



QUEENSLAND

Legislative Assembly

**SESSIONAL ORDERS
OF THE
LEGISLATIVE ASSEMBLY
57th PARLIAMENT (FIRST SESSION)**

BRISBANE

By Authority: N J Laurie, The Clerk of the Parliament

Adopted 26 November 2020
Effective 27 November 2020

SESSIONAL ORDERS – 57TH PARLIAMENT (FIRST SESSION)

Days and Hours of Sitting and Order of Business

1. (a) The House shall sit on Tuesday, Wednesday and Thursday.
- (b) The House shall sit each day from 9.30am until the automatic adjournment is declared in accordance with Sessional Order 2(2)(c), unless adjourned earlier in accordance with Sessional Order 2(3).
- (c) The Order of Business for each Sitting Day shall be as follows—

Tuesday

9.30am — 10.15am—Preliminary Business *

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply

Notification and tabling of papers by the Clerk

Ministerial Papers

Ministerial Notices of Motion

Ministerial Statements

Any other Government Business

Personal Explanations

Tabling of Reports

Notice of motion for disallowance of statutory instrument

10.15am — 11.15am—

Question Time

11.15am — 11.35am—

Business Program Motion (in accordance with Sessional Order 4)

11.35am — 1.00pm—

Government Business

1.00pm — 2.00pm—

Lunch break

2.00pm — 3.00pm—

Matters of Public Interest

3.00pm — 5.30pm—

Government Business

5.30pm — 7.00pm—

Disallowance Motions, Private Members' Bills or Government Business (in accordance with Sessional Order 1(d))

7.00pm — 7.30pm—

Automatic Adjournment

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

Wednesday

9.30am — 10.15am—Preliminary Business *

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply
Notification and tabling of papers by the Clerk
Ministerial Papers
Ministerial Notices of Motion
Ministerial Statements
Any other Government Business
Personal Explanations
Tabling of Reports
Notice of motion for disallowance of statutory instrument
Notice of motion for debate during Private Members' Motion (5.00pm — 6.00pm) (Notice may be stated in the House and delivered to the Clerk)

10.15am — 11.15am—

Question Time

11.15am — 12.30pm—

Government Business

12.30pm — 1.00pm—

Introduction of Private Members' Bills #

1.00pm — 2.00pm—

Lunch break

2.00pm — 5.00pm—

Government Business

5.00pm — 6.00pm—

Private Members' Motion (motion for which notice was given immediately prior to 10.15am to take precedence)

6.00pm — 7.00pm—

Government Business

7.00pm — 7.30pm—

Automatic Adjournment

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

(If there are no Private Members' Bills to introduce, or any introduction to complete, the next item of business to commence with starting times for all other items, except lunch breaks, in the Order of Business adjusted accordingly.)

Thursday

9.30am — 10.15am—Preliminary Business *

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply

Notification and tabling of papers by the Clerk

Ministerial Papers

Ministerial Notices of Motion

Ministerial Statements

Any other Government Business

Personal Explanations

Tabling of Reports

Notice of motion for disallowance of statutory instrument

10.15am — 11.15am—

Question Time

11.15am — 1.00pm—
Government Business

1.00pm — 2.00pm—
Lunch break

2.00pm — 3.00pm—
Private Members' Statements (Total time 60 minutes, 20 members x 3 minutes each)

3.00pm — 4.00pm—
Debate of Committee Reports (in accordance with Sessional Order 3) if no reports to debate,
Government Business

4.00pm — 6.00pm—
Government Business

6.00pm — 6.30pm—
Automatic Adjournment

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

- (d) On a Tuesday afternoon—
- (i) if there are no Disallowance Motions or Private Members' Bills to debate (in accordance with the requirements of Standing Order 59 or Sessional Order 5), the adjournment may be either moved immediately or otherwise continue with Government Business until automatic adjournment;
 - (ii) if there are Disallowance Motions or Private Members' Bills to debate (in accordance with the requirements of Standing Order 59 or Sessional Order 5), the House will commence with Disallowance Motions, Private Members' Bills or Government Business until automatic adjournment.
- (e) If the House sits on any day other than a Tuesday, Wednesday or Thursday, then unless otherwise ordered, the order of business shall be as follows:

From 9.30am — 10.00am—
Prayers
Messages from the Governor
Matters concerning privilege
Speaker's Statements
Appointments
Petitions
Citizen's Right of Reply
Notification and tabling of papers by the Clerk
Ministerial Papers
Ministerial Notices of Motion
Ministerial Statements
Any other Government Business
Personal Explanations
Tabling of Reports
Notice of motion for disallowance of statutory instrument

10.00am — 10.30am—
Question Time

10.30am — 1.00pm—
Government Business

1.00pm — 2.00pm—
Lunch break

2.00pm — until adjournment moved—
Government Business

Budget Week – Days and Hours of Sitting and Order of Business

1A. The days, hours of sitting and order of business for budget sitting weeks (as identified in the sitting calendar) are as follows:

Tuesday

*9.30am — 10.15am—Preliminary Business **

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply

Notification and tabling of papers by the Clerk

Ministerial Papers

Ministerial Notices of Motion

Ministerial Statements

Any other Government Business

Personal Explanations

Tabling of Reports

Notice of motion for disallowance of statutory instrument

10.15am — 11.15am—

Question Time

11.15am — 1.00pm—

Government Business

1.00pm — 2.00pm—

Lunch break

2.00pm — until adjournment moved

Government Business

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

Wednesday

*9.30am — 10.15am—Preliminary Business **

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply

Notification and tabling of papers by the Clerk

Ministerial Papers

Ministerial Notices of Motion

Ministerial Statements

Any other Government Business

Personal Explanations

Tabling of Reports

Notice of motion for disallowance of statutory instrument

Notice of motion for debate during Private Members' Motion (5.00pm — 6.00pm) (Notice may be stated in the House and delivered to the Clerk)

10.15am — 11.15am—

Question Time

11.15am — 11.35am—

Business Program Motion (in accordance with Sessional Order 4)

11.35am — 12.00pm—

Introduction of Private Members' Bills #

12.00pm — 2.00pm—
Lunch break

2.00pm — 5.00pm—
Government Business

5.00pm — 6.00pm—

Private Members' Motion (motion for which notice was given immediately prior to 10.15am to take precedence)

6.00pm — 7.00pm
Government Business

7.00pm — 7.30pm—
Automatic Adjournment

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

(If there are no Private Members' Bills to introduce, or any introduction to complete, the next item of business to commence with starting times for all other items, except lunch breaks, in the Order of Business adjusted accordingly.)

Thursday

9.30am — 10.15am—Preliminary Business *

Prayers

Messages from the Governor

Matters concerning privilege

Speaker's Statements

Appointments

Petitions

Citizen's Right of Reply

Notification and tabling of papers by the Clerk

Ministerial Papers

Ministerial Notices of Motion

Ministerial Statements

Any other Government Business

Personal Explanations

Tabling of Reports

Notice of motion for disallowance of statutory instrument

10.15am — 11.15am—

Question Time

11.15am — 1.00pm—

Government Business

1.00pm — 2.00pm—

Lunch break

2.00pm — 6.30pm—

Government Business

6.30pm — 7.30pm—

Dinner break

7.30pm — until adjournment moved (no adjournment debate)—

Government Business

** (If completed before 10.15am, Question Time will commence earlier and continue for 1 hour with starting times for all other items, except lunch breaks, in the Order of Business adjusting accordingly.)*

Friday

From 9.30am — 10.00am—

Prayers

Messages from the Governor

Matters concerning privilege
Speaker's Statements
Appointments
Petitions
Citizen's Right of Reply
Notification and tabling of papers by the Clerk
Ministerial Papers
Ministerial Notices of Motion
Ministerial Statements
Any other Government Business
Personal Explanations
Tabling of Reports
Notice of motion for disallowance of statutory instrument
10.00am — 10.30am—
Question Time
10.30am — 1.00pm—
Government Business
1.00pm — 2.00pm —
Lunch break
2.00pm — 6.30pm—
Government Business
6.30pm — 7.30pm—
Dinner break
7.30pm – until adjournment moved (no adjournment debate)—
Government Business

Change to sitting date or time

- 1B.** (1) Notwithstanding Standing Order 49, Sessional Order 1(a) or the House having already adjourned to a specified time and date, the Speaker, upon advice from the Government of the State, may set an alternative day or hour for the next sitting, and must notify each member of any change.
- (2) The Speaker's notification to each member may be by electronic means.

Automatic Adjournment

- 2.** (1) Standing Order 56 is suspended for this session.
- (2) At the time specified for the Automatic Adjournment in the Order of Business for each Sitting Day, the Speaker shall:
- (a) notify the House that it is the time for the Automatic Adjournment of the House;
 - (b) shall call on up to 10 members to speak for no more than three minutes each to make an adjournment statement; and
 - (c) at the conclusion of the members' statements in 2(b) above, shall declare the House is adjourned to the date and time previously agreed to by the House.
- (3) Notwithstanding Sessional Orders 1(b) and 2(2), the motion "That the House do now adjourn" may be moved by the Leader or Acting Leader of the House at any time despite the order of business, in which case there will be an Adjournment Debate for 30 minutes and then the question shall be put.

Business Committee

- 3.** (1) A Business Committee comprising the following members is established:
- (a) the Leader of the House (or alternate);
 - (b) Premier (or alternate);

- (c) the Manager of Opposition Business (or alternate); and
 - (d) the cross-bench member nominated by the cross-bench.
- (2) The role of the Business Committee is to discuss how the House will deal with business.
 - (3) Any decisions made by the Business Committee in accordance with (2) are not binding on the House and a Business program motion in accordance with 4 is required.
 - (4) In this Sessional Order “alternate”, in relation to a member, has the same meaning as in section 81 of the *Parliament of Queensland Act 2001*.
 - (5) At a meeting of the Business Committee a quorum is the Leader of the House (or alternate) and one other member.
 - (6) A meeting of the Business Committee is chaired by the Leader of the House (or alternate).

Business program motion

4. (1) At the time specified in the Sessional Orders, the Leader of the House may move a motion without notice that provides for the allocation of time for any business.
- (2) The motion may include, that:
 - (a) Bills be declared cognate in accordance with Standing Order 172; or
 - (b) Bills or other business on the Notice Paper be reordered.
- (3) The motion may include a requirement that at the expiration of time specified in (1) all remaining questions necessary to pass the Bill, a stage of the Bill or any other business be put, without further debate, which is taken to include any of the following:
 - (a) the second reading question;
 - (b) clauses and schedules en bloc;
 - (c) any amendments to be moved by the Minister or Member in charge of the Bill; and
 - (d) the third reading and long title.
- (4) Completion of all questions necessary to pass the Bill, a stage of the Bill or any other business in accordance with (1) and (2) shall take precedence over all other business, including the automatic adjournment, with the Order of Business adjusting to recommence after necessary questions are completed.
- (5) Any agreed Business Program may be amended by a motion without notice, moved by the Leader of the House.
- (6) Any amendment agreed to in (4) above is to take effect one hour after the House agrees to such an amendment.

Debate of Parliamentary Committee reports

5. (1) If a committee report is tabled that is not:
 - (a) a report on a bill pursuant to Part 5 of the Standing Orders;
 - (b) an annual report of a Committee;
 - (c) a report on travel undertaken by a Committee;
 - (d) a report of the Ethics Committee; or
 - (e) a report by a Committee on subordinate legislationthen a motion shall be set down on the notice paper by the Clerk that the House is to take note of the committee report.

- (2) Motions that the House take note of committee reports will be brought on for debate in the time set aside each Thursday in the order in which they are placed on the notice paper.
- (3) A debate of a motion in (2) not completed may be adjourned to the following Thursday.
- (4) A motion in (2) cannot be amended.
- (5) A motion in accordance with (1) is set down on the notice paper regardless of whether the report is tabled whilst the House is sitting or not sitting.

Consideration of Ethics Committee reports in regard to Citizen's Right of Reply

6. When the Ethics Committee reports to the House regarding a Citizen's Right of Reply in accordance with Standing Order 283, the committee's recommendation will be considered by the House on the next sitting day following the tabling of the committee's report and at the time in the Order of Business as specified in Sessional Order 1.

Private Members' Bills

7. (1) A member who is not a Minister may introduce a Bill during time set aside in the Order of Business for Private Members' Bills. In such a case the Member introducing the Bill may either complete the speech in the time allotted or, if not completed, adjourn their speech to the next period allotted.
- (2) A Private Members' Bill which has been reported on by a portfolio or other committee, will be brought on for debate on the sitting Tuesday evening next following the passage of three calendar months after the tabling of the committee's report on the Bill.
- (3) The House will continue to debate the Bill on each following sitting Tuesday evening until consideration of that Bill has been finalised.

Condolence Motions

8. (1) A motion of condolence may be moved as the first item of business after Speaker's Statements in the Order of Business.
- (2) If a motion of condolence is moved in accordance with (1), the debate on such motion will last no more than one hour, after which time the question shall be put.
- (3) After a motion of condolence is moved, debated and resolved in accordance with (1) and (2), the Order of Business for the day shall then resume, with Question Time commencing 45 minutes after the motion of condolence was resolved and with starting times for all other items, except lunch and dinner breaks, in the Order of Business adjusting accordingly.

Private Members' Motions - amendments

9. For this session, in relation to Private Members' Motions, direct negative amendments may be moved.

Matters of Public Interest, Private Members' Statements and adjournment statements

10. During the time set aside for Matters of Public Interest, Private Members' Statements and adjournment statements, no questions can be put nor divisions called.

Incorporation of material - Address in Reply and Annual Appropriation Bills

11. During the Address in Reply debate and the debate on the Annual Appropriation Bills, it is not necessary for Members to seek leave of the House to incorporate material in the Record of Proceedings, provided members have shown the Speaker the material sought to be incorporated and have obtained the Speaker's consent as per Standing Order 25.

Address in Reply debate timeframe

12. So much of Standing Order 47 is suspended for this session to enable debate for no longer than 31 hours.

Maximum time limits for debates, speeches and statements

13. The maximum time limits that apply to debates, speeches and statements are contained in the schedule below.

Subject	Relevant Standing or Sessional Orders	Time
Address in Reply Debate – Total time – Mover – Other members – Mover in reply	SO 47	31 hours 20 minutes 20 minutes 30 minutes
Adjournment Statements – Total time – Each member	Sessional Order 2(2)(b)	30 minutes 3 minutes
Adjournment Debate – Total time – Each member	Sessional Order 2(3)	30 minutes 3 minutes
Bills – Government Bills Introduction of Bills (explanatory speech) First reading Government Bills reported on by a committee Second reading debate – Minister – Leader of the Opposition (or nominee) – Other members – Minister in reply Consideration in detail – Mover (Minister) – Other members (on each question) Government Bills declared urgent and not referred or not reported on by a committee Second reading debate – Minister	SO 129 SO 130 SO 138 SO 146 & SO 147 SO 129, SO 137 & SO 138	1 hour No debate 30 minutes 30 minutes 10 minutes 20 minutes No limit 3 minutes To speak once only as per SO 129 for 1 hour
– Leader of the Opposition (or nominee) – Other members – Mover in reply Consideration in detail – Mover – Leader of the Opposition (or nominee) (on each questions) – Other members (on each question)	SO 146, SO 147 & SO 156	1 hour 15 minutes 30 minutes No limit 1 x 20 minutes; or 2 x 10 minutes; or 1 x 10 minutes & 2 x 5 minutes 1 x 10 minutes or 2 x 5 minutes

Subject	Relevant Standing or Sessional Orders	Time
Bills – Private Members’ Bills		
Introduction of Bills (explanatory speech)	SO 129 & Sessional Order 5	1 hour
First reading	SO 130	No debate
Second reading debate	SO 138	10 minutes 30 minutes
– All members		
– Mover in reply		
Consideration in detail	SO 146, SO 147 & SO 156	
Where Bill has been considered by portfolio committee		
– Mover		No limit
– Other members (on each question)		3 minutes
Where Bill has not been considered by portfolio committee		
– Mover		No limit
– Other members (on each question)		3 minutes
– Minister responsible for policy area (on each question)		1 x 20 minutes; or 2 x 10 minutes; or 1 x 10 minutes & 2 x 5 minutes
Debate of Committee Reports – each member		
	Sessional Order 3	5 minutes
Disallowance of statutory instruments		
– Total time	SO 59	1 hour 30 minutes
– Mover		15 minutes
– Other members		10 minutes
– Minister in reply		20 minutes
Dissent to ruling of Speaker		
– Total time	SO 250	1 hour
– Each member		10 minutes
Election of Speaker		
– Each member	SO 39	5 minutes
Extension of Time, by consent of a majority of the House, without debate		
– Motions and Second Reading Debates		5 minutes
– Question Time		2 minutes
Matters concerning privilege		
	Sessional Order 1, & SO 248 & 267	At discretion of Speaker
Matters of Public Interest		
– Total time	Sessional Order 1 & 7	1 hour
– Leader of Opposition or nominee		10 minutes
– Other members		5 minutes
Motions		
– Mover	Chapter 15	10 minutes
– Other members		10 minutes
– Mover in reply		15 minutes

Subject	Relevant Standing or Sessional Orders	Time
Motions – Business Program Motion (11.15 am Tuesdays) and Amendments to Business Program Motion – Mover – Other members – Total debate	Sessional Order 1 and 4	5 minutes 5 minutes 20 minutes or when four speakers have concluded
Personal Explanations – each member	Sessional Order 1	At discretion of Speaker
Private Members’ Motions (Wednesday 5.00–6.00 pm) – Total time – All members	Sessional Order 1	1 hour 5 minutes
Private Members’ Statements – Total time – Each member	Sessional Order 1 & 7	1 hour 3 minutes
Tabling of Reports – Chairperson of Committee on presentation of committee report – Member tabling report	Sessional Order 1 & 2	5 minutes 2 minutes
Questions Without Notice – Question time (total time) – Member asking question – Minister answering question	Sessional Order 1 & SO 113	1 hour, Tues, Wed, Thurs. 30 minutes on Friday At discretion of Speaker 3 minutes

Dress standards

- 14.** Dress standards in the parliamentary chamber should be appropriate to the Queensland climate and reflect general community standards. All members and staff are expected to dress in business attire.

Male members and staff may wear a long-sleeve business shirt and tie or coat and long-sleeve business shirt without tie.

SPECIAL PROCEDURES FOR TRANSACTING BUSINESS IN EXCEPTIONAL CIRCUMSTANCES (COVID-19 PANDEMIC)

Special Procedures take precedence

1. These Sessional Orders implementing Special Procedures, where inconsistent with Standing Orders and other Sessional Orders, take precedence until the expiry of the regulation declaring the public health emergency for COVID-19.

Divisions

2. Standing Orders 103 to 107 of Chapter 19 are suspended by these Sessional Orders, until revoked, and replaced with the following—

CHAPTER 19 DIVISIONS

103. Procedure for putting question and calling a division

- (1) When the Speaker has put a question to the House, Members may indicate their agreement with the “Ayes” or “Noes” by calling “Aye” or “No”. The Speaker shall declare whether the “Ayes” or the “Noes” have it.
- (2) Any Member who has voted against the majority as declared by the Speaker may demand a vote by calling “vote”.
- (3) When a vote is demanded, the bells shall be rung for four minutes and the Speaker shall then call for a vote. However, if there has already been a division in respect of that order of the day or motion, and there is no intervening debate, the Speaker may order the bells to be rung for one minute.

104. Party vote unless a conscience issue

- (1) Where a vote is demanded, a party vote is held unless the subject of the vote is to be treated as a conscience vote.
- (2) If the Speaker has received prior advice from a party whip of a conscience vote, the Speaker will permit a personal vote to be held instead of a party vote.
- (3) Members of the parties that make up the government or official opposition that intend casting a contrary vote must advise their Whip. These members must then also advise the Clerk of their intention to cast a contrary vote and indicate whether they are voting for the “Ayes” or “Noes”.

105. Procedure for a party vote

- (1) In a party vote:
 - (a) when the bells have finished ringing, the Speaker shall state the question to the House;
 - (b) the Speaker asks the Government Whip and Opposition Whip to cast the party’s votes;
 - (c) the Speaker asks the Leader of any Minor Party (or other Member delegated by the Party Leader) that has more than one Member in the Assembly to cast the party’s votes;
 - (d) the Speaker asks any members voting contrary to their party to cast their vote;

- (e) the Speaker then calls in turn members of other minor parties, recognised parties or independents participating in the meeting at that time to cast their votes;
 - (f) the Speaker declares the result to the House;
 - (g) the result of the vote will be entered in the Record of Proceedings; and
 - (h) if fewer than five members vote with either the “Ayes” or the “Noes”, the Clerk will record whether the question was agreed to or not in the Record of Proceedings but the result of the vote and the names of members voting will not be recorded in accordance with (g) above; and
 - (i) if an error occurs in any record of result, the error shall be reported to the House by the Speaker at the earliest practical time and the Record of Proceeding altered.
- (2) Votes may only be cast for the Ayes or Noes but minor party votes may include both votes for the Ayes and Noes.
- (3) The total number of votes cast for each party may include proxy votes, but must not include:
- (a) any Members who have been paired;
 - (b) any Member who is not present on the precinct or will not attend the Chamber that day;
 - (c) any Member who has been asked to withdraw from the Chamber under Standing Orders 252 or 253A or named under Standing Order 254 for the period they have been ordered to withdraw or are excluded.

106.Procedure for personal vote

- (4) In a personal vote:
- (a) when the bells have finished ringing, the Speaker shall state the question to the House;
 - (b) votes may only be cast for the Ayes or Noes;
 - (c) the Clerk reads the names of each Member by their electorate (alphabetically and one at a time) and the Member shall cast their vote orally for the Ayes or Noes;
 - (d) the Clerk will then report the votes to the Speaker;
 - (e) the Speaker will declare the result to the House; and
- the result of the vote will be entered in the Record of Proceedings

ELECTRONIC PARTICIPATION

The following Sessional Orders only apply during any approved electronic participation.

Approval

- (1) The Speaker may approve technology (including hardware, software and systems of use) for meetings of the Legislative Assembly whereby all or some members, including the Speaker or Deputy Speaker presiding, may be present by telephone or video or other electronic means.
- (2) The technology approved by the Speaker must enable business to be transacted and allow reasonably continuous and contemporaneous communication between the Speaker or Deputy Speaker presiding and the members present, and between the members present.

- (3) The Speaker may:
- (a) Mandate security protocols and procedures for Members and Officers to follow using the technology to join the meeting; and
 - (b) Mandate the networks and devices that may be used (or not used).
- (4) The Committee of the Legislative Assembly may approve modified rules of debate, order and behaviour for members seeking the call, taking points of order and other matters related to regulating debate which may be at odds with normal practice and procedure, but are best adapted to enable the meeting to occur with the approved technology.
- (5) The Speaker shall, prior to any sitting where technology in (4) and (5) is to be used, ensure reasonable instructions and support to all Members prior to the meeting to enable their participation by the technology approved by the Speaker.

Broadcast

- (6) The Speaker shall approve the broadcast of meetings of the Legislative Assembly held in accordance with (2).
- (7) The Speaker shall determine whether such broadcast will be live or delayed.

Quorum

- (8) Members who are participating in meetings of the Legislative Assembly by the technology approved by the Speaker may be counted towards a quorum.

Attendance

- (9) The Clerk and his delegates are responsible for counting the attendance of Members in the meeting and recording their attendance in the Record of Proceedings.
- (10) A member is deemed to be in attendance if they have been:
- i. physically present at the place of the meeting; or
 - ii. joined the meeting at any time during the day's proceeding using the technology approved by the Speaker.

Tabling of documents

- (11) Members seeking to table documents will provide the documents to be tabled to the Clerks-at-the-Table via email to TableOffice@parliament.qld.gov.au in PDF format.

Amendments and Notices of Motion

- (12) An amendment to any question or notice of motion must be provided to the Clerks-at-the-Table via email to TableOffice@parliament.qld.gov.au.

Distribution of material required to be circulated

- (13) The Clerk or their delegate will distribute documents, including tabled papers and amendments to bills and notices of motion, to Members by email.

Procedure for putting question and holding vote

- (14) When the Speaker has put a question to the House, Members may indicate their agreement with the “Ayes” or “Noes” by calling “Aye” or “No” and physically raise their hand at the time each proposition is put. The Speaker shall declare whether the “Ayes” or the “Noes” have it.

Incorporation of speeches

- (15) A member in attendance (see 11.) and physically present may, by leave of the House, incorporate their speech or part of their speech in debate on a matter.
- (16) A member in attendance (see 11.) and using the technology approved by the Speaker may provide the Speaker with their speech in debate on a matter and request that the Speaker on their behalf, by leave of the House, incorporate their speech in debate.
- (17) A member who is paired may provide the Speaker with their speech in debate on a matter and request that the Speaker on their behalf, by leave of the House, incorporate their speech in debate.
- (18) The following rules apply to all incorporations:
- (a) The member’s total speech must not exceed that which would normally be allowed in the time allotted (160 words for every 1 minute of speech time);
 - (b) Speeches should not include graphs, charts or other material;
 - (c) Members must provide the Clerks-at-the-Table (via email to TableOffice@parliament.qld.gov.au) and Parliamentary Reporting (via email to Hansard@parliament.qld.gov.au) with their speech in electronic form prior to leave being sought to incorporate their speech. Other members will be provided access, on request, to a members’ speech prior to the publication of the record of proceedings; and
 - (d) All speeches must be provided to the Speaker or the Deputy Speaker prior to leave being sought for incorporation. Speeches intended to be incorporated should not offend Standing Orders in any way, such as by containing personal reflections or imputations.