



Standing Orders

Of the

Conference



**NA LAWА TUDEI NI BOSE KO VITI**  
(Sa vakabau e na Bose ko Viti 1964)

**Na kena i vakarau**

sa vakaoqo na i lakolako ni veika me vakayacori e na loma ni Bose ko Viti.

1. Sa na liutaka na bosc ko koya na Qase Levu, ka sa lewa talega na kena dau tekivutaki vakalotu e na veigauna yadua.

Na veigauna yadua sa vakabau me dau vakayacori kina na bosc, sai koya na mataka, na yakavi siga kei na bogi.

2. Na i Tukutuku ni Veisiga  
E dua na komiti sa lesia na Bose ko Viti me vakaraica na i tukutuku ni veisiga, me qai tukutuku mai ki na Bose ko Viti.

3. Na i tukutuku yaco mai

4. Na Notisi ni Mosoni  
Na Notisi ni Mosoni me dau volai mai ka me rau saini kina e rua na lewe ni Bose ko Viti se me vaka e qai lewa na Bose ko Viti. Na mosoni ka sega ni tiko ena i vola ni bosc ena sega ni veivosakitaki me yacova ni sa oti e 24 na aua ena kena yaco yani ki na Bose ko Viti.

5. Na veika vakaturi e so, sa dau vakadonuyaga na Bose ko Viti ka sega ni veivosakitaki.

6. Na i Tukutuku mai na Veikomiti

7. Na ka me golevi e na siga ko ya.

8. Na taro mai na i Vola me vaka sa volai e na veika me veivosakitaki.

9. E dua tale na ka.

**STANDING ORDERS OF THE CONFERENCE**  
(Adopted by Conference, 1964)

**Order of Procedure**

*The following shall be the Order of business in the Conference.*

1. *The President shall take the chair at hour to which the Conference may stand adjourned, and cause each session to be opened with devotional exercise.*

*The morning, afternoon and evening business meetings of the Conference shall be regarded as distinct sessions.*

2. The Daily Record

*A committee appointed by the Conference to examine the daily record shall present its report to the Conference.*

3. Communications

4. Notice of Motion

*Notice of Motion shall be submitted in writing and shall bear the signature of at least two members of the Conference unless the Conference shall otherwise determine. A motion on any subject not before the Conference in the ordinary course of business shall not be considered until after twenty four hours' notice thereof shall have been given to the Conference.*

5. *Formal motions, which the Conference agrees to take without discussion.*

6. *Presentation of Reports of Committees.*

7. *Order of the Day.*

8. *Questions in the Order printed in the Agenda.*

9. *Any other matters.*

### Na Lawa ni Veivosaki

1. Kevaka e gadreva me vosa e dua na lewe ni bose me baleta e dua na ka e veivosakitaki tiko, me na tucake kokoya, ka vosa yani vua na Qase Levu. Sa na sega ni tara me vosa sara yani vei ira na lewe ni Bose ko Viti ka yacova ni sa cavuti na yacana se vakadonui mai vua na Qase Levu me vosa. Kevaka e rau tu cake vata e lewe rua se sivia e na dua na gauna, sa na qai lewa ga na Qase Levu ko koya me vosa taumada.
2. Me kakua ni tucake tu ga e dua na lewe ni bose e na gauna ni veivosaki, ka vakavo ga ko koya ka vosa tiko vua na Qase Levu.
3. Me kakua ni vosa vakarua e dua na lewe ni bose e na dua ga na ka e veivosakitaki tiko, ka vakavo ga kevaka sa vakadonuya na Bose ko Viti me vakakina.
4. Sa tara ga vei koya ka vakatura me na dau sauma na vosa se taro ko ira era saqata na lewa vakatura na kena vukici (amendment). Na kena i sau ko ya me sa dau rauta vakavinaka ga na vosa ni kena saqata na mosoni ko ya.
5. Kevaka e dua na mosoni e vakaturi, se kena vukici me sa dau volai yani vakavinaka mai vei koya ka vakatura, ka qai soli vakatotolo sara yani vua na Vunivola.
6. Na veimaosoni tale eso ka sa soli taumada ki na Bose ko Viti, me veivosakitaka ga ena kena taro, ke sega ni lewa na Bose ko Viti me dua na kena i vakarau me muri.
7. Ni sa vakaturi oti e dua na mosoni se kena vukici, ka sa tokoni talega, me sa kakua sara ni vakasukai tale ke sega ni vakadonuya na Bose ko Viti.

### Rules of Debate

1. *When any member wishes to speak in debate, he shall rise and address the President. A member rising to speak shall not precede to address the Conference unless and until he has been named from the chair. In case two or more members shall rise at the same time, the President shall decide who has precedence.*
2. *A member shall not remain standing during a discussion, except the member addressing the President.*
3. *A member shall not speak more than once, on the same questions, unless with the approval of the Conference.*
4. *The mover of a motion shall have the right of reply, but not the mover of an amendment. The reply must be limited to answering the arguments advanced against the motion.*
5. *A motion or any amendment hereto shall be submitted in writing by the proposer at the time of motion or amendment is made, and shall be immediately handed to the Secretary.*
6. *Motions of which due notice have been given, shall, unless otherwise directed by Conference, be dealt with under the questions to which they relate or refer.*
7. *When a motion or amendment has been moved and seconded, it shall not be withdrawn without the consent of the Conference.*

<p>8. O koya ka tokona na mosoni, se o koya ka tokona na kena vukici, sa rawa ni maroroya na nona vosa.</p> <p>9. (a) Na i tukutuku mai na dua na komiti se dua na i tukutuku ni lavo sa rawa me:</p> <p>i) ciqomi e na Bose ko Viti ena dua na mosoni; se</p> <p>ii) vakaturi ka vakabau veitalia se dua na kena vukici se sega.</p> <p>(b) Ni sa vakaturi mai e dua na i tukutuku me sa vakabau, sa na okati me lakovata kina na kena ciqomi.</p> <p>10. Me kakua mada ni vakacurumi tale mai e dua na ka vou me veivosakitaki me yacova ni sa veivosakitaki oti mada na ka e veivosakitaki tiko.</p> <p>Na mosoni (se i tukutuku e Veivosakitaki) sa na rawa ni vakaoti vakasukai, vakabau se lutu, se me vaka e dua vei ira oqo:</p> <p>(1) Na vukici ni ka e vakaturi, ko ya me dua tani vakalailai na kena i vosavosa se vakalailaitaki, se va kuri.</p> <p>a) Kevaka sa vakabau na vukici ni ka e vakaturi, sa na yaco me sa na mosoni tudei o koya sa na rawa ni vakaturi me dua na kena vukici. Ia kevaka e sega, talega na kena vukici sa na biu me laveligataki ka sega tale ni dua na kena veivosaki.</p> <p>b) Kevaka sa mani lutu na vukici ni ka e vakaturi, ka sega tale na kena vukici e vakaturi mai, me sa qai lveligataki na mosoni ka vakaturi taumada ka na sega tale ga na kena veivosaki.</p>	<p>8. <i>A seconder of a motion or an amendment may reserve his speech.</i></p> <p>9. (a) <i>A report of a committee or a statement of accounts may:</i></p> <p>i) <i>be received by the Conference by formal motion, or</i></p> <p>ii) <i>be adopted with or without amendment, a similar motion.</i></p> <p>(b) <i>When a motion for adoption is submitted shall be deemed to also include the reception of the report or statement (as the case may be).</i></p> <p>10. <i>A motion on any other subject shall not be submitted until the motion under discussion shall have been disposed of.</i></p> <p><i>The motion under discussion may be disposed of by withdrawal adoption, or rejection of the motion, or by one of the following motion:</i></p> <p>(1) <i>Amendment of the subject matter, either by varying the terms or by omission or addition</i></p> <p>a) <i>Should an amendment be carried, it shall become the substantive motion, and thereon an amendment may be proposed. If no further amendment be proposed, the amendment (which has become the substantive motion) shall be put without further discussion.</i></p> <p>b) <i>Should the amendment be lost and no further amendment be proposed, the original motion shall be put without further discussion.</i></p>
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c) E na sega ni rawa me vakaturi tale e na i karua ni vukici ni dua na mosoni ka yacova ni sa laveligataki oti na kena i matai ni kena vukici, ka na rawa vua e dua me vakaraitaka ga na lomana e na nona via vakatura e muri e dua tale na kena vukici. Na veitukutuku vaka ko ya era na rogoci ga me vaka na veitaravi ni nodra vakaraitaki mai.

2) E dua ga vei ira na mosoni vakaoqo ka na veiganiti, se veivosakitaki tiko e na loma ni Bose ko Viti e dua na mosoni ka dua na kena i kuri se sega:

a) "Na Veivosaki sa oti" - me vakaturi vakaoqo ki na Bose ko Viti: "Me sa boko ga na ka ko ya ka vakaturi". E tara me rau veivosakitaki vata na mosoni oqo vata kei na mosoni taumada se na kena vukici.

Kevaka sa na vakabau "na veivosaki sa oti", sa na qai boko ga na mosoni se na kena vukici. Ia kevaka ni sa sega ni vakabau, sa na ia tiko ga yani na veivosaki.

b) "Na Veitarataravi ni ka me caka e na dua na siga", sai koya na kena golevi sara yani na veika sa vakadonuya oti tu.

c) Na kena vakarubeci se toso tiko yani ki liu na kena veivosaki e na dua na kena gauna e na lokuci se me qai vakayacori tani tale e na dua na gauna e na lokuci e muri.

d) Me vagolei ki na dua na Komiti

*c) A second amendment shall not be submitted until the first is disposed of, but any speaker may give notice of his intention to propose another amendment. Any such amendments shall be taken in the order in which notices thereof shall have been given.*

*2) Any of the following motion, which will be in order whether a motion or a motion with amendment shall be before the Conference:*

*a) "That previous question" - which shall be put to the Conference in the following form. "That the motion (or motion and amendment) before the Conference be not put." this may discussed concurrently with such motion or amendment.*

*If "the previous question" be carried, motion or amendment before the Conference shall be not put. If it be not carried, the discussion may proceed.*

*b) "The Order of the Day", i.e. that the next business as ordered by the Conference be now taken.*

*c) The postponement of the question either to a definite time, or a time to be thereafter fixed.*

*d) Reference to a committee.*

3) Me rube mada:

- a) na veivosaki ni dua na ka;
- b) na Bose ko Viti.

11. Na Mosoni "Me laveligataki na ka e vakaturi" e rawa ni vakatura e dua vei ira na lewe ni bose ka sega ni bau vosa oti e na dua na yasana; ia e na sega tale ni dua na veivosaki e na caka. Ni laveligataki oti, ke sa vakabau e na 2/3 vei ira era laveliga; e na qai vakaoqo na veika me na vakayacora na Qase Levu:

- i) Kevaka sa dua na mosoni se mosoni kei na kena vukici ka sa vakotori e na mata ni Bose ko Viti, sa na kacivi koya sa dodonu me sauma (ke dua) ko koya na na Qase Levu; ia ni sa na vakayacori rawa oti oqori, sa na sega tale ni vakatarai me dua e taroga e dua na ka. Ni sa oti ga na kena saumi sa na lewa na Qase Levu me laveligataki na mosoni.
- ii) Kevaka sa veivosakitaki tiko na mosoni kei na kena vukici ka sa vakaraitaki oti talega mai e dua tale na kena vukici me vakaturi e muri, sa na lewa na Qase Levu me laveligataki na kena vukici. Oti ko ya, e tara vei koya ka vakaraitaka oti mai na i ka 2 ni kena vukici me vakaturi me vakatura ka vosa kina, me vukici na mosoni taumada, se kena vukici na mosoni taumada, sa na toso tiko na kena veivosakitaki vakarogo ka Sa dua na vakatura mai me sa laveligataki ka vakadonuya na lewe levu e Virikotori.

12. Ena i otioti ni dua na veivosaki e na kerei ira na lewe ni bose ko koya na Qase Levu me ra tiko sobu, ia me qai wiliki mada na mosoni, se na mosoni kei na kena vukici, ni bera ga ni laveligataki. E na sega tale ni vosa e dua na lewe ni bose mai na gauna sa tucake oti kina na Qase me laveligataki na mosoni me yacova ni sa macala na lewa ka baleta.

3) *Adjournment:*

- a) of the debate;*
- b) of the Conference.*

11. *A motion "That the vote be now taken" may be submitted by any member who has not taken part in the debate; but no discussion shall be allowed thereon. If the motion be carried by a majority or not less than two-thirds of the voting the President shall forthwith proceed as follows:*

- i) If a motion or a motion and one amendment be before the Conference, the President shall call upon the member, if any, who may have the right to reply, and once this has been done no further questions shall be permitted. Immediately after such reply the President shall put the question.*
- ii) If in addition to the motion and the amendment being debated, notice of further amendment has been given the President shall put the amendment before the Conference. Thereafter the person who has given the notice of amendment next in order may move and speak to his amendment, the former amendment if it has become the substantive motion, and provided that it is a proper amendment thereon. The debate may be proceed unless the motion that the vote be now taken be again moved and carried by the required majority.*

12. *At close of a discussion the President shall request all members to be seated, and the resolutions, or the resolution and amendment, shall be read before being to the vote. The vote on the amendment shall be taken first. A member shall not speak after the President has arisen to put "the question" to the Conference, until the vote shall be taken.*

13. Sa nona i tavi na Qase Levu me vakadodonutaka e dua ka sa lako tani Mai na mosoni, se i vakarau e sega ni vakarokoroko e na gauna ni veivosaki.

14. Sa nona i tavi na Qase Levu me lewa na veika baleta na lawa tudei; ia ke kerei ko ko koya me biuta ki na Bose ko Viti na kena lewa, me laveligataki sara ka sega ni veivosakitaki.

15. Sa na tara vua e dua na lewe ni bose me vosa e na dua na ka baleta na lawa, kevaka e nanuma ni dua na ka e veisaqasaqa kei na "i vakarau dina" ki vua na Qase Levu. Ni sa vakaraitaki mai na i vakarau dina ki na Bose ko Viti, me sa tiko sobu sara ko koya ka vosa tiko ki na loma ni bose ka me kua mada ni vosa tale me yacova ni sa lewa oti na "i vakarau dina" ni Bose ko Viti.

16. Kevaka e dua na lewe ni bose sa nanuma ni rairai tukuni koya cala e na nona vosa e dua tani tale na lewe ni bose ka vosa tiko, sa rawa vua me tucake sara ni laiva vua na Bose ko Viti, ka me vakadodonutaka na tikina cala ko ya; ia e sega ga ni vakatarai me curu ko koya e na veivosaki ko ya.

17. Ko ira yadua era sa lewe ni Bose era bose tiko sa yaga me ra laveliga e na kena vakaturi e dua na ka, vakavo ga ke sa na lewa na Bose ko Viti me kakua ena vuku ni dua na vuna

18. Sa na vakatarai vua e dua na lewe ni bose me vakatura me vakasamataki e dua na ka e na loma ni Bose ko Viti e na dua na komiti ni Bose ko Viti. Me laveligataki na ka ko ya ka sega na kena veivosaki.

*13. The President shall call to order any speaker who departs from the question, or who violates the courtesies of debate.*

*14. The President shall decide all questions for order, subject to an appeal to the Conference, but in case of an appeal the question shall be taken without debate.*

*15. A member may rise to a point of order, when he deems the rules of debate, or the regulations of the Conference to have been violated. He shall Submit the "point of order" to the President. Upon the question of order being raised, the member addressing the Conference shall take his seat, and retain it until the "point of order" shall have been decided.*

*16. A member who considers that he has been misrepresented by a speaker may, by the indulgence of the Conference, interrupt the speaker in order to correct the alleged misstatement; but he shall not be permitted to enter into argument.*

*17. Every member who is within the bar of the Conference at the time the question is put shall vote, unless the Conference shall, for special reasons, excuse him from so doing.*

*18. It shall be competent for any member to propose that any subject shall be considered in a committee of the whole Conference. The vote on the proposal shall be taken without debate.*

<p>19. Sa na vakatarai vua e dua na lewe ni bose ka a laveliga kei ira na i wiliwili levu me vakatura na kena vakasamataki tale edua na lewa sa vakadonuya oti na Bose ko Viti, ia sa na vakayacori ka sa vakaraitaka oti tu vaka kina e dua na gauna ni veivosaki sa oti. Me laveligatiki ga na ka ogo ka vakaturi, ka me kua ni veivosakitaki.</p> <p>20. Ke dua na mosoni e via vukici kina na na lewa tudei ni Bose ko Viti, e na sega ni vakabau me yacova ni ra laveligataka e na nodra vakadonuya e rua nai katolu vei ira na laveliga.</p> <p>21. Ke dua na ka me veivosakitaki ka baleta na veika e tu kina na dodonu kei na vinaka ni Bose ko Viti, se na lewe ni bose yadua, ena vakaliuci sara e na veitarataravi ni ka me veivosakitaki.</p> <p>22. Ni sa vakaturi ka tokoni e dua na mosoni sa na laveligatiki sara ka sega tale ni veivosakitaki, ka vakavo ga ke gadreva e dua na lewe ni bose me vosa ka saqata na ka ko ya.</p> <p>23. Me vakavo ga ke duatani kina na lewe ni Bose ko Viti, sa na vakadonui vua edua me vosa ena nona mosoni vakaturi me kakua ni sivia e lima na miniti, ka me kakua ni sivia e tolu na miniti na nona sauma na veivosa e muri, ia e tini na miniti. Sa vakadonui ena kena soli na i tukutuku ni veitabana ni Bose ko Viti, ka tolu na miniti na kena saumi na veivosa e muri.</p> <p>24. Ena sega ni vakatarai me lili tu e dua na lawa tudei se i vakarau, vakavo ga ke ra vakadonuya e rua nai ka tolu ni lewe ni Bose ka ra veidigidigi tiko.</p>	<p>19. <i>It shall be competent for any member who voted with the majority to propose the re-consideration of a resolution that has been passed by the, Conference provided he shall have given notice thereof at a previous session. The vote on the proposal shall be taken with out debate.</i></p> <p>20. <i>Any motion to amend the Standing Orders of the Conference, shall not be effective unless sustained by a vote of two-thirds of the members voting thereon.</i></p> <p>21. <i>Questions which relate to the rights and privileges of the Conference, or of individual members thereof, or to the order of business, shall have precedence.</i></p> <p>22. <i>When a motion is moved and seconded, the vote shall be taken without further debate, unless any member of the Conference desires to speak in position thereto.</i></p> <p>23. <i>Unless Conference shall otherwise determine, a member proposing a motion shall be allowed to address the Conference for not more than five minutes, and when replying, for not more than three minutes; however, for the presentation for reports of departments ten minutes shall be allowed, and the reply limited to three minutes.</i></p> <p>24. <i>Any standing order rules or order of proceeding adopted by the Conference shall not be suspended unless by a vote of two-thirds of the members voting thereon</i></p>
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### Na Veidigidigi

1. Na veidigidigi ni Qase Levu, Vukevuke ni Qase Levu kei na Vunivola Levu:
  - a) Na veidigidigi e vakayacori me veidigidigi vuni.
  - b) Me dua taumada na i vakamacala ni i tutu e veidigidigitaki me vaka e koto e na Yavu ni Vakatumulewa, ni bera ni vakayacori na veidigidigi.
  - c) Me qai vakamacalataka na kedratou i tukutuku na yaca i vica sa macala rawa ni oti na i matai ni veidigidigi.
  - d) Me na vakayacori tiko na veidigidigi me yacova na gauna sa rawata kina na i wiliwili e sivia na veimama (sivia na 50 na pasede) vei ira era veidigidigi tiko, e dua vei iratou na yaca vakaturi.
2. Na veidigidigi ni Vunivola ni veitabacacacaka ni Bose ko Viti kei ira na i Liuliu (Principal) ni veitikotiko ni Veituberi (Institutions).
  - a) E na sega ni nodra i tavi na Matabose ni veitabacacacaka ni Bose ko Viti me ra vakaturi ira na Vunivola, ia, ke gadrevi vakakina e na rawa ni tarogi na lomadra.
  - b) Na Komiti ni Cakacaka Levu ka tarava yani na Bose ko Viti sa na vakatura e so na yaca ki na Bose ko Viti. E na rawa ni curu tale ga na veiyaca oqo ko ira era sega ni i Talatala.
  - c) Me soli tale ga na i tukutuku ni veika e baleti ira era vakaturi.
  - d) Na veidigidigi e vakayacori me veidigidigi vuni.

### Elections

1. *Election of President, Vice-President and General Secretary:*
  - a) *Voting shall be by secret ballot.*
  - b) *Prior to voting, there shall be an explanation of position as per the Constitution.*
  - c) *The qualifications of candidates shall be given after the first ballot has produced a short list of candidates.*
  - d) *Voting shall continue until a clear majority is obtained, i.e. until one candidate receives more than 50% of the vote cast.*
2. *Election of Secretaries of Departments and Principals of Institutions:*
  - a) *Boards shall not nominate secretaries though they may be consulted.*
  - b) *Standing Committee immediately before Conference shall nominate a panel of names, which may include names of lay people to Conference.*
  - c) *The nominations qualifications for the post shall be submitted.*
  - d) *Voting shall be by secret ballot.*

e) Me na vakayacori tiko na veidigidigi me yacova na gauna sa rawata kina na i wiliwili e sivia na veimama (sivia na 50 na pasede) vei ira era veidigitaki tiko e dua vei iratou na yaca vakaturi (me vaka e na 1 (d) ).

*e) Voting shall continue until a clear majority is obtained (as in 1 (d) ).*