

20 July 2004

(125) dlm PAR3/104(Bhg. 10)

Hon. Members of Dewan Rakyat.

Hon. Members,

### **THIRD MEETING OF THE FIRST SESSION OF ELEVENTH PARLIAMENT**

With reference to Clause 9(2) (a) of the Standing Orders of Dewan Rakyat, the Third Meeting of the First Session of the Eleventh Parliament will be held as follow:-

#### **1. DATES OF MEETING**

#### **DEWAN RAKYAT**

1. Wednesday	1 September, 2004	13. Tuesday	21 September, 2004
2. Thursday	2 September, 2004	14. Wednesday	22 September, 2004
3. Monday	6 September, 2004	15. Thursday	23 September, 2004
4. Tuesday	7 September, 2004	16. Monday	27 September, 2004
5. Wednesday	8 September, 2004	17. Tuesday	28 September, 2004
6. Thursday	9 September, 2004	18. Wednesday	29 September, 2004
7. * Friday	10 September, 2004	19. Thursday	30 September, 2004
8. Monday	13 September, 2004	20. Monday	4 October, 2004
9. Tuesday	14 September, 2004	21. Tuesday	5 October, 2004
10. Wednesday	15 September, 2004	22. Wednesday	6 October, 2004
11. Thursday	16 September, 2004	23. Thursday	7 October, 2004
12. Monday	20 September, 2004		

**[Parliament will not be sitting during the month of Ramadhan. Ramadhan starts from 15 October 2004 and Eid Mubarak on 14 November 2004]**

24. Monday	11 October, 2004	33. Tuesday	30 November, 2004
25. Tuesday	12 October, 2004	34. Wednesday	1 December, 2004
26. Wednesday	13 October, 2004	35. Thursday	2 December, 2004
27. Thursday	14 October, 2004	36. Monday	6 December, 2004
28. Monday	22 November, 2004	37. Tuesday	7 December, 2004
29. Tuesday	23 November, 2004	38. Wednesday	8 December, 2004
30. Wednesday	24 November, 2004	39. Thursday	9 December, 2004
31. Thursday	25 November, 2004	40. Monday	13 December, 2004
32. Monday	29 November, 2004	41. Tuesday	14 December, 2004

\* **Budget Speech 2005**

**Number of Meeting Days = 41 days**

### **DEWAN NEGARA**

1. Monday	6 December, 2004	6. Tuesday	14 December, 2004
2. Tuesday	7 December, 2004	7. Wednesday	15 December, 2004
3. Wednesday	8 December, 2004	8. Thursday	16 December, 2004
4. Thursday	9 December, 2004	9. Monday	20 December, 2004
5. Monday	13 December, 2004	10. Tuesday	21 December, 2004

## **Number of Meeting Days = 10 days**

### 2. **Time**

Sitting starts at 10.00 a.m till 1.00 p.m and resume at 2.30 p.m till 5.30 p.m on Monday, Tuesday, Wednesday and Thursday. On Friday, 10 September, 2004 (Budget Speech) the Sitting will start at 4.00 p.m.

### 3. **PLACE OF MEETING**

Meetings of the Dewan Rakyat will be held at Parliament House, Kuala Lumpur.

### 4. **CLOSING DATES FOR ACCEPTANCE OF NOTICES**

4.1 Please be informed that notices on matters to be considered by the House must be submitted at the earliest date possible and reach the Secretariat before the following dates:

#### 4.1.1 **Questions (Oral Reply/Written)**

Tuesday 10 August 2004 at 4.45 p.m  
Members are advised not to submit the questions late.  
Please take note of Para 2(i) of the appendix.

#### 4.1.2 **Motions**

The closing date for Motions depends on the type of Motions and condition as stated in the Standing Order Dewan Rakyat. Notice of Motions must be submitted to The Setiausaha Dewan Rakyat or the Speaker of The House and must be signed by the Member themselves

#### 4.1.3 **Private Member Motion on the Bills**

The Motion must be submitted not less than 14 days before the date of that particular meeting – SO 27(3) and SO 49(2).

- 4.2 Information on Questions, Motions and Bills from Private Members is contained in the Appendix for the benefit of the Honorable Members.
- 4.3 All notices must be signed by the Member themselves.
5. Honorable Members are requested to submit their telephone numbers (preferably handphone number) and residence address during their stay in Kuala Lumpur to facilitate correspondence from the Secretariat.
6. Please be informed that notices of the questions, Motions and other matters must be submitted in Malay. Honorable Members can submit the English translation of the questions and it is appreciated.

Thank You.

**“Service To The Nation”**

Your Obedient Servant,

**(DATO' ABDULLAH BIN ABDUL WAHAB)**  
Secretary of Dewan Rakyat  
Parlimen Malaysia

## DEWAN RAKYAT

### NOTES

#### QUESTIONS FOR ORAL ANSWERS

(Please refer to Standing Order 21, 22, 23, 24)

1. A member may submit a maximum of 10 questions for oral reply and 5 questions for written answer. A member can only ask 3 questions for oral answers on a particular day. The questions must be marked "For Oral Reply". If a member submits more than 3 questions for oral answers, the dates for oral reply must be indicated.
2. Each question must be **precise** and :-
  - (i) must not exceed **40 words** excluding the members' name, constituency and the Ministry responsible;

#### Note

Any questions that did not meet the requirement of Standing Order 23 (1)(r)(i) **will be rejected**.

- (ii) Not having **two different questions** or a **combination of more than two questions**;
  - (iii) The sentence must be properly structured and must be written as follows:  
“(Name of member) to ask the Minister .....to state .....”
3. Each question must reflect the requirement of Standing Order 23 (1). It must also be relevant to the responsibility of the Ministry or the Federal Department concerned and it must not touch on the responsibility of any State Government (refer to List II of the Ninth Schedule of the Federal Constitution).

### MOTIONS

(Refer to Standing Order 4(1), 17, 18, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 43, 53(4), 66(9), 86(5) and Federal Constitution Article 127)

4. A motion must be precise and accurate. A member sending more than one Motion must determine the order of priority of the Motions.

## **PRIVATE MEMBER'S BILL**

(Refer to Standing Order 49, 50, 51 and Federal Constitution Article 67)

5. All notices regarding the Private Member's Bill must include a motion and a copy of the bill as well as the explanatory note. If more than one bill, the member must determine the order of priority of each bill.