



REP UBLIC OF BOTSWANA

STANDING ORDERS

OF THE

National Assembly

of

Botswana

(As adopted by the Assembly on the 5th October, 1966 and including amendments made on the 16th March, 1967; 8th January, 27th March and 10th December, 1968; 8th March, 1971; 20th March, 1973; 22nd February, 28th March, 17th July, 1978; 23rd March, 16th August, 1979; March, 1984, 20th August, 1991, 13th August, 1998, 22nd July, 2010 and 15th April, 2011, August 2013 and August 2014; 6th December, 2017.)

Standing Orders

THE NATIONAL ASSEMBLY PRAYER

ALMIGHTY GOD, FROM WHOM ALONE COMETH ALL COUNSEL, WISDOM AND UNDERSTANDING; WE THINE UNWORTHY SERVANTS, HERE GATHERED TOGETHER IN THY NAME, DO MOST HUMBLY BESEECH THEE TO SEND DOWN THY HEAVENLY WISDOM FROM ABOVE, TO DIRECT AND GUIDE US IN ALL OUR CONSULTATIONS; AND GRANT THAT WE HAVING THY FEAR ALWAYS BEFORE OUR EYES, AND LAYING ASIDE ALL PRIVATE INTERESTS, PREJUDICES AND PARTIAL AFFECTIONS, THE RESULT OF ALL OUR COUNSELS MAY BE TO THE GLORY OF THY BLESSED NAME, THE MAINTENANCE OF TRUE RELIGION AND JUSTICE, THE PEACE AND TRANQUILITY OF THE REPUBLIC, AND THE UNITING AND KNITTING TOGETHER OF ALL PERSONS AND ESTATES, WITHIN THE SAME IN TRUE LOVE AND CHARITY, ONE TOWARDS ANOTHER, THROUGH JESUS CHRIST OUR LORD, AMEN.

KOBAMELO MODIMO YA PALAMENTE YA BOTSWANA

MODIMO MOTHATA YOTLHE, WENA O LENG ESI MOABI WABOTLHALE LE KITSO, RONA BATLHANKA BA GAGO BA RE KOPANENG HANO KA NTLHA YA LEINA LA GAGO, RE NEELE GOMPIENO BOTLHALE JA GAGO JA SELEGODIMO, GO RE KAELA MO DITHERISANONG TSOTLHE TSA RONA, O BO O RE NEELE GAPE, POIFO YA LEINA LA GAGO, LE GO KGAPHELA KWA THOKO DIKGATLHEGO TSOTLHE TSA RONA, GORE MERERO LE DIKGAKOLOLO TSA RONA, DI ISE KGALALELONG YA INA LA GAGO, TSHIAMO, KAGISO LE THITIBALO MO HATSHENG LENO LA RONA, GO ISA POPAGANONG YA SETSHABA SA RONA, KA NTLHA YALEINA LA GAJESU KERESETE MORENA LE MMOLOKI WA RONA, AMEN.

TABLE OF CONTENTS

PART I

INTRODUCTION

STANDING ORDER	PAGE NO.
1. Purpose	10
2. Interpretation	10
3. Definitions	11-12
4. Election of Speaker and Deputy Speaker	12-14
5. Role of Speaker	14-15
6. Endorsement of the Appointment of the Vice President	15
7. Recognition of Parties	15
8. Leader of the House	16
9. Leader of the Opposition	16-17
10. Party Whips	18-19
11. Duties of the Clerk	19-20
12. Sergeant-At-Arms	20
13. Parliamentary Counsel	21
13(A) Father/Mother of the House	21
14. Seating	22
15. Language	22
16. Absence of Members	22
17. Quorum	22-23
18. President May Address Assembly	23
18. (A) Dignitaries	23
18. (B) Speaker and Leader of the House Security Personnel	23
19. Aide de-Camp	23
20. President on Front Bench	24
21. President's Address from Speaker's Chair	24
22. Opening Proceedings at First Sitting of Session	24
23. Allotment of Time for the Debate of Motion in Response to the President's Address	24

PART II

SESSIONAL ARRANGEMENTS OF THE ASSEMBLY

24. Meetings	25
25. Days of Sittings	25
26. Hours of Sittings	26-27
27. Variation of Sitting Hours	27
28. Conclusion of Meeting	28
29. Proceedings to Lapse at End of Session	28

PART III

Standing Orders

BUSINESS OF THE ASSEMBLY

30. Daily Routine of Business	29
31. Arrangement of Public Business	29-30
32. Signification of President's Recommendation	31
33. Presentation of Papers	31
34. Receipt of resolutions from the <i>Ntlo ya Dikgosi</i>	31
35. Presentation of Petitions	32
36. Nature of Questions	32
37. Notice of Questions	32
38. Contents of Questions	33-34
39. Numbering of Questions	34
40. Manner of asking and answering Questions	34-36
40 (A) Ministers question time	36
40 (B) Leader of the House's Question Time	36
41. Statements by Ministers	36-37
42. Matters of Privilege	37
43. Personal Explanations	38

PART IV

MOTIONS

44. Notice of Motions and Amendments	38
45. Manner of Giving Notice of Motions and Amendments	38-39
46. Manner of Debating Motions	39
47. Amendments to Motions	39-40
48. Withdrawal of Motions and Amendments	40
49. Motions of Adjournment of the Assembly and the Raising of Matters Thereon	41-42
50. Motions for the Adjournment Definite Matter of Urgent Public Importance	42

PART V

RULES OF DEBATE

51. Time and Manner of Speaking	42-44
52. Occasions when a member may speak more than Once	44
53. Interruption	45
54. Adjournment of Debate	46
55. Closure of Debate (at the Instance of Member)	46-47
56. Closure of Debate (at the Instance of the Speaker)	47
57. Contents of Speeches	47-48
58. Behaviour of Members in the House	48

PART VI

RULES OF ORDER

59. Decision of Chair Final	49
60. Order in the Assembly	49-50

PART VII

VOTING

61. Collection of Voices	50
62. Speaker to Order Division in Certain Circumstances	51
63. Divisions	51

PART VIII

COMMITTEE OF THE WHOLE ASSEMBLY

64. The Speaker to Leave Chair	51
65. Limits on Consideration of Matters by Committee	52
66. Members May Speak More Than Once	52
67. Disorder in Committee	52
68. Records of Proceedings in Committee	52
69. Procedure in Committee	52

PART IX

PROCEDURE ON BILL

70. Form of Bills	52-53
71. Presentation, First Reading and Publication of Bills	53-54
72. Appointment of Days for Stages of Bills	54-55
73. Corrections to Bills	55
74. Second Reading	55
75. Committal of Bills	55-56
76. Functions of Committees on Bills	56
77. Amendments to Bills	56-57
78. Procedure in Committee of the Whole Assembly Upon a Bill	57-58
79. Procedure on Reporting of Bill from Committee of the Whole Assembly	58-59
80. Proceedings on Recommittal of Bill Reported from Committee of the Whole Assembly	59-60
81. Procedure in Select Committee on a Bill	60
82. Procedure on Reporting of Bill from Select Committee	60

Standing Orders

83. Proceedings on Recommittal of Bill Reported from Select Committee	61
84. Third Reading and Passing of Bills	61
85. Withdrawal of Bills	61

PART X

FINANCIAL PROCEDURE

86. Presentation and Second Reading of Appropriation Bill	61-62
87. The Committee of Supply	62
88. Allotment of Time in Committee of Supply	62
89. Procedure in Committee of Supply	62-65
90. Amendments to Organisations of Estimates in Committee of Supply	65-66
91. Third Reading of Appropriation Bill	67
92. Special Estimates	67
93. Supplementary Financial Provision	67
94. Supplementary Appropriation Bills	68
95. National Development Plan	68
96. Sectoral Discussion	68
97. Amendment to National Development Plan	68

PART XI

COMMITTEES

98. Classification, Appointment and Functions of Committees	69-71
99. Selection of Members of Committees	71
100. Constitution of Select Committees	72

STANDING COMMITTEES

101. Committee of Selection	72
102. Business Advisory Committee	72-73
103. Committee of Members' Rights, Interests and Privileges	73
104. Committee of the National Assembly Staff	73-74
105. Public Accounts Committee	74-75
106. Finance and Estimates Committee	75
107. Standing Orders and Reforms Committee	76-77
108. Parliamentary Caucus on Women	77
109. Committee of Chairpersons of Parliamentary Committees	77-78
109. (A) Committee on Subsidiary Legislation	78
110. Committee on Statutory Bodies and State Enterprises	79-80

PORTFOLIO COMMITTEES

111. Committee on Wildlife, Tourism, Natural Resources and Climate Change	80-81
112. Committee on Agriculture, Lands and Housing	81-82
113. Committee on Foreign Affairs, Justice, Defence and Security	82-83
114. Committee on Governance and Oversight	83-84
115. Committee on the Public Service and Its Management	84
116. Committee on Local Governance and Social Welfare	85
117. Committee on Labour and Home Affairs	86
117. (A) Committee on Health and HIV/AIDS	86-87
117. (B) Committee on Communications, Works, Transport, Technology and ICT	87-88
117. (C) Committee on Education and Skills Development	88-89
117. (D) Committee on Youth, Sport, Arts and Culture	89-90
117. (E) Committee on Finance, Trade and Economic Development	90-91
117. (F) The General Assembly	91-92
117. (G) Committee on Government Assurances	92-93

COMMITTEE PROCEDURE

118. Sitting of Select Committee	93
119. Convening of First Meeting	93
120. Election of Chairperson	93-94
121. Quorum	94
122. Procedure on Adjournment <i>Sine Die</i>	94
123. Procedure in Select Committees	94-96
124. Examination of Witnesses by Select Committee	96
125. Premature Publication of Evidence	96

PART XII

MISCELLANEOUS MATTERS

126. Employment of Members in Professional Capacity	96
127. Admission of Press and Public	96
128. Use of Electronic Equipment in the House and Committees	96-97
129. Withdrawal of Strangers	97
130. Suspension of Standing Orders	98
131. Procedure in Case of Doubt	98
132. Specially elected Members of Parliament	98

SCHEDULE

FORM OF PETITION TO THE NATIONAL ASSEMBLY	99
Schedule 2 – Consent of candidate	100
INDEX	101-115

PART I

INTRODUCTORY

1. PURPOSE

These Standing Orders contain rules for the conduct of proceedings in the House and for the exercise of the Powers possessed by the House. They are not intended to diminish or restrict the House's rights, privileges, immunities and powers.

2. INTERPRETATION

21 The Speaker (or any Member presiding) is responsible for ruling whenever any question arises as to the interpretation or application of a Standing Order and for deciding cases not otherwise provided for.

21.1 The ruling of the Speaker under this Standing Order shall be final.

22 The Speaker shall, when acting under the provisions of Standing Order 2.1, be guided by previous Speaker's rulings provided that such rulings have been approved by the Business Advisory Committee and the approved rulings have been endorsed by the House.

22.1 The Speaker shall not participate in the deliberations of the Business Advisory Committee when that Committee is considering rulings under Standing Order 2.2.

22.2 The Members of the Business Advisory Committee acting under Standing Order 2.2 shall elect a Chairperson from among themselves.

22.3 Notwithstanding Standing Order 123.5, the Chairperson elected for the purposes of Standing Order 2.2 shall vote.

23 In the exercise of its functions in terms of the immediately preceding paragraph, the Business Advisory Committee shall meet at least once following every meeting of the National Assembly for the purpose of reviewing Speakers' rulings from the previous meeting and shall submit those rulings which it approves as future precedent to the House for its endorsement in the following meeting of the House.

3. DEFINITIONS

In these Standing Orders, unless the context otherwise requires —

- “Bar of the House” means such area within the precincts of Parliament as the Speaker may prescribe and for purposes set out in Standing Order 12.3 (Sergeant-At-Arms);
- “Chairperson” in the case of a Committee of the whole Assembly means the Speaker acting as Chairperson in terms of Standing Order No.64 (Speaker to Leave Chair), and in the case of a Select Committee means the Member appointed as, or for the time being performing the functions of, the Chairperson thereof;
- “Clear day” means a working day;
- “Clerk” means the Clerk, the Deputy Clerk and any other National Assembly officer/s authorised by the Clerk to perform any of the functions or exercise any of the powers of the Clerk under these Standing Orders;
- “Government business” means proceedings on motions of which notice has been given by, and on Bills in charge of Ministers or Assistant Ministers;
- “Leader of the Opposition” means a Member elected by the Members of the party which is recognised as the majority opposition party and designated as such by the Speaker in accordance with section 2 of the National Assembly (Salaries and Allowances) Act, following notification of such election to the Speaker;
- “Leader of the House” means a Minister designated as such by the President for the arrangement of government business in the House;
- “Mace” means a ceremonial staff used in Parliament to symbolise the authority of a Presiding Office overseeing the legislature;
- “Meeting” means any sitting or sittings of the Assembly commencing when the Assembly first sits after being notified of the commencement of a meeting and terminating when the Assembly is adjourned *sine die* or at the conclusion of a session;
- “Member” means an elected and specially elected Member of Parliament and President;
- “Minister” means Minister of the Government and includes the President and the Vice President;
- “Order of the day” means an item of the business which has been set down for consideration by the House;
- “Private Member” means any Member of the Assembly other than a Minister or an Assistant Minister;

Standing Orders

- “Private Members’ Business” means proceedings on motions (other than motions for leave to introduce a Bill) of which notice has been given by, and on Bills in charge of Private Members;
- “Secretary of the Committee” means the Clerk of the House or an officer of the National Assembly appointed by the Clerk to be Secretary of a Committee;
- “Session” means a period commencing when the Assembly first meets after a general election or prorogation and ending when the Assembly is next thereafter prorogued or dissolved without having been prorogued;
- “Sergeant-at-Arms” means a senior officer entrusted with the security of the House, precincts of parliament and Members’ residences;
- “Sitting” means a period during which the Assembly is sitting continuously without adjournment and includes any period during which the Assembly is in Committee;
- “Speaker” means Speaker of the National Assembly and includes any Member presiding for the time being in the Assembly in terms of section 72 of the Constitution;
- “Whip” means a Member of Parliament who is an administrative officer to his or her parliamentary party.

4. ELECTION OF SPEAKER AND DEPUTY SPEAKER

- 41** Whenever it is necessary for the Assembly to elect a person to be Speaker, whether after a General Election or when a vacancy in the Office of the Speaker has occurred in any other way, the Assembly shall proceed immediately to such election (and no other business shall be transacted by the House until the election of the new Speaker).
- 42** The House shall, as soon as a quorum of the House is present, proceed to elect a Speaker and, until the Speaker is elected, the Clerk shall act as presiding officer.
- 43** The election of the Speaker shall be by secret ballot.
- 44** The names of candidates for election to the office of Speaker shall be entered upon nomination papers obtained from, and handed to, the Clerk at least twenty-four hours before the time appointed at which the House is to meet to elect the Speaker, and shall be accompanied in each case by the signatures of five Members who support the candidate and a declaration by the candidate that he or she is willing to serve, if elected.

- 45** The Clerk shall—
- (a) prepare, prior to the meeting of the House, ballot papers upon which shall be shown the names of all candidates validly nominated under paragraph (4) of this Standing Order; and
 - (b) at the commencement of the ballot, announce the names of the candidates validly nominated, and cause their names to be visibly displayed in the full view of the Members for the duration of the conduct of the ballot.
- 46** The Clerk shall call upon the members in alphabetical order to cast their vote, whereupon each member shall in turn collect from the Clerk not more than one ballot paper, and proceed to the electoral booth placed in the house, and shall therein mark his or her ballot paper by placing a tick (and no other writing or signature) in the space opposite the name of the candidate for whom he or she wishes to vote, and thereafter shall proceed from the electoral booth and cast his or her ballot paper in the ballot box.
- 47** The Clerk shall, at the commencement of each ballot, cause the ballot box to be unlocked, emptied and displayed to the House and shall then, lock the ballot box, which shall thereafter, until the conclusion of the ballot, be kept in the full view of the House.
- 48** When it appears to the Clerk that all Members who are present and who wish to vote have placed their ballot papers in the ballot box, the Clerk shall unlock the ballot box, examine the ballot papers cast, having rejected those unmarked or marked otherwise than as prescribed in paragraph (6) of this Standing Order, report the result of the ballot, and no Member who has not already rendered his or her vote shall be allowed to do so after the Clerk has unlocked the ballot box.
- 49** Where there is a tie between two or more nominees, a second ballot shall be held and after the second ballot, if there is still a tie, the House shall adjourn for one hour to allow Members to lobby.
- 410** A person shall not be elected Speaker, unless he or she is supported by a simple majority vote.
- 411** A candidate may, by written notice to the Clerk, withdraw his

Standing Orders

or her name before a ballot is started, and in the event of such withdrawal, the Clerk shall cross the name of that candidate off any ballot papers issued for that or any subsequent ballot.

- 4.12** Notwithstanding anything to the contrary contained in this Standing Order, if there is only one candidate who has been duly nominated, that candidate shall be declared forthwith to have been elected Speaker, without any ballot or vote being required.
- 4.13** The Speaker, before assuming the duties of his or her office, and every Member of the National Assembly before taking his or her seat therein, shall take and subscribe before the Assembly the oath of allegiance.
- 4.14** The process for electing the Speaker shall apply when electing the Deputy Speaker, save that the Speaker shall preside over such election.
- 4.15** No Member who is the Leader of a party or who holds office as a Whip may be elected as Deputy Speaker.

5. ROLE OF SPEAKER

- 5.1** The role of the Speaker shall be as follows:-
- (a) to serve as head of the National Assembly, and he or she shall safeguard and maintain the independence and authority of the National Assembly;
 - (b) to preside, with complete impartiality, over parliamentary debates, and he or she shall protect the freedom of speech and debate in the National Assembly and its Committees;
 - (c) to protect the right of all Members of Parliament including the minority and be the guardian of the privileges of the National Assembly;
 - (d) to perform the duties of spokesperson of the National Assembly in its relations with other organs of Government and with outside institutions and persons;
 - (e) to represent the National Assembly in conferences, seminars and workshops as leader of delegations. In such representation, the Speaker shall be accountable to the National Assembly and to all its Members;
 - (f) be responsible for the administration of Parliament and for ensuring that the staff provides Parliament and its Members with quality service;
 - (g) to develop Parliament through reform and transformative

Standing OrderS

changes in order to enable Parliament to play its institutional role by promoting the principle of checks and balances;

- (h) to advance the cause of the interests and welfare of Members of Parliament and the staff of Parliament;
- (i) to chair All-Party Caucus meetings and or briefings.

52 The National Assembly shall be presided over by:

- (a) the Speaker;
- (b) in the absence of the Speaker, the Deputy Speaker; or
- (c) in the absence of the Speaker and the Deputy Speaker, such Member of the Assembly (not being the President or Vice-President or a Minister or Assistant Minister) as the Assembly may elect for that sitting.

6. ENDORSEMENT OF THE APPOINTMENT OF THE VICE PRESIDENT

61 Subject to the provisions of section 39 (1) of the Constitution, the National Assembly shall endorse the appointment of the Vice President by each elected member of the National Assembly voting by secret ballot. The process of voting contained in the provisions of standing Orders 4.5 and 4.6, shall apply mutatis mutandis in the secret ballot voting for the endorsement of the appointment of the Vice President, save that the Speaker shall preside over such vote.

7. RECOGNITION OF PARTIES

71 A party that holds majority seats in the House shall be recognized as the “ruling party”.

72 A party with majority seats in the opposition shall be recognized as the “official opposition party”.

73 Any Member who crosses the floor or changes his or her political allegiance shall inform the Speaker in writing as to which party he or she belongs. The Speaker shall announce such information to the House and recognize the political party to which the Member belongs.

74 A coalition between parties must be notified to the Speaker.

Standing Orders

8. LEADER OF THE HOUSE

8.1 There shall be a Leader of the House, who shall be the primary link between the Executive and the Legislature.

8.2 Without derogating from the generality of the foregoing, the duties of the Leader of the House shall include:

- (i) the selection of public bills and/or policies to be presented before Parliament;
- (ii) the arrangement of Government business in the House and to this end, he or she shall be a Member of the Business Advisory Committee;
- (iv) the moving of procedural motions relating to the business of the House;
- (v) response, on behalf of the President, to the debate upon the State of the Nation Address where instructed to do so by the President and shall be allotted more time than ordinary Members;
- (vi) the communication to, and with, the Speaker of the proposed dates of prorogation and/or dissolution of the House as determined by the President; and
- (vii) chairing All Party Caucus meetings and/or briefings associated with and/or directed to the despatch of Government business or any aspect thereof.

8.3 By virtue of his or her office, the Leader of the House shall be a member of the Business Advisory Committee.

8.4 In the event of the absence, illness or other nonavailability of the Leader of the House, the President shall designate in writing another Minister to discharge the duties of the former.

9. LEADER OF THE OPPOSITION

9.1 There shall be a Leader of the Opposition, who shall be the official spokesperson of the majority opposition party in the House.

9.2 By virtue of his or her office, the Leader of the Opposition shall be a Member of the following Parliamentary committees:

- (i) Committee of Selection;
- (ii) Business Advisory Committee.

9.2.1 The Leader of the Opposition shall also serve as:

- (i) 2nd Vice President of the Commonwealth Parliamentary Association (Botswana Branch);
- (ii) an Executive Member of the Southern African Development

Standing OrderS

- (iii) Community (SADC) Parliamentary Forum;
- (iv) an Executive Member of the Inter- Parliamentary Union Committee in Botswana.

- 93** The Leader of the Opposition shall:
- 9.3.1** be the principal spokesperson for the majority opposition party in the Assembly or where there is a coalition he or she shall be the spokesperson for the coalition;
 - 9.3.2** have the right to make official statements in the Assembly on important national and international issues on behalf of the majority opposition;
 - 9.3.3** be allotted longer speaking times than ordinary Members during debates on the State of the Nation Address, Budget Speech or any other major Government Policy Statement;
 - 9.3.4** be the first to respond to the State of the Nation Address Budget Speech or any other major Government Policy statement and shall be allowed to read his or her speech if he or she so desires;
 - 9.3.4(A)** Notwithstanding the provisions of Standing Order 9.3.4, the time allotted to the Leader of the Opposition shall be less than the time allotted to the presenter of the State of the Nation Address, the Budget Speech or other major Government Policy, or the time allotted to the Leader of the House under the Standing Order.
 - 9.3.5** Minority opposition parties shall each appoint one of their own to be their leader in the House and notify the Speaker.
- 94** Each leader of a minority party shall be allotted longer speaking time than ordinary Members (but lesser time than that allotted to the Leader of the Opposition) during response to the State of the Nation Address, Budget Speech or any other major Government Policy Statement.
- 95** The Leader of the Opposition shall, in the event of his or her absence, illness or other nonavailability, designate an opposition Member to act in his or her position and such designation shall be notified to the Speaker in writing.

Standing Orders

10. PARTY WHIPS

- 10.1** There shall be —
- 10.1.1** Whip elected by Members of the party with the majority seats in Parliament, who shall be called the Government Whip;
 - 10.1.2** A Whip elected by Members of the majority opposition party in Parliament, who shall be called the Opposition Whip;
 - 10.1.3** Party Whips elected by Members of each minority opposition party represented in Parliament.
- 10.2** The term of office of a Whip shall be the life of Parliament, unless earlier terminated by the person so elected or the Members of parties who elected him or her.
- 10.3** The functions of the Whips shall include (but not be limited to):
- (i) ensuring the attendance of Members of their party at all sittings of the House, (unless such Members have been excused from attendance) and the maintenance of a quorum for the entire duration of a sitting of the House;
 - (ii) acquaint themselves with the special aptitudes, potentialities and interests of the Members of their party in order to, inter alia:
 - (a) suggest names of their party Members for selection to Parliamentary Committees;
 - (b) submit to the Speaker names of Members to speak on a designated subject in the interests of quality and/or specialised debate;
 - (iii) liaison with the Speaker's office with respect to the arrangement of the business of the House and, to this end, will be Members of the Business Advisory Committee;
 - (iv) informing their party Members about the arrangement of the business of the House, including procedural motions;

Standing OrderS

- (v) lobbying Members for optimal use of time in the Assembly;
- (vi) proposing, to the Speaker where necessary, the inclusion of their Members on official parliamentary delegations on trips in and outside the country. In this regard, the Speaker's decision shall be final.

11. DUTIES OF THE CLERK

- 11.1** The Clerk shall be responsible for keeping minutes of all the proceedings of the Assembly and of Committees of the whole Assembly. The minutes of proceedings shall include in respect of every sitting of the Assembly the names of Members not attending, all decisions taken, and details of every division held.
- 11.2** At the end of any day on which proceedings take place the Clerk shall sign the minutes of the proceedings of that day and shall then circulate copies to Members before the commencement of the next sitting.
- 11.3** The Clerk shall be responsible for preparing an Order Book showing all future business of which notice has been given.
 - 11.3.1** The Order Book referred to under Standing Order 11.3 shall be open to inspection by Members at all reasonable hours.
- 11.4** The Clerk shall be responsible for preparing for each sitting –
 - (a) an Order Paper showing the questions, public business and matters to be raised under the provisions of paragraph (5) of Standing Order No. 49 (Motions for Adjournment of the Assembly and the Raising of Matters Thereon), for that sitting; and
 - (b) a Notice Paper recording all notices entered in the Order Book and not previously included in any Notice Paper.
- 11.5** The Clerk shall be responsible for the custody of the minutes of proceedings and of the bills, papers, accounts and other documents laid before the Assembly, which shall be open to inspection by Members of the Assembly and other persons under arrangements approved by the Speaker.

Standing Orders

- 11.6 The Clerk shall be responsible for providing every Select Committee of the Assembly with a clerk.
- 11.7 The Clerk shall perform the further duties laid upon him or her in these Orders, and all other duties in the service of the Assembly ordered by the Assembly or directed by Speaker.
- 11.8 The Clerk, acting under the direction of the Speaker, shall be responsible for the production of an official report of all proceedings made in the Assembly.
- 11.9 In the event that a question arises as to the correctness of a record of the proceedings of the Assembly, the record prepared by the Clerk shall prevail.

12. SERGEANT-AT-ARMS

12.1 The duties of the Sergeant-At-Arms shall include;

- 12.11** attending the Speaker on the latter's entry into, and departure from, the House as well as the carrying and/or placement of the Mace;
- 12.12** regulation and control of the admission of visitors and strangers to the galleries of the House and their proper and orderly conduct;
- 12.13** the personal safety and security of Members, officers, on Parliamentary precincts and, to this end, shall exercise supervision and direction of all security personnel in Parliamentary precincts;
- 12.14** the suppression of contumacious, disorderly and disrespectful conduct in the House, including;
 - (i) bringing to the Bar of the House Members to be reprimanded, or otherwise dealt with, by the Speaker;
 - (ii) taking into his or her custody strangers who are irregularly admitted into the House or, have misconducted themselves in the House; and, on the instruction of the Speaker, effecting the removal of both Members and strangers who have been ordered to withdraw;
 - (iii) during sittings of the House, ensuring the observance of proper decorum by Members.

13. PARLIAMENTARY COUNSEL

131 The Parliamentary Counsel shall:-

- (i) whilst in the House, be seated to the left of the Speaker's chair; and
- (ii) whilst in the House, be addressed as "Learned Parliamentary Counsel".

132 The functions and duties of the Parliamentary Counsel shall include:

- (i) the rendering of legal advice, either on his or her own motion or upon the request of the Speaker or a Member on any legal issue, whether substantive or procedural, that might arise in the course of any proceeding of the House or any committee thereof;
- (ii) subject to the direction of the Speaker, ensuring that the proceedings of the House, and committees thereof, are conducted in accordance with the law and these Standing Orders;
- (iii) acting as secretary to the following Parliamentary Committees;
 - (a) Business Advisory Committee;
 - (b) Committee on Statutory Bodies;
 - (c) Committee on Members' Rights, Interests and Privileges.
- (iv) Providing legal advice and assistance to Members with respect to the business of the House.
- (v) assisting Members with respect to the drafting of Private Members Bills and proposed amendments to Government Bills.

13 (A) FATHER/MOTHER OF THE HOUSE

13 (A).1 There shall be a Father/Mother of the House, who shall be the longest serving member of the House of Parliament.

13 (A).2 The Father/Mother of the House shall be accorded by the Speaker, precedence of order and rank in the proceedings, and the ceremonies of the House and the National Assembly, and upon invitation by the Speaker may execute protocol and ceremonial function, the rendering of ceremonial and valedictory remarks, as well as general guidance to the House on matters of practice, procedure, and the traditions of the House.

Standing Orders

14. SEATING

- 14.1** Every Member shall have a seat reserved for him or her by the Clerk. The seats shall be arranged in such a manner as may be decided by the Speaker, after consultation with the leaders of the parties represented in the Assembly.

15. LANGUAGE

- 15.1** Subject to the provisions of this order, the debate of the National Assembly may be conducted in either English or Setswana.
- 15.2** A Member making a speech or contributing in one language shall make the whole speech or contribution in that language.
- 15.3** Every petition shall be in either English or Setswana.

16. ABSENCE OF MEMBERS

- 16.1** Any Member who is unable to attend a meeting of the Assembly shall acquaint the Clerk as early as possible of his or her inability to attend.
- 16.2** For the purposes of section 68 (1) (b) of the Constitution it is hereby prescribed that the seat of any Member shall become vacant if, without the leave of the Speaker obtained in writing before the end of the last of the meetings referred to in this paragraph, that Member is absent from the Assembly for two consecutive meetings occurring during the same session.

17. QUORUM

- 17.1** The quorum required to constitute the sitting of the House shall be one-third of the Membership of the House.
- 17.2** If the attention of the Speaker is drawn to the fact that a quorum is not present he or she shall direct that Members be summoned. If after fifteen minutes have expired he or she is satisfied that a quorum is not present he or she shall adjourn the Assembly without question put and the Assembly shall then stand adjourned in accordance with Standing Order No. 25 (Days of Sitting).
- 17.3** If the attention of the Chairperson in the Committee of the whole Assembly is drawn to the fact that a quorum is not present the Chairperson shall leave the Chair and the Assembly shall resume whereupon the Chairperson shall act as provided under Standing Order 17.2.

Standing OrderS

17.3 A. If before the expiry of fifteen minutes a quorum is present the Assembly shall resolve itself into a Committee.

17.4 If from the number of Members taking part in a division, including those who abstained from voting, it appears that there is no quorum, the division shall be invalid, the question on which it was held shall stand over until the next sitting, the procedure prescribed in paragraphs (16.2) of this Order shall be followed.

17.5 For the purposes of a division, the quorum shall be one-third of the Members.

18. PRESIDENT MAY ADDRESS ASSEMBLY

18.1 There shall be a State Chair for the President in the Chamber.

18.2 The President may address the Assembly from the State Chair at any time.

18.3 The President while occupying the State Chair shall not otherwise participate in the proceedings of the House in any way.

18 (A) DIGNITARIES

18 (A) 1. The Speaker may, in consultation with the Business Advisory Committee allow a visiting Head of State or such other dignitary, to address the House.

18 (A) 2. The dignitary or Head of State under Standing Order 18(A) 1 may be accompanied in the Chamber by an Aide-De-Camp.

18 (B) SPEAKERS AND LEADER OF THE HOUSE SECURITY PERSONNEL

18 (B) 1 The Speaker and the Leader of the House may be accompanied in the Chamber by the Security Personnel.

19. AIDE DE-CAMP

19.1 The President may be accompanied in the Chamber by an Aide de-Camp.

Standing Orders

20. PRESIDENT ON FRONT BENCH

- 20.1** The President may at any time, if he so wishes, occupy the front government bench and while on that bench —
- (a) may participate in the proceedings of the House in the same manner as any other Member; and
 - (b) shall be subject to and comply with all rules of debate and Standing Orders of the National Assembly.

21. PRESIDENTS'S ADDRESS FROM SPEAKER'S CHAIR

- 21.1** The President may, on ceremonial occasions, address the House from the Speaker's Chair.

22. OPENING PROCEEDINGS AT FIRST SITTING OF SESSION

- 22.1** At the first sitting of a session the Clerk shall first read the Proclamation appointing the time for opening of the session and the place where it is to be held.

- 22.2** Members who have not yet taken or subscribed the oath or affirmation of allegiance shall then do so, and the Assembly shall then proceed (in the case of the first session of a new Assembly or if otherwise necessary) to the election of a Speaker, in accordance with Standing Order No. 4 (Election of Speaker and Deputy Speaker).

- 22.3** After prayers, the Speaker shall inform the Assembly whether or not the President proposes to address the Assembly. If the President does so propose, the Speaker shall suspend the sitting until the time appointed for that address.

- 22.4** On any day during the same meeting a Minister may move, after giving one clear day's notice thereof, that a response be given to the President's speech. Any such motion shall be in the following terms — "We, the National Assembly of Botswana here assembled, respond to the President's Speech"; and amendments may be moved thereto only by way of adding words at the end of the motion.

23. ALLOTMENT OF TIME FOR THE DEBATE OF MOTION IN RESPONSE TO THE PRESIDENT'S ADDRESS

- 23.1** The Speaker shall, in consultation with the Leader of the House and the Leader of the Opposition allot time for the debate on a Motion in response to the President's Address. The days for such debate shall not exceed fifteen (15) days.

- 23.2** The name of the President shall not be used disrespectfully during the debate.

PART II

SESSIONAL ARRANGEMENTS OF THE ASSEMBLY

24. MEETINGS

24.1 Meeting of the Assembly other than the first meeting of any session shall, subject to the provisions of section 93 (1) of the Constitution, begin and end at such times as the Speaker, after consultation with the Business Advisory Committee, may determine. Written or telegraphic notice of all meetings shall be given by the Clerk to Members and such notice shall be dispatched at least 14 days before the day of the meeting if practicable, but if not practicable, the longest possible notice shall be given.

24.2 In determining the duration of a meeting of the Assembly, the Speaker and the Business Advisory Committee shall be guided by a fair and reasonable estimate of the time required for the conclusion of all business before the Assembly, including Private Members' business and the adoption of Committee Reports.

25. DAYS OF SITTINGS

25.1 During the course of a meeting unless it has been previously decided otherwise on a motion moved under paragraph (2) of this Order, the Assembly shall sit on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, but shall not sit on public holidays.

25.2 A Minister may, without notice, at the time appointed in Standing Order No. 30 (Daily Routine of Business) or at any convenient time after the commencement of public business, move that the Assembly should sit on a Saturday, Sunday or public holiday or not sit on any day named in the motion and any such motion shall be decided without amendment.

25.3 Whenever the Assembly is adjourned, it shall stand adjourned to the next sitting day as determined by paragraph (1) and paragraph (2) of this Order: Provided that at the adjournment of the Assembly on the day determined for the conclusion of a meeting the Assembly shall stand adjourned *sine die*, as provided in Standing Order No. 28 (Conclusion of Meeting).

Standing Orders

26. HOURS OF SITTINGS

- 26.1** Every sitting, other than the first sitting of a session, shall commence at 1400 hours and conclude at 1800 hours. Every sitting on a Friday shall commence at 0900 hours and conclude at 1230 hours.
- 26.2** The Speaker or Chairperson may at any time for the convenience of Members suspend the proceedings for a stated period.
- 26.3** If all the business on the Order Paper is disposed of before 1800 hours on a day other than a Friday or before 1230 hours on a Friday the Speaker shall call upon the Leader of the House, or in his or her absence, the most Senior Minister present to move “That this House do now adjourn”. If by reason of the raising of matters under Standing Order No. 49 (Motions for the Adjournment of the Assembly and the Raising of Matters Thereon) or for any other reason, the question has not been agreed to within half an hour, the Speaker shall adjourn the Assembly without question put and the motion shall lapse.
- 26.4** Subject to the provisions of Standing Order No. 27 (Variation of Sitting Hours) and of paragraph (5) of this Order if at 1800 hours on a day other than a Friday or at 1230 hours on a Friday the Assembly is still sitting, the Speaker shall interrupt the business under discussion (or if the Assembly is in committee the Chairperson shall interrupt the business under discussion and return to the Chair of the Assembly).
- 26.5** On the interruption of business under the preceding paragraph, the closure may be moved under Standing Order No. 55 (Closure of Debate at the Instance of Member) and if it is moved or if proceedings under that Standing Order are in progress at 1800 hours on a day other than a Friday or at 1230 hours on a Friday the Speaker or Chairperson shall not leave the Chair until the question consequent thereon and on any further motion as provided for in Standing Order No. 55 (Closure of Debate at the Instance of Member) have been decided even though the divisions on such questions carry on beyond 1800 hours or 1230 hours as the case may be.
- 26.6** As soon as possible either after the interruption of business under paragraph (4) of this Order or, if the time is after 1800 hours on a day other than a Friday or after 1230 hours on a Friday after the conclusion of exempted business under Standing Order No. 27 (Variation of Sitting Hours), the

Speaker shall call upon the Leader of the House, or in his or her absence, the most Senior Minister present “That this House do now adjourn”. If by reason of the raising of matters under Standing Order No. 49 (Motion for the Adjournment of the Assembly and the Raising of Matters Thereon) or for any other reason, that question has not been agreed to half an hour after it has been moved, the Speaker shall adjourn the Assembly without question put and the motion shall lapse.

27. VARIATION OF SITTING HOURS

27.1 The Leader of the House, in his or her absence, the most Senior Minister present may, without notice, at the time appointed in Standing Order No. 30 (Daily Routine of Business) or at any convenient time after the commencement of public business, move –

- (a) that any subsequent sitting should commence at some time other than 1430 hours;
- (b) that at that day’s or any subsequent sitting business should be interrupted at some time other than 1800 hours;
- (c) that the proceedings on any specified business be exempted at that day’s sitting from the provisions of paragraph (4) of Standing Order No. 26 (Hours of Sittings);
- (d) and any such motion shall be decided without amendment.

27.2 Where a motion under sub-paragraph (a) or subparagraph (b) of paragraph (1) of this Order is agreed to, references in these Standing Orders to 1430 hours or 1800 hours shall be construed with such modifications as may be necessary to bring them into conformity with the motion.

27.3 Where a motion under sub-paragraph (c) of paragraph (1) of this Order has been agreed to, any business exempted by virtue of that motion shall not be interrupted at 1800 hours on a day other than a Friday or at 1230 hours on a Friday and may be entered upon at any hour. Upon conclusion of all business so exempted, if the time is after 1230 hours or 1800 hours as the case may be, all business on the Order Paper not disposed of shall stand over until the next sitting day in accordance with the provisions of Standing Order No. 31 (Arrangement of Public Business)

Standing Orders

28. CONCLUSION OF MEETING

28.1 A meeting shall be concluded by the adjournment of the Assembly on a day determined for the conclusion of the meeting by the Speaker in accordance with Standing Order No. 24.1 (Meetings).

28.2 On the day determined for the conclusion of a meeting, the Assembly shall adjourn at 1800 hours provided that an extension of hours does not go beyond midnight, unless the situation warrants further extension of hours.

28.3 A Minister or any Private Member may without notice, at the time appointed in Standing Order No. 30 (Daily Routine of Business), or at any convenient time after the commencement of public business move in the following terms – “That at the adjournment of the Assembly on (here the date for conclusion of the meeting shall be entered) the present meeting shall be concluded, and the Assembly shall then stand adjourned, *sine die*.”

28.4 No amendment to the motion described in the foregoing paragraph shall be in order save only an amendment to substitute another date for the date mentioned in the motion.

29. PROCEEDINGS TO LAPSE AT END OF SESSION

29.1 At the dissolution or prorogation of Parliament all proceedings then pending shall terminate and lapse: Provided that if on the prorogation of Parliament any Bill stands referred to the Ntlo ya Dikgosi in terms of paragraph (4) of Standing Order No. 72 (Appointment of Days for Stages of Bills) the subsequent proceedings on that Bill may, unless Parliament is sooner dissolved, be taken in the following session: Provided further that if on the prorogation of Parliament a Bill to amend the Constitution has not passed through all its stages, the remaining stages may, unless Parliament is sooner dissolved, be taken in the following session.

PART III

BUSINESS OF THE ASSEMBLY

30. DAILY ROUTINE OF BUSINESS

30.1 Subject to the provisions of these Standing Orders, the business of each sitting shall be transacted in the following order —

- (a) Entry of Speaker;
- (b) Proclamation (when necessary);
- (c) Prayers;
- (d) Introduction of New Members and administration of Oath (or Affirmation of Allegiance);
- (e) Messages from the President;
- (f) Announcement by the Speaker;
- (g) Oral asking and answering of questions put to Ministers;
- (h) Presentation of Petitions;
- (i) Presentation of Papers and/or Reports from Select Committees;
- (j) Statements by Ministers;
- (k) Applications for leave to move the adjournment under Standing Order No. 50 (Motion for Adjournment – Definite Matter of urgent Public Importance);
- (l) Obituary and other Ceremonial Speeches;
- (m) Personal Explanations;
- (n) Motions relating to business moved by Ministers;
- (o) of matters of privilege;
- (p) Business.

30.2 The business of the house, shall be disposed of in the order in which it stands on the Order Paper, or in such other order as the Assembly may decide on a motion which may be moved by a Minister or a Private Member without notice at the time appointed in paragraph (1) of this Order or at any convenient time after the commencement of public business.

31. ARRANGEMENT OF PUBLIC BUSINESS

31.1 Public business shall be set down on the Order Paper in the following order, that is to say —

- (a) Presentation of Bills;
- (b) Motions for leave to introduce Bills;
- (c) Other public business;
- (d) Motions for the adoption of reports by Committees.

Standing Orders

- 31.2** Subject to the provisions of paragraphs (1) and (4) of this order —
- (a) Government business shall have priority on the Order Paper for all sittings other than on Thursdays and Fridays, and Private Members' business shall have priority on Thursdays and Fridays;
 - (b) Government business shall be set down on the Order Paper as the Leader of the House may direct;
 - (c) private Members' business entered in the Order Book for any day shall be set down on the order paper for that day in the order in which it appears in the Order book.
 - (d) Private Members' Bills shall have priority on the Order Paper for the Thursday sittings of the House.
 - (e) Where no Private Members' business is noticed for the Thursday sitting of the House, or where private members business noticed for the said date of business is disposed of prior to the expiration of sitting hours, Government business shall be considered by the House.
 - (f) the conduct of private members legislative business in terms of the provisions of Standing Order 31.2 (d), shall stand suspended during the conduct of the debate on a motion in response to the President's address made in terms of Standing Orders 22.4 and 23.1, and shall also stand suspended during the conduct of the Appropriation Bill made pursuant to the provisions of Part (X) of the Standing Orders
- 31.3** Any public business on the Order Paper which has not been disposed of at the conclusion of a sitting shall be placed on the Order Paper for the next sitting, and the provisions of paragraphs (1) and (2) of this Order shall apply thereto *mutatis mutandis*: Provided that any private Members' business is entered in the Order Book for a particular day shall, subject to the provisions of paragraph (4) of this Order, have priority over any private Members' business postponed from the previous day.
- 31.4** Where any private Members' business is entered in the Order Book for or has been postponed to a day other than a Friday, if the Government Business Minister concerned and the Member in whose name such business stands agree that such business shall be taken before any item of Government business for that day, it shall, subject to the provisions of paragraph (1) of this Order, be set down on the Order Paper accordingly.

32. SIGNIFICATION OF PRESIDENT'S RECOMMENDATION

- 32.1** The President's recommendation in respect of this matter referred to in section 89 (4) of the Constitution shall —
- (a) in the case of a Bill, be in writing and appended to the notice of presentation of the Bill or, in the case of a Bill presented in “dummy” form, appended to the text of the Bill;
 - (b) in the case of an amendment to a Bill, or a motion of an amendment to a motion, of which notice is given, be in writing and appended to such notice;
 - (c) in the case of an amendment to a Bill, or a motion of an amendment to a motion, of which notice has not been given, be signified verbally on the mover being called to move the amendment or motion.
- 32.2** The signification of the President's recommendation shall be recorded in the minutes of proceedings.

33. PRESENTATION OF PAPERS

- 33.1** A paper may be presented to the Assembly only by a Minister.
- 33.2** A Minister may present a paper to the Assembly —
- (a) at the time appointed in Standing Order No. 30 (Daily Routine of Business); or
 - (b) when the Assembly stands adjourned *sine die*, by sending a copy of it to the Clerk.
- 33.3** All papers so presented shall be ordered to lie upon the Table without question put; or, if presented in terms of paragraph 2 (a) of this Order, shall be deemed to have been laid upon the Table, and shall be printed and the Clerk shall send a copy to every Member of the Assembly.

34. RECEIPT OF RESOLUTIONS FROM THE NTLO YA DIKGOSI

- 34.1** Any resolution of the Ntlo ya Dikgosi received by the Clerk in pursuance of Section 85 (2) of the Constitution shall be ordered to lie upon the Table without question put or, if received when the Assembly stands adjourned *sine die*, shall be deemed to have been laid upon the Table and shall be printed and the Clerk shall send a copy to every Member of the Assembly.

Standing Orders

35. PRESENTATION OF PETITIONS

- 35.1** A petition may be presented to the Assembly only by a Member.
- 35.2** Every petition shall be in the form set out in the Schedule to these Orders and shall be signed at the beginning thereof by the Member in charge of it. It shall be deposited for at least one clear day with the Clerk who, after examining it, shall submit it for Speaker's approval. No petition shall be presented until such approval has been given and evidenced by the Clerk endorsing the petition "Passed by the Speaker".
- 35.3** No speech shall be made by a Member presenting a petition beyond a summary statement of the number and description of the petitioners and the substance of the petition.

36. NATURE OF QUESTIONS

- 36.1** Any private Member may address a question to a Minister relating to a public matter for which he or she is responsible, and either seeking information on such matter, or asking for official action with regard to it.

37. NOTICE OF QUESTIONS

- 37.1** A question shall not be asked without notice except as provided in paragraph (4) of this Order.
- 37.2** Notice of a question may be handed by a Member to the Clerk when the Assembly is sitting or may be sent to or left at the Clerk's office at any time during normal office hours.
- 37.3** A Member who desires an oral answer to a question shall mark his or her notice with an asterisk and such a question shall be put down for a day to be named by the Member being a day not earlier than three clear days after notice has been recorded in the Order Book, excluding public holidays and weekends. A question not so marked may be put down for the next sitting day of the Assembly and the answer when received shall be circulated with the minutes of proceedings.
- 37.4** If a Member asks the permission of the Speaker to ask a question for oral answer without notice on the ground that it is of an urgent character and relates to a matter of public importance or to the arrangement of business, the Speaker may permit the question to be asked without notice if he or she is satisfied that it is of that nature, and that sufficient private notice of the question has been or is to be given by the Member to the Minister concerned to enable the question to be answered.
- 37.5** The Clerk shall ensure the timeous distribution of all questions to the responsible Ministers.

38. CONTENTS OF QUESTIONS

38.1 A question shall conform to the following rules –

- (a) A question shall not include the names of persons, or statements which are not strictly necessary to make the question intelligible;
- (b) A question shall not contain a statement which the Member who asks the question is not prepared to substantiate;
- (c) A question intended to refer to a particular case shall not be in general terms and shall contain sufficient details of the case to identify it;
- (d) A question shall not contain arguments, inferences, opinions, imputations or epithets or tendentious, ironical or offensive expressions;
- (e) A question shall not refer to debates or answers to questions in the current session;
- (f) A question shall not refer to proceedings in a committee before that committee has made its report to the Assembly;
- (g) A question shall not seek information about a matter which is of its nature secret;
- (h) A question shall not reflect on the decision of a court of law or be so drafted as to be likely to prejudice a case pending in a court of law;
- (i) A question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract case, or the answer to a hypothetical proposition;
- (j) A question shall not be asked whether statements in the press or of private individuals or private concerns are accurate;
- (k) A question shall not be asked about the character or conduct of any person mentioned in paragraph (6) of Standing Order No. 57 (Contents of Speeches); and a question shall not be asked about the character or conduct of any person except in his or her official or public capacity;
- (l) A question which has been fully answered shall not be asked again during the same session;
- (m) A Member may ask a question seeking a statement from a Minister.

38.2 If the Speaker is of the opinion that a question of which a Member has given notice or which a Member seeks to ask without notice infringes any of the provisions of these Standing Orders applicable to questions, he or she may direct:

Standing Orders

- (a) that the question be modified so as to remove the words or portion(s) thereof which are inconsistent with the relevant Standing Order;
- (b) that the question be disallowed in its entirety.

38.3 A Member whose question has been modified at the direction of the Speaker shall not ask those parts which were struck out by way of a supplementary question.

38.4 If the Speaker is of the opinion that the answer to a question for oral answer of which notice has been given is likely to be long or tedious, the Speaker may direct that such answer be provided in writing and not on the floor of the House.

38.5 The Speaker's decision with respect to the admissibility of questions shall be final and shall not be subject to debate.

39. NUMBERING OF QUESTIONS

39.1 All questions shall be numbered serially in each session and the number allotted to each question shall be shown against it on the Order Paper.

40. MANNER OF ASKING AND ANSWERING QUESTIONS

40.1 At the time appointed for the oral asking and answering of questions under Standing Order No. 30 (Daily Routine of Business), the Speaker shall call in turn upon each Member in whose name a question stands upon the Order Paper, in the order in which the questions are printed. Each Member so called shall rise in his or her place and ask the question by reference to its number on the Order Paper, and the Minister questioned shall reply: Provided that questions addressed to one Minister may be answered by another Minister or by an Assistant Minister.

Standing OrderS

- 40.2** After the answer to a question has been given, supplementary questions may, at the discretion of the Speaker, be put for the purpose of elucidating the answer given orally, but the Speaker may refuse any such question or answer which in his or her opinion introduces matters not relative to the original question, or which infringes any of the provisions of Standing Order No. 38 (Contents of Questions), and may in that case direct that such questions or answers be not reported in the Official Report.
- 40.3** A Member shall not address the Assembly on a question, and a question shall not be made a pretext for a debate.
- 40.4** When all questions for which oral answers are required have been called, the Speaker, if time permits, shall call again any question which has not been asked by reason of the absence of the Member in whose name it stands; in which case a Member may ask a question for another Member, if deputed by him to do so.
- 40.5** After due consultation with the Speaker and the Member asking the question, a Minister may decline to answer a question the response to which would, in his or her opinion, compromise the public interest.
- 40.6** Not more than three questions requiring an oral answer shall appear on the Order Paper in the name of the same Member for the same day and any question in excess of this number shall not be called by the Speaker but shall be answered as provided in paragraph (8) of this Order, save that no postponement shall be allowed.
- 40.7** No question shall be asked later than “forty-five minutes” after the conclusion of the previous business except a question which the Speaker has allowed to be asked without notice under Standing Order No. 37.4 (Notice of Questions).

Standing Orders

40.8 “Questions which have not received an oral answer by the time referred to in paragraph (7) of this Order, or which have not received an oral answer on account of the absence of the Minister from the House at the time that the question was called, shall appear on the Order Paper for the next sitting day.

40 (A) MINISTERS QUESTION TIME

40 (A).1 There shall be an oral asking of questions without notice by Members to Ministers of the Government whose ministries are scheduled for questions on the order of business on topical issues of national, regional and international importance on Fridays at the time signified under Standing Order 30 (Daily Routine of Business at paragraph (g) thereof (Oral asking and answering of questions put to Ministers).

40 (B) LEADER OF THE HOUSE’S QUESTION TIME

40 (B) 1. There shall be asking of questions by Members to the Leader of the House on issues of national, regional and international importance on every other Thursday.

40 (B) 2. Standing Order 30.1 (g) and the procedure that applies to Standing Order 40 (A) shall with necessary modifications apply to this Standing Order.

41. STATEMENTS BY MINISTERS

41.1 The Minister who wishes to make a statement under this Standing Order shall –

- (a) Inform the Speaker of his or her wish; and
- (b) Submit to the Speaker a copy of the statement before the beginning of the sitting at which he or she wishes to make the statement.

41.1.1 The Speaker may after assessing the statement, refuse to allow the statement for the reasons that shall be communicated to the Minister.

41.1.2 The provisions of this Standing Order shall with the necessary modifications apply to a statement made by the Leader of the Opposition under Standing Order 9.3.2.

- 41.2** A Minister may make a statement —
- (a) on some public matter for which he or she is responsible;
 - (b) to correct facts given under a statement made under paragraph 1 of this Order;
 - (c) requested under Standing Order No. 38.1 (o) (Content of Questions);
 - (d) to correct an answer to a question asked under Standing Order No. 40 (Manner of Asking and Answering Questions).
- 41.3** No debate may arise on such a statement but the Speaker may in his or her discretion allow short questions to be put to the Minister making the statement for the purpose of elucidating it.
- 42. MATTERS OF PRIVILEGE**
- 42.1** A Member who wishes to raise a matter which he or she believes to affect the privileges of the Assembly shall do so as soon as possible after the matter comes to his or her attention. Such Member shall inform the Speaker of his or her wish, stating the facts to which he or she wishes to draw attention, before the commencement of the sitting at which he or she wishes to raise the matter.
- 42.2** When a Member is called by the Speaker to raise a matter of privilege he or she shall briefly state the facts to which he or she wishes to draw the attention of the Assembly and the grounds on which he or she believes that those facts affect the privileges of the Assembly.
- 42.3** The Speaker shall then state whether, in his or her opinion, the matter may or may not affect the privileges of the Assembly: Provided that he or she may, if he or she deems it necessary, defer his or her decision until the next sitting of the Assembly.
- 42.4** If the opinion of the Speaker is that the matter raised may affect the privileges of the Assembly, the Speaker may refer the matter to the Committee of Privileges which shall consider the matter and in due course report to the National Assembly.
- 42.5** If during a sitting of the Assembly a matter suddenly arises which in the opinion of the Speaker appears to involve the privileges of the Assembly and which calls for the immediate intervention of the Assembly, the proceedings may be interrupted, save during the progress of a division, by a motion based on such matter.

Standing Orders

43. PERSONAL EXPLANATIONS

- 43.1** With the leave of the Speaker, a Member may make a personal explanation, although there is no question before the Assembly, but no controversial matter may be brought forward nor may debate arise upon the explanation. The terms of the proposed statement shall be submitted in full to the Speaker when his or her leave to make it is sought.

PART IV

MOTIONS

44. NOTICE OF MOTIONS AND AMENDMENTS

- 44.1** Except as otherwise provided in these Orders no motions shall be moved unless three clear days have elapsed after notice thereof has been recorded in the Order Book.

- 44.2** Except as otherwise provided in these Orders no amendment shall be moved to a motion of which notice has been given unless —

- (a) notice of the amendment has been given not later than the day before that on which the motion concerned is to be considered by the Assembly; or
- (b) the Speaker gives leave to dispense with notice of the amendment.

- 44.3** A Member shall move not more than two motions in every Meeting.

- 44.4** A Member may move more than two motions in a meeting where there are no other motions for that Meeting.

45. MANNER OF GIVING NOTICE OF MOTIONS AND AMENDMENTS

- 45.1** Notice of a motion or an amendment shall be given by the delivery of a copy of the motion or amendment in writing to the Clerk at any time when the Assembly is sitting or to the office of the Clerk during normal office hours. The notice shall be signed by the Member wishing to move the motion or amendment and, in the case of a notice of a motion, shall state the day for which the Member wishes to have the motion entered in the Order Book.

- 45.2** A notice of a motion or an amendment shall be submitted to the Speaker who shall, as circumstances may require, 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 or she may direct; or
 - (c) that it be returned to the Member who signed it, as being in his or her opinion out of order.

46. MANNER OF DEBATING MOTIONS

46.1 A Member called upon by the Speaker to move a motion shall rise in his or her place and after making such remarks as he or she may wish to make shall move the motion, stating its terms.

46.2 When a motion has been moved, the Speaker shall propose the question thereon to the Assembly in the same terms as the motion. Debate may then take place on that question and may continue for so long as any Member who is entitled to speak wishes to speak.

46.3 When no more Members wish to speak the Speaker shall put the question to the Assembly for its decision.

46.4 When a question on motion is agreed to, that motion becomes an Order or Resolution of the House.

46.5 When an amendment or several amendments have been proposed to a question under Standing Order No. 47 (Amendments to Motions), the Speaker, after all amendments have been disposed of, shall again propose the question on the motion, or shall propose the question on the motion amended, as the case may require. After further debate, if any arises thereon, he or she shall put the question to the Assembly for its decision.

47. AMENDMENTS TO MOTIONS

47.1 A A Member who has risen to speak on a motion may propose an amendment to that motion.

47.1 B A motion may be amended subject to approval by the House.
47.2 No amendment to a motion shall be permitted if it

Standing Orders

introduces a new matter or seeks to achieve a different objective than the original motion.

- 473** When an amendment has been moved without notice, the Clerk shall put the amendment into writing as directed by the mover, and shall hand the text thereof to the Speaker who shall thereupon propose the question on the amendment to the Assembly. A debate may then take place on that question.
- 474** On an amendment to a motion, the question to be proposed shall be that the amendment be agreed to.
- 475** When two or more amendments are proposed to be moved to the same motion the Speaker shall call on the movers in the order in which their amendments relate to the text of the motion, or, in cases of doubt, in the order decided by the Speaker.
- 476** An amendment to an amendment which a Member wishes to propose may be moved at any time after the question on the original amendment has been proposed and before it has been put at the conclusion of the debate on the original amendment.
- 477** An amendment to an amendment shall be disposed of in the same way as an amendment to a motion.
- 478** When every amendment to an amendment has been disposed of the Speaker shall again propose the question on the original amendment, or propose the question on the original amendment as amended, as the case may require.
- 479** The amended motion shall be disposed of in the remaining time of the time allocated to the original motion.

48. WITHDRAWAL OF MOTIONS AND AMENDMENTS

- 48.1** A motion or an amendment may be withdrawn at the request of the mover by leave of the Assembly before the question is fully put thereon if there is no dissenting voice. A motion or amendment which has been so withdrawn may be proposed again if, in the case of a motion, notice required by these Orders is given.
- 48.2** If the question has been proposed on an amendment to a motion or to another amendment, the original motion cannot be withdrawn until the amendment has been disposed of.
- 48.3** A notice of motion or an amendment may be withdrawn from the Notice Paper at any time before it is moved if the Member in whose name the motion or amendment stands gives instructions to that effect to the Clerk.

- 49. MOTIONS OF THE ADJOURNMENT OF THE ASSEMBLY AND THE RAISING OF MATTERS THEREON**
- 49.1** The Leader of the House, or in his or her absence, the most Senior Minister present may move without notice “That this House do now adjourn” when called upon to do so under paragraph (3) or (6) of Standing Order No. 26 (Hours of Sittings), or at the commencement of public business or between two items of business after the commencement of public business, but any other Member may only move such a motion under Standing Order No. 50 (Motions for the Adjournment – Definite Matter of Urgent Public Importance).
- 49.2** Whenever the Assembly has been informed that the President will address it on a specified day and at a given time then on that day no motion for the adjournment of the Assembly shall be made before the time for which the President’s address has been notified.
- 49.3** If a motion “That this House do now adjourn” is agreed to, the Assembly shall stand adjourned, and all in accordance with the provisions of Standing Order No. 31 (Arrangement of Public Business) or, if the Assembly is prorogued or dissolved before sitting again, such business shall lapse.
- 49.4** A motion may be moved under paragraph (1) of this Order to enable a Minister to raise any matter which it is desired to debate without formulating a motion in express terms.
- 49.5** On a motion moved under paragraph (1) of this Order not being a motion moved for the purpose referred to in the preceding paragraph any private Member who has obtained the right to do so under paragraph (6) of this Order may raise any public matter for which the Government is responsible and which, in the opinion of the Speaker, is suitable for raising on the adjournment. When he or she has concluded his or her speech a Minister may reply. Thereafter if time permits any other private Members who have obtained the right to do so may successively raise public matters for which the Government is responsible. After each Member so speaking has concluded his or her speech a Minister may reply.
- 49.6** A Member shall have the right to raise a matter under the provisions of paragraph (5) of this Order if three clear days have elapsed after notice thereof has been recorded in the Order Book or if the Speaker, in his or her discretion, has dispensed with such notice in respect of that matter.

Standing Orders

- 49.7** The time allotted to each Member raising a matter or replying under the provisions of paragraph (5) of this Order shall not be more than ten minutes, but the Speaker may allot further time in a particular case.
- 49.8** If more than one Member has given notice to raise a matter under the provisions of paragraph (5) of this Order at any one sitting such matters shall be set down on the Order Paper and disposed of in accordance with the provisions, *mutatis mutandis*, of paragraph (2) of Standing Order No. 30 (Daily Routine of Business) and paragraphs (2) to (5) inclusive of Standing Order No.31 (Arrangement of Public Business).
- 50. MOTIONS FOR THE ADJOURNMENT – DEFINITE MATTER OF URGENT PUBLIC IMPORTANCE**
- 50.1** A Member may on any day other than the first day of a Session, at the time appointed in Standing Order No. 30 (Daily Routine of Business), rise in his or her place state that he or she asks leave to move the adjournment of the current proceedings of the Assembly for the purpose of discussing a definite matter of urgent public importance.
- 50.1 (A)** Notwithstanding the provisions of Standing Order 50.1, the Speaker may after assessing the business of the House, appoint a day on which the Member may present his or her motion of urgency.
- 50.1 (B)** The decision by the Speaker under Standing Order 50.1(A) shall be final.
- 50.2** A Member who wishes to ask leave to move the adjournment of the Assembly shall, before the commencement of the sitting, hand to the Speaker a written notification of the matter which he or she wishes to discuss. The Speaker shall refuse to allow the claim unless he or she is satisfied that the matter is definite, urgent and of public importance.
- 50.3** If the Speaker is satisfied that the matter is definite, urgent and of public importance, a question shall be put to the House to adjourn and discuss the matter..
- 50.4** The time for discussion shall be limited to a maximum of two hours.
- 50.5** The discussion may be terminated at any stage thereof by the House agreeing to the motion, moved by any Member, “That the business of the day be called on.”
- 50.6** No second motion under this Order shall be made on the same day.

PART V

RULES OF DEBATE

51. TIME AND MANNER OF SPEAKING

- 51.1** A Member shall speak standing and shall address his or her observations to the Speaker.
- 51.2** Whenever the Speaker rises during a debate, any Member then speaking or offering to speak shall sit down, and the Member shall be silent so that the Speaker may be heard without interruption.
- 51.3** If two or more Members rise at the same time to speak the Speaker shall select one Member and call on him or her to speak.
- 51.4** When a Member has finished speaking he or she shall resume his or her seat and any other Member wishing to speak shall rise.
- 51.5** A Member or a mover of a motion may read his or her speech during presentation, and he or she may read abstracts from books or papers in support of his or her argument.
- 51.6** Paragraph 5 shall not apply to the Leader of the House and Leader of the Opposition in response to the:-
- (a) President's Speech under Standing Order No. 18 (President May Address Assembly);
 - (b) Budget Speech under Standing Order No. 86 (Presentation and Second Reading of Appropriation Bill).
- 51.7** (a) Except where time for debate is otherwise expressly allocated in terms of these Standing Orders, no Member may speak for more than twenty(20)minutes in any debate, which time limit shall also apply to the reply of the mover of a motion.
- (b) In Committee of Supply proceedings, Ministers' presentations shall be allocated twenty (20) minutes and thirty (30) minutes, for reply by the mover of the motion.
 - (c) No Member shall speak for more than ten (10) minutes in the Committee of Supply debate.
 - (d) Ministers written submissions to the Committee of Supply shall be served on the Members of Parliament and the Clerk of the National Assembly at least one clear day before presentation to the Committee of Supply.
 - (e) No Member shall speak for more than ten minutes

Standing Orders

- during the debate of a private member's motion.
- (f) The overall time for the debate of a private members' motion shall be limited to three (3) hours.
 - (g) The mover of a motion, during the debate of a private members' motion, shall be limited to a time period of twenty (20) minutes for reply.
- 51.7** (A) Where time for debate is not allocated in terms of these Standing Orders, the Speaker may allocate a period for debate and he or she may at any time make subsequent announcements varying the terms of announcement under this paragraph.
- 51.8** Notwithstanding Paragraph 7 of this Order, the mover of a motion may present for not more than thirty (30) minutes.
- 51.9** The Minister responsible for the government business the subject of the motion, shall be entitled to twenty (20) minutes for response.
- 52. OCCASIONS WHEN A MEMBER MAY SPEAK MORE THAN ONCE**
- 52.1.** A Member may not speak more than once on a question proposed to the Assembly except:—
- (a) in committee, subject to the provisions of Standing Order 66.1
 - (b) to make explanation as provided in Paragraph (2) of this order; or
 - (c) in the case of the mover of a motion, in reply as provided in Paragraph (3) of this Order.
- 52.2** A Member who has spoken on a question may again be heard if the Speaker so permits, to explain some part of his or her speech which has been misunderstood, but when speaking he or she shall not introduce new matter.
- 52.3** The mover of a motion may reply after all the other Members present have had an opportunity of addressing the Assembly and before the question is put; but the mover of an amendment shall not have a right of reply.
- 52.4** A Member who has spoken on a question may speak again on an amendment proposed to that question, and on a motion that the debate be now adjourned moved during the debate on that question.
- 52.5** No Member shall speak on a question after it has been fully put to the Assembly by the Speaker for decision.

53. INTERRUPTION

53.1 Subject to the provisions of Standing Order No. 55 (Closure of Debate at the instance of a Member) and Standing Order No. 56 (Closure of Debate at the instance of the Speaker), a Member shall not interrupt another Member except –

- (a) by rising to a point of order or procedure, to draw attention to a breach or misconduct by the Member speaking or some other irregularity in the proceedings of the House, when the Member speaking shall resume his or her seat and the Member interrupting shall direct attention to the point which he or she wishes to bring to notice and submit it to the Speaker for decision; or
- (b) by rising to a point of clarification, to seek greater clarity or explanation on a matter raised by the Member speaking in the course of his or her speech, if the Member speaking is willing to give way and resume his or her seat and the Member wishing to interrupt is called by the Speaker; or
- (c) to elucidate, by way of providing correction or elucidation, some matter raised by the Member speaking in the course of his or her speech, if the Member speaking is willing to give way and resume his or her seat and the Member wishing to interrupt is called by the Speaker.

53.2 It shall not be permissible for a Member desirous of interrupting a Member speaking on a point of clarification and/or elucidation, and if the Member speaking has refused to yield, for the former to do so under the pretext of a point of order or procedure.

53.3 A Member shall not interrupt the presenter in any way whatsoever during the presentation of the State of Nation Address or the Budget Speech.

53.4 A Member shall not interrupt the Leader of the House or the Leader of Opposition in any way whatsoever during the presentation of the response to the State of the Nation Address or the Budget Speech.

53.5 A Member shall not interrupt a dignitary or a Head of State in any way whatsoever during the address under Standing Order 18(A).

Standing Orders

54. ADJOURNMENT OF DEBATE

54.1 A Member who has risen to speak on a question proposed by the Speaker in the Assembly may move without notice that the debate be now adjourned; thereupon the Speaker shall propose the question on that motion.

54.2 When a motion that the debate be now adjourned has been agreed to, the debate on the question then before the Assembly shall stand adjourned and the Speaker shall call upon the mover of the original motion to name a later day for the resumption of the debate. Thereupon the Assembly shall proceed to the next item of business.

54.3 When a motion that the debate be now adjourned has been negated, the debate on the question then before the Assembly shall be continued and no further motion that the debate be now adjourned shall be moved during that debate except by a Minister.

54.4 When the Assembly is in committee a Member may move without notice that further proceedings of the committee be now adjourned; thereupon the Chairperson shall propose the question on that motion. If the motion is agreed to the Chairperson shall leave the Chair of the committee and the Assembly shall resume, but if the motion is negated the committee shall continue its proceedings.

54.5 It shall not be in order to move an amendment to a motion moved under the provisions of this Order.

55. CLOSURE OF DEBATE (AT THE INSTANCE OF MEMBER)

55.1 After a question has been proposed, a Member holding the floor may at any time during the course of debate claim to move “That the mover be now called upon to reply” and unless it appears to the Chair that the motion is an abuse of the rules of the Assembly or an infringement of the rights of the minority, the question “That the mover be now called upon to reply” shall be put forthwith. No debate on that motion shall be allowed, and if the motion is carried the mover shall, if he or she so wishes, immediately reply to the debate, and as soon as he or she has concluded or, if he or she does not want to reply, the Speaker shall immediately put the question.

55.2 When the motion “That the question be now put” has been

Standing OrderS

carried and the question consequent thereon has been decided, any Member may claim that any other question already proposed from the Chair be now put and if the assent of the Chair is given such question shall be put forthwith and decided without amendment or debate.

55.3 A motion under this Order shall not be decided in the affirmative if it appears on a division that less than half of the Members eligible to vote in the majority is in support of the motion.

56. CLOSURE OF DEBATE (AT THE INSTANCE OF THE SPEAKER)

56.1 If it appears to the Speaker during the course of a debate, from the debates of Members who have spoken, that there is a sufficient or substantial consensus amongst Members, the Speaker may truncate the debate by calling upon Members who hold a contrary view whereafter the Speaker may propose, in the interest of progress, that the question be now put.

56.2 Where the Speaker, in exercise of his or her powers under the aforesaid paragraph proposes that the question be put, then the provisions of paragraphs (2) and (3) of Standing Order No. 55 (Closure of debate at the instance of Member) shall apply *mutatis mutandis*.

57. CONTENTS OF SPEECHES

57.1 A Member shall restrict his or her observations to the subject under discussion and shall not introduce matter irrelevant to that subject.

57.2 Reference shall not be made to a case pending in a court of law.

57.3 It shall be out of order to attempt to reconsider a specific question on which the Assembly has taken a decision during the current session, except on a substantive motion to rescind that decision made with the permission of the Speaker.

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

57.5 A Member shall not impute improper motives to another Member.

Standing Orders

57.6 The conduct of Members of the Assembly, Magistrates, Judges, Ombudsman, Members of the Judicial Service Commission, Members of Ntlo ya Dikgosi, Members of the Independent Electoral Commission and individual public officers shall not be raised except on a substantive motion which must be supported by not less than a third of the Members of the Assembly.

57.7 Any substantive motion supported by not less than a third of the Members of the Assembly intended for the conduct of the Speaker shall be referred to a Special Select Committee constituted to deal with that matter. The Committee shall present its report to the House.

58. BEHAVIOUR OF MEMBERS IN THE HOUSE

During a sitting —

58.1 All Members shall enter or leave the House with decorum;

58.2 A Member shall not cross the aisle of the House.

58.3 Members shall not read newspapers, books, letters or other documents except such matter therein as may be directly connected with the business of the Assembly;

58.4 While a Member is speaking all other Members shall be silent and shall not make unseemly interruption;

58.5 A Member shall not pass in front of a Member who is speaking;

58.6 A Member shall address the House from the seat allocated to him;

58.7 No Member shall stand or sit with his or her back towards the Speaker or Chair;

58.8 A Member shall not distribute any literature, questionnaire, pamphlet, press notes, leaflets etc which are not connected with the business under discussion in the House;

58.9 No Member shall use or operate a mobile phone or similar device or apparatus in a manner that interrupts or interferes with the business of the House;

58.10 No Member shall bring into the House any firearm or dangerous items;

58.11 All Members shall conduct themselves with appropriate decorum, and in a manner that upholds the image, dignity and standing of the House; and

58.12 Any Member who contravenes a provision of this Standing Order shall be dealt with under Standing Order 60.

PART VI

RULES OF ORDER

59. DECISION OF CHAIR FINAL

59.1 The Speaker shall be responsible for the observance of the rules of order. His or her decision on a point of order shall be final.

60. ORDER IN THE ASSEMBLY

60.1 The Speaker, after having called the attention of the Assembly to the conduct of a Member who persists in irrelevance or tedious repetition of his or her own or other Members' arguments in the debate, may direct him to discontinue his or her speech.

60.2 The Speaker shall order a Member whose conduct is grossly disorderly to withdraw immediately from the Chamber for the remainder of that day's sitting, and may direct such steps to be taken as are required to ensure compliance with this order.

60.3 If, on any occasion the Speaker deems that the powers conferred under the preceding paragraphs are inadequate to deal with any Member who has committed the offence of disregarding the authority of the Chair or contravening the rules of order in the Assembly by persistently and willfully obstructing or otherwise, he or she may name the offending Member.

60.4 Whenever any Member has been so named —

(a) the offence was committed by such Member in the Assembly, the Speaker shall call upon any of the Whips there and then present in the House to move, "That (naming the Member) be suspended from the services of the National Assembly". The Speaker shall put the question on such motion forthwith, no motion or amendment or adjournment or debate being allowed.

(b) if the offence was committed in the Committee of the whole Assembly, the Chairperson shall forth with suspend proceedings and report the circumstances to the Assembly, whereupon the procedure provided for in the preceding subparagraph shall be followed.

60.5 If any Member is suspended under this Standing Order, his or her suspension on the first occasion in any session shall continue for one week, on the second occasion for a fortnight, and on the third or any subsequent occasion for one month.

Standing Orders

- 60.6** On receiving from a Member so suspended a written expression of regret the Speaker shall lay it before the Assembly, and shall be entered in the minutes of proceedings. On a motion being made for the discharge of the order of suspension the question thereon shall be decided without amendment or debate. If the question is agreed to, the order shall be discharged and the Member shall be re-admitted.
- 60.7** In the case of grave disorder or other emergency arising in the assembly, the Speaker may, if he or she thinks it necessary to do so, adjourn the Assembly without question put, or suspend the sitting for a time to be named by him or her.
- 60 (A). 1** The Chairperson of a Committee, after having called the attention of the Committee to the conduct of a Member who persists in irrelevance or tedious repetition of his or her own or other Member's speeches, may direct him or her to discontinue his or her speech.
- 60 (A). 2** The Chairperson of a Committee shall order a Member whose conduct is grossly disorderly to withdraw immediately from the Committee meeting for the remainder of that day's sitting, and may direct such steps to be taken as are required to ensure compliance with this order.

PART VII

VOTING

61. COLLECTION OF VOICES

- 61.1** When the Speaker puts a question to the Assembly for its decision, he or she shall first call upon those Members who are in favour of the question to say "Aye" and then upon those who are against the motion to say "No": Provided that where the Speaker puts such a question as is referred to in paragraph (c) of Standing Order No. 62 (Speaker to Order Division in Certain Circumstances) he or she shall not call upon Members to vote orally before proceeding to a division.
- 61.2** As soon as the Speaker has collected the voices of the Ayes and the Noes, the question being then fully put, no other Member may speak to it.
- 61.3** The Speaker may according to his or her judgment of the number of voices on either side, then state that he or she thinks that the Ayes have it, or that he or she thinks the Noes have it, as the case may be; and subject to the provisions of the next succeeding order he or she shall declare the question to have been so decided.

62. SPEAKER TO ORDER DIVISION IN CERTAIN CIRCUMSTANCES

62.1 If —

- (a) a Member challenges the statement of the Speaker or Chairperson that he or she thinks that the Ayes or Noes have it by claiming a division; or
- (b) the Speaker is unable to judge the preponderance of voices on either side; or
- (c) the question to be decided by the Assembly is a question under paragraph (1) of Standing Order No. 84 (Third Reading and Passing of Bills) that a Bill do now pass; then the Speaker shall order the Assembly to proceed to a division, and the division shall be held forthwith in the manner prescribed in Standing Order No. 63 (Divisions).

63. DIVISIONS

63.1 When a division has been ordered a bell shall be rung for two minutes and upon the expiry of the two minutes the Speaker shall order that the doors of the House be locked and the Sergeant— at – Arms shall proceed to do so.

63.2 Thereafter the Speaker shall repeat the question put and the votes of Members present shall be taken. A Member shall vote electronically. In the event the electronic voting equipment is out of order, the Clerk shall ask each Member separately how he or she wishes to vote and upon his or her name being called give his or her vote by saying “Aye” or “No”, or “Abstain”.

63.3 As soon as the Clerk has taken the votes, the Speaker shall state the numbers voting for the Ayes and for the Noes respectively and shall then declare the results of the division.

63.4 If a Member states that he or she voted in error or that his or her vote has been counted wrongly; he or she may claim to have his or her vote altered if his or her claim is made before the Speaker has declared the result of the division.

PART VIII

COMMITTEE OF THE WHOLE ASSEMBLY

64. THE SPEAKER TO LEAVE CHAIR

64.1 When an order of the day relating to a matter which stands committed to a Committee of the whole Assembly is reached, the Speaker shall proceed to say “Order Order” and leave the Chair without question put, and seat himself or herself at the Clerk’s table to the right of the Clerk, and the Assembly shall then be in Committee with the Speaker as Chairperson.

Standing Orders

65. LIMITS ON CONSIDERATION OF MATTERS BY COMMITTEE

65.1 A Committee of the whole Assembly shall not consider any matter other than a matter which it is required by these Standing Orders to consider.

66. MEMBERS MAY SPEAK MORE THAN ONCE

66.1 In a Committee of the whole Assembly Members may not speak more than twice on the same question provided that he or she does not repeat what he or she has said in this or her first debate.

67. DISORDER IN COMMITTEE

67.1 Should disorder occur in a Committee of the whole Assembly, the Chairperson may resume the Chair of the Assembly without question put.

68. RECORDS OF PROCEEDINGS IN COMMITTEE

68.1 The proceedings in a Committee of the whole Assembly shall be recorded in the minutes of proceedings of the Assembly.

69. PROCEDURE IN COMMITTEE

69.1 Save as otherwise provided by these Standing Orders, the same provisions for preserving order, for dealing with amendments, for taking divisions, for regulating debate and for the general conduct of business shall be observed in a Committee of the whole Assembly as in the Assembly itself.

PART IX

PROCEDURE ON BILLS

70. FORM OF BILLS

70.1 A Bill submitted for presentation shall conform to the requirements laid down in this Order and to the requirements of Sections 88 and 89 of the Constitution.

70.2 The Bill shall be given a short title corresponding to the title by which it is to be cited if it becomes an Act.

Standing OrderS

- 703** The Bill shall be given a long title setting out the purpose of the Bill in general terms.
- 704** A memorandum stating the objects of the Bill shall be attached to every Bill by the Member presenting it.
- 705** In the case of a Bill involving the expenditure of public money, an indication of cost shall be annexed to the Bill. The annexure shall be provided —
- (a) by the Minister for the time being responsible for Finance in the case of a Bill presented by a Minister; and
 - (b) by the Member presenting it, in the case of any other Bill.

71. PRESENTATION, FIRST READING AND PUBLICATIONS OF BILLS

- 71.1** No Bill shall be presented to the Assembly unless the Member seeking to present the same has given notice of presentation thereof.
- 71.2** A notice of the presentation of a Bill may, subject to the provisions of this Order and of Standing Order No. 86 (Presentation and Second Reading of Appropriation Bill), be entered on the Order Paper for any day following the day on which it is received by the Clerk.
- 71.3** A Bill shall be presented by being handed to the Clerk at the Table by the Member presenting the Bill. The Clerk shall then read aloud the short title of the Bill, which shall then be recorded in the minutes of proceedings as having been read a first time.
- 71.4** A Member presenting a Bill shall be known throughout the subsequent proceedings on the Bill as the Member in charge of the Bill.
- 71.5** As soon as practicable after any Bill (other than an Appropriation Bill or a Bill of which a draft was published in pursuance of paragraph (3) of the next succeeding Order) has been presented, the Clerk shall cause the text thereof, as contained in the copy laid on the Table, to be published in the *Gazette*.
- 71.6** As soon as a Bill has been presented, the Clerk shall supply a printed copy thereof to each Member.
- 71.7** A Private Members' Bill shall be presented by being handed

Standing Orders

to the Clerk at the table by the Member presenting the Bill, to which bill shall be attached the signatures of at least ten (10) other members in support thereof. The Clerk shall then read aloud the short title of the bill, which shall then be recorded in the minutes of proceedings as having been read a first time.

718 The National Assembly shall only proceed with the presentation of a private members Bill, subsequent to the Speaker first having determined that the bill conforms to the requirements laid down in this Order and to the requirements of Sections 88 and 89 of the constitution.

719 The printing and publishing of a private member's bill in the Gazette shall be the responsibility of the Clerk and following the publication of the Bill in the Gazette, the progress of the Bill shall be the same as that followed in respect of Government Bills.

72. APPOINTMENT OF DAYS FOR STAGES OF BILLS

721 After a Bill has been read a first time, the Member in charge may, subject to the provision of paragraphs (3) and (4) of this Order, appoint a later day for the second reading or appoint that the second reading shall take place later the same day: Provided that in the case of a Bill presented under paragraph (4) of Standing Order No. 71 (Presentation, First Reading and Publication of Bills) the Member in charge may, subject as aforesaid, appoint a day for the Second Reading by giving at least three clear days notice thereof".

722 At the conclusion of any subsequent proceedings on a Bill the Member in charge may, subject to the provisions of paragraph (5) of this Order, appoint a later day for the next stage of the Bill or move without notice that the next stage be taken later the same day.

723 No Bill (other than an Appropriation Bill) shall be read a second time earlier than 30 days after the day on which it was read a first time or, if in the case of a Bill presented by a Minister or Assistant Minister a draft thereof was published in the *Gazette* before it was presented, 30 days after such publication, unless the Assembly determines (on a motion which may be moved by a Minister without notice immediately after the first reading of the Bill and before the Member in charge appoints a day for the second reading) to proceed with the Bill as a matter of urgency.

724 Where such a Bill as is referred to in section 88 (2) of the Constitution has been read a first time, no day shall at first be appointed for its second reading and the Bill shall stand

referred to Ntlo ya Dikgosi. The Member in charge of the Bill may in due course appoint a day for the second reading by giving at least three clear days notice thereof.

72.5 Where such a Bill as is referred to in section 89 (3) of the Constitution has been read a third time no day shall at first be appointed for the motion that the Bill do now pass, but the Member in charge of the Bill may in due course appoint a day for such motion by giving at least three clear days notice thereof.

72.6 Where in pursuance of paragraph (1) or (2) of this Order it is appointed or decided on any day that a stage of a Bill be taken later the same day the Order for that stage shall be deemed to have been added at the end of the Notices of Motion and Orders of the Day in the Order Paper for that day's sitting.

73. CORRECTIONS TO BILLS

73.1 During the progress of a Bill, corrections of a verbal or formal nature may at any time be made thereto by the Clerk under the direction of the Speaker.

74. SECOND READING

74.1 When a Bill has been read a first time the next stage shall be a motion "That the Bill be read a second time". On this motion the general merits and principles, but not the details, of the Bill may be debated and no amendment to the motion may be moved.

74.2 If a motion for the second reading of a Bill is negated, no further proceedings shall be taken on that Bill.

75. COMMITMENT OF BILLS

75.1 When a motion for the second reading of a Bill has been agreed to, the Bill shall stand committed to a Committee of the whole Assembly unless –

- (a) the Assembly, on a motion which may be moved without notice by any Member immediately after the Bill has been read a second time, commits the Bill to a Select Committee; or
- (b) the Speaker is of opinion that the Bill would specially benefit or otherwise specially affect some particular person or association or corporate body, in which case he or she may direct that the Bill be committed to a Select Committee.

Standing Orders

752 Proceedings upon a Bill in a Select Committee shall be begun upon a day appointed in accordance with paragraph (2) of Standing Order No. 123 (Procedure in Select Committees).

753 If a number of orders of the day relating to Bills committed to a Committee of the whole Assembly stand consecutively on the Order Paper, the Clerk shall, if the Speaker deems it appropriate, read all such orders together and the House shall then go into Committee to consider all such Bills in order.

76. FUNCTIONS OF COMMITTEES ON BILLS

76.1 Any committee to which a Bill is committed shall not discuss the principles of the Bill but only its details.

76.2 Any such committee shall have power to propose such amendments therein as they shall think fit, provided that the amendments including new clauses and new schedule are relevant to the subject matter of the Bill.

77. AMENDMENTS TO BILLS

77.1 The provisions of this Order apply to amendments proposed to be moved to Bills in Committee of the whole Assembly and on recommittal, and in a Select Committee.

77.2 Notice of amendments proposed to be moved to a Bill shall be given not later than the day before that on which the Bill is to be considered in committee; and, except with the leave of the Chairperson, no amendments of which notice has not been so given may be moved to a Bill.

77.3 The provision of Standing Order No. 45 (Manner of Giving Notice of Motions and Amendments) shall apply to notices of amendments to Bills with the substitution of the word “Chairperson” for “Speaker” in paragraph (2) of that Order.

77.4 The following provisions shall apply to amendments relating to Bills —

- (a) An amendment must be relevant to the subject matter of the Bill and to the subject matter of the clause to which it relates;
- (b) An amendment must not be inconsistent with any clause already agreed to or with any previous decision of the Committee upon the Bill;
- (c) An amendment must not be such as to make the clause which it proposes to amend unintelligible or ungrammatical;
- (d) An amendment which is in the opinion of the Chairperson frivolous or meaningless may not be moved.

Standing Orders

- 77.5** If an amendment refers to, or is not intelligible without a subsequent amendment or schedule, notice of the subsequent amendment or schedule must be given before the first amendment is moved so as to make the series of amendments intelligible as a whole.
- 77.6** The Chairperson may at any time during the discussion of a proposed amendment withdraw it from the consideration of the Committee if, in his or her opinion, the discussion shall have shown that the amendment violates the provisions of this Order.
- 78. PROCEDURE IN COMMITTEE OF THE WHOLE ASSEMBLY UPON A BILL**
- 78.1** The Chairperson in Committee of the whole Assembly shall call the number of each clause in succession. If no amendment is proposed thereto, or when all proposed amendments have been disposed of, he or she shall propose the question “That the clause (or the clause as amended) stand part of the Bill” and, when all Members who wish to speak thereon have spoken, he or she shall put that question to the committee for its decision.
- 78.2** In order to save time, Chairperson, in cases where he or she considers it appropriate —
- (a) may call groups of clauses in the manner prescribed in paragraph (1) of this Order in respect of single clauses;
 - (b) may allow a single discussion to cover a series of interdependent clauses of amendments.
- 78.3** The provisions of Standing Order No. 47 (Amendments to Motions) shall apply to the discussion of amendments to Bills, with the substitution of the word “clause” for the word “motion”.
- 78.4** A clause may be postponed unless a decision has already been taken upon an amendment thereto. Postponed clauses shall be considered after the remaining clauses of the Bill have been considered and before new clauses are brought up.
- 78.5** Any proposed new clause shall be considered after the clauses of the Bill have been disposed of and before consideration of any schedule to the Bill: Provided that a new clause proposed in substitution for the clause which has been disagreed to may be considered immediately after such disagreement.
- 78.6** On the title of any new clause being read by the Clerk the

Standing Orders

clause shall be deemed to have been read a first time. If the new clause is moved the question shall then be proposed: "That the clause be agreed to"; 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) stand part of the Bill".

- 78.7** Schedules shall be disposed of in the same way as clauses and any proposed new schedule shall be considered after the schedules to the Bill have been disposed of, and shall be treated in the same manner as a new clause.
- 78.8** When every clause and schedule and proposed new clause or schedule has been dealt with, the preamble, if there is one, shall be considered and the question put "That this be the preamble to the Bill". No amendment to the preamble shall be considered which is not made necessary by a previous amendment to the Bill.
- 78.9** If any amendment to a title of the Bill is made necessary by an amendment to the Bill, it shall be made at the conclusion of the proceedings detailed above, but no question shall be put that the title (as amended) stand part of the Bill; nor shall any question be put upon the enacting formula.
- 78.10** An amendment, proposed new clause or proposed new schedule upon which a question has been proposed may be withdrawn at the request of the mover by leave of the Committee before the question has been fully put on it, if no Member objects.
- 78.11** If in the opinion of the Chairperson it is necessary to subdivide a Schedule in order more effectively to discuss the details thereof in Committee, he or she may direct that the schedule be subdivided in such manner as he or she may consider appropriate and every such subdivision shall be deemed, for the purposes of this Order, to be a separate schedule.
- 78.12** Proposed amendments to a bill shall be disposed of by the House, in the order in which they are received by the National Assembly.
- 79. PROCEDURE ON REPORTING OF BILL FROM COMMITTEE OF THE WHOLE ASSEMBLY**
- 79.1** When all the proceedings upon the Bill have been concluded in Committee, the Chairperson shall return to the Chair of the

Standing Orders

Assembly, and the Member in charge of the Bill shall report the Bill to the Assembly with or without amendments as the case may be: Provided that if, pursuant to Standing Order No. 75.3 (Committal of Bills), the Committee is to consider a number of Bills the Chairperson shall defer his or her turn to the Chair until proceedings on all such Bills have been concluded.

79.2 If any Member desires to propose further amendments to a Bill as reported from a Committee of the whole Assembly or to introduce any new provision therein, he or she may, after giving such private notice of the further amendments or new provision as the Speaker may deem adequate move without notice when the order for the third reading of the Bill is reached, that the Bill be recommitted either wholly or in respect only of some specified clause or clauses or schedule or schedules of the Bill; or some proposed new clause or new schedule.

79.3 When a motion for recommitment has been moved no amendments may be proposed to it except amendments to widen the scope of the proposed recommitment.

79.4 When a motion for recommitment is agreed to the Bill shall stand recommitted and the time at which the proceedings or recommitment shall take place shall be determined in accordance with the provisions of paragraph (2) of Standing Order No. 72 (Appointment of Days of Stages of Bills).

80. PROCEEDINGS ON RECOMMITMENT OF BILL REPORTED FROM COMMITTEE OF THE WHOLE ASSEMBLY

80.1 When the whole of a Bill has been recommitted the Committee shall go through the Bill as provided in Standing Order No. 78 (Procedure in Committee of the Whole Assembly upon a Bill).

80.2 When a Bill has been recommitted in respect only of some specified clause or clauses, or schedule or schedules of the Bill, or some proposed new clause or new schedule, the Committee shall consider only the matter so recommitted and shall proceed on every such clause or schedule in the manner provided in Standing Order No. 78 (Procedure in Committee of the Whole Assembly upon a Bill) and may thereafter if

Standing Orders

necessary consider amendment of the long or short title of the Bill: Provided that if the Speaker considers it necessary or desirable he or she may require the whole Bill to be recommitted as provided in paragraph (1) of this Order.

803 When all proceedings in Committee of the whole Assembly on a recommitted Bill have been completed, the Chairperson shall return to the Chair of the Assembly and the Member in charge of the Bill shall report the Bill as amended (or as not amended) on recommitment, to the Assembly.

804 When a Bill has been so reported after recommitment, no further motion to the Bill shall be allowed.

81. PROCEDURE IN SELECT COMMITTEE ON A BILL

81.1 Select Committee on a Bill shall be subject to all the provisions of Standing Order No. 123 (Procedure in Select Committees) but before reporting the Bill to the Assembly it shall go through the Bill in the same manner as a committee of the whole Assembly as prescribed in Standing Order No. 78 (Procedure in Committee of the Whole Assembly upon a Bill).

81.2 When a Bill has been amended in a Select Committee the whole text of the Bill as amended shall, if practicable, be printed as part of the report of the Select Committee, but if this is not practicable the text of every clause or schedule amended, and of every new clause or new schedule added, shall be so printed.

82. PROCEDURE ON REPORTING OF BILL FROM SELECT COMMITTEE

82.1 When a Bill has been reported from a Select Committee, the Assembly may consider the Bill as reported on a motion that the report of the Select Committee on the Bill be adopted.

82.2 On a motion to adopt the report from a Select Committee on a Bill moved under paragraph (1) of this Order, a Member may propose an amendment to add at the end of the motion the words "subject to the recommitment of the Bill (either wholly or in respect only of some particular part or parts of the Bill or of some proposed new clause or new schedule) to a Committee of the whole Assembly".

82.3 If the motion is agreed to as amended in accordance with paragraph (2) of this Order, the Bill shall stand recommitted as required by the motion, and the Assembly shall immediately resolve itself into a Committee of the whole Assembly to consider it.

Standing OrderS

83. PROCEEDINGS ON RECOMMITTAL OF BILL REPORTED FROM SELECT COMMITTEE

83.1 When a Bill reported from a Select Committee has been recommitted, the proceedings on recommitment shall be subject to the provisions of Standing Order No. 80 (Proceedings on Recommittal of Bill Reported from Committee of the Whole Assembly).

84. THIRD READING AND PASSING OF BILLS

84.1 The Assembly shall proceed to the third reading of a Bill on a motion that the Bill be read a third time and do pass: Provided that in the case of such a Bill as is referred to in section 89 (3) of the Constitution the motion shall be that the Bill be read a third time, and the Member in charge of the Bill may in due course move a separate motion that the Bill do now pass.

84.2 Debate on any motion under this Order shall be confined to the content of the Bill and no amendment may be moved to the motion.

84.3 When a Bill has been passed the Clerk shall read the long and short titles of the Bill and shall write at the end of the Bill the words "Passed by the Botswana National Assembly this day" giving the date. If a Bill is not passed on question put no further proceedings shall be taken on that Bill.

85. WITHDRAWAL OF BILLS

85.1 The Member in charge of a Bill may at the beginning of the proceedings on a Bill at a sitting announce that he or she withdraws the Bill.

PART X

FINANCIAL PROCEDURE

86. PRESENTATION AND SECOND READING OF APPROPRIATION BILL

86.1 The Appropriation Bill shall not be presented to the Assembly until 14 clear days have elapsed after the Estimates of expenditure for the year have been laid before the Assembly. Estimates of Revenue shall be laid before the Assembly when the Minister moves second reading of the Appropriation Bill.

86.2 After the motion for the second reading of the Appropriation Bill has been proposed the debate thereon shall not commence until one clear day has elapsed and thereafter not more than ten further days shall be allotted for the second reading of the Bill. The debate when resumed, shall be confined to the financial

Standing Orders

and economic state of Botswana and the general principles of Government policy and administration as indicated by the Bill and Estimates. At 1800 hours on the last day, unless the debate is concluded earlier, the Speaker shall put any question necessary to bring the proceedings on second reading to a conclusion.

86.3 For the purpose of this Order and Standing Order No. 88 (Allotment of Time in Committee of Supply) an allotted day shall be any day on which the consideration of the Appropriation Bill, whether by the Assembly or in the Committee of Supply, stands as the first public business on the Order Paper after any matters of the kind referred to in Standing Order No. 31 (Arrangement of Public Business) paragraph (1) (a) and (b).

87. THE COMMITTEE OF SUPPLY

87.1 There shall be a Committee of the whole Assembly to be called the Committee of Supply. The deliberations of the committee shall be in public and shall not commence until one clear day has elapsed after the conclusion of proceedings on the second reading of the Bill.

87.2 2 The Estimates shall upon presentation to the Assembly stand referred to the Committee of Supply and the Appropriation Bill upon being read a second time shall stand committed to that committee.

88. ALLOTMENT OF TIME IN COMMITTEE OF SUPPLY

88.1 There shall be allotted a maximum of eighteen days for discussion of the Appropriation Bill in Committee of Supply.

88.2 The Chairperson may name the hour upon any day allotted under paragraph (1) of this Order at which proceedings upon any organisation of expenditure in the schedules to the Bill, on any schedule of, or the clauses of the Bill shall be concluded. If in the case of any organisation or schedule or of the clauses the hour so named is reached before the business concerned is disposed of the Chairperson shall put forthwith any question necessary to dispose of that business: provided that if in the case of any organisation or schedule the proceedings thereon are concluded before the hour named the next business may be entered upon forthwith.

89. PROCEDURE IN COMMITTEE OF SUPPLY

89.1 On consideration of the Appropriation Bill in Committee of Supply, the clauses of the Bill shall stand postponed until after consideration of the Schedule for appropriation from the

Consolidated Fund and the Estimates of Expenditure from the Development Fund.

- 89.2** On consideration of the Schedule for appropriation from the Consolidated Fund, each organisation of expenditure shall be considered together with the appropriate Estimate in the Recurrent Estimates and the corresponding organisation of expenditure (if any) in the Development Fund Estimates.
- 89.3** Any reference in these Orders to an account means an account in the Recurrent Estimates for the organisation then under discussion and any reference in these Orders to a sub organization means a sub organization in the Development Fund Estimates for the organisation then under discussion.
- 89.4** On consideration of the Schedule in respect of Consolidated Fund, the Chairperson shall call the number and title of each organisation of expenditure in turn and shall, where there is a corresponding organisation of expenditure in the Development Fund Estimates, at the time call the number of that corresponding organisation.
- 89.5** The Chairperson shall then propose the question “That the sum of P..... for organisation number in the Schedule stand part of the Schedule”. Provided that, where there is a corresponding organisation of expenditure in the Development Fund Estimates, the Chairperson shall propose the question “That the sum of P.....for organization number, in the Schedule stand part of the Schedule and the revised Total Estimated Costs for suborganisations in organisation number, in the Development Fund Estimates stand part of those Estimates”.
- 89.6** A debate may, unless an amendment is proposed under the provisions of the next succeeding Order, take place on the question proposed in accordance with paragraph (5) of this Order and any such debate shall, except as permitted by paragraph (9) of this Order, be confined to the Policy relating to the service for which the money is to be provided and shall not deal with the details of any account or sub-organisation but may refer to the details of revenues or funds for which that service is responsible.
- 89.7** Any Member who wishes to discuss the details of any account in the Estimates or the details of the Revised Total Estimated Cost for any sub-organisation in the Development Fund Estimates may give notice of his or her wish, which notice

Standing Orders

shall be set down on the Order Paper no earlier than the day following that on which it was given.

- 89.8** Notice given under paragraph (7) of this Order in respect of the same organisation shall be placed on the Order Paper and considered in the order in which the accounts or sub-organisations to which they refer stand in the organisation of the Recurrent or Development Fund Estimates, as the case may be.
- 89.9** When a debate takes place under paragraph (6) of this Order in respect of any organisation containing accounts or Revised Total Estimated Costs of which notice of discussion has been given under paragraph (7) of this Order and all Members who wish to speak on the policy relating to the service in question have spoken, the Chairperson shall call the number of each such account or each material sub-organisation in succession. When the number of each account or sub-organisation is called in accordance with this paragraph, the debate may continue but in respect only of the details of the account or sub-organisation.
- 89.10** When all the organisations in the Schedule for appropriation from the Consolidated Fund and the Development Fund Estimates have been disposed of, the Chairperson shall forthwith, without amendment or debate, propose the question “That the Schedule (or the Schedule as amended) showing total estimated expenditure of P.....stand part of the Bill and the sum of P, being total estimated expenditure from the Development Fund Estimates”.
- 89.11** When the question proposed in accordance with paragraph (10) of this Order has been affirmatively decided, the Chairperson shall call successively each clause of the Bill and shall forthwith propose the question “That the clause stand part of the Bill” and that question shall be decided without amendment, unless a consequential amendment is moved, or debated.
- 89.12** No amendment shall be moved to any clause except an amendment consequential on an alteration on the total sum appropriated by the Schedule for appropriation from the Consolidated Fund or, following amendment of the Development Fund Estimates, the amount originally estimated as the total expenditure from the Development Fund for the financial year in question. Any such consequential amendment shall be moved only by the Minister or Assistant Minister and may be moved without notice and the question thereon shall

be proposed forthwith without amendment or debate. When the question on the last of such amendment to a clause has been decided, the Chairperson shall forthwith propose the question “That the clause as amended stand part of the Bill” and that question shall then be decided without amendment or debate.

89.13 When the question upon every clause of the Bill had been decided, the Chairperson shall return to the chair of the Assembly and the Member in charge of the Bill shall report the Bill to the Assembly with or without amendment, as the case may be.

90. AMENDMENTS TO ORGANISATIONS OF ESTIMATES IN COMMITTEE OF SUPPLY

90.1 Notwithstanding the provisions of paragraph (2) of Standing Order No. 77 (Amendments to Bills), no amendment shall be moved in the Committee of Supply under this Order until the day after that on which notice was given.

90.2 Subject to the provisions of paragraph (1) of this Order an amendment to an account within any organisation of expenditure in the Recurrent Estimates or to the Revised Total Estimated Cost in a sub-organisation in the Development Fund Estimates may be moved by any Member and shall take the form of motion “That organisation be reduced by P..... in respect of (or by leaving out) account.” in “respect of the Recurrent Estimates or “That the Revised Total Estimated Cost under sub-organisation be reduced by P.....or that the suborganisation be deleted from the Estimates.”

90.3 An amendment to reduce or leave out an organisation in the Recurrent Estimates or to reduce or to delete a Revised Total Estimated Cost under a sub-organisation in the Development Fund Estimates otherwise than as prescribed in paragraph (2) of this Order, shall not be in order and shall not be placed on the Order Paper.

90.4 An amendment to increase an organisation in the Recurrent Estimates whether in respect of any account of the organisation itself, or to increase the Revised Total Estimated Cost of a sub-organisation in the Development Fund Estimates, shall take precedence over an amendment to reduce the organisation or Revised Total Estimated Cost of a suborganisation in the same respect and if it is carried no amendment to reduce the Estimates in that respect shall be called. The provisions

Standing OrderS

of paragraphs (2) and (3) of this Order shall apply *mutatis mutandis* to any amendment to increase an organisation or Revised Total Estimated Cost of a suborganisation.

- 90.5** Amendments in respect of a number of accounts in one organisation of the Recurrent Estimates or Revised Total Estimated Cost for suborganisations in one organisation of the Development Fund Estimates shall be placed upon the Order Paper and considered in the order in which they appear in the organisation in the Estimates.
- 90.6** When notice has been given of two or more amendments to reduce the same account or organisation in the Recurrent Estimates or a Revised Total Estimated Cost of a suborganisation in the Development Fund Estimates, they shall be placed upon the Order Paper and considered in the order of the magnitude of the reductions proposed, the amendment proposing the largest reduction being placed first in each case.
- 90.7** Debate on every amendment shall be confined to the account or organisation or Revised Total Estimated Cost of a suborganisation to which the amendment refers, and after an amendment has been disposed of, no amendment or debate on a previous account of the same organisation or a previous Revised Total Estimated Cost of a sub-organisation in the same organisation shall be permitted.
- 90.8** When all the amendments standing on the Order Paper in respect of any particular organisation of expenditure or Revised Total Estimated Cost of a sub-organisation have been disposed of the Chairperson shall again propose the question in respect of the Recurrent Estimates “That the sum of Pfor organisation stand part of the Schedule” or shall propose the amended question “That the (increased) (reduced) sum of P for organization.....stand part of the Schedule”, as the case may require. In the case of the Development Fund Estimates he or she shall propose “That the Revised Total Estimated costs for suborganisations in the organisation stand part of the Development Fund Estimates “or shall propose the amended question “That the (increased) (reduced) Revised Total Estimated Costs for suborganisations in the organisation..... stand part of the Development Fund Estimates”, as the case may require. The debate on any such question shall be subject to the same limitations as apply to a debate arising under paragraphs (3) and (9) of Standing Order No. 89 (Procedure in Committee of Supply).

91. THIRD READING OF APPROPRIATION BILL

91.1 The motion for the third reading of an Appropriation Bill shall be decided without amendment or debate.

92. SPECIAL ESTIMATES

92.1 If, except in pursuance of Standing Order No. 93 (Supplementary Financial Provision), a Minister presents a Paper setting out estimates of expenditure which, by virtue of any law, require the approval of the Assembly, the Paper shall stand referred to the Committee of Supply without question put and shall be considered on a day to be appointed by the Minister presenting the Paper but not earlier than seven clear days from that on which the Paper was presented.

92.2 When such proceedings are reached, the House shall resolve itself into a Committee of Supply without question put, and the Chairperson shall propose the question "That this Committee approves the expenditure proposed in Paper No. ".

92.3 When the motion has been decided, with or without amendment, the Chairperson shall leave the Chair and the Member in charge shall report the Paper from Committee with or without amendment, as the case may be, and the Speaker shall forthwith, without allowing amendment or debate, put the question "That this House agrees with the Committee in its resolution on Paper No. ".

93. SUPPLEMENTARY FINANCIAL PROVISION

93.1 If the Minister responsible for finance presents a paper setting out a supplementary estimate of sums required or spent for which no or insufficient provision has been made by the Appropriation Act for any financial year or where the Revised Total Estimated Cost of a sub-organisation or suborganisations in the Development Fund Estimates is insufficient, the Paper shall stand referred to the Finance and Estimates Committee without question put.

93.2 When the Finance and Estimates Committee has reported to the Assembly their recommendations in respect of the proposals for such expenditure or additional or increased Revised Total Estimated Cost of a suborganisation or sub-organisations the Minister responsible for finance may give notice of a motion "That this Assembly approves the supplementary proposals set out in Paper No.....". If all the proposals have been recommended for approval by the Finance and Estimates Committee, such motion may be entered on the Order Paper for any day following the day on which it was received by the Clerk.

Standing Orders

94. SUPPLEMENTARY APPROPRIATION BILLS

94.1 Where a Bill is presented providing for the appropriation of expenditure which has been approved by the Assembly under paragraph (2) of Standing Order No. 93 (Supplementary Financial Provision), the debate on the second reading thereof shall be strictly confined to the policy of the services for which additional expenditure is required and when the question thereon has been agreed to, the Bill shall not be committed and the Speaker shall forthwith, without allowing amendment or debate, put the question "That the Bill be now read a third time and do pass".

95. NATIONAL DEVELOPMENT PLAN

Presentation

95.1 The National Development Plan or Mid-Term Review thereof shall be tabled before the Assembly not less than thirty days before its presentation to Parliament, and the deliberations thereon shall not commence until two clear days have elapsed after such presentation.

95.2 The debate shall be confined to the development and economic state of Botswana and the general principles of the policy and administration and shall not exceed eight (8) days.

96. SECTORAL DISCUSSION

96.1 Thereafter not more than 16 days shall be allotted to Sectoral discussions.

97. AMENDMENT TO NATIONAL DEVELOPMENT PLAN

97.1 "Three clear days' notice shall be given of any intended amendment to a National Development Plan. No amendment to the National Development Plan shall be moved if its effect is to increase the total estimated cost. An amendment to the Development Plan may either be for the removal of a project and substituting a new one or may relate to a change in the prioritization of projects".

PART XI

COMMITTEES

98. CLASSIFICATION, APPOINTMENT AND FUNCTIONS OF COMMITTEES

98.1 Committees shall be classified into four categories, namely; Standing Committees which shall be created for the life of a Parliament, Sessional Select Committees which shall stand dissolved at the end of each and every Parliamentary Session, Special Select Committees which are appointed by the National Assembly Order on a motion to consider the terms of a bill or any other purpose, and portfolio committees which shall be created for the life of a Parliament with a special sectoral mandate.

98.2 The following shall be Standing Committees:-

- i. Committee of Selection
- ii. Business Advisory Committee
- iii. Committee of the National Assembly Staff
- iii. Committee on Members' Rights, Interests and Privileges
- v. Standing Orders and Reforms Committee
- vi. Parliamentary Caucus on Women
- vii. Public Accounts Committee
- viii. Finance and Estimates Committee
- ix. Committee of Chairpersons of Parliamentary Committees
- x. Committee on Statutory Bodies and State Enterprises
- xi. Committee on Subsidiary Legislation

Standing Orders

- 98.3** There shall be Sessional Select Committees which shall be appointed at the commencement of a Parliamentary session or during the course thereof, pursuant to a decision of the Assembly, to consider such special business of the Assembly as shall be determined from time to time. The Sessional Select Committees shall report to the Assembly before the end of the parliamentary session in which they are appointed, and shall stand dissolved at the end of the said session.
- 98.4** A Special Select Committee shall from time to time report to the Assembly concerning the matters referred to it, and shall not be dissolved save in accordance with paragraph (5) of this Order.
- 98.5** (i) A Special Select Committee shall as soon as it has completed considering the Bill or any other matter referred to it report to the Assembly thereon and the Committee shall thereupon be dissolved. If the Members of the Committee are of the opinion that they will not be able to complete consideration of the Bill or other matters before the end of the session they shall so report to the Assembly.
- (ii) The terms of reference of a Special Select Committee shall be decided by the Assembly by an Order on the motion appointing such Committee or on any subsequent Order on the motion.
- 98.6** Upon dissolution of the assembly, every select committee shall stand dissolved.
- 98.7** There shall be portfolio committees which shall be appointed for the life of a Parliament and shall stand dissolved upon the dissolution of the assembly. The portfolio committees shall consider business within the purview of their sectoral mandates and shall report to the assembly, at least every Parliamentary Session.
- 98.8** The following shall be portfolio committees of the Assembly:
- i. Committee on wildlife, Tourism, Natural Resources and Climate Change;
 - ii. Committee on Agriculture, Lands and Housing;
 - iii. Committee on Foreign Affairs, Defence, Justice and Security;
 - iv. Committee on Governance and Oversight;

Standing Orders

- v. Committee on Local Governance and Social Welfare;
- vi. Committee on Labour and Home Affairs;
- vii. Committee on the Public Service and its Management
- viii. Committee on Education and Skills Development;
- ix. Committee on Youth, Sport, Arts and Culture;
- x. Committee on Communications, Works, Transport and Technology and ICT;
- xi. Committee on Health and HIV/AIDS;
- xii. Committee on Finance, Trade and Economic Development.
- xiii. Committee on Government Assurances.

99. SELECTION OF MEMBERS OF COMMITTEES

- 99.1** Except as otherwise prescribed by an Act of Parliament, provided in these Standing Orders, or ordered by the Assembly, the Committee of Selection shall determine the number of and appoint the Members who shall serve on Standing Committees and Sessional Select Committees within three days after the commencement of a session and shall meet to appoint the Members of the Special Select Committee when necessary.
- 99.2** Every Committee so constituted shall be announced by the Speaker to the Assembly at its next sitting.
- 99.3** The Committee of Selection shall have power as occasion requires to discharge any Member so appointed and to appoint another Member in substitution for the Member discharged, and the provisions of the preceding paragraph shall, *mutatis mutandis*, apply in respect of any such discharge or appointment.
- 99.4** Save for those Committees whose chairperson is prescribed, or predetermined, in these Standing Orders, the Committee of Selection shall not appoint or select the chairperson of any Committee.
- 99.5** Every Parliamentary Committee constituted by the Committee of Selection pursuant to the provisions of the Parliamentary Standing Orders, shall be otherwise known as a select committee.

Standing Orders

100. CONSTITUTION OF SELECT COMMITTEES

- 1001** Every Select Committee shall be so constituted as to ensure as far as is possible that the balance of the parties in the Assembly is reflected in the Committee.
- 1002** Cabinet Ministers shall not be Members of investigative or oversight committees.

STANDING COMMITTEES

101. COMMITTEE OF SELECTION

- 1011** There shall be a Standing Committee known as the Committee of Selection, consisting of the Speaker as Chairperson, the Leader of the Opposition, the Government Whip, the Opposition Whip and an additional member, not being a Cabinet Minister who shall be a nominee of the Leader of the House.
- 1012** The Committee of Selection shall perform the duties referred to in Standing Order No. 99 (Selection of Members of Committees);
- 1013** Three Members including the Speaker shall be the quorum;
- 1014** The decision of the Committee shall be reported to the House by the Speaker.

102. BUSINESS ADVISORY COMMITTEE

- 1021** There shall be a Standing Committee known as the Business Advisory Committee, consisting of the Speaker as the Chairperson, the Leader of the House, the Leader of the Opposition, the Government Whip and Opposition Whip.
- 1022** It shall be the duty of the Business Advisory Committee to, inter alia:
- (a) consider and recommend any amendments to the Standing Orders which it may consider necessary or desirable;
 - (b) review, select and compile Speakers' rulings from previous meetings for approval as future precedent by the House;

Standing OrderS

- (c) to recommend the allocation of debating time for the State of the Nation Address, Appropriation Bills, National Development Plans and Mid-Term Reviews or other amendments to a National Development Plan after consultation with the All-Party Caucus;
- (d) to prepare business forecasts, with respect to the transaction of business in a meeting of Parliament;
- (e) prioritise individual items of business as and when it deems necessary;
- (f) present its forecasts and resolutions to the All Party Caucus at weekly or other intervals during a meeting of the House.

1023 The Speaker may however increase in his or her discretion, the time on any item within the constraints of stipulated Standing Orders without a formal motion being moved.

103. COMMITTEE OF MEMBERS' RIGHTS, INTERESTS AND PRIVILEGES

1031 There shall be a Standing Committee known as Committee of Members' Rights, Interests and Privileges, consisting of five Members appointed at the first meeting of the life of a Parliament, one of whom shall be elected as chairperson.

1032 The Committee of Members' Rights, Interests and Privileges shall:

- (a) consider all matters pertaining to Members as described in any Acts of Parliament;
- (b) consider other matters affecting the benefits, entitlements, interests and welfare of Members, including, but not limited to, accommodation (official and residential), leisure and recreation;
- (c) consider any matter relating to the conduct of Members, including specific complaints in relation to alleged breaches in any code of conduct to which the Assembly has agreed, and to recommend any modifications to such code of conduct as may from time to time appear to be necessary.

104. COMMITTEE OF THE NATIONAL ASSEMBLY STAFF

1041 There shall be a Standing Committee known as the Committee of the National Assembly Staff consisting of the Deputy Speaker as Chairperson, the Minister responsible for the Public Service and three other Members appointed at the first meeting in the life of a Parliament. It shall be the duty of

Standing Orders

the Committee to advise and make recommendations to the Speaker in the case of appointments and promotions to, or transfers from, the posts of the Clerk, Deputy Clerk or Clerk's Assistants.

1042 For the purposes of this Standing Order "Clerk's Assistants" means officers at the level of the Executive Cadre.

105. PUBLIC ACCOUNTS COMMITTEE

1051 There shall be a Standing Committee known as the Public Accounts Committee, consisting of 10 private Members appointed for the Life of Parliament. One of such Members who shall be member of the Opposition shall be elected as chairperson by the Committee of Selection.

105.2 Half of the Members including the Chairperson of the Committee shall constitute a quorum.

1052 (A) In the event of the committee having to convene on urgency in the absence of the chairperson of the committee half of the Members of the committee shall constitute a quorum which number may include the Chairperson elected by the Members from among themselves.

1053 It shall be the duty of the Public Accounts Committee

- (a) to examine after the end of each financial year;
 - (i) the accounts and statements prepared and signed by the Accountant General in accordance with the provisions of the Finance and Audit Act;
 - (ii) the accounts prepared and signed in accordance with the provisions of the Finance and Audit Act by any officer (other than the Accountant General) who is by virtue of any law responsible for the administration of any Special Fund. And in examining accounts under paragraphs (a) (i) and (a) (ii) the Public Accounts Committee shall take into account the report of the Auditor General.
- (b) to examine, such other accounts value for money and management performance reports laid before the Assembly as may be referred to it by the Assembly, and report the results of such examinations to the Assembly.

1054 The Committee shall report the results of its examinations to the Assembly, and make such recommendations in respect thereto as it deems meet.

Standing Orders

- 105.4 (A)** The Committee shall have power to send the Auditor General to audit or clarify any matter that needs to be clarified.
- 105.5** The Committee shall have power to send for papers, persons and records and move from place to place.
- 105.6** The Committee shall have power to sit only after the adjournment of the House, save where the conduct of its oversight must be carried out on urgency.
- 105.7** The Committee shall conduct its business in private unless the House or the Committee itself determines otherwise.
- 106. FINANCE AND ESTIMATES COMMITTEE**
- 106.1** There shall be a Standing Committee known as the Finance and Estimates Committee consisting of seven private Members appointed for the life of Parliament. One of such Members shall be elected as Chairperson.
- 106.2** It shall be the duty of the Committee to:-
- (a) examine whether the funds are well allocated within the limits of the policy implied in the estimates;
 - (b) to suggest the form in which the estimates shall be presented to Parliament;
 - (c) to suggest alternative procedures in order to bring about efficiency and economy in administration;
 - (d) to consider and recommend for approval or otherwise all proposals by the Government entailing supplementary expenditure from public funds for which the sanction of the Assembly is required;
 - (e) to examine items concerning any part of the estimates of a Ministry or Ministries for examination during the financial year.
- 106.3** Four Members of the Committee shall be the quorum.
- 106.4** The Committee shall meet at such times and such places as may be determined by the Chairperson.
- 106.5** The Chairperson shall upon receipt of the necessary documentation from the Minister responsible for Finance, issue a notice of a meeting—
- (a) not later than 14 days in respect of the National Budget;
 - (b) not later than 7 days in respect of Financial Estimates.
- 106.6** The Committee shall conduct its business in private unless the House or the Committee itself determines to proceed otherwise.

Standing Orders

107. STANDING ORDERS AND REFORMS COMMITTEE

- 107.1** There shall be a Standing Committee known as the Standing Orders and Reforms Committee, consisting of a Chairperson and seven members.
- 107.2** The Committee shall carry out a review of the Standing Orders, and all aspects of Parliamentary procedure and practices, and recommend necessary and/or desired amendments and changes thereto.
- 107.3** The Committee shall advise the Speaker, and the House on matters of procedure and practice.
- 107.4** It shall be the duty of the Committee to review all aspects of traditions, procedures and practices of the House and recommend necessary and desired reforms.
- 107.5** Without derogating from the generality of Paragraph (4) of this Order, these may include:
- a) Members' dress code;
 - b) Strangers' dress code;
 - c) Strangers' admission rules;
 - d) Publicity and public outreach;
 - e) Members' Code of Ethics;
 - f) Declaration of Members' interest.
- 107.6** The Committee shall have the power to sit after the adjournment of the House and report to the House from time to time.
- 107.7** The Committee shall have the power to sit during the meetings of the House, and as best as possible during such times as do not coincide with the sittings of the House, to consider urgent matters.
- 107.8** The Committee shall have the power to send for papers, persons and records.

Standing Orders

1079 The Committee shall conduct its business in private unless the House or the Committee itself determines to proceed otherwise.

107.10 Half of the Members of the Committee shall constitute a quorum.

107.11 The Committee shall receive proposals from the Members in respect of amendments to the Standing Orders.

108. PARLIAMENTARY CAUCUS ON WOMEN

108.1 shall be a Select Committee known as the Parliamentary Caucus on Women, comprising all female Members, one of whom shall be elected as chairperson.

108.2 It shall be the duty of this Committee to:

- (a) consider any report submitted to Parliament by the Minister responsible for women's affairs and any other Minister, and to advise on the measures to be undertaken by Government to improve the position and status of women within the purview of laws, rules, regulations, policies and programmes;
- (b) promote the adequate representation of women in all elective bodies, and decision making positions;
- (c) examine measures taken by Government and other agencies to educate the public on all laws, policies and programmes affecting women;
- (d) examine measures adopted by Government in relation to the development of women and their empowerment;
- (e) examine the impact of welfare programmes on women;
- (f) examine the impact of laws on women, and promote the eradication of provisions which inhibit or adversely affect them.

109. COMMITTEE OF CHAIRPERSONS OF PARLIAMENTARY COMMITTEES

109.1 There shall be a Standing Committee known as the Committee of Chairpersons of Parliamentary Committees, to be Chaired by the Speaker and comprising all Chairpersons of Parliamentary Committees.

109.2 It shall be the duty of the Committee to advise the Speaker on inter alia:

Standing Orders

- (a) the exercise by the Committees of their oversight and other functions;
- (b) the allocation of financial and other resources to Committees;
- (c) the authorisation of Committees' travel plans, both internal and external, as well as composition and size of delegations;
- (d) the formation and predetermination of Committee work plans, budgets, trips, etc, prior to the submission of estimates;
- (e) the periodic review of the mandates of Parliamentary Committees;
- (f) such other matters as may be referred to it by the Speaker or a Committee.

109 (A) COMMITTEE ON SUBSIDIARY LEGISLATION

109 (A) 1 There shall be a Standing Committee known as the Committee on Subsidiary Legislation consisting of a Chairperson and seven members.

109 (A) 2 The Committee shall carry out a review of all Statutory Instruments and Subsidiary Legislation laid before the National Assembly, and may move a motion for the annulment of any such Statutory Instrument, not later than 21 days on which the National Assembly has sat after any such instrument is laid before the National Assembly.

109 (A) 3 The Committee shall report the results of its review and examination of Statutory Instruments, and all Subsidiary Legislation to the House.

109 (A) 4 The Committee shall have power to sit after the adjournment of the House and report to the House from time to time.

109 (A) 5 The Committee shall have the power to sit during the meetings of the House, and as best as possible during such times as do not coincide with the sittings of the House, to consider urgent matters.

109 (A) 6 The Committee shall have power to send for papers, persons and records.

109 (A) 7 The Committee shall conduct its business in private unless the House or the Committee itself determines to proceed otherwise.

109 (A) 8 Half of the Members of the Committee shall constitute a quorum.

110. COMMITTEE ON STATUTORY BODIES AND STATE ENTERPRISES

1101 There shall be a Standing Committee known as the Committee on Statutory Bodies and State Enterprises consisting of a Chairperson and seven Members.

1102 It shall be the duty of the Committee to examine:

- a) The accounts of every statutory body which is required by law, to be laid before the National Assembly.
- b) Such other accounts of statutory bodies laid before a Minister of the Government of the Republic of Botswana as required by any written law, as shall be decided by the Assembly.
- c) The accounts of any statutory body in the exercise of its oversight function.
- d) The accounts of any company wherein the Government of the Republic of Botswana , directly or indirectly through a nominee or such other representative capacity, is the sole equity stakeholder.
- e) The accounts of every Agency of the Government of the Republic of Botswana.
- f) The accounts of every Trust of the Government of the Republic of Botswana.
- g) The accounts of any body corporate of the Government of the Republic of Botswana.
- h) The accounts of any state enterprise, of the Government of the Republic of Botswana.
- i) Such other accounts, value for money and management performance reports laid before the Assembly as may be referred to it by the Assembly and report the results of such examination to the Assembly.

1102 (A). In examining the accounts under Standing Order 110.2, the Committee shall take into account the report of the Auditor General, executed pursuant to statutory provisions, and the audit reports of duly appointed external auditors and management letters.

1103 The Committee shall in the conduct of its examinations in terms of Standing Order 110.2, carry out and conduct examinations of management performance and value for money reports.

1104 The Committee shall report the results of its examinations to the Assembly.

1105 The Committee shall have power to send for papers, persons and records, and move from place to place.

Standing Orders

- 1106** The Committee shall have power to sit only after the adjournment of the House, save where the conduct of its oversight must be carried out on urgency.
- 1107** The Committee shall conduct its business in public unless the House or the Committee itself determines otherwise.
- 1108** Half of the Members including the Chairperson of the Committee shall constitute a quorum. In the event of the committee having to convene on urgency for the conduct of its business, half of the Members of the Committee shall constitute a quorum, which number may include the Chairperson of the Committee

PORTFOLIO COMMITTEES

111. COMMITTEE ON WILDLIFE, TOURSIM, NATURAL RESOURCES AND CLIMATE CHANGE

- 1111** There shall be a portfolio Committee known as the Committee on Wildlife, Tourism, Natural Resources and Climate Change consisting of a Chairperson and seven members.
- 1112** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Tourism, Natural Resources, Minerals, Energy, Water, Environment and Climate Change.
- 1113** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1114** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1115** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1116** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1117** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.

- 1118** The Committee shall have power to sit after the adjournment of the House.
- 1119** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 11110** The Committee shall have power to send for papers, persons and records.
- 11111** The Committee shall conduct its business in private unless the House or the Committee itself determines otherwise.
- 112. COMMITTEE ON AGRICULTURE LANDS, AND HOUSING**
- 1121** There shall be a portfolio Committee known as the Committee on Agriculture, Lands and Housing, consisting of a Chairperson, and seven members.
- 1122** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, departments and agencies with portfolio responsibilities in respect of Agriculture, Lands and Housing.
- 1123** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1124** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1125** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1115.6** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1127** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 112.8** The Committee shall have power to sit after the adjournment of the House.

Standing Orders

- 112.9** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 112.10** The Committee shall have power to send for papers, persons and records.
- 112.11** The Committee shall conduct its business in private unless the House or the Committee itself determines otherwise.
- 113. COMMITTEE ON FOREIGN AFFAIRS, JUSTICE, DEFENCE AND SECURITY**
- 1131** There shall be a portfolio Committee known as the Committee on Foreign Affairs, Justice, Defence, Security consisting of a Chairperson, and seven members.
- 1132** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and Agencies with portfolio responsibilities in respect of Foreign Affairs, International Cooperation, Justice, Defence and Security.
- 1133** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1134** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1135** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1136** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1137** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 1138** The Committee shall have power to sit after the adjournment of the House.

Standing OrderS

- 1139** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 11310** The Committee shall have power to send for papers, persons and records.
- 11311** The Committee shall conduct its business in private unless the House or the Committee itself determines otherwise.
- 114. COMMITTEE ON GOVERNANCE AND OVERSIGHT**
- 1141** There shall be a portfolio Committee known as the Committee on Governance and Oversight, consisting of a Chairperson and seven members.
- 1142** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries Departments and agencies with portfolio responsibilities in respect of elections, corruption and economic crime, maladministration, the media, and all Government oversight functions.
- 1143** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and/or Legislative provisions.
- 1144** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1145** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1146** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1147** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 1148** The Committee shall have power to sit after the adjournment of the House.

Standing Orders

- 1149** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 11410** The Committee shall have power to send for papers, persons and records.
- 115. COMMITTEE ON THE PUBLIC SERVICE AND ITS MANAGEMENT**
- 1151** There shall be portfolio Committee known as the Committee on the Public Service and its Management, consisting of a Chairperson and seven Members.
- 1152** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of public service management.
- 1153** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1154** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1155** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1156** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1157** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 1158** The Committee shall have power to sit after the adjournment of the House.
- 1159** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 11510** The Committee shall have power to send for papers, persons and records.

116. COMMITTEE ON LOCAL GOVERNANCE AND SOCIAL WELFARE

- 1161** There shall be a Committee known as the Committee on Local Governance and Social Welfare consisting of a Chairperson and seven members.
- 1162** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Department and agencies with portfolio responsibilities in respect of Local Governance and Social Welfare.
- 1163** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1164** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1165** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1166** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1167** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 1168** The Committee shall have power to sit after the adjournment of the House.
- 1169** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 11610** The Committee shall have power to send for papers, persons and records.

Standing Orders

117. COMMITTEE ON LABOUR AND HOME AFFAIRS

- 1171** There shall be a Committee known as the Committee on Labour and Home Affairs, consisting of a Chairperson and seven members.
- 1172** The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Labour and Home, Affairs.
- 1173** The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 1174** The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 1175** The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 1176** The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 1177** The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 1178** The Committee shall have power to sit after the adjournment of the House.
- 1179.** The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117.10** The Committee shall have power to send for papers, persons and records.

117 (A) COMMITTEE ON HEALTH AND HIV/AIDS

- 117 (A)1** There shall be a Committee known as the Health and HIV/AIDS Committee, consisting of a Chairperson and seven members.

Standing Orders

- 117 (A)2 The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Health and HIV/AIDS.
- 117 (A)3 The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 117 (A)4 The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 117 (A)5 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 117 (A)6 The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 117 (A)7 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 117 (A)8 The Committee shall have power to sit after the adjournment of the House.
- 117 (A)9 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117 (A)10 The Committee shall have power to send for papers, persons and records.
- 117 (B) **COMMITTEE ON COMMUNICATIONS, WORKS, TRANSPORT, TECHNOLOGY AND ICT**
- 117 (B)1 There shall be a Committee known as the Committee on Communications, Works, Transport, Technology and ICT consisting of a Chairperson and seven members.
- 117 (B)2 The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Communications, Works, Transport, technology and ICT.

Standing Orders

- 117 (B)3 The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 117 (B)4 The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 117 (B)5 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 117 (B)6 The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 117 (B)7 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 117 (B)8 The Committee shall have power to sit after the adjournment of the House.
- 117 (B)9 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117 (B)10 The Committee shall have power to send for papers, persons and records.
- 117 (C) **COMMITTEE ON EDUCATION AND SKILLS DEVELOPMENT**
- 117 (C).1 There shall be a Committee known as the Committee on Education and Skills Development, consisting of a Chairperson and seven members.
- 117 (C).2 The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Primary Education, Secondary Education, Tertiary Education and Skills Development.

Standing OrderS

- 117 (C).3 The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 117 (C).4 The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 117 (C).5 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 117 (C).6 The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 117 (C).7 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 117 (C).8 The Committee shall have power to sit after the adjournment of the House.
- 117 (C).9 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117 (C).10 The Committee shall have power to send for papers, persons and records.
- 117 (D) **COMMITTEE ON YOUTH, SPORT, ARTS AND CULTURE**
- 117 (D).1 There shall be a Committee to be known as the Committee on Youth, Sport, Arts and Culture consisting of a Chairperson and seven members.
- 117 (D).2 The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of the Youth, Sports, Arts and Culture.

Standing Orders

- 117 (D).3 The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 117 (D).4 The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 117(D).5 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 117 (D).6 The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 117 (D).7 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 117 (D).8 The Committee shall have power to sit after the adjournment of the House.
- 117 (D).9 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117 (D).10 The Committee shall have power to send for papers, persons and records.
- 117 (E) **COMMITTEE ON FINANCE, TRADE AND ECONOMIC DEVELOPMENT**
- 117(E).1 There shall be a Committee known as the Committee on Finance, Trade and Economic Development, consisting of a Chairperson and seven members.
- 117 (E).2 The Committee shall exercise Parliamentary oversight and scrutiny over Government Ministries, Departments and agencies with portfolio responsibilities in respect of Finance, Development, Trade and Industry.

Standing OrderS

- 117 (E).3 The Committee shall examine the reports of Government Ministries, Departments and agencies under its portfolio and determine efficacy of function and delivery of portfolio mandate and ensure due compliance with policies and Statutory and Legislative provisions.
- 117 (E).4 The Committee shall from time to time, consider and examine Government policies and Legislation under its portfolio, and may make such recommendations to the Government for their review and/or amendment.
- 117 (E).5 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.
- 117 (E).6 The Committee shall consider any bills referred to it by the National Assembly and report on the conduct of its business to the National Assembly.
- 117 (E).7 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament or whenever a vacancy arises in respect thereto.
- 117 (E).8 The Committee shall have power to sit after the adjournment of the House.
- 117 (E).9 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sittings of the House to consider urgent matters.
- 117 (E).10 The Committee shall have power to send for papers, persons and records.
- 117 (F) **THE GENERAL ASSEMBLY**
- 117 (F).1 There shall be a General Assembly an all party Caucus meeting of the Members of Parliament, to be known as the General Assembly.
- 117 (F).2 The General Assembly shall convene during the meetings of the House at least once weekly at such place and time as shall be determined by the Speaker or for the purpose of considering any urgent business, during such days, times and places as shall be determined by the Speaker.

Standing Orders

- 117 (F).3 The General Assembly shall take briefings from Government Departments, Ministries, Statutory Bodies, persons and organisations.
- 117 (F).4 The General Assembly shall consider matters pertaining to Members' interests, rights and privileges and all matters of national interest.
- 117 (F).5 The Speaker shall preside at all meetings of the General Assembly, and in his/her absence the Deputy Speaker. In the absence of the Deputy Speaker, such member as shall have been delegated by the Speaker shall preside, or where after the elapse of fifteen minutes after the proposed and noticed time of the meeting it is apparent that no member has been so delegated, any member elected by the General Assembly, shall preside at the said meeting.
- 117 (F).6 The Speaker shall regulate procedure and the conduct of the General Assembly, in keeping with the general practice of the General Assembly and Parliamentary traditions.
- 117 (F).7 One third of the Members shall constitute a quorum for the meeting of the General Assembly.
- 117 (F).8 Written notice of the convening of the meeting of the General Assembly shall be served on the members, no less than a day before the noticed time of convocation of the said meeting during the periods when the House is in meeting, and no less than seven days before the noticed time of convocation of the said meeting, when the meeting of the House is adjourned sine die.
- 117 (F).9 The decisions of the General Assembly shall where necessary be laid before the House for adoption.
- 117 (G) **COMMITTEE ON GOVERNMENT ASSURANCES**
- 117 (G).1 There shall be a Portfolio Committee known as the Committee on Government Assurances consisting of a Chairperson and seven Members.
- 117 (G).2 The Committee shall exercise parliamentary oversight and scrutiny over assurances made by the government in Parliament including execution of resolutions made in Parliament.

Standing OrderS

- 117 (G).3 The Committee shall elect its Chairperson whose tenure shall be for the life of a Parliament, or whenever a vacancy arises in respect thereto.
- 117 (G).4 The Committee shall have power to sit after the adjournment of the House.
- 117 (G).5 The Committee shall have the power to sit during the meetings of the House and as best as possible during such times as do not coincide with the sitting of the House to consider urgent matters.
- 117 (G).6 The Committee shall have power to send for papers, persons and records.
- 117 (G).7 The Committee shall conduct its business in private unless the House or the Committee itself determines otherwise.
- 117 (G).8 The Committee shall report the results of its examinations to the National Assembly at least once every session, and may make such findings and recommendations in respect thereto.

COMMITTEE PROCEDURE

118. SITTING OF SELECT COMMITTEE

- 1181 Except with prior permission of the Speaker, no Select Committee shall sit during a sitting of the Assembly. A Select Committee may sit during an adjournment of the Assembly.

119. CONVENING OF FIRST MEETING

- 1191 The first meeting of any Select Committee of which no Chairperson has been appointed shall be convened by the Speaker within seven days of its constitution. The first meeting of the Select Committee of which a Chairperson has been appointed shall be convened by the Chairperson within twenty-one days of its constitution.

120. ELECTION OF CHAIRPERSON

- 1201 Except where the appointment of the Chairperson is otherwise provided for in these Standing Orders, or ordered by the Assembly, every Select Committee shall, prior to the commencement of business, elect one of its Members to be Chairperson.

Standing Orders

1202 If the Chairperson is absent from a sitting of a Select Committee, the Members of the Committee present at the meeting shall elect one of their Members to act as Chairperson at the sitting.

1203 Except where the tenure of appointment of the Chairperson of a Select Committee is otherwise provided for in these Standing Orders, the chairperson of a Select Committee shall be elected at the commencement of each and every Parliamentary session.

121. QUORUM

1211 Except as otherwise provided in these Standing Orders, or ordered by the Assembly, the quorum of a Select Committee shall be one-third of the Members, a fraction of the whole number being disregarded.

1212 If there is no quorum within fifteen minutes of the appointed hour of meeting the Committee shall stand adjourned and the Chairperson shall instruct the Clerk to convene a meeting at some future time.

1213 If at anytime during the sitting of a Select Committee there is no quorum, the Chairperson shall either suspend business until there is a quorum or adjourn the Committee to some future time.

122. PROCEDURE ON ADJOURNMENT SINE DIE

1221 Should a Select Committee adjourn without a time being fixed for its next meeting, the Chairperson shall instruct the Clerk to convene a meeting at some future time.

123. PROCEDURE IN SELECT COMMITTEES

1231 The deliberations of a Select Committee shall be confined to the matter or matters referred to them by the Assembly, and in the case of a Select Committee on a Bill shall be confined to the Bill committed to them and matters relevant thereto including any possible amendments.

1232 Subject to the provisions of this Part, a Select Committee shall sit at the times determined by the Chairperson. The sittings of a Select Committee shall be held in private unless the committee otherwise orders.

1233 The Clerk to the Committee shall attend meetings of the committee and shall keep the minutes of proceedings of the Committee.

Standing Orders

- 1234** Divisions in a Select Committee shall be taken by the Clerk to the Committee who shall ask each Member of the Committee separately how he or she wishes to vote and record the votes accordingly.
- 1235** Neither the Chairperson of a Select Committee nor any other Member presiding shall vote unless the votes of other Members are equally divided in which case he or she shall give a casting vote.
- 1236** (a) A Member of a Select Committee may bring a report for their consideration (and the report shall be entered in full on the minutes of proceedings of the Committee). When all the reports have been brought up the Chairperson shall propose the reports in order until one is accepted as a basis for discussion, beginning with his or her own report and proceedings with the remainder in the order in which they were brought up. The question to be proposed by the Chairperson on a report shall be that the Chairperson's (or Mr 's) report be read a second time paragraph by paragraph. When this question has been agreed to it shall not be proposed on further reports but portions thereof may be offered as amendments to the report under consideration if they are relevant to it.
- (b) The committee shall then go through the report paragraph by paragraph and the provisions of Standing Order No.75 (Procedure in Committee of the Whole Assembly upon a Bill) shall apply as if the report were a Bill and paragraphs were the clauses of the Bill.
- (c) When consideration of a report, paragraph by paragraph, is concluded and when all proposed new paragraphs have been considered the Chairperson shall put the question that this report be the report of the Committee to the Assembly.
- 1237** A Select Committee may make a special report relating to the powers, functions and proceedings of the Committee on matters which they think fit to bring to the notice of the Assembly.
- 1238** The minutes of the proceedings of the Committee shall record all proceedings on consideration of a report or Bill in the Committee and on every amendment proposed to the report or Bill, with a note of divisions, if divisions were taken in the Committee, showing the names of Members voting in the division or declining to vote.
- 1239** A report or special report, with the minutes of proceedings of a Select Committee and the minutes of evidence, if evidence was taken, shall, subject to the provisions of paragraph (10) of this Order, be presented to the Assembly by the Chairperson at the times appointed in Standing Order No. 30 (Daily Routine of Business) and shall be ordered to lie on the Table without question put.

Standing Orders

- 123.10** If the Assembly stands adjourned *sine die* when a report or special report has been agreed to, the Committee may present the report by sending a copy of it together with the minutes referred to in the preceding paragraph to the Clerk and thereupon the report shall be deemed to have been presented to the Assembly and laid upon the Table.
- 123.11** All reports (and minutes) so presented shall be printed and the Clerk shall send a copy to every Member of the Assembly.
- 123.12** Committee Reports shall be debated in the July Meeting, unless the House resolves otherwise, and the overall time for debate shall be three (3) hours with individual members debating time limited to ten (10) minutes.

124. EXAMINATION OF WITNESSES BY SELECT COMMITTEE

- 124.1** All Select Committees shall exercise their power to send for persons, papers and records.

125. PREMATURE PUBLICATION OF EVIDENCE

- 125.1** The evidence or documents presented to a Committee shall not be published or divulged by a Member of the Committee or by any other person who appeared before the Committee before the report relating to the evidence or documents is presented to the Assembly.
- 125.2** Section 19 of the National Assembly (Powers and Privileges) Act shall apply to a person who contravenes Standing Order 125.1.

PART XII

MISCELLANEOUS MATTERS

126. EMPLOYMENT OF MEMBERS IN PROFESSIONAL CAPACITY

- 126.1** No Member shall appear before the Assembly or a committee thereof as a legal practitioner for or on behalf of a party or in a capacity for which he or she is to receive a fee or reward.

127. ADMISSION OF PRESS AND PUBLIC

- 127.1** The Clerk shall ensure that all orders made by the Speaker under lawful authority for the regulation of the admission of strangers to the precincts of the Assembly, are complied with.

128. USE OF ELECTRONIC EQUIPMENT IN THE HOUSE AND COMMITTEES

- 128.1.** The use of electronic devices by members of the public in

Standing OrderS

the parliamentary Chamber, and committee rooms during the House Or Committee proceedings is prohibited save with such prior approval as may be granted by the Speaker on such terms and conditions as may be specified.

- 1282** Electronic tablets and such other similar electronic hand held devices, may be used by the members and officers of parliament during the House or committee proceedings to access parliamentary papers and other documents relevant to the business before the house or committee.
- 1283** The use of audio and visual communication functions of electronic devices in the house and committee, shall not be allowed save as in terms of the provisions of Standing Order 128.2
- 1284** Electronic devices shall only be used with their operative functions in silent mode, during the House and Committee proceedings.
- 1285** The use of an electronic device, whose size nature and function, may obscure the member using them or the vision of the other members or officers in the House or committee, or cause audible disturbance or disruption, or a breach of decorum in any manner whatsoever, shall not be allowed in the House or Committee Proceedings
- 1286** Any Member who contravenes a provision of this Standing Order shall be dealt with under Standing Order 60.

129. WITHDRAWAL OF STRANGERS

- 129.1** Subject to the provisions of paragraph (1) of Standing Order No. 89 (The Committee of Supply), a Member may without notice at any time rise and move that strangers withdraw, specifying whether the withdrawal is to be for the remainder of that day's sitting or during the consideration of certain business. Thereupon the Speaker or Chairperson shall propose the question thereon and the Assembly or Committee shall dispose of it before proceeding further with the business which was before it when the motion was moved.
- 129.2** When any order has been made by the Speaker or Chairperson for the withdrawal of strangers, Members of the public and of the press shall forthwith withdraw from the Assembly Chamber and the Sergeant-at-Arms shall ensure that the order is complied with.

Standing Orders

130. SUSPENSION OF STANDING ORDERS

- 130.1 Any Standing Order may, with the leave of the Speaker, be suspended, wholly or in part, for a specified purpose upon motion made after notice. If it is urgently necessary (of which the Speaker shall be the judge) such a motion may be made without notice.
- 130.2 The terms of a motion for the suspension of a Standing Order shall include a statement of the purpose of the proposed suspension and no amendment shall be moved to such a motion.
- 130.3 The suspension of any Standing Order shall be limited in its operation to the particular purposes for which such suspension was sought.

131. PROCEDURE IN CASE OF DOUBT

- 131.1 In a matter not provided for in these Orders, and in any case of doubt, the usage and practice of the House of Commons of Parliament of Great Britain and other Commonwealth countries shall be followed as far as applicable and consistent with these Standing Orders or with the practice of the Assembly.
- 131.2 The Speaker's ruling under this Standing Order shall be final.

132. SPECIALLY ELECTED MEMBERS OF PARLIAMENT

- 132.1 A candidate nominated by a Member to be elected as a Specially Elected Member of Parliament shall give his or her consent to the Speaker in the Form set out in Schedule 2.
- 132.2 The consent under this Standing Order shall be submitted to the Speaker by the Member together with the proposal for the nomination of the candidate.
- 132.3 The name of the Member who nominated the candidate and the name of the candidate shall be announced to the House by the Speaker.

SCHEDULE

(Order 35(2))

FORM OF PETITION TO THE NATIONAL ASSEMBLY

To the Honourable Speaker and Members of the National Assembly
of Botswana.

The Petition of the undersigned (Here insert —)

- (a) if there is only one petitioner, name, description and
place of residence; or
- (b) if there is more than one petitioner, names, descriptions
and places of residence Respectfully sheweth —

That (Here set forth the case of circumstances to be brought to the
notice of the Assembly.)

Wherefore your petitioner (or petitioners) pray that your Honourable
Assembly will (here set forth the nature of the relief asked for.)

And your petitioner (or petitioners), as in duty bound, will ever pray
(signature to follow)

Standing Orders

SCHEDULE 2

CONSENT OF CANDIDATE ELECTION OF SPECIALLY ELECTED MEMBER OF PARLIAMENT

(Standing Order 132)

I,..... **of**

.....*(address)*

Declare that I accept nomination as a candidate for election as a Specially Elected Member of the Parliament and I do further declare that –

- (a) I am a citizen of Botswana and have attained the age of 18 years.
- (b) I am qualified for registration as a voter for the purposes of the election of the Elected Members of the National Assembly and am so registered;
- (c) I am able to speak English and unless incapacitated by blindness or other physical cause, to read well enough to take an active part in the proceedings of the Assembly.
- (d) I possess none of the disqualifications referred to in section 62 of the Constitution of Botswana.

Signature of Candidate:..... **Date:**.....

Thus Sworn before me at this day of 20

COMMISSIONER OF OATHS

INDEX

(Number refers to Nos. of Standing Orders)

A

Absence of —

- Chairperson of Select Committee, 120.2
- Leader of the House, 8.4
- Leader of Opposition, 9.5
- Members, 16
- Speaker, 5.2 (b)
- Speaker and Deputy Speaker, 5.2 (c)

Addresses —

- By President, 18, 21
- By dignitaries or Heads of State 18(A)

Adjournments, 49, 50, 54

See also Motions

Admission of Press and Public, *See* Miscellaneous matters

Aide de-Camp, 19

Allotment of time, debate of motion in response to the President's address, 23

Amendments to motions —

- Amendment to amendment, 47.6, 47.7
- Forms of, 47.2
- Manner of giving notice, 45
- Moving without notice, 47.3
- Notice required, 44.2 (a)
- Proposal to amend, 47.1
- Withdrawal of, 48

Amendments to Bills—

- Notice required, 77.2, 77.5
- To be relevant, 77.4
- Withdrawal by Chairperson, 77.6

Amendments in Committee of Supply

Notice required, 90.1

Asking and answering question, manner of, 40

Admission of Press and Public, 127

Appointment of Vice President, endorsement of, 6

Appropriation Bill, third reading of, 91

Appropriation Bill, presentation and second reading of, 86

Standing Orders

B

Behaviour of Members in the House, 58

Bills —

- Amendments to, 77
- Appointment of days for stages of, 72
- Committal of, 75
- Corrections to, 73
- Form of, 70
- Functions of Committee on, 76
- Presentation, first reading and publications of, 71
- Presentation, second reading of appropriation, 71
- Private Members, 31.2 (d)
- Procedure in Committee of whole Assembly upon, 78
- Procedure on reporting of, from Committee of whole Assembly, 79
- Procedure in Select Committee on, 81
- Procedure on reporting of, from Select Committee, 82
- Proceedings on recommittal of, reported from Committee of whole Assembly, 80
- Proceedings on recommittal of, reported from Select Committee, 83
- Second reading, 74
- Third reading and passing of, 84
- Third reading and passing of appropriation, 91
- Withdrawal of, 85

Bills, Appropriation—

- Presentation, 86.1
- Second Reading of, 86.2
- Supplementary, 94
- Third Reading of, 91

Business —

- Arrangement of public, 31
- Daily routine of, 30
- Definition of Government, 3
- Definition of Private Member's, 3
- Of Private Members, 31.2 (e)

C

Clerk, Duties of, 11

Clerk of Assembly—

Minutes of Proceedings, Bills, Papers and Account,
custody of,

11.1, 11.5

Minutes of the proceedings to Members, circulates, 11.2

Order Book, prepares, 11.3

Order Paper, prepares, 11.4 (a)

Notice Paper, prepares, 11.4 (b)

Official report of all proceedings, produces, 11.8

Select Committees Clerks, provides with, 11.6

Closure of Debate *See* Debate

Collection of voices, 61

Conclusion of Meeting, 28

Contents of Questions, 38

Content of Speeches, 57

Committal of Bills, 75

Committees, Portfolio —

Agriculture , Lands and Housing, 112

Communications, Works, Transport, Technology and ICT,

117 (B)

Education and Skills Development, 117 (C)

Finance, Trade and economic Development, 117 (E)

Foreign Affairs, Justice, Defence and Security 113

Governance and Oversight, 114

Health and HIV/AIDS, 117 (A)

Local Governance and Social welfare, 116

Labour and Home Affairs, 117

Public Service and its management, 115

Wildlife, Tourism, Natural Resources & Climate Change, 111

Youth, Sport, Arts and Culture, 117 (D)

Government Assurances 117(G)

Committees, Standing —

Business Advisory, 102, 98.2 (ii),

Chairpersons of Parliamentary Committees, 98.2(ix), 109

Disorder in, 67

Finance and Estimates, 98.2 (viii), 106

Members' Rights, Interests and Privileges, 98.2 (iii)103

National Assembly Staff, 98.2 (iii), 104

Selection, of, 98.2 (i)

Parliamentary Caucus on Women, 98.2 (vi), 108

Standing Orders

- Procedure in, 69
- Public Accounts, 105
- Record of proceedings in, 68
- Selection, 102
- Special select, 98.4, 98.5
- Standing Orders and Reforms, 107,
- Statutory Bodies and State Enterprises, 110, 98.3(x)
- Subsidiary Legislation, 109 (A)

Committees - classification, appointment and functions of, 98

Committees, Select —

- Adjournment *Sine Die*, procedure on, 122
- Classification, Appointment and functions of, 98
- Chairperson voting in, 123.5
- Committal of Bill to, 75.1 (a)
- Committal of Bill to, by Speaker, 75.1 (b)
- Consideration of reports in, 123.6(a) (b) (c)
- Constitution of, 100
- Deliberations of, 123.1
- Dissolution of, 98.6
- Divisions in, 123.4
- Duties of Clerk to, 123.3
- Chairperson, Election of, 120.1
- Evidence, premature publication of, 125
- Examination of witnesses by, 124
- First meeting, convening of, 119
- Member to act as Chairperson, 120.2
- Minutes of proceedings of, 123.8
- Procedure in, 123
- Proceedings upon a Bill in, 75.2
- Quorum, 121
- Selection of members of, 99
- Sessional, 98.3
- Sitting of, 118
- Special reports by, 123.9
- Tabling of reports by, 123.9, 123.10

Committees, Select on a Bill —

- Amendments moved in, 76.2
- Commencement of proceedings in, 75.2
- Procedure in, 81
- Reporting from, 82
- To discuss only details of Bill, 76.1

Committee, of Selection, 101

Committee of Supply —

- Allotment of time in, 88
- Amendments to Heads of Estimates in, 90
- Appropriation Bill committed to, 87.2
- Deliberations of, to be in public, 87.1
- Estimates referred to, 87.2
- Procedure in, 89
- Special Estimates, 92

Committee Procedure—

- Sitting of select committee, 118
- Convening of first meeting, 119
- Election of Chairperson, 120
- Examination of witnesses, by Select Committee, 124
- Quorum, 121
- On adjournment *Sine Die*, 122
- Premature publication of evidence, 125
- In Select Committees, 123

Committee of whole Assembly —

- Amendments moved in, 76.2
- Clerk to keep minutes of, 11.1
- Disorder in, 67
- Matters by, limits on consideration by, 65
- Members may speak more than once, 66
- Procedure in, 69
- Procedure upon a Bill in, 78
- Record of proceedings in, 68
- Reporting on Bill from, 79
- Proceedings on recommittal of Bill reported from, 80

Commons, House of, usage and practice to be followed in case of doubt, 131

Collection of Voices, 61

Consideration of matters by Committee, limits on, 65

D

Daily routine of Business, 30

Days of sitting, 25

Debate —

Adjournment of, 54

Closure of, at the instance of Member, 55

Closure of, at the instance of Speaker, 56

Interruption of members in, 53

Occasion when a Member may speak more than once, 52

of motion in response to the President's address, See allotment of Time

Standing Orders

Time and manner of speaking in, 51
To be either in English or Setswana, 15.1
Questions not to be made pretext for, 41.3
Decision of Chair final, 59
Decisions on point of Order, 60
Definite matter of urgent public importance:
 Motions for adjournment-
 Place in daily routine of business, 30.1(k)
 Procedure on moving, 50

Deputy Speaker, Election of, 4.14
Disorder in Committee, 67

Dissolution of Assembly —
Effect of, on Select Committees, 98.6

Divisions-
Absence of quorum disclosed by, 17.4
Confusion or error, 63.4
Continued after interruption of business, 26.5
How taken, 63.1
In Select committees, 123.4
Speaker to order, in certain circumstances, 62
When ordered, 63.1

Duties of Clerk, 11

Election, of Speaker and Deputy Speaker, 4
Electronic equipment in the house and in committees, use of *See*
Miscellaneous matters
Employment, of Members in professional capacity, *See* Miscellaneous
matters
End of Session, proceeding to lapse at, 29
Endorsement, of appointment of Vice President, 6

E

English or Setswana—
 Debates to be in, 15.1
 Petition to be in, 15.3
 Speech or contribution to be in, 15.2

Estimates *See also under* Committee of Supply
Estimates, Special, 92
Evidence *See* Premature Publication of evidence
Exemption of Business, 26.6
Explanation, personal, 43

F

Father/Mother, of the House, 13A

Financial —

Supplementary provision, 93

First Reading-

Of Bill, 71.3

Of New clause, 78.6

Front Bench, President on, 20

First Sitting of Session, opening proceedings at, 22

G

General Assembly, The, 117 (F)

Giving way —

At discretion of Member speaking, 53.1 (b) (c)

Government Business-

Definition, 3

Place in order of business, 31.2 (a)

Adjournment Debate, 49.5, 49.6, 49.7

H

HIV/AIDS Committee *See* Committee

Hours of sitting, 26

Hours of sitting, variation of, 27

House of commons —

When usage and practice of, followed, 131

I

ICT Committee *See* Committee

Improper Motives – not to be imputed to Members, 57.5

Individual Public Officers, conduct of, not to be raised, 57.6

Interpretation, 2

Interruptions—

Permitted only for certain purposes, 53.1 (a) (b) (c)

Interruption, business, 26.4, 26.5, 26.6

See also Business

J

Judges, conduct of, not be raised, 57.6

Standing Orders

L

Language —

- Of petitions, 15.3
- Of Debate, 15.1
- Of petitions, 15.3
- Of speeches and contributions, 15.2

Leader of the House —

- Defined, 3
- Duties of, 8.2
- Business Advisory Committee, member of, 8.2(iii), 8.3, 102
- Question time 40 B

Leader of the Opposition—

- Defined, 3
- Parliamentary Committees, member of, 9.2
- Speaking time on address in reply, 9.3.4

Legal practitioners, 126.1

M

Magistrates, conduct of, may not be raised, 57.6

Matters of Privilege, 42

Meetings—

- Determining duration of, 24.2
- Commencement of, 24.1
- Conclusion of, 28
- Of the Assembly, end and begin, 24.1

Members—

- Absence of, 16
- Behaviour of, in the House, 58
- Claiming to move closure, 55.1
- Claiming division, 62.1 (a)
- Conduct of, not to be raised, 57.6
- Employment of, in professional capacity, 126
- Interruption by, 53
- May be ordered to withdraw, 60.2
- May speak more than once, 65
- Moving adjournment on matters of urgent public importance, 50
- Personal explanations by, 43

- Raising matters of privilege, 42
- Time and manner of speaking, 51
- To take oath or affirmation, 22.2
- Voting by, 63 .1, 63.2, 63.3, 63.4
- When may speak more than once, 52, 66
- Withdrawal of motion or amendment by, 48
- Suspension of, 60.4 (a)

Members of Independent Electoral Commission, conduct of, not to be raised, 57.6

Members of Judicial Service Commission, conduct of, not to be raised, 57.6

Ministers question time, 40 (A)

Miscellaneous matters—

- Employment of Members in Professional capacity, 126
- Admission of press and public, 127
- Procedure in case of doubt, 131
- Suspension of Standing orders, 130
- Use of electronic equipment in the house and committees, 128
- Withdrawal of strangers, 129

Mother of the house, *see* Father/Mother of the house

Motions —

- Adjournment, Assembly and raising of matters thereon, 49
- Adjournment, definite matter of urgent public importance, 50
- President's address, allotment of time for debate on response to, 23
- Amendments to, 47
- Manner of debating, 46
- Manner of giving notice of, 45
- Notice of, 44
- Withdrawal of, 48

Motions and Amendments —

- Notice of, 44
- Manner of giving notice, 45
- Withdrawal of, 48

Standing Orders

- Motions which may be moved without notice —
 - For Adjournment of Assembly, 49.1
 - For Adjournment Debate, 54.1
 - For closure of proceedings of Committee of whole Assembly, 54.4
 - Variation of sitting hours, 27
 - For sitting or not sitting on any day, 25
 - For withdrawal of strangers, 129
 - Recommittal of Bill, 79.2
 - Relating to matter of privilege, 42.4
 - To proceed with next stage of Bill, 72.2

N

Naming of Members, 60.3, 60.4

National Development Plan, 95

- National Development Plan —
 - Sectoral discussion, 96
 - Amendment to, 97

Nature of Questions, 36

Notice of Amendments *See* Amendments

Notice of Motions *See* Motions

Notice of Questions *See* Questions

Ntlo ya Dikgosi, receipt of resolutions from, 34

Numbering of Questions, 39

O

Oath of Allegiance —

- At First sitting of session, 22.2
- Place in daily routine of business, 30.1(d)

Official reports of Speeches, 11.8

Ombudsman, conduct of, not be raised, 57.6

Opening Proceedings at First Sitting of Session, 22

Order Book —

- Clerk to prepare, 11.3
- Members entitled to inspect, 11.3

Order in Assembly, 60

Order Paper —

- Order of Government business on, 31.2 (a)
- Order of Private Members' business on, 31.2(c)
- Questions for Oral reply on, 38.2 (a), 40.1
- Clerk to prepare, 11.4 (a)

P

- Papers, presentation of —
 - Only by Minister, 33.1
 - Place in daily routine of business, 30.1 (i)
- Parliamentary Caucus on women, 108
- Parliamentary Counsel, 13
- Parties, recognition of, 7
- Party Whips—
 - Definition, 3
 - functions of, 10.3
- Personal explanations —
 - Place in daily routine of business, 30.1 (m)
 - Procedure, 43.1
- Petition, presentation of —
 - To be in English or Setswana, 15.3
- Place in daily routine of business, 30.1 (h)
 - Procedure of, 35
- Points of Order —
 - Decision by Speaker on, 59
 - Interruption on, 53.1 (a)
- Premature publication of evidence, 125
- Presentation of Bills to Assembly, 71
- Presentation of Papers, 33
- Presentation of Petitions, 35
- President may address Assembly, 18.1
- President on front bench, 20
- President's address from Speaker's Chair, 21
- President's recommendation, signification of, 32
- Private Members' Bills, priority on Order Paper, 31.2(d)
- Privilege, matters of, 42
- Proceedings in Committee, records of, 68
- Proceedings to lapse at end of session, 29
- Procedure in case of doubt, *See* Miscellaneous matters
- Procedure on Adjournment *Sine Die*, 122
- Public Accounts Committee, 105
- Purpose, 1

Standing Orders

Q

Questions —

- Contents of, 38
- Manner of asking and answering, 40
- Nature of, 36
- Notice of, 37
- Numbering of, 39

Questions from the Chair —

- Adjournment of Debate, 54
- Amendments, 47.2, 47.3, 47.4, 47.5, 47.6
- Closure, 55.1, 56.1
- Proposal of, 46.2, 46.5, 78.1, 78.6
- Putting of, 46.3, 46.4

Questions to be decided without Amendment —

- Adjournment of Debate, 54
- Closure, 55.2
- Third Reading of Appropriation Bill, 91
- Third Reading of Bills, 84.2
- Third Reading of Supplementary Appropriation Bill, 94

Questions to be decided without debate-

- Closure, 55.2
- Third Reading of Appropriation Bill, 91
- Third Reading of Supplementary Appropriation Bill, 94

Questions to Government —

- Asking without notice, 37.4
- Minister may decline to Answer, 40.5
- Not to be pretext for debate, 41.3
- Not reached on Order Paper, 40.8
- Notice of, 37.3
- Numbering of, 39.1
- Oral Answers, 37.3
- Private Notice, 37.4
- Question time, 40.7
- Restriction on, 38
- To elucidate statements by Ministers, 41.2
- When a Member raising absent, 40.4

Quorum, 17

R

Reading of Bills —

- First Reading, 71.3
- Second Reading, 74, 86.2, 94
- Third Reading, 84, 91, 94

Reading of new clauses, 78.6

Receipt of resolutions from *Ntlo Ya Dikgosi*, 34

Recommittal of Bills, 79.2

Relevancy —

- Amendments to clauses of Bills, 77.4 (a)
- Speeches, 57.1
- Supplementary question, 40.2

Recognition of Parties, 7

Reports of proceedings, 11.8

Right of reply —

- Mover of motion has, 52.3
- Mover of amendment has no, 52.3

Role, of Speaker, 5

Response to President's address, allotment of time for debate of motion, 23

S

Sergeant-At-Arms, 12

Seating, 14

Second Reading-

- Appropriation Bill, 86.2
- Bills, 74
- New Clauses, 78.6
- Supplementary Appropriation Bill, 94

Second Speech, when permitted, 52.1, 52.2, 52.4

Select Committees *See* Committees, Select

Signification of President's Recommendation, 32

Sittings of Assembly —

- Days of, 25
- Hours of, 26
- Variation of, 27

Sittings of Select Committee *See* Committees, Select

Speaker —

- Absence of, 5.2(b) (c)
- Election of, 4
- Role of, 5
- To leave Chair, 64

Speaker to Order Division, 62

Speaking, Time and manner of, 51

Special Estimates, 92

Standing Orders

- Specially elected Members of Parliament, 132
- Speeches —
 - Contents of, 41
 - Interruption of, 53
 - Not permitted after question put, 52.5
 - Not to be read, 51.5
 - Only one ordinarily permitted, 52.1
 - To be addressed to Speaker, 51.1

- Standing Orders, suspension of, *See* Miscellaneous matters

- Standing Orders Committee, 107

- Statements by Ministers —
 - Place in daily routine of business, 30.1 (j)
 - Procedure, 41

- Statutory Bodies, Committee on, 110

- Strangers —
 - Admission of, 127
 - Withdrawal of, 129

- Sub judice*, matters which are —
 - In questions, 38.1 (h)
 - In speeches, 57.2

- Supplementary Appropriation Bills, 94
- Supplementary Financial provisions, 93

- Supply, Committee of —
 - Allotment of time in, 88
 - Amendments to organisations of Estimates in, 90
 - Procedure in, 89
 - To be Committee of whole assembly, 87

- Suspension of sitting —
 - When President proposes to address Assembly, 22.3
 - When there is grave disorder in Assembly, 60.7

- Suspension of Standing Orders, 130

T

Third Reading,

Of Appropriation Bill, 91

Of Bills, 84

Of Supplementary Appropriation Bills, 94

Time and manner of Speaking, 51

Title of Bill, amendment of, 78.9

V

Voting –

Collection of voices, 61

Divisions, 63

W

Whips *See* Party Whips

Withdrawal-

Of Amendment by Chairperson, 77.6

Of Bills, 85

Of Motions, 48

Of Strangers, *See* Miscellaneous matters

Witnesses, Examination of, in Select Committee, 124

Standing Orders