



**GHANA NATIONAL ASSOCIATION
OF TEACHERS (GNAT)**

**STANDING ORDERS
FOR
MEETINGS
AND
CONFERENCES**

August, 2024

**GHANA NATIONAL ASSOCIATION
OF TEACHERS(GNAT)**

**STANDING ORDERS
FOR MEETINGS AND CONFERENCES**

AUGUST, 2024

TABLE OF CONTENTS

ORDER ONE

1.0	GENERAL PROVISIONS REGARDING MEETINGS AND CONFERENCES	1
1.1	Invitation To Meetings and Conferences	1

ORDER TWO

2.0	MEETINGS AND CONFERENCES	2
2.1	Agenda	2
2.2	Call to Order	3
2.3	Consideration of Agenda	3
2.4	Previous Minutes	4
2.5	Matters Arising out of the Minutes	5
2.6	Unfinished Business	5
2.7	Business of the Day	6
2.8	Correspondence	7
2.9	Reports	7
2.10	Announcements	8
2.11	Adjournment	8
2.12	Setting up of Sub-Committees	9

ORDER THREE

3.0	MOTIONS AND AMENDMENTS	10
3.1	Motions	10
3.2	Amendment to Motion	13

ORDER FOUR

4.0	POWERS OF THE CHAIRMAN	16
4.1	At Meetings and Conferences	16

ORDER FIVE

5.0	POINT OF ORDER AND POINT OF INFORMATION	18
5.1	Point of Order	18
5.2	Raising of Point of Order	19
5.3	Point of Information	21
5.4	Raising Point of Information	21

ORDER SIX

6.0	RULES OF DEBATE	22
6.1	Members to Rise and Address the Chairman	22
6.2	Chairman to Decide if two or more Members Raise their Hands	22
6.3	Members to sit when Chairman is Speaking	23
6.4	Reference to a Matter Pending before Court or Tribunal	23
6.5	Confinement of Submission to Subject under Discussion	23
6.6	Abusive and Offensive Words	23

6.7	Misconduct during Meetings and Conferences	24
6.8	Persistent Misconduct	24
6.9	Concentration during Meetings and Conferences	24
6.10	Relations with the Media and the Public	25

ORDER SEVEN

7.0	MINUTES	26
7.1	Minutes of Meetings and Conferences	26
7.2	Content and Approval of Minutes and Conferences	26
7.3	Consideration of Minutes of Meetings and Conferences	29
7.4	Alternations or Erasure	29
7.5	Access to Minutes	29

ORDER EIGHT

8.0	VOTING	30
8.1	Majority Decision	30
8.2	Voting	30

ORDER NINE

9.0	REVIEW OF THE STANDING ORDERS	32
-----	-------------------------------	----

GHANA NATIONAL ASSOCIATION OF TEACHERS (GNAT)

STANDING ORDERS FOR MEETINGS AND CONFERENCES

These General Rules of meetings and conferences (hereinafter referred to as *Standing Orders*) shall apply to meetings and conferences of GNAT (hereinafter referred to as the *Association*). The Standing Orders shall regulate the conduct of all meetings and conferences of the Association.

In the event of any inconsistency between a provision of these Standing Orders and a provision of the Constitution of the Association, the latter shall prevail.

Except as expressly provided, these Standing Orders do not constitute limitation on the mode of exercising the powers, privileges and immunities of meetings and conferences of the Association.

ORDER ONE

1.0 GENERAL PROVISIONS REGARDING MEETINGS AND CONFERENCES

1.1 Invitation to Meetings and Conferences

The precise place, the exact date(s) and time of the meeting and conference shall be fixed in accordance with the relevant provision(s) in the Constitution and Rules of GNAT, 2022 as amended.

ORDER TWO

2.0 MEETINGS AND CONFERENCES

2.1 Agenda

- a) Every GNAT meeting and conference shall state the agenda.
- b) The agenda shall state the order of business and must be presented at the start of the meeting or conference for approval or amendment.
- c) The agenda shall include:
 - i) Call to order
 - ii) Consideration of the agenda
 - iii) Previous minutes:
 - Correction of errors
 - Matters arising
 - iv) Unfinished Business
 - v) New Business
 - vi) Correspondences
 - vii) Reports
 - viii) Announcements
 - ix) Elections (when appropriate)
 - x) Any other matters
 - xi) Adjournment/Closure

2.2 Call to Order

- a) The Chairman at the start of the meeting will state: The meeting/conference is called to “order” or “I call the meeting or conference to order” and ascertain whether or not there is a quorum in accordance with Section 2 (11) of the GNAT Constitution and Rules, 2022 as amended .

- b) The Chairman may add opening statements in the form of welcoming members to the meeting or conference.

2.3 Consideration of Agenda

- a) The agenda shall consist of the items of business to be discussed by members in the meeting or conference.

- b) The Chairman and the Secretary shall be charged with the responsibility of preparing the agenda.

- c) Until the meeting or conference adopts the proposed agenda, it is merely a proposal. A motion can be made to subtract or add to the agenda. Once the agenda has been adopted, the business on it is the property of the meeting or conference, but not of the group or individuals who submitted the items.

- d) Any amendment to the agenda, once it has been adopted can be made by a motion which requires not less than two-thirds (2/3) majority present and voting at the meeting or conference.

2.4 Previous Minutes

- a) The Chairman shall call for the consideration of the minutes of the previous meeting or conference. After the minutes have been considered, the Chairman shall ask: “Are there any corrections or omissions”? Members shall point out any errors and the necessary

corrections shall be effected. A motion shall be moved for the adoption of the minutes.

- b) Members shall discuss the matters arising out of the minutes.

2.5 Matters Arising out of the Minutes

The Chairman shall invite the Secretary to outline all matters requiring action and indicates what action has been taken. Members may ask questions relating to the subject matter being discussed and may move for further actions to implement the decisions.

2.6 Unfinished Business

- a) Any business that was not completely dealt with from the previous meeting or conference or that was pending when the last meeting or conference adjourned is referred to as unfinished business.

- b) Unfinished business may also include matters left undecided before the adjournment/closure of the previous meeting or conference.

- c) It is usually advisable for the Chairman to remind the meeting or conference of the history of this unfinished business before discussion begins or he/she may call upon someone with special information to do so.
- d) Unfinished business may be added to the new business or the agenda for the day.

2.7 Business of the Day

- a) The items on the agenda meant for consideration and discussion for the meeting or conference form the business of the day.
- b) The agenda may differ from meeting to meeting or conference to conference as far as the details are concerned, although, the general pattern will remain the same.

2.8 Correspondence

Communications received and the responses provided are read by the Secretary. If any action seems to be required, an appropriate motion may be moved, seconded, and voted upon, if necessary. However, if there is a need for a debate, it will be considered during the business of the day.

2.9 Reports

- a) The Chairman shall ask for reports from Committees, Representatives on Boards and other Institutions. The report is presented and a motion is moved for discussion and adoption.

- b) A member who feels that the matter reported has not been given sufficient consideration by a committee, may before its adoption, move that the report be recommitted to the committee. If seconded, the motion to recommit is carried.

- c) The meeting or conference may pass a motion to adopt the report. The effect of such a motion is that the entire meeting or conference accept responsibility for the content of the report.

- d) For the purpose of Conferences and Council meetings, a Financial Report shall not be adopted until audited. When an audited report is presented, the Chairman shall call for a motion for discussion and adoption. This, if passed, endorses the Financial Report.

2.10 Announcements

The Chairman may allow general announcement(s) to the meeting or conference. He/she can also make any announcement(s).

2.11 Adjournment

- a) A meeting or conference may be adjourned by the Chairman for lack of quorum or an unfinished business on the agenda for the meeting or conference.

- b) A motion to adjourn is a privileged motion, it is neither amendable nor debatable. A motion for adjournment should be put and seconded. If it is carried, the Chairman shall announce formally that the meeting or conference is adjourned.

2.12 Setting up of Ad-hoc Committees

- a) Meetings or conferences may set up Ad-hoc Committees to consider matters referred to the meeting or conference. These Ad-hoc Committees may in turn set up Working Groups.
- b) The Ad-hoc Committees shall report at Plenary Sessions for meetings or conferences to make decisions.
- c) Proposals presented before the opening of the meeting or conference shall be referred by the Steering Sub-Committee to the appropriate Working Groups. Nevertheless, the Steering Ad-hoc Committee itself shall be entitled to deal with any such proposal(s).

ORDER THREE

3.0 MOTIONS AND AMENDMENTS

3.1 Motions

- a) A motion or an amendment to the motion shall be seconded before a debate commences.
- b) A motion shall be presented in the order shown on the agenda. The proposer will be called by the Chairman to speak to the motion.
- c) A member who has proposed a motion may withdraw it but if the motion has been seconded he/she may do so only by the permission of the meeting or conference.
- d) A formal or procedural motion, including a motion for adjournment or for putting the question or for reference of a question to a Committee may be amended.

- e) A motion, which has been withdrawn, may not be made again at a subsequent sitting or meeting or conference unless the notice as prescribed by the Standing Orders has been given.
- f) Where a motion has been carried or lost, a motion to the same or contrary effect shall not be proposed until the next meeting or conference.
- g) The mover of an original motion shall always have the right of reply, after all the other members have had the opportunity to address such a meeting or conference, before the motion is put to vote.
- h) Where a member proposes a motion, the subject matter of which falls within the Terms of Reference of a Sub-Committee, Executive or Council, the motion may, on being moved and seconded, be referred to the Sub-Committee or Executive or Council for consideration.

- i) A motion shall not be referred to a Sub-Committee if two-thirds (2/3) majority of the members present in the meeting or conference so desire.
- j) A member, whose motion has been referred to a Sub-Committee for consideration shall not take part in the voting at that level.
- k) For the purpose of National Delegates Conference and National Council Meeting, Regional Conference and Regional Council Meeting, District Conference and District Council Meeting, Local Conference and Local Executive Meetings, notice of motion and business items from the National, Regional, Districts and Locals shall be sent to the Secretaries at the various levels, not less than a number of weeks before meeting or conference at which they are to be discussed, as specified per the levels below:

- i) National - 4 weeks
- ii) Regional - 3 weeks
- iii) District - 2 weeks
- iv) Local - 1 week

Such business items and motions shall be placed on the agenda in the order in which they are received. Privileged motions may be included after the opening of meeting or conference, subject to approval by not less than two-third (2/3) majority of meeting or conference members.

3.2 Amendment to Motion

- a) An amendment to a motion shall be moved when the motion is proposed but before the question is put to vote.

- b) When an amendment is made to an original motion, no second amendment shall be entertained.

- c) An amendment to a motion may be:
 - i) to delete certain words;
 - ii) to delete certain words and substitute with other words; or
 - iii) to add other words to the original words dealing with the same subject matter.
- d) Any amendment to a motion shall not be a negative of the original motion.
- e) An amendment to a motion shall be relevant to the original motion and shall not conflict with any previous resolution of such meeting or conference.
- f) An original or amended motion shall not be such as to commit the meeting or conference or Committee to an act, which is outside its duties or powers.

- g) An amended motion proposed by the mover of the original motion or the proposer of a previous amendment to the original motion shall not be permitted.
- h) An amendment to a motion shall be dealt with in the order in which the amendment affects the words of the original motion, starting with the first word.
- i) In the event of a tie in the voting, the Chairman may have a casting vote.

ORDER FOUR

4.0 POWERS OF THE CHAIRMAN

4.1 At Meetings and Conferences

- a) The Chairman, in addition to the other powers conferred upon him/her under the Constitution of the Association, shall open and close the meeting or conference, direct the deliberations, ensure that the Standing Orders are applied, give the floor to speakers, put questions to vote and announce the decision(s).

- b) The Chairman shall have the general direction of all the work of meetings or conferences, and shall ensure that order is maintained.

- c) The Chairman shall rule on motions, points of order and in particular, shall propose that discussion/debate on a question be postponed or closed, or that a meeting or conference be suspended or adjourned.

- d) It shall be the duty of the Chairman to protect the right of each member to express his/her opinion freely and fully on the point at issue.

- e) The Chairman shall ensure that discussion/debate is limited to the point at issue, and may interrupt any speaker who departs therefrom and request such speaker to limit the submission to the subject under discussion/debate.

ORDER FIVE

5.0 POINT OF ORDER AND POINT OF INFORMATION

5.1 Point of Order

- a) Any departure from the provisions of the Standing Orders of the meeting or conference or from any other instructions regulating the business or conduct of meetings or conferences shall give rise to a point of order.

- b) A point of order occurs when someone draws attention to a violation of a rule in a meeting or conference of a deliberative nature.

- c) It is a request by a member present at a meeting or a conference to the Chairman of the meeting or conference to rule on an alleged irregularity in the Constitution or procedure in the meeting or conference.

- d) A member who raises the point of order shall specify the rule or any provision which is being violated and the way in which the member considers the rule or any provision to have been violated.
- e) A member who raises a point of order must prove any of the following:
 - i) Breach or violation of procedures or rules of meetings or conferences.
 - ii) Use of foul/uncouth, abusive and/or offensive language.
 - iii) An issue which is not on the agenda and/or not under discussion.

5.2 Raising of Point of Order

- a) A member who wishes to raise a point of order shall indicate by raising his/her hand from the place where he/she is sitting to catch the eye of the Chairman

and put the point of order to the Chairman for a response.

- b) A member who rises to a point of order after making his/her submission shall resume his/her seat until the point of order has been ruled upon by the Chairman.
- c) The original speaker shall resume speaking if the point of order is overruled by the Chairman.
- d) The decision of the Chairman on a point of order shall be final.
- e) A member shall not raise a point of order on the Chairman except when the Chairman is leading the house out of order.

5.3 Point Of Information

- a) It is when a member gets to briefly interrupt the current speaker on the floor of meetings or conferences offering point of information in the form of a question or a statement or providing information on the issue under discussion. This may be as a correction, asking for clarity or just a question.

- b) It is a question or statement that is raised while a speaker is on the floor of a meeting or conference.

5.4 Raising Point of Information

- a) A member who wishes to raise a point of information shall indicate by raising his/her hand from the place where he/she is sitting to catch the eye of the Chairman and put the point of information to the Chairman for a response.

ORDER SIX

6.0 RULES OF DEBATE

6.1 Members to Rise and Address the Chairman

- a) Any member desiring to speak shall first obtain the permission of the Chairman.

- b) Any member who wishes to speak, shall raise his/her hand and when given the permission to speak shall stand up where he/she sits, introduce himself/herself and address the Chairman politely.

6.2 Chairman to Decide if two or more Members Raised their Hands

If two (2) or more members raise their hands at the same time, the Chairman shall decide which of the members should address the meeting first.

6.3 Members to Sit when the Chairman is Speaking

Any member standing shall immediately resume his/her seat when the Chairman is speaking.

6.4 Reference to a Matter Pending before Court or Tribunal

Reference shall not, in any debate, in any meeting or conference be made to any matter pending before any Court or Tribunal in a way as to prejudice the interest of any party.

6.5 Confinement of Submission to Subject under Discussion

A member shall, during a debate in a meeting or a conference limit his/her submission to the subject under discussion.

6.6 Abusive and Offensive Words

A member shall not, during any debate in a meeting or a conference, use abusive, offensive or insulting words or to impute improper motives to any member or person.

6.7 Misconduct during Meetings and Conferences

Where a member, after using abusive, offensive or insulting words, refuses or fails to withdraw and apologize to the meeting or conference, such a member shall be ordered out of the meeting or conference by the Chairman until he/she proves remorseful.

6.8 Persistent Misconduct

The Chairman reserves the right to suspend any member who in his/her opinion is misconducting him/herself and thereby stifling the smooth running of the meeting or conference agenda.

6.9 Concentration during Meetings and Conferences

- a) A member shall not, during a debate or discussion, engage in any activities that will distract attention on the matter under discussion.

- b) No member shall leave a meeting or conference without permission from the Chairman.

- c) When a member is speaking, all other members shall remain seated and silent and shall not make unnecessary interruptions.

6.10 Relations with the Media and the Public

- a) Official releases to the Media and Public about the meeting or conference shall be issued by the Chairman or his/her representative or the General Secretary or his/her representative as the case may be of the meeting or conference.

- b) Meetings or Conferences shall not be open to the Media and the Public unless the meeting or conference in question decides otherwise.

ORDER SEVEN

7.0 MINUTES

7.1 Minutes of Meetings and Conferences

Minutes of the proceedings of every meeting or conference shall be accurately recorded and securely kept for that purpose.

7.2 Content and Approval of Minutes of Meetings and Conferences

- a) Minutes shall
 - i) have a heading which shall include the name, the kind of meeting (for example National Executive meeting), the place, day and date of the sitting; and
 - ii) contain the details of the decisions taken and the names of proposers and seconders of motions.

- b) The minutes shall be numbered consecutively from one upwards and a new series being started in each session.
- c) Minutes of a meeting or conference shall give a precise account of the proceedings of the meeting or conference, and clearly identify, by number, any document referred to, but may not contain a record of the discussion and debate, which preceded the passing of resolutions.
- d) Minutes shall indicate the names of officials and other persons tasked with taking actions with timelines on decisions or giving or receiving instructions.
- e) The Secretary to the meeting or conference shall record the names of members etc. in attendance book into which shall be recorded the names of all the members present at or absent with or without apology from a sitting and also those who are in attendance whether by invitation or *ex-officio*.

- f) A motion shall be moved and seconded for the adoption of the minutes of the meeting or conference as a true reflection of the proceedings, the signing of the minutes shall be done in the following manner:
- i) National
 - Chairman/President
 - General Secretary
 - Company Secretary

 - ii) Regional
 - Chairman
 - Regional Secretary

 - iii) District
 - Chairman
 - District Secretary

 - iv) Local
 - Chairman
 - Local Secretary

7.3 Consideration of Minutes of Meetings and Conferences

- a) Minutes of a meeting or a conference shall be considered at the next meeting or conference after copies have been sent to members in not less than fourteen (14) days for meetings or conferences.
- b) Signed copies of the minutes shall remain the true reflection of the proceedings of the meeting or conference at that level.

7.4 Alterations or Erasure

- a) An alteration or erasure shall not be made to minutes after the minutes have been signed.
- b) Signed minutes shall be securely kept in a Minutes Book or File.

7.5 Access to Minutes

The minutes of the proceedings of all meetings and conferences shall, at all reasonable times, be made accessible to a member of the said meeting and conference upon written request.

ORDER EIGHT

8.0 VOTING

8.1 Majority Decision

An issue arising at a meeting or conference shall be decided by a majority of the members present and voting.

8.2 Voting

- a) Voting shall be by show of hands for all the business of the meetings or conferences, unless otherwise decided by not less than two-third (2/3) majority of members present at the meeting or conference.

- b) At all meetings and conferences each member shall have one vote. However, in the event of a tie in the voting the Chairman shall have a casting vote.

- c) In computing a majority, members abstaining from voting shall not be considered. Members who are present but do not take part in a particular vote or expressly state they do not wish to take part shall not be considered as absent, for the purpose of determining a quorum.
- d) At the end of the voting, the Chairman shall declare the results of the vote.

ORDER NINE

9.0 REVIEW OF THE STANDING ORDERS

In conformity with the Constitution and Rules of GNAT as amended in 2022 and best Corporate Governance Principles, Policies and Practices, the Standing Orders may be reviewed as and when necessary.



.....
REV. ISAAC OWUSU
NATIONAL PRESIDENT



.....
THOMAS TANKO MUSAH
GENERAL SECRETARY

