

## **PRAYER**

**Almighty God, who, in Your infinite wisdom and providential goodness, has appointed the offices of Leaders and Parliaments for the welfare of Society and the just government of the people, we beseech You to consider with Your abundant favour, us, Your servants, whom You have been pleased to call to the performance of such important responsibilities in this land.**

**Let Your blessings descend upon us, here, in Parliament assembled, and grant that we may, as in Your presence, treat and consider all matters that shall come under our deliberation in so just and faithful a manner as to promote Your honour and glory, and to advance the peace, prosperity and welfare of our Country and of those whose interests You have committed to our charge.**

**AMEN**

# STANDING ORDERS OF THE NATIONAL ASSEMBLY, 2016

## PART I: PUBLIC BUSINESS

### SHORT TITLE AND DEFINITIONS

#### Short Title

1. These rules of procedure may be cited as the Standing Orders of the National Assembly, 2016.

#### Definitions

2. In these Standing Orders, unless the context otherwise requires-

“Assembly” or “House” means the National Assembly and includes a committee, sub-committee or a body of members appointed by or under an order of the National Assembly;

“ballot box” means a transparent box for the purpose of an election;

“Chairperson of Committees” means the Chairperson of Committees of the Whole House and includes a Deputy Chairperson of Committees of the Whole House;

“Clerk” means the Clerk of the National Assembly appointed under Article 84 of the Constitution and includes a Deputy Clerk and an officer of the Parliamentary Service when at the Table;

“Committee Chairperson” means a Chairperson of a Standing, Select or other Committees of the House;

**'Committee of Supply' means a Committee of the Whole House to which the annual estimates of expenditure, including supplementary estimates of expenditure, are referred for consideration;**

**'Committee of Ways and Means' means a Committee of the Whole House to which the annual estimates of revenue, including tax proposals, are referred for consideration;**

**'Commission' means the Parliamentary Service Commission established under Article 218 of the Constitution;**

**∓Constitution∅ means the Constitution of Zambia, Cap 1 of the Laws of Zambia;**

**\*'Deputy Speaker∅ means the person elected First or Second Deputy Speaker under Article 82 of the Constitution;**

**∓dissolution∅ means to bring to an end a term of Parliament followed by a general election;**

**'document' includes a book, paper, drawing, plan, radio feed, television footage or a device by means of which information is recorded, stored or transmitted;**

**'international agreement' means an agreement concluded between States, in written form, and governed by international law, whether embodied in a single instrument or in two or more related instruments and whatever its particular designation, and includes a convention, treaty or protocol, but excludes a bilateral agreement;**

**'instruction' means an order given by the House to a committee either to vary the committee's normal procedure so as to enable the committee transact its business expeditiously or to require the committee to report back to the House by a certain time;**

~~Meeting~~ means a series of sittings of an Assembly for a period beginning when the Assembly first sits after being summoned and terminating when the Assembly is adjourned *sine die* or at the conclusion of a session;

~~member~~ means a member of the Assembly and includes the Speaker and First Deputy Speaker;

**'minister' means a Cabinet Minister;**

~~officer~~ means the Clerk or an employee of the Parliamentary Service;

**'parliamentary petition' means a written request addressed to the Speaker asking the House to take some particular action on a specified matter within the mandate of the Assembly;**

'Parliamentary Service' means the Parliamentary Service established under Article 217 of the Constitution;

~~precincts of the Assembly Chamber~~ means the Chamber in which the Assembly sits in session for transaction of business together with the offices, rooms, lobbies, galleries, courtyards, gardens, National Assembly Motel, constituency office and other places provided for the use of office accommodation of Members, officers or visitors, any passages connecting such places and any other place as may be designated by the Speaker;

**'President' means the President of the Republic of Zambia;**

**'presiding officer' means the Speaker, Deputy Speaker or a member elected under Article 77(3) of the Constitution;**

**'private Bill' means a Bill intended to benefit or promote the interests of some particular person or group of persons as distinguished from a measure meant for the general public;**

∓prorogation∅ means an end of a session of Parliament;

**'public Bill' means a Bill which relates to matters of public policy;**

**'ratification' means the act by which the State signifies its consent to be bound by an international agreement, and includes acceptance, approval and accession where the international agreement so provides;**

∓select committee∅ means an *ad hoc* committee appointed for a specific task and stands dissolved at the end of the task;

∓Sergeant-at-Arms∅ means the person appointed to perform the duties and functions of the Sergeant-at-Arms;

**\*'session' means a period not exceeding twelve months, within a term of the Assembly, of the sittings of the Assembly, which commence on the first day of sitting after a general election or prorogation of Parliament and ends with a prorogation or dissolution of Parliament;**

∓sitting∅ means the period between the time when the Speaker takes the Chair and the time when the Assembly is adjourned;

Speaker means a person elected Speaker under Article 82 of the Constitution and includes a Deputy Speaker or a person presiding in terms of Article 77(3) of the Constitution;

**'special sitting' means a sitting of the Assembly at which the President or a visiting foreign dignitary, including a Zambian holding the most senior position in an international organisation, addresses the House subsequent to the ceremonial official opening in the same Session in the case of the President and at any time in the case of a visiting foreign dignitary;**

**'standing committee' means a committee appointed for the life of an Assembly;**

Standing Orders means Rules and Orders of the Assembly made under Article 77 of the Constitution;

**'stranger' means a person other than the President, a foreign dignitary, a member, an officer or an accredited journalist on the floor of the House;**

**'substantive motion' means an independent motion of which notice is duly given but which is neither incidental nor relating to a proceeding or order of the day already before the House;**

summoning means the calling of a session of Parliament;

Table means Table of the House on which documents are laid;

'tabling' means the laying of a document on the Table;

'Tablet' means a wireless touch screen personal computer and includes a Smartphone;

**'visitor' means a person other than a member or an officer, who has permission to enter the precincts of the Assembly;**

**'Votes and Proceedings'** means minutes of the proceedings of the House or a committee of the Whole House; and

**'whip'** means a member appointed by a political party, to which the member belongs, as a person responsible for the discipline of other party members in the House.

*\*refers to provisions in the Constitution of Zambia.*

*New Standing Orders are indicated by bold text.*

## FIRST MEETING OF A NEW ASSEMBLY

### Notice and Presiding at first Meeting

3. (1) The Clerk shall read the *Gazette* notice after the members have assembled at the time and place appointed in the Speaker's notice on the first day of the meeting of the new Assembly.
- (2) **When the House first meets following a general election, the House shall elect new presiding officers.**
- (3) **Until the Speaker is elected, the House shall not transact any other business.**
- (4) **The Clerk shall preside at the election of the presiding officers.**

### Election of Speaker and Deputy Speakers

- \*4. (1) **The Members of Parliament shall elect, by secret ballot, a Speaker of the Assembly from a list of names of persons, who are qualified to be elected as Members of Parliament, but are not Members of Parliament, submitted to the Assembly by-**
  - (a) **the President; and**
  - (b) **political parties holding seats in the Assembly.**
- (2) **A person is qualified to be elected as Speaker of the Assembly if that person-**
  - (a) **is a citizen by birth or descent;**
  - (b) **does not have dual citizenship;**
  - (c) **has been ordinarily resident in Zambia;**
  - (d) **is at least thirty-five years old;**
  - (e) **has obtained, as a minimum academic qualification, a grade twelve certificate or its equivalent;**
  - (f) **declares that person's assets and liabilities, as prescribed;**
  - (g) **has paid that person's taxes or made arrangements satisfactory to the appropriate tax authority for the payment of the taxes; and**
  - (h) **is not a Member of Parliament.**



**(3) After the election of the Speaker, but before the Speaker-elect takes the Chair, the House shall proceed to elect the First and Second Deputy Speakers who are not members of the same political party and are of different gender.**

**(4) The House shall elect, by secret ballot, the First Deputy Speaker from a list of three names, selected by the political parties represented in the Assembly, from among persons who are qualified to be elected as Members of Parliament but are not Members of Parliament.**

**(5) The House shall elect, by secret ballot, the Second Deputy Speaker from among their number.**

**(6) The House shall elect a Speaker and the Deputy Speakers-**

**(a) when the Assembly first sits after a general election; and**

**(b) if the office of Speaker or Deputy Speaker becomes vacant.**

**(7) The office of Speaker or Deputy Speaker shall become vacant if the Speaker or Deputy Speaker-**

**(a) becomes disqualified under Article 70(2) of the Constitution;**

**(b) resigns by notice, in writing, to the President;**

**(c) is removed from office in accordance with Article 83 of the Constitution; or**

**(d) dies.**

**(8) When the office of the Speaker or Deputy Speaker becomes vacant business shall not be transacted in the Assembly, other than an election to the office of the Speaker or Deputy Speaker.**

**(9) The President and political parties holding seats in the House shall, when submitting the names of candidates to the position of Speaker and Deputy Speaker, designate two members as proposer and seconder for purposes of nominations.**

**(10) In the case of election to the office of Speaker and First Deputy Speaker, the proposers and seconders shall obtain from, and hand back the nomination papers to, the Clerk at least forty-eight hours before the time appointed for the elections:**

**provided that the names of candidates for the Second Deputy Speaker shall be handed to the Clerk at least twenty-four hours before the appointed time for the election of the Speaker and First Deputy Speaker.**

#### **Procedure for electing Presiding Officers**

**5. (1) At least twenty-four hours before the time appointed for election of Presiding Officers, the Clerk shall enter the names of candidates for the positions of Speaker and First Deputy Speaker, submitted by the President and the political parties represented in the House, on ballot papers.**

(2) A candidate may, by written notice to the Clerk, withdraw his or her name before a ballot is started, and in the event of any such withdrawal, the Clerk shall cross the name of that candidate off any ballot papers issued for that or any subsequent ballot.

(3) When a quorum of the House is present at the time appointed for election of Speaker, the Clerk shall cause the division bells to be rung for four minutes. At the end of the four minutes, the Clerk shall wait for another one minute to enable members get into the chamber.

(4) At the end of the one minute, the Clerk shall direct the Bar to be closed and doors locked, and no member shall, thereafter, enter or leave the Chamber until the elections of the Speaker and the First Deputy Speaker have been concluded.

(5) During voting, the Clerk shall issue a ballot paper to a member who comes to the Table.

(6) A member who, before the conclusion of the ballot, marks a ballot paper in error may, by returning it to the Clerk, obtain another one in its place, and the Clerk shall immediately destroy the returned ballot paper.

(7) A member shall vote by marking an 'X', and no other writing or signature, in the space against the name of the candidate for whom the member wishes to vote.

(8) At the commencement of each ballot, the Clerk shall-

(a) cause the empty and unlocked ballot box, to be displayed to the House; and

(b) close and lock the ballot box and keep it in full view of the House until the ballot is concluded.

(9) When it appears to the Clerk that all members who are present and who wish to vote have cast their ballot, the Clerk shall-

- (a) make an announcement that the ballot is closed;
- (b) in the presence of election agents, who are members of each candidate, unlock the ballot box, examine the ballot papers cast and count the votes for each candidate; and
- (c) announce the result, including the rejected ballot papers and the reasons for the rejection.

**(10) A member who has not already cast a vote when the Clerk has opened the ballot box for purposes of counting the votes, shall not be allowed to vote.**

**(11) After the election of the Speaker, but before the Speaker-elect takes the Chair, the House shall proceed to elect the First Deputy Speaker.**

**(12) After the election of the First Deputy Speaker, the Clerk shall suspend Business for thirty minutes in order to enter the names of candidates for the position of Second Deputy Speaker on the ballot papers, and to ensure that gender and political party balance under Article 82(3) of the Constitution is attained.**

#### **Election of Presiding Officers by simple majority**

6. (1) A person shall not be elected Speaker, unless the person is supported by a simple majority vote.

**(2) In case of a tie in the number of votes, another ballot shall be held.**

(3) The process for electing the Speaker shall, with necessary modifications, apply when electing the Deputy Speakers.

(4) Notwithstanding anything to the contrary contained in this Standing Order, if there is only one candidate who has been duly nominated, that candidate shall be declared to have been elected Speaker, First Deputy Speaker or Second Deputy Speaker, without a ballot being held.

### **The Speaker-elect takes the Chair**

7. (1) When the Speaker has been elected under Standing Orders *four to six*, the Speaker's proposer and seconder shall rise and go out of the Chamber to meet the Speaker-elect and, leading him or her by the hand through the main door, shall conduct him or her to the Chair.
- (2) The Speaker-elect shall rise and say, "In accordance with tradition, I rise to submit myself to the will of the House." From the upper step of the Chair, the Speaker-elect shall express his or her acknowledgment of the honour done to him or her and then suspend business for five minutes to enable the Speaker to robe.
- (3) The Speaker-elect, led by the Sergeant-at-Arms, shall take the Speaker's Chair, and the Sergeant-at Arms shall place the Mace in the upper brackets of the Table. The Leader of Government Business in the House or, in his/her absence, a Minister shall rise and congratulate the Speaker-elect on his or her election.

### **Presidential approbation and Members swearing in**

8. (1) The Speaker-elect, accompanied by his or her proposer and seconder, the Deputy Speakers and other members, shall, as soon as the Second Deputy Speaker is elected, present himself or herself to the President for presidential approbation, before whom the Speaker and the Deputy Speakers shall take and subscribe an oath or affirmation of allegiance.
- (2) On return, the Speaker shall report the facts to the Assembly and members shall then take and subscribe the oath or affirmation of allegiance.
- \* (3) A member shall, before carrying out the duty of his/her office, take or subscribe an Oath of Office as prescribed under a written law, and as set out in appendix 'C' to these Standing Orders.**
- (4) When all the members present have taken or subscribed the Oath, the Speaker shall adjourn the House to a day and time to be determined by the Speaker for the ceremonial official opening of the Assembly.**

### **Leader of Opposition**

**9. \*(1) The opposition political party with the largest number of seats in the Assembly shall elect a Leader of the Opposition from amongst the Members of Parliament who are from the opposition.**

**(2) The Speaker shall, as soon as the Leader of the Opposition is elected under paragraph (1), inform the House.**

**(3) The Leader of the Opposition shall be elected within seven days of the Speaker's election at a time and venue to be communicated to members by the Speaker.**

### **PROCEEDINGS OF A NEW SESSION NOT BEING THE MEETING OF A NEW ASSEMBLY**

#### **Procedure for Ceremonial Official opening of Session**

**10. (1) On the first day of the Meeting of the Assembly to transact business following the Speaker's *Gazette* notice, the Clerk shall read the *Gazette* notice.**

**(2) Members returned or nominated since the last adjournment of the Assembly shall, where necessary, take and subscribe the oath or affirmation of allegiance.**

**(3) The Leader of Government Business in the House or a Minister shall inform the House at what time the President will address the House .**

**(4) The Speaker shall then suspend business of the House until the time the President arrives.**

**(5) A Member shall stand in his or her place whenever the Speaker, the President or both the Speaker and the President enter or leave the Chamber.**

**(6) A motion of thanks on the Presidential Address, moved by a member nominated by the Speaker, shall be moved and debated for a period to be determined by the House Business Committee from time to time.**

#### **Procedure for Special Sitting other than Ceremonial Opening of Session**

**11. (1) When the President attends Parliament to render a special address to the Assembly, other than the ceremonial opening of a new Session in accordance with the**

**Constitution, the Speaker shall inform the House of the date and time of the special sitting.**

**(2) The Speaker shall, at least ten minutes before the appointed time for the President's Address, suspend Business until the President arrives.**

**(3) For purposes of a special sitting, the Speaker may meet the President at the foyer at the main entrance into the Chamber.**

**President may send message to Assembly**

**\*12. The President may, at any time during the term of Parliament, send a message to the Assembly which may be read by the Leader of Government Business in the House or by a Minister designated by the President.**

**Address by visiting foreign dignitary**

**13. (1) The Speaker may, in consultation with the House Business Committee, allow a visiting Head of State, a visiting foreign dignitary or a Zambian holding the most senior position in an international organisation to address the House.**

**(2) Standing Order *eleven* shall, with necessary modifications, apply to a foreign visiting dignitary.**

**Presiding in the Assembly**

**\*14. There shall preside at a sitting of the Assembly-**

**(a) the Speaker;**

**(b) in the absence of the Speaker, the First Deputy Speaker;**

**(c) in the absence of the First Deputy Speaker, the Second Deputy Speaker; or**

**(d) in the absence of the Second Deputy Speaker, another Member as the members may elect for that sitting, the question being put by the Clerk.**

**Chairperson and Deputy Chairperson of Committees of the Whole House**

**15. (1) The First Deputy Speaker shall be the Chairperson of Committees of the Whole House.**

**(2) The Second Deputy Speaker shall be the Deputy Chairperson of Committees of the Whole House.**

(3) When the House is in committee, any member, other than the Vice-President, Minister or a member holding or acting in any office prescribed by or under an Act of Parliament, may at the request of the Chairperson, preside over the sitting of the Committee for a short time.

### **Votes and Proceedings and distribution**

**16.** (1) The Clerk shall record the Votes and Proceedings of the Assembly or of a Committee of the whole House and the record shall be reproduced as the Votes and Proceedings and distributed to members daily when the House is sitting.

(2) The Votes and Proceedings shall be signed by the Speaker and shall constitute the official daily record of proceedings of the Assembly.

(3) The Clerk shall have the custody of all Votes and Proceedings, records and other documents belonging to the Assembly.

### **Duties of Clerk**

**17.** The Clerk, to whom all correspondence shall be addressed, shall be responsible for the regulation of all matters connected with the smooth running of the business of the Assembly, and shall have the direction and control over all the officers employed by the Commission, subject to such orders as the Clerk may from time to time receive from the Speaker or the Commission.

## **SITTING OF THE ASSEMBLY**

### **Hours of sitting**

**18.** Unless the House, otherwise orders, the sitting hours of the Assembly shall be as set out in Standing Orders *twenty* and *twenty-one*:

Provided that sitting hours on the day of ceremonial opening of each session or a special sitting shall be determined by the House Business Committee.

### **Suspension of business**

19. The Speaker may, at the Speaker's discretion, suspend business at any time and for such period as the Speaker may determine.

### **Days and time of sitting**

20. (1) Except on public holidays, the Assembly shall meet at 14:30 hours on Tuesdays, Wednesdays and Thursdays, and 09:00 hours on Fridays.

**(2) On each sitting day under paragraph(1), a presiding officer shall suspend Business for twenty minutes at 16.40 hours and 18.10 hours on Tuesdays, Wednesdays and Thursdays and at 10.40 hours on Fridays.**

### **Automatic adjournment**

21. On Fridays and Wednesdays, the normal hours of adjournment shall be 13:00 hours and 19:15 hours, respectively. On the other days, the normal hour of adjournment shall be 20:00 hours.

### **Procedure on automatic adjournment**

22. (1) The Speaker shall, five minutes before the hour of adjournment under Standing Order *twenty-one*, interrupt business under consideration by the House.

(2) If the House is in committee, the Chairperson of Committees shall report progress and ask for permission to sit again, and a dilatory motion shall lapse without question put.



(3) Business interrupted under paragraph (1) or (2) shall be deferred to a day as the member in charge of it shall appoint and, if no day is appointed, the business shall lapse. On all days other than Wednesdays, the Speaker shall adjourn the House without question put.

(4) On interruption of business on Wednesdays, or earlier if the business of the House is concluded before the hour of adjournment, the adjournment of the House shall be moved by the Vice-President or a Minister, upon which motion a debate may take place:

Provided that-

(a) the debate is confined to a subject appropriate to an adjournment debate, of which notice has been handed in to the Clerk before 11:00 hours on the previous day; and

(b) if the debate is not concluded by 20:00 hours, the Speaker shall at that hour adjourn the House without question put.

(5) A motion may be made by a Minister **or the Vice President** at the commencement of public business, to be decided without amendment or debate, that the proceedings (on any specified business) be exempted at this day's sitting from the provisions of Standing Orders *twenty-one and paragraphs (1), (2) and (3)* of this Standing Order.

(6) If a motion made under paragraph (5) of this Standing Order is agreed to, the business so specified-

(a) shall not be interrupted as provided in paragraph (1) of this Standing Order; and

(b) may be entered upon at any hour.

(7) At the conclusion of the proceedings on any business so specified, after the time for the interruption of business, the Speaker shall adjourn the House without question put.

(8) On the interruption of Business, a closure may be moved, or if proceedings under Standing Order *sixty-one*, are then in progress, the Speaker or the Chairperson shall not leave the Chair until all subsequent questions and, on any further motion as provided in Standing Order *sixty-one*, have been decided. At the conclusion of these proceedings, the Speaker shall adjourn the House without question put. If the House is in committee, the Chairperson of Committees shall make his/her report to the House and the Speaker shall adjourn the House without question put.

(9) If a Division is in progress at the time appointed for the interruption of business, the interruption shall take place after the declaration of numbers from the Chair. If the Division is on an amendment, the Speaker or the Chairperson of Committees shall proceed after such declaration of number which have already been proposed from the Chair, but if any member offers to speak or objects to further proceedings, the interruptions shall thereupon take place.

(10) Except as otherwise provided in these Standing Orders, the House may be adjourned only upon its resolution.

## **QUORUM**

### **Quorum of the House**

- \*23.** (1) The quorum of the Assembly shall be one-third of all the members of the Assembly.
- (2) The Speaker shall take the Chair soon after the hour appointed for the meeting of the House. If at the expiration of thirty minutes after the hour appointed for commencement of a sitting there is no quorum, the Speaker shall adjourn the House to the next sitting day.

### **Procedure if no quorum at appointed time**

- 24.** If it shall appear, on objection being taken, or on the report of a division, that a quorum is not present, the Speaker shall order the bells to be rung for four minutes. Unless a quorum is previously present, the Speaker shall, after a further two minutes, count the House and if a quorum is still not present, shall adjourn the House without question put until the next sitting day; and no decision shall be considered to have been arrived at by such division. The Bar of the House shall not be closed while the Speaker is counting members in the House.

### **Member taking notice of 'no quorum'**

- 25.** A member taking objection to the fact that a quorum is not present, shall be deemed to be present during the count, whether present or not.

## BUSINESS OF THE ASSEMBLY

### Daily routine of business

26. (1) Subject to Standing Order *thirty-two*, the daily routine of business of the Assembly shall be as follows:

- (a) National Anthem;
- (b) Prayer;
- (c) Introduction of new members;
- (d) Announcements by the Speaker;
- (e) **A motion relating to the organisation of the Business of the House;**
- (f) Statements by Ministers **or the Vice President;**
- (g) Personal explanations;
- (h) Questions to Ministers **or the Vice President ;**
- (i) Applications for leave to move the adjournment under Standing Order *thirty-three*;
- (j) Presentation of Bills; and
- (k) Public business

(2) The Leader of Government Business in the House may, at any time announce, or seek the leave of the House, to adjourn the House on matters of emergency.

### Precedence of business

27. (1) On all days other than Wednesdays, Government business shall have precedence over private members' business. If there is no Government business, then, the time may be utilised for Private Members' business.

(2) On a Wednesday, Private Members' motions shall have precedence over government business on the order paper, to be followed by Private Members' orders of the day, to be followed by Government business. If there is no Private Members' business, the time may be utilised for Government business.

### **Privilege motions to take precedence**

**28.** An urgent motion directly concerning the privileges of the Assembly shall take precedence over other motions and orders of the day.

### **Order to be read without question put**

**29.** On reaching an order of the day, the Speaker shall direct the Clerk to read the order without question put. Unless the House resolves otherwise, public business shall be disposed of in the order in which it appears on the order paper.

### **Questions to Ministers or the Vice President**

**30.** (1) A question shall be to a Minister **or the Vice President** and shall only relate to public affairs with which the Minister **or the Vice President** is officially connected.

(2) A question shall be governed by the rules of admissibility.

(3) Notice of every question shall be given except questions of urgent nature under Standing Order *thirty-one*.

(4) In giving notice of a question, a member shall deliver, to the Office of the Clerk a copy of the notice fairly written, indicating the full name and signature. The notice shall not be read to the House:

Provided that if, in the opinion of the Speaker, a question seeking an oral answer should more properly be given a written answer because it is not of a policy nature or the answer will be lengthy and/or requires

detailed statistical information, the question may be transferred for written reply within fourteen days.

(5) A reply to an oral question of a policy nature submitted by a member shall be given by a Minister **or the Vice President** within seven days from the date of dispatch from the Clerk's office to the appropriate ministry.

(6) The Minister **or the Vice President** shall answer an oral question which is not of a policy nature within fourteen days from the date of dispatch of questions from the Clerk's office to the appropriate ministry.

**(7) A member who asks an oral question shall be entitled to ask two supplementary questions.**

#### **Notice of questions of urgent nature**

**31. (1)** A question which is, in the Speaker's opinion, of an urgent nature and relates to a matter of public policy may be asked without notice on any day.

(2) A question of urgent nature shall be delivered, in writing, to the Clerk's office at least twenty-four hours before the day on which the member desires to ask it.

**(3) A question of urgent nature shall conform to the ordinary rules governing admissibility of questions.**

#### **Questions to the Vice-President**

**32. (1) The Vice President shall be allowed up to forty-five minutes Question Time every Friday. In the absence of the Vice-President, there shall be no Question Time allocated for the Vice-President.**

(2) Questions to the Vice-President shall not prevent other questions scheduled for that day on the order paper from being asked.

**(3) Notwithstanding Standing Order *twenty-six*, Questions to the Vice-President shall precede statements by ministers.**

**(c) *Urgent motion of adjournment***

**Motion for adjournment of the House**

- 33.** (1) A motion for the adjournment of the House shall not be made until immediately before public business is entered upon. However, in an emergency, the Leader of Government Business in the House may, at any time, seek leave of the House to adjourn the House with prior permission from the Speaker.
- (2) The Leader of Government Business in the House may make a substantive motion for the adjournment of the House either immediately before public business is entered upon or between any two items of public business.
- (3) Any other member may move a motion for the adjournment of the House (other than a dilatory motion) only by leave under the provision of standing order *thirty-four*.

**Adjournment on definite urgent matter of public importance**

- 34.** (1) A member asking for permission that the House discusses an urgent matter of public importance, shall rise in his/her place at the stage in the proceedings laid down in standing order *thirty-three*, and state the matter.
- (2) The member referred to in paragraph (1) shall then deliver to the Speaker a written statement of the matter to be discussed.
- (3) The Speaker shall, if the Speaker considers the matter to be one contemplated by this Standing Order, ask the members who support the motion to rise in their places, and, if not less than ten rise accordingly, the Speaker shall declare the permission of the House to have been granted.
- (4) If permission is granted, the motion shall not be considered until 10:15 hours on the same day if that day is a Friday, and until 15:45 hours on other sitting days, or if that hour

has arrived, the motion shall be moved at the time when public business would otherwise be entered upon.

(5) Business under consideration at 10:15 hours on that day, if it be a Friday, shall stand postponed without question put at that hour:

Provided that if the other business for the day is concluded earlier than 10:15 hours on other sitting days, the motion may, with the leave of the House, be then made, or the proceedings of the House may be suspended until 10:15 hours on a Friday or until 15:45 hours on other sitting days, as the case may be.

(6) A motion for the adjournment of the House moved under this Standing Order shall, unless previously disposed of, lapse at 12:55 hours on Fridays and at 19:15 hours on other sitting days. On Tuesdays, Wednesdays, and Thursdays, the business postponed at 15:45 hours shall be resumed at 19:15 hours.

#### **Prohibition of second motion on same day**

**35.** A second motion under Standing Order *thirty-four* shall not be made on the same day as the first motion.

#### **Motions not requiring notice**

**36.** Every motion requires notice except motions-

- (a) for the adjournment of the House, or of a debate;
- (b) in Committee of the Whole House;
- (c) raising, at the earliest opportunity, a matter involving *a prima facie* case of breach of privilege;
- (d) for discharging a member from attendance on a select committee;
- (e) in regard to which notice is dispensed with by the leave of the House;
- (f) for the discharge of an order of the day;
- (g) exempting business under Standing Order *twenty-two*;
- (h) dependent on an order of the day;
- (i) for the reference of a bill to a select or sessional committee after second reading; and

(j) in terms of standing order *seventy-one*

### **Private Members' Motion**

**37. (1) A member may introduce a private members' motion at any time.**

**(2) A member who wishes to introduce a motion under paragraph (1), shall deliver to the Clerk's office a fairly type-written notice, signed by the member and a seconder of the motion. The member must also clearly indicate in the notice, the date proposed for introducing the motion in the House.**

(3) The day proposed for introducing a motion shall not be less than three days ahead, and where notice is given on Friday, not less than four days ahead provided that the Speaker, may, by leave of the House, exempt a motion from this provision.

(4) A private members' motion shall be governed by the rules of admissibility.

### **Notices by Ministers or the Vice President**

**38.** Notwithstanding the provisions of standing order *thirty-seven*, a notice of motion may be handed in by a Minister **or the Vice President** at any time during a sitting of the House and the Minister **or the Vice President** shall specify any subsequent day as the day on which such motion shall be debated.

### **Notice of amendment not obligatory**

**39.** Except in Committee of Supply, and except as is provided in standing order *one hundred and seventeen*, an amendment shall not require notice either in the House or in a committee of the Whole House.

### **Same motion or amendment may not be twice moved in same session**

**40.** A motion, subject or amendment which is of the same substance as the motion, subject or amendment which, unless deferred, has been resolved affirmatively or negatively by the House, shall not be reintroduced in the same Session unless the earlier resolution is rescinded.



### **Notice given during adjournment**

**41.** During an adjournment of the House, a notice required to be given under these Standing Orders may be given by the delivery of a fairly written copy, subscribed with the full name and signature of the Minister **or the Vice President** or a member giving it, to the office of the Clerk during the normal office hours. A notice delivered before 13:00 hours on a day the House is sitting shall be deemed to have been given on that day. A notice delivered after 13.00 hours shall be deemed to have been given on the next sitting day.

### **Motion not requiring seconding**

**42. (1)** A motion or an amendment moved by a Minister **or the Vice President** shall not require to be seconded.

(2) Except on a matter of privilege, a motion or amendment not seconded shall forthwith lapse.

### **Proceedings may be discharged, deferred or rescinded**

**43.** An order of the House may be read and discharged or deferred, and a resolution or other vote may, upon notice given, be rescinded during the same session.

## **RULES OF DEBATE**

### ***(a) General***

#### **Precedence of the Presiding Officers**

**44. (1)** A member who is speaking or indicating to speak when a presiding officer rises during debate, shall sit down and allow the presiding officer address the House.

(2) A member whose debate is interrupted under paragraph (1) may resume the debate upon being called on by the presiding officer.

### ***(b) Time and manner of speaking***

### **Right of Members to speak**

45. (1) A Member may speak only to the question before the House, or to a question or amendment to be proposed by him/her, or to a question of order.
- (2) In the debate on a Motion of Thanks to the President's Address, the member moving the motion shall not be limited in the length of the member's speech either when moving the motion or replying to the debate but the speech of any other member shall be limited to twenty minutes.

### **Interruption**

46. A member shall not interrupt another member who is speaking unless the member interrupting wants-
- (a) to call attention to the want of quorum;
  - (b) to call attention to the presence of a stranger on the floor of the House;
  - (c) to move the closure motion; or
  - (d) to call attention to a point of order on a matter of privilege.

### **Member not to speak twice**

47. (1) A member may not speak twice to a question, except in explanation or reply, or in Committee of the whole House, such explanation being allowed only if a material part of his/her speech has been misquoted or misunderstood, but he/she shall not introduce any new matter, and debate shall not be allowed upon such explanation.
- (2) Should an amendment be moved to a question after a member has spoken, the member may again address the House on the amendment. A member moving or seconding an amendment shall not speak again to the main question.
- (3) A member who has spoken to the main question may formally move or second an amendment or the adjournment of the debate.

### **Reply on substantive motion**

48. A member who moves a substantive motion or moves an order of the day shall be entitled to reply.

### **Reserved Speech**

**49.** (1) A member who moves a motion or an order of the day shall speak to it first.

(2) A member who seconds a motion, without speaking to it, may address the House on the subject of such order or motion at any subsequent period of the debate.

### **Right of speech of seconder of adjournment debate**

**50.** A member having seconded a motion for the adjournment of a debate without having spoken to the main question shall be entitled to speak when it has been again proposed.

### **Personal explanation**

**51.** The Speaker may grant permission to a member to explain matters of the member's personal nature without debate or question being put. However the member shall confine himself or herself strictly to the vindication of his or her own conduct.

### **Procedure on question of order being asked**

**52.** Upon a question of order being raised, the member then speaking shall resume his/her seat, and, after the question of order has been stated to the Speaker or the Chairperson of Committees, as the case may be, by the member raising the question of order, the Speaker or the Chairperson of Committees may give his or her ruling or decision immediately or postpone the decision to a later date.

### *(c) Speeches*

### **Content of Speech**

**53. (1) A member shall, in debating any matter, ensure that the information he/she provides to the House is factual and verifiable.**

(2) Except for the purpose of moving that a vote be rescinded, a member shall not speak or reflect upon any vote of the Assembly.

### **When speaker may permit incidental reference to legislative action**

54. In the course of debate on a substantive motion to go into Committee of Supply on the annual estimates of expenditure, the Speaker may permit such incidental reference to legislative action as the Speaker may consider relevant to any matter of administration then under debate, where the prohibition of such reference in accordance with the practice of the House would, in the Speaker's opinion, unduly restrict the discussion of the matter.

### **Pecuniary interest disclosure**

55. (1) A member shall not in or before the House or any committee take part in the discussion of any matter in which the member has direct pecuniary interest unless the member discloses the nature of the interest to the Assembly or Committee.

**(2) A member who fails to disclose pecuniary interest under paragraph (1) commits a breach of privilege and may be referred to the Committee responsible for privileges of members for further and appropriate action.**

(3) The provisions of this standing order shall not apply to any vote or discussion concerning any remuneration or allowance to be received by members in their capacity as members, or to any interest which a member may have in any matter in common with the public generally, or with any class or section of society.

### ***(d) Amendments***

#### **Form of amendments and manner of putting**

56. A question, having been proposed, may be amended ó

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

#### **Amendments to be in writing**

57. The proposer of an amendment of which notice has not been given shall, before moving it, put the amendment in writing, sign it and hand it to the Clerk.

### **Restrictions on amendments**

58. An amendment shall not be moved to any part of a question after a latter part thereof has been amended, or after a question has been voted upon on an amendment of the question.

### ***(e) Dilatory motion***

### **Restrictions on dilatory motions**

59. When a motion is made for the adjournment of a debate, or of the House during a debate, or that the Chairperson of Committees reports progress, or leaves the Chair (in these Standing Orders referred to as dilatory motions), the debate shall be confined to the matter of motion, and the member who moved or seconded the motion shall not be entitled to move or second a similar motion during the same debate.

### **Speaker or Chairperson of Committees may decline to put dilatory motion**

60. If the Speaker, or the Chairperson of Committees, is of the opinion that a dilatory motion is an abuse of the rules, the Speaker or the Chairperson may decline to propose the question.

### ***(a) Closure of debates***

### **Procedure on motion of closure**

61. (1) After a question has been proposed from the Chair, either in the House or in a committee of the Whole House, a member may move ~~that the question be now put~~ and, unless it shall appear to the Speaker or the Chairperson that such a motion is an abuse of the Standing Orders of the House, or an infringement of the rights of the minority, the question ~~that the question be now put~~ shall be put immediately and decided.

(2) When a motion, ~~that the question be now put~~ is carried, any further motion may be made (the assent of the Chair not having been withheld) which may be requisite to bring a

decision a question already proposed from the Chair, and such motion shall be put forthwith and decided without amendment or debate.

(3) This Standing Order shall be put in force only when the Speaker, or, in committee of Whole House, the Chairperson of Committees is in the chair.

### **Challenging the decision of the Chair**

**62.** (1) Subject to Standing order *sixty-four*, a member who wishes to challenge the decision of the presiding officer shall do so by moving a substantive motion.

(2) The motion shall be referred to the Committee responsible for privileges of members for consideration.

(3) The motion shall not be debated in the House unless the Committee responsible for privileges of members resolves that the motion be tabled for debate by the House.

## **DIVISIONS IN THE HOUSE**

### **Voting**

**\*63. (1) Except as otherwise provided in the Constitution, a question proposed for decision in the Assembly shall be determined by a majority of the Members of Parliament in the Assembly present and voting.**

**(2) On a question proposed for decision in the Assembly-**

**(a) the Speaker shall have no vote; and**

**(b) in the case of a tie, the question shall be lost.**

### **Division to take place if decision is challenged**

**64. (1)** Subject to paragraph (2) of this Standing Order, if the opinion of the Speaker as to the decision of a question is challenged, a Division shall take place:

(2) Notwithstanding paragraph (1), the Speaker may immediately call upon those who, in his opinion, were in the minority to stand in their places, and-

(a) if fewer than twelve stand, the Speaker shall declare the decision of the Assembly; or

- (b) if twelve or more stand, the Speaker shall order the Division bells to be rung and a Division shall take place.

### **Member calling for Division not to leave the Chamber**

- 65.** (1) A member calling for a Division shall not leave the Chamber until after the Division has taken place and shall vote with those who, in the opinion of the Speaker, were in the minority; and every member, other than a member presiding who is present in the Chamber when the question is put, with the Bar closed and doors locked, may vote.
- (2) A member is not obliged to vote, and in the case of manual voting, a Member who does not wish to vote shall not enter a division lobby while a Division is in progress.
- (3) A record shall be made of the names of members who abstain.
- (4) A member who is incapacitated by some physical infirmity or disability from voting shall, upon reporting their incapacity or disability to the Speaker through the Clerk, be counted and recorded according to the way the member wishes to vote .
- (5) Unless otherwise ordered by the Speaker, voting in the Assembly shall be done electronically.**

### **Pecuniary interest; voting in House or committee**

- 66.** (1) A member shall not, in the House or any committee of the House, vote upon any matter in which he has a direct pecuniary interest. A motion to disallow a member's vote on this ground may be made, without notice, as soon as the numbers have been declared and at no other time.
- (2) This Standing Order shall not apply to any vote concerning any remuneration or allowance to be received by members in their capacity as such or to any interest which a member may have in any matter in common with the public generally or with any class or section thereof, or to any vote on a matter involving a question of public policy.

### **Division bells rung and time for closing Bar**

- 67.** When a Division is demanded, the Division bells shall be rung for four minutes. At the end of a further period of one minute, the Speaker shall direct the Bar to be closed and doors

locked, and a member shall not, thereafter, enter or leave the Chamber until after the division has been taken.

### **Manual voting**

**68.** (1) When the Bar is closed, the Speaker shall again put the question and shall appoint two tellers for the Ayes and two tellers for the Noes whose names shall be recorded in the votes and proceedings. The tellers shall record the names of the members voting, sign their division lists and hand them to the Speaker, who shall declare the numbers and the result of the division to the House.

(2) In case of confusion or an error occurring concerning the numbers reported, the House shall proceed to another division.

**(3) If a clerical error occurs in the names or numbers on a division list, the Speaker shall inform the House about the fact and order the votes and proceedings to be corrected accordingly.**

### **Division in Committee**

**69.** A division in a Committee of the Whole House shall be called and taken in the same manner as in the House.

## **ORDER IN THE ASSEMBLY**

### **Irrelevance or Repetition**

**70.** The Speaker, or the Chairperson of Committees, after having called the attention of the House, or of the Committee, to the conduct of a member who persists in irrelevance or tedious repetition, either of the member's own argument or an argument by other members in debate, may direct the member to discontinue his/her speech.

### **Naming of member for disorderly conduct**

**71.** (1) The presiding officer, shall order a member whose conduct is grossly disorderly to withdraw immediately from the House for the remainder of that day's sitting, and the



Sergeant-at-Arms shall act on such order as received from the presiding officer under this Standing Order.

(2) Where the presiding officer considers the punishment of withdrawal of a member under paragraph (1) as inadequate to deal with the misconduct, the presiding officer may name such a member.

(3) After naming the member, the Leader of Government Business in the House shall move a motion to suspend the named member. The motion shall be 'that (naming the member) be suspended from the services of the Assembly'.

(4) A member ordered to withdraw under paragraph (1) of this Standing Order, or who is suspended under Standing Order *seventy-four*, shall withdraw from the Chamber immediately.

#### **Penalty for a named member**

**72.** (1) When a member is named by a presiding officer, immediately after the commission of the offence of disregarding the authority of the Chair or of contravening the rules of the Assembly by persistently and wilfully obstructing the proceedings of the House, the presiding officer shall put the question on a motion being made, no amendment, adjournment or debate being allowed, 'that (naming the member) be suspended from the service of the Assembly for a period specified in paragraph (3).

(2) If the offence is committed in Committee of the Whole House, the Chairperson of Committees shall immediately suspend proceedings and report the circumstances of the case to the House, and the Speaker shall then, on motion being made, put the same question without amendment, adjournment or debate as if the offence is committed in the House itself.

(3) If a member is suspended under this Standing Order, his/her suspension on the first occasion in any session shall continue for seven days, on the second occasion for fourteen days, and on the third or any subsequent occasion for thirty days.

**(4) A member who is suspended from the Assembly shall, during the period of suspension and for the purposes of this Standing Order-**

**(a) not enter the premises of the Assembly;**

- (b) not participate in an activity of the Assembly or a committee; and
- (c) not be paid the salary or allowance the member is entitled to for the member's service as a member.

(5) On receiving from a member so suspended a written expression of regret, the Speaker shall lay it before the House and it shall be entered in the votes and proceedings. On a motion being made for the discharge of the order of suspension, the question shall be decided without amendment or debate. If the question is agreed to, the order shall be discharged and the member shall be readmitted.

#### **Power of Speaker to adjourn House or suspend sittings**

73. If grave disorder arises, the Speaker may adjourn the house without question put or suspend a sitting for a time to be ordered by the Speaker.

#### **Powers under Standing Orders 71 to 73 by whom exercisable**

74. The powers conferred on the Chair by Standing Orders *seventy-one to seventy-three* shall be exercised in the House only when the Speaker, the First Deputy Speaker or the Second Deputy Speaker is in the Chair, and in committee only when the Chairperson or the Deputy Chairperson of the Committees of the Whole House is in the Chair.

### **COMMITTEES OF THE WHOLE HOUSE**

#### **Procedure for resolving into Committee of the Whole House**

75. (1) When the House has agreed to a motion for setting up a Committee of the Whole House, the Speaker shall leave the Chair without question put.
- (2) When an order of the day is read for a committee other than a committee on a Bill to resume, the Speaker shall forthwith leave the Chair without a question put.
- (3) When an order of the day is read for the House to resolve into committee on a Bill, the speaker shall leave the Chair without question put unless an instruction is moved, as provided

in Standing Order *one hundred and fifteen* when debate, strictly confined to the matter of such instruction, shall be permitted.

### **Quorum in Committee of the Whole House**

76. The quorum in Committee of the Whole House shall be one-third of the Members of the House.

### **When quorum is not present**

77. If it shall appear, on objection being taken, or on the report of a division, and if after an interval of five minutes (during which time the bells shall be rung as on a division), a quorum is still not present, the Chairperson of Committees shall leave the Chair. No decision shall be considered to have been arrived at by such a division. The Speaker shall then resume the Chair:

Provided that any member taking objection to the fact that a quorum is not present shall be held to be present during the count whether so present or not.

### **Report of 'no quorum' by Chairperson of Committees**

78. Upon the Speaker resuming the Chair, the Chairperson of Committees shall report that a quorum is not present, whereupon the Speaker shall proceed in accordance with the provisions of Standing Order *twenty-four*. If a quorum is found to be present, the House shall again resolve itself into committee without question put.

### **Report brought up**

79. When all matters referred to a Committee of the Whole House have been considered, the Chairperson of Committees shall, without question put, leave the Chair and make his or her report to the House. When any such report has been made, the member in charge shall appoint the time for taking the report into consideration.

## FINANCIAL BUSINESS

### (a) General

#### Annual financial estimates of revenue and expenditure

**\*80. (1) The Minister responsible for finance shall prepare and lay before the Assembly in each financial year, not later than ninety days before the commencement of the next financial year, estimates of revenue and expenditure for the Republic.**

**(2) The Minister responsible for finance shall, when presenting the estimates of revenue and expenditure, in accordance with clause (1), specify the maximum limits that the Government intends to borrow or lend in that financial year.**

**(3) In a year where a general election is held, the Minister responsible for finance shall cause to be prepared and laid before the Assembly, within ninety days of the swearing in of the President, estimates of revenue and expenditure for the Republic for the next financial year.**

**(4) The Assembly may vary estimates of revenue and expenditure but shall not amend the total amount of estimates of revenue and expenditure.**

**(5) The Assembly shall, by a resolution of the House, approve the financial estimates of revenue and expenditure for the next financial year.**

#### Taxation proposals

**81. (1) All proposals for taxation shall originate in Committee of Ways and Means, on previous notice given by a minister.**

**(2) When a proposal for taxation is made by a minister, a member may not move to vary that taxation or its incidence.**

**(3) The proposal for taxation under paragraph (1) shall be accompanied by a memorandum indicating-**

**(a) the nature and objects of the tax proposed;**

**(b) the socio-economic programmes and budgetary provisions it relates to; and**

(c) the projected impact of the tax and achievable targets.

(4) The tax proposal shall stand referred to the Budget Committee or any other Committee of the House.

(5) The Budget Committee or the Committee to which the taxation proposal is referred shall, within the period determined by the House Business Committee, report back by making recommendations, if any, subject to the provisions of Standing *Order eighty-two* and paragraphs (2) and (3) of this Standing Order:

Provided that where the Budget Committee requires more time to conclude its business, the Speaker, may extend the period.

### **Money proposals incidentally involved in a Bill**

**82.** (1) A financial memorandum shall be attached to a Bill containing incidental provisions relating either to expenditure or taxation.

(2) Where taxation proposals submitted by Ministers are incidentally involved in a Bill, they may be proceeded with or without reference to the Committee of Ways and Means.

### **Estimates referred to appropriate committees**

**83.** (1) **When the Minister responsible for finance presents the estimates and expenditure for the ensuing year with any annexes, as recommended by the President, the estimates shall stand referred to the Expanded Budget Committee.**

**(2) When the Estimates are referred to the Expanded Budget Committee under paragraph (1), the House shall continue with the general policy debate on the Budget.**

(3) In the debate on a motion to resolve into Committee of Supply, the Minister moving the motion shall not be limited in the length of his or her speech either when moving the motion or replying to the debate, but the speeches of all other members shall be limited to twenty minutes.

(5) The debate on the motion to go into Committee of Supply on the annual estimates of expenditure shall not exceed ten allotted days.

(6) On the interruption of business on the last allotted day, if the debate is not previously concluded, a minister shall fix a day for the resumption of the debate in order that a Government reply may be made. On the day so fixed, when that reply has been delivered,

the Speaker shall proceed to put all such questions as may be necessary to determine the decision of the House on the motion to go into Committee of Supply and, if the motion is agreed to, shall leave the Chair without question put.

(7) A Minister **or the Vice President** shall first present the policy of his/her ministry before the House debates the votes for that ministry.

**(8) The Committee of Supply shall take into account the report of the Expanded Budget Committee on the sector estimates of expenditure.**

**(9) For the purpose of this Standing Order-**

**(a) an 'allotted day' means a day on which the order for the resumption of the debate stands as the first public business on the order paper and is so taken. A day on which the Budget Address is delivered shall not be counted as an allotted day; and**

**(b) 'Expanded Budget Committee' means the Budget Committee and chairpersons of general purposes and portfolio committees sitting together.**

## **Annual Reports**

**84. (1) A government ministry, province, department or company, statutory board or institution of learning in which the state has a majority, controlling interest shall submit to the House an annual report within six months from the date of the financial year of the entity.**

(2) An annual report shall contain the following information-

(a) the structure and organisation of the ministry, department, statutory corporation or organisation, showing clearly the principal officers and how they relate to each other in the chain of command;

(b) major programmes, strategies and extent of execution which clearly indicate the effectiveness of the ministry, department or statutory corporation or organisation, in executing development programmes as they affect the lives of the people whom Members of Parliament represent;

(c) major constraints to the execution of programmes and the level of failure must also be indicated to enable the House assist the Minister **or the Vice President** get the funds he/she required, if funds are a major constraint;

- (d) proposed solutions to problems which indicate the expert view of the ministry or organisation as to the most effective solutions to the difficulties; and
- (e) **an audited financial statement.**

(3) For the purpose of laying papers on the Table of the House, a Government Ministry, Department statutory corporation or organisation, shall be required to submit a minimum of 250 copies to the Assembly, in respect of an annual report and a Mid-Year Budget Performance Report, and a minimum of 500 copies in the case of Presidential and Budget Speeches.

(4) An annual report laid on the Table of the House, which contain confidential matter shall only be perused by Members of Parliament without divulging the contents of such a report.

(5) Government, ministerial or departmental reports shall become public documents only after being laid on the Table of the House.

**(6) In addition to submitting a report in hard copy form, a government ministry, province, department statutory corporation or organisation, shall submit an electronic copy of the report.**

### **Procedure in Committee of Supply and Committee of Ways and Means**

**85.** (1) Subject to the provisions of Standing Orders *eighty-six* to *ninety-six*, the Standing Orders governing procedure in Committee of the Whole House shall apply to the Committee of Supply and the Committee of Ways and Means.

(2) A report from the committee under paragraph (1) shall, unless the House otherwise orders, be considered on a future day.

(3) When considered, and if a report is adopted, the Speaker shall appoint a Minister to bring in the necessary Bill to give effect to the report.

## *(b) Committee of Supply*

### **Procedure in Committee of Supply**

- 86.** (1) In Committee of Supply, the Chairperson shall call the estimates, vote by vote, by reading the number of the vote.
- (2) Subject to paragraph (3) of this Standing Order, in Committee of Supply a member discussing a vote or an amendment shall not speak for longer than fifteen minutes at a time, nor address the committee for more than one such period of time consecutively.
- (3) The restriction under paragraph (2) of this Standing Order shall not apply to the **Minister or the Vice President** in charge of the vote under consideration.
- (4) If no notice of an amendment to a vote has been given and no member offers to speak on the vote, the Chairperson shall, without question put, declare that the vote is ordered to stand part of the estimates; but, if any member offers to speak, the Chairperson shall immediately propose the question that the vote stand part of the estimates.

### **Notice of amendments in Committee of Supply**

- 87.** (1) In Committee of Supply, an amendment may not be moved without notice.
- (2) When an amendment is moved in Committee of Supply to omit or reduce any item of a vote, the question shall be proposed from the Chair for omitting or reducing that item accordingly.

### **Order in which reductions are put**

- 88.** When a notice has been given of more than one amendment to reduce a vote, the amendments shall be taken in the order in which the items to which they relate appear in the estimates, provided that the amendment for the largest reductions shall be taken first.

### **Debate on preceding items**

- 89.** After a question has been put from the Chair for omitting or reducing an item, a motion or debate shall not be allowed upon any preceding item.



### **Question on reduced vote**

90. When it has been agreed to omit or reduce an item in a vote, the question shall afterwards be put upon the reduced vote.

### **Restrictions in Committee of Supply**

91. The Committee shall not attach a condition or an expression of opinion to a vote.

### **Votes may be postponed**

92. It shall be in order at any time during the discussion of a vote or item in a vote to move the postponement of such vote until after a specified vote or until the remainder of the votes in the estimates have been disposed of.

### **Report from Committee of Supply**

93. When the Committee has concluded the consideration of the estimates, the Chairperson shall, without question put, report that the Committee has agreed to them with or without amendment, as the case may be.

## **(c) *Committee of Ways and Means***

### **Limitation of speech in Committee of Ways and Means**

94. In Committee of Ways and Means, a member shall not address the Committee more than twice on each question proposed from the Chair, nor speak for longer than fifteen minutes on each occasion except the Minister who has moved the motion, who shall not be restricted whether in regard to the length of time he/she may address the committee or the number of times he/she may speak.

### **Amendment**

95. An amendment shall be governed by Standing Orders *fifty-seven and fifty-eight*.

## **Report from Committee of Ways and Means**

- 96.** (1) When the Committee has concluded the consideration of the matters before it, the Chairperson shall, without question put, report that the Committee has agreed to certain resolutions.
- (2) The Speaker shall then appoint the Minister a Committee of one to bring up the necessary legislation to give effect to the resolutions of the Committee of Ways and Means.

## **BILLS**

### ***(i) Public Bills***

#### **Introduction of Bill**

- \*97. (1) Subject to the provisions of the Constitution, a Member, a Minister or the Vice President may introduce a Bill in the Assembly.**
- (2) A money Bill shall only be introduced by a Minister.**
- (3) A Bill that confers emoluments on state officers or constitutional office holders shall only be introduced in the House if the emoluments are recommended by the Emoluments Commission.**
- (4) The expenses of drafting and introducing a Bill in the Assembly shall be a charge on the Consolidated Fund.**
- (5) Except for a private Bill, a Bill shall not be introduced in the House unless notice is given.**
- (6) In a notice relating to the introduction of a Bill, the short and long titles of the Bill shall be stated.
- (7) When a Bill is introduced, it shall be read the first time without question put and shall stand referred to an appropriate committee.
- (8) Every Bill shall be accompanied by a memorandum signed by the Attorney-General or the Solicitor-General in the case of a Government Bill and the private member in the case of a Private Member's Bill, stating the objects of the Bill, the name and address of the member.

(9) For the purpose of proceedings, a Bill initiated by a portfolio committee shall be treated as a Private Member's Bill.

(10) **For purposes of this Standing Order, a money Bill means a Bill that provides for, among other matters-**

- (a) the imposition, repeal, remission, alteration or regulation of taxes;**
- (b) the imposition of charges on the Consolidated Fund or any other public fund, or the variation or repeal of any of those charges;**
- (c) the appropriation, receipt, custody, investment, issue or audit of accounts of public moneys;**
- (d) the grant of public money to a person or authority or the variation or revocation of such grant;**
- (e) the raising or guaranteeing of a loan or the repayment of it; or**
- (f) matters incidental to matters specified in the Constitution.**

#### **Officer or member not to disclose communication**

**98.** (1) An officer engaged in the drafting of a Bill on behalf of a member, or to whose knowledge information concerning a member's Bill or Bill concept comes in the course of the officer's duty, shall not disclose communication shared with the member or such similar information as may be otherwise acquired by the officer in the course of duties, except with the express written permission of the Member:

Provided that an officer shall disclose to a Member that a named Member has subsequently approached the officer with a similar Bill or Bill concept.

(2) A Member shall not solicit information regarding a Bill or Bill concept of another Member from a person other than the Member.

(3) A Member shall not, knowing that another Member has developed a certain Bill concept or originated a Bill, misrepresent or attempt to misrepresent the Bill concept or Bill as her/his own.

(4) An officer shall not divulge the contents of a Bill or Bill concept prior to its publication or express withdrawal by the Member originating the Bill.

## **Bill to amend Constitution**

**\*99.** A Bill to amend the Constitution shall not be passed unless ó

- (a) not less than thirty days before the first reading of the Bill in the Assembly, the text of the Bill is published in the Government Gazette; and
- (b) the Bill is supported on second and third readings by the votes of not less than two-thirds of all the members of the Assembly:

Provided that a Bill for the alteration of Part III of the Constitution or Article 79 of the Constitution shall not be passed unless before the first reading of the Bill in the Assembly, the Bill has been put to a national referendum with or without amendment by not less than fifty per cent of persons entitled to be registered as voters for the purposes of Presidential and Parliamentary elections.

## **Stages of Bill at one time**

**100.** Not more than one stage of a Bill shall be taken at the same sitting without the permission of the House.

## **STAGES OF A BILL**

### *(a) First Reading Stage*

## **First Reading**

**101.** The Bill shall be read the first time by the Clerk reading the short title and number only.

## **Referral of a Bill to an appropriate committee**

**102.** (1) When a Bill has been read the first time, it shall stand committed to an appropriate committee for examination provided that the Speaker may exclude a Bill from being referred to a committee for a stated reason.

(2) A Bill referred to a committee shall be dealt with as expeditiously as the Speaker or the House shall determine provided that where the Committee requires more time to consider the Bill, the Speaker may grant additional time.

(3) During periods coinciding with the hours of sittings of the House, priority shall be given to the meetings of committees on legislation.

*(b) Seconding Reading Stage*

**Consideration of Bill**

**103.** When a Bill is reported by a Standing Committee, the House shall proceed to consider the Bill taking into account the report of the Committee.

**No restriction in length of speech for mover, minister or the Vice President**

**104.** In a debate on Second Reading of a Bill, a member moving the Bill or a minister **or the Vice President** responsible for the Bill, shall not be restricted in the length of speech.

**Amendment to question for Second Reading**

**105.** An amendment may be moved to the question for a second reading of a Bill ó

(a) by omitting the word ~~now~~ and adding at the end of the motion the words, ~~upon this day six months~~ and

(b) by omitting all the words after ~~that~~ and substituting words which state some special reason against the second reading of the Bill.

**Committal of Bill**

**106.** When a Bill is read a second time, it shall be committed to a committee of the **Whole House**

*(c) Committee Stage*

**Procedure in committee on Bill**

**107.** (1) In committee on a Bill, the Chairperson of Committees shall read the number of each clause in succession. If a notice of an amendment to any clause has not been given and a member does not offer an amendment or to speak on the clause, the Chairperson of Committees shall, without putting a question, declare that the clause is ordered to stand part of the Bill.

(2) After all amendments to a clause are disposed of, or if no amendments are moved but a member offers to speak to the clause, the Chairperson of Committees shall immediately propose the question that the clause, or the clause as amended, stand part of the Bill.

(3) The title and preamble shall stand postponed until after the consideration of the clauses and schedules without question put.

(4) A question shall not be proposed on the words of enactment.

(5) Schedules shall be dealt with in the same manner as clauses after the clauses and any new clauses have been disposed of.

**Introduction of New Clause**

**108.** In committee on a Bill, if a motion is made for the addition to the Bill of a new clause or a new schedule, the new clause or schedule shall be deemed to have been read the first time and the Chairperson of Committees shall immediately propose the question that the clause (or schedule) be read a second time. If the question agreed to, the Clerk shall read the marginal note and an amendment to the new clause or schedule, if any, may be moved. After the question and an amendment have been disposed of, the Chairperson of Committees shall propose the question that the clause, or schedule (or the clause or schedule as amended) be added to the Bill.

### **Amendment in Committee**

**109.** (1) A committee on a Bill shall have power to propose an amendment to the Bill provided it is relevant to the subject matter of the Bill; but if any such amendment shall not be within the title of the Bill, the committee shall amend the title accordingly and report the same specifically to the House.

(2) If a clause is negatived, a new clause in its place may be introduced.

### **Handing in amendment**

**110. (1) Subject to paragraph (2) of this Standing Order, a notice of amendment, new clause, or a new schedule to be proposed in a committee may be given at any time after the Bill is read the first time.**

(2) A member desiring to propose an amendment to a Bill placed on the Order Paper must hand them, fairly written and signed by them, to the Clerk's office at least twenty-four hours before the date on which it is to appear on the Order Paper.

*(d) Report Stage*

### **Restriction on new clause or amendment**

**111.** At Report Stage, a new clause or amendment, which is inconsistent with a previous decision of the committee, shall not be allowed, except upon a re-committal of the Bill.

### **Procedure on Bill amended in committee**

112. A Bill referred to an appropriate committee and reported with amendments shall, if the Speaker so directs, be reprinted as amended and a copy of the amended Bill delivered to every member of the Assembly. The Bill, whether amended or not, shall stand committed to a Committee of the Whole House on a day the member in charge of the Bill appoints.

### **Consolidation of Bills in Committee of the Whole House**

113. When, on a day, there are orders for the House to go into committee on more than one Bill, the orders or any of them may be consolidated. When the House has resolved into Committee of the Whole House in accordance with any such consolidated order, the Committee shall consider each Bill in turn, and the Chairperson of Committees shall not make a report to the House until the Committee has, in respect of each Bill, either gone through it or resolved to report progress.

### **Moving of instructions**

114. On the reading of the order of the day for the House to go into committee on a Bill, and any time afterwards while the Bill is in committee, an instruction to the committee may be moved after notice.

### **Procedure after question on instruction disposed of**

115. After the question of an instruction to the committee has been disposed of, the Speaker shall leave the Chair without question put.



*(e) Report, Report Stage and Re-committal*

**Report on Bill**

**116.** (1) When the Committee of the Whole House has gone through a Bill, the Chairperson of Committees shall, without question put, report the Bill to the House with or without amendment, as the case may be.

(2) When a Bill has been reported without amendment, the Speaker shall order that the Bill be read the third time on such day as the member in charge of it may appoint.

(3) When a Bill has been reported with amendments, the report shall be taken into consideration on such day as the member in charge of the Bill may appoint.

(4) When the order of the day for the consideration of the Bill is read, the House shall proceed to consider it without question put, unless the member in charge of the Bill desires to defer its consideration or motion is made to recommit the Bill in whole or in part. If no new clause or amendment is moved, the Bill shall be ordered to be read the third time on such day as the member in charge of the Bill may appoint.

**Amendments at Report Stage**

**117.** At Report Stage, an amendment to a Bill of which notice has not been given shall not be proposed without the leave of the House provided that such consent shall not be required for consequential amendments.

**Re-committal on increase of expenditure of taxation**

**118.** If a clause or amendment offered after a Bill has been reported proposes an increase in expenditure or taxation, the Bill shall be recommitted in respect of the clause or amendment.

*(e) Third Reading and Assent*

**Motion for re-committal**

**119.** (1) When the order of the day for the third reading of a Bill is read, a motion may be made to recommit the Bill either wholly or in part to the Committee of the Whole House.

(2) At third reading stage, an amendment shall not be made to a Bill.

(3) The only amendment allowed is to the question for the third reading of a Bill to omit the word *now* and to add at the end of motion the words *upon this day six months*

**Bill passed**

**120.** After the third reading, a further question shall not be put, and the Bill shall be deemed to have been passed.

**Restriction on same Bill being twice offered in same session**

**121.** When a Bill has been passed or rejected, a Bill of the same substance shall not be introduced again during the same session.

**Correction of clerical errors in Bill**

**122.** During the progress of a Bill, clerical errors in the Bill may at any time be corrected by the Clerk under the direction of the Speaker or the Chairperson of Committees of the Whole House.

**Request for report on Bill or Statutory Instrument**

**123.** (1) A request for a report on a Bill or a Statutory Instrument whose provisions, if enacted, would be inconsistent with the Constitution may be made by not less than thirty members of the Assembly by notice in writing delivered ó

(a) in the case of a Bill, to the Speaker within three days after the final reading of the Bill in the Assembly; or

(b) in the case of a statutory instrument to the authority having power to make the instrument within fourteen days of the publication of the instrument in the *Gazette*.

**\*(2) A person may challenge a statutory instrument, for its constitutionality in the Constitutional Court, within fourteen days of the publication of the statutory instrument in the *Gazette*.**

**(3) Where the authority having the power to make the statutory instrument does not act to the satisfaction of any member on the concerns of the statutory instrument within thirty days from the date of the action of that authority, a member may refer the challenge of the statutory instrument to the Constitutional Court.**

**(4) The Constitutional Court shall consider the challenge under paragraph (2) in accordance with Article 67 of the Constitution.**

#### **Printing of Bill and Presidential Assent; President withholding Assent**

**124.** (1) After a Bill has been passed, it shall be fairly printed and copies signed by the Speaker or the First Deputy Speaker or, in the absence of both the Speaker and First Deputy Speaker, the Second Deputy Speaker or if they are all unable to act, the Clerk, and shall be presented to the President for assent accompanied, in the case of a Bill to amend the Constitution, by a certificate that the Bill was passed after having been supported on second and third readings by the votes of not less than two-thirds of all the Members of the Assembly.

(2) In the case of other Bills other than a Bill to amend the Constitution, the Bill presented to the President for assent shall be accompanied by a certificate that this impression has been compared with the Bill which has passed through the Assembly, and found to be a true and correctly printed copy of the Bill.

## **Presidential Assent**

**\*125. (1) Where a Bill is presented to the President for assent, the President shall, within twenty-one days after receipt of the Bill –**

**(a) assent to the Bill; or**

**(b) refer the Bill to the Assembly for reconsideration, indicating any reservation that the President has concerning the Bill.**

**(2) Where the President refers the Bill to the Assembly for reconsideration in accordance with paragraph (1) (b), the Assembly may –**

**(a) amend the Bill taking into account the President's reservation; or**

**(b) pass the Bill, without amendment, by a vote supported by at least two-thirds of the Members of Parliament.**

**(3) Where the Assembly passes the Bill with amendments, in accordance with paragraph (2) (a), the Speaker shall submit the Bill to the President for assent.**

**(4) Where the Assembly passes the Bill, in accordance with paragraph (2) (b) -**

**(a) the Speaker shall, within seven days of passing Bill, resubmit the Bill to the President; and**

**(b) the President shall, within seven days of receipt of the Bill, assent to the Bill.**

**(5) Where the Assembly fails to pass the Bill, in accordance with paragraph (2) (b), the Bill shall not be presented to the Assembly in that session.**

**(6) Where the President does not assent to a Bill within the periods prescribed in paragraphs (1) and (4), the Bill shall be considered assented to upon the expiry of those periods.**

### **Continuation of Bill in next Session**

**126.** (1) A Bill which lapses by reason of prorogation before it has reached its final stage, may be proceeded with within the next ensuing session at the stage it had reached in the preceding session if a general election for the Assembly has not taken place between such two sessions, under the following conditions:

(a) a Bill may be proceeded with by resolution of the Assembly restoring it to the Order Paper; and

(b) unless the resolution restoring the Bill to the Order Paper, directs otherwise, the Bill shall be proceeded with at the commencement of the particular stage which it had reached during the preceding session.

(2) Any Bill restored to the order paper under paragraph (1) shall be proceeded with as if its passage had not been interrupted by a prorogation.

### ***(ii) Hybrid Bills***

#### **Reference to examiners**

**127.** (1) Where a public Bill is ordered to be read a second time on a future day and it appears to the Speaker that the Bill may affect the private interests of specific persons, the Bill shall be referred to the examiners who may include any experts the Speaker may consider competent to advise.

(2) The order of the day shall not be affected by reference of the Bill to examiners but the second reading shall not be moved until the examiners and, if need be, the Standing Orders Committee have reported on the Bill.

(3) This Standing Order shall not apply to a public Bill dealing with a matter of public policy whereby the only private interests affected are those of persons of a particular class.

### **Procedure to be followed by examiners**

**128.** (1) When the examiners are required to examine a Bill under the provisions of Standing Order *one hundred and twenty-seven* the examiners shall expeditiously examine the Bill for the purpose of ascertaining whether the Bill is one contemplated by that Standing Order. If the examiners are of the opinion that the Bill is not one contemplated by that Standing Order, they shall proceed in all respects as if a Bill is a public Bill.

(2) If the examiners are of the opinion that the Bill is one contemplated by Standing Order *one hundred and twenty-seven*, the Bill shall be a hybrid Bill.

### ***(iii) Private Bills***

#### **Notice of Private Bill**

**129.** (1) A private Bill shall not be introduced in the House unless-

(a) upon a petition signed by, or on behalf of, the party who is the promoter of the Bill; and

(b) is published in *Gazette* with a notice stating the general objects; and

(c) is published in a newspaper with national circulation in Zambia with a notice stating the objects and reasons for the Bill.

(2) A private Bill shall be introduced in the House by a private Member.

(3) Upon introduction in the House, a private Bill shall go through the procedure applicable to other Bills.

**Standing Order 127 to apply to hybrid and Private Members Bills**

- 130. Subject to the provisions of Standing Order *one hundred and twenty-seven*, Standing Orders relating to private Bills shall, with necessary modifications, apply to hybrid Bills and private Members Bills.**

**COMMITTEES**

***(a) General***

**Committees of Assembly**

- 131. \*(1) Parliamentary committees shall be established at the first sitting of the Assembly after a general election and after the election of the Speaker and the Deputy Speakers.**
- \* (2) The Assembly shall, in selecting members of a parliamentary committee, ensure that there is equitable representation of the political parties holding seats in the Assembly and independent Members of Parliament.**
- (3) In addition to equitable political party representation on parliamentary committees, the Standing Orders Committee shall take into account gender representation and the experience and qualifications of individual members.**
- (4) Except for the Leader of Government Business in the House, Deputy Speakers, Minister, Leader of the Opposition and Chief Whip, every member shall belong to a standing committee provided that a member shall not be appointed to more than three Standing Committees.**
- (5) For avoidance of doubt, the Leader of Government Business in the House, Deputy Speakers, Minister, Leader of the Opposition and Chief Whip shall only be members of House Keeping Committees.**
- (6) Unless, otherwise provided for in these Standing Orders, each committee shall-**
- (a) elect a chairperson and a vice-chairperson at its first meeting; and**
  - (b) ensure that the chairperson and the vice-chairperson are of opposite gender**

**\*(c) not exclude the public or media from its sittings, unless there are justifiable reasons for the exclusion and the Speaker informs the public or media of the reasons.**

**(7) Subject to other provisions in these Standing Orders, the Chairperson and vice Chairperson under paragraph (6) shall hold office for a period of five years.**

**(8) A committee shall consist of not more than ten members including the chairperson and the vice-chairperson.**

**(9) The quorum of a committee shall not be less than one-half of members.**

**(10) A committee may conduct familiarisation visits to a relevant government ministry, department or any place within or outside Zambia.**

**(11) All committees shall be standing committees provided that the Standing Orders Committee may make appropriate adjustments to the membership of any committee when need arises.**

#### **Power to invite persons**

**132.** A Portfolio, general purposes and select committee shall have power to invite submissions from any person on any matter within their terms of reference.

#### **Deputy Speaker to preside at first meeting of committee**

**133.** (1) The First Deputy Speaker or the Second Deputy Speaker shall preside at the first meeting of a portfolio and a general purposes committee for the purpose of choosing a chairperson and a **vice chairperson** of a committee:

**Provided that when a vacancy in the office of Chairperson or vice Chairperson occurs, the Chairperson or the vice Chairperson shall preside at the meeting to fill the vacancy.**

**(2) The First or Second Deputy Speaker as chairperson under paragraph (1), shall have no vote and, in case of a tie, a second ballot shall be cast.**

**(3) If there is a tie after a second ballot, the First or Second Deputy Speaker shall adjourn the meeting to a day and time to be determined by the First or Second Deputy Speaker.**



### **Committee may sit whilst House is sitting**

**134. A committee may sit whilst the House is sitting provided that on a division being called, in the House, the committee chairperson shall suspend the proceedings in the committee to enable the members to take part in a division.**

### ***(b) Select Committees***

#### **Selection of Members to Select Committee**

**135.** (1) Unless otherwise directed by the Standing Orders Committee, the Speaker shall determine the number of, and nominate, the members to serve on a select committee.

(2) If, during a parliamentary recess, it is found necessary to constitute a select committee, the Speaker shall summon a meeting of the Standing Orders Committee at which the number of and selection of Members to serve on the select committee shall be determined. A committee so constituted shall be announced by the Speaker to the House at its next meeting.

(3) In a case where a vacancy occurs in the membership of a select committee after the first nomination, when the House is sitting, the Standing Orders Committee shall immediately meet to nominate a member to fill the vacancy and in the case where the house is not sitting, the Speaker shall nominate a member to fill the vacancy. Changes in the composition of a select committee shall be announced by the Speaker to the House at its next sitting.

#### **First meeting of select committee**

**136.** The first meeting of a select committee appointed under Standing Order *one hundred and thirty-five* shall be convened by the First Deputy Speaker or in the absence of the First Deputy Speaker, the Second Deputy Speaker, within three sitting days of its appointment .

### **Chairperson: choice of and voting power**

- 137.** (1) Unless otherwise ordered, every select committee, other than a select committee on a private Bill, prior to the commencement of business, shall elect one of its number to be chairperson and another member of the opposite gender to be vice chairperson.
- (2) If the chairperson is absent from a meeting of a select committee, the vice chairperson or, in the absence of both the chairperson and vice chairperson, members present at the meeting shall select one of their number to act as chairperson at the meeting.
- (3) **On a question proposed for a decision of the committee-**
- (a) **the Chairperson shall have no vote; and**
  - (b) **in case of a tie, the Chairperson shall have a casting vote.**

### **Adjournment on lack of Quorum**

- 138.** (1) If a quorum is not present within thirty minutes of the appointed hour of meeting, the committee shall stand adjourned and the chairperson of the committee shall instruct the Clerk to convene a meeting to some future day.
- (2) If, at any time during the sitting of a select committee, a quorum is not present, the Chairperson shall either suspend business until a quorum is present or adjourn the committee to some future day.
- (3) Should a select committee, at any time during its inquiry, adjourn without a day and hour being fixed for the next meeting, the Chairperson of the committee shall instruct the Clerk to convene a meeting for some future day.

### **Names of members present and divisions to be entered**

- 139.** An entry shall be made in the proceedings of every select committee of the names of members attending each meeting and of every motion or amendment proposed in the committee, together with the names of the movers. If any division takes place, the clerk attending the meeting of the committee shall record the names of the members voting.

### **Information charging member**

**140.** If information comes before a select committee charging a member of the committee, the committee shall not proceed further upon the information but shall immediately report the matter to the Speaker for further action.

### **Services and expenses of witnesses**

**141.** (1) A Select committee shall be severally entitled to retain the services of expert, professional, technical and clerical staff as may be considered necessary.

**(2) A Payment determined by the Clerk may be made to a professional or other witnesses or persons whom the committee may consider necessary to employ in furtherance of the inquiry with which the committee is charged; and the committee's resolution shall be sufficient authority for the payment by the Clerk.**

### **Witnesses to conform to directions of Chairperson**

**142.** A person appearing before a committee shall observe directions and conform to rules as the Chairperson shall require in accordance with these Standing Orders, the Speaker's directions and the provisions of the National Assembly (Powers and Privileges) Act, Cap 12 of the Laws of Zambia.

### **Counsel to be properly dressed**

**143.** Counsel, when appearing before the committee, shall dress formally.

### **Proceedings to be signed**

**144.** The minutes of each day's proceedings of a select committee and its report shall be signed by the Chairperson.

### **Report brought up**

**145. (1) The report of the select committee shall be presented by the Chairperson or, in the absence of the Chairperson, the vice Chairperson or in the absence of both the Chairperson and the vice Chairperson, the acting Chairperson.**

**(2) A minority report or an expression of opinion shall not be contained in or annexed to any report of a select committee.**

(3) A member of a select committee shall not dissent from or vote against the recommendations of his or her own report in the House.

**(4) The Speaker shall refer the matter of a member that dissents from, or votes against, a report under paragraph (3) to the committee responsible for privileges of members for an appropriate action.**

(5) A select committee shall have the power to order a person to appear before the committee and give evidence or to produce a paper, book, record or document in the possession or under the control of the person.

(6) A document received by the Clerk for use by a committee may be withdrawn or altered by the author at any time before the committee compiles its report.

(7) A committee shall have power to authorise publication of any evidence given before it and any document presented to it.

### *(c) Standing Committees*

#### **Proceedings in Standing Committees and powers**

**146.** (1) A Standing Committee may submit a report to the Assembly from time to time with its opinions and observations upon any matter referred to it for consideration.

(2) The Committee may also submit a special report on a matter which it considers fit to bring to the notice of the Assembly.

(3) A Standing Committee shall have power to send for persons, papers and records.

(4) A Standing Committee, with the approval of the Speaker, shall have the power to appoint a sub-committee of a Standing Committee with the mandate to investigate into a specific matter. Such a sub-committee shall report its findings to the main committee.

#### **Action-Taken Reports**

**147.** The government shall lay on the Table, an Action-Taken Report or a Treasury Minute on a general purposes or portfolio committee report within sixty days of the adoption of the Committee's Report by the House.

### **Application of select committee rules to standing committee**

**148. The provisions of Standing Orders *one hundred and thirty-three to one hundred and forty-two shall, with necessary modification, apply to standing committees.***

#### **(i) *House-Keeping Committees***

#### **Standing Orders Committee**

**149.** (1) There is hereby established the Standing Orders Committee comprising the Speaker, the Leader of Government Business in the House, the Leader of the Opposition, party whips and four other members appointed by the Speaker.

(2) The Speaker shall be the Chairperson of the committee.

(3) In addition to other duties placed upon it by an Order of the Assembly, the Standing Orders Committee shall consider all proposals for the amendments to these Standing Orders.

(4) The Standing Orders Committee shall appoint members to serve on a committee of the House.

(5) The Committee may circulate the reports and recommendations of the committee to members of the Assembly and, if within the prescribed period no objection in writing signed by a member has been received by the Clerk, the reports or recommendations shall be deemed to have been approved by the Assembly. The prescribed period shall not be less than four sittings days if the House is in session and twenty-one days if the House stands adjourned:

Provided that-

(a) on representation from the Speaker that the matter is urgent, the Standing Orders Committee may prescribe a shorter period; and

(b) if an objection is received from a Member within the prescribed period, the Committee may consider the validity of such objection and may either cause the report or recommendation to be brought up for consideration by the House or resolve that the report or recommendation be deemed approved by the Assembly, in which case the report or recommendation shall be deemed approved.

### **House Business Committee**

**150. (1) There is hereby established the House Business Committee comprising the Speaker, the Deputy Speakers, Leader of Government Business in the House, Government Chief Whip, Leader of the Opposition and four other members appointed by the Standing Orders Committee taking into account gender and party representation.**

**(2) The Speaker shall be the Chairperson of the House Business Committee and the First Deputy Speaker shall be the Vice Chairperson.**

**(3) The House Business Committee shall determine the Business to be considered by the House.**

**(4) The Committee shall consider other matters referred to it by the House.**

### **Committee on Privileges, Absences and Support Services**

**151. (1) There is hereby established the Committee on Privileges, Absences and Support Services comprising the First Deputy Speaker and nine other members appointed by the Standing Orders Committee.**

**(2) The First Deputy Speaker shall be the chairperson. The committee shall elect a vice chairperson at its first meeting.**

(3) The Committee shall examine every case where a member has been absent for any period from sitting of the House or any sessional committee without permission of the Speaker, or the Chief Whip and report whether the absence should be condoned or circumstances of the case justify that the House should, by resolution, either direct the Speaker to reprimand such member or suspend him or her from the services of the National Assembly for such a period as it may determine.

(4) Whenever a member is absent for any period from the sittings of the House or from the sittings of a committee of the House without obtaining permission, a letter shall be written to the member by the Speaker ordering the member to appear before the Committee.

(5) The Committee shall consider all matters connected with the comfort and convenience of members around and within the precincts of Parliament.

(6) The Committee shall advise the Speaker on matters connected with the policy and administration of the Library, Members' Motel, and Parliament Radio and Television.

(7) The Committee shall be the Privileges Committee of the House and shall consider all matters relating to the privileges of the Members.

#### Parliamentary Reforms and Modernisation Committee

**152. (1) There is hereby established the Parliamentary Reforms and Modernisation Committee comprising the Second Deputy Speaker and nine other members appointed by the Standing Orders Committee.**

**(2) The Second Deputy Speaker shall be the chairperson. The committee shall elect a vice chairperson at its first meeting.**

(3) In addition to any other work placed upon it by the Standing Orders or an Order of the Assembly, the Committee shall examine and propose reforms to the powers, procedures and practices, organization and facilities of the Assembly.

(4) In proposing reforms under paragraph (2), the Committee shall bear in mind the balance of power between the respective constitutional responsibilities, roles of the Assembly and the Government and the duties of other Housekeeping Committees.

(5) The Committee shall have power, when considered necessary, to travel from place to place to solicit information and seek evidence on matters under examination, and shall enjoy the powers, rights, privileges and immunities provided to the Committees of the House by the Standing Orders.

(6) In its reports to the House, the committee may make recommendations on reforms proposed.

**(7) The House Business Committee shall determine the day and time for consideration of the Committee's report by the House.**

**(8) The debate on the report of the Committee shall be held in *camera*.**

#### **(ii) *General Purpose Committees***

### **Public Accounts Committee**

**153. (1) There is hereby established the Public Accounts Committee appointed by the Standing Orders Committee.**

**(2) Notwithstanding Standing Order *one hundred and thirty-one*, the chairperson of the Public Accounts Committee shall not be a member of the political party in government.**

(2) The Public Accounts Committee shall examine the accounts showing the appropriation of sums granted by the Assembly to meet the public expenditure, the Report of the Auditor-General on the accounts and such other accounts.

### **Committee on Delegated Legislation**

**154. (1) There is hereby established the Committee on Delegated Legislation appointed by the Standing Orders Committee.**

(2) In appointing the members of the Committee, the Standing Orders Committee, shall give preference to members who have a legal background and experience.

(3) The Committee shall scrutinise and report to the House whether the powers to make orders, regulations, rules, sub-rules and by-laws delegated by Parliament are being properly exercised by a person or authority within such delegation. As the machinery of delegated legislation is dealt with under the heading "Statutory Instruments" these instruments must-

- (a) be in accordance with the Constitution or statute under which they are made;
- (b) not trespass unduly on personal rights and liberties;
- (c) not make the rights and liberties of citizens depend upon administrative decisions; and
- (d) be concerned only with administrative detail and not amount to substantive legislation which is a matter for parliamentary enactment.



### **Committee on Government Assurances**

**155. (1) There is hereby established the Committee on Government Assurances appointed by the Standing Orders Committee.**

**(2) The Committee shall-**

- (a) scrutinise the assurances, promises and undertakings and other matters related to the foregoing given by Ministers or the Vice President from time to time on the floor of the House;**
- (b) comment on delays in implementation and also the adequacy of the action taken;**
- (c) follow up on the implementation of the resolutions of the House on Private Members' Motions;**
- (d) exercise such other functions that are not covered by paragraphs (a) and (b) as may be allotted to the committee by the speaker, from time to time; and report on-**
  - (i) the extent to which such assurances, promises, undertakings and any other matters related to the foregoing have been implemented; and**
  - (ii) where implemented, whether such implementation has taken place within the minimum time necessary for the purpose.**

### **Budget Committee**

**156. (1) There is hereby established the Budget Committee appointed by the Standing Orders Committee.**

**(2) The Committee shall-**

- (i) examine Estimates of Revenue and Expenditure, including the Supplementary Estimates of Expenditure and Excess Expenditure;**
- (ii) report on economics, improvement in organisation, efficiency for administration reform, consistent with the policy underlying the Estimates, and examine whether the money is well laid out within the limits of policy implied in the Estimates;**

- (iii) study, inquire into and report on matters related to coordination, control and monitoring of the National Budget;**
- (iv) conduct Budget hearings;**
- (v) review Estimates of Revenue and Expenditure and make recommendations to the House;**
- (vi) examine the Medium Term Expenditure Framework and budget policy statements presented to the House;**
- (vii) examine money Bills, including the Excess Appropriation Bills;**
- (viii) examine tax rates and estimates, economic and budgetary policies and programmes with direct budget outlays; and**
- (ix) examine public debt before it is contracted.**

**(iii) Portfolio Committees**

**Establishment of Portfolio Committees**

**157. (1) There is hereby established the following portfolio committees which mirror as much as possible to the structure of Government-**

- (i) Committee on Agriculture, Lands and Natural Resources;**
- (ii) Committee on Media, Information and Communication Technologies;**
- (iii) Committee on Education, Science and Technology;**
- (iv) Committee on Energy, Water Development and Tourism;**
- (v) Committee on Health, Community Development and Social Services;**
- (vi) Committee on Legal Affairs, Human Rights, National Guidance, Gender Matters and Governance;**
- (vii) Committee on Local Government Accounts;**
- (viii) Committee on Local Governance, Housing and Chiefs' Affairs;**
- (ix) Committee on National Economy, Trade and Labour matters;**
- (x) Committee on National Security and Foreign Affairs;**
- (xi) Committee on Parastatal Bodies;**
- (xii) Committee on Cabinet Affairs;**

- (xiii) Committee on Transport, Works and Supply; and**
- (xiv) Committee on Youth, Sport and Child Matters.**

(2) The Committees shall-

- (i) study, report and make the appropriate recommendations to the Government through the House on the mandate, management and operations of the Government ministries, departments and agencies under their portfolio;
- (ii) carry out detailed scrutiny of certain activities being undertaken by the Government ministries, departments and agencies under their portfolio and make appropriate recommendations to the House for ultimate consideration by the Government;
- (iii) make, if considered necessary, recommendations to the Government on the need to review certain policies and certain existing legislation;
- (iv) examine annual reports of Government ministries and departments under their portfolios in the context of the autonomy and efficiency of Government ministries and departments and determine whether the affairs of the said bodies are being managed according to relevant Acts of Parliament, established regulations, rules and general orders;
- (v) exercise powers conferred on them under Article 203 of the Constitution;**
- (vi) consider any Bills that may be referred to them by the House;
- (vii) consider International Agreements and Treaties in accordance with Article 63 of the Constitution;**
- (viii) consider special audit reports referred to them by the Speaker or an order of the House;**
- (ix) where appropriate, hold public hearings on a matter under their consideration; and**
- (x) consider any matter referred to them by the Speaker or an order of the House.**

**(3) Notwithstanding paragraph (1) of this Standing Order, the Standing Orders Committee may establish, abolish or merge committees whenever need arises.**

## **RATIFICATION OF INTERNATIONAL TREATIES**

### **Procedure for ratifying International Agreements and Treaties**

**158. (1) The Vice President shall submit to the Assembly a proposal for approval of an international agreement in accordance with Article 63 of the Constitution.**

**(2) An international agreement presented under paragraph (1) shall be accompanied by an explanatory memorandum showing, in detail, the following information:**

- a) the objectives and subject matter of the international agreement;**
- b) policy considerations;**
- c) the date of entry into force of the international agreement;**
- d) the number of State parties to the international agreement;**
- e) the reasons for Zambia becoming party to the international agreement;**
- f) the advantages and disadvantages of the international agreement to Zambia;**
- g) the obligations which would be imposed on Zambia by the international agreement;**
- h) the ministries that will be responsible for implementing the international agreement;**
- i) recommendations of reservations, if any, where the international agreement provides for reservations;**
- j) the proposed text of any reservations to be entered when signing the international agreement;**
- k) the economic, social, cultural, and environmental effects of the international agreement on Zambia;**
- l) the financial implications of compliance with the international agreement;**
- m) the measures which could or should be adopted to implement the international agreement,**
- n) consistency of the international agreement with the Constitution;**

- o) legislation that may need to be amended or enacted;**
- p) the possibility of any subsequent protocols (or other amendments) to the international agreement, and their likely effects;**
- q) a statement setting out the consultations which have been undertaken or are proposed with the community and interested parties in respect of the international agreement,; and**
- r) whether the international agreement provides for withdrawal or denunciation.**

**(3) Upon being submitted to the Assembly, the international agreement together with the explanatory memorandum shall stand referred to an appropriate committee of the House for examination.**

**(4) In examining an international agreement and the accompanying explanatory memorandum, the committee may invite an expert witness to appear before it.**

#### **Report by committee on international agreement**

**159. The Committee to which an international agreement is referred under paragraph (3) of Standing Order *one hundred and fifty-eight*, shall, within the time determined by the Speaker or the House Business Committee, present a report to the House on the international agreement for approval or otherwise of the House.**

### **PETITIONS**

#### **Right of citizen to petition**

**160. \*(1) A citizen may petition the Assembly to initiate an enactment, amendment or repeal of legislation.**

**(2) A citizen may also petition the Assembly on any subject matter.**

**(3) A citizen who wishes to petition the Assembly under paragraphs (1) and (2), shall deliver or send to the office of the Clerk, during normal working hours, a type-written letter or a completed form in Appendix I to these Standing Orders.**

**(4) The letter under paragraph (3) shall-**

- (a) be addressed to the Speaker;**
- (b) ask the House to take action on a specified subject matter;**
- (c) be signed by the petitioner;**
- (d) be in the English Language; and**
- (e) have the full name of the petitioner, address and a day time telephone number.**

**(5) A petition may be submitted electronically provided it bears an electronic signature.**

#### **Qualification of petition**

**161. (1) The House may not consider a petition under Standing Order one hundred and sixty if-**

- (a) the petition is addressed to a Government Minister or the Vice President ;**
- (b) the subject matter of the petition is pending determination before a court of law;**
- (c) channels for remedial actions have not been exhausted; or**
- (d) a petition is similar to an earlier petition that has already been considered by the House during the term of Parliament.**

**(2) A petition shall be written in a respectful manner and in civil language.**

**Petition to be laid on Table**

**162. (1) On receiving the petition, the Speaker shall, if the Speaker considers the petition qualifies as a parliamentary petition, cause it to be laid on the Table.**

**(2) The petition under paragraph (1) shall, upon being laid on the Table, be referred to an appropriate committee for consideration.**

**Report on Petition laid on Table**

**163. (1) The report of the committee on a petition shall be laid on the Table for debate.**

**(2) The Committee to which a petition is referred for consideration shall inform the petitioner the manner in which the petition is dealt with and the decision of the Assembly on the matter.**

**MISCELLANEOUS**

**Right of a citizen to make comment**

**164. \*(1) A citizen may comment on a deliberation, statement or decision of the Assembly.**

**(2) In making a comment under paragraph (1), a citizen shall ensure that-**

- (a) the comment does not discredit a member of the House;**
- (b) the comment is based on factual and verifiable information;**
- (c) the comment is not in contempt of the House; and**
- (d) they use civil language.**

### **Dress Code**

**165. (1) The official dress for male Members of Parliament shall be a formal suit, a pair of long trousers, a shirt, a tie and jacket, toga or safari suit with long or short sleeves and a scarf or tie.**

**(2) The official dress for female Members of Parliament shall be a formal dress, dress suit or skirt suit, chitenge dress or suit, short or long sleeved and below the knee, or formal executive trouser suit.**

### **Broadcasting of proceedings of House**

**166. (1) The proceedings of the House or its Committees may be broadcast.**

**(2) The provisions of Appendix III shall apply to the broadcasting under this Standing Order.**

### **Use of Electronic device**

**167. (1) A member may use a Tablet in the House.**

**(2) A member who wishes to use a Tablet in the House, shall ensure that the Tablet is switched to silent mode and that the use does not cause disorder or distract other members.**

**(3) Subject to the Rule against reading a speech in the House, a member may make use of a Tablet in debating a motion.**

**(4) A member may not use a Tablet to send or receive messages for use in the proceedings of the House. However, using a Tablet to access parliamentary documents which are relevant to the current business before the House or search for information for use during a debate, is allowed.**

**(5) A member shall not make or receive a telephone call in the chamber.**

### **Admission of Visitors**

**168. (1) The Speaker shall control the admission of visitors to the precincts of the Chamber.**



**(2) A visitor shall be subjected to a security check before entering the place designated for visitors in the Chamber.**

**Power of the Speaker or Chairperson of Committees to exclude Visitors**

**169.** A visitor shall withdraw when called upon to do so by the Speaker or the Chairperson of Committees.

**Member calling attention to presence of Stranger**

**170.** If at any sitting of the House, a member takes notice that a stranger is present in the Chamber, the Speaker, or the Chairperson of Committees, as the case may be, shall order the stranger to withdraw immediately.

**Power to Remove visitor**

**171.** An officer may remove, or cause to be removed, a visitor from any part of the Chamber, having been admitted into any part of the Chamber, misconducts himself or herself or fails to withdraw when visitors are directed to withdraw while the House or a committee of the whole House is sitting.

**Security Screening**

**172.** A Member shall undergo a security check or screening before entering the Chamber.

**Firearms and offensive weapons**

**173.** A Member shall not bring a firearm or an offensive weapon into the Chamber and any such weapon must be deposited with the Sergeant-at-Arms for safe custody before entering the Chamber, and collected at the time of leaving the Chamber.

**Lady Members' handbags**

**174.** A lady Member may be allowed into the Chamber with a small handbag.

**Motion of Censure.**

**\*175. (1) The Assembly may censure a Minister or Provincial Minister where the Members of Parliament are dissatisfied with the conduct or performance of the Minister or Provincial Minister.**

**(2) The proceedings to censure a Minister shall be commenced by a notice of motion, submitted to the Speaker, signed by at least one-third of the members, stating the grounds in support of the motion.**

**(3) The Speaker shall, on receipt of the notice of motion submitted in accordance with clause (2), cause a copy of the notice or motion to be given to the Minister or Provincial Minister.**

**(4) The motion to censure a Minister or Provincial Minister shall not be debated until after the expiry of seven days from the date the notice of motion is submitted to the Speaker.**

**(5) The Minister or Provincial Minister shall be provided with an opportunity to respond in writing to the allegations contained in the motion of censure.**

**(6) The Assembly may pass a vote of censure on a Minister or Provincial Minister by resolution supported by two-thirds of the votes of the Members of Parliament.**

#### **Sale of Publications of the Assembly**

**176.** A publication by the Assembly may be sold to the public at such rates and places as the Speaker may decide.

#### **Reading and Taking of Extracts from Papers Laid on the Table**

**177. (1)** All persons shall be entitled to read and, if they so desire, to take extracts from or copies of all papers laid upon the Table except such papers as are declared confidential to members by the Minister **or the Vice President** when laying them.

**(2)** Papers declared by the Minister **or the Vice President** to be confidential to member may be perused only by members. A member may take such extracts from or copies of them as he desires but shall not divulge the contents of any such paper or extracts.

### **Suspension of Standing Order**

**178.** (1) Any standing order may be suspended upon motion made after notice, except for standing orders which stem from any provision of the Constitution. If it is urgently necessary (of which the Speaker shall be the judge), any such order may be suspended upon motion made without notice.

(2) The suspension of any such order shall be limited in its operation to the particular purpose for which such suspension is sought.

### **Commonwealth Practice and Procedure**

**179.** In a case not provided for in the rules of procedure, or in a case where there is a difference of opinion as to the interpretation of any such rules, the Speaker shall decide, taking into account the customs and usages of the Assembly since its inception and the relevant practices in other Commonwealth Parliaments.

### **Language of Proceedings and Debates**

**180.** The proceedings and debates of the Assembly shall be in the English Language.

### **Power of Speaker to call meeting of Assembly**

**181.** (1) When the House stands adjourned *sine die*, it shall be recalled by the Speaker by means of notice published in the *Gazette*.

(2) Whenever the House stands adjourned to a fixed date and it is determined by the Speaker that the public interest requires that the House should meet at a time earlier or later than that to which the House stands adjourned, the Speaker, if he or she is satisfied that the public interest so requires, may give notice that he or she is so satisfied and thereupon the House shall meet at the time stated in such notice as if it had been dully adjourned to that time.

(3) When notice under paragraph (2) is given that the House will meet at an earlier time, the member in charge of any order of the day that has been appointed for any future day may, subject to the approval of the Speaker, appoint an earlier day and any member who has given notice of motion or a notice of a question for any future day may, subject to the Speaker's approval, bring it forward to an earlier day.

### **Parliamentary and ministerial code of conduct**

**182.** The conduct of Members of Parliament shall be governed by the provisions of the Parliamentary and Ministerial Code of Conduct Act, Cap. 16 of the Laws of Zambia, and other rules or orders of the Assembly.

## **PART II: TRANSITIONAL PROVISIONS**

### **Date Standing Orders come into operation**

**183.** (1) These Standing Orders shall, except as otherwise provided in this Standing Order, come into operation upon the rising of the House on the day when the Assembly adopts the report of the Standing Orders Committee.

**(2) Portfolio committees under Standing Order 157(1)(vii),(xi) and (xii) of these Standing Orders, shall come into operation on 1 January, 2018.**

(3) Upon the coming into operation of these Standing Orders, all business and proceedings pending before the House and all notices previously given shall be set down for such days as the member in charge may appoint and all proceedings on such business and all such notices shall, provided they are regularly taken or given under the standing rules and orders, then in force, be deemed to have been regularly taken or given under these Standing Orders, any contrary provision in these Standing Orders notwithstanding.

### **Revocation of previous Standing Orders**

**184.** Upon the coming into operation of these Standing Orders, the Standing Orders previously in force shall be revoked but without prejudice to anything properly done under those Standing Orders.

**APPENDIX I**

**FORM FOR FILING PETITION IN NATIONAL ASSEMBLY**

**(Standing Order 155(3))**

To the Honourable Mr Speaker

The petition of \_\_\_\_\_

(Please print clearly the full names of principal petitioner)

\_\_\_\_\_

(Please print clearly address and day time telephone number of principal petitioner)

\_\_\_\_\_

(Signature)

and \_\_\_\_\_ others

(Number of signatures)

Respectfully requests:

That \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Ask the House to take some action on the subject matter of the petition)

**APPENDIX II**

**FORM OF REQUEST FOR REPORT ON BILL OR STATUTORY INSTRUMENT**

**STANDING ORDER (105))**

TO: THE HONOURABLE \_\_\_\_\_

(Please insert 'The Speaker' in case of a Bill or the name of the authority having power to make  
the statutory instrument)

We, the undersigned, under the provisions of the Constitution, respectfully request that the  
Honourable Chief Justice be informed of our submission:

that National Assembly Bill No \_\_\_\_\_ of 20 \_\_\_\_\_

or

Statutory Instrument No \_\_\_\_\_ of 20 \_\_\_\_\_

is inconsistent with Article \_\_\_\_\_ of the Constitution .

(30 Signatures to follow here)

## **APPENDIX III**

### **BROADCASTING RULES IN NATIONAL ASSEMBLY**

#### **(STANDING ORDER (161))**

- 1. Unless the House otherwise directs, the proceedings of the House and of Committees shall be broadcast live.**
- 2. Audio and Visual digital footage of the proceedings of the House and of Committees shall be covered by the laws relating to Parliamentary privilege and shall be kept as part of the records of the House.**

#### **Television Broadcasting**

- 3. When broadcasting the proceedings of the House or of Committees on television, the following rules shall apply-**
  - (a) the camera shall focus on the member recognized by the Chair until the member has finished speaking;**
  - (b) group shots and cut-ways may be taken for purposes of showing the reaction of a group of members to an issue on the Floor;**
  - (c) wide-angle shots of the Chamber shall be used during voting and Division and no shot shall be taken so as to show the manner in which a member has voted;**
  - (d) an officer of the House taking an active role in the proceedings may be televised;**
  - (e) the Chair shall be televised whenever he or she rises;**
  - (f) press and public galleries shall not be televised except as part of the wide angle shots; and**
  - (g) no close-up shots of members' papers or reference materials may be shown.**

#### **Radio Broadcasting**

- 5. When broadcasting the proceedings of the House and of Committees on radio, the following rules shall apply-**

- (a) **audio recording shall be restricted to proceedings of the House and of the Committees; and**
- (b) **commentaries during a live broadcast shall be limited to the introduction of a matter under debate and of the member on the Floor.**

#### **Protecting the Dignity of the House**

- 6. (a) **An officer of the Parliamentary Broadcasting Unit shall conduct himself/herself in a professional and impartial manner, giving a balanced, fair and accurate account of proceedings;**
- (b) **Shots designed to embarrass members shall not be televised; and**
- (c) **Recording of the proceedings of the House or Committees shall not be used for purposes of political party advertising, ridicule, commercial sponsorship or any form of publicity.**

#### **EXTERNAL MEDIA HOUSES**

- 7. (a) **In these Rules 'external media house' means any media house other than the Parliamentary Broadcasting Unit.**
- (b) **An external media house or person may not broadcast proceedings of the House or Committees except as received from the broadcast feed provided by the Parliamentary Broadcasting Unit or with the permission of the Speaker.**
- (c) **A media house that receives a broadcast feed from the Parliamentary Broadcasting Unit shall broadcast it without any manipulation or distortion.**
- (d) **A camera, recording or broadcasting equipment shall not be allowed in the House or Committees without authorization.**
- (e) **Accredited Journalists shall be allowed access to designated areas for purposes of following the proceedings and taking notes and any Journalist so allowed shall observe the Standing Orders and these rules.**

#### **BREACH OF BROADCASTING RULES**

- 8. **A person who fails to comply with these rules shall be liable to such penalty as the House may consider appropriate.**



9. **These rules shall apply for the broadcasting of Parliamentary proceedings in the House, in Committees and, with necessary modifications, in other Parliamentary proceedings or events.**

**APPENDIX IV**

**OATH OF ALLEGIANCE/ AFFIRMATION**

**(STANDING ORDER (8)(2)-(3))**

**I.....do swear/affirm that  
I will be faithful and bear true allegiance to the Presidency of the Republic of Zambia, and  
that I will preserve, protect and defend the Constitution of Zambia, as by law established.**

**So help me God**

.....

**Sworn at Lusaka this.....day of .....20.....**

**Before me:**

.....

**Speaker**

**APPENDIX V**

**DECLARATION OF THE RESULT OF THE POLL- ELECTION OF SPEAKER AND  
DEPUTY SPEAKERS**

**(STANDING ORDERS (5) AND (6) )**

**I....., Clerk of the National Assembly, being the Returning Officer for the election of Speaker, First Deputy Speaker/Second Deputy Speaker\*, do hereby declare that I have, in accordance with the law, ascertained the results of the poll for the position of Speaker as follows:**

**1..... Votes**

**2..... Votes**

**3..... Votes**

**I have rejected..... Votes.**

**I, therefore, declare that..... has been duly elected as Speaker/First Deputy Speaker/Second Deputy Speaker.**

**Dated this.....day of ..... 20.....**

**\*delete inapplicable position**