

**STANDING ORDERS
OF
THE HONOURABLE
THE HOUSE OF ASSEMBLY
OF
BARBADOS**

AMENDMENTS TO STANDING ORDERS 63 – 70

(Revised & Approved)
**House of Assembly
2019-03-04**

STANDING ORDERS OF THE HONOURABLE THE HOUSE OF ASSEMBLY

The proposals cited herein to amend the Standing Orders to provide for the integration of debates on the Ways and Means (Budget) and Supply (Estimates), as well as separate presentations as is now the case, and a more detailed examination of those processes in Committee of the whole envision:-

1. Replacing the “Committee of Supply” with a “Standing Finance Committee”

2. The committal to the Committee of the Estimates and Appropriation Bill on their introduction in the House prior to the second reading of the Appropriation Bill

3. The appearance, before that Committee, of Permanent Secretaries, Accounting Officers and other technical officers, and the questioning of those persons as well as Ministers and Parliamentary Secretaries by the Committee

4. A more detailed examination of the Heads and Programmes than what hitherto obtained before the creation of this new procedural architecture

5. Allowing Ministers appointed from the Other Place to attend and participate in the deliberations of the Committee but not vote, move any motion or be counted in the quorum

Delete Standing orders 63-70 and substitute these provisions therefor.

Move Standing Order 31 and locate it in the new section; Caption dealing with financial provisions.

The renumbering of the Standing Orders as necessitated by these amendments.

AMENDMENTS TO THE STANDING ORDERS 63 – 70

To allow for a more detailed examination of the Estimates, to establish a Standing Finance Committee to replace the Committee of Supply and to permit Permanent Secretaries and technical officers to assist Ministers and they themselves be subject to question by members of the Committee in the Standing Finance Committee.

This examination shall take place after the Bill and the Estimates have been tabled in Parliament and prior to the Second Reading of the Appropriation Bill at which time the Minister of Finance will present the Budget.

Delete Standing Orders 63-70 including their captions and substitute the following:

FINANCIAL PROVISIONS

62. PUBLIC MONEY

1. Except on the recommendation of the Cabinet, signified by a Minister, the House of Assembly shall not:
 - (a) Proceed upon any Bill (including an amendment to a bill) which, in the opinion of the person presiding, makes provision for imposing or increasing any tax, for imposing any charge on the consolidated fund or any other public fund or altering any such charge otherwise than by reducing it or for compounding or remitting any debt due to Barbados: or
 - (b) proceed upon any bill (including any amendment to a bill) which, in the opinion of the person presiding, makes provision for the alleviation of taxation or for the repeal or reduction of any existing tax; or
 - (c) proceed upon any motion or resolution (including any amendment to a motion or resolution) the effect of which, in the opinion of the person presiding, is that provision shall be made for any of the purposes aforesaid.

2. (a) The Minister responsible for the finance shall, before the end of each financial year, cause to be prepared Annual Estimates of Revenue and Expenditure for public services during the succeeding year, which shall be laid before the House of Assembly.
(The details of the anticipated revenue and proposed expenditure shall be contained in the Estimates.)
- (b) The Estimates of Expenditure shall show separately the sums required to meet Statutory Expenditure and the sums required to meet the other Expenditure proposed to be paid out of the Consolidated Fund.

63. PRESENTATION AND SECOND READING OF APPROPRIATION BILL WITH OR WITHOUT BUDGETARY PROPOSALS

1. The Minister responsible for Finance shall, in respect of each financial year, at the earliest convenient moment before the commencement of that financial year, introduce in the House of Assembly an Appropriation Bill, containing, under appropriate Heads for the several services required, the estimated aggregate sums which are proposed to be expended (otherwise than by way of a Statutory Expenditure) during that financial year. The details of proposed expenditure shall be contained in the Estimates which shall be presented at the same time as any such Bill and shall immediately stand referred to the Standing Finance Committee.

2. Subject to Standing Orders Nos 69 and 70 the sums voted on the Estimates by the House of Assembly in respect of a financial year, shall represent the limit and extent of the public expenditure for that financial year.

3. Where any sum is voted on the Estimates by the House of Assembly in respect of a financial year and at the end of that year there is an unexpended balance of that sum, the unexpended balance shall lapse.

4. No more than three weeks after the introduction of the Appropriation Bill and Estimates, but before the 31st March the Minister responsible for finance shall be entitled to move the second reading of the Appropriation Bill.

5. The motion for the second reading of the Appropriation Bill shall be the occasion for the Minister responsible for Finance to present, after Notice, the Budget; budgetary proposals on the financial and economic state of Barbados and the general principles of economic policy and administration as indicated by the Appropriation Bill and the Estimates.

6. In the event that the Minister of Finance presents a Budget, the debate shall, on the conclusion of that speech, continue on the following day and for a further day, and such debate shall be confined to the financial and economic state of Barbados and the general principles of government policy and administration as indicated by the Appropriation Bill and the Estimates.

7. In the event that the Minister responsible for Finance does not present a Budget, the debate shall continue and be limited to three days.

64. DEBATE ON FINANCIAL STATEMENT AND BUDGETARY PROPOSALS

1. Where the Minister responsible for Finance makes Budgetary proposals in the House in a presentation separate from an Annual Appropriation Bill, two sitting days following the presentation shall be allotted to debate on the Budgetary Proposals and, unless the House otherwise resolves the debating time during a sitting shall not exceed eight (8) hours.

2. In a debate under this Standing Order. Each Member may speak for 30 Minutes provided that this time limit shall not apply to the Prime Minister, Minister of Finance, the Leader of the Opposition or the Member speaking first on behalf of the Opposition.

65. STANDING FINANCE COMMITTEE

1. There shall be a committee of the whole House, to be called the 'Standing Finance Committee', which shall be chaired by the Chairman of Committees. It shall be the duty of the Committee to consider the Estimates and the Appropriation Bill. The deliberations of the Standing Committee shall take place in public.

2. The Standing Finance Committee shall be empowered to send for:
 - (a) (i) Ministers and Parliamentary Secretaries, if in the Other Place; and
 - (ii) relevant Accounting officers, Permanent Secretaries and Technical officers to provide information to and be questioned by the Committee.
 - (b) for the purposes of being questioned by the Committee the Minister from the Lower House will be permitted to leave his place and sit with his Permanent Secretary and Technical officers in a place designated by the Chairman of Committees.
 - (c) and where the Minister or Parliamentary Secretary from the Other Place is questioned Standing Order 67 (3) shall apply.

3. The Standing Finance Committee shall sit at such times as maybe determined by the Chairman but, except in cases of emergency when shorter notice may be given, three (3) clear days' notice of such meeting shall be given to members.

4. The Estimates and the Appropriation Bill shall, upon presentation to the House, stand referred to the Standing Finance Committee. By Resolution the House may, in its discretion, also refer to the Committee any other matter or matters relating to expenditure.

5. The Clerk of the Committee shall record the proceedings of the Standing Finance Committee and record any division taken.

6. When the House is sitting the Standing Finance Committee may meet as a Committee of the whole House when the House resolves itself into Standing Finance Committee.

7. The Committee, when summoned by the Chairman, may meet at any time when the House is not sitting, and shall, as far as possible, have the same powers and duties as the Committee has when it functions in pursuance of the House resolving itself into Standing Finance Committee.

**66. ALLOTMENT OF TIME IN STANDING FINANCE
COMMITTEE**

1. A maximum of forty hours shall be allotted for the examination of the Estimates in Standing Finance Committee together with the Appropriation Bill. The debate on any day of each examination shall not exceed eight (8) hours unless the House otherwise resolves.

2. During the forty hours allotted for Standing Finance Committee:
 - (i) the Estimates shall be considered first; and
 - (ii) the Appropriation Bill shall be considered second.

**67. PROCEDURE ON THE EXAMINATION OF THE
ESTIMATES IN STANDING FINANCE COMMITTEE**

1. The Estimates shall be debated before the clauses of the bill.

2. The Standing Finance Committee shall consider no fewer than six (6) Heads of Expenditure.

3. No more than six (6) hours should be allotted to debate of a Head. Questions to Ministers should not exceed 3 minutes. A Member is allowed 3 supplementary questions at one intervention thereafter giving way to another Member without prejudice to his/her right to intervene on other occasions in the debate of the same Head. The Minister should have no more than 5 minutes to respond. Answers to questions must not exceed 5 minutes and must be relevant to the questions asked.

4. In its consideration of each Head identified the Standing Finance Committee may seek clarification from the relevant Accounting Officers and technical officers.

5. Upon consideration of the Estimates, the Clerk shall call each Head of Expenditure in the order submitted; and in the absence of any order, in turn. The Minister responsible for the Head and in the event that that Minister is in the Other Place, any other Minister shall propose the motion: “that the sum of \$.....for Head stand part of the Schedule”, and unless an amendment is proposed under the

provisions of paragraph 7 or 9 of this Standing Order, a debate may take place on that motion.

6. Any member may move an amendment to reduce by \$..... the sum to be allotted for any Head of Expenditure in respect of any Sub-head or Item therein but at least twenty-four hours' notice of such amendment shall be given.

7. When several such amendments are proposed to the same Sub-head or Item, the amendment seeking reduction to the smallest sum shall be first proposed, and an amendment to omit the Sub-head or Item shall only be proposed after all motions for reduction have been disposed of.

8. No Notice of motion for an increase in the sums allocated for any Head shall be given except by a Minister, and such motion shall only be made subject to the provisions of Standing Order 62 (1).

9. When all amendments standing on the Notice Paper in respect of any particular Head of Expenditure have been disposed of, or, if no amendments have been proposed, when debate on the Head has ended, the Chairman shall put the question: "that the sum of \$..... for Head stand part of the Schedule", or "that the (increased) (reduced) sums of \$..... for Head Stand part of the Schedule", as maybe appropriate.

10. On the motion "that the sum of \$..... for Head stand part", the debate shall be confined to the policy of service for which the money is to be provided and not deal with details of expenditure, but may refer to the details of revenue or funds for which that service is responsible.

11. A member may speak for 3 minutes at any one time subject to Standing Order 67 (3) provided that the time limit for the speech of:

- (a) the Minister when moving a Head of Expenditure, or replying to the debate on the Head or of a Member when moving an amendment to reduce the sum allotted for any Head of Expenditure in respect of any Sub-Head or Item thereof or replying to the Debate on the amendment, shall not exceed 10 minutes.

- (b) the Leader of the Opposition or the Member speaking first on behalf of the Opposition shall not exceed 10 minutes.

- (c) The Prime Minister or Minister of Finance shall be permitted to intervene on any Head for the purposes of clarification or further explanation for a period not exceeding 10 minutes.

12. The Chairman shall, at the conclusion of the debate, put every question necessary to dispose of the vote then under consideration, and shall then put the question with respect to each Head of the Estimates that the total amount of the votes outstanding in that Head be granted for the purposes set out under that Head. No debate or amendment shall be allowed.

13. No amendment may be moved to any clause except any amendments consequential on an alteration in the total sum appropriated by the Schedule. Any such consequential amendment shall be moved by a Minister only, and may be moved without notice, and the question thereon shall be immediately put without amendment or debate. When the question on the last of any such amendment to a Clause has been decided, the Chairman shall at that time put the question “that the Clause as amended stand part of the Bill” and that question shall then be decided without amendment or debate.

14. When the question upon every Clause of the Bill has been decided, the Chairman shall put the question to the Committee “that the Bill (as amended) be reported to the House” which question shall be decided without amendment or debate. Upon such question being agreed to, the Chairman shall report the passing of the bill in Committee to the House.

68. THIRD READING OF THE APPROPRIATION BILL

1. When the Appropriation Bill and the Estimates have been passed by the Standing Finance Committee, they shall be reported forthwith to the House.

2. A motion for the third reading shall be made by the Minister responsible for Finance at the conclusion of the Second Reading and shall be decided without amendment or debate.

69. STATUTORY EXPENDITURE

That part of any Estimate of Expenditure laid before the House of Assembly, which shows Statutory Expenditure shall not be voted on by the House, and such expenditure shall, without further authority of Parliament, be paid out of the Consolidated Fund.

70. DEFINITIONS

In these Standing Orders –

- (a) “financial year” means any period of twelve months beginning on 1st April in any year or such other date as Parliament may prescribe; and
- (b) “Introduction of a bill” includes introduction by digital, electronic or any other means; and
- (b) “Statutory Expenditure” means expenditure charged on the Consolidated Fund or on the general revenues and assets of Barbados by any provision of the Constitution or of any other law for the time being in force in Barbados.

71. SUPPLEMENTARY APPROPRIATION BILLS AND SUPPLEMENTARY ESTIMATES

1. The Minister responsible for finance may, from time to time, cause to be prepared, Supplementary Estimates of Expenditure. These when laid shall stand referred to the Standing Finance Committee.

2. Three Hours shall be allotted for a debate on a Supplementary Estimate of Expenditure containing up to 12 items and an additional 15 minutes debate shall be allowed for every item over 12 items.

3. Debate on supplementary estimates shall be on those items of expenditure which are new or are being increased or reduced or the allocation for which is otherwise proposed for amendment in the supplementary estimates. It is not in order otherwise to debate the principal head as approved in the annual Estimates of Expenditure.

4. At the end of the period for the debate, the Chairman shall forthwith put every question necessary to dispose of the votes then under consideration.

5. A Member may speak for 15 minutes at any one time, provided that the time limit of the speech of the Minister when moving a Head of Expenditure, or replying to the debate on the Head, or of a Member when moving an amendment to reduce the sum to be allotted for and Head of Expenditure in respect of any sub-head or item thereof or replying to the debate on the amendment, shall not exceed 30 minutes.

6. In respect of all supplementary expenditure voted on by the House of Assembly in pursuance of paragraph(1), the Minister responsible for finance, may, at any time before the end of the financial year, introduce into the House of Assembly a Supplementary Appropriation Bill containing under appropriate Heads, the aggregate sums so voted, and shall, as soon as possible after the end of each financial year, introduce into the House of Assembly, a Final Appropriation Bill containing any sums as have not yet been included in any Appropriation Bill.

7. Debate on the Second Reading of a Supplementary Appropriation Bill, shall be on policy principles and details of the supplementary expenditure for which provision is sought or has been made as set out in the Schedule. Time limits on speeches during the Second reading of a Supplementary Appropriation Bill shall be the same as for an Annual Appropriation Bill.

72. REPORT OF THE STANDING FINANCE COMMITTEE

- (1) A Report of the Standing Finance Committee shall be presented to the House by the Minister Responsible for Finance, who shall move that the report be adopted and the debate may then take place or may be deferred to a day named by the Minister.

- (2) On the debate on the motion “that the Report of the Standing Committee be adopted”, Members may raise points as to specific details of the Heads of Expenditure in the report but may not raise any matters of general principle.

STANDING ORDERS

OF THE HONOURABLE

THE HOUSE OF ASSEMBLY

OF BARBADOS

made under the Constitution of Barbados.

(Section 50 (1))

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Standing Orders of The Honourable

The House of Assembly of Barbados

(These Standing Orders are made under the Constitution of Barbados, Section 50(1), which is the Schedule to THE BARBADOS INDEPENDENCE ORDER, 1966, and may be cited as the HOUSE OF ASSEMBLY STANDING ORDERS, 1973).

1. OATH OF ALLEGIANCE AND DECLARATION OF QUALIFICATION

1. Every person elected a Member of the House of Assembly shall, before sitting or voting therein, make and sign the declaration of qualification, and shall take the oath of allegiance in accordance with the Representation of the People Act, Chapter 12 of the Laws of Barbados, Section 62.

2. A member who was elected at a General Election and did not attend to be sworn in along with the other Members at or before the opening of Parliament, and a member elected

to fill a vacancy occurring during Parliament, must, obtain from the Cabinet Secretary a certificate in writing of his election and of his having been sworn in before His Excellency the Governor-General and Cabinet, and the certificate being delivered to the Speaker and read to the House, the Member may take his seat if he has made and signed the declaration of qualification as required by paragraph 1 hereof.

2. ELECTION OF SPEAKER

1. At the beginning of each Parliament, and before the House proceeds to the despatch of any other business, the Clerk, when so directed by His Excellency the Governor-General, shall inform the House of His Excellency's desire that the House shall elect a Speaker.

2. If the office of Speaker becomes vacant during the continuance of a Parliament, the House, on being acquainted by a Minister of the Crown that His Excellency the Governor-General gives leave to the House to proceed forthwith to the choice of a new Speaker, shall then proceed to the election of a Speaker accordingly.

3. A Member, having first ascertained that the Member to be proposed is willing to serve if elected may, rising in his place and addressing himself to the Clerk, propose that any other Member "do take the Chair of this House as Speaker." If that proposal is seconded, and no other Member is proposed for the office, the Member proposed shall be called by the House to the Chair without any question being put.

4. If more than one Member is proposed and seconded, the Clerk shall propose the question that the Member first proposed do take the Chair of the House as Speaker.

5. A debate may thereafter take place, the Clerk continuing to act as presiding officer. When the debate is closed the Clerk shall put the question that the Member first proposed do take the Chair of the House.

6. If the majority of Members voting is not in favour of the Member first proposed, the Clerk shall put the same question in respect of each of the other Members in the Order in which they were proposed until the question is carried in favour of one of them.

7. The Clerk shall declare the result of the election and thereupon the Speaker-elect shall take the Chair of the House, subject to his Excellency's approbation of his election.

3. ELECTION OF DEPUTY SPEAKER

1. As soon as the Speaker has been elected, the House shall proceed to the election of a Member to be Deputy Speaker of the House.

2. If the office of the Deputy Speaker shall fall vacant at any time during a Parliament the House shall elect another Member to that office.

3. The election of Deputy Speaker shall be conducted in a similar manner to the election of the Speaker save that the Speaker shall preside over the election.

4. ELECTION OF CHAIRMAN OF COMMITTEES

1. As soon as the Deputy Speaker has been elected, the House shall proceed to the election of a Member to be Chairman of Committees.

2. If the Office of Chairman of Committees shall fall vacant at any time during a Parliament, the House shall elect another Member to that Office.

3. The election of Chairman of Committees shall be conducted in a similar manner to the election of the Deputy Speaker.

5. PRESIDING IN THE HOUSE AND IN COMMITTEE

1. When the Speaker's absence is announced by the Clerk-at-the-Table, the Deputy Speaker shall take the Chair of the House and shall be invested with all the powers of the Speaker until the presence of the Speaker is announced by the Clerk or until the next sitting of the House, whichever shall first occur.

2. The Deputy Speaker may at any time, at the request or invitation of the Speaker, take the Chair temporarily without formal communication to the House.

3. Whenever the absence of both the Speaker and the Deputy Speaker is announced by the Clerk, the House shall, by motion, elect a Member then present to take the Chair. Such Member shall be invested with all the powers of the Speaker until the presence of the Speaker or Deputy Speaker is announced by the Clerk or until the end of the sitting, whichever shall first occur.

4. The Chairman of Committees shall preside over all Committees of the whole House.

5. In the absence of the Chairman, the House may elect any Member then present to act as Chairman of Committees.

6. Save as otherwise provided in these Standing Orders, the Deputy Speaker or other Member presiding shall have all the authority and power of the Speaker when presiding or otherwise performing the functions of the Speaker.

7. The Speaker in the House and the Chairman in Committee shall have power to regulate the conduct of business in all matters not provided for in these Standing Orders.

8. A Member who is a Minister, Parliamentary Secretary or the Leader of the Opposition shall not, while he holds such office, be eligible for election as Speaker, Deputy Speaker, Chairman of Committees or under paragraph 3 or 5 of this Standing Order.

6. SITTINGS OF THE HOUSE

1. The first sitting of every Session shall be on such day and at such hour as His Excellency the Governor-General shall appoint.

2. After the first sitting, unless the House otherwise decides, the House shall meet on every Tuesday at 12 o'clock noon, and, unless previously adjourned, shall meet until 9.30 p.m.

3. At 2.00 p.m., Mr. Speaker shall suspend the sitting until 2.45 p.m. and at 7 p.m., he shall suspend the sitting until 8.00 p.m. provided that if, in his opinion, the business of the House could be concluded by a short postponement of the suspension, he may suspend the sitting at 2.10 p.m. or 7.10 p.m. respectively.

4. At 9.00 p.m. hereinafter referred to in these Orders as 'the moment of interruption', the Speaker shall interrupt the business under discussion. If the House is in Committee at that time, the Chairman shall interrupt the business and shall leave the Chair forthwith to report progress to the House and ask its leave to sit again. Any other business, if unopposed, shall then be disposed of, and the Order Paper for the next sitting fixed.

5. Any business which, when called during the time of unopposed business, is objected to by a Member shall not be proceeded with, but shall stand over until the next meeting of the House in the place in which it shall be fixed upon the fixing of the Order Paper.

6. Until 9.30 p.m. the House shall not adjourn unless a motion to that effect has been carried.

7. At 9.30 p.m. notwithstanding that there may be business under discussion, the Speaker shall adjourn the House without question put.

8. A motion may be made by a Minister, after notice, at the commencement of the public business, to the effect that the proceedings on any specified business be exempted from the provisions of this Order, and if such motion is agreed to, the business so specified shall not be interrupted at 9.00 p.m. and may be entered upon at any hour though opposed.

9. If during an adjournment of the House, it is represented to the Speaker by a Minister that the public interest requires that the House should meet on an earlier day than that to which the House stands adjourned, the Speaker, if he is satisfied that the public interest does so require, may give notice accordingly and the House shall meet at the time stated in such notice. The business set down for that day shall be appointed by the Government and notice thereof shall be circulated not later than the time of meeting.

7. DUTIES OF THE CLERK

1. The Clerk shall keep Minutes of Proceedings of the House and of Committees of the whole House, and shall circulate a copy of such Minutes as soon as possible after each sitting of the House.

2. The Minutes shall record the names of Members attending, and all orders and Resolutions of the House. They shall be signed by the speaker.

3. In the case of divisions of the House or of a Committee of the whole House, the Minutes shall include the number voting for and against the question and the names of Members so voting.

4. The Clerk shall prepare from day to day, and keep on the Table of the House or in the office of the Clerk, an Order Book showing all business appointed for any future day, and any notices of questions or motions which have been put down for a future day or the appropriate day, or if no particular day has been selected, for an early day. The Order Book shall be open to the inspection of Members at all reasonable hours.

5. The Clerk shall be responsible for the custody of the votes and proceedings, records, bills and other documents laid before the House, which shall be open to inspection by Members of the House and other persons under such arrangements as may be sanctioned by the Speaker.

6. The Clerk shall be responsible for preparing for each sitting an Order Paper containing the business for that sitting.

7. The Clerk shall cause to be circulated to each Member the Order Paper so prepared in respect of each sitting of the House.

8. The Clerk shall execute such functions and duties as are allotted to him by the Parliament (Administration) Act, Cap. 10 or any other Act or these Standing Orders.

8. LANGUAGE

1. The proceedings and debates of the House and its Committees shall be in the English language.

2. All papers, petitions or other documents submitted or presented for consideration by the House or a Committee of the House shall be written in the English language or accompanied by an English translation certified by the Member presenting it to be correct.

9. QUORUM

1. A quorum of the House and of a Committee of the whole House shall consist of nine Members including the Member presiding.

2. If at the time of sitting, a quorum is not present, the Speaker shall not take the Chair of the House.

3. If after a quarter of an hour, no quorum is present, or if at any time during a sitting, any member draws the attention of the Speaker in the House or of the Chairman in Committee of the whole House to the fact that a quorum is not present, a bell shall be rung by the Clerk at the direction of the officer presiding to summon Members to the Chamber.

4. If the Speaker is then presiding, he shall, after the expiration of two minutes, count the House. If a quorum is not then present, he shall adjourn the House without question put.

5. If the Chairman is then presiding in committee of the whole House, he shall, after the expiration of two minutes, count the Committee. If a quorum is not then present, he shall leave the Chair, the House shall be resumed and the Speaker shall count the House. If a quorum is then present, the House shall again resolve itself into Committee; but if a quorum is not then present, the Speaker shall adjourn the House without question put.

10. ORDER OF BUSINESS

Unless the House otherwise directs, the business of each sitting day shall be transacted in the following order:-

- (a) Formal entry of His Honour the Speaker.
- (b) Prayers.
- (c) Announcements by His Honour the Speaker.
- (d) Messages from His Excellency the Governor-General.
- (e) Petitions.

- (g) Government Notices.
- (h) Private Members' Notices.
- (i) Notices of Questions.
- (j) Reports from Select Committees.
- (k) First readings of Bills.
- (l) Statements by Ministers.
- (m) Congratulatory and/or obituary speeches.
- (n) Personal Explanations.
- (o) Motions for leave of absence.
- (p) Oral replies to questions.
- (q) Notices of motions for the adjournment of the House on matters of urgent public importance.
- (r) Orders of the day.

11. MESSAGES FROM HIS EXCELLENCY THE GOVERNOR-GENERAL

1. Whenever the House has been informed that His Excellency the Governor-General will be present in the Senate

Chamber on a specified date, then on that day no motion for the adjournment of the House shall be made before the time for which the Governor-General's arrival has been notified, and the House shall not be adjourned for lack of a quorum before that time.

2. A Message from his Excellency the Governor-General may be brought up at any time before the commencement or at the close of public business, and shall, as the House may determine, be considered forthwith or on a future day.

12. PETITIONS

1. A Petition must be presented to the House by a Member, and must show on its face the name of the Member by whom it is presented.

2. A Member presenting a Petition shall confine himself to a brief statement of the persons from whom it comes, the number of signatures attached to it and the material allegations contained in it, and to reading the prayer of the Petition.

3. In the case of a Petition complaining of a present personal grievance for which there may be necessity for providing an immediate remedy, the matter contained in the Petition may be brought into discussion on a motion following the presentation thereof.

4. All other Petitions shall be ordered, without question put, to lie upon the Table.

5. No Member may present to the House a Petition to which he is a signatory.

6. No Petition shall be presented to the House unless it has been endorsed by the Clerk as being in accordance with the following rules:-

(a) Every Petition shall be properly addressed to the House, shall be respectful, decorous and temperate in its language, and shall conclude with a prayer setting forth the general object of the Petition, or the nature of the relief sought.

(b) Every Petition shall be written, printed, typewritten or lithographed and must be signed on each sheet by one or more of the persons signing on the last sheet of the Petition, the signature or signatures on each sheet being the same.

(c) No letter, affidavit or other document may be attached to a Petition, and no erasure or interlineation may be made to a Petition.

7. A signatory to a Petition shall not be taken into account unless he satisfies the following requirements:-

(a) If signatures are affixed to more than one sheet, the prayer of the Petition must be repeated at the head of each sheet.

- (b) Every Petition must be signed by his name or mark by every person whose name is appended thereto, and no signature shall be pasted or otherwise attached to a Petition.
- (c) The Petition of a corporation aggregate shall be under its common seal.
- (d) The address of every person who signs a Petition must follow his signature.
- (e) The common seal of a corporation aggregate and the mark of a person signing by his mark must be duly authenticated.

8. No Petition shall be received which requests that provision be made for imposing or increasing any tax, for imposing or increasing any charge on the revenue or other funds of BARBADOS, or for compounding or remitting any debt due to BARBADOS.

Provided that Petitions may be presented for legislation for any such purposes.

13. PAPERS

1. Every paper shall be presented by a Minister, and its presentation shall be entered upon the Minutes.

2. A Minister presenting a paper may make a short explanatory statement of its contents.

3. All papers shall be ordered to lie upon the Table without question put, and shall be printed unless the House by motion, which shall be without amendment or debate, decides otherwise.

4. All Rules, Regulations, Orders and other instruments which have been made by the Cabinet under the authority of a Statute, and which do not require the approval of the House, shall be laid on the Table as soon as possible after they have been made.

14. CONTENTS OF QUESTIONS

1. A question may be put to a Minister relating to public affairs for which he is officially responsible.

2. Every question shall conform to the following rules:

- (a) a question must not publish any name or statement not strictly necessary to render the question intelligible;
- (b) if a question contains a statement, the Member who asks the question must be prepared to authenticate and substantiate it;
- (c) a question shall not contain any argument, inference, imputation, epithet, or tendentious, ironical or offensive expression;

- (d) a question shall not refer to a debate which has occurred or an answer which has been given in the current session;
- (e) a question shall not be asked –
 - (i) which raises an issue already decided in the House, or which has been answered, or to which an answer has been refused during the same session;
 - or
 - (ii) which deals with matters then under reference to a Commission of Enquiry or within the jurisdiction of a Select Committee.
- (f) a question shall not refer to proceedings in a Committee which have not been reported to the House;
- (g) a question shall not seek information about any matter which is of its nature secret;
- (h) a question reflecting on the decision of a court of law or likely to prejudice a case under trial shall not be asked;
- (i) a question may not ask for an expression of opinion, for the interpretation of any law or the solution of a hypothetical proposition;

- (j) a question may not ask whether statements in the press or of private individuals or un-official bodies are accurate;
 - (k) a question may not be asked which reflects on the character or conduct of any person other than in his official or public capacity;
 - (l) a question requiring information set forth in accessible documents or ordinary works of reference may not be asked.
3. A question shall not be the pretext for a debate.

4. If the Speaker is of opinion that any question of which a Member has given notice to the Clerk or which a Member has sought leave to ask without notice, infringes any of the rules set out in this Order, he may direct –

- (a) that it be printed or asked with such alterations as he may direct; or
- (b) that the Member concerned be informed that the question is out of order.

15. NOTICE OF QUESTIONS

1. A question shall not be asked without notice unless the Speaker is of opinion that it is of an urgent character, and relates either to a matter of public importance, or to the arrangement of public business, and the Member has obtained the permission of the Speaker to ask it.

(2) (1) Notice of a question shall be given by a Member in writing –

(a) when the House is sitting, by being handed in at the Table; or

(b) when the House is not sitting, by being handed in at the office of the Clerk within the time prescribed for the purpose.

(2) Every notice must be signed by the Member giving it.

3. If a Member requires an oral answer to his question, he shall mark it with an asterisk, and notice of any such question must appear on the Order Paper circulated on a day before that on which an answer is desired.

16. MANNER OF ASKING AND ANSWERING QUESTIONS

1. If an oral answer to a question is required, the Minister shall, when "Replies to Questions" is reached in the Order of Business, inform the Speaker that the Reply to the question asked by a Member is ready. At, Question Time, the Speaker shall call upon the Member in whose name the question stands. The Member so called shall then rise in his place and ask the question by reference to its number on the Order Paper, and the Minister to whom it is addressed shall give his reply.

2. (a) After an oral answer has been given, supplementary questions may be put for the

purpose of elucidating the answer, but no member may ask more than three supplementary questions following an answer.

- (b) The Speaker may disallow any supplementary question which in his opinion introduces matter irrelevant to the original question or which infringes any of the provisions of these Standing Orders and may in that case direct that such question be expunged from the records of the House.

3. If an oral answer to a question is not required, the Minister to whom it is addressed, shall cause an answer to be laid on the Table of the House.

4. Questions to Ministers shall be taken at 2.45 p.m. and shall not continue after 3.15 p.m. unless they are –

- (a) questions which have not been answered because of the absence of the Minister to whom they were addressed; or
- (b) questions to be asked with the permission of the Speaker under the provisions of Standing Order 15(1).

5. If a Member is not present to ask his question when his name is called, or if the question is not reached, the Minister to whom it is addressed, shall cause an answer to be laid upon the Table of the House, unless the Member asking the question has signified his desire before the end of question

time to postpone the question to a later sitting or to withdraw it.

17. ADJOURNMENT OF THE HOUSE

1. A Minister may move “That this House do now adjourn” at any time after the conclusion of questions at any sitting, but any other Member may move such a motion only under the provisions of Standing Order No. 18.

2. Upon a motion for the adjournment moved under the provisions of this Order, a debate may take place in which any matter for which a Minister is responsible may be raised by any Member who has obtained the right to raise a matter on a motion for the adjournment of the House that day. If time permits, the Speaker may allow any other Member, who has given him prior notice of his wish so to do, to speak on the subject raised, and the Minister who is responsible for the matter raised shall reply. Thereafter, if time permits, any other Member who has obtained the right may similarly raise a matter subject to the same conditions. In any such debate, a Minister may speak more than once in reply to Members raising matters, subject to Standing Order 30(4)(a).

3. Any Member who wishes to raise a matter under the provisions of paragraph 2 of this Order, shall give notice of the matter in writing to the Speaker not less than three days before the sitting at which he wishes to ask leave to raise the matter. Subject to such notice, the right to raise a matter shall be allotted for each sitting through such arrangements as the Speaker may make.

18. ADJOURNMENT – DEFINITE MATTER OF URGENT PUBLIC IMPORTANCE

1. Any Member other than a Member of the Government may at the time appointed under Standing Order No. 10 (Order of Business) rise in his place and ask leave to move the adjournment of the House for the purpose of discussing a definite matter of urgent public importance.

2. A Member who wishes to ask leave to move the adjournment of the House under this Standing Order 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, of public importance and may properly be raised on a motion for the adjournment of the House.

3. If the Speaker is so satisfied and either –

(a) leave of the House is given; or

(b) if leave is not unanimously given, at least nine Members rise in their places to support the request;

the motion shall stand over until 6.30 p.m. on the same day, and at that hour any proceeding on which the House is engaged, shall be postponed until the motion for the adjournment is disposed of, or the moment of interruption is reached, whichever is the earlier. At the moment of interruption, the motion for adjournment, if it has not previously been disposed of, shall lapse and the proceedings

which have been postponed shall be resumed and dealt with in accordance with the next paragraph of this Standing Order.

4. At 9.00 p.m., or upon the earlier conclusion of the debate on the motion for the adjournment, the business which was postponed at 6.30 p.m. shall be resumed, and any proceedings thereon, and any other business standing on the Order Paper for the day's sitting, may be continued after 9.00 p.m. for a period of time equal to the duration of the proceedings upon the adjournment motion under this Order, and thereafter the House shall stand adjourned without question put.

5. Not more than one motion for the adjournment of the House under this Standing Order may be allowed at one sitting.

19. PERSONAL EXPLANATION

By the indulgence of the House, a Member may make a personal explanation although there is no question before the House; but no controversial matter may be brought forward, nor may debate arise upon the explanation.

20. ARRANGEMENT OF BUSINESS

1. Public business of each day's sitting shall consist of notices of motions, being motions of which notice has been previously given and orders of the day, being matters which have been set down for a particular day in pursuance of an order of the House.

2. Subject to these Standing Orders, Government business shall have precedence over all other business and the Government may arrange their business whether it consists of notices of motions or of orders of the day in such order as they think fit.

3. Private Members' business shall commence immediately after the conclusion of Question Time but shall not continue after 4.45 p.m.

4. Private Members' Business shall be set down on the Order Paper for a particular day in the order in which it was entered in the Order Book for that day.

5. Private and hybrid bills shall be set down on the Order Paper for a particular day in such order as the House may think fit.

MOTIONS AND AMENDMENTS

21. EXEMPTION FROM NOTICE

Unless the Standing Orders otherwise provide, notice shall be given of any motion which it is proposed to move with the exception of the following:-

- (1) a motion for the election of a Deputy Speaker (Standing Order No. 3), Chairman of Committees (Standing Order No. 4), temporary presiding officer (Standing Order No. 5).
- (2) a motion for the adjournment of the House or of any debate (Standing Orders Nos. 6, 17 and 35).
- (3) a motion that a petition do lie on the Table and/or be read, printed, discussed or referred to a Select Committee (Standing Order No. 12).
- (4) a motion that a paper presented under Standing Order No. 13 be not printed (Standing Order No. 13).
- (5) subject to Standing Order No. 66 (3) and (5), a motion for the amendment of any motion (Standing Order No. 23).
- (6) a motion for the withdrawal of a Bill (Standing Order No. 26).

- (7) a motion in respect of which notice has been dispensed with (Standing Order No. 27).
- (8) a motion for the closure of debate (Standing Order No. 36).
- (9) a motion for the suspension or expulsion of a Member (Standing Order No. 40).
- (10) a motion for the first reading of a Bill (Standing Order No. 42). Subject to Standing Order No. 57.
- (11) a motion to report progress (Standing Orders Nos. 6 and 47).
- (12) a motion to recommit a Bill wholly or in part (Standing Order No. 50).
- (13) a motion that the House resolve itself into Committee (Standing Orders Nos. 45 and 65).
- (14) a motion to consider amendments made by the Senate (Standing Order No. 53).
- (15) a motion that the Report of a Select Committee be referred to a Committee of the whole House (Standing Order No. 62).
- (16) a motion made in Committee of the whole House other than in Committee of Supply (Standing Orders Nos. 48 and 50).

- (17) a motion for the suspension of a Standing Order (Standing Order No. 71).
- (18) a motion for leave of absence (Standing Order No. 72).
- (19) a motion relating to a matter of privilege or affecting a Member in the course of his parliamentary duties (Standing Order No. 76).
- (20) a motion for the withdrawal of strangers (Standing Order No. 77).

22. MANNER OF GIVING NOTICES

1. Where under any Standing Order or the practice of the House, notice is required, such notice shall be given –

- (a) when the House is sitting, by being handed in at the Table, or
- (b) when the House is not sitting, by being handed in at the office of the Clerk within the hours prescribed for the purpose.

2. Every notice must be in writing and signed by the Member giving it.

3. Not less than three clear days' notice of a motion shall be given unless it is Government Business introduced in the name of a Minister, in which case one day's notice shall be sufficient.

4. The Clerk shall indicate the day upon which a notice was handed in, unless it is a notice for the next sitting of the House or an amendment to a Bill.

5. Any such notice shall be submitted to the Speaker who shall direct –

- (a) that it be printed in the terms in which it was handed in, or
- (b) that it be printed with such alterations as he may direct, or
- (c) that it be returned to the Member who signed it, as being in his opinion out of order.

6. Motions or amendments to Bills sent to the Clerk shall be printed and circulated by him, even if they are matters for which notice is not required, and, in the case of amendments to Bills, shall be arranged so far as may be in the order in which they will be proposed.

7. Any Member other than a Minister desiring to give oral notice of a motion shall, not later than three days preceding the next sitting of the House, notify the Clerk's Office in writing.

8. Save at the first meeting after a prorogation or a general election, no Member other than a Minister shall, in respect of any meeting, give notice of more than three motions.

9. Notices given orally shall be immediately put in writing and handed to the Clerk-at-the-Table and shall be printed and circulated as soon as possible thereafter subject to the provisions of paragraph 5 of this Order.

23. RELEVANCY OF AMENDMENTS

1. When any motion or Bill is under consideration in the House or a Committee thereof, an amendment may be proposed to such motion or Bill if it is relevant to the question or matter then under discussion; provided that no amendment can be made in the first part of a question after the latter part has been amended, or has been proposed to be amended, if a question has been proposed from the Chair upon such amendment.

2. An amendment may be proposed to any amendment if it is relevant thereto.

24. SECONDING OF MOTIONS AND AMENDMENTS TO BILLS

A question upon a motion or amendment to a Bill shall not be proposed by the Speaker or the Chairman unless such motion or amendment has been seconded, and no record of any such motion or amendment, if not seconded, shall be made in the Minutes.

25. METHOD OF PUTTING THE QUESTION ON AMENDMENTS

1. Upon an amendment to leave out words, the question is proposed from the Chair "That the words proposed to be left out stand part of the question."

2. Upon an amendment to insert or add words the question is proposed from the Chair "That those words be there inserted (or added)."

3. Upon an amendment to leave out words and insert other words instead, a question shall first be proposed from the Chair "That the words proposed to be left out stand part of the question", and if that question be negatived the question shall then be proposed "That those words be there inserted."

4. When notice has been given of a subsequent amendment to words which are proposed to be left out by a previous amendment, the Chair shall, if possible, propose the question on the first amendment in such form as will enable the subsequent amendment to be moved, if the first is not carried.

26. WITHDRAWAL OF MOTIONS AND AMENDMENTS TO BILLS

1. A motion or amendment to a Bill may be withdrawn, at the request of the mover, by leave of the House or Committee before the question is fully put thereon, provided that there is no dissentient voice. A motion or an amendment to a Bill so withdrawn may be proposed again, provided that, in the case of a motion, notice as required by these Orders is given.

2. If an amendment has been proposed to a motion, the original motion may not be withdrawn until the amendment thereto has been disposed of.

3. If an interval of three calendar months has elapsed after notice of a motion has been given without further action having been taken on the motion, the motion shall be deemed to have been withdrawn unless the House otherwise orders.

Provided that the time during which the House is in recess, shall not be counted in computing the interval of three calendar months herein before mentioned.

27. 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.

RULES OF DEBATE

28. TIME AND MANNER OF SPEAKING AND CONTENTS OF SPEECHES

1. A Member may not read his speech, but he may read extracts from books or papers other than newspapers in support of his argument, and may refresh his memory by reference to notes.

2. A Member must confine his speech to the subject under discussion, and may not introduce matter irrelevant thereto.

3. Reference may not be made to any matter on which a judicial decision is pending, in such a way as might in the opinion of the Chair prejudice the interests of parties thereto.

4. It shall be out of order to reflect on any vote of the House or attempt to reconsider any specific matter upon which the House has come to a conclusion during the current session except upon a substantive motion for rescission.

5. It shall be out of order to use offensive and insulting language about Members of the House.

6. No Member may refer to any other Member by name.

7. No Member may impute improper motives to another Member.

8. The name of Her Majesty the Queen or His Excellency the Governor-General may not be used to influence the House.

9. The conduct of Her Majesty the Queen, Members of the Royal Family, His Excellency the Governor-General, Members of either House of Parliament, Judges, or the performance of judicial functions by any person may not be referred to except upon a substantive motion.

10. (a) No reference may be made in debate to the character or conduct of any person except in his official or public capacity.

(b) Any member who desires to refer in debate to the character or conduct of any person in his official capacity must deliver to the Speaker written prior notice of the proposed reference; the notice must set out the facts on which such reference will be based and must be signed by the Member giving it.

11. No Member may allude to any debate of the same session upon a question or Bill not being then under discussion, except by indulgence of the House, for personal explanation.

12. A Member may read, from the authorised report of the debates, the report of any speech made in the House of Assembly during any previous session.

13. A Member who desires to speak must rise in his place and, if he is called upon by the Chair, address the Speaker or Chairman.

14. If two or more Members rise at the same time, the Speaker or Chairman shall call upon the Member who first catches his eye.

15. No Member may speak more than once on any proposition except –

- (a) in Committee, as provided in these Standing Orders; or
- (b) in explanation, as provided in paragraph 16 of this Standing Order; or
- (c) as provided in Standing Order No. 32 or
- (d) in the case of the mover of a substantive motion or the Member in charge of a Bill, in reply.

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

16. A Member who has spoken to a question may again be heard to offer explanation of some material part of his speech which has been misunderstood; but he shall not introduce new matter.

17. 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 or a dilatory motion.

18. It shall be in the discretion of the Officer then presiding to order that any statements, which are required by him to be withdrawn by the Member making them, shall be expunged from the records of the House.

29. RIGHT OF REPLY

1. The mover of a motion may reply after all the other Members present have had an opportunity of addressing the House and before the question is put, and after such reply no other Member may speak, except as provided in paragraph 2 of this Order.

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

30. TIME LIMITS OF SPEECHES

DEBATES IN THE HOUSE

GOVERNMENT BUSINESS

1. In a debate on a Government Order, a Member may speak for 30 minutes, except on third reading of a Bill when a Member may speak for 15 minutes, provided that these limits shall not apply to the Prime Minister, a Minister moving a Government Order, and the Leader of the Opposition or the Member speaking first on behalf of the Opposition.

2. In a debate on the Annual Financial Statement and Budgetary Proposals each Member may speak for 30 minutes, provided that this time limit shall not apply to the Prime Minister, the Minister of Finance, the Leader of the Opposition or the Member speaking first on behalf of the Opposition.

3. In a debate on a motion for an Address in Reply to the Speech from the Throne of His Excellency the Governor-General, each Member may speak for 30 minutes, provided that this time limit shall not apply to the Prime Minister, the Minister replying on behalf of the Government or the Leader of the Opposition.

ADJOURNMENT DEBATES

4. (a) A debate on a motion for the adjournment of the House under the provisions of

Standing Order No. 17 shall not exceed 1 hour. No debate on any matter raised during this period shall exceed 30 minutes.

- (b) A Member who raises a matter may speak for 10 minutes, and a Minister or Parliamentary Secretary, in reply, may speak for 7 minutes.
- (c) Any other Member may speak for 3 minutes.

5. In a debate following a motion under Standing Order No. 18 for the adjournment of the House to discuss a definite matter of urgent public importance each Member may speak for 20 minutes, but the time allotted in the Standing Order No. 18 for the debate shall not be exceeded.

DEBATES IN COMMITTEE OF THE WHOLE HOUSE

6. In a debate on a Bill in Committee of the whole House, no Member may speak more than once on a clause or schedule, and a speech shall not exceed 15 minutes, provided that with leave of the Committee a Member may again be heard on a clause or schedule for a period or periods not exceeding 15 minutes.

PRIVATE MEMBERS' BUSINESS

7. In a debate on any matter of Private Members' Business, the speech of a Member shall not exceed 30 minutes, provided that this time limit shall not apply to a

Member in moving a motion of "No-Confidence" in the Government and a Minister who speaks in final reply to such a motion, and provided also that the mover of a motion shall, subject to Standing Order No. 29(2), have a right of reply, such reply not exceeding 30 minutes.

31. DEBATES ON FINANCIAL STATEMENT AND BUDGETARY PROPOSALS

1. The two sitting days which shall immediately follow the Annual Financial Statement and Budgetary Proposals shall be allotted to debate thereon.

2. The total debating time shall not exceed, on either of these days, the maximum debating time allotted by Standing Order No. 6 for a day's sitting.

32. INTERRUPTIONS

1. No Member may interrupt another Member except—

(a) by rising to a point of order, when the Member speaking shall resume his seat and the Member interrupting shall simply direct attention to the point of order which he desires to bring to notice and submit it to the Speaker or Chairman for decision;

or

(b) to elucidate some matter raised by the Member in the course of his speech,

provided that the Member speaking is willing to give way and resume his seat and that the Member wishing to interrupt is called by the Speaker or Chairman.

or

- (c) subject to the provisions of Standing Order, No. 36, to move the motion "That the question be not put";

or

- (d) subject to the provisions of Standing Order No. 76, to propose a motion on a matter of privilege.

2. Any Member who wishes to speak on a question of order during a division, must rise in his place, and, when he is called upon by the Speaker or Chairman, make his point.

3. When a Member rises on a point of order or a point of elucidation, any statement then made by him is ruled not to be a point of order or a point of elucidation, it shall be in the discretion of the officer then presiding to require such statement and may comment or statement thereon by any other Member to be expunged from the records of the House.

33. BEHAVIOUR OF MEMBERS NOT SPEAKING

A Member whilst present in the House during a debate –

- (1) must at all times conduct himself with dignity and decorum;

- (2) must be uncovered and shall make an obeisance to the Chair when passing to or from his place;
- (3) must not pass between the Chair and any Member who is speaking; not between the Chair and the Table; not between the Chair and the Mace, when the Mace has been taken off the Table by the Marshal;
- (4) must take his place in the House and must not stand in any of the passages or doors;
- (5) must not read newspapers, books, letters or other documents, except such matter therein as may be directly connected with the business under debate; and
- (6) must maintain silence except when called to speak by the Chair.

34. SCOPE OF DEBATE

1. Debate upon any motion, Bill or amendment thereto shall be relevant to such motion, Bill or amendment, except in the case of a motion for the adjournment of the House under Standing Order No. 17.

2. When an amendment proposes to leave out words and to add or insert other words in their place, debate upon the first question proposed on the amendment may include both the words proposed to be left out and those proposed to be added or inserted.

3. On an amendment proposing only to leave out words or to add or insert words, debate shall be confined to the omission, addition or insertion of such words as the case may be.

35. DILATORY MOTIONS

1. A dilatory motion is a motion made for the adjournment of a debate or of the House during any debate or, in Committee, that the Chairman do now report progress and ask for leave to sit again or do leave the Chair.

2. The debate upon such a motion shall be confined to the matter of the motion. A Member who has made or seconded such a motion shall not be entitled to move or second any similar motion during the same debate.

36. CLOSURE OF DEBATE

1. After a question has been proposed, a Member rising in his place may claim to move "That the question be not put"; and, unless it appears to the Speaker or Chairman that such motion is an abuse of the rules of the House, or an infringement of the rights of the minority, the question "That the question be now put" shall be put forthwith and decided without amendment or debate.

2. When the motion "That the question be now put" has been carried, and the question consequent thereon has been decided, any Member may claim that any other question already proposed from the Chair be not put and if the assent of the Chair is given, such question shall be put forthwith and decided without amendment or debate.

3. In any division upon a question for the closure of debate, that question shall not be decided in the affirmative unless it appears by the numbers declared by the Speaker or Chairman, that not less than nine Members voted in the majority in support of the motion.

37. ANTICIPATION

1. It shall be out of order to anticipate an Order of the Day by a discussion on a motion or amendment dealing with the subject matter of an Order of the Day prior to the consideration of that Order.

2. It shall be out of order to anticipate an Order of the Day or a notice of motion or a reply to a question by discussion upon (a) an amendment, or (b) a motion for the adjournment of the House.

3. In determining whether a 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 House within a reasonable time.

RULES OF ORDER

38. CHAIR TO BE HEARD IN SILENCE

When the Speaker or Chairman rises during a debate, any Member who is then speaking, or offering to speak, must resume his seat, and the House or Committee must be silent so that the Speaker or Chairman may be heard without interruption.

39. DECISION OF THE CHAIR FINAL

The Speaker in the House and the Chairman in Committee shall be responsible for the observance of the rules of the order in the House and Committee respectively, and their decision upon any point of order shall not be open to appeal and shall not be reviewed by the House except upon a substantive motion made after notice. Notwithstanding Standing Order No. 22 (Manner of giving Notices), such a motion shall not require more than two days' notice.

40. ORDER IN THE HOUSE AND IN COMMITTEE OF THE WHOLE HOUSE

1. The Speaker, or the Chairman in Committee of the whole House, after having called the attention of the House or of the Committee to the conduct of a Member who persists in irrelevance or in 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 resume his seat.

2. (a) The Speaker or the Committee shall order any Member whose conduct is grossly

disorderly to withdraw immediately from the House during the remainder of that day's sitting.

- (b) If, on any occasion, the Speaker or the Chairman deems that his powers under the previous provisions of this Standing Order are inadequate, he may name the Member, in which event the procedure prescribed in paragraphs 3, 4, 5, and 6 of this Order shall be followed.
- (c) The Marshal shall act on such orders as he may receive from the Chair in pursuance of this Standing Order.

3. Whenever a Member has been named by the Speaker or by the Chairman immediately after the commission of the offence of disregarding the authority of the Chair, or of persistently and wilfully obstructing the business of the House by abusing the rules of the House, or otherwise, then, if the offence has been committed by such Member in the House, the Speaker shall forthwith put the question on a motion being made, no amendment, adjournment or debate being allowed, "That be suspended from the service of the House". If the offence has been committed in Committee of the whole House, the Chairman shall forthwith suspend the proceedings of the Committee and report the circumstance to the House; and the Speaker shall, on a motion being made, forthwith put the same question, no amendment, adjournment or debate being allowed, as if the offence had been committed in the House itself.

4. Not more than one Member may be named at the same time, unless two or more Members, present together, have jointly disregarded the authority of the Chair.

5. If a Member is suspended under the provisions of this Standing Order, he shall be directed by the Speaker to withdraw from the House. His suspension shall last for two weeks on the first occasion, for one month on the second occasion, and for three months on any subsequent occasion.

6. If a Member or Members acting jointly, who have been suspended from the service of the House, refuse to obey the direction of the Speaker to withdraw when severally summoned under the Speaker's orders by the Marshal to obey the direction, the Speaker shall call the attention of the House to the fact that recourse to force is necessary in order to compel obedience to his direction. When the Member or Members named by him as having refused to obey his direction have been removed from the House, they shall thereupon without any further question being put, be suspended from the service of the House during the remainder of the session.

7. Notwithstanding the provisions of Paragraph 5 of this Standing Order, where a Member has committed an offence under this Standing Order and that Member has been suspended on at least three previous occasions from the service of the House for other offences under this Standing Order, the Speaker shall forthwith put the question on a motion being made, no amendment, adjournment or debate being allowed "Thatbe expelled from the service of the House", and if the offence has been committed in Committee of the whole House, the Chairman shall forthwith suspend the proceedings of the Committee and report the circumstance

to the House; and the Speaker shall, on a motion being made, forthwith put the same question; no amendment, adjournment or debate being allowed, as if the offence had been committed in the House itself.

If the majority of Members then present vote in favour of the motion, the Member who committed the offence shall be expelled from membership of the House and the seat of such Member shall be declared vacant.

8. Members who are ordered to withdraw from the House or who are suspended from the service of the House must forthwith withdraw from the precincts of the House and shall be excluded therefrom for the remainder of the sitting or for the period of their suspension as the case may be.

9. In the case of grave disorder arising in the House, the Speaker may, if he thinks it necessary to do so, adjourn the House without putting any question or suspend the sitting for a time to be named by him.

10. Nothing in this Order shall be taken to deprive the House of the power of proceeding against any Member according to any Resolution of the House.

41. VOTING

1. Save as otherwise provided by any law or by these Standing Orders, all questions shall be decided by a majority of votes. Whenever on a decision the votes are equal, the Speaker, or in Committee of the whole House, the Chairman, shall have a casting vote.

2. At the conclusion of a debate upon any question the Speaker or the Chairman shall put that question for the decision of the House. A question is fully put when the Speaker or Chairman has collected the voices of the "Ayes" and the of "Noes". No further debate may thereafter take place upon that question.

3. The result shall be declared by the Speaker or Chairman, but this opinion as to the decision of a question may be challenged by a Member claiming a division.

4. When a division has been claimed, the officer then presiding shall direct the Clerk to ring the bell for a division. The bell shall be rung for not less than one minute after which the question shall again be put by the Speaker or Chairman. All Members then present and seated in the House shall be entitled to vote.

5. In a division the Clerk shall call each Member's name separately in the order of sitting. Every Member present, unless he expressly says that he declines to vote, shall record his vote either for the Ayes or the Noes, but a member shall not vote in a manner inconsistent with any opinion which he may have expressed when the voices were taken collectively.

6. As soon as the Clerk has collected the votes, the Speaker or Chairman shall state the numbers voting for the "Ayes" and for the "Noes" respectively and shall then declare the result of the division or give his casting vote as the case may be.

7. The Clerk shall enter on the Minutes of Proceedings the record of each Member's vote and of the names and number of those Members present who declined to vote, and the manner in which the Speaker or Chairman exercised his casting vote.

8. 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 request is made as soon as the Speaker or Chairman has announced the numbers, and before the Speaker or Chairman has declared the result of the division.

PROCEDURE ON BILLS

42. INTRODUCTION AND FIRST READING

1. Subject to Standing Orders Nos. 57 and 63, any Member may move for leave to introduce a bill of which he has given notice.

2. The first reading of every Bill shall be proposed immediately after the bill has been called.

3. The first reading of any Bill may be proposed immediately after notice of the bill has been given.

4. If a bill is presented by a Member or is brought from the Senate, the question "That this bill be now read a first time" shall be decided without amendment or debate.

5. An interval of not less than five days shall elapse between the first and second readings of a bill, unless the House on motion made and question put, agree to proceed with the bill at any earlier date, or forthwith.

43. PRINTING AND CIRCULATION OF BILLS

1. The Clerk shall be responsible for the printing of Bills from the draft handed to him by the Minister in charge of the Bill; and before any bill is printed, he shall satisfy himself that—

- (a) the Bill is divided into clauses numbered consecutively;

- (b) a title for each clause is printed in the margin;
- (c) the provisions of the bill do not go beyond its title;
- (d) the provisions of the bill comply with the provisions of Standing Order No. 63 (Public Money); and
- (e) if the bill affects private rights, the provisions of Standing Order No. 57 (Private and Hybrid Bills) have been complied with.

2. As soon as possible after the printing of a bill, the Clerk shall circulate a copy to every Member, together with any explanatory statement provided by the Member in charge of the bill.

3. The Clerk shall as soon as possible cause every bill to be published in the Official Gazette.

44. SECOND READING OF BILLS

1. No bill shall be read a second time until it has been printed and circulated to Members and has been published in the Official Gazette.

2. On the order for the second reading of a bill being called, a motion may be made "That the bill be now read a second time", and a debate may arise covering the principles and general merits of the bill.

3. On the second reading of a bill, an amendment may be proposed to the question "That the bill be now read a second time", to leave out the word "now", and to add at the end of the question the words "upon this day six months", or an amendment may be moved to leave out all the words after the word "That" in order to add words stating the object and motive on which the opposition to the bill is based, but such words must be strictly relevant to the principle of the bill and not deal with its details.

4. If on an amendment to the question that a bill be now read a second time it is decided that the word "now", or any words proposed to be left out, stand part of the question, the Speaker must forthwith declare the bill to be read a second time.

45. COMMITMENT OF BILLS

When a bill has been read a second time, the House may on a motion then made, without notice, by any Member, commit the bill to a Committee of the whole House or to a Select Committee.

46. INSTRUCTIONS TO COMMITTEES

1. Instructions to Committees of the whole House may be included in the motion for committal, but shall not be moved by way of amendment.

2. No instruction shall be moved to order a Committee to make a provision in a bill nor to empower a Committee to make a provision, if it already has power to make such provision.

47. COMMITTEE OF THE WHOLE HOUSE

If any Member, before the conclusion of proceedings on a bill, moves to report progress and such motion is carried, or if the proceedings in a Committee of the whole House have not been finished at the conclusion of a sitting, the Chairman shall leave the Chair and report progress to the House and shall ask leave to sit again.

48. FUNCTIONS OF COMMITTEES ON BILLS

1. A Committee to which a Bill is committed shall not discuss the principles of the bill, but only its details.

2. A Committee may make such amendments to the bill as it thinks fit, but the amendments must be relevant to the subject matter of the bill. If any amendments are not within the title of the bill, the Committee shall amend the title accordingly and report the matter to the House.

49. PROCEDURE IN COMMITTEES ON BILLS

1. The Clerk shall call the number of each clause in succession provided that, with the agreement of the Committee, several clauses may be called together or, where the bill is divided into Parts, the bill may be called in Parts, without prejudice to the right of the Committee to discuss or amend any clause.

2. If no amendment is offered or when all proposed amendments have been disposed of, the Chairman shall put the question that the Clause, Clauses or Part (as amended if this be the case) then under discussion, stand part of the bill.

3. Any proposed amendments of which notice has not been given shall be handled to the Chairman in writing.

4. No amendment shall be moved which is inconsistent with any clause already agreed upon or any decision already come to by the Committee, and the Chairman may, at any time during the discussion of a proposed amendment, withdraw it from the consideration of the Committee, if, in his opinion, the discussion has shown that the amendment contravenes the provisions of this Standing Order.

5. A clause may be postponed unless upon an amendment thereto a question had been fully put from the Chair.

6. Postponed clauses shall be considered after the remaining clauses of the Bill have been considered and before new clauses are brought up.

7. Any proposed new clause shall be considered after the clauses of the bill as printed have been disposed of and before consideration of any schedule to the bill; provided that a new clause proposed in substitution for a clause which has been disagreed to may be considered immediately after such disagreement.

8. On the title of any new clause being held by the Clerk, the clause shall be deemed to have been read a first time. The question shall then have then be proposed "That the clause be read a second time"; if this is agreed to, amendments may then be proposed to the new clause. The final question to be proposed shall be "That the clause (or the clause as amended) be added to the bill."

9. The consideration of the Schedules, if any, follows consideration of the clauses. Schedules shall be called by the Clerk and may be amended in the same manner as clauses. The question is then proposed "That this be the Schedule (or That the Schedule, as amended, be the Schedule) to the bill." The consideration of new schedules shall follow the consideration of the original schedules and they will be considered in the same manner as new clauses.

10. If there is a preamble to the bill, it stands postponed without question put until the clauses and schedules (including new clauses and new schedules) have been disposed of. The question then put is "That this be the preamble to the bill."

11. 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 question shall be put that the title (or the title as amended) stand part of the bill.

12. At the conclusion of the proceedings, the Chairman shall on motion made put the question "That I do now report the passing of the Bill (or the Bill with amendments) to the House", which shall be decided without amendment or debate.

50. RECOMMITTAL OF BILLS REPORTED FROM COMMITTEE OF THE WHOLE HOUSE

1. If a Member desires to delete or amend a provision contained in a bill as reported from a Committee of the whole House or to introduce a 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 a particular part or parts of the bill or a proposed new clause or new schedule. No notice of a motion for recommitment is required, and if the motion is agreed to the bill shall stand so recommitted. The House 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. 49 (Procedure in Committees on Bills).

3. When the bill has been recommitted in respect only of a particular part or parts or a proposed new clause or new schedule, the Committee may 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 this Order, the Chairman shall put the question "That the bill (or the bill as amended on recommitment) be reported to the House" which question shall be decided without amendment or debate.

51. THIRD READING OF BILLS ORIGINATING IN THE HOUSE OF ASSEMBLY

1. Except as provided in paragraphs 3 and 4 of Standing Order No. 62 (Reports from Select Committees), when a Bill has been reported from a Committee it shall be ordered to be read a third time.

2. On the third reading of a bill amendments may be proposed to the question "That the bill be now read a third time" similar to those which may be proposed on second reading.

3. Amendments for the correction of errors of oversights may, with the Speaker's permission, be made before the question of the third reading of the Bill is put from the Chair, but no amendments of a material character may be proposed.

4. After the third reading and further proceedings thereon, a question is put "That this bill do now pass" which shall be decided without amendment or debate after which the title of the bill is agreed to, or amended and agreed to.

5. A bill read a third time and passed shall be signed by the Speaker and shall be carried to the Senate thereto, by the Clerk with a Message desiring the Senate's concurrence.

52. BILLS RECEIVED FROM THE SENATE

1. The proceedings on Bills received from the Senate shall be as provided in Standing Orders Nos. 42 (Introduction and First Reading) to No. 51 (Third Reading of bills originating in the House of Assembly).

2. If such a Bill has been agreed to by the House without amendment, a Message to that effect shall be carried to the Senate by the Clerk and the bill shall be signed by the Speaker.

3. If such a Bill has been passed by the House with amendments, the bill shall be signed by the Speaker and returned to the Senate by the Clerk with a list of the amendments, and a Message desiring the concurrence of the Senate in those amendments.

53. FURTHER PROCEEDINGS UPON BILLS

1. When a Bill has been returned from the Senate with a list of the Senate's amendments, the Member in charge of the bill may move for the consideration of the said amendments forthwith or on a future date, and the motion shall be decided without amendment or debate.

2. Upon consideration of the amendments, the House may agree, or disagree or make amendments thereto, or may propose amendments in lieu thereof.

3. Unless all of the Senate's amendments are agreed to, the bill shall be returned to the Senate by the Clerk with a list of the further amendments and, if any amendments have been disagreed to, a list of reasons for such disagreement, and a Message desiring the concurrence of the Senate.

4. When a bill, which originated in the Senate, has been amended by the House, and is again received from the Senate with a list of amendments to or in lieu of the amendments made by the House, the proceedings upon the

Senate's amendments shall be as provided in paragraphs 1 to 3 of this Standing Order.

5. If the Senate has assigned reasons for disagreeing to any of the House's amendments, the reasons shall be considered forthwith or upon a future date as the House may determine on motion made, and upon their consideration, the question shall be proposed in respect of each amendment disagreed to by the Senate that the House insists or does not insist upon its amendments.

6. If upon the conclusion of proceedings under paragraphs 4 and 5 of this Order, the bill has been agreed to by the Senate and the House, as amended by one or both Chambers, or if the bill has been passed by both Chambers without amendment, the Speaker shall sign the bill.

7. If any bill other than a Money bill is passed by the House of Assembly in two successive sessions (whether or not Parliament is dissolved between those sessions) and, having been sent to the Senate in each of those sessions at least one month before the end of the session, is rejected by the Senate in each of those sessions, that bill shall, on its rejection for the second time by the Senate, unless the House of Assembly otherwise resolves, be presented to the Governor-General for assent notwithstanding that the Senate has not consented to the bill:

Provided that the foregoing provisions of this paragraph shall not have effect unless at least seven months have elapsed between the date on which the bill is passed by the House of Assembly in the first session and the date on which it is passed by the House of Assembly in the second session.

8. For the purposes of this Standing Order, a bill sent to the Senate from the House of Assembly in any session shall be deemed to be the same bill as a former bill sent to the Senate in the preceding session if, when it is sent to the Senate, it is identical with the former bill or contains only such alterations as are certified by the Speaker to be necessary, owing to the time that has elapsed since the date of the former bill or to represent any amendments which have been made by the Senate in the former bill in the preceding session.

9. The House of Assembly may, if it thinks fit, on the passage through the House of a bill that is deemed to be the same bill as a former bill sent to the Senate in the preceding session, suggest any amendments without inserting the amendments in the bill, and any such amendments shall be considered by the Senate, and, if agreed to by the Senate, shall be treated as amendments made by the Senate and agreed to by the House of Assembly; but the exercise of this power by the House of Assembly shall not affect the operation of this Standing Order in the event of the rejection of the bill in the Senate.

10. There shall be inserted in any bill that is presented to the Governor-General for assent in pursuance of this section, any amendments that are certified by the Speaker to have been made in the bill by the Senate in the second session and agreed to by the Assembly.

11. There shall be endorsed on any bill that is presented to the Governor-General for assent in pursuance of this section, the certificate of the Speaker signed by him that the provisions of this section have been complied with.

12. The provisions of this Standing Order shall not apply to a bill amending the Constitution, which is required by the Constitution to be passed by both Houses.

13. For the purposes of this Standing Order, a bill shall be deemed to be rejected by the Senate if –

- (a) it is not passed by the Senate without amendment; or
- (b) it is passed by the Senate with any amendment which is not agreed to by the House of Assembly.

54. TEMPORARY LAWS

The precise duration of every temporary law or enactment shall be expressed in a distinct clause or subsection at the end of the bill or of that enactment.

55. WITHDRAWAL OF BILLS

A bill may be withdrawn by leave of the House, or of the Committee of the whole House as the case may be, either

- (a) before the commencement of Public Business;

or

- (b) when any stage of the bill is reached in the Order of Business, if before the Question is fully put, the mover so requests.

56. BILLS CONTAINING SUBSTANTIALLY THE SAME PROVISIONS

When once the second reading of any bill has been agreed to or negatived, no question shall be proposed during the same session for the second reading of any other bill containing substantially the same provisions. On an Order of the Day relating to such a bill being called, the Speaker shall direct that the bill be withdrawn.

57. PRIVATE AND HYBRID BILLS

1. A bill (not being a Government measure) which is intended to promote or benefit the interests of some particular person, association or corporate body is a Private Bill.

2. Every Private Bill shall contain a section saving the rights of Her Majesty the Queen, her heirs and successors, all bodies politic and corporate, and all others except such as are mentioned in the bill, and those claiming by, from or under them.

3. A Public Bill (whether introduced by a Member of the Government or by a Private Member) which affects the private interests of particular persons or corporate bodies as distinct from the private interests of all persons and bodies in the particular category to which those individuals belong is a Hybrid Bill.

4. 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,
 - (i) by advertising a statement of its general nature and objects before the first reading in the Official Gazette, and
 - (ii) by publication in a newspaper circulating in Barbados of a notice containing a statement of the objects of and reasons for the bill.

5. A petition shall be lodged with the Clerk and shall be read at the first ordinary sitting of the House after it is so lodged. Thereupon the Speaker shall put the question that the promoters be allowed to proceed.

6. Subject to paragraph 7 of this Standing Order, the promoters shall, within three months after leave to proceed has been granted, lodge with the Clerk

- (a) six copies of the bill;
- (b) a certificate under the hand of the Accountant General certifying that the sum of five hundred dollars to meet the expenses of printing, has been deposited with the Accountant General; and

- (c) a bond duly executed by two sufficient persons obliging them to pay on demand to the Clerk any excess over the deposited sum required for such expenses.

7. The Clerk shall cause the bill lodged with him to be printed, and at the first ordinary sitting of the House after printing is completed, the Speaker, if he is satisfied that the notices required by paragraph 4 have been given, shall put the question "That the bill be read a first time."

8. After its first reading, the bill shall stand upon the Order Paper for the second reading at the next ordinary sitting of the House, and the promoters may propose any amendments they think fit.

9. The Speaker shall report his opinion to the House, if he considers that the amendments are beyond the scope of the bill.

10. No Private Bill shall be read a second time until it has been published in the Official Gazette and a period of not less than fourteen days has elapsed after such publication.

11. Upon the day ordered for second reading the Speaker shall, unless the House otherwise orders, put the question, "That the Bill be read a second time."

12. Every Private or Hybrid Bill shall, after being read a second time, be referred to a Select Committee before which any party affected may, subject to paragraph 17 hereof, be heard upon petition, either in person or by Counsel.

13. Every Select Committee on a Private or Hybrid 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 relevant, and if the Committee finds that the said facts and allegations are not proved, it shall report accordingly. Thereafter, no further proceedings shall be taken with reference to the Bill unless the House decides otherwise.

14. If the Committee finds that the said facts and allegations have been proved, the Committee shall consider the several clauses of the bill, and may strike out clauses, add new clauses, and make any other necessary amendments.

15. The Committee shall not allow an amendment to be made to or a new clause to be inserted in a Private Bill where the proposed amendment or new clause is outside the terms of the notices published in the Official Gazette and newspaper.

16. No person other than a Member of the House may be heard in opposition to any Private or Hybrid Bill unless he has previously lodged with the Clerk a petition showing in full detail the nature of his objections to the bill, and praying that he may be heard in person or by his Counsel against the bill.

17. All petitions lodged under this Standing Order shall stand referred to the Select Committee on the bill and the Committee may hear any petitioner who appears on the face of his petition to have a valid objection to the bill.

18. The Committee in its report on the bill, may make such recommendations as it thinks fit. In respect of new clauses or other amendments, the Committee shall describe their purport in a special report to the House.

19. After any Private Bill is passed, rejected, dropped or abandoned, the Clerk of the House shall make out an account showing the expenses of printing, and shall transmit the account, signed by him, to the Accountant General who shall, if the amount of the account is less than five hundred dollars, transfer the amount of the account from the deposited sum of five hundred dollars to the general revenue of this Country, and pay the balance to the depositors, their executors or administrators.

20. If the account for the expenses of printing exceeds five hundred dollars, the Accountant General shall transfer the whole of the deposited sum to the credit of the general revenue of this Country and the balance shall be recovered from the promoters. If the promoters fail to pay the Accountant General the balance after being requested so to do, proceedings shall be taken to enforce payment of the balance.

COMMITTEES

58. JOINT SELECT COMMITTEES OF BOTH HOUSES

1. DEBATES COMMITTEE

Replaced On 26th February 1990 by the MANAGEMENT COMMISSION OF PARLIAMENT established under the Parliament (Administration) Act Cap. 10 of the Laws of Barbados.

2. LIBRARY COMMITTEE

1. At the commencement of every Session, a Joint Committee, to be designated the Library Committee, shall be appointed by the Senate and the House of Assembly. The Committee shall consist of Members of the Senate nominated by the Senate and Members of the House of Assembly nominated by the House of Assembly.

2. The Library Committee shall regulate all matters concerning the Library of Parliament.

3. OTHER JOINT COMMITTEES

1. The House may appoint Members of the House to sit with Members of the Senate as a Joint Select Committee.

2. The quorum of a Joint Select Committee shall be such as the Committee may decide. The Committee shall elect a Chairman from among its Members.

59. SESSIONAL SELECT COMMITTEES OF THE HOUSE

1. COMMITTEE OF PUBLIC ACCOUNTS

1. "There shall be a Committee of Public Accounts, for the examination of Accounts showing the appropriation of the sums granted by Parliament to meet the public expenditure, accounts of any entities in which government is a majority shareholder or holds a majority interest and of such other accounts laid before Parliament as the Committee may think fit, to consist of thirteen (13) members, from both Houses of Parliament of which seven (7) shall be from the House of Assembly, who shall be nominated at the commencement of every session, and of whom five (5) shall be a quorum."

2. The Leader of the Opposition shall be the Chairman of the Committee. In the absence of the Leader of the Opposition any member of the Committee other than a member who supports the Government may be appointed by the Committee to chair a meeting of the Committee.

3. The Committee shall report to both Houses of Parliament at least twice a year.

2. STANDING ORDERS COMMITTEE

There shall be a Standing Orders Committee which shall consist of the Speaker as Chairman, and nine Members who shall be nominated by the House at the commencement of every 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 of the House.

3. COMMITTEE OF PRIVILEGES

There shall be a Committee of Privileges which shall consist of the Speaker as Chairman and six Members who shall be nominated by the House at the commencement of every Session. Any matter which appears to affect the powers and privileges of the House shall be referred to this Committee by the House. The Committee shall consider such matters and report on them to the House.

4. OTHER SELECT COMMITTEES

1. A Select Committee may be appointed by the House to consider or inquire into and take evidence upon some matter and to report their opinion or observations thereon for the information of the House, or to consider a bill, or for any other purpose in which they can assist the House.

2. The Committee shall consist of such Members as may be directed by order of the House and, in the absence of such direction, shall consist of Members who shall be nominated by the Speaker.

3. Subject to these Standing Orders, a Select Committee shall have power to elect a Chairman from among its Members.

60. PROCEDURE OF SELECT COMMITTEES OF THE HOUSE

1. A Select Committee shall have power to 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 House.

2. A Select Committee may order any person

(a) to attend before it and give evidence, and

(b) to attend before it and produce any paper, book, record, or other document in the possession or under the control of such person.

3. The names of the Members present at each sitting shall be entered upon the Minutes of Proceedings of the Select Committee and upon the Minutes of evidence.

4. The Minutes of Proceedings shall record all divisions of the Committee, including the names of the proposers of the motions and the votes of the Members.

5. Unless the House otherwise directs, three Members, or if the number of the Select Committee does not exceed four, two Members shall be the quorum.

6. The Clerk shall draw the attention of the Chairman to the absence of a quorum and the Chairman shall thereupon either suspend the proceedings until a quorum is present or adjourn the Committee.

7. Except by leave of the House, no Select Committee shall sit while the House is sitting, but a Committee may sit when the House is adjourned or the sitting of the House is suspended.

8. If the Chairman is absent from a meeting, the Committee shall elect another Chairman whose tenure of office shall be for the day of his election.

9. The Speaker may nominate another Member of the House to take the place of a Member of the Committee whose seat has become vacant or who has resigned from the Committee. Every nomination under this Standing Order shall be announced to the House at its next meeting.

10. A Select Committee shall have the services of a Clerk and the right to the services of a Shorthand Writer.

11. When it is intended to examine a witness, the Member of the Committee requiring the witness, shall deliver to the Clerk of the Committee, at least seven days before the day appointed for his examination, a list containing the name, residence and occupation of the witness.

12. Any order to attend to give evidence or produce documents before a Committee, shall be notified to the person required to attend or to produce documents by a summons under the hand of the Clerk or the Chairman of the Committee.

13. The evidence of every witness, shall be taken down verbatim and read over to the witness. The witness may correct errors which are due to inaccurate recording of his evidence.

14. A Select Committee may not, without the consent of the House, delegate any of its functions or powers.

15. The first meeting of a Select Committee shall be held at such time and place as the Speaker shall appoint.

Subsequent meetings shall be held at such times and places as the committee may determine:

Provided that –

- (a) if the Committee fails to do so, the Chairman shall, in consultation with the Clerk, appoint such times and places; and
- (b) no Select Committee shall meet outside the precincts of the House unless power so to do has been given to that Committee by the House.

61. PREMATURE PUBLICATION OF EVIDENCE

The evidence taken before any Select Committee, and any document presented to a Select Committee shall not be published by any Member of the Committee, or by any other person, before the Committee has presented its report to the House.

62. REPORTS FROM SELECT COMMITTEES

1. A Select Committee shall have leave to make a Special Report relating to its powers, functions and proceedings on any matters which it may think fit to bring to the notice of the House.

2. A report or Special Report together with the Minutes of Proceedings of a Select Committee shall be

presented to the House 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, and a Member may, after due notice under these Standing Orders, move that the report be adopted.

3. A Report of a Select Committee may, on motion made, be referred by the House to a Committee of the whole House.

4. A bill reported from a Select Committee, together with a report on the bill, shall be ordered to lie upon the Table without question put. The report shall be ordered to be taken into consideration upon such day as the House may determine. On the order for consideration of the report being read, any Member may move that the report be adopted and, if that motion is agreed to, the bill shall be read a third time, either forthwith or upon such future day as the House may determine.

5. A Select Committee to which a bill has been committed shall report to the House not later than three months after the committal of the bill, provided that any period during which the House is in recess shall not be counted for this purpose.

6. Where a Select Committee does not report to the House in the period set out in paragraph 5 of this Standing Order the House may commit the bill to a Committee of the whole House and the Powers of the Select Committee in relation to that bill shall cease.

FINANCIAL PROVISIONS

63. PUBLIC MONEY

1. Except on the recommendation of the Cabinet, signified by a Minister, the House of Assembly shall not –

- (a) receive any bill or proceed upon any motion for leave to introduce a bill or proceed upon any bill (including any amendment to a bill) which, in the opinion of the person presiding, makes provision for imposing or increasing any tax, for imposing any charge on the Consolidated Fund or any other public fund or altering any such charge otherwise than by reducing it or for compounding or remitting any debt due to Barbados; or
- (b) proceed upon any bill (including any amendment to a bill) which, in the opinion of the person presiding, makes provision for the alleviation of taxation or for the repeal or reduction of any existing tax; or
- (c) proceed upon any motion or resolution (including any amendment to a motion or resolution) the effect of which, in the opinion of the person presiding, is that provision shall be made for any of the purposes aforesaid.

2. (a) The Minister responsible for finance shall, before the end of each financial year, cause to be prepared annual Estimates of Revenue and Expenditure for public services during the succeeding financial year, which shall be laid before the House of Assembly.
- (b) The Estimates of Expenditure shall show separately the sums required to meet Statutory Expenditure and the sums required to meet Other Expenditure proposed to be paid out of the Consolidated Fund.

64. PRESENTATION AND SECOND READING OF APPROPRIATION BILL

1. The Minister responsible for finance shall, in respect of each financial year, at the earliest convenient moment before the commencement of that financial year, introduce in the House of Assembly an Appropriation Bill containing, under appropriate Heads for the several services required, the estimated aggregate sums which are proposed to be expended (otherwise than by way of Statutory Expenditure) during that financial year. The details of proposed expenditure shall be contained in the Estimates which shall be presented at the same time.

2. After the motion for the second reading of the bill has been proposed and seconded, the debate thereon shall be confined to the general principles of Government policy and administration as indicated by the bill and Estimates.

3. Subject to Standing Orders Nos. 68 and 70, the sums voted on the Estimates by the House of Assembly in respect of a financial year, shall represent the limit and extent of the public expenditure for that financial year.

4. Where any sum is voted on the Estimates by the House of Assembly in respect of a financial year and at the end of that year there is an unexpended balance of that sum, the unexpended balance shall lapse.

5. Five days shall be allotted for debate on the Appropriation Bill and the Estimates, and the total debating time shall not exceed, on any of those five days, the maximum debating time allotted by Standing Order No. 6 for a day's sitting.

65. COMMITTEE OF SUPPLY

1. There shall be a Committee of the whole House to be called the Committee of Supply.

2. When the Appropriation Bill has been read a second time, it shall stand committed to the Committee of Supply to which the Estimates shall then also stand referred.

66. PROCEDURE IN COMMITTEE OF SUPPLY

1. The Estimates shall be debated before the clauses of the bill.

2. Upon consideration of the Estimates, the Clerk shall call the title of each Head of Expenditure in turn. The

Minister responsible for the Head shall propose the motion "That the sum of \$..... for Head stand part of the Schedule," and unless an amendment is proposed under the provisions of Paragraphs (3) or (5) of this Standing Order, a debate may take place on that motion.

3. Any Member may move an amendment to reduce by \$..... the sum to be allotted for any Head of Expenditure in respect of any sub-head or Item therein, but at least twenty-four hours' notice of such amendment shall be given.

4. When several such amendments are proposed to the same sub-head or item, the amendment seeking a reduction to the smallest sum shall be first proposed, and an amendment to omit the sub-head or item shall only be proposed after all motions for reduction have been disposed of.

5. No notice of motion for an increase in the sum allocated for any Head shall be given except by a Minister, and such motion shall only be made subject to the provisions of Standing Order No. 63(1).

6. When all amendments standing on the Notice Paper in respect of any particular Head of Expenditure have been disposed of, or, if no amendments have been proposed, when debate on the Head has ended, the Chairman shall put the question: "That the sum of \$..... for Head..... stand part of the Schedule," or "That the (increased) (reduced) sum of \$..... for Head..... stand part of the Schedule," as may be appropriate.

7. On the motion "That the sum of \$..... for Head..... stand part," the debate shall be confined to the

policy of the service for which the money is to be provided and not deal with the details of expenditure, but may refer to the details of revenue or funds for which that service is responsible.

8. A Member may speak for 15 minutes at any one time, provided that the time limit of the speech of the Minister when moving a Head of Expenditure, or replying to the debate on the Head, or of a Member when moving an amendment to reduce the sum to be allotted for any Head of Expenditure in respect of any sub-head or item thereof or replying to the debate on the amendment, shall not exceed 30 minutes.

9. On the last day of the allotted days, the Chairman shall, one hour before the scheduled end of the day's sitting, put every question necessary to dispose of the vote then under consideration, and shall then put the question with respect to each Head of the Estimates that the total amount of the votes outstanding in that Head be granted for the purposes set out under that Head. No debate or amendment shall be allowed.

67. THIRD READING OF APPROPRIATION BILL

1. When the Appropriation Bill and the Estimates have been passed by the Committee of Supply, the bill shall be reported forthwith to the House.

2. A motion for the third reading shall thereupon be made by a Minister and shall be decided without amendment or debate.

68. STATUTORY EXPENDITURE

That part of any Estimate of Expenditure laid before the House of Assembly, which shows Statutory Expenditure shall not be voted on by the House, and such expenditure shall, without further authority of Parliament, be paid out of the Consolidated Fund.

69. DEFINITIONS

In these Standing Orders –

- (a) “financial year” means any period of twelve months beginning on 1st April in any year or such other date as Parliament may prescribe; and
- (b) “Statutory Expenditure” means expenditure charged on the Consolidated Fund or on the general revenues and assets of Barbados by any provision of the Constitution or of any other law for the time being in force in Barbados.

70. SUPPLEMENTARY APPROPRIATION BILLS AND SUPPLEMENTARY ESTIMATES

1. The Minister responsible for finance may, from time to time, cause to be prepared, Supplementary Estimates of Expenditure which shall be laid before and voted on by the House of Assembly.

2. (a) Three hours shall be allotted for a debate on a Supplementary Estimate of Expenditure containing up to 12 items and an additional 15 minutes debate shall be allowed for every item over twelve items.
- (b) At the end of the period allotted for the debate, the Chairman shall forthwith put every question necessary to dispose of the votes then under consideration.
- (c) The provisions of Standing Order No. 66 (8) shall apply to debates on Supplementary Estimates.

3. In respect of all supplementary expenditure voted on by the House of Assembly in pursuance of paragraph (1), the Minister responsible for finance may, at any time before the end of the financial year, introduce into the House of Assembly a Supplementary Appropriation Bill containing, under appropriate Heads, the aggregate sums so voted, and shall, as soon as possible after the end of each financial year, introduce into the House of Assembly, a final Appropriation Bill containing any such sums as have not yet been included in any Appropriation Bill.

MISCELLANEOUS PROVISIONS

71. SUSPENSION OF STANDING ORDERS

A motion may be made at any sitting of the House by any Member to suspend any of these Standing Orders; but such a motion may be made only with leave of the Speaker who must not allow the motion, if it appears to him to be an abuse of the rules of the House or an infringement of the rights of a minority of the Members.

72. ABSENCE OF MEMBERS

1. Any member who is unable to attend a meeting of the House, shall acquaint the House as early as possible of his inability to attend.

2. If, without leave of the House, any Member shall be absent from sittings of the House continuously for not less than three calendar months, the seat of that Member shall be declared vacant.

3. Leave may be granted by the House to a Member for up to six months. An extension of leave may be granted by the House provided that any extension shall not be for longer than the original period of leave.

4. A Member who attends the House while he is on leave, shall forfeit the remainder of his leave.

73. RESIGNATION OF MEMBERS

Any person who has been elected a Member of the House of Assembly may, either before or after taking his seat, resign from the House by signing and addressing a letter to the Speaker stating that he wishes to resign from the House, and if the Speaker is satisfied of the authenticity of the letter purporting to come from that Member, he shall, upon the reading of the said letter in the House, direct that the receipt thereof be noted on the Order Paper; and at the following meeting, the matter shall be called as the first Order of the Day, when the Speaker shall direct the letter to be recorded in the Minutes, and upon this being done the seat of that Member shall be vacant.

74. CUSTODY OF MACE AND ITS RECORDS AND PAPERS

Upon the dissolution or expiration of Parliament, the Mace and the Records and Papers appertaining to the Mace shall remain in the custody of the retiring Speaker until a new Parliament has been summoned and a new Speaker elected, when they shall be in the custody of the new Speaker to whom they shall be delivered by the former Speaker.

75. EMPLOYMENT OF MEMBERS IN PROFESSIONAL CAPACITY

No Member of the House shall appear before the House 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.

76. PRIVILEGE

1. A motion directly concerning the privileges of the House shall take precedence of all other public business.
2. Any Member desiring to raise a matter under this Standing Order, shall first obtain leave of the Speaker who shall 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 Order, the Member may raise the matter at any time before public business is commenced and move that the matter be referred to the Committee of Privileges.
4. There shall be no debate on a motion under paragraph 3 hereof, but if the Speaker decides that a prima facie case has been made out, he shall rule accordingly and refer the matter to the Committee of Privileges.
5. If during a sitting of the House, a matter suddenly arises, which appears to involve the privileges of the House and which calls for the immediate intervention of the House, the proceedings may be interrupted, save during the progress of a division, by a motion based on such matter.
6. No Member moving a motion under this Standing Order may speak for more than 15 minutes.

77. STRANGERS

1. Strangers shall be admitted to debates of the House or to the precincts of the House under such rules as the Speaker may make for that purpose.

2. If at any sitting of the House or a Committee of the House, any Member shall move "That strangers do withdraw", and the motion is seconded, the Speaker, or in Committee the Chairman, shall put forthwith the question "That strangers do withdraw", without debate or amendment.

3. The Speaker may, whenever he thinks fit, order the withdrawal of strangers from any part of the House or its precincts.

4. Strangers must withdraw from the House and its precincts when called upon to do so by the Speaker or Chairman.

5. Strangers must be silent during debates and must at all times conduct themselves in a fit and proper manner.

78. PRESS

The Speaker may grant a general permission to the representative of any journal or broadcasting or television station to attend the sittings of the House under such rules as he may from time to time prescribe for that purpose. If the rules are contravened or if the journal or broadcasting or television station publishes a report of the proceedings of the House which is, in the opinion of the Speaker, unfair or inaccurate, permission may be revoked.

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