

STANDING ORDERS

of the

DEWAN RAKYAT

of

MALAYSIA

PUBLIC BUSINESS

1. On the first day of the meeting of the House after a general election, members having assembled at the time and place duly appointed and being seated in accordance with the provisions of Standing Order 2, the Setiausaha shall read the Proclamation of the Seri Paduka Baginda Yang di-Pertuan Agong by which the meeting was summoned, and thereafter the Order of Business on such day shall include—

Proceedings
of First
Meetings of
the House
After a
General
Election.

Ref:-
DR 2/2001
9/8/2001.

- (a) the election of Tuan Yang di-Pertua;
- (b) the taking and subscribing by Tuan Yang di-Pertua of the Oath in the form set out in the Sixth Schedule to the Constitution;
- (c) the taking and subscribing by all members present of the Oath in the form set in the Sixth Schedule to the Constitution;

(d) Election of Timbalan-timbalan Yang di-Pertua;
and

(e) Motion directing the Inspector-General of
Police to provide free passage to Members
of Parliament,

and on the conclusion of such business the House
shall stand adjourned to the date and time fixed
by Seri Paduka Baginda Yang di-Pertuan Agong
for the declaration of the causes of summoning a
Parliament.

Seating of
Members.

2. (1) On the first day of the meeting of the House
after a general election and thereafter until a seat
has been allotted to each member, members shall
be seated in accordance with such arrangement as
the Setiausaha may determine.

(2) As soon as he thinks fit after his election
Tuan Yang di-Pertua may allot a seat to every
member and may vary such allotment from time
to time, as he may think fit.

(3) Seats shall be allotted at the discretion of Tuan
Yang di-Pertua, whose decision thereon shall be final.

(4) Where the Seri Paduka Baginda Yang di-
Pertuan Agong addresses the House and the Senate
jointly under Article 60 of the Constitution, seats
shall be allotted to members of the House and to
members of the Senate by Tuan Yang di-Pertua
Dewan Rakyat who shall preside.

3. Whenever there is a vacancy in the office of Yang di-Pertua whether as the result of a dissolution of Parliament or otherwise the House shall, as soon as a quorum is present, proceed to elect a Yang di-Pertua.

Election of a
Yang
di-Pertua.

4. The procedure for the election of a Yang di-Pertua shall be as follows:

Procedure for
election of
Yang
di-Pertua.

(1) Every member who wishes to propose a person who is either a member of the House or is qualified for election as such for election as Yang di-Pertua shall ascertain previously that, that member is willing to serve if elected, and shall notify the Setiausaha of his proposal in writing at least fourteen days before the meeting.

(2) A member addressing himself to the Setiausaha, shall propose some other member or person then present to the House for its Yang di-Pertua, and move "*That (naming the member) do take the chair of this House as Yang di-Pertua*". The proposal shall be seconded, but no debate shall be allowed.

(3) If only one member or person be so proposed and seconded as Yang di-Pertua, he shall be declared by the Setiausaha without question put, to have been elected. If more than one member or person be so proposed and seconded the House shall proceed to elect a Yang di-Pertua by ballot.

(4) For the purpose of a ballot the Setiausaha shall give to each member present a ballot paper on which the member may write the name of the member or person for whom he wishes to vote. Ballot papers shall be folded so that the name written thereon shall not be seen, and shall be signed by the member voting.

(5) Ballot papers shall be collected by the Setiausaha, or by some officer of the House deputed by him, and shall be counted by the Setiausaha, at the Table of the House. The result of the ballot shall be declared by the Setiausaha.

(6) (a) Where more than two candidates have been proposed and at the first ballot no candidate obtains more votes than the aggregate votes obtained by the other candidates, the candidate who has obtained the smallest number of votes shall be excluded from the election and balloting shall proceed, the candidates obtaining the smallest number of votes at each ballot being excluded until one candidate obtains more votes than the remaining candidate or the aggregate votes of the remaining candidates as the case may be.

(b) Where at any ballot among three or more candidates two or more obtain an equal number of votes and one of them has to be excluded from the election under clause (a) above, the determination, as between the candidates whose votes are equal, of the candidate to be excluded, shall be by

lot which shall be drawn in such manner as the Setiausaha shall decide.

(c) Where at any ballot between two candidates the votes are equal, another ballot shall be held; and if at such subsequent ballot the votes are equal, the determination shall be by lot which shall be drawn in such manner as the Setiausaha shall decide.

(7) As the ballot papers are counted they shall be placed in a box and, when a member or person has been declared elected as Yang di-Pertua, the box shall be sealed in the presence of the House and kept in the custody of the Setiausaha for one calendar month and then, subject to any direction he may receive from the House, the Setiausaha shall burn the ballot papers and certify to the House that this has been done.

4A. (1) There shall be a Leader of the House and at least one Deputy Leader of the House, and a Leader of the Opposition.

Leader of the
House and
Leader of the
Opposition.

(2) The Leader of the House or the Deputy Leader of the House means, in relation to the House, a member of the House who is presently the Leader or Deputy Leader of the Government, as the case may be.

(3) The Leader of the Opposition means, in relation to the House, that member of the House who is presently the Leader of the group in Opposition.

(4) If any doubt or dispute arises as to who is or has been the Leader of the Opposition at any material time, the question shall be decided by Tuan Yang di-Pertua and his decision which is certified in writing under his hand shall be final and conclusive.

The Oath.

5. (1) The Oath to be taken in the form set out in the Sixth Schedule to the Constitution shall be administered by the Setiausaha, and every member taking the Oath shall sign the book to be kept for that purpose by the Setiausaha at the Table.

(2) Subject to the provision of paragraph (3), on any day on which the House sits a member who has not previously taken the Oath may present himself at the Table at the time appointed under Standing Order 14, and thereupon the said Oath shall be administered to him and he shall sign the book.

(3) A member may at any time when the House stands adjourned, take and subscribe the said Oath before Tuan Yang di-Pertua; and in any such case Tuan Yang di-Pertua shall report to the House at its next sitting that the member has so taken and subscribed the said Oath before him.

(4) In conformity with clause (4) of Article 160 of the Constitution, a member shall be permitted, if he so desires, to comply with the requirement of taking and subscribing the Oath by making and subscribing an affirmation.

6. (1) At the first convenient sitting of a newly-elected House, or at the commencement of Public Business at the First meeting of the House after vacancy in the office of Timbalan Yang di-Pertua has occurred, the House shall proceed to the election of two Timbalan Yang di-Pertua.

Election of
Timbalan
Yang
di-Pertua.

(2) The procedure for the election of a Timbalan Yang di-Pertua shall be, as nearly as may be, the same as that the election of a Tuan Yang di-Pertua, save that the election shall be conducted by Tuan Yang di-Pertua.

7. (1) Tuan Yang di-Pertua shall preside sittings of the House and in his absence, the Timbalan Yang di-Pertua shall preside, or if no Timbalan Yang di-Pertua has been elected or the post of Timbalan Yang di-Pertua is vacant for any other cause, then the House, upon being informed thereof by the Setiausaha at the Table, may upon the motion of a Minister call upon any member present to preside. The motion shall be seconded and the question thereon shall be put by the Setiausaha but no debate shall be allowed.

Tuan Yang
di-Pertua.

(2) When Tuan Yang di-Pertua's absence is announced by the Setiausaha at the Table, the member presiding under the provisions of paragraph (1) shall be invested with all the powers of Tuan Yang di-Pertua, until Tuan Yang di-Pertua or the Timbalan Yang di-Pertua be available.

(3) Tuan Yang di-Pertua may at any time during a sitting ask a member to take the Chair temporarily, without formal communication to the House, and such member shall be invested with all the powers of Tuan Yang di-Pertua, until Tuan Yang di-Pertua returns.

(4) Whenever the House resolves itself into a Committee of the whole House, including the Committee of Supply, Tuan Yang di-Pertua or other member presiding at the House under the provisions of paragraph (1) or (3) shall take the Chair as Chairman of the Committee of the whole House.

(5) In these Orders, except where it is expressly provided otherwise, the expression "Tuan Yang di-Pertua" includes any person presiding under the provisions of paragraphs (1) to (3), and the expression "the Chair", unless the context indicates otherwise, refers to any person presiding or taking the Chair under the provisions of paragraphs (1) to (4).

8. The official language of the House shall be Bahasa Malaysia, but Tuan Yang di-Pertua may permit the use of the English Language.

Official
Language.

9. (1) The Setiausaha shall prepare all correspondence required by the House and Tuan Yang di-Pertua and shall discharge all orders of Tuan Yang di-Pertua in relation to all matters pertaining to the business of the House.

Duties of the
Setiausaha.

(2) The Setiausaha shall—

(a) at least 28 days before the commencement of each session of Parliament, notify members in writing of the dates of meeting of the House in that session:

Provided that in cases of urgency as may be determined by Tuan Yang di-Pertua, such notice may be dispensed with, and in that event the longest notice possible shall be given.

(b) make available to each member as soon as possible before each meeting a copy of the Order Paper for that meeting.

(3) The Setiausaha shall keep the Minutes of the Proceedings of the House, and of Committees of the whole House; and shall circulate a copy of such Minutes, to be known as the Votes and Proceedings, on the day following each sitting of the House, or as soon thereafter as practicable.

(4) The Votes and Proceedings shall record the names of members attending and all decisions of the House and, in the case of divisions of the House or Committee of the whole House, shall include the numbers voting for and against the questions, the names of members so voting and the numbers and names of the members present who declined to vote. The Votes and Proceedings shall be signed by Tuan Yang di-Pertua, and errors in the Votes and Proceedings may be corrected by him.

(5) *(Deleted).*

(6) The Setiausaha shall be responsible for the custody of the Votes and Proceedings, records, Bills and other documents laid before the House, which shall be open to inspection by members of the House and other persons under such arrangements as may be sanctioned by Tuan Yang di-Pertua.

Official
Report.

10. (1) An official report of all speeches made in the House and in Committee of the whole House shall be prepared under the supervision of the Setiausaha.

(2) The report shall be published in such form as Tuan Yang di-Pertua may direct, and a copy thereof shall be sent to each member as soon as practicable after the conclusion of each meeting.

(3) A copy of the record of a member's speech shall be sent to him before it is published. If the member does not return the copy to the Setiausaha within seven days

from the date upon which it was despatched, the speech shall be published without correction.

(4) If a member disputes the correctness of the record of any speech or seeks to make any material change in the record, Tuan Yang di-Pertua shall rule thereon and shall direct publication of the speech in accordance with his ruling which shall be communicated to the member concerned and shall be final.

11. (1) The first sitting of the House in each Session shall be held in such place on such day and at such hour as the Seri Paduka Baginda Yang di-Pertuan Agong may by Proclamation appoint.

Sessions and Meetings.

(2) Subject to the provisions of paragraph (1), the Leader or Deputy of the House shall determine at least 28 days before the commencement of each Session, the dates on which the House shall meet in the Session:

Provided that the Leader or Deputy Leader of the House may vary from time to time the dates so fixed.

(3) If, during an adjournment of the House, it is represented to Tuan Yang di-Pertua by the Prime Minister that the public interest requires that the House should meet at an earlier date than that to which the House was adjourned, Tuan Yang di-Pertua shall give notice thereof

forthwith and the House shall meet at the time stated in such notice. The business set down for that day shall be appointed by the Prime Minister and notice thereof shall be circulated not later than the time of meeting.

Sittings.

12. (1) Each sitting of the House shall begin at 10.00 a.m. and continue until 1.00 p.m. and resume at 2.30 p.m. and continue until 5.30 p.m. or the earlier completion or deferment of business on the Order Paper:

Provided that a Minister may without notice move at any time a motion to be decided without amendment or debate to vary the time of sitting of the House.

(2) Subject to the foregoing provisions, Tuan Yang di-Pertua may at any time suspend the sitting for a stated time.

(3) Tuan Yang di-Pertua may extend the time of sitting after 5.30 p.m. or after such time as may be determined by the House for not more than fifteen minutes so as to complete the matter that ought to be completed on that day itself.

Quorum.

13. (1) The quorum of the House and of a Committee of the whole House shall consist of twenty-six members excluding the Chair.

(2) If any member draws the attention of the Chair to the fact that a quorum is not present, members shall be summoned as if for a division.

(3) When the summons to members has been made in the House, Tuan Yang di-Pertua shall, after the expiration of two minutes, count the House. If a quorum is not then present, he shall adjourn the House without question put until the next sitting day.

(4) When the summons to members has been made in Committee of the whole House, the Chairman shall, after the expiration of two minutes, count the Committee. If a quorum is not then present, he shall leave the Chair, the House shall be resumed and Tuan Yang di-Pertua shall count the House. If a quorum is then present, the House shall again resolve itself into Committee; but if a quorum is not present, Tuan Yang di-Pertua shall adjourn the House without question put until the next sitting day.

(5) If, from the number of members taking part in a division, including those members who decline to vote, it appears to the Chair that a quorum is not present, the division shall be invalid, the business then under consideration shall stand over until the next sitting and the next business shall be entered upon.

14. (1) Unless the House otherwise directs, the business of each sitting shall be transacted in the following order:

Order of
Business.

(a) Formal entry of Tuan Yang di-Pertua.

- (b) Prayers as shall be approved by the House. The prayers for a joint session shall be accordingly amended to include references to the Senate and to members of the Senate and shall be read by the Setiausaha Dewan Rakyat.
- (c) Taking of Oath by any new member.
- (d) Messages from the Seri Paduka Baginda Yang di-Pertuan Agong.
- (e) Announcements by Tuan Yang di-Pertua.
- (f) Petitions.
- (g) Questions to Ministers for oral answers.
- (h) Requests for leave to move the Adjournment of the House on matters of urgent public importance.
- (i) Statements by Ministers.
- (j) Tributes.
- (k) Obituary speeches.
- (l) Personal explanations.
- (m) Presentation of Government Bills (First Reading).
- (n) Motions relating to the Order of Business (to be moved by a Minister).
- (o) Public Business.

(p) Motions for the introduction of non-Government Bills.

(q) Other items of business in the order they appear on the Order Paper for the day.

(2) The House may, at any time, upon a motion (to be moved by a Minister) to be decided without amendment or debate which may be made without notice and shall take precedence over all other business, decide to proceed to any particular business out of the regular order.

(3) A foreign dignitary may as shall be decided by the Government address the House or the House jointly with the Senate and such address may be given at any time during sitting of the House.

15. (1) On every sitting day Government business shall have precedence over Private Members business.

Arrangement
of Public
Business.

(2) Government business shall be set down in such order as the Government thinks fit and communicate to the Setiausaha.

(3) Private Members' notices of motions shall have precedence over Private Members' Bills and shall be set down in the order in which notice of each motion appeared in the Order Book.

(4) Private Members' Bills shall be taken in the order in which they stand in the Order Book.

(5) A Private Members' motion which has been moved but not disposed of at a meeting of the House shall, upon due notice given by the mover for continuance thereof at a subsequent meeting, take precedence at such subsequent meeting over other Private Members' motions.

Adjournment
of the House.

16. (1) Except under the provisions of Standing Order 18 no motion for the adjournment of the House may be moved until 5.30 p.m. or the earlier completion or deferment of all business included in the Order of Business for the sitting and no such motion may then be moved except under the provisions of this Order and of Standing Order 17.

(2) At 5.30 p.m. Tuan Yang di-Pertua or, if the House is in Committee, the Chairman, shall interrupt any proceedings still in progress.

(3) Upon the conclusion of proceedings under the provisions of paragraph (2), or upon the earlier completion of or deferment of all business included in the Order of Business for the sitting, Tuan Yang di-Pertua shall either adjourn the House or at any sitting at which notice has been given of a motion for the adjournment of the House under the provisions of Standing Order 17 call upon a Minister to move "*That this House do now adjourn*".

17. (1) Upon a motion “*That this House do now adjourn*” moved under the provisions of paragraph (3) of Standing Order 16, any member (other than a Minister) who has obtained the right to do so, may address the House upon any matter of administration for which the Government is responsible and the Minister with whom responsibility for the matter raised rests may reply but no such address may be made during the first meeting of the Session or during the meeting at which the Supply Bill is considered.

Adjournment
Motion—End
of Sitting.

(2) Any member who wishes to raise a matter under the provisions of paragraph (1) shall give notice of the matter in writing to Tuan Yang di-Pertua not less than seven days before the sitting at which he wishes to do so and attach a text of the matter not exceeding 400 words. The Speaker may edit the contents of the speech and the member should read the approved text only.

Ref:-
DR 2/2001
9/8/2001.

(3) Tuan Yang di-Pertua shall allot the right so to raise a matter to not more than two members on each sitting day, if necessary by ballot, and in making such allotment shall give preference to any member or members who have not previously so raised a matter during the present session.

Ref:-
DR 2/2001
9/8/2001.

(4) During the adjournment speech no member shall seek clarification or interrupt any other member who is speaking.

Ref:-
DR 2/2001
9/8/2001.

Ref:-
DR 2/2001
9/8/2001.

(5) Upon the conclusion of such proceedings, Tuan Yang di-Pertua shall adjourn the House:

Provided that, if that question has not been previously decided, at 6.00 p.m. Tuan Yang di-Pertua shall adjourn that House without question put.

Adjournment—
Definite
Matter of
Urgent Public
Importance.

18. (1) Any member other than a Minister may at the time appointed under Standing Order 14 rise in his place and ask leave to move the adjournment of the House for the purpose of discussing a definite matter of urgent public importance by reading the text of the motion approved by Tuan Yang di-Pertua.

Ref:-
DR 2/2001
9/8/2001.

(2) A member who wishes so to ask leave to move the adjournment of the House shall at least twenty four hours not including holidays/public holidays before the commencement of the sitting hand to Tuan Yang di-Pertua a written notification of three hundred words of the matter which he wishes to discuss and shall at the same time submit to Tuan Yang di-Pertua the motion which he proposes to move together with a written explanation to the effect that the matter is definite, urgent and of public importance; Tuan Yang di-Pertua shall refuse to allow the claim unless he is satisfied that the matter is definite, urgent and of public importance.

(3) If Tuan Yang di-Pertua is so satisfied and either:

- (a) leave of the House is given, no member objecting, or
- (b) if it is not so given, at least fifteen members rise in their places to support the request,

the motion shall stand over until 4.30 p.m. on the same day; and at that hour any proceeding on which the House is engaged shall be postponed until 5.30 p.m. or until the motion for the adjournment is disposed of, whichever is the earlier. At the moment of interruption the motion for the adjournment, if not previously disposed of, shall lapse and the proceedings which have been postponed shall be resumed and dealt with in accordance with paragraph (4).

(4) Any proceedings which have been postponed under this Order may be continued after 5.30 p.m. for a period of time equal to the duration of the proceedings on the motion made under this Order; and when all proceedings under that paragraph have been concluded, the House shall stand adjourned without question put.

(5) Not more than one motion for the adjournment of the House under this Order may be made at one sitting.

(6) A member shall not reintroduce the same matter during the same meeting—

- (a) if the matter has been refused by Tuan Yang di-Pertua under paragraph (2); or
- (b) if the matter has been allowed by Tuan Yang di-Pertua but the member does not have the support of at least fifteen members under subparagraph (b) of the paragraph (3).

(7) Tuan Yang di-Pertua may, in chambers, refuse to allow any motion submitted to him if Tuan Yang di-Pertua is satisfied that—

- (a) the mover intends only to take opportunity to address the House; or
- (b) the matter has been discussed in the current session and clarification given by the government on the said matter; or
- (c) any motion contravenes any of the provisions of the Standing Orders of the House.

(8) Any motion that has been refused under paragraph (7) shall not be proposed and shall not be read in the House.

Ref:-
DR 2/2001
9/8/2001.

Petitions.

19. (1) (a) Every application to the House shall be in the form of petition and every petition shall be presented by a member, who shall be responsible for the petition being in respectful language.

(b) A petition seeking a grant charge or expenditure of public money or the release of a debt due to the

Government or the remission of duties payable by any person or compensation for loss out of the public revenues or for the revocation, alteration or repeal of any rate, tax or duty shall not be received by the House unless the recommendation of the Government thereto is signified by the Minister charged with responsibility for finance.

(2) (a) If signatures are affixed to more than one sheet, the prayer of the petition shall be repeated at the head of each sheet. A person unable to write may affix his mark in the presence of two witnesses.

(b) No reference shall be made in a petition to any debate in the House or in the Senate nor to any intended motion unless a notice of such motion stands in the Order Book.

(c) It shall not be competent for a member to present a petition from himself or to which he is a signatory but the petition may be presented by some other member.

(d) Every petition shall, before it is presented, be signed at the beginning thereof by the member in charge of it and deposited at least one clear day with the Setiausaha who, after examining the same, shall submit it to Tuan Yang di-Pertua for approval, and no petition shall be presented until it has been endorsed "*Passed by Tuan Yang di-Pertua*".

(e) Every member before presenting a petition shall ascertain and write at the head of it the number of signatures to it, and shall satisfy himself that it does not contain language disrespectful to the House or to the Senate.

(3) A member presenting a petition to the House may state concisely to the purpose of the petition.

(4) (a) It shall be competent for any member to move that such petition be read. In making such motion he shall state concisely his reasons for wishing to have it read.

(b) No debate shall be permitted on such motion, nor shall any other member speak upon or in relation to such petition, except to second the motion formally.

(c) Such motion being seconded, the question shall be put whether the petition shall be read.

Papers.

20. (1) Papers shall be presented only by Tuan Yang di-Pertua, a Minister, or the Chairman of a Committee, and shall be sent to the Setiausaha. The paper shall be in print, electronic or such form as Tuan Yang di-Pertua may direct.

Ref:-
DR 4/2012
27/11/2012.

(2) Every paper a copy of which is so received by the Setiausaha shall be deemed to have been presented to the House and ordered to lie upon the Table.

(3) The presentation of all papers shall be entered in the Votes and Proceedings of the day on which they are presented or, if the House is not then sitting, of the next sitting day following its presentation.

21. (1) Questions may be put to Ministers relating Questions.
Questions, to:

- (a) affairs within their official functions; or
- (b) a Bill, motion or other public matter connected with the business of the House for which such Minister is responsible.

(2) Questions may also be put to members other than Ministers, relating to a Bill, motion or other public matter connected with the business of the House for which such members are responsible.

(3) The proper object of a question is to obtain information on a matter of fact within the special cognisance of the member to whom it is addressed.

22. (1) A question shall not be asked without notice unless Tuan Yang di-Pertua is of the opinion that it is of an urgent character and relates either to a matter of public importance or to the arrangement of public business, and the member has obtained the permission of Tuan Yang di-Pertua to ask it. Notice of Questions.

(2) Notice of every question shall be given to the Setiausaha during the usual office hours by a member in writing not later than 14 working days before the commencement of the meeting.

(3) If a member requires an oral answer to his question he shall mark his notice "*Oral Reply*". Not more than three questions shall be marked by a Member for "*Oral Reply*" on the same day. Tuan Yang di-Pertua may in his discretion direct that any question marked for an "*Oral Reply*" shall be given a written answer.

(4) A member may not ask more than 10 questions for Oral Reply and more than 5 questions for Written Reply in any one meeting of the House.

Contents of
Questions.

23. (1) Every question shall conform to the following rules:

- (a) a question shall not include the names of persons or statements not strictly necessary to render the question intelligible;
- (b) if a question contains a statement, the member who asks the question must make himself responsible for the accuracy of the statement;
- (c) a question shall not contain any argument, interference, opinion, imputation, epithet or misleading, ironical or offensive expression nor shall a question be frivolous or be asked seeking information on trivial matters;

- (d) a question shall not refer to debates or answers to questions in the current session;
- (e) a question shall not refer to proceedings in a Committee which have not been reported to the House;
- (f) a question shall not seek information about any matter which is of its nature secret;
- (g) a question shall not be so drafted as to be likely to prejudice a case under trial, or be asked to any matter which is *sub judice*;
- (h) a question shall not be asked for the purpose of obtaining an expression of opinion, the solution of an abstract legal case or the answer to a hypothetical proposition;
- (i) a question shall not be asked as to whether statements in the press or of private individuals or financial bodies are accurate;
- (j) a question shall not be asked as to the character or conduct of any person except in his official or public capacity;
- (k) a question shall not contain any discourteous reference to a friendly foreign country;
- (l) a question shall not seek information about the internal affairs of a foreign country;
- (m) a question reflecting on the character or conduct of any person whose conduct can only be challenged on a substantive motion shall not be asked;

- (n) a question shall not be asked seeking information set forth in accessible documents or ordinary works of reference;
- (o) a question making or implying a charge of a personal character shall be disallowed;
- (p) a question fully answered shall not be asked again during the same session;
- (q) a question shall not be asked in regard to any matter—
 - (i) within the State List in the Ninth Schedule to the Federal Constitution;
 - and
 - (ii) within the provisions of paragraph (8) of Standing Order 36;
- (r) a question for Oral Reply—
 - (i) shall not exceed forty words without taking into account the name and constituency of the member asking and the Minister responsible; and
 - (ii) shall not contain more than two different questions or a combination of more than two questions.
- (s) a question shall not be asked in regard in matters that are not specified or too general.

Ref:-
DR 9/2005
11/5/2006.

(2) If Tuan Yang di-Pertua is of the opinion that any question of which a member has given notice to the Setiausaha or which a member has sought leave to ask without notice is an abuse of the right of questioning, or calculated to obstruct or, affect prejudicially the procedure of the House, or to promote feelings of ill-will or hostility between different communities in the Federation, or infringes any of the provisions of the Constitution or the Sedition Act 1948, or of this Order he may direct:

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

(3) Disallowance of a question by Tuan Yang di-Pertua, with the reason therefore, shall be communicated in writing to the member concerned by the Setiausaha.

(4) Notwithstanding anything hereinbefore, a Minister to whom a question is addressed may, with the approval of Tuan Yang di-Pertua, refuse to answer such question on the ground of public interest, and such refusal cannot be debated or questioned.

(5) The Setiausaha is empowered to edit questions submitted.

24. (1) If an oral answer to a question is required and no written answer thereto has been directed by Tuan Yang di-Pertua, Tuan Yang di-Pertua, when the question is reached on the Order Paper, shall call upon the member in whose name the question stands. The member so called shall then rise in his place and ask the question by reference to its number on the Order Paper, and any Minister may reply.

(1A) If a Minister, at the time of answering to a question raised under paragraph (1), is allowed by Tuan Yang di-Pertua to answer any other similar question which has been appointed for answer on another day in the meeting, any such question which has been answered to shall not appear in any Order Paper for that other day.

(2) If a member asking a question for an oral reply fails to rise and ask his question, then any other member may make the question his own and may rise in his place when all the other questions for the day have been disposed of and ask the question in the manner prescribed above; but if no other member so rises, the Minister to whom the question is addressed shall send copies of the answer to the Setiausaha, who shall cause that answer to be printed in the Official Report:

Provided that at any time before Tuan Yang di-Pertua has called upon the member who asked

the question standing in his name that member may signify his desire to postpone the question to a later sitting or may withdraw it.

(3) Tuan Yang di-Pertua may allow not more than three supplementary questions to be put for the purpose of elucidating any matter of fact regarding which an oral answer has been given, but he may refuse any such question which in his opinion introduces matter not related to the original question or which infringes any of the provisions of Standing Order 23:

Provided that—

- (i) no supplementary question shall be allowed on any question if a Minister declares that such question has been answered at an earlier sitting of that Parliamentary session; and
 - (ii) any supplementary question shall not consist of several questions or a combination of several questions.
- (4) A question shall not be made the pretext for debate.
- (5) No questions, other than any supplementary questions arising out of a question already asked which Tuan Yang di-Pertua may permit, shall be taken one hour and thirty minutes after the beginning of Question Time.

Ref:-
DR 9/2005
11/5/2006.

(6) If an oral answer to a question is not required, or if a written answer is directed under paragraph (3) of Standing Order 22, the Minister to whom it is addressed shall send copies of the answer to the Setiausaha, who shall cause such answer to be included in the Official Report.

Personal
Explanation.

25. With the leave of Tuan Yang di-Pertua, a member may make a personal explanation at the time appointed under Standing Order 14 although there is no question before the House; but no controversial matter may be brought forward nor may debate arise upon the explanation. The terms of the proposed statement shall be submitted at least two hours before the commencement of the sitting in full to Tuan Yang di-Pertua when his leave to make it is sought.

Notices of
Motions.

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

- (a) a motion by way of amendment to a question already proposed from the Chair;
- (b) a motion in Committee of the whole House;
- (c) a motion for the adjournment of the House or of any debate;
- (d) a motion to proceed to any particular business out of the regular order;

- (e) a motion of a Minister under the provisions of paragraph (1) of Standing Order 7;
- (f) a motion that the proceedings on any specified business be exempted from the provisions of Standing Order 12;
- (ff) a motion under paragraph (2) of Standing Order 12 adjourning the House to a later day;
- (g) a motion for the appointment of a Select Committee under paragraph (4) of Standing Order 19;
- (h) a motion for the suspension of a member;
- (i) a motion to disallow a member's vote under the provisions of paragraph (5) of Standing Order 47;
- (j) a motion to refer a Bill to a Select Committee under Standing Order 54;
- (k) a motion for the recommittal of a Bill reported from a Committee of the whole House;
- (l) a motion for the withdrawal of a Bill under Standing Order 62;
- (m) a motion to suspend any Standing Order moved under Standing Order 90 when the consent of Tuan Yang di-Pertua has been expressed;
- (n) a motion for the withdrawal of Strangers;

Ref:-
DR 2/2001
9/8/2001.

- (o) a motion for the closure of a debate under Standing Order 40;
 - (p) a motion relating to a matter of privilege when it occurred;
 - (q) a motion that a petition be read, printed or referred to a Select Committee;
 - (r) a motion that the report of a Select Committee be referred to a Committee of the whole House;
 - (s) a motion for a resolution extending the period for the confirmation of orders under sub-section (1) of Section 11 of the Customs Act 1967.
- (2) A motion—
- (a) seeking a grant, charge or expenditure of public money, or
 - (b) seeking the release of a debt due to the Government, or
 - (c) seeking the remission of duties payable by any person, or
 - (d) seeking compensation for loss out of the public revenues, or
 - (e) for the revocation, alteration or repeal of any rate, tax or duty,

shall not be proceeded with unless the recommendation of the Government thereto is signified by the Minister charged with responsibility for finance.

(3) A motion which, directly or indirectly, involves any such grant, charge, expenditure, release, remission or compensation as is mentioned in sub-paragraphs (a) to (d) of paragraph (2) shall be treated as seeking the grant, charge, expenditure, release, remission or compensation unless the said Minister signifies that it does not go beyond what is incidental only and not of a substantial nature having regard to the purposes of the motion.

27. (1) Where under any Standing Order (or the practice of the House) notice is required such notice shall be sent to the Setiausaha in writing during the usual office hours.

Manner
of giving
Notices.

(2) Every such notice shall be signed.

(3) Except as provided in Standing Order 43 and in paragraph (5) of Standing Order 86 and 26(1), not less than fourteen days' notice of any motion shall be given unless it is in the name of a Minister, in which case seven days' notice or, if Tuan Yang di-Pertua is satisfied upon representation to him by a Minister that the public interest requires that a motion should be debated as soon as possible, one day's notice shall be sufficient.

Ref:-
DR 2/2001
9/8/2001.

(4) All notices shall if possible be printed, cyclostyled or typewritten and sent to members not later than the day before the sitting for which they have been put down.

(5) If Tuan Yang di-Pertua is of the opinion that any notice received by the Setiausaha infringes any of the provisions of these Orders or is otherwise out of order, he may direct—

(a) that it be printed with such alterations as he may direct; or

(b) that it be returned to the member who signed it, as being in his opinion out of order.

(6) Subject to the provisions of paragraph (5), motions or amendments sent to the Setiausaha shall be printed and circulated by him and in the case of amendments to Bills shall be arranged so far as may be in the order in which they will be proposed.

Alteration
of terms of
Motion.

28. If a member desires to alter the terms of a motion standing in his name, he may do so by giving to the Setiausaha an amended notice of motion, provided that such alteration does not, in the opinion of Tuan Yang di-Pertua, materially alter any principle embodied in the original motion or the scope thereof. The amended notice shall run from the time at which the original notice was given.

Notices
withdrawn.

29. (1) A member may, by notice in writing to the Setiausaha, withdraw any notice of motion previously given by him.

(2) When any notice of motion has been so withdrawn after the motion to which it refers has appeared on the Order of Business, such motion shall not be proposed but shall remain on the Order of Business and at the proper time Tuan Yang di-Pertua or the presiding member shall announce that the motion is to be considered as withdrawn, and a note to that effect shall be entered on the Votes and Proceedings.

30. (1) When any motion is under consideration in the House or in a committee thereof an amendment may be proposed to the motion if it is relevant thereto. Amendments
to Motions.

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

(3) An amendment must not raise any question which, by the rules of the House, can only be raised by a substantive motion after notice.

(4) A question, when proposed from the Chair, may be amended in all or any of the following methods—

- (a) by leaving out certain words in order to insert other words;
- (b) by leaving out certain words;
- (c) by inserting or adding other words.

Seconding of
Motions and
Amendments.

31. (1) In the House the question upon a motion or amendment shall not be proposed by Tuan Yang di-Pertua unless such motion or amendment has been seconded.

(2) In Committee a seconder shall not be required.

Amendments
to Motions
to be put in
writing.

32. Any amendment to a motion upon which the question has been proposed in the House or in Committee of the whole House shall be put into writing by the mover and delivered to the Setiausaha unless the Chair dispenses with the requirement that it be put in writing.

Manner of
debating
Motions and
Amendments
thereto.

33. (1) When a motion has been moved and if necessary seconded, the Chair shall propose the question thereon to the House or the Committee in the same terms as the motion; debate may then take place upon that question and may, subject to the provisions of these Standing Orders, continue so long as any member wishes to speak who is entitled to do so.

(2) When no more members wish to speak, the Chair shall put the question to the House or Committee, which shall express its decision in accordance with the provisions of Standing Order 45.

(3) Any amendment to the motion which a member wishes to propose in accordance with the provisions of Standing Order 30 may be moved and

if necessary seconded at any time after the question upon the motion has been proposed by the Chair, and before it has been put by the Chair at the conclusion of the debate upon the motion. When every such amendment has been disposed of the Chair shall either again propose the question upon the motion or shall propose the question upon the motion as amended, as the case may require, and after any further debate which may arise thereon, shall put the question to the House or Committee for its decision.

(4) (a) Upon any amendment to leave out any of the words of the motion, the question to be proposed shall be “*That the words proposed to be left out of the question*”.

(b) Upon any amendment to insert words in, or add words at the end of, a motion, the question to be proposed shall be “*That those words be there inserted*” or “*added*”, as the case may require.

(c) Upon any amendment to leave out words and insert or add other words instead, a question shall first be proposed “*That the words proposed to be left out be left out of the question*”, and if that question is agreed to, the question shall then be proposed “*That those words be there inserted*” or “*added*”, as the case may require. If the first question is disagreed to, no further amendment may be proposed to the words which the House or Committee have so decided shall not be left out.

(d) If the Chair, before putting a question to leave out certain words is informed that a member wishes to move an amendment to leave out part only of these words, and if the Chair is of the opinion that the proposed amendment of which he is so informed is substantially a new amendment, he shall, if possible, put the question to leave out only so much of the original amendment, as is unaffected by the second amendment, but if that amendment is agreed to, the whole of the words proposed in the original amendment to be left out shall be deemed to have been ordered to be left out.

(e) When two or more amendments are proposed to be moved to the same motion, the Chair shall call upon the movers in the order in which their amendments relate to the text of the motion, or in cases of doubt in such order as he shall decide: Provided that no amendment may be moved which relates to any words which the House or Committee has decided shall not be left out of the motion.

(5) (a) Any amendment to an amendment which a member wishes to propose may be moved and if necessary seconded at any time after the question upon the original amendment has been proposed, and before it has been put at the conclusion of the debate on the original amendment.

(b) The provisions of paragraph (4) shall apply to the discussion of amendments to amendments, with the substitution wherever appropriate of the words “original amendment” for the word “question”.

(c) When every such amendment to an amendment has been disposed of, the Chair shall either again propose the question upon the original amendment, or shall propose the question upon the original amendment as amended, as the case may require.

34. (1) A motion or an amendment may be withdrawn at the request of the mover, before the question is fully put thereon. A motion or an amendment so withdrawn may be proposed again provided that in the case of a motion notice as required by these Orders is given.

Withdrawal of
Motions and
Amendment.

(2) If the question has been proposed on an amendment to a motion or to another amendment, the original motion or amendment may not be withdrawn until the amendment thereto has been disposed of.

RULES OF DEBATE

35. (1) A member desiring to speak shall rise in his place and if called upon shall stand and address his observations to the Chair. No member shall speak unless called upon by the Chair.

Time and
Manner of
Speaking.

(2) If two or more members rise at the same time, the Chair shall call upon the member who first catches his eye.

(3) No member shall speak more than once to any question except—

(a) in committee; or

(b) in explanations as prescribed in paragraph (4); or

(c) in the case of the mover of a substantive motion, only in reply which he can exercise only if there is a debate apart from the seconder:

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

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

(5) A member who has spoken may speak again when a new question has been proposed by Tuan Yang di-Pertua, such as a proposed amendment or a motion for the adjournment of the debate.

(6) A member shall not speak on any matter in which he has a direct personal pecuniary interest (other than the matter of remuneration under any provision of the Constitution) without disclosing the extent of that interest.

(7) The Speaker or Chairman may, if he thinks fit, prescribe the time limit for speeches.

36. (1) When debating a Bill to amend a principal Act, a Member of the House shall be allowed to speak on matters relating to the Bill only and not on matters involving the principal Act.

Contents of
Speeches.

(2) Reference shall not be made to any matter which is *sub judice* in such a way as might in the opinion of the Chair prejudice the interests of parties thereto.

(3) It shall be out of order to attempt to reconsider any specific question upon which the House has come to a conclusion during the current session except upon a substantive motion for rescission.

(4) It shall be out of order for Members of the House to use offensive language or make a sexist remark.

Ref:-
DR 4/2012
27/11/2012

(5) No member shall refer to any other member by name.

(6) No member shall impute improper motives to any other member.

(7) The name of the Seri Paduka Baginda Yang di-Pertuan Agong, or any of the Rulers, or of any of Their Excellencies the Yang di-Pertua-Yang di-Pertua Negeri shall not be used to influence the House.

(8) The conduct or character of the Seri Paduka Baginda Yang di-Pertuan Agong, of any of the Rulers or Their Excellencies the Yang di-Pertua-Yang di-Pertua Negeri, of Judges or other persons engaged in the administration of justice, of members of the Armed Forces Council or of any Service Commission established under Part X of the Constitution, of members of the Election Commission, or of sovereigns of friendly states shall not be referred to except upon a substantive motion moved for that purpose.

(9) No reference shall be made in any debate to the conduct or character of any Member of Parliament or of any public servant, other than conduct in the capacity of member of Parliament or public servant, as the case may be.

(10) It shall be out of order to use—

(a) treasonable words;

(b) seditious words;

(c) words which are likely to promote feelings of ill-will or hostility between different communities in the Federation or infringe any provision of the Constitution or the Sedition Act 1948.

(11) If Tuan Yang di-Pertua is of the opinion that any motion or amendment or the continuance of the debate thereon is calculated to give rise to breaches of this Order he may disallow the motion or amendment or, as the case may be, may terminate the debate and direct that no further proceedings be taken on the motion or amendment.

(12) Any member who imputes statements that mislead the House is deemed to be in contempt of the House and the member may be referred to the Committee of Privileges for the offence.

Ref:-
DR 9/2005
11/5/2006.

37. (1) No member shall interrupt another member except— Interruptions.

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

(b) to seek clarification on some matter raised by that member in the course of his speech, provided that the member speaking is willing to give way and resumes his seat and that the member wishing to interrupt is called by the Chair.

(2) The Chair may disallow any member from seeking clarification if it appears that the House does not have adequate time to dispose of its

business or if the chair believes that the intention of the member seeking clarification is simply to interrupt the member making the speech.

Scope of
Debate.

38. (1) Debate upon any motion, other than a motion for the adjournment of the house and upon any Bill or amendment shall be relevant to such motion, Bill or amendment.

(2) Debate upon any motion for the adjournment of the House shall be relevant to the subject to be raised under Standing Order 17 or 18.

(3) When an amendment proposes to leave out words and to insert other words instead of them, debate upon the question “*That the words proposed to be left out be left out*” may include both the words proposed to be left out and those to be added or inserted.

(4) On an amendment proposing only to leave out words or to add or insert words, debate shall be confined to the omission, addition or insertion of such words respectively.

(5) Debate upon any motion “*That the debate be now adjourned*” or in Committee “*That the Chairman do report progress and ask leave to sit again*”, shall be confined to the matter of such motion; and a member who has made or seconded such motion shall not be entitled to move or second any similar motion during the same debate.

39. (1) It shall be out of order to anticipate the discussion of a Bill standing on the Order of Business by discussion upon a substantive motion or an amendment dealing with the same subject matter, or by raising the subject matter of the Bill upon a motion of the adjournment of the House. Anticipation.

(2) It shall be out of order to anticipate the discussion of a motion of which notice has been given by discussion upon an amendment, or by raising the same subject matter upon a motion for the adjournment of the House.

(3) In determining whether a discussion is out of order on the grounds of anticipation, regard shall be had by the Chair to the probability of the matter anticipated being brought before the House within a reasonable time.

40. (1) After a question has been proposed a member rising in his place may claim to move, “*That the question be now put*”, and, unless it appears to the Chair that such motion is an abuse of the rules of the House, or an infringement of the rights of the minority, the question “*That the question be now put*”, shall be put forthwith and decided without amendment or debate, notwithstanding that the mover of the original motion or amendment has had no opportunity to make his reply. Closure of Debate.

(2) When the motion “*That the question be now put*”, has been carried, and the question consequent thereon has been decided, any member may claim

that any other question already proposed from the Chair be now put and if the assent of the Chair is given such questions shall be put forthwith and decided without amendment or debate.

(3) A question for the closure of debate shall not be decided in the affirmative upon a division, notwithstanding that the Ayes have it, unless it appears by the numbers declared from the Chair that not less than twenty members voted in the majority in support of the motion.

Behaviour of
Members not
speaking.

41. During a sitting:

- (a) all members shall enter, leave, and behave in the House with decorum;
- (b) no member shall cross the floor of the Chamber unnecessarily;
- (c) members shall not read newspapers, books, letters or other documents except such matters therein as may be directly connected with the business under debate;
- (d) no member shall smoke in the Chamber;
- (e) while a member is speaking all other members shall be silent and shall not make unseemly interruptions;
- (f) male members shall wear either national dress or lounge suit; female members shall

wear either national dress, sarong and long-sleeve blouse, or skirt of at least up to knee-length and long-sleeve blouse; and all members may also wear ceremonial dress, or such other dress as may be permitted by Tuan Yang di-Pertua.

- 42.** Whenever the members are called to order by the Chair, or whenever the Chair intervenes during a debate, any member then speaking, or offering to speak, shall sit down, and the House or Committee shall be silent so that the Chair may be heard without interruption.

Chair to
be heard in
silence.

- 43.** Tuan Yang di-Pertua in the House or the Chairman in Committee shall be responsible for the observance of the rules of order in the House and Committee respectively, and his decision on any point of order shall not be open to appeal and shall not be reviewed by the house except upon a substantive motion moved for that purpose. Such a motion shall not require more than two days' notice.

Decision of
Chair Final.

- 44.** (1) The Chair, after having called the attention of the House, or of the Committee, to the conduct of a member who persists in irrelevance, or in tedious repetition either of his own arguments or of the arguments used by other members in debate, may direct him to discontinue his speech.

Order in the
House.

(2) The Chair shall order any member whose conduct is disorderly or whose acts are in contempt of the House or who continues to disregard the authority of the Chair to withdraw from the House for a period not exceeding ten days and such member shall immediately withdraw from the House. If the meeting adjourns before the end of such period, the remainder of the period shall be brought to the next meeting, unless Parliament is earlier dissolved, if the Chair does not determine the period for the member to withdraw, such period shall be deemed to be two days inclusive of the day of the incident.

(3) If the Chair deems that the power under paragraphs (1) and (2) is inadequate, he may commence the procedure to suspend the member from the service of the House by naming the member as follows:

“I hereby name the Honourable Mr.....”

A Minister shall thereafter rise and propose, and another Minister second, a motion as follows:

“That the House hereby resolves that Mr..... be suspended from the service of the House until (date).”

The Chair shall put the motion to be decided by the House without any amendment, adjournment or debate.

(4) An action may be taken under this Order notwithstanding that the disorderly conduct, the act of contempt or the continued disregard of the authority of the Chair has taken place in a Committee of the House.

(5) If a member has been suspended from the service of the House, he shall be ordered to withdraw from the meeting and disallowed to participate in the meeting until the expiration of the suspension period. If the meeting which is in progress ends before the expiration of the suspension period, the remainder of the suspension period shall be brought to the next meeting, unless Parliament is earlier prorogued or dissolved.

(6) The Chair may adjourn the House at any time to deal with disorderly conduct committed in the House and upon the resumption of the House, the Chair or the House may make a decision on the matter or take action against any person found to have contravened the Standing Orders while acting in a disorderly manner immediately before the adjournment of the House.

(7) The Chair may order any person, including a member of the staff of Parliament or any police officer, to enforce any decision or order made under this Order.

(8) Nothing in this Order shall be taken to deprive the House of the power to take action against any person, including a non-member, in accordance with any resolution of the House.

Decision of
Questions.

45. (1) Subject to the provisions of Clause (1) of Article 89 of the Constitution and Clause (3) of Article 159 of the Constitution and these Orders, the House shall, in accordance with the provisions of Clause (3) of Article 62 of the Constitution take its decision by a simple majority of members voting; and Tuan Yang di-Pertua or any other person presiding shall cast his vote whenever necessary to avoid an equality of votes, but shall not vote in any other case provided that where Tuan Yang di-Pertua is a member of the House by virtue only of paragraph (b) of Clause (1A) of Article 57 of the Constitution, he shall have no casting vote in the House or in any Committee thereof.

(2) In accordance with the provisions of Clause (5) of Article 62 of the Constitution, a member absent from the House shall not be allowed to vote.

Collection of
Voices.

46. (1) No member may speak to any question after the same has been fully put from the Chair.

(2) A question is fully put, when the Chair has collected the voices both of the *Ayes* and of the *Noes*.

(3) When the question has been put by the Chair at the conclusion of the debate the votes shall be taken by voices *Ayes* and *Noes* and (provided that no member then claims a division) the result shall be declared by the Chair.

(4) If the opinion of the Chair as to the decision of a question is challenged by any member calling for a division, the Chair shall call upon members desiring a division to rise in their places. If less than fifteen members so rise, the Chair shall either declare the result forthwith or order a division. If fifteen or more members so rise, the Chair shall order a division, and shall, after such warning as he may consider necessary, appoint Tellers.

(5) In proceedings relating to amendments to the Constitution or in respect of delimitation of constituencies or in all other cases where the specified amount of votes are required, the Chair shall order a division.

47. (1) When a division has been ordered, the Tellers Divisions. shall ask each member separately how he desires to vote, and the Setiausaha shall enter on the Votes and Proceedings a record of each member's vote and of the members who abstained from voting.

(2) When a member is asked how he desires to vote at a division, he may answer either by voting for the *Ayes* or for the *Noes*, or by expressly stating

that he abstains from voting. A member shall not answer in a manner inconsistent with any opinion which he may have expressed when the voices were taken collectively.

(3) When every member present has been asked how he desires to vote, the Chair shall state the numbers voting for the *Ayes* and for the *Noes* respectively and shall then declare the result of the division, or give his casting vote, as the case may require.

(4) If a member states that he voted in error or that his vote has been counted wrongly, he may claim to have his vote altered, provided that such request is made as soon as the Chair has announced the numbers and before the Chair has declared the result of the division.

(5) A member shall not vote on any subject in which he has a direct personal pecuniary interest (other than the matter of remuneration under any provision of the Constitution), but a motion to disallow a member's vote on this ground may only be made immediately after the numbers of the members voting on the question have been declared. If a motion for disallowance of a member's vote is agreed to, the Chair shall direct the Setiausaha to correct the numbers voting in the division accordingly.

48. A Minister may after at least one day's notice present a Bill without an order of the House for its introduction, and when a Bill is so presented the title of the Bill shall be read by the Setiausaha at the Table and the Bill shall then be deemed to have been read the first time and shall stand for Second Reading at the next or a subsequent sitting of the House:

Procedure as
to Bills.

Provided that notice may be given of intention to move the second reading of a Supply Bill on the same day.

49. (1) Any private member desiring to introduce a Bill may, subject to the provisions of Article 67 of the Constitution, apply to the House for leave to do so, and shall, at the same time, submit a copy of the Bill with an explanatory statement of the objects and reasons but shall not contain any argument.

Private
Member's
Bills.

(2) Every such application shall be made in the form of a motion, and the member making such application shall at the same time deliver to the Setiausaha a copy of his motion containing the title of his proposed Bill. The Setiausaha shall refuse to accept any application which does not conform with the requirement of these Standing Orders or any Federal law.

(3) Leave being granted on a question put and carried, the Bill shall be deemed to have been read the first time and ordered to be printed and a copy of the Bill shall be delivered to the Setiausaha.

(4) The Bill shall, subject to Standing Order 51, thereupon be printed and circulated to members, and shall stand referred without discussion to the Minister concerned with the subjects or functions to which the Bill relates or, if there is no such Minister, then to such other Minister or member as Tuan Yang di-Pertua may nominate; and no further proceedings shall be taken upon such Bill until the Minister or member to whom it has been referred has reported to the house thereon.

(5) After the report referred to in the preceding paragraph of this Order has been made, the Bill shall be set down for second reading upon such day as the member in charge of the Bill shall desire.

Private and
Hybrid Bills.

50. (1) Where any member proposes to introduce a Bill which is intended to affect or benefit some particular person, association, or corporate body (referred to in these Orders as a “Private Bill”) notice of the Bill shall be given by advertising a statement of its general nature and objects in the *Gazette*, and also in at least one newspaper circulating in the Federation, such advertisements being published at least one month before the day on which a motion for leave to introduce the Bill

is to be moved. Leave being granted on a question put and carried, the Bill shall be deemed to have been read a first time and ordered to be printed, and a copy of the Bill shall be delivered to the Setiausaha; and the Bill shall, subject to Standing Order 51, thereupon be printed and circulated to members.

(2) Every Private Bill shall contain a section saving the rights of the Seri Paduka Baginda Yang di-Pertuan Agong, the Rulers and Their Excellencies the Yang di-Pertua-Yang di-Pertua Negeri, of all bodies politic and corporate and of all others, except such as are mentioned in the Bill, and those claiming by, from or under them.

(3) Every Private Bill, and any other Bill which in the opinion of Tuan Yang di-Pertua appears to affect prejudicially individual rights or interests (referred to in these Orders as a “Hybrid Bill”) shall, after being read a second time, be referred to a Select Committee, before which any affected party who has previously presented a petition to the House under the provisions of Standing Order 19 may be heard upon that petition, either in person or by counsel.

(4) No member shall be allowed to sit on such Select Committee until he has made and signed a declaration—

- (a) that he has no personal pecuniary interest in the Bill; and

- (b) that he will not vote on any question that may arise, and in respect of which evidence may be given, without having duly heard and attended to the evidence relating thereto.

(5) Every Select Committee on a Private or Hybrid Bill shall require proof of the facts and other allegations set forth in the Bill as showing that it is expedient that the Bill should be passed, and may take such oral or other evidence as it may think requisite; and thereafter if the Committee finds that the said facts and allegations are not proved it shall report accordingly.

(6) If the Committee finds that the said facts and allegations have been proved, the Committee shall proceed as provided in Standing Order 58, and in respect of all amendments which it makes shall describe their purport in a special report to the House.

(7) In the case of a Private Bill the Committee shall not allow any new clause to be inserted which is outside the terms of the notice in the *Gazette*.

(8) The member in charge of the Bill shall be responsible for the payment of all expenses incurred in the promotion of the Bill.

Forms of
Bills.

51. (1) Before any Bill is printed the Setiausaha shall satisfy himself that—

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

- (b) a short indication of the contents of each clause appears in the margin of or above the clause;
- (c) the Bill contains nothing foreign to what the title thereto imports;
- (d) the Bill complies with the provisions of Standing Orders.

(2) If the Setiausaha is not satisfied that the provisions of paragraph (1) have been complied with any respect, he shall so report to Tuan Yang di-Pertua; and if Tuan Yang di-Pertua is of such opinion he shall direct the Setiausaha to inform the member in charge of the Bill that the Bill may not be printed until the said provisions have been complied with.

(3) As soon as possible after the printing of a Bill the Setiausaha shall circulate a copy to every member and a short explanatory statement shall accompany the Bill which, if the Bill involves the expenditure of public money, shall include a statement to that effect and either such indication (if any) of the amount thereof as is possible or a statement that it is not possible to estimate the amount.

52. In any case in which individual rights or interests may be peculiarly affected by any Bill, all parties so affected may be heard upon petition before any Committee to which the Bill is referred, and either in person or by counsel.

Parties
Affected.

53. (1) If it is intended to proceed with the Bill at the next sitting or meeting, notice of a second reading must be given immediately after its first reading.

(2) No Bill shall be read a second time until it has been circulated to members.

(3) When the second reading of any Bill is reached in the Order of Business, a motion may be made *“That the Bill be now read a second time”*, and a debate may arise covering the general merits and principle of the Bill.

(4) On the second reading of a Bill, an amendment of which at least one day’s notice in writing has been given may be proposed to the question, *“That the Bill be now read a second time”*, to leave out the word “now” and add, at the end of the question, *“on this day six months”*, or, in the alternative, an amendment may be moved to leave out all the words after the word *“That”* in order to add words stating the object and motive on which the opposition to the Bill is based, but such words must be strictly relevant to the principle of the Bill and not deal with its details. If the House agrees to an amendment in either of such forms, the second reading of the Bill shall be considered to have been negative.

54. (1) A Bill may be committed to a Select Committee before its second reading.

(2) When a Bill has been read a second time it shall stand committed to a Committee of the whole House unless the House on motion commits it to a Select Committee. Such motion shall not require notice, must be made immediately after the Bill is read a second time, and may be proposed by any member; the question thereon shall be put forthwith and shall be decided without amendments or debate.

55. (1) Any Committee to which a Bill is committed before its second reading, may discuss the details of the Bill as well as its merits and principles.

Functions of
Committees
on Bills.

(2) Any other Committee to which a Bill is committed after its second reading shall not debate the principle of the Bill but only its details.

(3) Subject to paragraph (1) and the provisions of Article 67 of the Constitution, any such Committee shall have power to make such amendments therein as it shall think fit, provided that the amendments (including new clauses and new schedules) are relevant to the subject-matter of the Bill: but if any such amendments are not within the title of the Bill, the Committee shall amend the title accordingly, and shall report the same to the House.

56. If any member, before the conclusion of proceedings on a Bill in Committee of the whole House, moves to report progress and such motion is carried, or if the proceedings in a Committee of

Committee
of the whole
House.

the whole House have not been finished at 5.30p.m. Tuan Yang di-Pertua shall report progress to the House and ask its leave to sit again, and a day for the resumption of the proceedings shall be named by the member in charge of the Bill.

Procedure in
Committee
of the Whole
House on a
Bill.

57. (1) The Setiausaha shall call the number of each clause or a number of clauses in succession. If no amendment is proposed thereto, or when all proposed amendments have been disposed of, the Chairman shall propose the question "*That the clause [as amended] stand part of the Bill*" and when all members who wish to speak thereon have spoken, he shall put that question to the Committee for its decision.

(2) At least one day's notice of any proposed amendments shall be given. Any proposed amendments of which notice has not been given shall be handed to the Chairman in writing and shall not be moved unless the Chairman is satisfied that in the circumstances it was not practicable to give such notice.

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

(4) The Chairman may refuse to propose the question upon any amendment which in his opinion—

- (a) would make the clause or schedule which it proposes to amend unintelligible or ungrammatical;
- (b) is frivolous; or
- (c) amounts to a proposal to omit the whole substances of a clause for the purpose of inserting other provisions.

(5) The provisions of paragraph (4) of Standing Order 33 shall apply to the discussion of amendments to Bills, with the substitution where appropriate of the word “clause” for the word “motion” or the word “question”, and of the expression “the Chairman” for the expression “the Chair”; and any amendment proposed to such an amendment shall be dealt with before a decision is taken on the original amendment.

(6) 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.

(7) Any proposed new clause in relation to any clause in the Bill that is being tabled 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 a clause which has been disagreed to may be considered immediately after such disagreement.

(8) On the title of any new clause being read by the Setiausaha, the clause shall be deemed to have been read a first time. The question shall then be proposed “*That the clause be read a second time*”, if this is agreed to, amendments may then be proposed to the new clause. The final question to be proposed shall be “*That the clause [as amended] be added to the Bill*”.

(9) 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.

(10) *(Deleted)*.

(11) 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 the preamble [as amended] 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.

(12) If any amendment to the title of the Bill is necessary, it shall be made at the conclusion of the proceeding 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.

(13) At the conclusion of the proceedings in Committee on a Bill, the member in charge of the Bill shall move “*That the Bill [as amended] be reported to the House*”, and the question thereon shall be decided without amendment or debate.

(14) As soon as a Committee of the whole House has agreed that a Bill be reported, the Chairman shall leave the Chair of the Committee and the House shall resume, and the member in charge of the Bill shall report it to the House and the House may proceed to the third reading of the Bill.

58. (1) A Select Committee on a Bill shall be subject to all the provisions of Standing Orders 83 and 84, but before reporting the Bill to the House it shall go through the Bill as provided in paragraphs (1) to (4) of Standing Order 57.

Procedure
in Select
Committee on
a Bill.

(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.

59. (1) If any member desires to delete or amend any provision contained in a Bill as reported from a Committee of the whole House or to introduce any new provisions therein he may at any time before a member rises to move the third reading of the Bill, move that the Bill be recommitted either wholly or in respect only of some particular part or parts of the Bill or some proposed new clause or new schedule, no notice of such motion being required, and if the motion is agreed to the Bill shall stand so recommitted. The House shall in accordance with the provisions of Standing Order 54 resolve itself into Committee to consider the business so recommitted. If a motion to recommit a Bill be opposed, Tuan Yang di-Pertua shall permit a brief explanatory statement of the reasons for recommittal from the Member who moves and from a Member who opposes the motion, and shall then without further debate put the question thereon.

(2) When the whole Bill has been recommitted, the Committee shall go through the Bill as provided in Standing Order 57.

(3) When the Bill has been recommitted in respect only of some particular part or parts or of some proposed new clause or new schedule, the Committee shall consider only the matter so recommitted and any amendment which may be moved thereto.

(4) At the conclusion of the proceedings in Committee on a Bill recommitted under the provisions of this Order the member in charge of

the Bill shall move “*That the Bill [as amended on recommittal] be reported to the House*” and the question thereon shall be decided without amendment or debate.

60. (1) When a Bill has been reported from a Select Committee, the House shall proceed to consider the Bill as reported from the Select Committee upon a motion “*That the report of the Select Committee be approved*”.

Proceedings
on Bills
reported
from Select
Committees.

(2) If that motion is agreed to without amendment, the House may proceed to the third reading of the Bill as reported from the Select Committee.

(3) Upon a motion to approve the report of a Select Committee on a Bill, any member may propose an amendment to add, at the end of the motion, the words “*subject to the recommittal of the Bill* [either wholly or in respect only of some particular part or parts some proposed new Clause or new schedule] *to a Committee of the whole House*”, and if that motion is agreed to with such an amendment, the Bill shall stand so recommitted. The House may then, upon a motion made in accordance with the provisions of Standing Order 54 resolve itself into a Committee to consider the business so recommitted.

(4) A Committee of the whole House upon a Bill recommitted under the provisions of this Order shall proceed in accordance with the provisions of paragraph (2) or (3) of Standing Order 59, and the

conclusion of its proceedings and the remaining proceedings on the Bill shall be subject to the provisions of paragraph (4) of that Order.

Third
Reading.

61. (1) On the third reading of a Bill amendments may be proposed to the question “*That the Bill be now read a third time*” similar to those which may be proposed on second reading; but the debate shall be confined to the contents of the Bill and any reasoned amendment which raised matters not included in the Bill shall be out of order.

(2) Amendments for the correction of errors or oversights may, with Tuan Yang di-Pertua’s permission, be made before the question for the third reading of the Bill is put from the Chair, but no amendments of a material character shall be proposed.

Withdrawal
and
postponement
of Bills.

62. Either before the commencement of public business or when any stage of a Bill is reached in the Order of Business, the member in charge of a Bill may rise in his place and request that the Bill be withdrawn or that the next stage of the Bill be postponed.

Bills
containing
substantially
the same
provisions.

63. Once the second reading of any Bill has been agreed to or negatived, no question shall be proposed during the same session the second reading of any other Bill containing substantially the same provisions.

63A. (*Deleted*)

63B. A Bill in respect of which debate has not been concluded in Parliament shall not lapse due to the prorogation of Parliament.

A Bill shall not lapse.

64. Notwithstanding anything in any Standing Order, whenever Tuan Yang di-Pertua is satisfied that for any reason the printing of any Bill is impracticable by reason of urgency, he may so certify such Bill, and the Bill may be proceeded with in spite of the fact that it has not been printed, provided that cyclostyled or typewritten copies are available for the use of members, and may be taken through all its stages in such form.

Waiver of printing of Bills.

65. The draft estimates of Federal expenditure for the succeeding year shall be laid upon the Table before the introduction into the House of the annual Supply Bill.

Annual Estimates.

65A. A statement of the proposed expenditure out of the Development Fund in respect of any financial year in accordance with subsection (1) of section 4 of the Development Fund Act 1966, shall be laid upon the Table before the introduction into the House of a resolution pursuant to subsection (3) of section 4 of that Act.

Annual Development Estimates.

66. (1) There shall be introduced into the House a Supply Bill which shall contain the estimated financial requirements for all heads of expenditure required to be included in a Supply Bill by Article 100 of the Constitution for the year concerned.

Procedure on debate on Supply Bill and consideration of Annual Development Estimates.

The details of these financial requirements shall be contained in the Estimates mentioned in Standing Order 65.

(2) Immediately after the Motion for the Second Reading of the Supply Bill has been proposed and seconded, but before the debate thereon is adjourned for a period of not less than 2 days, a motion to refer to a Committee of the whole House the resolution on the Development Estimates for the year concerned pursuant to subsection (3) of section 4 of the Development Fund Act 1966, may without notice be moved.

(2A) It shall be in order for the Supply Bill and the Development Estimates to be moved, proposed and seconded simultaneously.

(3) On the Motion to refer as mentioned in paragraph (2) having been proposed and seconded the debate on the motions for the Second Reading of the Bill and the Development Estimates for the year concerned shall be adjourned for not less than 2 days and, when resumed the debate shall be confined to the general principles of Government policy and administration in relation to the Supply Bill and both the Ordinary and Development Estimates. A maximum of thirteen days, of which not less than two days shall be set aside for replies by Ministers shall be allotted for the resumed debate on the Second Reading of the Bill and the Motion relating to the Development Estimates. At such time on the last day allotted to the debate

Ref:-
DR 9/2005
11/5/2006.

as Tuan Yang di-Pertua determines, Tuan Yang di-Pertua shall put any question necessary to bring the proceedings relating thereto to a conclusion.

(4) When the Supply Bill has been read a second time and the Motion on the Development Estimates has been agreed to, the Bill and the Resolution shall stand committed to a Committee of the whole House.

(5) There shall be allotted a maximum of twenty days for discussion of the Supply Bill and both the Ordinary and Development Estimates in the Committee.

Ref:-
DR 9/2005
11/5/2006.

(6) (a) Tuan Yang di-Pertua may allot a maximum time to be given for each of the schedules of the Bill, the clauses of the Bill and for any of the heads in the Development Estimates. If in the case of any schedule, clause or head the *end* of the allotted time is reached before the schedule or the Schedule or the clause of the head is disposed of, the Chairman shall put forthwith any question necessary to dispose of that schedule, clause or head:

Provided that Tuan Yang di-Pertua or the Chairman may, at his discretion enlarge the time allotted for a particular schedule or clause or head but not so that the discussion in the Committee shall exceed twenty days or that the time allotted for any subsequent schedule or clause or head is thereby diminished.

Ref:-
DR 9/2005
11/5/2006.

(b) If no time shall have been allotted by Tuan Yang di-Pertua for all or any of the schedules or clauses or heads the Chairman may allot a maximum time.

(7) The schedules to the Bill shall be dealt with before the clauses.

(8) On the consideration of a schedule, the Chairman shall call the title of each head of expenditure in turn, and unless any amendment thereto stands upon the Notice Papers shall propose the question “That the sum of RM..... for head..... stand part of the schedule.”

(9) Any member may move an amendment to the schedule to reduce by RM..... the sum to be allotted for any head of expenditure in respect of any sub-head or item therein, but at least two clear days’ notice of such amendment shall be given.

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

(11) When all amendments standing on the Notice Paper in respect of any particular head of

expenditure have been disposed of the Chairman shall propose the question “That the sum of RM..... for head..... stand part of the schedule.”

(12) On the question, “That the sum of RM..... for head..... stand part of the schedule”, shall be confined to the policy of the service for which the money is to be provided and shall not deal with the details of expenditure, but may refer to the details of revenues or funds for which that service is responsible.

(13) On consideration in Committee of the Motion referred under paragraph (2) relating to the Development Estimates for the year concerned, the Chairman shall call the title of each head of expenditure in turn, and shall propose the question on the Motion, “That the expenditure shown in head..... of the Development Estimates for the year concerned be approved.”

(14) When the question mentioned in paragraph (13) has been proposed, the Minister in charge of the head concerned may speak in support of the head, and thereafter:

- (a) if notice has been given of amendments to that head or to any sub-head or item of that head, such amendments shall be disposed of in accordance with paragraphs (15) and (16);

(b) if no notice has been given of any amendment, or when all amendments have been disposed of, a debate may take place on the Motion mentioned in paragraph (13), or on that Motion as amended, as the case may be; debate on the Motion shall be confined to the service concerned.

(15) Amendments, of which at least two clear days' notice shall be required, may be moved to the Motion mentioned, in paragraph (13) to omit any sub-head or item or to add at the end of the Motion "subject to a reduction of....." specifying the sub-head and item (if any) to which the reduction relates.

(16) When several amendments are proposed in respect of the same head, sub-head or item, an amendment seeking a reduction to the smallest sum shall be first proposed, and an amendment to omit a sub-head or item shall only be proposed after all Motions for reduction have been disposed of.

(17) When all the questions on all the heads of expenditure in both the Ordinary and Development Estimates have been disposed of and the Bill has been passed by the Committee, the Chairman shall, without allowing amendment or debate, put to the Committee the question on the resolution on the Development Estimate for the year concerned, or if any reductions have been made in the proposed expenditure; shall put that question to the Committee

subject to the reduction. On the Motion being agreed to, it shall be reported forthwith to the House immediately following the report to the House that the Bill has been passed by the Committee.

(18) When the Bill has been reported to the House, a Motion for the Third Reading thereof shall thereupon be made by a Minister. Such Motion shall be decided without amendment or debate.

(19) After the Bill has been read the third time a Minister shall immediately move the resolution referred to in paragraph (2), amended, if the case requires, to give effect to any reduction agreed to by the Committee. The Motion may be moved without notice, and the question thereon shall be decided without amendment or debate.

66A. Subject to a Supply Bill being approved in accordance with Standing Order 66, any reallotment of expenditure may be made through a motion by a Minister.

Procedure on
Reallotment of
Expenditure.
Ref:-
DR 9/2005
11/5/2006.

67. (1) Every Supply Bill introduced to meet supplementary and excess expenditure referred to in Articles 101 of the Constitution shall be supported by a supplementary estimate for each head under supplementary which additional authority is sought showing—

Procedure
on debate on
Supplementary
Supply Bill and
consideration of
Supplementary
Development
Estimates.

- (a) the total sums already authorized under that head;

- (b) the additional expenditure required under any sub-head;
- (c) the amounts of any savings from other sub-heads under the same head which can be applied to reduce the supplementary appropriation required to meet such additional expenditure;
- (d) the amount of the supplementary appropriation requested for the head.

(2) Every supplementary estimate shall be laid upon the Table at least three clear days before the sitting at which the Supplementary Supply Bill is to be introduced.

(3) After the motion for the Second Reading has been proposed and seconded but before the debate thereon is proceeded, a motion for resolution on a Supplementary Development Estimates pursuant to Subsection (3) of section 4 of the Development Fund Act 1966, shall, without notice, be moved by a Minister to be referred to a Committee of the whole House.

(4) A statement of the proposed expenditure out of the Development Fund in respect of any financial year in accordance with subsection (2) of section 4 of the Development Fund Act 1966, shall be laid upon the Table before the introduction into

the House of a resolution pursuant to subsection (3) of section 4 of that Act.

(5) On the motion to refer as mentioned in paragraph (3) having been proposed and seconded, the debate on the motions for the Second Reading of the Supplementary Supply Bill and the Supplementary Development Estimates shall proceed and shall be confined to the general principles of Government policy and administration as indicated by the supplementary appropriation included in the Bill and the Supplementary Development Estimates and on the general policy of the Government with respect to such of the purpose for which the Development Fund is applicable as are dealt with in the statement under subsection (2) of section 4 of the Development Fund Act 1966. A maximum of two days shall be allotted to such debate on the Second Reading of the Supplementary Supply Bill and the Motion for a resolution to refer the Supplementary Development Estimates. At such time on the day allotted to the debate as Tuan Yang di-Pertua determines, Tuan Yang di-Pertua shall put any question necessary to bring the proceedings relating thereto to a conclusion.

Ref:-
DR 9/2005
11/5/2006.

(6) When the Supplementary Supply Bill has been read a second time and the motion on the Supplementary Development Estimates has been agreed to, the Supplementary Supply Bill and the resolution shall stand committed to a Committee of the whole House.

Ref:-
DR 9/2005
11/5/2006.

(7) (a) There shall be allotted a maximum of three days for discussion of the Supplementary Supply Bill as well as the Supplementary Development Estimates. Tuan Yang di-Pertua may allot a maximum time to be given to any of the heads in the Supplementary Supply Bill and the Supplementary Development Estimates. If in the case of any head the end of the allotted time is reached before the head has been disposed of, the Chairman shall put forthwith any question necessary to dispose of that head:

Ref:-
DR 9/2005
11/5/2006.

Provided that the Chairman may at his discretion increase the time allotted for any head but the discussion in committee shall not exceed the total of three days or that the time previously allotted for any subsequent head is thereby diminished.

(b) If no time shall have been allotted by Tuan Yang di-Pertua for all or any of the heads the Chairman may allot a maximum time.

(8) (a) The procedure laid down in paragraphs (7), (8), (10), (11) and (12) of the Standing Order 66 shall with necessary modifications apply to the debate on the Supplementary Supply Bill.

(b) The procedure laid down in paragraph (13), (14), (15) and (16) of the Standing Order 66 shall

with necessary modifications apply to the discussion of the resolution relating to the Supplementary Development Estimates.

(9) The debate on the Supplementary Supply Bill in Committee shall be limited to the particulars contained in the estimates on which the supplementary appropriations are sought; such debate may not touch the policy or the expenditure sanctioned by the estimates in which the original appropriation was obtained, except in so far as such policy or expenditure is brought before the Committee by the particulars contained in the supplementary estimates.

(10) When all the questions on all the heads of expenditure in both the Supplementary Supply Bill and the Supplementary Development Estimates have been disposed of and the Bill has been passed by the Committee the Chairman shall without allowing amendment or debate, put to the Committee the question on the resolution on the Supplementary Development Estimates or if any reductions have been made in proposed expenditure, shall put that question to the Committee subject to the reduction. On the motion being agreed to, it shall be reported to the house following the report to the House of the Supplementary Supply Bill and the Third Reading thereof.

(11) When the Supplementary Supply Bill has been reported to the House, a motion for the Third Reading thereof shall thereupon be made by a Minister. Such motion shall be decided without amendment or debate.

(12) After the Supplementary Supply Bill has been read the third time, a Minister shall immediately report to the House that the resolution referred to in paragraph (3) has been agreed to.

67A. *(Deleted)*

Procedure on
consideration
of
Supplementary
Development
Estimates
without a
Supplementary
Supply Bill.

67B. (1) Notwithstanding anything in these Standing Orders, a Minister may, with the permission of Tuan Yang di-Pertua, without notice, move a motion, which shall not be open to amendment or debate, that a resolution on a Supplementary Development Estimates pursuant to subsection (3) of section 4 of the Development Fund Act 1966 be debated without the introduction of any Supplementary Supply Bill.

(2) A motion for a resolution on a Supplementary Development Estimates pursuant to Subsection (3) of section 4 of the Development Fund Act 1966 shall without notice, be moved by a Minister to refer it to a Committee of the whole House.

(3) Notwithstanding paragraph (1), paragraph (4) of Standing Order 67 shall apply.

(4) On the motion to refer as mentioned in paragraph (2) having been proposed and seconded, the debate on the motion for the Supplementary Development Estimates shall proceed and shall be confined to the general principles of Government policy and administration as indicated by the supplementary appropriation included in the Supplementary Development Estimates and to the general policy of the Government with respect to such of the purposes for which the Development Fund is applicable as are dealt with in the statement under subsection (1) or (2) of section 4 of the Development Fund Act 1966. A maximum of one day shall be allotted to such debate on the motion for a resolution to refer the Supplementary Development Estimates. At such time on the day allotted to the debate as Tuan Yang di-Pertua determines, Tuan Yang di-Pertua shall put any question necessary to bring the proceedings relating thereto to a conclusion.

(5) When the motion on the Supplementary Development Estimates has been agreed on, the resolution shall stand committed to a Committee of the whole House.

(6) (a) There shall be allotted a maximum of two days for discussion of the Supplementary Development Estimates. Tuan Yang di-Pertua may allot a maximum time to be given to any of the heads in the Supplementary Development Estimates.

If during the discussion of any head, the end of the allotted time is reached before the head has been disposed of, the Chairman shall forthwith put any question necessary to dispose of that head.

(b) If no time shall have been allotted by Tuan Yang di-Pertua for all or any of the heads, the Chairman may allot a maximum time.

(7) Notwithstanding paragraph (1), the procedure laid down in paragraphs (13), (14), (15) and (16) of Standing Order 66 shall with the necessary modifications apply to the discussion of the resolution relating to the Supplementary Development Estimates.

(8) When all the questions on all the heads of expenditure in the Supplementary Development Estimates have been disposed of, the Chairman shall, without allowing amendment or debate, put to the Committee the question on the resolution on the Supplementary Development Estimates or if any reductions have been made in the proposed expenditure, shall put that question to the Committee subject to the reduction.

(9) A Minister shall immediately report to the House that the resolution referred to in paragraph (2) has been agreed to.

Contingencies
Fund.

68. At each meeting of the House a statement detailing any items of urgent and unforeseen expenditure for which advances have been made

from the Contingencies Fund in accordance with subsection (3) of section 11 of the Financial Procedure Act 1957, in respect of the period preceding such meeting shall be presented to the House by a Minister.

68A. (1) On the second reading of a Bill introduced (under paragraph) (a) of Article 102 of the Constitution to authorize expenditure for part of the year, it must be decided upon without debate.

Expenditure
on Account.

Ref:-
DR 2/2001
9/8/2001.

(2) No amendment to such a Bill authorizing expenditure for part of the year shall be moved except by a Minister.

(3) The question on any such amendment shall be put forthwith after the amendment has been moved and seconded, and the question that a Clause or Schedule (as amended) stand part of any such Bill shall be decided without debate.

(4) When such a Bill has been agreed to by the Committee to which it was committed it shall be reported forthwith to the House and a motion for the third reading shall thereupon be made by a Minister, and shall be decided without amendment or debate.

68B. (1) The motion for a resolution in accordance with subsection (3), read together with subsection (6), of section 4 of the Development Fund Act 1966 shall be moved, without notice, by a Minister for a consideration by the House, and be put for decision

Resolution
to approve
expenditure
shown in
provisional
statement.

without motion and referred to the Committee of the whole House. The debate on the motion shall not extend to matters of Government policy and administration nor to the purposes for which the sums included in the provisional statement as tabled before the House in accordance with subsection (5) of section 4 of the Development Fund Act 1966 are required to be expended.

(2) An amendment to a motion which authorizes the expenditure for part of one year shall not be moved except by a Minister.

(3) The question on any such amendment shall be put immediately for decision after the amendment has been proposed and seconded, and the question on the motion as amended shall be decided without debate.

Sending of
Money Bills
to Senate.

69. Whenever any Bill contains, in the opinion of Tuan Yang di-Pertua, only provisions dealing with all or any of the matters referred to in paragraphs (a), (b) and (c) of Clause (6) of Article 68 of the Constitution, such Bill shall, when sent to the Senate in accordance with the provisions of Clause (3) of Article 66 of the Constitution, be endorsed with a certificate signed by Tuan Yang di-Pertua declaring that the Bill is a money Bill within the meaning of Article 68 of the Constitution.

70. (1) When a Bill has been read a third time and passed by the House, Tuan Yang di-Pertua shall send a Message to the President of the Senate informing him—

Messages to
the Senate.

(a) that the House has passed the Bill, or

(b) if the Bill was brought from the Senate, that the House has agreed to the Bill with or without amendment, and desiring the concurrence of the Senate to the Bill or to the amendments made by the House to the Bill, as the case may be.

(2) The Setiausaha shall transmit to the Senate the said Message, together with a clean copy of the Bill endorsed by him, or the copy of the Bill as brought from the Senate with the amendments (if any) made by the House clearly marked therein, and with the Setiausaha's endorsement thereon.

(3) Nothing in this Standing Order shall affect the provisions of Article 68 of the Constitution.

71. A message from the Senate shall be received by the Setiausaha who shall cause the Message to be delivered to Tuan Yang di-Pertua; and Tuan Yang di-Pertua may direct the Setiausaha to read the said Message at the same or next convenient sitting of the House.

Messages
from the
Senate.

First Reading
of Bills
brought from
the Senate.

72. (1) All Bills brought from the Senate shall lie upon the Table until a day is named for second reading.

(2) At any time after the reading of a Message recording that a Bill has been brought from the Senate, a member may inform the Setiausaha at the Table that he will sponsor the Bill and name a day for second reading.

(3) The Setiausaha shall thereupon endorse the member's name upon the back of the Bill and record in the Votes and Proceedings that the said Bill has been read a first time and ordered to be read a second time upon the day named and to be printed.

Consideration
of Senate's
Amendments
to Bills, etc.

73. (1) At any time after a Message from the Senate agreeing to a Bill with one or more amendments to has been read, the member in charge of the Bill in the House may, by notifying the Setiausaha at the Table, name a day (not being less than five clear days from the day on which such notice was given) for the consideration of the Senate's amendments:

Provided that if Tuan Yang di-Pertua is satisfied that any amendments made by the Senate to a Bill are either drafting amendments or carry out the intention of this House and are not numerous, he shall so inform the House, and the House may order such amendments to be considered forthwith.

(2) When a future day is named for the consideration of the Senate's amendments, an order for the printing of such amendments shall be deemed to have been made and the appropriate entry shall be inserted in the Votes and Proceedings.

(3) A similar procedure shall be followed in respect of any Message from the Senate relating to the subsequent stages of a Bill.

74. (1) A motion to divide a Senate's amendments is in order and amendments may be moved to a Senate's amendment provided that—

Procedure on
Consideration
of Senate's
amendments
to Bills,
Amendments,
etc.

(a) notice of such motion or amendment has been given, and

(b) the question, "*That this House agrees (or disagrees) with the Senate's amendment*", has not been proposed from the Chair.

(2) When any such motion and/or amendment have been disposed of, the member in charge of the Bill shall move "*That this House agrees (or disagrees) with the Senate's amendment (as amended)*".

(3) Only such amendments may be proposed to the Bill as are either consequential on amendments made by the Senate or on amendments made by this House to the Senate's amendments or are in lieu of an amendment made by the Senate to which this House has disagreed.

(4) When one or more Senate's amendments to a Bill have been disagreed to, Tuan Yang di-Pertua shall, as soon as the consideration of the Senate's amendments to that Bill has been concluded, nominate three members (of whom the member in charge of the Bill shall be one) to be a Committee to draw up a Reason (or Reasons) to be assigned to the Senate for the rejection of their amendment (or amendments); two shall be the quorum of that Committee and they shall withdraw and report as soon as may be; the Penolong Setiausaha or some other officer authorised by the Setiausaha shall be the Setiausaha to the Committee whose Report shall be presented to the House by being handed to the Setiausaha at the Table and when presented shall be deemed to have been agreed to by the House and shall be entered in full in the Votes and Proceedings together with a record of such agreement and the said Reason or Reasons shall be incorporated by the Setiausaha in a Message to the Senate and shall be transmitted to the Senate together with the Bill duly endorsed by him.

(5) A similar procedure shall be followed in respect of any Senate's amendments to amendments made by this House.

(6) Nothing in this Order or in Standing Order 75 shall be deemed to affect the powers of the House under Article 68 of the Constitution.

75. (1) On the consideration of a Reason assigned by the Senate for the rejection of an amendment made by this House, it shall be in order to move *“That this House insists upon its amendment to which the Senate has disagreed”* or *“That this House does not insist upon its amendment to which the Senate has disagreed”* and if the latter motion be carried then it shall be in order to move amendments to the amendment to which the Senate has disagreed or to move an amendment to the Bill in lieu thereof and at the conclusion of such proceedings the Setiausaha shall endorse the Bill and transmit it with the appropriate Message to the Senate.

Procedure on
subsequent
stages of
Bills.

(2) If the House insists upon any amendment to which the Senate has disagreed the procedure referred to in paragraph (4) of Standing Order 74 will be followed.

(3) Subject to the provision of Article 68 of the Constitution, on the consideration of an amendment disagreed to by this House upon which the Senate insists it shall be in order either to move *“That the Bill be laid aside”* and if such motion be carried no further proceedings shall take place upon that Bill and no Message shall be sent to the Senate, or *“That this House does not insist upon its disagreement with the Senate in respect of the amendment upon which that House insists”* and if the latter motion be carried it shall be in order to

move amendments to the Senate's amendment or to move an amendment to the Bill in lieu thereof, and the Setiausaha shall at the conclusion of such proceedings transmit to the Senate the Bill duly endorsed by him together with the appropriate Message.

SELECT COMMITTEES

Committee of
Selection.

76. (1) There shall be a Committee to be known as the Committee of Selection appointed at the beginning of every Parliament to perform the functions allotted to it by these Standing Orders, and for other matters as the House may from time to time refer to it.

(2) The Committee of Selection shall consist of Tuan Yang di-Pertua as Chairman, and six members of the House to be elected by the House. The Committee shall inform the House by means of a report when any member has been nominated to any Committee. The Committee shall not have power to send for persons, documents or papers unless the House so resolves.

Public
Accounts
Committee.

77. (1) There shall be a Committee to be known as the Public Accounts Committee appointed at the beginning of every Parliament, for the examination of—

- (a) the accounts of the Federation and the appropriation of the sums granted by Parliament to meet the public expenditure;

- (b) such accounts of public authorities and other bodies administering public funds as may be laid before the House;
- (c) reports of the Auditor-General laid before the House in accordance with Article 107 of the Constitution;
- (d) such other matters as the Committee may think fit, or which may be referred to the Committee by the House.

(2) The Committee shall consist of a Chairman and Vice-Chairman to be appointed by the House, and not less than six and not more than twelve members to be nominated by the Committee of Selection, as soon as may be after the beginning of each Parliament.

(3) In the absence of the Chairman or Vice-Chairman due to illness or for any other reason whatsoever the Committee shall elect any one member to act as a Chairman to preside over the Committee's meeting.

(4) No member may be appointed or nominated to or act as Chairman or member of the Public Accounts Committee while he is a Minister.

(5) The Committee shall have power to send for persons, papers and records, and to report from time to time.

Standing
Orders
Committee.

78. (1) There shall be a Committee to be known as the Standing Orders Committee to consist of Tuan Yang di-Pertua as Chairman, and six other members to be nominated by the Committee of Selection as soon as may be after the beginning of each Parliament. It shall be the duty of the Committee to consider from time to time and report on all matters relating to the Standing Orders which may be referred to it by the House. The Committee shall not have power to send for persons, documents or papers unless the House so resolves.

(2) If a notice of motion involves any proposal for the amendment of Standing Orders, the notice shall be accompanied by a draft of the proposed amendments, and the motion when proposed and seconded shall stand referred without any question being proposed thereon to the Standing Orders Committee, and no further proceedings shall be taken on any such motion until the Standing Orders Committee has reported thereon.

House
Committee.

79. (1) There shall be a committee to be known as the House Committee, to consist of Tuan Yang di-Pertua as Chairman and six members to be nominated by the Committee of Selection as soon as may be after the beginning of each Parliament, to consider and advise Tuan Yang di-Pertua upon all matters connected with the comfort and convenience of and services and amenities available to members of the House. The Committee shall not have power to send for persons, documents or papers unless the House so resolves.

(2) The minutes of meetings of the House Committee shall be circulated to all members of the House.

(3) The Committee is empowered to confer or sit as a Joint Committee with the House Committee of the Senate.

80. (1) There shall be a Committee to be known as the Committee of Privileges to consist of Tuan Yang di-Pertua as Chairman and six members to be nominated by the Committee of Selection as soon as may be after the beginning of each Parliament. There shall be referred to this Committee any matter which appears to affect the powers and privileges of the House. It shall be the duty of the Committee to consider any such matters to them referred, and to report on them to the House.

Committee of Privileges.

(2) Whenever the House is not sitting a member may bring an alleged breach of privilege to the notice of Tuan Yang di-Pertua who may, if he is satisfied that a *prima facie* breach of privilege has been committed, refer such matter to the Committee, which shall report thereon to the House.

(3) The Committee shall have power to send for persons, papers and documents, and to report from time to time.

80A. Notwithstanding the provisions of Standing Order 80 relating to the Committee of Privileges, in any case where it appears to the House that

Power of the House to punish for contempt of the House.

there has been the commission, whether by a member or by any other person, of any acts, matters or things as are made punishable as contempts under the Houses of Parliament (Privileges and Powers) Ordinance 1952, the House may appoint a committee to summarily enquire into such a case and appropriate action in accordance with the said Ordinance.

Special Select
Committees.

81. (1) A Select Committee other than the Committee of Selection, the Public Accounts Committee, the Standing Orders Committee, the House Committee and the Committee of Privileges shall be known as a Special Select Committee. It shall be appointed by order of the House and, subject thereto, shall consist of such members as may be nominated by the Committee of Selection.

(2) Subject to the order of the House, a Special Select Committee shall have power to elect its own Chairman. If the member so elected is unable to be present at any meeting, the Committee shall elect another Chairman whose tenure of office shall be for the day of his election.

Constitution
of Select
Committees.

82. (1) Every Select Committee shall be so far as is practicable, the balance between the parties within the House is reflected in the Committee.

(2) In the event of the death of a member appointed to a Committee, or if his seat becomes vacant for any other reason, the House or the Committee of Selection, as the case may require,

shall appoint another member in his place, and in so doing shall observe the provisions of paragraph (1).

83. (1) Except as otherwise provided in Standing Orders 76 to 80 this Order shall apply to all Select Committees. Procedure in Select Committees.

(2) A Select Committee shall have power to send persons, documents or papers, and shall have leave to report its opinion and observations, together with the minutes of evidence taken before it to the House.

(3) Unless the House otherwise direct, three members including the Chairman shall be the quorum.

(4) The deliberations of a Select Committee shall be confined to the matter referred to it by the house and any extension or limitation thereof made by the House, and, in the case of a Select Committee on a Bill, to the Bill committed to it and relevant amendments.

(5) The first meeting of a Select Committee be held at such time and place as the Chairman, shall appoint. Subsequent meetings shall be held at such time and place as the Committee may determine:

Provided that if the Committee fails to do so the Chairman shall, in consultation with the Setiausaha to the House, appoint such time and places.

Ref:-
DR 9/2005
11/5/2006.

(5A) A Select Committee may hold its meeting while the House is sitting and the meeting shall be held only within the premise of the Parliament.

Ref:-
DR 9/2005
11/5/2006.

(6) Notwithstanding the provision of paragraph (5A), if—

- (a) a division is ordered under paragraph (4) of Standing Order 46, the meeting of a Select Committee shall be adjourned until the result of the division is declared; and
- (b) a division is ordered under paragraph (5) of Standing Order 46, no meeting of the Select Committee shall be held.

(6A) A Select Committee, the life of which is not limited when it is appointed, shall continue in being until the completion of the task in respect of which it was appointed or until a dissolution of the House.

(7) A Select Committee may continue its investigations although the House may be adjourned; and the Committee of Selection may, in the case of the death or unavoidable absence of a member, nominate another member of the House to take the place of such member on the Committee. Every nomination under this Order shall be announced to the House at its next meeting.

(7A) By leave of the Select Committee parties whose conduct forms the subject, or one of the subject, of an investigation by that Select Committee,

or whose rights and interests are directly affected by the matter which has been referred to that Select Committee for consideration, may appear in person or may be represented by counsel.

(8) The Setiausaha to the House or a Setiausaha appointed by him shall be the Setiausaha to every Select Committee.

(9) When it is intended to examine any witnesses, the member of the House or, in the case of a Committee on a private or Hybrid Bill, the petitioner requiring such witnesses shall deliver to the Setiausaha ten days at least before the day appointed for their examination, a list containing the name, residence and occupation of every witness. The Setiausaha shall then summon such witness on behalf of the House.

(10) Unless the Chairman otherwise directs, the evidence of every witness shall be taken down verbatim and sent in proof to the witness. The witness shall be at liberty within seven days from that on which the Setiausaha sent out the proof to suggest corrections due to inaccurate reporting and the evidence shall be printed with such of the corrections as may be approved by the Chairman.

(11) The Committee may at its discretion refuse to hear any irrelevant evidence or any recalcitrant witness.

(12) (a) Any member of a Select Committee may bring up a report for its consideration, and all such reports be entered in full upon the minutes of the Committee. When all the reports have been brought up, the Chairman shall propose the reports in order until one is accepted as a basis for discussion, beginning with his own report and proceeding with the remainder in the order in which they brought up. The question proposed by the Chairman on any report shall be “*That the Chairman’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 any further report, but any portions thereof may be offered as amendments to the report under consideration, if they are relevant to it.

(b) The Committee shall then proceed to go through the report paragraph by paragraph, and the provisions of paragraphs (1) to (8) and (10) of Standing Order 57 shall apply to such consideration as if the report were a Bill and the paragraph thereof the clauses of the Bill.

(c) Upon the conclusion of the consideration of the report paragraph by paragraph and when all proposed new paragraphs have been considered, the Chairman shall put the question that this report be the report of the Committee to the House.

(12A) The Minutes of Proceedings of a Committee shall record all proceedings of the meeting upon the consideration of any report or Bill in the

committee, and upon each amendment proposed to the report or Bill, together with a note of any division taken in the Committee and of the names of members voting therein or declining to vote. It may not be a verbatim report.

(13) The provisions of paragraph (6) of Standing Order 35 shall apply to the deliberations of a Select Committee.

84. (1) Every division in a Select Committee shall be taken by the Setiausaha to the Committee asking each member of the Committee separately how he desires to vote and recording the votes accordingly.

Divisions
in Select
Committees.

(2) In taking the division, the names of all members of the Committee present shall be called in alphabetical order.

(3) When a division is claimed in a Select Committee every member of the Committee present shall, unless he expressly states that he declines to vote, record his vote either for the *Ayes* or *Noes*. The Setiausaha to the Committee shall enter in the Minutes of the Proceedings the record of each member's vote, and shall add a statement of the names of members who declined to vote. A member must vote according to his voice.

(4) As soon as the Setiausaha has collected the votes the Chairman shall state the number of members voting for the *Ayes* and *Noes* respectively

and shall then declare result of the division. The Chairman shall not have an original vote but in the event of an equality of votes he shall give a casting vote but where the Chairman is Tuan Yang di-Pertua who is a member of the House by virtue of only paragraph (b) of Clause (1A) of Article 57 of the Constitution he shall have no casting vote.

(5) If a member of the Committee states that he voted in error or that his vote has been wrongly counted he may claim to have his vote altered, provided that such request is made as soon as the Chairman has announced the numbers and before he shall have declared the result of the division.

(6) The provisions of paragraph (5) of Standing Order 47 shall apply to a division in a Select Committee.

Premature
publication of
evidence.

85. The evidence taken before any Select Committee and any documents presented to such Committee shall not be published by any member of such Committee, or by any other person, before the Committee has presented its Report to the House.

Reports
from Select
Committees.

86. (1) Every Select Committee shall make a report to the House upon the matters referred to them as soon as possible.

(2) A Select Committee shall have leave to make a special report relating to the powers, functions

and proceedings of the Committee on any matters which it may think fit to bring to the notice of the House.

(3) A report or special report of a Select Committee shall be presented to the House by the Chairman or any other member deputed by the Committee and shall lie upon the Table and be printed without question put.

(4) *(Deleted)*.

(5) Any member may, after not less than two days' notice, move in the House that the report of a Select Committee be adopted.

(6) When a Bill has been reported from a Select Committee the report shall be subject to the provisions of Standing Order 60.

87. Whether the House decides to appoint a Select Committee to examine and report on any subject upon which it is desirable to consult with the Senate, or to appoint a Standing Joint Committee to examine and report on matters affecting the welfare or internal administration of both Houses, the following procedure shall be followed:

Joint
Deliberations
of Select
Committees
with Select
Committees
of the Senate.

(a) the House shall resolve that it is expedient that a Committee of both Houses be set up to consider a particular matter, or that a certain Bill or Bills be committed to a Committee of both Houses;

- (b) the Setiausaha shall thereupon transmit a copy of such resolution to the Setiausaha to the Senate;
- (c) on receiving a message of concurrence from the Senate, the House shall thereupon appoint a Select Committee of the House, of such members as the House may order, to joint with a Select Committee to be appointed by the Senate; and such Committee shall have power (unless the House otherwise orders) to send for persons, documents or papers;
- (d) the Setiausaha shall thereupon inform the Setiausaha to the Senate of such appointment, and on behalf of the House shall request the appointment of an equal number of Senators to join with the Select Committee of the House;
- (e) on receiving a message from the Senate indicating that the Senate has appointed and nominated its committee, with similar powers to those of the Select Committee, and any message proposing the time and place of meeting of the Joint Committee Tuan Yang di-Pertua shall, if such proposal be convenient, direct the Select Committee to meet the Senate Committee accordingly.

Orders: provided that the Chairman of any Joint Committee shall be elected or appointed by the Committee.

(2) The provisions of these Standing Orders relating to Reports of a Select Committee shall apply to the Report of a Joint Committee: provided that the Report shall be presented, where the Chairman of the Joint Committee is not a member of the House, by such member of the house as the Select Committee referred to in paragraph (c) of Standing Order 87 may appoint.

88A. (1) The House may appoint any other Committee, which is not a Select Committee, to carry out such matter as the House may from time to time refer to it.

Appointment of any Committee other than Select Committee.

(2) Such committee shall consist of Tuan Yang di-Pertua as Chairman and several other members of the House appointed by the House.

89. (1) In accordance with the provisions of Article 67 of the Constitution, a Bill or amendment making provision whether directly or indirectly for—

Bills and Amendments involving taxation, expenditure, etc.

- (a) imposing or increasing any tax or abolishing, reducing or remitting any existing tax; or
- (b) the borrowing of money, or the giving of any guarantee, by the Federation, or the amendment of the law relating to the financial obligations of the Federation;

- (c) the custody of the Consolidated Fund, the charging of any money on the Consolidated Fund or the abolition or alteration of any such charge;
- (d) the payment of moneys into the Consolidated Fund or the payment, issue or withdrawal from the Consolidated Fund of any moneys not charged thereon or any increase in the amount of such a payment, issue or withdrawal;
- (e) the compounding or remission of any debt due to the Federation;
- (f) the assignment of a tax or fee or the making of a grant to any State;
- (g) the receipt of moneys on account of the Consolidated Fund or the custody or issue of such moneys or the audit of the accounts of the Federation or a State being provision of which the Minister charged with the responsibility for finance signifies that it goes beyond what is incidental only and not of a substantial nature having regard to the purposes of the Bill or amendment; shall not be introduced or moved except by a Minister.

(2) A Bill or amendment shall not be deemed to make provision for any of the said matters by reason only that it provides—

- (a) for the imposition or alteration of any fine or order pecuniary penalty or for the

payment or demand of a licence fee or a fee or charge for any service rendered; or

- (b) for the imposition, alteration or regulation of any tax or rate by any local authority or body for local purposes.

90. (1) Except with the consent of Tuan Yang di-Pertua, the House shall not proceed upon any Bill, amendment, motion or petition which, in the opinion of Tuan Yang di-Pertua, would suspend the Standing Orders of the House or any of them.

Suspension
of Standing
Orders.

(2) A question, the object or effect of which may be to suspend any Standing Orders of the House, shall be proposed only either after notice given, or with the consent of Tuan Yang di-Pertua who shall immediately without debate put the question.

91. Without prejudice to the operation of Article 52 of the Constitution, a member shall acquaint the Setiausaha as early as possible of his inability to attend any meeting of the House.

Absence of
Members.

92. No member of the House shall appear before the House, or any Committee thereof, in any capacity for which he is to receive a fee or reward, or as Advocate and Solicitor for any party.

Employment
of
Members in
Professional
Capacity.

93. (1) Strangers shall be admitted to debates in the Chamber of the House under such rules as Tuan Yang di-Pertua may from time to time make for that purpose.

Strangers.

(2) If any member takes notice that strangers are present, the Chair shall put forthwith the question “*That strangers do withdraw*”, without permitting any debate or amendment.

(3) The Chair may, whenever he thinks fit, order the withdrawal of strangers from the whole or any part of the Chamber.

(4) The Serjeant-at-Arms attending the House shall take into his custody any unauthorized stranger whom he may see, or who may be reported to be in any part of the Chamber or gallery, and also any stranger who, having been admitted into any part of the Chamber or gallery, shall misconduct himself, or shall not withdraw when strangers as directed to withdraw, while the House or any Committee of the whole House is sitting.

Press.

94. Tuan Yang di-Pertua may grant a general permission to the representative of any journal to attend the sittings of the House under such rules as he may from time to time make for that purpose. If such rules are contravened, such permission may be revoked.

Enacting
formula of
Bills.

95. The enacting formula of all Bills shall be as follows:

“Enacted by the Parliament of Malaysia as follows”:

Provided that in the case of any law having effect pursuant to Article 68 of the Federal

Constitution, the enacting formula of such Bill shall be as follows:

“Enacted by the Parliament of Malaysia pursuant to Article 68 of the Federal Constitution as follows:”:

95A. All Bills and Papers to be embargoed until a stated date shall bear a slip to that effect and any person who publishes such Bills or Papers or any part thereof before the stated date shall be deemed to have committed an act of contempt of the House.

Publication of embargoed Bill or Paper before stated date an act of contempt.

96. (1) As soon as practicable after the assent of the Seri Paduka Baginda Yang di-Pertuan Agong has been signified thereto, every Act shall be published in the *Gazette*.

Publications of Bills, and corrections by Setiausaha.

(2) At any time before such publication the Setiausaha may, in consultation with the Setiausaha to the Senate, correct grammatical and typographical mistakes in the Act or repetitions of substance, or cross-references, or punctuation or marginal or shoulder notes, and for any such purpose may make additions, omissions and alterations.

(3) The Setiausaha may, on the application of the member presenting the petition, paper, question, motion, notice, Bill or other document as the case may be, take action as provided in paragraph (2).

Expenses of
Witnesses.

97. The sum to be paid or tendered for the expenses of any person who is summoned to attend or to produce any document shall be the sum which, if that person were a witness attending a Court, would be payable to him in accordance with the rules for the time being in force under the code relating to criminal procedure:

L.N. 658/54.

Provided that in applying such rules any reference therein to a judge or to the Registrar of the High Court shall be construed as a reference to Tuan Yang di-Pertua or to the Setiausaha to the House, as the case may require.

Interpretation.

98. In these Standing Orders, unless the context otherwise requires—

references to a Minister shall be construed as including references to a Deputy Minister and a Parliamentary Secretary;

references to a Select Committee shall be construed as including references to a Special Select Committee;

“sitting” means a period during which the House is sitting continuously (apart from any suspension) without adjournment, and includes any period during which the House is in Committee;

“meeting” means any sitting or sittings of the House commencing when the House first meets

after being summoned at any time and terminating when the House is in adjournment for more than fourteen days or *sine die* or at the conclusion of a session;

“session” means the sittings of the House commencing when the House first meets after being constituted, or any time and terminating when the House is prorogued or is dissolved without having been prorogued.

99. The decision of Tuan Yang di-Pertua upon any point of interpretation of any of these Standing Orders, or upon any matter of practice, shall, subject to a substantive motion moved for that purpose, be final, and Tuan Yang di-Pertua may from time to time issue rulings thereon.

Rulings of
Tuan Yang
di-Pertua.

99A. Where in making any decision there has been a failure on the part of the House or any Committee thereof to comply with any provision of the Standing Order in the proceeding leading to the decision, such failure shall be treated as an irregularity and shall not nullify the proceedings or the decision resulting therefrom.

Failure to
comply with
Standing Orders
does not nullify
proceedings
or decision.

100. All matters not specifically provided in these Orders and all question relating to the detailed working of these Orders shall be regulated in such manner, not inconsistent with these Orders, as Tuan Yang di-Pertua may from time to time direct.

Residuary
powers.

INDEX

(The numbers in the index refer to Standing Orders)

Adjournment of the House

Grave disorder, in case of, 44 (8)

Motions for—

Debate on 17(1)

Matters which may be raised on, 17(1)

Notice of, 17(2)

Moved by member of Government, 16(3)

Question put on, 17(5)

Restriction on number of members speaking on and time allowed to each, 17(2),(3)

Time for moving, 12(2),16(1),(3)

Through absence of a quorum, 13(3)

Till the following day, 12(2)

To a later day, 12(2)

Without any day named for next meeting, 11(2)

Without question put, 17(5), 18(4)

Adjournment of the House on Definite Matter or Urgent Public Importance

Motions for—

Business interrupted by, resumed after 5.30 p.m., 18(4)

Lapses at moment of interruption, 18(3)

Restriction on number of, at one sitting, 18(5)

Time and manner of asking leave to move, 14(1)
(h),18(1)

Time for moving, 18(3)

Written notice of matters to be discussed on, 18(2)

Annual Estimates, *see* Estimates, Annual

Annual Development Estimates, *see* Development Estimates, Annual

Ballot

Election of Yang di-Pertua by, 4(3)-(7)

For right to speak on the adjournment, 17(2)

Bills

Amendments to, involving taxation, expenditure, etc., 89(1)

Clauses of, division into, and numbering of, 51(1)(a)

Committal of, 54—

Motions for, 54; question thereon put forthwith and decided without amendment or debate, 54

Committee of the whole House—

Amendments in, 55(2); inadmissible, 57(3),(4); mode of proposing question on, 57(5); withdrawal of, 57(10) (*Deleted*)

Clauses, postponement of, 57(6)

Conclusion of proceeding, in 57(13), (14); motion to report to House question on, to be decided without amendment or debate, 57(13)

Enacting formula, no question to be put upon 57(12)

New clauses, consideration of, 57(7),(8)

Amendment to, 57(8)

Questions proposed on, 57(8)

Preamble, consideration of, 57(11)

Amendment to, 57(11)

Principle of Bill not to be debated in, 55(1)

Procedure in, 57

Report of progress, motion to, 56

Schedules, consideration of, 57(9)

Title, amendments to, 55(2), 57(12); no question to be put upon, 57(12)

Bills—(cont.)

- Compliance with Standing Orders, 51(1)(d), 51(2)
- Contents of, must not go beyond title, 51(1)(c)
- Correction of grammatical errors, etc., in 96(2)
- Descriptive titles in margin, 51(1)(b)
- Distribution of copies of, to Members, 51(3), 53(2)
- Enacting formula of, 95
- Explanatory statement of, 51(3)
- Form of, 51(1)
- Involving taxation, expenditure, etc, 89(1)
- Lapsing of, 63A (*Deleted*)
- Money, endorsement of Yang di-Pertua's certificate on, 69
- Parties affected by, 52
- Passed by the House, sending of, to Senate, 70(1), (2)
- Postponement of, 62
- Private and Hybrid—
 - Delivery of copy of, to Setiausaha, 50(1)
 - Expenses incurred in promotion of, 50(8)
 - First reading of, 50(1)
 - Petition on, 50(3)
 - Preliminary advertisement of, 50(1)
 - Printing and circulation of, 50(1)
 - Rights of the Seri Paduka Baginda Yang di-Pertuan Agong etc., Section saving, 50(2)
 - Select Committee, reference to, 50(3); personal pecuniary interest of members of, 50(4)(a); members' declaration in, 50(4); evidence in, 50(5); report to house by, 50(6); insertion of new clauses, 50(7); amendment in, 50(6)
- Private Members'—
 - Application to introduce, 49(1); form of, 49(2); object and leading features to be stated in, 49(1); delivery of, to Setiausaha, 49(2)

Bills—(cont.)

Copy of, delivery to Setiausaha, 49(3)

First reading of, 49(3)

Printing and circulation of, 49(4)

Reference of, to Minister, 49(4)

Report on, 49(4)

Second reading of, 49(5)

Public—

First reading of, 48

Presentation of, 48; time for, 14(1)(m)

Printing of, 48; waiver of, 64

Publication of, in the *Gazette* after assent, 96(1)

Question on, for second reading of any other Bills containing same provisions not to be proposed during session, 63

Recommittal of, 59(1),(2),(3)

Recommittal of, reported from Select Committee to Committee of whole House, 60(3); procedure on, 60(4)

Report of the Select Committee on—

Consideration of, by House, 60

Second Reading of—

Motion for, 53(3)

Debate on, 53(3)

Amendments to, for rejection of Bill, 53(4)

Notice of, 48, 53(1)

Select Committee—

Amendments made in, 58(2)

Procedure in, 58(1)

Bills—(cont.)

Senate amendments to—

Amendments to, 74(1),(3); notice of, 74(1)(a)

Committee to draw up reasons for disagreeing with, 74(4);
quorum of, 74(4); report of, 74(4); entered in Votes and
Proceedings, 74(4)

Consideration of, 73(1); notice of, 73(1)

Disagreement to, procedure consequential on, 75

Entry in Votes and Proceedings, 73(2)

Motion to divide, 74(1); notice of, 74(1)(a)

Printing of, 73(2); recorded in Votes and Proceeding, 73(2)

Senate, *see* Senate, Bills originating in Third Reading of,
— 57(14), 60(2)—

Motion for, amendments to, and scope of debate on, 61(1)

Correction of errors or oversight before question put, 61(2)

Withdrawal of, 62

Business

Adjournment at end of, 16

Appointed for any future day, shown in Order Book, 9(5)
(*Deleted*)

Government—

Appointed by Prime Minister when House called together
during adjournment, 11(3)

Arrangement of, as Government thinks fit, 15(2)

Precedence over Private Members', 15(1)

Motions relating to order of, time for moving, 14(1)(n)

Order of, 1,14

Business—(cont.)

Private Members—
Order of, 15

Question time, 14(1)(g),24(5)

Resumption of, after adjournment motion under S.O.
18,18(4)

Specified, exemption of, from interruption, 12(1)

Motion for, to be decided without amendment or debate,
12(1)

Chair, The

Decisions final on points of order, 43

Definition of, 7(5)

Quorum excludes, 13(1)

Closure *see* under Debates

Committee, House *see* also Committees, Select

Composition of, 79(1)

Functions of, 79(1)

Minutes, circulation of, 79(2)

Committees, Joint Select *see* also Committees, Select

Appointment of, 87

Chairman, election or appointment of, 88(1)

Motions affirming expediency of, 87(a)

Power of, 87(c)

Procedure in, 88(1)

Reports of—

Presentation of, 88(2)

Provisions of Standing Orders relating to, 88(2)

Committee of Privileges, *see also* Committees, Select

Composition, 80(1)

Duties of, 80(1)

Power of, 80(3)

Procedure in, 80(2)

Committee of Selection *see also* Committees, Select

Appointment, 76(1)

Composition of, 76(2)

Committee of Supply

Chairman of, 7(4)

see also under Supply Bill

Contingencies Fund

Statement of advances made from, presentation by Minister, 68

Committee of the Whole House

Chairman of, 7(4)

Quorum of, 13(1),(4)

Speeches in official report of, 10(1)

Time for interruption of proceedings, 16(2)

See also under Bills

Committee, Public Accounts *see also* Committees, Select

Appointment of, 77(1)

Composition of, 77(2)

Function of, 77(1)(a)-(d)

Minister not to be appointed or nominated to, 77(4)

Powers of, 77(5)

Committees, Select—(cont.)

Deliberations of scope of, 83(4)

Divisions in, 84

Evidence before—

Irrelevant, refusal to hear, 83(11)

Publication of, 85

Reporting of, 83(10)

Investigations by—

During adjournment of House, 83(7)

Not completed by end of session, 86(1)

Leave to report opinion and observation, 83(2)

Leave to report minutes of evidence, 83(2)

Leave to make special report, 86(2)

Member of—

Choice of, 82(1)

Nomination of, 81(1), 83(7)

Personal pecuniary interest of, 83(13), 84(6)

Minutes of Proceedings of, particulars to be entered on, 83(12A)

Procedure applicable to all, except as otherwise provided in Standing Orders, 76 to 80, 83(1)

Power to send for persons and call for documents, 83(2)

Proceedings in, reference to, 23(1)(e)

Quorum of, 83(3)

Meetings of—

Time and place of, 83(5)

When House in sitting, 83(5A)

Reports of—

Consideration of, 83(12)

Laid upon the Table, 86(3)

Presentation of, 86(3)

Special, 86(2)

Setiausaha to, 83(8)

Committees, Select

Witnesses before—

- Recalcitrant, refusal to hear, 83(11)
- Summoning of, 83 (9)

Committee, Special Select *see also* Committees, Select

- Appointment of, 81(1)
- Chairman, election of, 81(2)

Committee, Standing Orders *see also* Committees, Select

- Amendments to Standing Orders, procedure on, 78(2)
- Appointment, 78(1)
- Composition of, 78(1)
- Duties of, 78(1)

Commonwealth Parliamentary Practice

- Usages of, 100

Debates

Closure of—

- Contingent question, 40(2)
- Majority required for, 40(3)
- Question on motion for, to be decided without amendment of debate, 40(1)
- To be put forthwith, 40(1)
- When movable, 40(1)

Rules of— *see also* Order in the House-

- Anticipation, 39
- Chair to be heard in silence, 42
- Imputing improper motives, 36(6)
- Interruptions, 37
- Irrelevance, 44(1)

Debates—(cont.)

New question, speaking again on, 35(5)
No speech after question fully put, 46(1)
Observations addressed to Chair, 35(1)
Offensive and insulting language or sexist remark, 36(4)
Personal pecuniary interest, 35(6)
Points of order, decision on, by Chair, 43
Precedence in speaking, 35(1),(2)
Raising questions already decided upon, 36(3)
Reading of Speeches 35(6) (*Deleted, renumbered*)
Reference to matters which are *sub judice*, 36(2)
Reference to members by name, 36(5)
Reference to, or reflection on, personages, 36(7),(8),(9)
Relevance, 36(1),38(1),(2)
Speaking more than once, 35(3),(4)
Tedious repetitions, 44(1)
Time and manner of speaking, 35(1)
Treasonable, seditious and other words likely to promote ill-will or hostility, 36(10)
Misleading statements, deemed to be in contempt of the House, 36(12)

Scope of—

On amendments, 38(1),(3),(4)
On Bills, 38(1),55(1),61(1)
On motions, 38(1)
for adjournment of the House, 38(1),(2)
for adjournment of debate, 38(5)
in Committee, 38(5)
Relevance, 38(1),(2)

Decision of Questions

By simple majority of members voting, 45

Decisions of the House

Recorded in Votes and Proceedings, 9(4)

Development Estimates

Annual—

Considerations in Committee of Heads of, 67B(4); time allotted for, 67B(4),(6)(a),(b); Chairman to propose each Head, 67B(5); amendments to Heads, 67B(6),(7),(8); report on, 67B(9); adoption of resolution referred, 67B(9);

Resolution on, to be referred to Committee of whole House, 67B(1); scope of debate, 67B(2); time allotted for motion to refer, 67B(3);

Statement to be tabled, 67A (*Deleted*)

Supplementary—

Considerations in Committee of Heads of, 67(7)(a); time allotted for, 67(7)(a); provisions of S.O. 67B, applying to, 67(6);

Resolution on, to be referred to Committee of whole House 67(3); scope of debate, 67(5); time allotted for motion to refer, 67(3);

Statement to be tabled, 67(4)

Divisions

Casting vote of the Chair, 47(3)

Errors in, 47(4)

Invalid, if quorum not present in, 13(5)

Members calling for, 46(4)

Mode of taking, 47(1),(2),(3)

Recorded in Votes and Proceedings, 9(4),47(1)

Tellers for, appointment of, 46(4)

Voice, voting in agreement with, 47(2)

Estimates, Annual

- Details of financial requirements, 66(1)
- Reference to Committee of Supply, 66(3)
- To be laid on the Table before meeting, 65

Supplementary, 67(1)—

- Notice of, 67(2)
- Particulars to be shown in, 67(1)(a)-(d)
- To be laid upon the Table, 67(2)

Expenditure on Account Bills

- Scope of debate on second reading of, 68a(1)

Committee on—

- Amendments to be moved only by a Minister, 68A(2); question to be put forthwith, 68A(3); questions on Clause or Schedule to be decided without debate, 68A(3)

Report, 68A(4)—

- Third reading of, to be decided without amendment or debate, 68A(4)

Government Business *see under* Business, Public

Government's Recommendation

- Motions requiring, 26(2)
- Petitions requiring, 19(1)(b)

House Committee *see* Committee, House

Meetings

- First, after a General Election—
 - Notices of, 9(1)
 - Order of business, 1
 - Proclamation, reading of, 1
 - Seating arrangements of members, 2(1)

Meetings and Sessions

- Definition of, 98
- Notices of, 11(2)
- Time and place of, 11(1),(2)

Members

- Absence of, 91
- Attendance, recorded in Votes and Proceedings, 9(4)
- Behaviour of, during a sitting, 41
- Called to order by Chair, 42
- Disorderly conduct of, 44
- Employment of, in professional capacity, 92
- Inspection by, of records and documents laid before the House, 9(5) (*Deleted*),(6)
- Naming of, by Chair, 44(2),(3),(4)
- Oath, taking of, by 1(c),5(2),(3)
- Official Reports, Supply to, 10(2)
- Personal explanation by, 25
- Personal pecuniary interest of, 35(6),47(5),50(4)
- Presenting petitions, responsibilities in 19(1)(a),19(2)(c)

Members—(cont.)

- Seats, allotment of, 2
- Speeches, report of, *see* Official Reports of speeches
- Suspension of, 44(5)
- Transcript of speeches, correction of, 10(3),(4)
- Voting in divisions, recorded in Votes and Proceedings, 9(4)

Messages

- From the Seri Paduka Baginda Yang di-Pertuan Agong in the Order of Business, 14(1)(d)
- To Senate, 70(1)

Minutes of Proceedings *see* Votes and Proceedings

Motions

Adjournment, at of business—

Debate on, 17(1)

Government members to move, 16(3)

Time for moving, 16(1)

To discuss definite matter of urgent public importance,
see Adjournment under S.O. 18

Alteration of terms of, 28

Amendments to, 30—

Amendments to, relevancy, 30(2); new, 33(4)(d); time
for moving, 33(5)(a)

Raising questions which can only be dealt with by
substantive motion, 30(3)

Seconding of, 31(1)

Time for moving, 33(3)

To be put in writing, 32

Withdrawal of, 34(1),(2)

Withdrawn, may be proposed again, 34(1)

Debate on, 33(1)

For amendment of Standing Orders, 78(2)

For adjournment of House to a later date—

Moved by a Minister, 12(1)

Time for moving, 12(2)

For exemption of specified business from interruption—

May be moved by a Minister at any time, 12(1)

To be decided without amendment or debate, 12(1)

Notices of, *see* Notices of Motions

Questions proposed on, *see* Questions from the Chair

Motions—(cont.)

Seeking grant, charge or expenditure of public money, etc., 26(2)

Seconding of, 31(1)—

In Committee, 31(2)

To proceed to any particular business out of regular order—

May be made without notice, 14(2)

Precedence over all other business, 14(2)

Withdrawal of, 34(1),(2)

Withdrawn, may be proposed again, 34(1)

Notices

Of amendments to Bills, 27(6)

Of matters to be raised on the adjournment, 17(2)

Of meetings and sessions, 9(1),11(2),(3)

Of motions—

Alterations of terms of, 28

Irregular or improper, 27(5)

Manner of giving, 27(1)

Obligatory, 26(1)

Period of, 27(3)

Printing and circulation of, 27(4),(6)

Shown in Order Book, 9(5) (*Deleted*)

Signature on, 27(2)

Waiver of, 26(1)(a)-(s)

Withdrawal of, 29

Of new sessions, 9(1)

Of order of Business, 9(2), 11(3)

Of questions to Ministers, 22 (1),(2)—

Entered in Order Book, 9(5) (*Deleted*)

Oaths

Administered by Setiausaha, 5(1)

Affirmation in lieu of, 5(4)

Form of, 1(b),(c),5(1)

Taking of—

By Members, 1(c),5(2)

When House stands adjourned, 5(3)

By Tuan Yang di-Pertua, 1(b)

Time of taking by new members, 14(1)(c)

Official Language, 8

Official Reports of Speeches

Copy of, to members, 10(2)

Correction or alteration of, 10(4)

Preparation of, 10(1)

Publication of, 10(2),(3)

Written answers to questions, printed in, 24(2)

Order Book

Inspection of, by members, 9(5) *(Deleted)*

Particulars to be entered in, 9(5) *(Deleted)*

Preparation of, 9(5) *(Deleted)*

Order Papers

Sending of, to members, 9(2)

Order in the House

Behavior of members, 41

Chair to be heard in silence, 42

Disorderly conduct, 44(1),(2)

Order in the House—(cont.)

In case of grave disorder, power of the Chair, 44(6)
Irrelevance or tedious repetitions, 44(1)
Motion to suspend member, 44(3)
Naming of members, 44(2),(3),(4)
Points of order, decision on, by Tuan Yang di-Pertua final, 43,99
Serjeant-at-Arms, duties of, 44(2),(6)
Suspension of members, 44(5),(6)
Tuan Yang di-Pertua responsible for observance of rules or order, 43
Withdrawal of members, 44(2),(7)

Papers

By whom presented, 20(1); in form of, 20(1)
Custody of, 9(6)
Deemed to have been presented on receipt by Setiausaha, 20(2)
Inspection of, by members, 9(6)
Ordered to lie upon the Table, 20(2)
Presentation of, recorded in Votes and Proceedings, 20(3)

Petitions

Against Private and Hybrid Bills, 50(3)
Approval of, and endorsement by Tuan Yang di-Pertua, 19(2)(d)
Deposited with Setiausaha, 19(2)(d)
Language of, to be respectful, 19(1)(a),19(2)(e)

Member not competent to present from himself, 19(2)(c)

Motions to read, 19(4)(a)—
 No debate on, 19(4)(b)

On Bills, 50(3),52

Petitions—(cont.)

Prayer of, 19(2)(a)

Presentation of, 19(1)(a)—

 Procedure for, 19(3),(4)

 Time for, 14(1)(f)

References in, to debates, etc., 19(2)(b)

Seeking grant, charge or expenditure of public money, etc.,
19(1)(b)

Signature of, 19(2)(a),(d)

Personal Explanations by Members, 25

Terms of prepared statement, submission to Tuan Yang
di-Pertua, 25

Time for making, 14(1)(l)

Press

Permission to, to attend sittings, 94

Prime Minister

During adjournment, may make representations to call—

 House together on an earlier day, 11(3)

 Business appointed by, 11(3)

Private Members' Motions

Order of, in public business, 15

Private Members' Bills

Order of, in public business, 15

Proclamation Summoning Parliament

Notification of, to members, 9(1)

Read by Setiausaha, 1

Public Accounts Committee *see* Committee, Public Accounts, 77

Questions from the Chair

Amendments to, 30(4),33(3),57(5)

Manner of proposing, 33(4)

Decision declared by the Chair, 46(3)

Fully put—

When voices have been collected, 46(2)

No member may speak after, 46(1)

Proposal of, on motions, 33(1)

Putting of, 33(2),(3)

To be decided by simple majority, 45

Questions to Ministers

Addressed to members other than Minister, 21(2)

Disallowance of, 22(2),(3)—

Reasons for, to be communicated to member, 23(3)

For oral replies—

Limitation of number of, 22(3)

Marking of, 22(3)

Written answers to, 22(3)

Manner of asking and answering, 24(1),(2)

Matters relating to which they may be put, 21(1)

May be asked by any other member, 24(2)

Not to be made a pretext for debate, 22(4)

Notice of, 22(1)(2)—

In Order Book, 9(5) (*Deleted*)

Postponement of, 24(2)

Proper object of, 21(3)

Refusal to answer, 23(4)

Questions to Ministers—(cont.)

Rules on form and content of, 23(1)
Supplementary, 24(3)
Time allotted for, 24(5)
Time for asking, 14(1)(g)
Tuan Yang di-Pertua's control of, 23(2),24(3)
Withdrawal of, 24(2)

Written answers to, 24(2),(6)—
 Printing in Official Reports, 24(2),(6)

Quorum of House and Committee of Whole House

Absence of, 13(3)
Excludes the Chair, 13(1)
In Divisions, 13(5)
Procedure for counting the House, 13(3),(4)

Records and Documents

Custody of, 9(6)
Inspection of, 9(6)

Seats, Allotment of, 2

Select Committees *see* Committees, Select

Senate

Bills brought from (*see under* Senate, Bills originating in)

Messages from—

 Delivery of, to Tuan Yang di-Pertua, 71
 Reading of, 71
 Received by Setiausaha, 71
 When House is sitting, 71
 Messages to, 70(1),(2)

Senate, Bills Originating In

- Endorsement of, 72(3)
- First reading of, recorded in Votes and Proceedings, 72(3)
- Laid upon the Table, 72(1)
- Message on, 70(1)(b), 70(2)
- Second reading of, notice of, 72(2)
- Sponsor of, by member, 72(2)

Serjeant-at-Arms

- Duties of, 44(7), 93(4)

Setiausaha of the House

- Administers oaths, 5(1)
- Determines sitting arrangements for first meeting, 2(1)
- Duties of—
 - In respect of Bills, 51
 - In respect of Election of Tuan Yang di-Pertua, 4(3)-(7)
- Keeps and circulates Votes and Proceedings, 9(3)
- Prepares Order Book, 9(5) (*Deleted*)
- Reads Proclamation summoning Parliament, 1
- Responsible for custody of records and documents, 9(6)
- Sends notices of meetings and sessions, 9(1), 11(2)
- Sends copy of order business for each sitting, 9(2)
- Supervises preparation of official reports, 10(1)

Sittings

- Adjournment at end of, 16(1)
- Definition of, 98
- Government business to have precedence over all other business, 15(1)

Sittings—(cont.)

Hours of, 12(1)

Order of Business for, circulation to members, 9(2)

Presiding Officers, 7(1)

Suspension of—Powers of, 7(2),(3)—

At any time by Tuan Yang di-Pertua, 12(3)

In case of grave disorder, 44(8)

Time for interruption of proceedings, 16(2)

Tuan Yang di-Pertua may appoint a member to take Chair temporarily during, 7(3)

Special Select Committees *see* Committees, Special Select

Standing Orders

Amendment proposed to, 78(2)

Interpretation, 98

Suspension of, 90

Strangers

Admission of, to chamber of House, 93(1)

Notice taken of presence of, duty of Chair, 93(2)

Serjeant-at-Arms, duties as to, 93(4)

Supply Bill

Committal of, 66(3)

Committee of Supply—

Days allotted for discussion in, 66(4)

Debate in, scope of, 66(12)

Deliberations in, in public, 66(3)

Schedules, consideration of, 66(5),(6);

Dealt with before clauses, 66(7);

Supply Bill—(cont.)

Amendment to, notice of, 66(11)

Amendment of sums allocated, 66(9)

Introduction of, 66(1)

Report to House on, 66(17)

Second Reading of—

Debate on, adjourned, 66(2); days allotted for, 66(2);
scope of, 66(2)

On same day, 48

Third Reading of—

Motion for, to be decided without amendment or debate,
66(18)

Reallotment of expenditures, 66A

Supply Bill, Supplementary

Committal, 67(3)

Committee of Supply—

Days allotted for discussion in, 67(4); scope of debate
in, 67(5); procedure in 67(4)

Second Reading, scope of debate on, 67(3)

Report to House, 67(6)

Third Reading of, 67(10)—

Motion for, to be decided without amendment or debate,
67(11)

Timbalan Yang di-Pertua

Election of, 6—

Procedure for, 6(2)

Votes and Proceedings

Committee's report on Senate amendment, 74(4)

Circulation of copies of, to members, 9(3)

Custody of, 9(6)

Division Lists, 47(1)

Errors in, 9(4)

Inspection of, by members, 9(6)

Kept by Setiausaha, 9(3)

Particulars to be recorded in, 9(4),20(3)

Signed by Tuan Yang di-Pertua, 9(4)

Senate amendment—

Committee's report, 74(4)

Order for printing, 73(2)

Notices of motions withdrawn, 29(2)

Voting

Absent members, 45(2)

Collection of voices, 46(3)

Members personal pecuniary interest, 47(5)

On private Bills, 50(4)

Motion to disallow vote, 47(5)

Witnesses

Expenses of, 97

Yang di-Pertua, Tuan

Absent of, 7

Allots right of members to address House on motion for adjournment, 17(2)

Allots seats to members, 2(2),(3)

Announcements by, time for making, 14(1)(e)

Yang di-Pertua, Tuan—(cont.)

Appoints Member to Chair temporarily, 7(3)

Casting vote of, 45(1)

Chairman of Committee of Whole House, 7(4)

Counts, House, 13(3),(4)

Decisions on points of order, interpretation of Standing Order,
matter of practice, 43,99

Directs form of official reports, 10(2)

Election of, 1(a),3—

 Motion proposing, to be decided without debate, 4(2)

 Procedure for, 4

Endorses Votes and Proceedings, 9(4)

Endorses petitions, 19(2)(d)

Includes other Presiding Officers except expressly provided
otherwise, 7(5)

May suspend sitting at any time, 12(3)

Names day, if House adjournment *sine die*, 11(2)

Names a member, 44(2),(3)

Oath of, 1(b)

Presiding officer of the House, 7(1)

Quorum excludes, 13(1)

Residuary powers, 100

Responsible for observance of rules of order, 43

During adjournment, calls House together on an earlier day,
11(3)