

**PARLIAMENT OF GUYANA**

**STANDING ORDER**

**OF THE**

**NATIONAL ASSEMBLY**

**OCTOBER, 1992**

## **NOTE ON THE STANDING ORDER**

The standing Order of the National Assembly were revised in 1969 and were approved by the Assembly on 19<sup>th</sup> June, 1969. They were deemed, by the Constitution which came into operation on 6<sup>th</sup> October, 1980, to be Standing Orders of the National Assembly established under that Constitution.

The Standing Orders have been reprinted with amendments since made to them for the Members of the National Assembly following the October 5, 1992, elections. Included as Appendices 1 and 11 are the prayers read in the National Assembly and the Form of Oath to be made by Members in the Assembly. Also prepared and included for the first time is an alphabetical index to the Standing Orders.

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## STANDING ORDER OF THE NATIONAL ASSEMBLY

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## **STANDING ORDERS OF THE NATIONAL ASSEMBLY**

### **MEMBERS AND OFFICERS OF THE ASSEMBLY**

#### **1. Oath**

- (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 has made and subscribed before the Assembly the oath of office set out in the Schedule to the Constitution.
- (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.
- (3) At any other time, the oath shall be administered by the Clerk immediately after Prayers.

#### **2. Election Speaker**

(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

(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.

(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 negative, 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.

(4) No debate shall be allowed upon proposal for filling the office of Speaker but any Member may call for a division after the decision on the proposal has been announced.

### **3. Election of Deputy Speaker**

(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.

(2) The election of the Deputy Speaker shall be conducted in a similar manner to the election of the Speaker.

### **Presiding in the Assembly and in committee**

(1) The Speaker or, in his absence, the Deputy 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 Committee of the whole Assembly, including the committee of supply.

(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 function of the Speaker.

(3) The Speaker may, without any formal communication to the Assembly or the committee, request the Deputy to take the Chair.

(4) The Speaker or, in his 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 formal communication to the Assembly or to the committee.

(5) Whenever the unavoidable absence of the Speaker from any day's sitting is announced by the Clerk at the table, the Deputy 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.

(6) The Speaker in the Assembly and the Chairman in the Committee shall have power to regulate the conduct of business in all matters not provided for in these Standing Orders

### **Language**

(1) The proceeding and debates of the Assembly shall be in the English language.

(2) Every petition shall be in the English Language.

6. **Duties of the Clerk.**

(1) The Clerk shall be responsible for keeping the minutes of proceedings of the Assembly and of committee of the whole Assembly, which shall record the name of Members attending, all decisions taken and details of every division held.

(2) The Clerk shall submit the minutes of Proceedings of each sitting to the Speaker for his signature and shall then circulate copies there of to Members before the commencement of the next sitting.

(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.

(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 of all reasonable hours.

(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.

(6) Subject to these Standing Orders, the Clerk shall be responsible for preparing and circulating to Members Notice Papers containing all notices of motions and questions submitted by Members.

(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.

(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.

7. **Quorum**

(1) The quorum of 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).

(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 Members to be summoned as if for a division.

(3) When 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 present, he shall adjourn the Assembly without question put.

(4) When the order to summon Members has been given in Committee of the whole Committee of then whole Assembly, the Chairman shall, after the expiration of five minutes, count the Committee. If he ascertains that a quorum is not been present, the Assembly should resume ns the Speaker shall count the Assembly. If a quorum I 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.

## **SITTING OF THE ASSEMBLY**

### **8. Days of sittings**

(1) Save as otherwise provided by the constitution or resolved by the Assembly upon a motion moved by a Minister, the Assembly shall sit every day except Saturdays Sundays and, unless the Assembly otherwise decide, every adjournment of the Assembly shall be to the next sitting day.

(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 should meet at the time stated in such notice. By telegram or any such earlier meeting.

### **8A. Recess for National Assembly**

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 10<sup>th</sup> August to 10<sup>th</sup> October in any year.

### **9. Hours of Sittings**

(1) Save as otherwise provided by the Constitution and subject to paragraph (2) of this Standing Order, every sitting shall begin at 2o'clock in the afternoon and, unless previously adjourned, shall end at 10o' clock on the same day.

(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 o'clock suspend the sitting for half an hour, and t 6 o'clock suspend the sitting for 11/2 hour.

(3) The Assembly may at any time by motion made and carried without amendment or debate suspend or vary the provisions of paragraphs (1) and (2) of this Standing Order.

10. **Adjournment of the Assembly**

A Minister may move “That this Assembly do now adjourn” at any time after the conclusion of questions to Minister at any sitting, but any other member may only move such a motion under Standing Order No.11 (adjournment – Definite Matter of urgent Public Importance).

11. **Adjournment – Definite Matter of Urgent Public Importance**

(1) Any Member may at the time appointed under Standing Order No. 12 (Order of Business) rise in his place and ask leave to move the adjournment of the Assembly for the purpose of discussing a definite matter of urgent public importance.

(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 wishes to discuss. The Speaker shall refuse to allow the claim unless he is satisfied that the matter is definite, urgent and public importance and may properly be raised on a motion for the adjournment of the Assembly.

(3) If the Speaker is so satisfied and either-

(a) leave of the Assembly is given; or

(b) if it is not given, at least eighteen elected Members rise in their places to support the request,

the motion shall stand over until 4.30 o'clock on the same day, and at that time any proceedings on which the assembly is engage shall be postponed until the motion for the adjournment is disposed of or until 9 o'clock, whichever is the earlier. At 9 o'clock the motion for the adjournment, if not previously disposed of, shall lapse and the proceedings which have been postponed shall be resumed.

(4) Not more than one motion for the adjournment of the Assembly under this Standing Order may be allowed at one sitting.

**ARRANGEMENT OF BUSINESS**

12. **Order of Business**

Unless the Assembly otherwise direct, the business of each sitting day shall be transacted in the following –

- (a) Prayers.
- (b) Oath of a new Member.
- (c) Messages from the President
- (d) Announcement by the Speaker.
- (e) Presentation of Petition.

- (f) Presentation of papers, and reports from selected committee.
- (g) Question to Ministers.
- (h) Statements by Ministers.
- (i) Personal Explanations.
- (j) Request for leave to move the Adjournment of the Assembly on definite Matters of Urgent Public Importance.
- (k) Motions Relating to the Business or sitting of the Assembly and Move by a Minister.
- (l) Introduction of Bills.
- (m) Public Business.

## **PETITIONS AND PAPERS**

### **13. Presentation of Petitions**

- (1) The Member presenting a petition may state concisely the purport of the petition.
- (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.
- (3) Every Petition; must conclude with a prayer setting forth the general object of the petition.
- (4) The Assembly will not receive any Petition-
  - (a) which is not address to the Assembly and which is nor properly and respectfully worded; and
  - (b) which has not at least one signature on the sheet on which the prayer of the petition appears.
- (5) All Petitions presented to the Assembly shall be order 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.

### **14. Presentation of Papers**

- (1) Every paper shall be presented by a Minister and its presentations shall be recorded in the Minutes of Proceedings.
- (2) A Minister presenting a Paper may make short explanatory statement of its contents but no debate shall then take place upon any such statement.
- (3) All papers presented to the Assembly shall be Order to lie upon the Table

without question put and any motion for the printing thereof shall be determined without amendment or debate.

## **QUESTIONS**

### **15. Nature of Questions**

(1) Questions may be put to a Minister relating to the responsibility with which he has been assigned.

### **16. Notice of Questions**

(1) A question shall not be asked without notice, unless it is for an urgent character or relates to the business of the day, and the Member has obtained the leave of the Speaker to ask it.

(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 given it.

(3) A Member who desires an oral answer to a question shall mark his notice with an asterisk. A question not so marked will be put down for a written reply.

(4) A question may not be placed on the Order Paper earlier than thirty days from the on which the notice of the question was published in the notice Paper.

### **17. Contents of Questions**

(1) The right to ask a question shall be subject to the following general rules, as to the interpretation of which the Speaker shall be the sole judge-

(a) The proper object of a question is to obtain information on a question of fact within the official cognizance of the Minister to whom it is addressed, or to ask for official action

(b) A question shall not include the name of persons, or any statements of facts, unless they be necessary to render the question intelligible.

(c) If a question contains a statement of fact, The Member asking it shall make himself responsible for the accuracy of the statement, and no question shall be based upon a newspaper report or upon an unofficial publication.

(d) No Member shall address the Assembly upon any question, and a question shall not be made the pretext for a debate

(e) Not more than one subject shall be referred to in any one question, and a

question shall not be of excessive length.

(f) A question shall not contain arguments, inferences, opinions, imputations, epithets, ironical expressions or hypothetical cases.

(g) A question shall not be asked

- (i) which raises an issue already decided in the Assembly, or which has been answered fully during the current session, or to which an answer has been refused
- (ii) seeking information about matters which are in their nature secret.
- (iii) Regarding proceedings in a committee which has not been placed before the Assembly by a report from the committee;
- (iv) Which deals with matters referred to a commission of enquiry or within the jurisdiction of a Chairman as a Select Committee;
- (v) As to the character or conduct of any person except in his official or public capacity;
- (vi) About any matters then pending before any court of Justice. or which reflects on the decision of a Court of Justice;
- (vii) Reflecting on the character or conduct of any person whose conduct can only be challenged on a substantive motion under Standing Order No.35 (Contents of Speeches);
- (viii) Asking whether statements in the press, or of private individuals, or unofficial bodies are accurate;
- (ix) The answer to which can be found by reference to available official publications;
- (x) Referring discourteously to, or seeking information about, the internal affairs of any territory within the Commonwealth or of a friendly Foreign Country;
- (xi) Dealing with an action of a Minister for which he is not responsible to the Assembly;
- (xii) Seeking, for purposes of argument, information or matters of past history; or

- (xiii) Raising questions of policy too large to be dealt with in the limits of an answer to a question;
- (h) A question shall not solicit the expression of an opinion, or the solution of an abstract legal question, or a hypothetical proposition.
- (2) If the Speaker is of the opinion that any question of which a Member has given notice to the Clerk infringes the provision of any Standing Order or is in any way an abuse or an abuse of the right of question, he may direct-
  - (a) that the Member concerned be informed that the question is out of order; or
  - (b) that the question he entered in the Order Book with such alteration as he may direct.

## 18. Manner of asking and answering questions

(1) At the time appointed for asking and answering of question under Standing Order No.12 (Order of Business), the Speaker shall call in turn upon each Member in whose name the question stands upon the Order Paper, in the order in which the question are printed. Each Member so called shall rise in his place and ask the question by reference to its number on the Order Paper and the Minister question shall give his reply.

(2) After a answer to a question has been given, supplementary question may, at the direction of the Speaker, be put for the purpose of elucidating the answer given orally, but the Speaker may refuse any such question which in his opinion introduces matters not relative to the original question, or which infringes any of the previous of Standing Order No.17 (Contents of Questions), and may in that case direct that such questions be not reported in the Official Report.

(3) A Minister may decline to answer a question if the publication of the answer would in his opinion be contrary to the public interest.

(4) In the absent of a Member in whose name a question stand, any other Member may if duly authorized by that Member, ask the question on his behalf.

(5) A question may be deferred at the question of a Member in whose name it stands, or at the request of any other Member duly authorized by that Member.

(6) In the absence of a Minister to whom a question is addressed, any other Minister may give the answer.

(7) At the request of a Minister, the answer to a question may be deferred.

(8) At the request of the Member in whose name a question stand, the question may be withdrawn.

(9) A question not asked shall be removed from the Order Paper.

(10) A question withdrawn or removed from the Order Paper may be asked again provided that notice as required by these reply Standing Orders is given.

(11) The answer to question requiring a written reply shall be circulated to Members at the sitting at which the question was placed on the Order Paper, and a record of the question and the reply shall be entered in the Minutes of the Proceedings.

(12) Not more than three questions requiring an oral answer shall appear on the Order paper in the name of the same Member for the same day.

(13) No question shall be asked after 2:45 o'clock in the afternoon except any question which the Speaker has allowed to be asked without notice under paragraph (1) of Standing Order No. 16 (Notice of Questions).

(14) Questions which have not received an oral answer by 2:45 o'clock shall be answered in writing by the Minister to whom the question was addressed and copies of the answer shall be sent immediately after that hour to the Clerk, who shall send a copy to the Member in whose name the question stood upon the Order Paper and cause the answer to be circulated with the minutes proceedings, unless at any time before 2.45 o'clock a Member having a question on the Order Paper but whose desire to postpone the question to a later sitting or to withdraw it.

## **PERSONAL EXPLANATIONS**

### **19. Personal Explanations**

With the leave of the Speaker, a Member may make a personal explanation at the time appointed under Standing Order No. 12 (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.

## **PUBLIC BUSINESS**

### **20. Arrangement of Public Business**

(1) Public Business shall consist of motions and bills.

(2) Subject to the provision of these Standing Orders, Government Business shall have precedent on every day except Wednesdays when private Members shall have precedent.

(3) Government Business shall consist of motions and Bills sponsored by Ministers and shall be set down the Order Paper in such order as the Government think fit.

## QUESTIONS FOR DEBATES

### 21. Questions for Debates

(1) Subject to the provisions of Constitution and these Standing Orders, any Member may introduce any Bill or propose any motion for debate in, or may present any petition to the Assembly, and the same shall be disposed of according to these Standing Order:

Provided that, except on the recommendation or with the consent of the Cabinet signified by a Minister, the Assembly shall not –

- (a) proceed upon Bill ( including any amendment to a Bill ) which in the opinion of the person presiding, make provision for any the following purposes -
    - (i) for imposing or increasing any tax
    - (ii) for imposing any charges upon the Consolidate Fund or any other public fund of Guyana or for altering any such change 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
    - (iv) for compounding or remitting any debt due to Guyana; or
  - (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 ant of the purposes aforesaid.
- (2) The signification of the recommendation of consent of the Cabinet shall be recorded im the Minutes of Proceedings.
- (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

## **MOTIONS AND AMENDMENTS THERETO**

### **22. Notice of Motions or Amendments**

(1) Where under any Standing Order notice is required such notice shall be given in writing signed by the Member and address to the Clerk. Such notice shall be handed to the Clerk when the Assembly is sitting, or sent, or left at, the parliament Office at any time during the hours prescribed for the purpose.

(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 may direct –

- (a) that the Member concerned be informed that the notice of motion is out of order; or
- (b) that the notice of motion be entered in the Order Book with such alteration as he may direct

### **23. Period of notice**

(1) Except as provided in the next succeeding paragraph a Government motion shall not be placed upon the Order Paper of any sitting earlier than the day following the day upon which the motion was published in the notice Paper.

(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 the notice was given to the Clerk.

(3) Except as provided in paragraph (5) of Standing Order No. 76 (reports from select Committees) a Private Member's motion shall not be placed upon the Order Paper, for a day earlier than fourteen days from the day on which the notice was published in the Notice Paper.

### **24. Exemption from Notice**

Unless the Standing Order otherwise provide, notice shall be given of any motion which is proposed to make, with the exception of the following-

- (a) a motion for the amendment of any motion.
- (b) a motion for the adjournment of the Assembly or a debate;
- (c) a motion for 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. 14 (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 select Committee under paragraph (1) of Standing Order No. 49 (Committal Bills);
- (n) a motion to recommit a Bill under paragraph (1) of Standing Order No. 54 (Recommittal of Bills reported from committee of the whole Assembly);
- (o) a motion for withdrawal of a Bill under Standing Order No. 59 (withdrawal Bills);
- (p) a motion of respect of which notice has been dispensed with under Standing Order No. 25 (dispensing with notice);
- (q) a motion “that the question be now put” under paragraph (1) of Standing Order No. 38 (Closure of debate).

## 25. **Dispensing with notice**

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 of the Speaker and the assent of the majority of the Members present at the time.

## 26. **Privilege Motions**

(1) A motion directly concerning the privilege of the Assembly shall take precedent over all other business.

(2) Any Member desiring to raise a matter under this Standing Order shall first obtain leave of the Speaker who determine whether the Member is entitled to raise the matter as a question of privilege.

(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 Minister and move that the matter be referred to the Committee of privilege.

(4) No debate shall ensue on a motion under this standing Order but if the Speaker decided that a *prima facie* case has been made out he shall so state and refer the matter to the Committee of privilege.

(5) If during a sitting of the Assembly a matter suddenly arise which appears to involves the Privilege of the Assembly and which call for the immediate invention of the Assembly, the proceeding may be interrupted, save during the progress of a division, by a motion based on such matter.

(6) No Member moving a matter on this standing Order may speak for more than fifteen minutes.

## 27. **Moving of Motions**

(1) On a motion made and when necessary seconded, the Speaker shall propose the question to the Assembly and, after debate, if any shall then put the question for the decision of the Assembly.

(2) If a motion embodies two or more separate propositions, the proposition may be proposed by the Speaker as separate question.

(3) If a Member desires to vary the terms of motions standing in his name, he may do so by giving an amended notice of motion, provided that such amendment dose not, in the opinion of the Speaker, materially alter any principles embodied in the original motion or the scope thereof. Such amended notice of motion shall run from the time of which the original notice of motion was given.

**28. Seconding of Motions**

(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: Providing that Government Business shall not require seconding.

(2) In a Committee of the whole Assembly a second shall not be required.

**29. Motion not Moved or Seconded**

(1) If a Member does not move a motion or amendment which stands in his name when he is called on, it shall be removed from the Order Paper unless he is deferred by leave of the Assembly or moved by some other Member, duly authorized by that Member:

Provided that Government Business may be moved by any other Minister.

(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.

**30. Withdrawal of Motions**

(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 dissenting voice.

(2) A motion so withdrawn may be made again in the same session provided that notice as required by these Standing Orders, is given.

(3) If any amendment has been proposed to a motion the original motion cannot be withdrawn until the amendment has been disposed of.

**31. Amendments to motions**

(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.

(2) An amendment may be proposed to any such motion if it is relevant thereto.

(3) An amendment to a motion may be moved and seconded at any time after the 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 proposed 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.

(4) (a) Upon any amendment to leave out any word of the motion, the question to be proposed shall be “That the words proposed to be left out be left out of the question”.

(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”).

(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”).

(d) When two or more amendments are proposed to be move to the same motion, the Speaker shall call upon the movers in the order in which their amendment relates to the text of the motion, or in case of doubt in such order as he shall decide.

(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.

(5) (a) Any 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.

(b) The provision of paragraph (4) 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”.

(c) When every such amendment to an amendment has been disposed of, the Speaker shall either again proposed the question upon the original amendment, or shall proposed the question upon the original amendment as amended, as the case may be require.

(6) Any amendment, which 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.

(7) 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.

(8) An amendment shall not raise any question which by these Standing Orders can only be raised by a substantive motion after notice.

## **RULES OF DEBATE**

### **32. Times and Manner of Speaking**

(1) A Member desiring to speak shall rise in his place and if called upon shall address his observation to the Speaker or the Chairman. No Member shall speak unless called upon by the Speaker or Chairman.

(2) If two or more Members rise at the same time, the Speaker or Chairman shall call upon the Member who first catches his eyes.

(3) No Member shall speak more than once on any question except-

(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:

Providing that any Member may, without prejudice to his rights to speak at a later period of the debate, second a motion or amendment by rising in his place and stating that it is his intention to second the motion or amendment.

(4) A Member who has spoken on a question may again be heard to offer explanation of some material part of his speech which he claims has been misrepresented, but he shall not introduce new matter.

(5) A Member who has spoken may speak 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.

(6) A Member shall not read his speech except with the leave of the Speaker but he may read extracts from books or paper in support of his argument, and may refresh his memory by reference to notes.

(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.

(8) No Member may speak on any matter in which he has a direct personal pecuniary interest, without disclosing the extent of that interest

(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 or forty-five minutes on such motion or in reply; and
- (b) the Speaker shall grant extension of time for period 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.

### 33. **Right of Reply**

(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 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 Office.

### 34. **Interruptions**

Subjects to these Standing Orders, no Member shall interrupt another Member except-

- (a) by raising to a point of order when the Member speaking shall resume his seat and the Member interrupting shall simply direct attention to the point which he desires to bring to notice and submit it to the Speaker or Chairman for decision; or
- (b) to elucidate some matters raised by that Member in the course of his speech, providing that the Member speaking is willing to give way and resumes his seat and that the Member wishing to interrupt is called by the Chair.

### 35. **Contents of Speeches**

(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 observation to the subject under discussion

(2) Reference shall not be made to any matter which is *sub judice*, in such a way as might, in the opinion of the Chair, prejudice the interest of parties thereto.

(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.

(4) It shall be out of order to use offensive and insulting language about Members of the Assembly.

(5) A Member shall be referred to in the Assembly either with the title “Comrade” before his surname or official designation or as the “Honourable” Member Mr. ....”

(6) No Member shall impute improper motive to any Member of the Assembly.

(7) The President name shall not be used to influence the Assembly.

(8) The conduct of the President or any other person performing the function of the Office of President, Member of the Assembly, Judges, of the Supreme Court of Judicature or other persons performing judicial functions shall not be raised except upon a substantive motion move for the purpose.

### **36. Scope of Debate**

(1) When an amendment propose 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 be left out of the question” may include both the word propose to be left out and those proposed to be added or inserted.

(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.

(3) Debate upon any motion “That the debate be now adjourned” or That this Assembly be now adjourn’ if move during any debate, or in Committee upon any motion “That the Chairman do report progress and ask leave to sit again” shall be confirmed to the matter of such motion; and a Member who has made or seconded such motion shall not be entitle 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.

### **37. Anticipation**

(1) It shall be out f order to anticipate a Bill by discussion upon a motion dealing with the subject matter of that Bill.

(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.

(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

### **38. Closure of Debate**

(1) After a question has been proposed any Member may at any time during the course of debate rise in his place and claim to move “That the question be now put” and unless it appears to the Chair that that motion is an abuse of the rules of the Assembly or an infringement of the right 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 be ceased and the question before the Assembly shall be put forthwith.

(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 may be now put and if the assent of the Chair is given such question shall be put forthwith and decided without amendment or debate.

(3) A motion 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

### **39. Rules for Members not speaking**

A Member present in the Assembly during the debate –

- (a) shall enter or leave the Assembly with decorum;
- (b) shall not read books newspaper, letter or other documents save such are related 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 Order
- (c) shall otherwise conduct himself in a fit and proper manner.

## **RULES OF ORDER**

### **40. Responsibility for order in the Assembly and in Committee**

(1) The Speaker in the Assembly and the Chairman in Committee shall be responsibly for the observance of the rule 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.

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

#### 41. **Order in the Assembly and in Committee**

(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 irrelevance to tedious repetition either of his own arguments, or of the arguments used by other Members in debate, may direct him to discontinue his speech and to resume his seat.

(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 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.

(3) Whenever a Member has been named by the Speaker or by the Chairman, then –

(a) If the offence has been committed in the Assembly, the Speaker shall call upon a Minister to move “That Cde. / Mr. .... be suspended from the service of the Assembly”. The Speaker shall put the question on such motion forthwith, or debate being allowed;

(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 preceding sub – paragraph shall be followed;

(c) if any such motion be carried, and a Member be suspended, his suspension on the first 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 was suspended, and on the third or any subsequent occasion until the Assembly resolves such suspension be terminated.

(4) Not more than one Member shall be named at the same time, unless several Members present together have jointly committed the offence.

(5) A Member who is directed to withdraw or who is suspended under this Standing Order shall forthwith leave the Assembly and its precincts.

(6) If any Member who has been directed to withdraw or who has been suspended under this Standing Order, refuse 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 direction, and the

Member named by him as having so refused to obey his direction shall thereupon without further question put be suspended from the service of the Assembly during the remainder of the session.

(7) If resort to force is necessary, the Speaker may suspend the sitting during the removal of the Assembly

(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 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 suspension.

(9) In the case of grave disorder arising in the Assembly, the Speaker may if he thinks it necessary to do so adjourn the Assembly without question put, or suspend the sitting to be named by him.

(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

## VOTING

### 42. Decision of Questions

(1) Save as otherwise provided in the Constitution or in these Standing Orders all questions proposed for decision in the Assembly or in the Committee shall be determined by a majority of the votes of the elected Members thereof present and voting.

(2) The Speaker or any other Member presiding shall not vote unless on any question he votes are equally divided, in which case, except as otherwise provided in the next succeeding paragraph, he shall have and exercise a casting vote.

(3) A Speaker elected from among persons who are not Members of the Assembly shall have neither an original or 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 lost.

### 43. Collection of Voices

(1) At a conclusion of a debate of 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.

(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.

#### 44. **Division**

(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 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.

(2) Every elected Member present, unless he expressly says that he declines to vote, shall record his vote either for the Ayes or the Noes, The clerk enter in the Minutes of Proceedings the record of each Member's vote, and the names of those Members who declined to vote.

(3) If a Member states that he voted in error or that his vote has been counted wrongly, he may claim to have his vote altered provided that such claim is made as soon as the Clerk has announced the numbers and before the Chair has declared the result of the division. Upon such claim being made the Speaker or Chairman, at his sole discretion shall either direct the Clerk to alter that Member's vote or direct a fresh division be held.

### **PROCEDURE ON BILLS**

#### 54. **Introduction and First Reading of Bills**

(1) Except as provided in paragraph (3) of this Standing Order any Member may move for leave to introduce a Bill of which he 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.

(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.

(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

- (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 not charge thereon or any increase in the amount of such a payment, issue or withdrawal; or
- (iv) for compounding or remitting any debt due to Guyana.

4. A Bill, whether presented in pursuance of an order of the Assembly after leave given or without such order, shall be handed to the Clerk at the Table by the Member who gave notice of the Bill. The Clerk shall then read aloud the title of the Bill, which shall then be recorded in the Minutes of proceedings as having been read a first time and, unless previously printed, ordered to be printed, without question put.

#### **46. Appointment of Days for Stages of Bills**

(1) Subject to this Standing Order, at the conclusion of the proceedings on any stage of a Bill, the Member in charge of the Bill may either name a day to be appointed for the next stage of the Bill or move that the next stage be taken forthwith.

(2) An interval of not less than three days must elapse between the first and second readings of a Bill, unless the Assembly on motion made and question put, agree to proceed with the Bill at an earlier date, or forthwith.

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

#### **47. Printing and circulation of Bills**

(1) The Clerk shall be responsible for the printing of Bills from the draft handed to him by the Member in charge of the Bill and before any Bill is printed, he shall satisfy himself that –

- (a) the Bill is divided into successive clause numbered consecutively;
- (b) the Bill has in the margin a short summary of each clauses; and
- (c) the provisions of the Bill do not go beyond its title.

(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.

(3) The Clerk shall as soon as possible cause every Bill to be published in the Gazette.

#### **48. Second Reading of Bills**

(1) On the second reading of a Bill a debate may arise covering the genera; merits and principles of the Bill.

(2) The question “That the Bill be now read a second time” an amendment 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 move to leave out all the words after the word “That” in order to add words standing 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.

#### **49. Committal of Bills**

(1) When a Bill has been read a second time it shall stand committed to a Committed 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.

(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.

(3) A Bill, while 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.

#### **50. Functions of Committee on Bills**

(1) Any Committee to which a Bill is committed shall not discuss the general merits and principles of the Bill but only its details.

(2) Any such Committee shall have power to make such amendments therein as they shall think fit, provided that the amendments, including new clauses and new schedules, are not within the title of the Bill, they shall amend the title accordingly, and shall report the same to the Assembly.

#### **51. Procedure in Committee of the whole Assembly on a Bill**

(1) The Chairman in Committee of the whole Assembly shall call the number of each clause in succession. If no amendment is proposed thereto, or when all proposed amendments have been disposed of, he shall proposed the question “ That the clause (or the clause as amended) stand part of the Bill” and, when all Members who wish to speak thereon have spoken, he shall put that question to the Committee for its decision,

(2) Any proposed amendments of which notice has not been given shall be handed to

the Chairman in writing.

- (3) The following provisions shall apply to amendments relating to Bills-
  - (a) An amendment must be relevant to the subject matter of the Bill, and to the subject matter of the clause to which it relates.
  - (b) An amendment must not be inconsistent with any clause already agreed to or with any previous decision of the Committee.
  - (c) An amendment must not be such as to make the clause which it proposes to amend ungrammatical.
  - (d) If an amendment refers to, or is not intelligible without, a subsequent amendment or schedule, must be given before or when the first amendment is moved so as to make the series of amendment intelligible as a whole.
  - (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.
  - (f) The Chairman may refuse to allow an amendment, which is, in his opinion, frivolous or meaningless, to be moved.
  - (g) Except on the recommendation or with the consent of the Cabinet, to be dignified 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 any of the purposes described on paragraph (3) of Standing Order No.45 (Introduction and First Reading of Bill).
  - (h) The Chairman may at any time during the discussion of the proposed amendment withdraw it from the consideration of the Committee if, in his opinion, the discussion shall have shown that the amendment violates the provision of this Standing Order.

(4) The provision of paragraph (4) and (5) of Standing Order No. 31 (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 “Assembly” throughout.

(5) A clause may be postponed, unless a decision has already been taken upon an amendment thereto. Postponed clauses shall be considered after the remaining clauses of the Bill have been considered and before new clauses are brought up.

(6) Any proposed new clause shall be considered after the clauses of the Bill have been disposed of and before consideration of any such disagreement.

(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 to speak thereon have spoken, he shall put the question to the Committee for its decision.

(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.

(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 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.

(10) If any 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 questions shall be put that the title (as amended) stand part of the Bill; nor shall any question be put upon the enacting formula.

(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.

(12) If a Member, before the conclusion of proceedings on a Bill moves to report progress and such motion is carried, the Assembly shall resume and the Members in charge of the Bill shall report progress to the Assembly and ask leave to sit again, and name a day for the resumption of the proceedings.

(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.

## **52. Procedure in Select Committee on a Bill**

A Select Committee on a Bill shall subject to Standing Orders No.73 (Procedure in Select Committee) and No 74 (Division in Select Committee) but before the Bill to the Assembly, it shall go through the Bill as provided in Standing Order No. 51.(Procedure in Committee of the whole Assemble on a Bill).

**53. Procedure of Reporting of Bill from Committee of the Whole Assembly**

So soon as a Committee of the whole Assembly has agreed that a Bill be reported, the Assembly 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.

**54. Recommittal of bills Reporting from Committee of the Whole Assembly**

(1) If an Member desires to delete or amend any provision contained in a Bill as reported from a Committee of the whole Assembly or if to introduce any new provision therein he 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 of 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.

(2) When the whole Bill has been recommitted, the Committee shall go through the Bill as provided in Standing Order No.51 (Procedure in Committee of the Whole Assembly of the Bill).

(3) When the Bill has been recommitted in respect only of some particular part of parts or of some proposed new clause or schedule, the Committee shall consider only the matter so recommitted and any amendment which may be moved thereto.

(4) At the conclusion of the proceedings in Committee on a Bill recommitted under the provisions of the Standing Order, the Chairman shall put the question "That Bill (or 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.

**55. Procedure on Bill reported from Select Committee**

(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", move under paragraph (5) of Standing Order No. 76 (Reports from Select Committee).

(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.

(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 of some proposed new clause or new schedule) to 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.

(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. 54 (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 Standings Order.

#### **56. Third Reading of Bills**

(1) On the third reading of a Bill no amendments may be proposed to the question “That the Bill be now read the third to me and passed” and the question shall be put without debate.

(2) Corrections of errors or oversights may, with the Speaker’s permission, be made before the question for the third reading of the Bill is put from the Chair.

#### **57. Private Bills**

(1) Every Bill (not being a Government 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.

(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 provisions of this Standing Order.

(3) A private Bill shall be introduced by a Member only-

- (a) on petition from the promoters stating the objects of and reasons for the bill, and
- (b) after notice of the Bill has been given by not less than three successive publications of the at the expense of the promoters in the Gazette, three notice have been inserted in a newspaper containing a statement of the objects of and reasons for the Bill.

(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.

- (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;
- (c) Upon lodging the Bill, the promoters shall pay to the Accountant General the cost, as ascertained by the Clerk, of publication in the Gazette and in a newspaper together with the prescribed stamp duty except in such cases where the Assembly has remitted the stamp.
- (c) The Clerk shall cause the Bill lodged with him to be printed as early as possible, and at the first ordinary sitting of the Assembly following the publication of notice of the Bill in accordance with paragraph (3) of this Standing Order, the Speaker, if he is satisfied that the said notice have been published, shall put the question that the Bill be read the first time, upon which no discussion shall be allowed. 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.

(5) Upon the day order for the second reading, the Speaker shall, unless the Assembly otherwise orders, propose the question that the bill be read a second time.

(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 no require notice and must be made immediately after the Bill has been the Bill has been read a second time, and the question thereon shall be put without amendment or debate.

- (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 the Assembly accordingly and thereupon no further proceedings shall be taken with reference to the Bill, unless the Assembly make a special order to the contrary.

(9) No person other than a Member, shall be heard in opposition to any Private Bill, unless he has previously lodged a petition with the Clerk showing the nature of his objection to the Bill, and stating whether his objections extend to the whole or some part of the preamble if any, or to the clauses of the said Bill, and praying that he may be heard by himself or his counsel against the Bill.

(10) Subject to the provision of this Standing Order, all petitions against a Bill, containing a prayer that the petitioners be heard by themselves or counsel, such opposers who appear to have a locus standi.

(11) When it is intended to examine witnesses the petitioner or Member requiring such witness 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.

(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.

(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 and, as it thinks fit.

(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.

#### **58. Custody of Bills**

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 assent.

#### **59. Withdrawals of Bills**

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.

#### **60. Bills Containing Substantially the same Provisions**

Once the second reading of any Bill has been agreed to or negative, no question shall be proposed during the same session for the second reading of any other Bill containing substantially the same provisions.

### **FINANCIAL PROCEDURE**

#### **61. Estimates of Expenditure**

(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 the 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.

(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 Member have spoken and the Minister has replied, or at the end of the sitting on the last day the question on the motion shall not be put at this stage.

(3) The Assembly shall resolve itself into Committee of Supply, without question put, to consider the Estimates

(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.

(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.

(5) For the purpose of this Standing Order and Standing Order No 63. (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 o'clock.

## **62. Committee of Supply**

(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.

(1) It shall be the duty of the Committee of Supply to consider the Estimates and supplementary estimate of expenditure and statements of excess presented to the Assembly.

## **63. Allotment of Time in Committee of Supply**

(1) They shall be allotted a maximum of seven days for consideration of the Estimates of expenditure in Committee in Supply.

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 save may be added to the days allotted under this paragraph.

(2) Upon any day allotted under paragraph (1) of this Standing Order no dilatory motion shall be moved except by a Minister upon proceeding upon the Estimates of expenditure and such proceedings shall not be interrupted or postponed under any Standing Order.

(3) The Speaker 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 reached before the Business concerned is disposed of, The Chairman shall put forthwith any question necessary to dispose of that business.

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.

#### **64. Business Sub-Committee**

(1) There shall be a Sub-committee of the Committee of Supply, to be known as the Business Sub-Committee, to consist of the Speakers 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 that the Committee upon-

- (i) the number of sitting to be allotted to the consideration of the Estimates;
- (ii) the allocation of the proceedings to be taken at each sitting and
- (iii) the time at which proceedings, if not previously brought to a conclusion, shall be concluded.

(2) All resolutions of the Business Sub-Committee shall be reported to the Committee of Supply at the commencement of proceedings at the next sitting of the Committee and shall be printed and circulated with the Minutes of the proceedings of the Committee.

(3) Whenever the Business Sub-Committee has reported to the Committee of supply the Minister in charge of 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.

(4) If the question is resolve in the affirmative, the resolution (or resolutions) shall operate on a resolution of the Assembly, but if negative the resolution (or resolutions) shall stand recommitted to the Business Sub-Committee.

#### **65. Procedure in Committee of Supply**

(1) On consideration of the Estimates of expenditure in Committee of supply, each head of expenditure shall be consider with the appropriate details, and 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.

(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.

(3) When the question upon every had of the Estimates has been decided, the Chairman shall put the question t 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.

## 66 **Amendments to Heads of Estimates in Committee of Supply**

(1) No Amendment shall be moved in the Committee of Supply under this Standing Order until one day after that which it was publish in the Notice Paper.

(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 move 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 increase by \$..... in respect of sun-head ..... Item.....”.

(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 of it is carried no amendment to reduce the head in that respect, shall be called.

(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 reduce by \$..... in respect of (or by leaving out) Sub-head ....., Item .....”.

(5) Any amendment to reduce a head in respect of any sub-head or by leaving out a sub-head shall only be in order of the sub-head is not itemized.

(6) An amendment to reduce a head without reference to a sub-head therein shall only be in order of the head is not divided into sub-head.

(7) An amendment to leave out a head shall not be in order and shall not be placed on the Notice Paper.

(8) In the case of each head, amendments in respect of items or sub-heads in that head shall be placed upon the Notice paper and considered in the order in which the items or subhead to which they refer stand in the head in the Estimates.

(9) When notice have 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.

(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.

(11) When all amendments standing on the Notice Paper in respect of 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. 65 (Procedure in Committee of Supply).

#### **67. Appropriation Bill**

(1) The Appropriation Bill shall be introduced in the Assembly after the Estimates of expenditure have been approved.

(2) The Bill will provide for the issue from the Consolidated Fund of the sums necessary to meet the expenditure approved by the Assembly in the same estimates and the appropriation of those sums for the purposes specified therein.

(3) After the Bill has been published in the Gazette and introduced in the Assembly, the Minister may without notice, move that the remaining stages be taken forthwith.

(4) No debate shall take place on the motion for second reading and the third reading of the Bill, and the Bill shall not be committed.

(4) The question for the second reading and for the third reading shall be put without amendment or debate.

#### **68. Supplementary Estimates of Expenditure and Statement of Excesses**

(1) If in respect of any financial year it is found -

(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 no amount has been appropriated by that Act; or

- (c) that any money have been expended for any purpose in excess of the amount appropriated for that purpose by the Appropriate Act or for which no amount has been appropriated by that Act; or
- (d) that advance have been made from the Contingencies Fund for expenditure for which no other provision exists,

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 earlier than one day after that on which the Paper was presented.

(2) On the day named under paragraph (1) of the Standing Order The Committee of Supply shall stand as the first item of Public Business and the Assembly shall resolve itself into the Committee without question put.

(3) When the Assembly has resolved itself into a Committee of Supply 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 financials 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:

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.

(4) When the motion "That is 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 agreed with the Committee in the said Resolution and the question thereon shall be put forthwith amendment or debate.

(5) If the consideration of the proposal (or proposals) in a financials 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.

## 69. **Supplementary Appropriation Bill**

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 agreed to by the Assembly under Standing Order No 68. (Supplementary Estimates of Expenditure and Statements of Excesses) then there shall be no debates on the second reading of the Bill, the Bill shall not be committed, and the necessary questions shall be put forthwith without amendment or debate.

## **NEGATIVE RESOLUTIONS**

### **69 A. Negative Resolutions**

(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.

(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.

## **SELECT COMMITTEES**

### **70. Sessional Select Committees**

#### **Committee Selection**

- (1) (a) There shall be a Committee to be known as the Committee of selection appointed as soon as may be after the beginning of every session to perform the functions allotted to it by these Standing Orders, and for such other matters as the Assembly may from time to time refer to it.
- (c) The Committee of Selection shall consist of the Speaker as 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.
- (c) The Committee shall not have power to send for persons, papers and records.

### **Public Accounts Committee**

- (3) There shall be a Committee to be known as 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 session. It shall be the duty of the Committee to examine the accounts showing the appropriation of the sums granted by Parliament 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.

### **Standing Orders Committee**

- (3) (a) 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 on all matters relating to the Standing Orders which are referred to it by the Assembly.
- (d) The Committee shall not have the power to send for persons, papers and records unless the Assembly so resolve.

### **Assembly Committee**

(4) There shall be 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 may be 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 its Minutes of Proceedings to the Assembly but shall not have power to send for persons, papers and records unless the Assembly so resolve.

### **Committee of Privileges**

(5) There shall be a Committee to be known as the Committee of Privilege 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 matters which appear 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.

### **70A. Standing Committee**

RESOLVED, That the Standing Orders of the National Assembly be amended by the insertion of the following as Standing Order No. 70A:-

(1) The Committee of Selection may establish and appoint as many Standing Committees as it considers necessary.

(2) A Standing Committee shall consist of such Members of the Assembly as the Committee of Selection shall determine and shall appoint.

(3) The constitution of, procedure in and other matters concerning, Standing Committee shall be as provided for in respect of Select Committee of the Assembly.

Passed by the National Assembly on 16th June, 1994.

#### **71. Special Select Committee**

(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.

(2) A Special Select Committee shall have power to elect its own Chairman.

#### **72. Constitution of Select Committee**

(1) Every Select Committee shall be so constituted as to ensure so far as is possible, that the balance of parties in the Assembly is reflected in the Committee.

(2) In the event of the death of a Member nominated to a Committee, or if his seat becomes vacant for any other reason, the Assembly or the Committee of Selection, as the case may require, shall nominate another Member in his place, and in so doing shall observe the provisions of paragraph (1) of this Standing Order. Every such nomination by the Committee of Selection shall be reported to the Assembly.

#### **73. Procedure in Select Committee**

(1) Except as otherwise provided in Standing Order No.70 (Sessional Select Committees) this Standing Order shall apply to all Select Committees.

(2) 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 election.

(3) 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.

(4) Unless the Assembly otherwise direct, three Members shall be the quorum. In ascertaining whether there is a quorum present the Member at the chair shall not be excluded.

(5) The deliberations of a Select Committee shall be in private and shall be confined to the matter referred to it by the Assembly and any extension or limitation 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.

(6) 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 Special Select Committee, shall appoint. Subsequent meetings shall be held at such time and place as the Committee may determine:

Provided that if the Committee fail to do so the Chairman shall, in consultation with the Clerk of the Committee, appoint such time and place.

(7) 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.

(8) (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.

(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 evidence is required. The Clerk shall then send for every such witness on behalf of the Committee.

(9) The evidence of every witness shall be taken down verbatim and sent on proof to the witness. The witness shall be at liberty within fourteen days from that on and the evidence shall be printed with such of the corrections as may be approved by the Chairman.

(10) The Committee may at its discretion refuse to hear any irrelevant evidence or any recalcitrant witness.

(11) (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 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 Cde./ Mr.....'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.

- (b) The Committee shall then proceed to go through the report paragraph by paragraph and paragraph (1) to (7) of Standing Order No. 51 (Procedure in Committee of the Whole Assembly on a Bill) shall apply such consideration as if the report were a Bill and the paragraphs thereof the clauses of the Bill.
- (c) Upon the conclusion of the consideration of the report paragraph by paragraph and when all proposed new paragraph have been considered the Chairman shall put the question that this report be the report of the Committee to the Assembly.

#### **74. Division in Select Committee**

(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 desires to vote and recording the votes accordingly.

(2) When a division is claimed in a Select committee every Member of the Committee present shall, unless he expressly states that he declines to vote, record his 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.

(3) As soon as the Clerk has collected the votes he 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 shall give a casting vote.

(4) If a Member of the Committee states that he voted in error or that his vote has been wrongly counted he may claim to have his 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.

#### **75. Premature Publication of Evidence**

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 have presented their report to the Assembly.

#### **76. Reports from Select Committees**

(1) Every Select 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.

(2) A Select 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.

(3) A report or special report together with the Minutes of Proceedings of a Select Committee and the minutes of any evidence taken before that committee shall be presented to the Assembly by the Chairman or other Member deputed by the Committee and shall be ordered to lie upon the Table and be printed without question put.

(4) 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 report or Bill together

(5) The report of a Select Committee may be taken into consideration by the Assembly on a motion "That the report of the Select Committee on ..... Be adopted". Such a motion may be moved by any Member after one day's notice.

## MISCELLANEOUS

### 77. **Absence of Members**

(1) Any Members who is prevented from attending a sitting of the Assembly shall acquaint the Clerk as early as possible of his inability to attend.

(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 month, he shall vacate his seat in the Assembly under articles 54 and 156 (1) (b) of the Constitution.

### 78. **Employment of Members in Professional Capacity**

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 is to receive a fee or reward.

### 79. **Report of Debates**

(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.

(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.

## 80. **Strangers**

(1) Strangers may be admitted to debates in the Assembly under such rules as the Speaker may make from time to time for that purpose.

(2) If, at any sitting of the Assembly, any Member move that strangers withdraw, the Speaker shall forthwith put the question "That strangers do withdraw" without permitting any debate or amendment.

(3) The Speaker may, whenever he 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.

(4) Strangers must withdraw from the Chamber and its precincts when called upon to do so by the Speaker.

## 81. **Press**

The Speaker may grant a general permission to representative of any journal, newspaper or other medium of public information to attend sittings of the Assembly under such rules as he may make from time to time for that purpose. If such rules are contravened, such permission may be revoked.

## 82. **Amendment of Standing Order**

(1) Unless the Speaker shall otherwise direct, not less than twelve days' notice of a motion to amend the Standing Order shall be given, and the notice shall be accompanied by a draft of the proposed amendments.

(2) The motion shall be set down for the earliest convenient sitting after the expiration of the notice.

(3) When the motion is reached, the mover shall move the motion, and after it has, if necessary, been seconded, the motion shall be referred forthwith, without a 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.

## 83. **Suspension of Standing Order**

Any one or 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.

## 84. **Rules in case not Provided for by Standing Order**

(1) In any matter not herein provided for, resort shall be had to the usage and practice of the Commons House 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 Order n or with the practice of the Assembly.

(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 House of Commons, but no restriction which the House 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.

## **APPENDIX I**

### **PRAYERS READ IN THE NATIONAL ASSEMBLY**

Almighty God, we, who are here gathered together, do most humbly beseech Thee to guide us in all our consultations, so that we may together build a land where knowledge is free, where the mind is without fear, and the head is held high, and where words come from the depth of truth.

Grant us, O God, Thine aid and guidance ,so that we may deal justly with the several causes that come before us, laying aside all private interests, prejudices and personal preferences, so that the result of our counsels may be to the glory of thy Blessed Name, the maintenance of true religion, the preservation of justice, the safety, honour and happiness of the President, and the peace and prosperity of Guyana.

Grant us O God, the vision so to lead, that all the people of this fair land may enter into that state of brotherhood and unity, where the mind is led forward by Thee into everwidening thought and action.

## **APPENDIX 11**

### **FROM OF OATH OF OFFICE**

(To be made and subscribed by Members of the National Assembly)

I,..... do hereby  
Solemnly declare that I will bear faith and allegiance to the People of Guyana , that I will faithfully execute the office of Member of the National Assembly without fear or favour, affection or ill-will and that in the execution of the functions of that office I will honour, uphold and preserve the Constitution of the Co-operative Republic of Guyana.

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