



**Standing Orders
of the
Legislative Assembly
of Alberta**

Effective May 8, 2018

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Standing Orders and Forms of Proceedings of the Legislative Assembly of Alberta

Application of Standing Orders

1 The proceedings in the Legislative Assembly of Alberta and in all committees of the Assembly shall be conducted according to the following Standing Orders.

Procedure in unprovided cases

2 In all contingencies unprovided for, the question shall be decided by the Speaker and, in making a ruling, the Speaker shall base any decision on the usages and precedents of the Assembly and on parliamentary tradition.

Chapter 1

Sittings of the Assembly

Sitting times and sessional calendar

3(1) Subject to suborder (1.1) and unless otherwise ordered, the sitting hours of the Assembly shall be as follows:

- Monday: 1:30 – 6 p.m.
- Tuesday: 10 a.m. – noon, 1:30 – 6 p.m.
- Wednesday: 9 a.m. – noon, 1:30 – 6 p.m.
- Thursday: 9 a.m. – noon, 1:30 – 4:30 p.m.

(1.1) From the first day of main estimates consideration by the Legislative Policy Committees until the day for the vote on the main estimates in Committee of Supply, the Assembly shall not meet in the morning from 9 a.m. – noon.

(2) If at the time of meeting there is no quorum, the Speaker may take the chair and adjourn.

(3) The Assembly shall not meet on

- (a) New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Alberta Heritage Day, Labour Day, Remembrance Day, Thanksgiving Day, Christmas Day, Alberta Family Day,
- (b) December 26, or when that date falls on a Saturday, Sunday or Monday, then either December 27 or 28, as the case may be.

(4) Unless otherwise ordered, the Assembly shall meet each year

- (a) for the Spring Sitting commencing on the second Tuesday in February and concluding no later than the first Thursday in June; and
- (b) for the Fall Sitting commencing on the last Monday of October and concluding no later than the first Thursday in December.

(5) On or before January 15 each year, and following consultation with the Opposition House Leaders, the Government House Leader shall file with the Clerk a calendar that indicates the days on which the Assembly shall sit and which weeks will be constituency weeks when the Assembly will stand adjourned.

(6) There shall be one constituency week for every 3 sitting weeks unless varied by the calendar provided for under suborder (5).

(7) As soon as possible after January 15 each year, the Clerk shall publish the calendar provided for under suborder (5).

(8) Nothing in this Standing Order precludes the Government from advising the Speaker that the public interest requires the Assembly to meet on a certain date, and the Speaker shall give notice that the Assembly shall meet at that time to transact its business as if it had been duly adjourned to that time.

(9) The Spring or Fall Sitting of the Assembly may be shortened or extended by passage of a motion which shall be decided without debate or amendment.

Night sittings and adjournment

4(1) Upon passage of a Government motion, which may be made upon one day's notice and is not subject to debate, the Assembly may meet on Monday, Tuesday or Wednesday evening commencing at 7:30 p.m.

(2) When there is no evening sitting, at 6 p.m. on Monday, Tuesday and Wednesday or at 4:30 p.m. on Thursday, the Speaker adjourns the Assembly until the next sitting day.

(2.1) When there is a morning sitting, at noon the Speaker adjourns the Assembly until 1:30 p.m.

(3) If the Assembly is in Committee of the Whole 5 minutes before the adjournment time in suborder (2) or (2.1), the Chair shall interrupt the proceedings and call on the Committee to rise and report without question put.

(4) When there is to be an evening sitting and the Assembly is in Committee of the Whole at 6 p.m., the Chair leaves the chair until 7:30 p.m.

Quorum

5(1) The presence of at least 20 Members of the Legislative Assembly is necessary to constitute a meeting of the Legislative Assembly for the exercise of its powers, and in counting the number of those present, the Speaker, if present, shall be included.

(2) If, during a sitting of the Assembly, a question of quorum arises, the division bells shall be sounded for one minute and if a quorum is then not present, the Speaker may declare a recess or adjourn the Assembly until the next sitting day.

(3) Whenever the Speaker adjourns the Assembly for want of a quorum, the time of the adjournment and the names of the Members then present shall be inserted in the Votes and Proceedings.

Prayers

6 The Speaker shall offer prayers every day at the meeting of the Assembly before any business is entered into.

Daily routine

7(1) The ordinary daily routine business in the Assembly shall commence at 1:30 p.m. and shall be as follows:

O Canada (First sitting day of each week)

Introduction of Visitors

Introduction of Guests

Ministerial Statements

At 1:50 p.m., Oral Question Period, not exceeding 50 minutes

Members' Statements

Presenting Reports by Standing and

Special Committees

Presenting Petitions

Notices of Motions

Introduction of Bills

Tabling Returns and Reports

Tablings to the Clerk

(1.1) At 1:50 p.m., the Assembly shall proceed to Oral Question Period with the balance of the daily routine to follow.

(1.2) If the items in the daily routine are completed prior to 1:50 p.m. the Assembly shall proceed to Oral Question Period, and any matters outstanding shall be taken up prior to the calling of Orders of the Day.

(2) When Introduction of Visitors is called, brief introductions may be made, with the prior permission of the Speaker, of visiting parliamentarians, diplomats, officials and others who are to be specially recognized.

(3) When Introduction of Guests is called, brief introductions may be made of groups of schoolchildren and, with the prior permission of the Speaker, of other visitors in the galleries.

(4) When Members' Statements is called, up to 6 Members other than members of the Executive Council may make a statement, each statement to be no more than 2 minutes in duration.

(5) Members' Statements shall be allocated in proportion to the number of Members other than members of the Executive Council in each party represented in the Assembly or as agreed to by House Leaders or, failing agreement, as determined by the Speaker.

(6) *Struck out March 5, 2013.*

(7) The items in the ordinary daily routine will be deemed to be concluded at 3 p.m. and the Speaker shall notify the Assembly unless notice has been provided under suborder (8).

(8) The Government House Leader, or member of the Executive Council acting on the Government House Leader's behalf, may provide notice to the Assembly prior to 3 p.m. on that day that the daily routine shall continue beyond 3 p.m.

Order of business

8(1) On Monday afternoon, after the daily routine, the order of business for consideration of the Assembly shall be as follows:

Written Questions

Motions for Returns

Public Bills and Orders other than

Government Bills and Orders

At 5 p.m.: Motions other than Government Motions.

(2) During morning sittings and on Tuesday, Wednesday and Thursday afternoons, the order of business for consideration of the Assembly shall be as follows:

Government Motions

Government Bills and Orders
Private Bills

- (2.1) On Thursday afternoon no later than the time of adjournment, the Government House Leader shall provide notice to the Clerk of projected Government business to be brought before the Assembly in the next week, which shall be published in the Order Paper for the next sitting day.
- (3) A motion other than a Government motion, once called, shall be considered until the motion has been given 55 minutes of debate and 5 minutes for the mover of the motion to close debate, unless the motion is voted on sooner, at which time all questions that must be decided in order to conclude debate on the motion shall be decided immediately.
- (4) Before the mover closes debate on a motion under suborder (3), a Member may move a motion, not subject to debate or amendment, that provides for the motion under consideration to be moved to the bottom of that item of business on the Order Paper.
- (5) Only one motion other than a Government motion shall be considered on Monday afternoon.
- (6) If the Assembly is in Committee of the Whole on Monday afternoon at 4:55 p.m., the Chair shall interrupt and the Committee shall immediately rise and report without question put.
- (7) (a) A public Bill other than a Government Bill retains its place on the Order Paper until the Bill has been given
- (i) 115 minutes of debate on the motion for second reading and 5 minutes for the mover of the Bill to close debate,
 - (ii) 120 minutes of debate in Committee of the Whole, and
 - (iii) 55 minutes of debate on the motion for third reading and 5 minutes for the mover of the Bill to close debate, unless the relevant motion is voted on sooner.
- (b) Once the time limits specified in this suborder are reached, all questions that must be decided in order

to conclude debate on the motion shall be decided immediately.

- (c) A public Bill other than a Government Bill shall be called in Committee of the Whole within 8 sitting days of the day the Bill receives second reading unless the Bill has been referred to a standing or special committee, in which case the Bill shall be called within 8 sitting days of the day on which the standing or special committee reports.
- (d) A public Bill other than a Government Bill shall be moved for third reading by the Member who introduced the Bill, such motion to be made no more than 4 sitting days after the Bill is reported by Committee of the Whole.

(8) Before the mover of a motion for second or third reading of a Public Bill other than a Government Bill closes debate, or the time limit is reached for consideration at Committee of the Whole under suborder (7)(a)(ii), a Member may move a motion, not subject to debate or amendment, that the votes necessary to conclude consideration at that stage be postponed for 10 sitting days or the first opportunity after that for the consideration of the Bill, unless there are other Bills awaiting consideration at that stage in which case the Bill will be called after the Bills at that stage have been considered.

Precedence of business

9(1) All items standing on the Order Paper, except Government Bills and Orders, shall be taken up according to the precedence assigned to each on the Order Paper.

(2) Whenever Government business has precedence, Government Bills and Orders may be called in the sequence the Government thinks fit.

Member attendance

10 Every Member is bound to attend the service of the Assembly unless notification has been given to the Speaker in accordance with the rules of the Assembly.

Chapter 2

Role of the Speaker

Privilege

Election, debate and voting

11(1) The Speaker shall be elected according to the procedure set out in Schedule A.

(2) The Speaker shall not take part in any debate before the Assembly.

(3) In case of an equality of voices, the Speaker gives a casting vote, and any reasons stated by the Speaker are entered in the Votes and Proceedings.

Absence of the Speaker

12(1) If the Speaker is absent or unable to act, the Deputy Speaker shall take the chair until the end of that sitting day or until the Speaker returns, whichever occurs first.

(2) If the Speaker and the Deputy Speaker are absent or unable to act, the Deputy Chair of Committees shall take the chair until the end of that sitting day or until the Speaker or the Deputy Speaker returns, whichever occurs first.

(3) If, when the Assembly convenes or reconvenes, the Speaker, the Deputy Speaker and the Deputy Chair of Committees are all absent or unable to act, the Clerk shall so advise the Assembly and the Assembly may elect one of its Members to take the chair and preside over the proceedings of the Assembly until the end of that sitting day or until the Speaker, Deputy Speaker or Deputy Chair of Committees returns, whichever occurs first.

(4) If the Speaker finds it necessary to leave the chair during a sitting of the Assembly, the Speaker may call on the Deputy Speaker or the Deputy Chair of Committees or, in their absence, on any Member of the Assembly, to take the chair and preside over the proceedings of the Assembly for the remainder of that sitting day or until the Speaker returns, whichever occurs first.

(5) A reference to the Speaker in these Standing Orders includes any Member acting as Speaker pursuant to Standing Orders.

Order and decorum

13(1) The Speaker shall preserve order and decorum and decide questions of order.

(2) The Speaker shall explain the reasons for any decision on the request of a Member.

(3) When the Speaker is putting a question, no person shall walk out of or across the Assembly or make any noise or disturbance.

(4) When a Member is speaking, no person shall

(a) pass between that Member and the chair, or

(b) interrupt that Member, except to raise a point of order.

(5) No person shall pass between the chair and the Table, nor between the chair and the Mace.

(6) When the Assembly adjourns, the Members must keep their places until the Speaker has left the chair.

Withdrawal and custody of strangers

14(1) For the purposes of this Standing Order, a stranger does not include an infant being cared for by a Member.

(1.1) If any Member takes notice that strangers are present in the Assembly, the Speaker or the Chair, as the case may be, shall immediately put the question that strangers be ordered to withdraw, without permitting any debate or amendments.

(2) The Speaker or the Chair may, whenever they think proper, order the withdrawal of strangers from the Assembly or the galleries.

(3) Any stranger admitted into any part of the Assembly or galleries who does not withdraw when directed to do so, while the Assembly or any committee is sitting, shall be taken into custody by the Sergeant-at-Arms or anyone acting under the authority of the Speaker or the Chair, as the case may be.

(4) No person taken into custody shall be discharged except by order of the Assembly or the committee, as the case may be.

Privilege

15(1) A breach of the rights of the Assembly or of the parliamentary rights of any Member constitutes a question of privilege.

(2) A Member wishing to raise a question of privilege shall give written notice containing a brief statement of the question to the Speaker and, if practicable, to any person whose conduct may be called into question, at least 2 hours before the opening of the afternoon sitting and, before the Orders of the Day are called, shall call attention to the alleged breach of privilege and give a brief statement of the nature of the matter addressed in the complaint.

(3) If the Speaker is of the opinion that the matter may not be fairly dealt with at that time, the Speaker may defer debate on the matter to a time when he or she determines it may be fairly dealt with.

(4) If the Member whose conduct is called into question is not present, the matter shall be deferred to the next day that the Member is present unless the Speaker rules that, in the circumstances, the matter may be dealt with in the Member's absence.

(5) A Member may always raise a question of privilege in the Assembly immediately after the words are uttered or the events occur that give rise to the question, in which case the written notice required under suborder (2) is not required.

(6) The Speaker may allow such debate as he or she thinks appropriate in order to determine whether a prima facie case of breach of privilege has taken place and whether the matter is being raised at the earliest opportunity, and if the Speaker so rules, any Member may give notice no later than the

conclusion of the next sitting day of a motion to deal with the matter further.

(7) If the Speaker rules that there is no prima facie case of privilege or that the matter has not been raised at the earliest opportunity, there are no further proceedings on the matter.

(8) If a motion is made pursuant to suborder (6) touching on the conduct of any Member's election or a Member's right to hold a seat, that Member may make a statement and then must withdraw during the time the matter is in debate.

(9) Unless otherwise directed by the Assembly, it is not a breach of privilege for a member of a committee to discuss, in confidence, with other Members of the Assembly, matters that are under consideration by the committee.

Chapter 3

Debate

Member wanting to speak

16 Every Member desiring to speak is to rise in his or her place and address the Speaker.

Members rising to speak

17 When 2 or more Members rise to speak, the Speaker calls on the Member who, in the Speaker's opinion, first rose in his or her place.

Debatable motions

- 18(1)** Motions that are debatable include every motion
- (a) standing on the Order Paper, except a motion for the Assembly to go into committee at a later date;
 - (b) for the receipt of a report or concurrence in a report, or both, that has been tabled in the Assembly, except a report from the Committee of Supply or Committee of the Whole;
 - (c) for the previous question;
 - (d) for the second reading of a Bill;
 - (e) for the third reading of a Bill;
 - (f) for the adjournment of the ordinary business of the Assembly when made for the purpose of discussing a matter of urgent public importance;
 - (g) for the adoption in Committee of the Whole or Committee of Supply of the resolution, clause, section, preamble or title under consideration;
 - (h) for the appointment of a committee;
 - (i) to refer;
 - (j) for the suspension or amendment of any Standing Order;
 - (k) with regard to an alleged breach of privilege;
 - (l) for a written question or motion for a return that has not been accepted or to which amendments have been proposed;
 - (m) made on routine proceedings that may be required for

- (i) the observance of the proprieties of the Assembly and maintenance of its authority;
 - (ii) the appointment or conduct of its officers;
 - (iii) the management of its business;
 - (iv) the correctness of its records.
- (2) Except as noted in these Standing Orders, all other motions, including adjournment motions, shall be decided without debate or amendment.
- (3) In this Standing Order, “adjournment motion” includes daily adjournment motions and any motion to adjourn the proceedings of the Assembly for a specified or unspecified period.

Throne speech debate

19(1) Notwithstanding any other rules of debate, the proceedings on the debate on the motion for an address in reply to the Lieutenant Governor’s speech shall be as follows:

- (a) on the 5th sitting day after the day the motion was moved, if a subamendment is under consideration, at 5:15 p.m., the Speaker shall interrupt the proceedings and immediately put the question on the subamendment;
 - (b) on the 8th sitting day after the day the motion was moved, if an amendment is under consideration, at 5:15 p.m., the Speaker shall interrupt the proceedings and immediately put every question necessary to dispose of all amendments;
 - (c) on the 10th sitting day after the day the motion was moved, at 5:15 p.m., unless the debate is previously concluded, the Speaker shall put every question necessary to dispose of the motion.
- (2) Not more than one amendment to the original motion and not more than one amendment to the amendment may be introduced during the debate on the reply to the Speech from the Throne.

Debate on amendment

20(1) In a debate on a motion, if a Member moves an amendment, that Member may only speak to the amendment and the main question in one speech.

(2) A Member, other than the mover, speaking to the amendment must confine debate to the subject of the amendment.

Time allocation

21(1) A member of the Executive Council may, on at least one day's notice, propose a motion for the purpose of allotting a specified number of hours for consideration and disposal of proceedings on a Government motion or a Government Bill and the motion shall not be subject to debate or amendment except as provided in suborder (3).

(2) A motion under suborder (1)

(a) that applies to a Government Bill shall only refer to one stage of consideration for the Bill,

(b) shall only apply when the Bill or motion that is the subject of the time allocation motion has already been debated in the Assembly or been considered in Committee of the Whole.

(3) A member of the Executive Council may outline the reasons for the motion under suborder (1) and a Member of the Official Opposition may respond but neither speech may exceed 5 minutes.

Point of order

22(1) A Member speaking shall, if called to order by the Speaker or if a point of order or privilege is raised by another Member, sit down while the point is being stated, after which the Member may respond to the point raised.

(2) The Speaker may permit debate on the point of order or privilege before rendering a decision but the debate must be strictly relevant to the point of order or privilege raised.

Member called to order

23 A Member will be called to order by the Speaker if, in the Speaker's opinion, that Member

- (a) speaks twice to a question, except in the case of a mover concluding debate or explaining a material part of a speech where that Member may have been misunderstood, in which case the Member may not introduce a new matter;
- (b) speaks to matters other than
 - (i) the question under discussion,
 - (ii) a motion or amendment the Member intends to move, or
 - (iii) a point of order or question of privilege;
- (c) persists in needless repetition or raises matters that have been decided during the current session;
- (d) refers at length to debates of the current session or reads unnecessarily from *Hansard* or from any other document, but a Member may quote relevant passages for the purposes of a complaint about something said or of a reply to an alleged misrepresentation;
- (e) anticipates, contrary to good parliamentary practice, any matter already on the Order Paper or on notice for consideration on that day;
- (f) debates any previous vote of the Assembly unless it is that Member's intention to move that it be rescinded;
- (g) refers to any matter pending in a court or before a judge for judicial determination
 - (i) of a criminal nature from the time charges have been laid until passing of sentence, including any appeals and the expiry of appeal periods from the time of judgment, or
 - (ii) of a civil nature that has been set down for a trial or notice of motion filed, as in an injunction proceeding, until judgment or from the date of filing a notice of appeal until judgment by an appellate court, where there is probability of prejudice to any party but where there is any doubt as to prejudice, the rule should be in favour of the debate;
- (h) makes allegations against another Member;

- (i) imputes false or unavowed motives to another Member;
- (j) uses abusive or insulting language of a nature likely to create disorder;
- (k) speaks disrespectfully of Her Majesty or of any other member of the Royal Family;
- (l) introduces any matter in debate that offends the practices and precedents of the Assembly.

Naming a Member

24(1) If a Member, on being called to order for an offence, persists in the offence or refuses to follow the Speaker's directions in the matter, the Speaker shall name the Member to the Assembly.

(2) When a Member has been named by the Speaker and if the offence is a minor one, the Speaker may order the Member to withdraw for the balance of the day's sitting, but if the matter appears to the Speaker to be of a more serious nature, the Speaker shall put the question on motion being made, no amendment, adjournment or debate being allowed, "that the Member be suspended from the service of the Assembly", for any time stated in the motion, not to exceed 2 weeks.

(3) When a Member is named by the Chair in committee,

- (a) if the Assembly is then sitting, the Chair shall immediately suspend the proceedings of the committee and report the circumstances to the Assembly, or
- (b) if the Assembly is not then sitting, the Chair shall adjourn the matter until the circumstances can be reported to the Assembly and the committee may continue the proceedings.

(4) When the Chair reports the circumstances to the Assembly, the Speaker shall then proceed according to suborder (2), as if the offence had been committed in the Assembly itself.

(5) If any Member suspended from the service of the Assembly refuses to obey the direction of the Speaker when summoned under the Speaker's order by the Sergeant-at-

Arms, the Speaker shall call to the attention of the Assembly that force is necessary to compel obedience and any Member named by the Speaker as having refused to obey his or her direction is, without any further question put, suspended from the service of the Assembly during the remainder of the session.

Closing debate

25(1) A reply is allowed to a Member who has moved

- (a) a substantive motion, or
- (b) that a Bill be read for the second or third time, and the Speaker shall in each case inform the Assembly that the reply of the mover will close debate.

(2) Except as otherwise provided in this Standing Order, no reply is allowed the mover of an amendment or a superseding motion.

(3) When the mover of a substantive motion or Bill is someone other than the sponsor, a later speech by either Member will close debate.

Question not printed

26 When the question under discussion does not appear on the Order Paper or has not been printed and distributed, any Member may require it to be read at any time during the debate, but not so as to interrupt a Member while speaking.

Orders of the Day

27 A motion for reading the Orders of the Day shall have precedence over any motion before the Assembly.

Motion to adjourn

28 A motion to adjourn, except when made for the purpose of discussing a matter of urgent public importance, is always in order, but no second motion to the same effect shall be made until after some intermediate proceeding has taken place.

Time limits on debate

29(1) Time limits on speaking in debate in the Assembly on Government motions, Government Bills and orders and private Bills shall be as follows:

- (a)
 - (i) the Premier,
 - (ii) the Leader of the Official Opposition, and
 - (iii) the mover on the occasion of the Budget Addressshall be limited to 90 minutes' speaking time;
 - (b) the mover in debate on a resolution or on a Bill shall be limited to 20 minutes' speaking time in opening debate and 15 minutes in closing debate;
 - (c) the Member who speaks immediately following the mover in debate on a resolution or on a Bill shall be limited to 20 minutes;
 - (d) except as provided in clauses (a) to (c), no Member shall speak for longer than 15 minutes in debate.
- (2)(a) Subject to clause (b), following each speech on the items in debate referred to in suborder (1), a period not exceeding 5 minutes shall be made available, if required, to allow Members to ask questions and comment briefly on matters relevant to the speech and to allow responses to each Member's questions and comments;
- (b) the 5 minute question and comment period referred to in clause (a) is not available following the speech from the mover of the resolution or the Bill in opening or closing debate, or the Member who speaks immediately after the mover.
- (3) Time limits on speaking in debate on motions other than Government motions, public Bills and orders other than Government Bills and orders, written questions and motions for returns shall be as follows:
- (a) the Premier and the Leader of the Official Opposition shall be limited to 20 minutes' speaking time;
 - (b) the mover in debate of a resolution or a Bill shall be limited to 10 minutes' speaking time and 5 minutes to close debate;
 - (c) all other Members shall be limited to 10 minutes' speaking time in debate.

Urgent public importance

30(1) After the daily routine and before the Orders of the Day, any Member may request leave to move to adjourn the ordinary business of the Assembly to discuss a matter of urgent public importance when written notice has been given to the Speaker at least 2 hours prior to the afternoon sitting of the Assembly.

(2) The Member may briefly state the arguments in favour of the request for leave and the Speaker may allow such debate as he or she considers relevant to the question of urgency of debate and shall then rule on whether or not the request for leave is in order.

(3) If the Speaker rules in favour of the motion, he or she shall put the question, “shall the debate on the urgent matter proceed?” to a vote of the Assembly.

(4) If objection is taken to the question, “shall the debate on the urgent matter proceed?” the Speaker shall request those Members who support the motion to rise in their places, and

- (a) if 15 or more Members rise accordingly, the debate proceeds and the Speaker shall call on the Member who asked for leave; or
- (b) if fewer than 15 but not fewer than 5 Members rise in their places, the question whether the Member has leave to move adjournment of the ordinary business of the Assembly shall be put immediately, without debate, and determined, if necessary, by division.

(5) If the Assembly determines to set aside the ordinary business of the Assembly to discuss the matter of urgent public importance, each Member who wishes to speak in the discussion is limited to 10 minutes, and the debate will conclude

- (a) when all Members who wish to take part have spoken, or
- (b) at the normal hour of adjournment in the afternoon on that day, whichever is first.

(6) An emergency debate does not entail any decision of the Assembly.

(7) A motion under this Standing Order is subject to the following conditions:

- (a) the matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
- (b) not more than one such motion may be proceeded with on the same day;
- (c) not more than one matter may be discussed on the same motion;
- (d) the motion must not revive discussion on a matter that has been discussed in the same session pursuant to this Standing Order;
- (e) the motion must not be based on a question of privilege;
- (f) the discussion under the motion must not raise a question that, according to the Standing Orders, can only be debated on a motion on notice.

Voting in Assembly

31 Questions arising in the Assembly shall be decided by a majority of the votes cast.

Division

32(1) A division may be called for by 3 Members rising.

(2) When a division is called, the division bells shall be sounded at the beginning and for the last minute of a 15-minute interval.

(3) Subject to suborder (3.01) and (3.1), a Member may, after at least one division has been called in Committee of the Whole or Committee of Supply, request unanimous consent for the interval between division bells on any subsequent division during that morning, afternoon or evening sitting, as the case may be, to be reduced to one minute.

(3.01) After the first division is called in Committee of the Whole during consideration of a Bill, the interval between division bells on all subsequent divisions relating to that Bill shall be reduced to one minute for the remainder of Committee of the Whole consideration for that morning, afternoon or evening sitting, as the case may be.

(3.1) After the first division is called in Committee of Supply during the vote on the main estimates under Standing Order 59.03, the interval between division bells shall be reduced to one minute for any subsequent division.

(4) When Members have been called in preparatory to a division, no further debate is to be permitted.

(5) Every Member remaining in the Chamber must vote on the question being put.

(6) The Clerk shall record the ayes and the noes and announce to the Speaker the number of votes cast for and against the motion.

(7) The ayes and noes shall be entered in the Votes and Proceedings.

Pecuniary interest

33(1) No Member is entitled to vote on any question in which the Member has a direct pecuniary interest, and the vote of any Member so interested will be disallowed.

(2) If a Member has a direct pecuniary interest in a matter to be voted on, the Member shall declare the interest to the Assembly and leave the Chamber before the vote is taken.

Chapter 4

Questions, Notices and Orders

Written Questions and Motions for Returns

34(1) Written questions and motions for returns may be placed on the Order Paper seeking information from members of the Executive Council relating to public affairs, and such questions or motions are debatable.

(2) A written question or motion for a return shall be accepted or rejected within 15 sitting days of its appearing on the Order Paper.

(3) On Thursday, the Government House Leader shall give the Assembly notice of any written questions or motions for returns that will be accepted or otherwise dealt with on the following Monday.

(3.1) On Monday afternoon, written questions and motions for returns are deemed to stand and retain their places except those for which notice has been given under suborder (3) or those which are otherwise due for consideration.

(3.2) The Clerk shall read the number, text and name of the sponsor of any written question or motion for return of which notice of acceptance has been given pursuant to suborder (3) when this item of business is called.

(4) Amendments to written questions and motions for returns must

- (a) be approved by Parliamentary Counsel on the Wednesday preceding the day the amendment is to be moved, and
- (b) be provided to the mover of the written question or motion for a return no later than 11 a.m. on the day the amendment is to be moved.

(5) When a written question or a motion for a return is accepted, the member of the Executive Council or Member to whom the question is addressed must file the answer with the Assembly within 30 sitting days of its being accepted.

(6) The Clerk of the Assembly shall record the acceptance, rejection, order to stand, or filing of an answer, as the case may be, in Votes and Proceedings.

Question to stand as notice

35 If, in the opinion of the Speaker, a question on the Order Paper is of such a nature as to require a lengthy reply, he may direct the same to stand as a notice of motion and the Clerk shall be authorized to amend the same as to matters of form.

Question made an order for a return

36 If a question is of such a nature that in the opinion of the Minister who is to furnish the reply, such reply should be in the form of a return, and the Minister states that there is no objection to laying such return upon the Table of the Assembly, the Minister's statement shall, unless otherwise ordered by the Assembly, be deemed an Order of the Assembly to that effect and shall be entered in the Votes and Proceedings as such.

Copies of documents tabled

37(1) Five copies must be tabled of a return, report or other paper required to be laid before the Assembly in accordance with an Act or with any resolution or Standing Order of the Assembly, one copy of which shall be placed in the records of the Assembly and 2 in the Legislature Library, one to the Official Opposition, and one to *Hansard*.

(2) In addition to the copies required under suborder (1),

- (a) 2 copies must be tabled of responses to written questions and returns ordered by the Assembly for distribution to the Member who asked the question or moved the motion for return and the Leader of the Official Opposition, and
- (b) a sufficient number of additional copies must also be tabled for distribution to the leader of any other party or group in opposition.

(3) Five copies must be tabled of documents presented voluntarily by a Member to the Assembly for placement in the records of the Assembly and the Legislature Library.

(4) For the purposes of this Standing Order and Standing Order 38, a tabling must be in paper form.

Tablings to the Clerk

38(1) Documents may be tabled by providing the required number of copies to the Clerk before 11 a.m. any day the Assembly sits.

(2) When the Clerk receives a tabling under suborder (1) that is in order, the Clerk shall read the title of the tabling when Tablings to the Clerk is called in the daily routine.

Intersessional deposits

38.1(1) If the Assembly stands adjourned for a period of more than 14 days, any return, report or other periodic statement that is to be laid before the Assembly in accordance with an Act or any resolution or Standing Order of the Assembly may be deposited with the Clerk (with the required number of copies) and such return, report or other periodic statement is deemed to have been laid before the Assembly on the day on which it is deposited.

(2) The Clerk shall publish a list of documents deposited under this Standing Order at least once every 4 weeks during a period of adjournment.

(3) A record of documents deposited under this Standing Order shall be entered in the Votes and Proceedings on the next sessional day.

Notice required

39(1) One day's notice shall be given

- (a) of a motion for leave to present a resolution or address;
- (b) for the appointment of any committee;
- (c) for placing a question on the Order Paper; and
- (d) for the introduction of a Bill.

(2) A written notice under this Standing Order shall be laid on the Table no later than the adjournment time in the afternoon and shall be entered on the Order Paper of the following day.

(3) This Standing Order does not apply to ordinary motions respecting times of meeting of the Assembly or to ordinary motions for adjournment of the Assembly.

(4) In the period prior to the first session of a Legislature, during a prorogation or when the Assembly stands adjourned,

and the Government has represented to the Speaker that any measure should have immediate consideration by the Assembly, the Speaker shall cause a notice of the measure to be published in a special Order Paper which shall be circulated prior to the opening or resumption of a session.

(5) The publication and circulation of the notice under suborder (4) is deemed to meet the requirements of suborders (1) and (2).

Two notices of motions

40 A Member may have no more than 2 notices of motions other than Government motions in his or her name on the Order Paper at the same time.

Private Members' motions

41(1) The sequence of motions other than Government motions shall be determined by a random draw of names of Members who have submitted written notice to the Clerk no later than 3 days prior to the date of the draw.

(2) The draw referred to in suborder (1) shall be held on a date set by the Speaker.

(3) Prior to a motion other than a Government motion being moved, Members may switch the positions in accordance with the guidelines prescribed by the Speaker.

(4) A Member who has a motion other than a Government motion on the Order Paper may, subject to the Speaker's approval, amend the motion before it is moved in the Assembly.

(5) Notice of the amended motion must appear on the Order Paper not fewer than 4 sitting days before the motion is moved.

(6) A Member who has a motion other than a Government motion on the Order Paper may, on providing 4 sitting days' notice, withdraw the motion before it is to be moved in the Assembly.

(7) When a motion is withdrawn under suborder (6), the Order Paper shall indicate "withdrawn" next to the motion number.

Waiving of notice

42(1) A motion may, in case of urgent and pressing necessity previously explained by the mover, be made by unanimous consent of the Assembly without notice having been given under Standing Order 39.

(2) If the Assembly grants unanimous consent to proceed with the motion, each Member who wishes to speak in the debate shall be limited to 20 minutes, and the debate shall conclude

- (a) when all Members who wish to take part have spoken and the question is put, or
- (b) at the normal hour of adjournment in the afternoon on that day, at which time the Speaker shall put every question necessary to dispose of the matter.

Motions receivable during debate

43 When a motion is under debate, no motion may be received except

- (a) to amend it;
- (b) to refer it;
- (c) to postpone it to a certain day;
- (d) for the previous question;
- (e) to read the Orders of the Day;
- (f) to proceed to another order;
- (g) to adjourn the debate; or
- (h) to adjourn the Assembly.

Motions in writing

44 A substantive motion or any amendment shall be in writing before being debated or put by the Chair and shall not have a preamble.

Questions, motions and orders

45(1) A written question that is not accepted or a motion that is defeated shall be removed from the Order Paper.

(2) A written question or a motion may, by order made without debate, be allowed to stand and retain its place on the Order Paper.

(3) A written question or a motion that is not dealt with or ordered to stand shall retain its place on the Order Paper.

(4) A motion other than a Government motion or a public Bill and order other than a Government Bill and order not proceeded with when called shall be dropped and placed on the Order Paper for the next sitting day after those items of the same class at a similar stage, unless the Assembly, by order made without debate, allows it to stand and retain its place on the Order Paper.

Undisposed of orders

46 All orders not disposed of at the adjournment of the Assembly shall be postponed until the next sitting day without a motion to that effect.

Withdrawal of motion

47(1) Except as provided in Standing Order 41, a Member may withdraw his or her motion by providing the Clerk with written notice at any time prior to its being moved.

(2) A Member who has made a motion may withdraw it only with the unanimous consent of the Assembly.

Motion out of order

48 Whenever the Speaker is of the opinion that a motion offered to the Assembly is contrary to the Standing Orders or privileges of the Assembly, he or she shall apprise the Member or the Assembly, as the case may be, at the earliest opportunity and shall cite the Standing Order or authority applicable to the case.

Previous question

49(1) The previous question, until it is decided, shall preclude all amendment of the main question.

(2) The previous question shall be in the following words: "That this question be now put".

(3) If the previous question is resolved in the affirmative, the original question shall be put immediately without any amendment or debate.

Returns outstanding at prorogation

50(1) A prorogation of the Assembly shall not have the effect of nullifying an order or address of the Assembly for returns

or papers, but all papers and returns ordered at one session of the Assembly, if not complied with during the session, must be tabled during the following session without renewal of the order.

(2) Dissolution has the effect of nullifying an order or address of the Assembly for returns or papers.

Reinstatement of Bills from previous session

51 A member of the Executive Council may, on one day's notice, move a motion to reinstate a Government Bill from a previous session of the current Legislature to the same stage that the Bill stood at the time of prorogation and the motion shall not be subject to debate or amendment.

Chapter 5

Deputy Speaker and Committees

Committee membership

52(1) At the commencement of the first session of each Legislature, standing committees of the Assembly must be established for the following purposes:

- (a) Privileges and Elections, Standing Orders and Printing, consisting of 15 Members,
- (b) Public Accounts, consisting of 15 Members,
- (c) Private Bills, consisting of 15 Members,
- (d) Alberta Heritage Savings Trust Fund, consisting of 9 Members,
- (e) Legislative Offices, consisting of 11 Members.

(2) At the commencement of the first session of each Legislature, the Assembly must establish the Special Standing Committee on Members' Services consisting of 11 Members.

(3) The Assembly must determine the membership of the committees established under this Standing Order by resolution.

(4) The composition of the membership of the committees established under this Standing Order must be proportionate to the number of seats held by each party in the Assembly.

(5) The proportionate membership of committees as prescribed under suborder (4) may be varied by an agreement among all House Leaders.

(6) The Clerk of the Assembly shall post in the Legislature Building lists of members of the several standing and special committees appointed during each session.

Legislative Policy Committees

52.01(1) At the commencement of the first session of each Legislature, 3 Legislative Policy Committees, consisting of 15 Members each, shall be established to consider the following subject areas:

- (a) Standing Committee on Families and Communities – mandate related to the areas of Health, Community and Social Services, Children's Services, Justice and

- Solicitor General, Education, Seniors and Housing, Service Alberta and Status of Women;
- (b) Standing Committee on Alberta's Economic Future – mandate related to the areas of Agriculture and Forestry, Advanced Education, Infrastructure, Economic Development and Trade, Culture and Tourism and Labour;
 - (c) Standing Committee on Resource Stewardship – mandate related to the areas of Environment and Parks, Transportation, Municipal Affairs, Treasury Board and Finance, Energy and Indigenous Relations.
- (2) The Chair of a Legislative Policy Committee shall be a member of the Government caucus, and the Deputy Chair shall be a member of the Official Opposition.

Consideration of Bills by standing or special committees

52.02 A standing or special committee shall review any Bill referred to it.

Consideration of regulations by Legislative Policy Committees

52.03 A Legislative Policy Committee may on its own initiative, or at the request of a Minister, review any regulation, amendment to a regulation or prospective regulation within its mandate.

Orders of the Assembly take priority

52.04 An order of the Assembly that a Bill, regulation or some other subject matter stands referred to a Legislative Policy Committee shall take priority over any other hearing or inquiry.

Referral of annual reports to Legislative Policy Committees

52.05(1) The annual reports of each government department, provincial agency, Crown-controlled organization, board and commission shall be deemed to be permanently referred to a Legislative Policy Committee.

(2) Each Legislative Policy Committee may

- (a) examine each annual report referred to it and report to the Assembly whether the report is satisfactory;

- (b) consider in more detail, and report to the Assembly, on each annual report it considers unsatisfactory;
- (c) investigate and report to the Assembly on any lateness in the tabling of annual reports;
- (d) report to the Assembly each year whether there are any bodies which do not table annual reports in the Assembly and which should present such reports.

Public hearings

52.06(1) A Legislative Policy Committee may conduct a public hearing on any Bill, regulation or prospective regulation under review.

(2) A Legislative Policy Committee shall be required, prior to reporting that the attention of the Assembly be drawn to any regulation or prospective regulation, to inform the government department or authority concerned of its intention to so report.

Legislative Policy Committee inquiries

52.07(1) A Legislative Policy Committee shall inquire into, consider and report on any matter referred to it by the Assembly.

(2) A Legislative Policy Committee may on its own initiative, or at the request of a Minister, inquire into any matter concerned with the structure, organization, operation, efficiency or service delivery of any sector of public policy within its mandate.

(3) An order of the Assembly that a Legislative Policy Committee undertake an inquiry shall take priority over any other inquiry, but a Legislative Policy Committee shall not inquire into any matters which are being examined by a special committee.

(4) All inquiries must be concluded and a substantive report presented to the Assembly no later than 6 months after the commencement of the inquiry.

(5) If funds are not available for the conduct of an inquiry by a Legislative Policy Committee, then approval for any additional funds is required from the Members' Services Committee.

Additional powers of Legislative Policy Committees

52.08(1) A Legislative Policy Committee may hold public meetings on any matter within its mandate.

(2) A Legislative Policy Committee may recommend to the Assembly on the need for legislation in any area within the Committee's mandate.

(3) A Legislative Policy Committee may report to a Minister or responsible public official on issues arising from a public meeting.

Response to reports

52.09(1) The Government shall respond to a Legislative Policy Committee's report on any matter other than a report on a Bill or a report provided for under Standing Order 52.08(3) within 150 days from the date on which the Legislative Policy Committee reports.

(2) No motion concurring in the report of a Legislative Policy Committee to which the Government must respond under suborder (1) shall be voted upon until that response is tabled in the Assembly.

Public accounts referred

53(1) Public accounts and all reports of the Auditor General shall stand permanently referred to the Public Accounts Committee as they become available.

(2) The Government shall respond to a report of the Public Accounts Committee within 150 days of the date on which the Committee reports.

Committee operation

54(1) A standing committee or special committee may, without leave of the Assembly, sit during a period when the Assembly is adjourned.

(2) A standing committee or special committee may elect one of its members to be Deputy Chair if none has been appointed by the Assembly.

(3) In the absence of the Chair and Deputy Chair at a meeting, the committee may elect one of its members to be Acting Chair at that meeting.

Heritage trust fund report

55 The Standing Committee on the Alberta Heritage Savings Trust Fund shall report to the Assembly on the Fund as prescribed in the *Alberta Heritage Savings Trust Fund Act*.

Reports of the Officers of the Legislature

55.01 Reports of the Officers of the Legislature shall stand referred to the Standing Committee on Legislative Offices unless otherwise ordered.

Committee size, substitution, quorum

56(1) No special committee may consist of more than 11 members, without leave of the Assembly.

(2) A Member may be added or substituted after the appointment of the committee, with leave of the Assembly.

(2.1) A temporary substitution in the membership of a standing or special committee may be made upon written notification signed by the original Member and filed with the Clerk and Committee Chair, or through an email communication sent directly from the original Member to the Clerk and Committee Chair, provided such notice is given

- (a)** on a business day, not less than 24 hours prior to the meeting for the substitution of the Chair or Deputy Chair, and
- (b)** prior to the scheduled start of the meeting for the substitution of any other Member.

(2.11) Notification of a temporary substitution under suborder (2.1) for the Chair or Deputy Chair may designate an existing Member of the committee to act as Chair or Deputy Chair, as the case may be, and another Member as a temporary substitute.

(2.2) A substituted Member under suborder (2.1), including a Member who is substituting for the Committee Chair, shall be considered for all purposes to be acting in the place of the original Member.

(2.3) A temporary substitution in the membership shall be permitted for a specific time period or for committee consideration of a specific issue.

(2.4) A temporary substitution may be terminated at any time by the original Member of the committee.

(2.5) If the Assembly is adjourned and the Chair of a committee resigns his or her position or is otherwise unable to carry out the duties of Chair, the committee may elect one of its Members as Chair.

(3) A member may resign from a special or standing committee by submitting his or her resignation to the Speaker in writing, and the resignation shall be effective on the report of the Speaker to the Assembly.

(4) One-third of the members of a standing or special committee constitutes a quorum, unless the Assembly has otherwise ordered.

(5) At any meeting of a standing or special committee, a Member who is not a member of that committee is entitled to attend and participate in the meeting, but may not vote.

Meeting during sitting

57(1) A committee may not meet during the hours the Assembly is sitting except

- (a) as provided for under Standing Order 59.01, or
- (b) with leave of the Assembly.

(2) A motion for leave under suborder (1)(b) is not debatable, but the mover of the motion shall explain why it is necessary for the committee to meet while the Assembly is sitting.

Chair and Deputy Speaker

58(1) At the commencement of every Legislature the Assembly shall elect

- (a) a Chair of Committees who shall also be Deputy Speaker of the Assembly, and
- (b) a Deputy Chair of Committees,

according to the procedure set out in Schedule A with respect to the Speaker, with all necessary modifications.

(2) The Deputy Speaker and Chair of Committees and Deputy Chair of Committees shall continue to act in those capacities until the end of the Legislature for which they were elected, and in the case of a vacancy, the Assembly shall proceed immediately to elect a successor.

(3) The Deputy Speaker and Chair of Committees shall chair all committees of the whole Assembly.

(4) In the absence of the Deputy Speaker and Chair of Committees, the Deputy Chair of Committees shall chair all committees of the whole Assembly.

(5) In the absence of both the Deputy Speaker and Chair of Committees and the Deputy Chair of Committees, the Speaker may, before leaving the chair, appoint any Member as Acting Chair of the committee.

(6) While acting as Chair of any committee of the whole Assembly, the Deputy Chair of Committees or the Acting Chair of the committee, has the duties and powers of the Chair of Committees, and any reference in any Standing Order to the Chair shall apply to them.

Committee of Supply

59 There shall be a committee of the whole Assembly called the Committee of Supply.

Consideration of main estimates

59.01(1) Following the Budget Address, the main estimates of the ministries shall stand referred to the Legislative Policy Committees according to their respective mandates.

(2) The estimates of the Executive Council shall stand referred to the Standing Committee on Alberta's Economic Future.

(3) Following consultation with House Leaders, the Government House Leader shall table in the Assembly the schedule for consideration of main estimates at any time following the announcement of the date of the Budget Address and no later than the Thursday preceding the first meeting scheduled, and such schedule shall be published in the Order Paper for the next sitting day.

(3.1) During consultation with the Government House Leader under suborder (3), the Official Opposition may designate 4 ministries for which estimates shall be considered for a maximum of 6 hours per ministry provided that the Official Opposition also designates 3 ministries, not including the

Executive Council, for which estimates consideration shall be set at 2 hours.

(4) *Struck out March 4, 2014.*

(5) The schedule for consideration of the main estimates shall be subject to the following requirements:

(a) Legislative Policy Committees may only meet at the following times:

(i) on Monday evenings from
7 p.m. to 10 p.m.

(ii) on Tuesdays from
8 a.m. to 12:15 p.m.
3:30 p.m. to 6:30 p.m.
7 p.m. to 10 p.m.

(iii) on Wednesdays from
8 a.m. to 12:15 p.m.
3:30 p.m. to 6:30 p.m.
7 p.m. to 10 p.m.

(iv) on Thursdays from
8 a.m. to 12:15 p.m.

(b) on Tuesdays and Wednesdays, the Assembly shall stand adjourned upon the completion of the daily routine and all matters arising in connection with the routine, to allow for Legislative Policy Committees to meet for estimates consideration unless the Government House Leader, upon one sitting day's notice, advises the Assembly that the Assembly must meet beyond the daily routine to deal with Government business and the remaining meetings to consider estimates and the date for the vote shall be rescheduled as necessary;

(c) on Tuesday and Wednesday afternoons, Legislative Policy Committees may commence estimates consideration notwithstanding that the Assembly has not completed the daily routine and if a vote is called in the Assembly, a Committee shall recess to allow Members to attend to vote;

(d) subject to suborder (3.1), the estimates for a ministry shall be considered for a maximum of 3 hours;

(e) the estimates of the Executive Council shall be considered for a maximum of 2 hours;

- (f) no more than 2 Legislative Policy Committees shall be scheduled to consider estimates at the same time.
- (6)** Subject to suborder (7), a Legislative Policy Committee shall consider estimates in the following manner:
- (a) the Minister, or the member of the Executive Council acting on the Minister's behalf, may make opening comments not to exceed 10 minutes,
 - (b) for the hour that follows, members of the Official Opposition and the Minister, or the member of the Executive Council acting on the Minister's behalf, may speak,
 - (c) for the next 20 minutes, the members of the third party, if any, and the Minister or the member of the Executive Council acting on the Minister's behalf, may speak,
 - (d) *Struck out January 1, 2016.*
 - (d.1) for the next 20 minutes, the members of any other party represented in the Assembly or any independent Members and the Minister, or the member of the Executive Council acting on the Minister's behalf, may speak,
 - (e) for the next 20 minutes, private members of the Government caucus and the Minister or the member of the Executive Council acting on the Minister's behalf, may speak, and
 - (f) for the time remaining, to the extent possible, the rotation outlined in clauses (b) to (e) shall apply with the speaking times set at 5 minutes as provided in Standing Order 59.02(1)(c).
- (7)** If a ministry's estimates are scheduled to be considered for 2 hours, the speaking times shall be as follows:
- (a) the Minister, or the member of the Executive Council acting on the Minister's behalf, may make opening comments not to exceed 10 minutes,
 - (b) for the next 50 minutes, members of the Official Opposition and the Minister, or the member of the Executive Council acting on the Minister's behalf, may speak,

- (c) for the next 20 minutes, the members of the third party, if any, and the Minister or the member of Executive Council acting on the Minister's behalf, may speak,
- (d) for the next 20 minutes, the members of any other party represented in the Assembly or any independent Members and the Minister, or the member of Executive Council acting on the Minister's behalf, may speak,
- (e) for the next 20 minutes, private members of the Government caucus and the Minister or the member of Executive Council acting on the Minister's behalf, may speak, and
- (f) if there is any time remaining, to the extent possible, the rotation outlined in clauses (b) to (e) shall apply with the speaking times set at 5 minutes as provided in Standing Order 59.02(1)(c).

(8) When the time allotted for a department's estimates has not expired, but there are no Members who wish to speak, that department's estimates shall be deemed to have been considered for the time allotted in the schedule.

(9) When an amendment to a department's estimates is moved in a Legislative Policy Committee, the vote on the amendment stands deferred until the date scheduled for the vote on the main estimates.

(10) When a Legislative Policy Committee has completed its consideration of the main estimates of the departments within the Committee's mandate, the Chair shall so report to the Committee of Supply on the date scheduled for the vote on the main estimates without question put.

(11) During the period that main estimates stand referred to the Legislative Policy Committees, such period commencing the first day that estimates are scheduled for consideration and ending when the final vote in Committee of Supply occurs, these Committees shall not meet to consider any other matter nor shall any other committee of the Assembly meet during this period, unless otherwise ordered by the Assembly.

Application of Standing Orders during main, supplementary and interim estimates

59.02(1) The Standing Orders of the Assembly shall be observed in the consideration of estimates except as follows:

- (a) during consideration of interim or supplementary estimates, the rotation outlined in Standing Order 59.01(6) shall apply;
 - (b) all speaking times are limited to 10 minutes at one time during the rotation outlined in Standing Order 59.01(6)(a) to (e) and 59.01(7)(a) to (e);
 - (c) all subsequent speaking times are limited to 5 minutes at one time;
 - (d) a Member may speak more than once.
- (2)** Notwithstanding suborder (1)(b) or (c) and provided that the Chair has been notified, a Minister and a private Member may combine their respective speaking times, with both taking and yielding the floor over the combined period.
- (3)** During consideration of estimates,
- (a) officials of the Government may be seated at the Committee or in the Assembly to advise the Minister whose estimates are under consideration, or to respond to questions from the Committee at the request of the Minister during main estimates consideration, and
 - (b) staff of the opposition may also be seated to assist Members who are participating in estimates consideration.

Voting - main estimates

59.03(1) On the date scheduled or at the end of consideration of main estimates there shall be one vote in Committee of Supply on main estimates unless

- (a) additional votes are required on amendments pursuant to Standing Order 59.01(9) prior to calling the vote on the main estimates;
- (b) on at least one day's notice a Member has provided written notification to the Chair and the Clerk of his or her desire that the estimates of a particular ministry be voted upon separately, in which case that ministry's

estimates shall be voted separately and the final vote for the main estimates shall consist of the estimates of any ministries not yet voted upon.

(2) The votes under suborder (1) shall be taken without debate or amendment except as provided in Standing Order 59.01(9).

(3) The vote on the main estimates may be scheduled with a minimum of one sitting day's notice to occur any time after the Legislative Policy Committees have completed consideration of the main estimates.

(4) On the date scheduled for the vote on the main estimates, if the vote has not been taken earlier, the Chair shall interrupt the proceedings at

- (a) one hour before the normal adjournment hour as defined in Standing Order 64(1)(b) if the vote is scheduled for an afternoon sitting, or
- (b) 9 p.m. if the vote is scheduled for an evening sitting,

and, if required, Committee of Supply shall be called and the Legislative Policy Committee Chairs shall report without question put and then voting on the main estimates shall proceed.

(5) On the date for the vote on the main estimates and prior to the vote on the main estimates, the Chair shall put the question to approve the estimates of the Legislative Assembly, as approved by the Special Standing Committee on Members' Services, and the estimates of the officers of the Legislature, which shall be decided without debate or amendment.

(6) Once the Committee of Supply is called on the date scheduled for the vote on the main estimates, it shall, if required, continue beyond the normal adjournment hour until all matters have been voted upon, at which time the Committee shall immediately rise and report.

(7) Following the Committee of Supply's report to the Assembly on the main estimates, the Assembly shall immediately revert to Introduction of Bills for the introduction of the appropriation Bill.

Committee of Supply procedure

- 60(1)** When any portion of the estimates is considered by the Committee of Supply, a member of the Executive Council shall move in the committee a supply resolution relating to that portion of the estimates.
- (2)** When a supply resolution has been passed by the Committee of Supply, the Chair shall report the resolution to the Assembly.
- (3)** When consideration of all the estimates has been completed, the Chair of the Committee of Supply shall submit to the Assembly a report summarizing the supply resolutions passed by the committee.

Interim and supplementary estimates

- 61(1)** Interim and supplementary estimates shall be considered for not less than 3 hours.
- (2)** A member of the Executive Council may, with at least one day's notice, make a motion to determine
- (a)** when Committee of Supply may be called to consider interim or supplementary estimates, and
 - (b)** the amount of time for consideration,
- and such questions shall be decided without debate or amendment.
- (3)** Following the Committee of Supply's report on interim or supplementary estimates, the Assembly shall immediately revert to Introduction of Bills for the introduction of the appropriation Bill.

Committee of Supply voting

62 *Struck out December 4, 2008.*

Committees of the whole reports

63 Committees of the whole Assembly shall rise and report prior to the time of adjournment.

Appropriation Bill procedure

- 64(1)** In this Standing Order,
- (a)** "Appropriation Bill" means

- (i) a Bill introduced to appropriate sums of money contained in the estimates approved by the Committee of Supply;
 - (ii) a Bill for a Special Act introduced pursuant to the *Alberta Heritage Savings Trust Fund Act*;
 - (iii) a Bill to provide for interim supply;
- (b) “normal adjournment hour” means 6 p.m. on Tuesday or Wednesday and 4:30 p.m. on Thursday unless an evening sitting is to be held, in which case it means 10:30 p.m. on Monday, Tuesday or Wednesday.
- (2) No appropriation Bill may advance more than one stage a day.
- (3) If any appropriation Bill has been moved for second reading on any day, the Speaker shall interrupt the proceedings 15 minutes before the normal adjournment hour and put the question on every appropriation Bill then standing on the Order Paper for second reading, which shall be decided without debate or amendment.
- (4) If any appropriation Bill has been considered by the Committee of the Whole on any day, the Chair shall interrupt the proceedings 15 minutes before the normal adjournment hour and shall immediately put a single question proposing the approval of every appropriation Bill then standing referred to the committee, which shall be decided without debate or amendment, and the committee shall immediately rise and report.
- (5) If any appropriation Bill has been moved for third reading on any day, the Speaker shall interrupt the proceedings 15 minutes before the normal adjournment hour and put the question on every appropriation Bill then standing on the Order Paper for third reading, which shall be decided without debate or amendment.
- (6) If more than one appropriation Bill is moved for second or third reading in the Assembly or considered by the Committee of the Whole on any day, and the Bills are at

different stages, the questions on the appropriation Bills shall be put in the following order:

- (a) Committee of the Whole;
- (b) second reading;
- (c) third reading.

Standing Orders in committees

65(1) The Standing Orders of the Assembly shall be observed in the committees of the Assembly so far as may be applicable, except that

- (a) a Member may speak more than once;
 - (b) in committees of the whole Assembly no Member may speak for more than 20 minutes at one time; and
 - (c) Legislative Policy Committees may only go in camera with the unanimous consent of the members present.
- (2)(a)** The Chair shall maintain order in the committees of the whole Assembly and shall decide all questions of order subject to an appeal to the Assembly;
- (b) the Chair shall maintain order in standing and special committees and shall decide all questions of order subject to an appeal to the committee.
- (3)** When a question of privilege arises in a committee or when disorder persists in a committee,
- (a) if the Assembly is then sitting, the Chair shall immediately adjourn and report to the Assembly, or
 - (b) if the Assembly is not then sitting, the Chair shall adjourn the matter until the next sitting of the Assembly and shall then report to the Assembly.
- (4)** In case of an appeal to the Assembly, the Chair shall leave the chair immediately and report the point of order that he or she has decided.
- (5)** The Speaker shall then put the question without debate, "That the decision of the Chair be confirmed."
- (6)** If the Speaker is absent, the Chair shall take the chair of the Assembly as Acting Speaker and another Member shall make the report of appeal to the Assembly, and the Acting Speaker shall immediately put the question to the Assembly.

(7) On resolution of the question, the Assembly shall immediately resolve itself again into Committee of the Whole without question put.

Referral to a committee

66 A motion to refer a Bill, resolution or other matter to the Committee of the Whole, or any standing or special committee, shall preclude all amendments of the main question.

Motion to leave the chair

67(1) A motion that the Chair leave the chair

- (a) is always in order,
- (b) takes precedence over any other motion, and
- (c) is not debatable.

(2) A motion under suborder (1), if rejected, may not be renewed unless some intermediate proceeding has taken place.

(3) Only one amendment and not more than 2 subamendments may be made to a motion for the Speaker to leave the chair for the Assembly to go into Committee of Supply.

Committee reports and documents

68(1) The report of a standing or special committee shall be signed only by the Chair, even if the Chair dissents from the majority of the committee.

(2) The report of a committee is the report as determined by the committee as a whole or the majority of it but shall include any minority reports concerning the report or parts of it.

(3) All documents that come into the possession of a committee or that are prepared by or for a committee belong to the committee until the committee reports or ceases to exist, whichever first occurs, after which they belong to the Assembly.

Committee witnesses

69(1) No witness shall be summoned to attend before any committee of the Assembly except by order of the committee or the Assembly.

(2) The Clerk of the Assembly is authorized to pay to witnesses summoned under suborder (1) a reasonable sum per day during their travel and attendance and a reasonable allowance for traveling and subsistence expenses, as determined by the Speaker.

(3) The claim of a witness for payment shall state

(a) the number of days the witness has been in attendance,

(b) the time of necessary travel, and

(c) the amount of the witness's expenses,

and, before being paid, shall be certified by the Chair of the committee before which the witness has been summoned.

Chapter 6

Proceedings on Public Bills

Introduction of Bills

70 Every Bill shall be introduced

- (a) on motion for leave, specifying the title of the Bill, or
- (b) on motion to appoint a committee to prepare the Bill and bring it in.

Defective Bills

71 No Bill may be introduced either in blank or in a form that does not comply with Standing Orders.

Draw for Private Members' public Bills

72(1) The sequence of Public Bills and Orders other than Government Bills and Orders shall be determined by a random draw of the names of Members who have submitted written notice to Parliamentary Counsel no later than 3 days prior to the date of the draw.

(2) The draw referred to in suborder (1) shall be held on a date set by the Speaker.

(3) Members may switch their positions in accordance with guidelines prescribed by the Speaker.

Private Members' public Bills

73(1) A public Bill to be introduced by a Member other than a member of the Executive Council shall first be submitted for perusal by the Speaker and Parliamentary Counsel before notice of the Bill is placed on the Order Paper, unless notice of the Bill is given by the Government House Leader.

(2) The Speaker shall decide

- (a) whether the Bill, if enacted, would infringe the prerogative of the Crown, and
- (b) whether the Bill is of a nature that should be dealt with as a private Bill.

(3) The Speaker shall rule out of order any Bill falling in either category described in suborder (2), at any time before the Bill is given second reading.

First reading

74(1) When leave to introduce a Bill is granted, the Bill shall be deemed to have been read a first time.

(2) The request for leave shall be put without debate or amendment.

Referral of Bill to a committee after first reading

74.1(1) At any time after a Bill has been read a first time and before it has been read a second time,

- (a) with respect to a Government Bill, a member of the Executive Council
- (b) with respect to a public Bill other than a Government Bill, the sponsor

may move a motion, without notice, to refer the Bill to a standing or special committee.

(2) The Member moving the referral motion may be permitted to give a succinct explanation of the motion.

(3) Any motion made pursuant to this Standing Order shall be decided without debate or amendment, and if the motion is decided in the negative the Bill shall be ordered for second reading.

(4) This Standing Order does not apply to appropriation or private Bills.

Proceedings on Bills referred to a committee after first reading

74.2(1) When a Bill is referred to a standing or special committee after first reading, the committee may conduct public hearings on the subject matter of the Bill and report its observations, opinions and recommendations with respect to the Bill to the Assembly.

(2) Upon the concurrence of a committee report that a Bill be proceeded with, the Bill shall be placed on the Order Paper for second reading.

Transfer of Bills to Government business

75 When a Bill has been introduced by a Member who is not a member of the Executive Council and has been given first reading, a motion may be made by a member of the Executive Council when the order of business is Introduction of Bills, to

have the Bill entered under Government Bills and Orders on the Order Paper.

Printing of Bills

76 Every Bill shall be printed and distributed to all Members before second reading.

Three separate readings

77(1) Every Bill shall receive 3 separate readings on different days before being passed.

(2) On urgent or extraordinary occasions, a Bill may receive second and third reading or advance 2 or more stages in one day.

Readings before amendment

78 Every public Bill shall be read twice in the Assembly before amendment.

Referral of Bills to a committee after second reading

78.1(1) At any time after a Bill has been read a second time and before it proceeds to Committee of the Whole,

(a) with respect to a Government Bill, a member of the Executive Council

(b) with respect to a public Bill other than a Government Bill, any Member

may move a motion, without notice, to refer the Bill to a standing or special committee, which shall be decided without debate or amendment.

(2) This Standing Order does not apply to appropriation or private Bills.

Public hearings after second reading

78.2(1) When a Bill is referred to a standing or special committee after second reading, the committee may conduct public hearings on the content of the Bill.

(2) No public hearings may be conducted under suborder (1) if the Bill has been subject to committee consideration after first reading.

Report of committee on a Bill

78.3(1) A standing or special committee to which a Bill has been referred by the Assembly after second reading shall be empowered to report the same with or without amendments or to report that the Bill not proceed.

(2) The report may contain a written statement of the committee's conclusions if the Bill was the subject of a public hearing.

Procedure on report from committee

78.4 When a Bill is reported pursuant to Standing Order 78.3, the following procedure shall apply:

- (a) any Bill shall be considered committed to Committee of the Whole Assembly unless otherwise ordered;
- (b) when a report recommends that the Bill not proceed, a motion to concur in that report shall be put immediately and decided without debate, and if agreed to, the Bill shall be dropped from the Order Paper but if negatived, the Bill shall stand committed to the Committee of the Whole.

Readings of amendments to Bills

79 Any amendments to a Bill made in the Committee of the Whole Assembly and reported to the Assembly shall be deemed to have been read a first and second time.

Certificate as to readings and passage

80(1) When a Bill is read in the Assembly, the Clerk shall certify upon it the readings and the times thereof.

(2) After a Bill has been passed, the Clerk shall certify the fact, with the date, at the foot of the Bill.

Proceedings in Committee of the Whole

81(1) In the Committee of the Whole Assembly, the Chair shall ask whether any comments, questions or amendments are to be offered with respect to any sections of the Bill.

(2) Where the Chair receives an indication that comments, questions or amendments will be offered with respect to any

sections of the Bill, the committee shall consider every such section, with the title and preamble to be considered last.

(3) Where the Chair is satisfied that none of the Members propose to offer any comments, questions or amendments with respect to the Bill, the Chair shall proceed to put the question on the Bill's title and preamble.

Reporting amendments

82(1) All Bills shall be reported from Committee of the Whole Assembly by the Chair, and the Speaker shall then ask for the concurrence of the Assembly in the report.

(2) No amendment may be received to the motion to concur in the report except for the purpose of referring a Bill covered by the report back to the committee for further study, and every motion at the report stage shall be decided without debate.

Money Bills

83(1) The Assembly shall not adopt or pass any vote, resolution, address or Bill for the appropriation

- (a) of any part of the public revenue, or
- (b) of any tax or impost,

to any purpose that has not been first recommended to the Assembly by Message of the Lieutenant Governor in the session that the vote, resolution, address or Bill is being proposed.

(2) A vote, resolution, address or Bill to which suborder (1) applies shall be introduced by a Minister in the same manner as any other vote, resolution, address or Bill except that

- (a) the recommendation of the Lieutenant Governor shall be attached to the copy to be introduced by the Minister, and
- (b) at the time the Minister requests leave of the Assembly to introduce it, he or she shall inform the Assembly of the Lieutenant Governor's recommendation.

Chapter 7 Petitions

Money petitions prohibited

84 No petition may be received that directly prays for any expenditure, grant or charge on the public revenue.

Form of petition

85 Petitions may be either written or printed, and if more than one page is used for signatures the prayer of the petition shall be at the head of each page.

Presenting petitions

86(1) A Member must present the original petition to the Assembly in his or her place and shall be answerable for any impertinent or improper matter contained in it.

(2) Every Member who presents a petition to the Assembly shall endorse his or her name on it and shall be confined to a statement of

- (a) the number of signatures attached,
- (b) the geographic area or sector of the public represented by the signatures, and
- (c) the remedy it seeks.

Petition procedure

87(1) Every petition presented shall be brought to the Table.

(2) Every petition not containing matters in breach of the privileges of the Assembly and which, according to the Standing Orders and practices of the Assembly is in proper form, may be presented during the daily routine.

(3) Petitions must be submitted for approval by Parliamentary Counsel at least one sitting day prior to the petition being presented in the Assembly.

Petitions made public

88(1) No petition may be presented if it does not contain a notice on each page that the name and address of every person who signs the petition may be made available to the public as the petition will be a document of the Assembly.

(2) Only petitions that are in order to be presented may be made available to the public or to Members.

Chapter 8

Proceedings on Private Bills

Publication of time limits

89 When the sessional calendar is published under Standing Order 3, the Clerk of the Assembly shall publish a notice stating the day that the time limit for receiving private Bills will expire

- (a) on the Legislative Assembly website, and
- (b) once a week for 2 consecutive weeks in every daily newspaper published in Alberta.

Petitions for private Bills

90 An application for a private Bill shall be made by way of petitions to the Lieutenant Governor and the Legislative Assembly.

Notice of application

91(1) The petitioner shall publish a notice of the application

- (a) *Struck out March 5, 2013.*
- (b) once a week for 2 consecutive weeks in a newspaper published in Alberta, commencing not earlier than November 1 preceding the sitting in which the petition will be presented.

(2) The notice shall clearly and distinctly specify the nature and object of the private Bill, and, when the Bill relates to a proposed work or activity or to property in a particular area, the notice shall indicate that particular area and shall be published in a newspaper circulated in that area.

(3) If the Bill would affect the property or rights of others or otherwise contains exceptional provisions, the notice shall so indicate.

(4) The Private Bills Committee may direct the petitioner to undertake supplementary advertising or to serve direct notice if the committee feels that it would be in the public interest to do so.

Fees

92(1) On each application for a private Bill the petitioner must pay a fee of \$500 and, if the Bill exceeds 10 pages in length, an additional fee of \$10 a page for each additional page.

(2) For the purposes of this Standing Order, 450 words constitute a page.

Additional fees

93 Where the Bill being applied for is

- (a) for the incorporation of a company, or
- (b) to increase the authorized capital or the number of shares without nominal or par value of a company previously incorporated,

the petitioner shall, in addition to the fee prescribed by Standing Order 92, pay the Registrar of Corporations or Registrar of Companies, as appropriate, the fee prescribed under the *Business Corporations Act* or the *Companies Act*, for the incorporation under that Act of a company with the same authorized capital, or for the same increase of capital as the case may be.

Documents filed with Clerk

94(1) The petitioner shall, within the time limited by suborder

(2) deliver to the Clerk of the Assembly

- (a) the petitions required under Standing Order 90;
- (b) proof of publication of a notice in accordance with Standing Order 91 by a statutory declaration exhibiting copies of the notice;
- (c) a certified cheque payable to the Minister of Finance – Legislative Assembly Office for the fee required by Standing Order 92;
- (d) where a fee is also payable under Standing Order 93, the receipt of the Registrar of Companies or Registrar of Corporations;
- (e) the name of the Member of the Assembly who has agreed to sponsor the private Bill in the Assembly;
- (f) 2 copies of a draft of the private Bill prepared in accordance with Standing Order 95.

(2) The fees and documents listed in suborder (1) shall all be delivered to the Clerk of the Assembly by the 15th day following the first day of the first sitting in any year.

Form of private Bills; examination

95(1) Private Bills shall, before delivery to the Clerk, be drafted as far as is possible in the form and style in which public Bills are drafted.

(2) Parliamentary Counsel shall examine every draft private Bill submitted and shall return any Bill that does not comply with Standing Orders or the drafting style and forms used by the Assembly to the petitioner for the necessary revision.

Application of Standing Orders

96(1) Except as otherwise provided in this chapter, the Standing Orders relating to public Bills apply to private Bills.

(2) Except in cases of urgent and pressing necessity, no motion for the suspension or modification of any Standing Order applying to private Bills or petitions for private Bills shall be entertained by the Assembly until the matter is referred to the Private Bills Committee and the committee has reported favourably on it.

Consideration of petition

97 When a petition or private Bill is referred to a committee, the committee shall consider the petition or Bill and report to the Assembly with all convenient speed.

Referral to Private Bills Committee Chair

98(1) All petitions received by the Clerk for private Bills shall be referred to the Chair of the Private Bills Committee without special reference.

(2) The Chair shall present the petitions referred to him or her under suborder (1) to the Assembly.

(3) After a petition for a private Bill has been presented to the Assembly, the Private Bills Committee shall take it under consideration without special reference.

Compliance with Standing Orders

99(1) The Chair shall report to the Assembly as to whether Standing Orders 90 to 94 have been complied with.

(2) A petition that complies with Standing Orders 90 to 94 may be presented in the Assembly.

(3) When a petition for a private Bill does not comply with Standing Orders 90 to 94, or is otherwise defective, the committee is to make a recommendation to the Assembly regarding the disposition of the petition.

(4) A private Bill shall not be introduced in the Assembly until the Chair has reported that the petitioner has complied with Standing Orders 90 to 94 or the Assembly has adopted the committee's recommendations under suborder (3).

Referral to Private Bills Committee

100(1) After a private Bill has been read the first time,

(a) the private Bill, and

(b) all petitions before the Assembly for or against the Bill,

stand referred to the Private Bills Committee.

(2) Notwithstanding suborder (1), the Assembly may refer a private Bill, and all petitions for or against the Bill, to any other standing committee or a special committee and, in that event, the references in these Standing Orders shall be deemed to be references to that other committee.

Notice of committee meetings

101 The Clerk shall give at least 24 hours' notice of a meeting of the Private Bills Committee to consider a private Bill by posting a notice of the time and place of the meeting on the appropriate notice board.

Consent to a private Bill

102 Any person whose interest may be affected by a private Bill shall, when required to do so, appear before the Private Bills Committee concerning the person's consent to the Bill or the person may give his or her consent in writing.

Proof of age and consent to incorporation

103 In the case of a Bill for the incorporation of a company, the Private Bills Committee may require proof that the persons named in the Bill as composing the company are all 18 years or older and have consented to become incorporated and are in a position to effect the objects contemplated.

Parliamentary Counsel's report

104 Before a private Bill is considered by the Private Bills Committee, Parliamentary Counsel shall submit a report to the committee stating that counsel has examined the Bill and indicating any matters that should be considered by the committee respecting the form and content of the Bill.

Report of Private Bills Committee

105(1) The Private Bills Committee shall make a report to the Assembly on every private Bill considered by it.

(2) The report shall identify those Bills that the committee recommends proceed, proceed with amendment or not proceed.

(3) The report shall have attached to it any Bills the committee recommends be proceeded with and any proposed amendments.

Second reading of private Bill

106 Private Bills, when reported by the Private Bills Committee, shall be placed on the Order Paper for second reading when reported or accepted by the Assembly.

Chapter 9

Officers of the Assembly and Services to Members

Duties of Clerk of Assembly

107(1) The Clerk of the Assembly

- (a) is responsible for the safekeeping of all the papers and records of the Assembly, and
- (b) has the direction and control of the officers and staff of the Assembly, subject to any orders that may be received from the Speaker.

(2) The Clerk shall be responsible for the printing of the Votes and Proceedings and the Journals of the Assembly.

Duties of Clerk Assistant and Clerk of Committees

108 The Clerk Assistant of the Assembly shall

- (a) assist the Clerk of the Assembly in fulfilling the Clerk's duties in the Assembly, in divisions and in the general administration of the Legislative Assembly;
- (b) in the absence of the Clerk, substitute for the Clerk and exercise the authority and discharge the responsibilities normally vested in the Clerk;
- (c) hold the appointment of Clerk of Committees of the Assembly under which the Clerk Assistant is responsible for administrative support to all committees of the Assembly and the safekeeping of all committee papers and records;

subject to any orders that may be received from the Speaker or the Clerk.

Duties of Parliamentary Counsel

109 Parliamentary Counsel

- (a) are responsible for the correctness of Bills and of amendments to Bills;
- (b) shall be present, whenever required, at the Table, when any Bill is being considered in Committee of the Whole;
- (c) in the absence of the Clerk and the Clerk Assistant, shall substitute for the Clerk and exercise the authority and

discharge the responsibilities normally vested in the Clerk;

- (d) shall act as counsel to the Assembly and Members, to committees of the Assembly, to officers of the Assembly and to officers of the Legislature, as required;
- (e) shall assist Members in drafting private Members' public Bills when requested;
- (f) shall act as examiner of private Bills in the fulfillment of counsel's duties under Standing Orders 95 and 104;
- (g) shall transmit to the Clerk of the Assembly for delivery to all Members, prior to the commencement of each session of the Legislature, a list of the reports or other periodic statements that it is the duty of any officer or department of the Government or any corporate body to make to the Assembly,
 - (i) referring to the resolution or Act wherein each is ordered,
 - (ii) placing under the name of each officer, department, or corporate body a list of reports or returns required, and
 - (iii) stating the time by which the report or periodic statement is to be tabled;
- (h) shall prepare, for printing as statutes, the official copies of the Bills enacted by the Legislature;
- (i) shall transmit to the Clerk for delivery to the Secretary of State, certified, sealed copies of the Bills enacted by the Legislature;

subject to such orders as counsel may receive from the Speaker or the Clerk.

Duties of Sergeant-at-Arms

110(1) The Sergeant-at-Arms shall

- (a) attend the Speaker, with the Mace, on entering the Assembly at the commencement of a sitting day and on leaving the Assembly at the conclusion of a sitting day;

- (b) announce the Lieutenant Governor and all messengers from the Lieutenant Governor;
- (c) preserve order in and ensure the security of the galleries and lobbies of the Assembly;
- (d) serve or cause to be served orders of the Assembly and warrants of the Speaker;
- (e) arrest and confine all persons ordered by the Assembly to be taken into custody;
- (f) bring to the Bar of the Assembly persons in custody to be reprimanded or examined as witnesses;
- (g) be responsible for the safekeeping of the Mace and of the furniture and fittings of the Assembly;

subject to orders received from the Speaker or the Clerk.

(2) In the absence of the Sergeant-at-Arms, his or her duties shall be performed by any other person appointed by the Speaker.

Working hours of staff

111 The hours of attendance of the officers and staff of the Assembly shall be fixed from time to time by the Speaker.

Publication of *Alberta Hansard*

112(1) There shall be a printed record of the deliberations and proceedings of each sitting day of the Assembly and committees of the whole Assembly, to be known as *Alberta Hansard*, which shall be compiled, edited, printed, distributed and administered under the direction and authority of the Speaker.

(2) The Speaker may engage staff and obtain materials and equipment as are necessary for producing and distributing *Alberta Hansard*.

(3) The Speaker shall ensure that the sound and recording equipment required for the Assembly and its committees is properly operated and maintained.

(4) The Speaker shall be responsible for recording the deliberations and proceedings of the sittings of the Assembly, committees of the whole Assembly and any other committees

that request recordings to be made, and for the custody of those recordings.

(5) *Alberta Hansard* and transcripts of committee meetings shall be produced from the recordings described in suborder (4).

Editing of *Hansard*

113 The guidelines used by the Speaker in editing shall be as follows:

- (a) revisions shall be limited to the correction of grammar, spelling and punctuation, ensuring that the correct parliamentary forms are observed, and minimizing superfluous repetition and redundancies, but no material alterations shall be made, nor any amendments that would in any way tend to change the sense of what has been spoken;
- (b) the transcript shall remain an accurate and, as far as possible, an exact report of what was said;
- (c) a Member has no right to alter the report of any speech or remarks attributed to the Member in any way, and the Speaker shall determine whether a Member's suggested correction shall be admitted;
- (d) a Member wishing to suggest any correction, shall inform the Editor within one hour of the posting of the blues, unless the Speaker has agreed otherwise;
- (e) unless a Member can demonstrate to the satisfaction of the Speaker that
 - (i) the Member has been misrepresented, or
 - (ii) that the record of the Member's remarks is manifestly erroneous,

a Member may not change the sense of anything that the Member has been recorded as saying, nor shall the Member be permitted to make any insertion or strike out any passage that the Member regrets having uttered.

Annual report on the Legislative Assembly Office

114 The Speaker shall, after the end of the fiscal year, prepare an annual report on the Legislative Assembly Office and lay the report before the Assembly if it is then sitting or,

if it is not then sitting, within 15 days after the commencement of the next sitting.

Broadcast media in Chamber

115(1) The broadcast media, subject to conditions set by the Speaker, may record and broadcast by audio or visual means the proceedings of the Assembly and the committees of the whole Assembly conducted in the Assembly Chamber.

(2) Photographers may take still photographs of the Assembly, subject to conditions set by the Speaker.

(3) Persons in the galleries of the Assembly may take notes or tape-record the proceedings of the Assembly or of committees of the whole Assembly, subject to conditions set by the Speaker.

Media at committee meetings

116 In the case of a subcommittee of the Committee of Supply or any standing or special committee of the Assembly, the recording and broadcasting of proceedings by the broadcast media and the taking of photographs shall be at the discretion of the Chair of the committee and subject to any conditions set by the Chair.

Votes and Proceedings to Lieutenant Governor

117 A copy of the Votes and Proceedings of the Assembly shall be delivered each day to the Lieutenant Governor.

Legislature Library

118 There shall be a Legislature Library operated in accordance with the directions of the Speaker.

Chapter 10

Repeal of Previous Orders

Repeal of previous orders

119 All Standing Orders of the Legislative Assembly of Alberta in force prior to the effective date of these orders are repealed.

Schedule A Election of Officers Procedure

The election of Speaker will be conducted by secret ballot as follows:

- 1** The Clerk will announce that pursuant to the Lieutenant Governor's direction and section 16(1) of the *Legislative Assembly Act*, there will be an election for the position of Speaker.
- 2** The Clerk will call for nominations from the floor for the position of Speaker.
- 3** After each candidate is nominated, the Clerk will ask if the Member wishes to accept the nomination.
- 4** After all nominations have been received, the Clerk will declare the nominations closed.
- 5** If only one Member is nominated or if at any stage a nominee advises that he or she wishes to withdraw from the election and only one candidate remains, the Clerk will so advise the Members and declare in the Chamber that that Member is elected Speaker.
- 6** The Clerk will immediately prepare and post an alphabetical list of nominees for election to the position of Speaker.
- 7** There will be no debate during the voting process.
- 8** The doors of the Chamber will be secured during the voting process.
- 9** If there are two or more candidates for election to the position of Speaker, ballots will be provided to Members

present in the Chamber by the Table Officers of the Assembly prior to voting.

10 Members will proceed from their seats to pick up their ballots from the Table Officers.

11 Members will then proceed to one of the voting booths situated on the Table on their respective sides of the Chamber.

12 Members will indicate their choice for Speaker by printing on their ballots the first and last name of a candidate whose name appears on the posted list.

13 Members will deposit their completed ballots in a box provided for that purpose at the Sergeant-at-Arms' desk.

14 After casting their votes, Members will return to their places.

15 After all ballots have been cast, the Clerk will ask, "Have all voted who wish to do so?"

16 If the answer is in the affirmative, the Clerk will retire with the ballot box to count the ballots, accompanied by the Sergeant-at-Arms, who will act as scrutineer.

17 When the results of the ballot are complete, the Clerk will return to the Chamber.

18 The Clerk will ring the bells for one minute to recall Members to their seats.

19 When all Members are seated, the Clerk will announce the number of ballots cast, the number of spoiled ballots, and the number of votes required to achieve the 50 percent plus one majority.

20 If one candidate receives a majority of the votes cast, the Clerk will announce the name of that Member to the Assembly.

21 If no candidate receives a majority of the votes cast, the Clerk will announce the name of the candidate having the least number of total votes cast, who will be excluded from subsequent ballots.

22 If every candidate receives the same number of votes, no names will be excluded from the next ballot.

23 Subsequent ballots will be conducted in the same manner and will continue until such time as a candidate has received a majority of the votes cast.

24 At any time after the result of the first ballot has been declared but before the commencement of a second or subsequent ballot, a candidate may withdraw from the election, which will then proceed as if that Member had not been nominated.

25 When one candidate has received a majority of votes, the Clerk will declare that candidate elected Speaker.

26 The Clerk shall destroy the ballots following the announcement of the election results