9. All questions shall be put to the meeting, first in the affirmative, and then in the negative, except when various more or less are placed in opposition. To bring up and put the issue may be put first. Any five members rising may demand a division, when the President shall take the
10. Questions of order shall be decided by the President, but in case of an appeal from his decision being duly seconded, the President shall vote the
11. If any member persists in speaking or conducts himself in a disorderly manner, after being called to order by the President, he may be reported to the
12. Members rising to move an order, or to make explanations, must not occupy more than two minutes in either case.
13. The motion "That the question be now put" may be proposed, seconded, and put without debate.
14. In all cases not herein otherwise provided for, resort shall be had to the
15. Brian G. Brod, Secretary
   Room 41, 83 Martin St.
   Trades Hall, Melbourne
VICTORIAN LABOR COLLEGE

CONSTITUTION

1. The name of the College shall be the Victorian Labor College.

2. The objects of the College shall be the betterment of the working classes by the education of the working classes and such other subjects as may be approved by the Board of Management. The College shall be a body corporate by the name of the "Victorian Labor College," and have perpetual succession, in and by the name, for the purpose of carrying on the business of the College, and for all other legal purposes that may be requisite to the attainment of these objects.

3. The governing body of the College shall be a Board of Management, consisting of not more than five members, having power to regulate the affairs and business of the College, and to appoint and pay for the necessary services of such persons and officers as they shall think fit.

4. The Board of Management shall consist of the President, at least one other member of the College who is not a member of the Board, and not more than two other members, who shall be elected by the members of the College.

5. The Board of Management shall have power to make rules and regulations for the government of the College, and to determine the duties and duties of the officers and servants of the College.

6. No fees shall be charged to students attending the classes of the Victorian Labor College.

7. Subject to the rules and regulations of the Annual Conference, the Board shall govern the College, and may regulate, and do, take from, or vary the course of study.

8. This Constitution may be altered at any Annual Conference, but no alteration shall be made reducing or destroying the representation in Annual Conference of any subscribing trade union, trade union branch, or other constituent body; nor shall the representation in Conference of any subscribing trade union, trade union branch, or other constituent body be increased out of proportion to the representation of other trade unions, trade union branches or trade councils without the consent of those bodies whose proportional representation may be reduced.

9. Any alteration or addition to the Constitution either by the Board of Management or affiliated unions must be in the hands of the Secretary not later than November 20 of each year. The Secretary shall place all such alterations or additions to the Constitution on an agenda paper, and all affiliated unions shall be supplied with copies of the agenda paper not later than December 31 of each year.

STANDING ORDERS

ANNUAL OR SPECIAL CONFERENCES

1. At all Annual or Special Conferences of the College the order of business shall be as follows:

   1. Reading of minutes of the last meeting.
   2. Report of the President.
   7. Reports of the various committees.
   8. Other business.

2. Any member desiring to speak shall have the floor to ask a question, or to propose a motion, or to second a motion, or to second a motion, or to address the meeting, when the floor is not occupied by another member.

3. Any member speaking shall do so in the order of the names of the members.

4. No member shall speak more than once, nor longer than five minutes, on any one motion or amendment, except the mover of the motion, who shall have ten minutes to introduce the matter and five minutes for reply. An extension may be granted to any speaker on a vote of members so desiring.

5. Not more than two members shall speak in succession, either for or against, any question before the meeting, and if at the conclusion of the second speaker's remarks no member desire to speak on the other side, the motion or amendment shall be put to the meeting subject to the right of reply, as per Rule 4.

6. Motions and amendments shall be in writing, and handed to the President if so desired by him.

7. When a proposition is duly moved and seconded, no other motion shall be in order, except to adjourn the meeting, to postpone the question, to put the question, to refer to a committee, to divide the question, to grant permission to withdraw, or to amend. The motion to adjourn the meeting or to postpone the question shall be decided without debate, unless time is mentioned, when the question and amendments shall be strictly confined to the question of time.

8. Whatever an amendment is made to the next original propositions, no further amendment can be taken until the first be disposed of. If the first amendment be carried it shall become the motion, and any further amendment may be moved.