speaker may be officially called upon by either of the Leader of the House, the Leader of the Opposition or any leader of any political party in the House, indicating that that party has lost confidence in a given Member and call for their removal as a Member of the House. The Speaker will officially inform the House and that Member so recalled loses their seat in the House.

recess

The period between August 10th and October 10th of each year where the National Assembly does not sit and which signals the conclusion of one session and the commencement of another in the 5 year cycle of the Parliament's Session.

Distinguish: adjournment of the House; suspension of a sitting

recognizing visitors

The action taken by the Speaker in formally drawing the attention of the House to the presence of a distinguished visitor in the Chamber for that sitting.

recommittal (of a bill)

The referral of a bill back to committee for further amendment in a specific area or for the reconsideration of a certain clause or clauses. The recommittal is moved as an amendment to the motion for third reading of the bill.

recorded division

A vote where the names of those voting for and against a motion are registered in the official record of the House or of one of its committees. In the House, a recorded division may be requested by a Member.

Compare: voice vote

recorded vote

See: recorded division

referendum

An official consultation conducted by a government on a specific issue by way of a ballot. The results of a referendum are binding on the government.

Compare: plebiscite

referral (to a committee)

The sending of a bill (before or after second reading), a motion or resolution or a question to a committee for study and report. Depending on the objectives of the referral, it may be made to a standing, sectoral or special committee or to the Committee of the Whole.

regulations

A form of law, often referred to as delegated or subordinate legislation, which sets out rules that are usually of general application, rather than rules that apply to specific persons or situations. Regulations are not made by Parliament but by persons or bodies to whom Parliament has delegated the authority to make them, such as a Minister, departments, boards or agencies by virtue of the power conferred on them by some Act of Parliament.

Some regulations are subject to negative or affirmative resolution of the National Assembly as provided for in the specific principal act.

Regulations which are subject to negative resolution are required to be sent to the Standing Statutory Instruments Committee for review as provided for in the Standing Orders and then returned to the House for decision.

Synonym: subordinate legislation

reinstate a bill

To return a government bill to the *Order Paper* at the stage it had attained prior to prorogation (it is not necessary in the case of private Members' bills). Bills may be reinstated either by unanimous consent or by government motion.

Compare: die on the *Order Paper*

report progress

To report to the House from a Committee of the Whole, indicating that the Committee has not concluded its deliberations. Such a report is necessary because a Committee of the Whole has no power to adjourn its own sitting or to adjourn consideration of a matter to a future sitting.

report stage

The stage at which the House considers a bill as reported by a committee, with or without amendments. At this stage, all Members may propose amendments to the text of the bill, subject to the criteria set out in the Standing Orders.

report to the House

A written or oral statement by a committee to the House, giving the results of an inquiry, the status of their work or assignment or requesting additional powers, time etc. For a committee studying a bill, the bill itself, and any amendments made thereto, constitutes its report.

reprimand

Pursuant to an order of the House, a formal reproof addressed by the Speaker to a person adjudged guilty of a breach of privilege or of a contempt of the House.

Compare: admonition

rescind a resolution

To cancel the effect of a resolution previously adopted by the House. A motion to rescind does not deal a second time with a question already decided during the session.

Compare: discharge an order

resolution

1) A motion adopted by the House in order to make a declaration of opinion or purpose. A resolution does not have the effect of requiring that any action be taken.

2) A decision of the House giving a direction to any committee, Members or officers, or regulating its proceedings.

3) An order of the House to a committee instructing it to consider some matter or defining the scope of its deliberations. It may form a part of the Standing Orders or be specially adopted to deal with an issue as it arises.

Distinguish: instruction to a committee

responsible government

The principle that Ministers are collectively responsible to the House for the actions of the government.

Distinguish: Cabinet solidarity; ministerial responsibility

right of reply

1) The right of the mover of a substantive motion or a motion for second reading of a bill to speak a second time in debate prior to the question being put. This second speech closes the debate.

2) The right of a Minister to close the debate on any motion which is critical of the government or reflects adversely or is calculated to bring discredit upon the

Government or a government officer.

routine motion

A motion required for the observance of the proprieties of the House, the maintenance of its authority, the management of its business, the arrangement of its proceedings, the establishing of the powers of its committees, the correctness of its records or the fixing of its sitting days or the times of its meeting or adjournment. In committee, it is a motion adopted in order to establish a practice for committee members to follow throughout a session of Parliament. The committee may thus agree on items of routine business such as a notice requirement for new business, document distribution, time for opening remarks and questioning of witnesses, etc.

Compare: housekeeping motion

Routine Proceedings

Business of a basic nature for which a daily period is set aside in the House. It includes such items as tabling of documents, presenting petitions, introduction and first reading of bills and statements by Ministers.

ruling

See: decision

S

schedule

An appendix to a bill that contains matters of detail not suitable for inclusion in a clause, or the text of an agreement that the bill brings into effect. Schedules form part of a bill and are subject to amendment, with the exception of treaties and agreements.

which fall within the prerogative of the executive.

seat

(1) The desk in the House assigned to a Member. Members are accorded seats in the House not as individuals but in their capacity as representatives of their political parties. The seating order is determined by the Leaders of the House and the Opposition on the respective sides of the House. Geographic Members seats represent the regional allocation.

second reading

The stage in the passage of a bill at which the principle and object of a bill is debated and either accepted or rejected. Detailed consideration is not given to the clauses of the bill at this stage. A bill can be sent to special select or sectoral committee at this stage.

seconder

A Member who formally supports a motion or amendment of a bill. Ministers tabling motions or amendments to a bill do not require a seconder. Motions in committee do not require seconders.

section of an Act

Each separate division of an Act, numbered with an Arabic numeral. The clauses of a bill become sections once the bill is assented to.

sectoral committee(s)

There are four (4) standing committees (Economic Services, Social Services, Natural Resources and Foreign Services) of the House which oversee the executive policies, programmes and performance which are chaired on a rotational basis annually between the government and the opposition. No Minister may sit on these committees but Ministers can be invited to come before these committees. These committees are open to the public

and media

Sergeant-at-Arms

A senior official of the House appointed by the Speaker, the Sergeant-at-Arms assists the Clerk, performing certain ceremonial functions and being responsible for security services in the Chambers of the Assembly.

session

- 1) One of the fundamental time periods into which a Parliament is divided, usually consisting of a number of separate sittings. Sessions are begun by a Speech from the President and are ended by prorogation or dissolution of the Parliament.
- 2) This also refers to the period between October 10th of one year and August 10th of the next during which the National Assembly meets.

sessional paper

Any document tabled in the House or filed with the Clerk during a given session. All such documents are open to public scrutiny.

shadow Minister

A Member of a party in opposition, responsible for presenting that party's policies in a given area and commenting on those of the government. A Member is chosen to act as the party critic for each of the ministerial portfolios.

short title (of a bill)

The title of a proposed Act, used for purposes of citation. Short titles need not cover all of the provisions of a bill.

***sine die* adjournment motion**

1) In committee, a motion which has the effect of adjourning the consideration of a matter without assigning a day for further consideration; the net effect is to end consideration of the matter.

2) Term also used in the House at the end of a sitting when the Leader of the House does not name a date for the next sitting.

sitting

A meeting of the House within a session. Although usually a calendar day, a sitting may last for only a matter of minutes or may extend over several hours.

six (three) months' hoist

An amendment at second or third reading of a bill which has the effect of a rejection of a bill. It proposes that the bill not now receive second (or third) reading, "... but that it be read a second (or third) time this day six (three) months hence "as proscribed in the Standing Orders.

solemn affirmation

A solemn affirmation sworn by a Member before taking a seat in the House. A solemn affirmation is an alternative to an oath on any religious text and has the same effect.

Speaker

The Member elected by the House to preside over its proceedings. In particular, he or she is responsible for maintaining order and decorum. The Speaker oversees the administration of the House and chairs several committees including the Parliamentary Management Committee. In addition, the Speaker is the spokesperson and representative of the National Assembly in its relations with the executive and other bodies outside the House.

Speaker's Parade

A parade consisting of the Speaker and the Sergeant-at-Arms with the Mace which departs from the Speaker's Office for the House to signal the opening of the sitting.

special select committee

A Committee established by the House whose members are appointed by Committee of Selection to study a particular matter. Once it has made its final report, the committee ceases to exist.

special session

Brief session held for a specific purpose at a time of the year when the House does not usually sit. From a procedural standpoint a special session is like any other session.

sponsor (of a bill)

The Member or Minister who presents a bill in the House.

standing committee

A permanent committee established in the Standing Orders of the House. It may study matters referred to it by standing or special order or, within its area of responsibility, undertake studies on its own initiative.

standing order

A permanent order adopted by the House to regulate its proceedings. A Standing Order may be altered or repealed only by a subsequent decision of the House.

Standing Orders

The collection of the permanent written rules adopted by the House to govern its proceedings.

Standing Orders Committee

The standing committee of the House charged with ongoing review of written procedures and practices. This committee goes into action on a request of the House.

starred question

A question on the *Order Paper with an asterisk* for which an oral response is requested.

Statements by Ministers

A heading under Routine Proceedings during which a Minister may, if he or she desires, make a short factual announcement or statement of government policy or report on a matter of current importance.

statute

A law which has been formally approved by Parliament (an Act of Parliament) and published in the Official Gazette.

statutory instruments

Regulations, orders, commissions or other instruments issued by virtue of power conferred by an Act of Parliament or by the President. Some Statutory instruments are subject to review by the Standing Statutory Instruments Committee as defined in the Standing Orders.

statutory item

An item included in the estimates for information purposes only, for which legislative approval already exists.

Statutory Order

Order made pursuant to a power conferred by a statute.

statutory review

Review by a committee, as stipulated in a statute, of the provisions or operation of an Act of Parliament.

stranger

Anyone who is not a Member of the House or an official of the House. This includes diplomats, departmental officials and media personnel, as well as members of the public. Strangers are admitted to the gallery or designated seating areas but may be expelled if there is a disturbance or if the House so orders.

***sub judice* convention**

A convention whereby Members refrain from making reference to certain matters, particularly criminal cases, which are before the courts. It does not apply to bills.

subamendment

An amendment to an amendment. A subamendment must be relevant to the amendment it seeks to modify, rather than to the original question.

subcommittee

A committee of a committee, to which the latter may delegate its powers, except the power to report to the House. Not all committees are granted the power to establish subcommittees.

subordinate legislation

See: delegated legislation

subsidiary motion

A motion that is procedural in nature, dependent on an order already made by the House, and used to move forward a question then before the House. Motions for the second and third readings of bills are subsidiary motions.

substantive motion

An independent proposal that is complete in itself. Such motions require written notice before they can be moved in the House.

summoning a witness

Ordering a witness to appear before one of its committees. Witnesses are summoned before committees only after they have declined an invitation to appear.

Distinguish: invitation to appear

summoning Parliament

The convocation of a Parliament following a general election. Parliament is summoned by a proclamation issued by the President.

superseding motion

A motion moved for the purpose of superseding or replacing the question before the House. It may be either a dilatory motion or a motion for the previous question.

supplementary estimates

An expenditure plan introduced to provide funds to the government to meet new or increased expenses in the fiscal year. The government may introduce supplementary estimates in a given fiscal year as it deems necessary, in accordance with the constitution and statutes.

supplementary question

A question seeking clarification or further information following a Minister's response to a question during the oral question period. The Speaker has wide discretion in permitting the posing of supplementary questions.

supply

See: business of supply

supply bill

See: appropriation bill

supply motion

Any motion, moved under the order of the day for the consideration of the business of supply. Supply motions for concurrence in the estimates give rise to appropriation bills.

suspend a Member

The action of dismissing a Member from the service of the House and its committees for one or more days as a result of disorder. This action may be exercised by the Speaker alone, or as an order of the House.

Compare: expel a Member; name a Member

suspension of a sitting

A pause during the course of a sitting of the House. When the sitting is suspended, the Speaker leaves the Chair and the Mace is removed from the Table.

Distinguish: adjournment of the House; recess

swearing in a witness

Requiring a witness to take an oath or make a solemn affirmation when testifying before

a committee.

T

Table

(1)The Table in front of the Speaker's Chair at which the Clerk and the Deputy Clerk or a Table Officer sit. Copies of frequently consulted procedural authorities are kept on the Table for the convenience of Members and the Mace is placed on it when the House is sitting.

table

- 1) To place a document before the House or a committee for consideration or consultation.
- 2) To table a document, which is required by statute, by order of the House or by Standing Orders, by filing it with the Clerk. A record of such tabling is kept by the Clerk.
- 3) To table a document in the House. A Minister or a Parliamentary Secretary may do this during the period set aside during Routine Proceedings or at any other time during the sitting.

Tabling of Documents

The first item called by the Speaker on the Order Paper. At this time, Ministers and Parliamentary Secretaries have the opportunity to table returns, reports, responses to petitions or committee reports and other documents.

taxation bill

A Bill introduced by a Minister proposing to introduce a new tax, to increase an existing tax, to continue an expiring tax or to extend the application of a tax. This can

only be laid with the Cabinet's approval.

third party

Generally, a political party or parties represented in the House that is smaller in size than the Official Opposition party.

third reading

The last stage of consideration of a bill in the House, at the conclusion of which the bill as a whole is either finally approved or rejected.

time allocation

The allocation of a specific period of time for speakers during the debate on a bill or motion before the House.

Compare: guillotine

Distinguish: closure

U

unicameralism

A parliamentary system in which the legislative power is vested in one chamber such as exists in Guyana.

Unparliamentary Expressions

According to May, p. 386-387, unparliamentary expressions which call for prompt action by the Chair include

- (1) The imputation of false or unavowed motives.
- (2) The misrepresentation of the language of another and the accusation of misrepresentation.
- (3) Charges of uttering a deliberate falsehood.

(4) Abusive and insulting language of a nature likely to create disorder.

Several editions of May lists words that are deemed unparliamentary. These can also be found in the 1997 version of the Standing Orders of the Guyana Parliament.

unparliamentary language

Words or expressions contrary to the proprieties of the House. A Member who refuses to withdraw unparliamentary language may be named by the Speaker.

V

vice-chair

The person elected as deputy to the chair of a standing or special committee.

visitors

Distinguished persons who are invited by the Speaker in the Chamber and recognized by the Speaker, or foreign heads of State or of government who address parliamentarians from the floor of the House.

Compare: recognizing visitors

voice vote

An oral vote held without recording individual Members' votes or the number of yeas and nays.

Compare: recorded division

vote

(1) The formal expression of opinion for the purpose of reaching a decision. In the House, votes are given orally by the Members.

(2) An individual item of the estimates indicating the amount of money required by the government for a particular programme or function.

Compare: appropriation

See: business of supply

See: division; recorded division; voice vote

vote by show of hands

In committee, a vote by show of hands is recorded in the minutes by indicating the number, but not the names, of the members who voted for or against a motion.

W

Whips

Party officials who are Members of Parliament. Their common duty is to exercise authority over their Members to keep them organized, ensure discipline among Members, secure attendance in the House and committee meetings, supplied with information about the business of the Assembly and knowledgeable about their parties' positions before the House or committees, coordinate the speakers' list to submit to the Speaker at each sitting and suggest Members to serve on Committees. The Chief Whips are also referred to as "whips"

Witnesses

Persons who appear voluntarily before or summoned by a Committee to be examined by the Committee. A Committee cannot require the attendance of witnesses or the production of documents without expressed authority from the Assembly as provided in the appropriate Standing Order or in the order relating to its appointment, or subsequently on a motion to give a Committee the power 'to send for persons, papers and records'.