

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

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In exercise of the power conferred by clause 62 of the Constitution, the Legislative Assembly of Tonga makes the following rules of procedure for the conduct of its meetings:

PART 1 PRELIMINARY

Title and interpretation by Speaker

1. (1) These Rules may be cited as the Rules of Procedure of the Legislative Assembly which has been brought into force on the date specified in the introduction.
- (2) The Speaker is responsible for ruling whenever any question arises as to the interpretation and application of these Rules and deciding cases not otherwise provided for. In all cases he shall be guided by previous rulings and established practices of the Legislative Assembly and his decision shall be final.

Interpretation

2. In these Rules unless the context otherwise requires -

“**Bill**” means a proposed draft legislation submitted to the Legislative Assembly to be passed as an Act;

“**Chairman**” means the Chairman of the Whole House Committee or of a Standing Committee or Select Committee;

“**Clerk**” means the Clerk of the Legislative Assembly;

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“**Committee of the Whole House**” is when the Legislative Assembly resolves itself into a Committee;

“**Government Motion**” means a motion authorized by Cabinet and signed by the Prime Minister on behalf of Government;

“**Interim Speaker**” means the Interim Speaker as appointed pursuant to Clause 61(2) of the Constitution;

“**Journals of the Proceedings**” means all daily record of proceedings and debates in the Legislative Assembly and Committee of the Whole House published daily by the Legislative Assembly;

“**Meeting**” means a meeting of the Legislative Assembly, Committee of the Whole House, a Standing Committee or a Select Committee;

“**Meeting of all the elected representatives of the people and of the nobles**” means the meeting of all the elected members of the Legislative Assembly provided for in the Schedule for the Constitution, for the appointment of the Prime Minister;

“**Member**” means a member of the Legislative Assembly;

“**Motion**” means a written or verbal proposal made by a member to the Legislative Assembly to actor express an opinion on a particular matter;

“**Motion for an Order**” means a written motion made

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by a member to the Legislative Assembly ordering or instructing the Government to perform a designated task;

“Officer” means any employee of the Legislative Assembly;

“Personal Statement” is a statement made with the permission of the Speaker or Chairman comprising an apology or explanation;

“Petition” means a formal written request signed by three or more people in exercise of their right under clause 8 of the Constitution;

“Point of order” means a request to the Speaker, or the Chairman of the Committee of the Whole House to rule on an issue of order in relation to factual error in a Member’s speech, or on a matter of procedure;

“Records” means all records, reports and papers of the Legislative Assembly, including the Journals of the Proceedings;

“Resolution” means any motion passed by the Legislative Assembly;

“Select Committee” means an *ad hoc* committee established under these Rules by a motion of the Legislative Assembly to consider specific issues directed by the Legislative Assembly;

“Sergeant at Arms” means the Chief Security Officer of the Legislative Assembly;

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“**Session**” means a meeting of the Legislative Assembly at Nuku’alofa at least once in every 12 calendar months;

“**Speaker**” means the Speaker of the Legislative Assembly appointed by His Majesty on the recommendation of the Legislative Assembly; and

“**Standing Committee**” means a committee established under these Rules by the Legislative Assembly to serve continuously for a particular purpose.

Suspension of Rules 3. Any of these Rules may be suspended in whole or in part by the Legislative Assembly.

PART 2 PRELIMINARY PROCEDURES

Division 1 Election of the Prime Minister and the Speaker

Election of Prime Minister and the Speaker 4 (1) A meeting of all elected representatives of the people and of the nobles shall be called pursuant to clause 50A of the Constitution or whenever there is a vacancy in the position of the Prime Minister, Speaker or Deputy Speaker.

Provided that where there is a vacancy under clause 50B of the Constitution, the procedure specified by that clause shall be adopted.

(2) The secret ballot used for electing the Prime

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Minister under Clause 50A of the Constitution and for electing the Speaker and Deputy Speaker under these Rules shall be counted by the Clerk under the general supervision of the Auditor General or his representative.

Procedure for election of the Speaker and the Deputy Speaker

- 5 (1) The procedure exercised by the Interim Speaker for the appointment of the Speaker under clause 61 of the Constitution shall be as follows:
- (i) Immediately after the nomination of the Prime Minister pursuant to clause 50A of the Constitution during the “meeting of all elected representatives of the people and of the nobles”, a member shall propose one elected representative from the nobles to the House as Speaker and the motion shall be seconded without debate or remarks.
 - (ii) If only one noble representative is proposed, he shall be declared elected and recommended to the King without any question being put.
 - (iii) Where more than one noble is proposed the House shall proceed to elect a Speaker by secret ballot in accordance with the provisions of this Order.
 - (iv) When nominations have been received, the Clerk shall announce that the ballot will now be taken, and unless a Member rises to speak, no fresh nominations shall be taken.
 - (v) The Clerk shall give to each Member present a ballot paper on which the Member may record his vote by writing the name of the noble for whom he wishes to vote.

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- (vi) Each ballot paper shall be folded so that the name written on it may not be seen. The ballot papers shall then be collected by an officer and counted at the Table by the Clerk who shall then declare the result.
- (vii) Where two nobles are proposed and seconded for Speaker, the person who receives the greater number of votes shall be declared recommended as Speaker.
- (viii) Where at any ballot between two noble candidates the votes are equal, another ballot shall be held.
- (ix) At any ballot between more than two persons who have been proposed and seconded the noble who receives the greatest number of votes shall be declared recommended as Speaker, provided he has received a majority of the votes of Members present; but if no noble has received such majority the name of the noble who has received the smallest number of votes shall be withdrawn, the noble obtaining the smallest number of votes at each ballot being excluded until one noble obtains a majority.
- (x) Where there is equality of votes between nobles who receive the smallest number of votes and one of them has to be excluded from the election under paragraph (viii) of this Order, there shall be a ballot to determine which of them shall be excluded.

- (2) The noble that receives the second highest number of votes shall be elected as Deputy Speaker, and in the absence of this, the procedure in sub-rule (1) shall be adopted.

Vacancy in
the position of
the Speaker

6 Where the position of Speaker becomes vacant pursuant to Clause 61(2) (b) and (c) of the

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Constitution, the Deputy Speaker shall assume the role of Speaker until the King appoints a new Speaker in accordance with Clause 61(4) of the Constitution.

Official
Appointment

7

(1) The Interim Speaker immediately following an election shall request an audience with His Majesty for the purposes to disclosing the Houses nominations to the positions of Prime Minister, Speaker and Deputy Speaker.

(2) In the event of any vacancy other than that occurring after a general election, the-

(i) Prime Minister, if the recommendations are for the positions of Speaker designate or Deputy Speaker designate; or

(ii) Speaker, if the nomination is for Prime Minister designate,

shall request an audience with His Majesty for the purposes of disclosing the House's recommendation.

Division 2 Opening and Closing of Legislative Assembly

Opening and
closing of the
Legislative
Assembly

8

(1) The date of the first meeting of the session shall be decided by the Prime Minister and the Speaker, and after the date has been agreed, the Speaker shall inform His Majesty of the opening date.

(2) His Majesty shall appoint three Nobles to perform His duty under sub-rule (1), where he is unable to

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attend at such opening or closing.

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| His Majesty's address | 9 | (1) The Speaker of the Legislative Assembly shall appoint a Select Committee to prepare the address-in-reply to His Majesty's address after it has been presented to the Legislative Assembly. |
| | | (2) All business of the Legislative Assembly shall be postponed until the address-in-reply to His Majesty has been completed and approved by the Legislative Assembly. |
| Address-in-reply | 10 | The Speaker shall appoint one nobles' representative and one peoples' representative in the Legislative Assembly to convey the address-in-reply to His Majesty. |
| His Majesty's messages | 11 | The Speaker shall read a message from His Majesty to the Legislative Assembly immediately upon receipt. |
| Implementation of His Majesty's message | 12 | (1) The business before the Legislative Assembly shall be suspended immediately, when a message from His Majesty is read out. |
| | | (2) The Legislative Assembly shall carry out its work on that message in the best possible manner. |
| Addresses to His Majesty | 13 | The Legislative Assembly shall present an address in reply to any message and decision of the Legislative Assembly under Rule 7 and Rule 8 hereof and appoint some of its members to present the same to His Majesty. |
| His Majesty's answer to addresses | 14 | The Speaker shall report to the Legislative Assembly an answer by His Majesty to an address presented in accordance with Rule 13. |

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PART 3 SPEAKER AND NEW MEMBERS OF LEGISLATIVE ASSEMBLY

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| Role of Speaker | 15 | The Speaker shall preside over the meetings of the Legislative Assembly and be responsible for regulating, controlling and operating the business and affairs of the Legislative Assembly. |
| Powers of the Speaker | 16 | <p>(1) The Speaker shall perform such duties and exercise such authority in relation to all proceedings of the House during a sitting and an adjournment of the House and during any recess of Parliament.</p> <p>(2) Without limiting the generality of the powers of the Speaker, the Speaker under these Rules possesses the powers summarised in Schedule 7.</p> |
| Swearing in of new members and new Ministers | 17 | <p>(1) At the first sitting of the Legislative Assembly, the Prime Minister shall introduce any new members or new Ministers to the Speaker.</p> <p>(2) The Speaker shall instruct the new members to take the oath.</p> |
| Oath | 18 | Ministers, Nobles and the People’s representatives shall take the Oath in Schedule 1 by reading it out and signing their names thereto in the presence of the Legislative Assembly. |

PART 4 BUSINESS OF THE LEGISLATIVE ASSEMBLY AND RELATED MATTERS

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

Division 1 Conduct of Business

Order of
business of
the
Legislative
Assembly

- 19 (1) After the address-in-reply has been delivered to His Majesty, the business of the Legislative Assembly shall proceed as follows –
- (a) any legislation concerning Revenue, Estimates of Expenditures and all related petitions;
 - (b) consideration of Regulations passed since the last session of the Legislative Assembly;
 - (c) new legislations;
 - (d) petitions;
 - (e) motions for an order;
 - (f) reports of Ministers, report on resolutions and motions passed in the previous session of the Legislative Assembly and other Government business; and
 - (g) motions.
- (2) Notwithstanding sub-rule (1), the Speaker may allow discussion of any matter before the Legislative Assembly.
- (3) Motions of no confidence (provided that it meets the criteria in Clause 50B (2) of the Constitution) and invitations for meeting overseas and reports of official visits within the Kingdom shall be lodged and discussed in accordance with these Rules.
- (4) The Speaker shall direct that –
- (a) the agenda for each day be printed and distributed to each member, but the

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Legislative Assembly may amend the agenda at any time; and

- (b) each member to be given a copy of each matter to be dealt with by the Legislative Assembly.

- (5) (1) Members shall give notice to the Clerk of matters they wish to be included in the Agenda.

- (2) The Clerk shall then inform the Speaker who shall decide whether the matter will be included in the agenda and unless otherwise directed in these Rules, a member shall not raise the matter in the House.

Date of official visits 20 The Speaker shall recommend to the Legislative Assembly the date when it shall proceed with official visits within Tonga.

Official language 21 The official language to be used in the Legislative Assembly is the Tongan language.

Meetings 22 The Legislative Assembly shall –

(a) meet at least once every 12 calendar months; and

(b) always meet at Nuku'alofa and at no other place except in time of war.

Date and time of meetings 23 (1) Unless ordered otherwise, the Legislative Assembly shall meet each Monday, Tuesday, Wednesday, and Thursday in the times specified in Schedule 2.

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- (2) Notwithstanding sub-rule (1), the Legislative Assembly shall not meet when Cabinet meets.
- Adjournment by resolution 24 The Legislative Assembly shall be adjourned only by resolution, unless it adjourns in accordance with Rule 23.
- Adjournment if half of members absent 25 The Speaker shall –
- (a) count those present in the Legislative Assembly immediately after prayers and roll-call; and
 - (b) ensure no business shall be proceeded with for 15 minutes, if one half of the members including himself are not present,
- and if at the end of 15 minutes the number of members is still less than one half, he shall adjourn the Legislative Assembly to the next day.
- Prayer 26 The Speaker shall –
- (a) nominate a member to conduct a prayer on the first day of each week; and
 - (b) conduct the Lord’s Prayer on other days.
- Leave of absence 27 Every member shall attend meetings of the Legislative Assembly unless the Speaker has granted leave of absence to that member.
- Roll call 28 (1) The Speaker shall order the Clerk to call the names of the members, after the prayer is said.
- (2) The Clerk shall record the names of members who do not answer and call these names a second time.

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- (3) Members who answer their names on the second call or attend in their places before 12:00 noon on the same day shall be excused.
- Loss of basic salary due to absence 29 A member shall not receive his basic salary for the days he is absent from the Legislative Assembly, unless his absence is caused by illness certified by a qualified medical practitioner, or excused by the Speaker.
- Obeisance 30 (1) Every person shall make obeisance to the Speaker or the Chairman before taking up or leaving his seat.
- (2) No one shall pass between the Speaker or Chairman and any member who may be speaking.
- Journal of the Proceedings 31 The Clerk shall keep the Journals of the Proceedings in accordance with clause 72 of the Constitution.
- Records 32 The Clerk shall –
- (a) have custody of all records; and
 - (b) not take or permit the taking of such records without prior permission from the Speaker.

Division 2 Urgency

- Urgency 33 For the purposes of this Part, the House shall consider the following as ‘matters of urgency’ –
- (a) Bills certified by the Prime Minister in a written letter to the Speaker as urgent;
 - (b) Any other matter proposed by a member that the

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House has approved as urgent.

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| Effect of urgency | 34 | (1) If a matter is afforded ‘urgency’ that business maybe proceeded with to a completion at that sitting of the House and the sitting is extended accordingly.

(2) Whenever urgency has been accorded, the House shall adjourn proceedings at the time specific in rule 23 but shall recommence at a different time or date from that specified in rule 23, and such a sitting shall be considered a different sitting. |
| No other business to be discussed | 35 | Whenever urgency has been entered upon, no business, other than the business for which urgency was accorded maybe transacted by the House, except with leave. |

Division 3 Rules of Debate

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| Member to rise when speaking | 36 | Every member who wishes to speak shall –

(a) rise in his place; and
(b) address himself to the Speaker or the Chairman. |
| Exemption for sickly members | 37 | The Speaker or the Chairman may permit a member who is unable to stand due to infirmity or illness or for any other reason to speak while seated. |
| Time limit | 38 | (1) (a) A member may speak for no more than 10 minutes during a debate.

(b) The Speaker or the Chairman may, on the expiration of 10 minutes, allow a member a further two minutes to complete his statement. |

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(c) The Speaker or the Chairman of the Whole House shall warn the member speaking when he has one minute left of the time allowed.

(d) A point of order may be made while a Member speaks, but such point of order shall be limited to one (1) minute.

(2) Notwithstanding sub-rule (1), the Speaker or the Chairman may allow unlimited time to –

(a) the Minister of Finance to explain the Budget and Estimates;

(b) a member to introduce and explain a Bill; or

(c) a member to explain his constituency visit report.

No debate on questions already debated 39

No member may speak to any question –

(a) after it has been put by the Speaker or the Chairman; and

(b) the voices have been given in the affirmative or negative thereon.

Interruption 40

A member shall not be interrupted while speaking except –

(a) by the Speaker or the Chairman; or

(b) on a point of order.

Point of order 41

(1) A member called to order shall resume his seat, when a point of order has been stated.

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- (2) The Speaker or the Chairman shall –
- (a) decide on the question of order after it has been stated to him by the member raising it;
 - (b) that decision shall be final; and
 - (c) time spent on a point of order shall not be added to the time limit specified in Rule 38(1).

- Interruption with leave of member 42 (1) A member who is addressing the Legislative Assembly may be interrupted by another member –
- (a) with leave from the member making the address; and
 - (b) for the purpose of making a personal explanation.
- (2) Time spent in an interruption with leave of a member shall be deducted from the time limit specified in Rule 38(1).

- Explanation of personal matters 43 With the approval of the Speaker or the Chairman of the Committee of the Whole House, a member may explain personal matters -
- (a) although there is no question before the Legislative Assembly; and
 - (b) such statements may not be debated.

- Priority when two members speak 44 The Speaker or the Chairman shall reasonably choose whom to speak when two or more members at the same

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time rise to speak.

Ground for speaking	45	A member may speak on – (a) any question before the Legislative Assembly; (b) a proposed amendment; or (c) a question of order arising out of a debate.
Member speaks once	46	A member may speak once in the Legislative Assembly in respect of a motion unless he is offering an explanation or reply.
Speaking twice on same motion	47	A member who has spoken on a motion may speak again on the same matter if it is – (a) to clarify some material part of what he had said; and (b) not introducing a new matter.
Right of reply	48	(1) A member who has made a substantive motion shall have a right of reply. (2) The Speaker or Chairman shall put the question after a member has exercised his right of reply.
Non-compliance with Rules	49	(1) A member who, in the Legislative Assembly or Committee of the Whole House, – (a) fails to comply with these Rules; (b) behaves in a disorderly manner; or (c) has been warned once but persists or continues to obstruct a meeting, and has been named by the Speaker or Chairman,

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is in breach of these Rules.

- (2) If the breach was committed in –
 - (a) the Legislative Assembly, the Speaker may –
 - (i) order the member to vacate the Legislative Assembly for a period not exceeding five days; or
 - (ii) refer the matter to the Legislative Assembly to be dealt with according to sub-rule (3) hereof; or
 - (b) the Committee of the Whole House, the Chairman may -
 - (i) order that member to vacate the Legislative Assembly for a period not exceeding one day; or
 - (ii) refer the matter to the Legislative Assembly to be dealt with according to sub-rule (3).
- (3) Notwithstanding the provisions in sub-rule (2), the Legislative Assembly may order a member who has breached these Rules to be suspended from the Legislative Assembly for a period not exceeding 14 days.
- (4) A member who, has been suspended in accordance with sub-rule (2) or (3) and continues to disobey such order, shall be –
 - (a) subjected to the use of force to carry out such order; and

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(b) suspended for the remainder of that session.

Effect of suspension of member 50 A member who is suspended from Legislative Assembly shall –

- (a) be excluded from the Legislative Assembly and all rooms set apart for the use of members; and
- (b) not be entitled to the portion of his basic salary during his period of suspension.

Speaking on adjourned question 51 A member who, has spoken on the debate of a question which has been adjourned, may not speak on the same question when the debate is resumed, unless approved by the Legislative Assembly.

Speaker or Chairman speaks uninterrupted 52 Where the Speaker or the Chairman speaks during a debate –

- (a) any member speaking or offering to speak shall sit down; and
- (b) the Legislative Assembly shall be silent so that he may be heard without interruption.

Objectionable words 53 (1) A member who –

- (a) refuses to retract;
- (b) explain; or
- (c) apologize,

for any objectionable words at the demand of the Speaker or the Chairman may be suspended in accordance with Rule 49.

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- (2) The Speaker or the Chairman shall instruct that the objectionable words be omitted from the record.
- Adjournment of debate 54 A debate may be adjourned to a later hour of the same day or any other day.
- Question of adjournment 55 (1) A member who has spoken to a question may –
- (a) speak again to the question of adjournment; or
 - (b) to any new question, which may arise.
- (2) A member who has spoken only on the question of adjournment may speak subsequently on the main question.
- Moving an amendment 56 A member who has spoken may not move –
- (a) an amendment; or
 - (b) the adjournment of the debate,
- but he may speak on any such motion made by another member.
- Speaking on resumption of debate 57 (1) A member who moved an adjournment shall speak first on the resumption of the debate.
- (2) Where a substantive motion is in the negative, the mover may speak later.
- (3) A member moving a motion for adjournment of the debate on any question being in the negative, may address the Legislative Assembly at a later time during such debate.

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- Denied motion for adjournment 58 Where a motion to adjourn debate has been in the negative, it shall not be proposed again without the leave of a majority of the Legislative Assembly, to be decided without debate, until some other question had intervened.
- Reference to Committee proceedings 59 Reference shall not be made to any proceedings of the –
(a) Committee of the Whole House;
(b) a Standing Committee; or
(c) a Select Committee,

until it has been reported to the Legislative Assembly.
- Irrelevant or repetitive speaking 60 The Speaker or the Chairman, may –
(a) call the attention of the Legislative Assembly or the Committee of the Whole House, as the case may be, to continued irrelevance or tedious repetitions on the part of a member, either –
(i) of his own arguments; or
(ii) the arguments used by other members;
and
(b) direct the member to discontinue his speech.
- Pecuniary Interests 61 (1) Subject to section 18 of the Legislative Assembly Act (CAP. 4), a member shall not speak or vote on any question on which he has a direct pecuniary interest, personal or other benefits.

(2) The Speaker or Chairman shall have the

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power to –

- (a) stop the member from speaking on the issue; and
 - (b) disallow a vote passed by the member concerned.
- (3) Notwithstanding sub-rule 2, the Speaker may refer a complaint to the Standing Committee on Privileges to carry out further inquiry before making his decision.

Division 4 Voting on a Question

Putting a question to vote

- 62 (1) A member may move “That the question be now put” any time during a debate in the Legislative Assembly or proceedings of the Committee of the Whole House, whether or not that member is speaking.
- (2) A motion shall be put forthwith without debate –
- (a) if the Speaker or the Chairman is of the opinion that a question has been sufficiently debated; and
 - (b) if the motion is carried, the question shall be put to the vote.

Voting

- 63 (1) Every member present in the Legislative Assembly when the question is put –
- (a) is free to vote; or
 - (b) abstain from voting.

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(2) Every resolution of the Legislative Assembly or the Committee of the Whole House shall be reached by voting.

Mode of voting 64 The mode of voting on all Bills in the Legislative Assembly shall be in accordance with clause 56 of the Constitution.

Casting vote 65 The Speaker or the Chairman shall have a casting vote where there is an equality of votes.

Division 5 Divisions

Division 66 The Sergeant-at-Arms shall –

(a) ring a bell where a division is demanded; and

(b) close the doors when two minutes has lapsed and as directed by the Speaker.

Reporting of division 67 No member shall enter or leave the Legislative Assembly when the doors are closed until the division is reported.

Voting on division 68 Every member present in the Legislative Assembly after the doors are closed when the question in a division is put shall vote.

Resolving a division 69 (1) The Speaker shall –

(a) put the question again, after the doors are closed; and

(b) after the voices have been given –

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- (i) declare whether the “Ayes” or the “Noes” have it; or
- (ii) if his opinion is disputed, direct the “Ayes” to take their place at the right side of and the “Noes” on the left side of the Legislative Assembly.

- (2) A member shall not move from his place after the Legislative Assembly has divided until the Clerk has reported the result to the Speaker.

Declaration of division	70	The Speaker shall declare the numbers on the division to the Legislative Assembly.
Record of voting on division	71	The names of members who have voted on divisions in the Legislative Assembly and the Committee of the Whole House shall be entered in the Journals of the Proceedings.
Error of reporting	72	The Legislative Assembly shall proceed to another division where there is confusion or error in the numbers reported, unless it can be corrected.
Correction of error	73	The Legislative Assembly shall order the votes and the proceedings to be corrected – <ol style="list-style-type: none">(a) if the numbers have been reported incorrectly; and(b) on being informed thereof.
Calling a division	74	A division shall be called for only by a member

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who has given his voice against the majority as declared by the Speaker.

Vote consistent with voice

- 75
- (1) A member who gave his voice with the “Ayes” or “Noes”, shall not, vote with the opposite party where a division is taken.
 - (2) The Speaker shall, order the division list be corrected –
 - (a) where a member voted with the opposite party; and
 - (b) on being informed thereof.

Divisions in Committee of the Whole House

- 76
- A division in the Committee of the Whole House shall –
- (a) be taken and recorded in the same manner as; and
 - (b) adopt the same rules as those applicable to,
- a division in the Legislative Assembly.

PART 5 MATTERS FOR DISCUSSION IN THE LEGISLATIVE ASSEMBLY

Division 1 Motions

Submission of new motions

- 77
- A member shall not submit a new motion after the 31st day of August, except motions allowed by the Legislative Assembly or motions of impeachment.

Government

- 78
- Notwithstanding Rule 77, Government motions may be

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motions

submitted at any time.

Notice of motion

79

(1) A member giving notice of a motion shall –

- (a) ensure it is clearly written;
- (b) sign his name;
- (c) the issue to be debated is stated clearly as basis for a resolution;
- (d) it does not refer to the name of any individual unless the motion would not be clear if such name is not provided;
- (e) deliver a copy to the Clerk.

(2) The Speaker, in receiving a notice containing unbecoming expressions, or that does not comply with sub-rule (1), shall –

- (a) return it to the member who submitted it; and
- (b) notify that member of the unbecoming expressions, or the non-compliance with sub-rule (1).

(3) The Speaker may refer a notice of a motion to the Standing Committee on Privileges to determine whether such notice is in compliance with these Rules before it is submitted to the House.

Unwritten notice

80

A motion may be made without the submission of any previous written notice. Provided that a member may not rise to speak immediately after roll-call on any matter without the prior consent of the Speaker.

Seconded motion

81

(1) The Speaker shall propose the discussion of a

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motion by the Legislative Assembly where –

- (a) a motion has been made; and
- (b) that motion was seconded.

(2) A motion shall not be discussed further if it was not seconded.

Withdrawal of motion 82 A member who made a motion may withdraw it.

Amendment of motion 83 An amendment to a motion shall be voted upon starting with the last amendment made to that motion before the actual motion itself is voted upon including the amendments that were passed.

Reporting on motions 84 (1) The Prime Minister shall report to the Legislative Assembly before the 31st of July the action that Government has taken on motions carried in the previous session of the Legislative Assembly.

(2) The report shall –

- (a) disclose details and reasons for such Government action; and
- (b) be presented to the Legislative Assembly before any new motion can be deliberated upon.

Motion for a Vote of No Confidence in the Prime Minister 84A (1) A member who wishes to move a Motion for a Vote of No Confidence in the Prime Minister, shall submit to the Speaker of the Legislative Assembly a Notice of his intention to move a Motion for Vote of No Confidence in the Prime Minister, at least five (5) working days but no

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more than fourteen (14) working days prior to its tabling in the Legislative Assembly.

(2) Any Notice under sub-rule (1) shall be made in the Form set out in Schedule 5 of these Rules.

Substance of a Notice of Intention to move a Motion for a Vote of No Confidence in the Prime Minister

84B (1) The Notice of Intention to move a Motion for a Vote of No Confidence in the Prime Minister shall be signed by an Elected Member of the Legislative Assembly.

(2) A Notice of Intention to move a Motion for a Vote of No Confidence in the Prime Minister shall be submitted to the Speaker of the Legislative Assembly together with-

(i) the Motion for a Vote of No Confidence in the Form in Schedule 6 of these Rules; and

(ii) authenticated documents supporting the grounds of the motion.

Signatories to a Motion for Vote of No Confidence in the Prime Minister

84C A Motion for a Vote of No Confidence in the Prime Minister shall be signed by at least ten (10) Elected Members of the Legislative Assembly before it is submitted to the Speaker of the Legislative Assembly.

Service of Notice of Intention of moving a Motion for Vote of No Confidence in the Prime

84D The Speaker of the Legislative Assembly shall, upon receipt of a Notice of Intention of moving a Motion for a Vote of No Confidence in the Prime Minister submitted in accordance with the time allowed under Rule 84A(1), as soon as possible, serve this Notice on every Member of the

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Minister Legislative Assembly, together with the Motion for Vote of No Confidence in the Prime Minister and all other documents submitted in support of such Motion.

The Speaker's power to refer a Motion for a Vote of No Confidence in the Prime Minister to the Standing Committee on Privileges 84E (1) The Speaker may refer a Motion for a Vote of No Confidence in the Prime Minister to the Standing Committee on Privileges to consider the Motion in accordance with Rule 176(b).

(2) The Standing Committee on Privileges shall fully consider and report to the Speaker and the Legislative Assembly, on the Motion for Vote of No Confidence in the Prime Minister, before the Motion is debated on in accordance with Rule 84F.

Provided that Rule 173A shall not apply to members of the Committee while reviewing a motion for a vote of no confidence in the Prime Minister.

Debate upon a Motion for a Vote of No Confidence in the Prime Minister 84F (1) The Speaker shall, in compliance with the time allowed under Rule 84A(1), table a Motion for a Vote of No Confidence in the Prime Minister for debate in the Legislative Assembly.

(2) When a motion for Vote of No Confidence in the Prime Minister is debated in the Legislative Assembly, there shall be no other matter debated in the Legislative Assembly until the Motion is concluded.

Provided that no motion for a vote of no confidence in the Prime Minister shall be tabled or

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discussed when the Annual Estimates are being discussed.

- (3) The procedure for deliberation on a Motion for Vote of No Confidence in the Prime Minister shall be in accordance with the Rules of Procedure and as set out under PART 4, Division 3 of these Rules.

Vote on a Motion for a Vote of No Confidence in the Prime Minister

- 84G
- (1) A Motion for a Vote of No Confidence in the Prime Minister shall be put to a vote within five (5) working days from the time it was first tabled for debate in the Legislative Assembly.
 - (2) For a Motion of No Confidence in the Prime Minister to be successful, it shall be passed by more than half of the votes casted.
 - (3) The vote for a Motion of a Vote of No Confidence in the Prime Minister shall be by ballot with a show of hands.

Division 2 Motion for an Order

Application to motion for an Order and

- 85
- (1) Rules 77 to 83 shall apply to a motion for an order.

Numbering

- (2) The Clerk shall number a motion for an order separately from the regular motions.
- (3) A Motion for an Order-

(a) may be submitted by any member

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including Cabinet Ministers, but a Cabinet Minister cannot submit a Motion for an Order in the Assembly on any matter already decided by Cabinet;

- (b) shall follow prior written notice to the Speaker and comply with Rule 79; and
- (c) shall be moved in the Assembly in accordance with these Rules.

Non-compliance with motion for an order

86 The Speaker may –

- (a) suspend a member for a period that would not exceed into the next session; or
- (b) refer the matter to the Legislative Assembly to be dealt with in accordance with Rule 111,

if the member fails to comply with any motion for an order that was passed by the Legislative Assembly.

Division 3 Impeachment

Impeachment

87 (1) It shall be lawful for a member of the Legislative Assembly, of his own volition or as the result of a written complaint made to him by any Tongan subject, to move the Assembly, in accordance with the clause 75 of the Constitution to impeach another member of the Legislative Assembly.

- (2) A member who seeks to impeach any of the persons referred to in sub-rule (1) shall file a motion seeking leave to impeach in the Form in Schedule 3A, together with an affidavit setting out

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the prima facie evidence in support.

- (3) The Legislative Assembly shall first refer the motion of impeachment and supporting affidavits to the Standing Committee on Privileges for consideration and recommendations. The Committee shall report to the Legislative Assembly within ten (10) working days from the date the Motion seeking leave to impeach was referred to the Committee. Upon receipt the Legislative Assembly shall debate and put the recommendations to a vote.
- (4) The Standing Committee on Privileges may request an audit report from the Auditor General or any other entity or any other document or information from any entity to assist with their examination of a motion seeking leave to impeach in sub-rule (1), and the Committee shall submit these documents together with its report to the House.
- (5) The vote on a Motion Seeking Leave to Impeach shall be by ballot with a show of hands.

Commencement of proceedings 88

The proceeding for impeachment shall commence if the Legislative Assembly –

- (a) has received the result of the inquiry;
- (b) has approved it; and
- (c) concludes there is a case to answer based on written recommendations of the Standing Committee on Privileges.

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- Prosecution and defence 89 (1) The Legislative Assembly may appoint the member who made the motion to –
- (a) prosecute; and
 - (b) prepare the articles of impeachment.
- (2) The articles of impeachment shall be in the form set out in Schedule 3.
- (3) Subject to approval by the Legislative Assembly, the member may engage legal counsel to assist him.
- Trial date 90 (1) The Legislative Assembly shall fix a date for the trial when the articles of impeachment are ready.
- (2) The Clerk shall serve on the impeached person –
- (a) a written notice of the date of trial; and
 - (b) a copy of the articles of impeachment,
- at least seven days before the date of the trial.
- (3) The Legislative Assembly –
- (a) may change the date of trial before or on the date of trial; and
 - (b) shall convey the change to the impeached person.
- Legal representation 91 The impeached person –
- (a) may be represented by legal counsel; and
 - (b) shall attend his trial.

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- Chairing proceedings 92 The Chief Justice shall –
- (a) preside and Chair the trial of the impeached person; and
 - (b) conduct the proceedings in accordance with clause 11 of the Constitution.
- Speaking on proceedings 93 A member may not speak during the proceedings, unless to ask for clarification through the Chief Justice.
- Functions of Chair 94
- (1) The Chief Justice –
 - (a) shall direct the Legislative Assembly on questions of law; and
 - (b) may comment on the facts to the extent necessary for clarification and the application thereto of the law.
 - (2) The Legislative Assembly shall be solely responsible for deciding questions of fact.
- Decision 95
- (1) The Legislative Assembly shall consider its decision while the impeached person, legal counsels, prosecutors and the Chief Justice retire.
 - (2) The impeached person, legal counsels, prosecutors and the Chief Justice are recalled when the Legislative Assembly reaches a decision.
 - (3) The Clerk shall announce the decision by the Legislative Assembly to the Chief Justice and the impeached person.

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- Penalty 96 If the Legislative Assembly decides that the grounds for impeachment has –
- (a) not been proved –
 - (i) the impeachment is dismissed; and
 - (ii) the impeached person is discharged; or
 - (b) been proved, together with the Chief Justice, it shall -
 - (i) pass judgement in accordance with the Constitution; and
 - (ii) rule on costs.

Division 4 Questions

- Questions to Ministers 97 Questions may be put to Ministers concerning –
- (a) public affairs;
 - (b) Government business;
 - (c) ministerial duties; or
 - (d) matters connected with the business of the Legislative Assembly.
- Answers 98
- (1) A question may require an oral or written answer.
 - (2) Questions requiring an oral answer shall be –
 - (a) concise; and
 - (b) not seek information –
 - (i) of a statistical nature; or
 - (ii) on a matter too large to be dealt with

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in an oral answer.

- Notice of questions 99 A notice of a question shall be –
- (a) be in writing;
 - (b) indicate whether the question is for an oral or written answer;
 - (b) be addressed to the Minister concerned; and
 - (c) be lodged with the Clerk.
- Substance of questions 100 Questions shall not –
- (a) seek a legal opinion from a Minister;
 - (b) contain any arguments, unparliamentary language or other discreditable reference to the Legislative Assembly or a member;
 - (c) contain any statements except where necessary to make the question intelligible;
 - (d) relate to the private affairs of any member or other person; or
 - (e) seek the personal opinion of a Minister.
- Examination of notices 101 The Clerk shall examine all notices of questions and –
- (a) if satisfied that they are in order –
 - (i) endorse it; and
 - (ii) forward a copy to the Minister concerned; or
 - (b) if it is not in order –
 - (i) amend it to comply with these Rules with

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- the prior approval of the member concerned; or
(ii) return it to the member.

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| Oral answer | 102 | (1) (a) Notices of questions for oral answer shall be set down for reply in the order of receipt.

(b) Oral answers shall be given within three days after receipt of the notice.

(2) (a) The Legislative Assembly may spend a maximum of two hours in asking and replying to questions

(b) A question and reply may spend a maximum of four minutes, unless extended by the Speaker. |
| Clarification | 103 | (1) Ministers shall fully reply to questions put to them.

(2) The member asking the question may request clarification if the reply is unclear.

(3) The Speaker may permit supplementary questions from members to clarify a reply. |
| Presentation of oral answers | 104 | The Minister concerned shall reply to notices of questions for oral answers between 2:00pm and 4:00pm on Thursdays after the approval of the Estimate. |
| Written answers | 105 | The Minister concerned shall reply to notices of questions for written answers by – |

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- (a) sending a written reply to the Clerk; and
- (b) Within 14 days of receiving the notice.

Question without notice 106 (1) The Speaker shall, on the Thursday afternoon, during the hours referred to in Rule 104, of the third week of every month permit oral questions to be asked by a member without prior notice.

(2) Answers to questions asked in accordance with sub-rule (1) shall be provided immediately.

Emergency questions 106A (1) Speaker may permit oral emergency questions to be asked by a member at any time and without prior notice.

(2) Answers to questions asked in accordance with sub-rule (1) shall be provided immediately.

Division 5 Contempt

Contempt to other members 107 A member may not refer to another member by name.

Offensive words 108 (1) For the purposes of this Rule “offensive or unbecoming language” includes words that –

- (a) are swear words;
- (b) are rude, degrading, insulting or defamatory;
- (c) would provoke disgust and outrage;
- (d) are false; or
- (e) is indecent to the public.

(2) A member shall not use offensive or unbecoming

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language in or against the Legislative Assembly or any member.

- (3) Imputations of improper motives or offensive references to a member's private affairs and personal reflections shall be deemed highly disorderly.

Timing of objection	109	A member objecting to words used by another member shall object at the time such words are used.
Interference	110	The Speaker shall intervene when required to maintain order in the Legislative Assembly.
Penalty for contempt	111	A person may be punished for contempt according to Clause 70 of the Constitution, or any other punishment that the House may impose according to these Rules.
Complaint	112	A member may lodge a complaint with the Legislative Assembly that – (a) a privilege has been breached; or (b) a contempt was committed against – (i) the Legislative Assembly; or (ii) a member.
Referral	113	The Speaker may refer a complaint to the Standing Committee on Privileges.
Recommendations	114	The Standing Committee on Privileges shall – (a) investigate and hear evidence; (b) consider whether a breach of privilege or a

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contempt of the Legislative Assembly has been committed; and

- (c) report its findings to the Legislative Assembly together with recommendations.

Deciding complaint 115

The Legislative Assembly may act on recommendations from the Standing Committee on Privileges.

Warrant for breach 116

- (1) The Legislative Assembly may issue a warrant in the form in Schedule 4 against a person where it decides that he has –

- (a) breached the privileges; or
(b) committed contempt,

of the Legislative Assembly.

- (2) A person who is charged with contempt or breach of privilege may –

- (a) engage legal counsel;
(b) call witnesses; or
(c) produce evidence,

to defend the case against him.

Decision by resolution 117

- (1) The Legislative Assembly shall –

- (a) hear the proceedings;
(b) consider answers given by the alleged person; and
(c) reach a decision by resolution.

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(2) A decision in sub-rule (1) shall be implemented immediately.

Failure to attend 118 The Legislative Assembly may pass judgment on a person, upon whom a warrant is served to attend before the Legislative Assembly but fails without reasonable cause to attend, in his absence, and -

- (a) issue a warrant for his arrest; or
- (b) require him to appear before the Legislative Assembly to continue with proceedings.

Privilege and contempt proceedings prioritised 119 Proceedings for breach of privilege or contempt shall take precedence over other matters before the Legislative Assembly.

Division 6 Petitions

Petitions 120 Petitions shall be lodged for registration with the Clerk.

Signature on petition 121 A petition shall be –

- (a) be clearly written;
- (b) typed; or
- (c) printed;
- (d) record the summary of the prayers on the top of each signature page recording the signatures of the petitioners; and
- (e) be the original of each of the pages of the petition and not copies,

and signed by three or more persons.

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Returned petitions 122 The Clerk shall, if directed by the Speaker, return a petition together with an indication of reasons for such return to the relevant person, if it does not comply with these Rules.

Presentation of petitions 123 (1) A petition shall be presented by a member who shall –

- (a) sign his name at the beginning thereof;
- (b) ensure that it –

- (i) conforms with these Rules and Orders of the Legislative Assembly;

- (ii) respectful;

- (iii) decorous; and

- (iv) temperate in its language.

(2) The Speaker shall decide whether a petition –

- (a) is related to the business of the Legislative Assembly;

- (b) is submitted for discussion by the Select Committee on Privileges; and

- (c) report to the Legislative Assembly for final deliberations.

Member petitions 124. A member shall not present a petition for himself.

Division 7 Submission and reading of Bills in the Legislative Assembly

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| Bills | 125 | <p>(1) A member may prepare and submit Bills to the Legislative Assembly.</p> <p>(2) Government Bills shall be submitted by the Minister responsible for the Bill , who shall record his name and sign the explanatory note of the Bill.</p> <p>(3) A Private Bill shall –</p> <ul style="list-style-type: none">(a) be tabled by a member who is not a Minister and that member shall sign the explanatory notes of the Bill;(b) deal with a public matter that impacts the country as a whole. <p>(4) The Law Committee shall be satisfied that each member had conducted reasonable consultation with the relevant government agencies who are directly related to the subject matter of the Private Bill.</p> |
| Official submission | 126 | <p>The Clerk shall record, date and number all Bills submitted by Members.</p> |
| Scrutinizing drafting of Private Bills | 127 | <p>(1) A non-Cabinet member may submit a private Bill to the Speaker.</p> <p>(2) The Speaker shall refer Private Bill to the Standing Committee on Legislation who shall ensure that it complies with rule 175(2) before it is submitted into the House for first reading.</p> <p>(3) The Standing Committee on Legislation shall not have the power to quash the Bill but can provide</p> |

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a written report to the House regarding its findings.

- Opening statement 128. A member presenting the Bill may make a statement without any interventions for a period not exceeding five minutes before the first reading.
- Procedure for Reading of Bills 129 The Clerk shall, on each reading of a Bill, read the –
- (a) long Title;
 - (b) preamble; and
 - (c) short Title,
- of the Bill and it shall be deemed to have been read in full.
- First reading of Bill 130
- (1) The Speaker shall order that the Bill is read by the Clerk for the First Time.
 - (2) The Speaker shall put the First Reading to the vote of the Legislative Assembly without amendment or debate.
 - (3) If the First Reading is not approved by the Legislative Assembly, the Bill is deemed rejected and shall not proceed further.
- Public Submissions 131
- (1) The Legislative Assembly shall not proceed upon a Bill after its first reading for a period of two weeks or such longer time that the Assembly decides is needed to allow members to scrutinise the Bill, and for the public to make submissions, but this shall not apply to –
 - (a) Appropriation Bills; and

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(b) Bills certified by the Prime Minister to be urgent.

(2) The Speaker shall refer the Bill to the relevant Committee tasked with scrutinizing policy and gathering public submissions to the Bill.

(3) The relevant Committee after carrying out its inquiry shall prepare and submit a report of its findings and recommendations to the Legislative Assembly.

Reporting on public submissions 132

(1) The Report of the Committee shall be discussed and voted upon before the second reading of the Bill.

(2) If on approval of the report requires that the Bill has to be amended, the Speaker may refer the Bill to the Standing Committee on Legislation.

Second reading of Bill 133

(1) The Speaker shall order that the Bill be read a Second Time.

(2) A member introducing a Bill may further explain its object after it is read a Second Time.

(3) A Bill that has been read a Second Time shall not be amended or debated at the end of that reading.

(4) If a member requests the debating of a provision of a Bill after its Second Reading, it shall be committed to the Committee of the Whole House for debate, provided that the debate on that Bill in the Committee of the Whole House shall not be

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

limited to the provision it was committed for.

- (5) If no member requests the debating of the Bill after its Second Reading, it shall be read a Third Time.

Division 8 Submission of Bill to Committee of the Whole House

- | | | |
|--------------------|-----|--|
| Discussion of Bill | 134 | (1) The Chairman shall put a motion that a Bill be discussed by section in numerical order, unless it agrees to discuss the Bill in its entirety. |
| | | (2) The Chairman may require the member introducing the Bill to explain the purpose of each provision of the Bill before it is discussed in the Committee of the Whole House. |
| Amendments to Bill | 135 | (1) The sections of the Bills may be amended to –

<ul style="list-style-type: none">(a) omit words, numbers, signs or punctuation marks;(b) omit words, numbers, signs or punctuation marks in order to add or insert other words in its place; and(c) add or insert words, numbers, signs or punctuation marks, <p>provided that where the Legislative Assembly or Committee of the Whole House considers an amendment proposed by a member to be substantial, it must refer it to the Standing Committee for Legislation to vet and report on before debate on the amendment continues.</p> |

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(2) Amendments shall be discussed as in the Legislative Assembly.

(3) The Committee may reject the Bill subject to the approval of the Legislative Assembly.

Amendment by section	136	When a section or amendment is discussed, a member speaking shall confine himself to that section or amendment.
Question on amended section	137	When a section has been amended, a question shall be put “That the Section, as amended, stand part of the Bill”.
Relevance	138	An amendment may be made to a section or other part of a Bill, if – (a) it is relevant to the subject matter of the Bill; or (b) in accordance with an instruction; and (c) it complies with these Rules.
Postponing	139	Discussion of a section may be postponed whether or not it has been amended.
Adding a section or Schedule	140	Adding a section or schedule to a Bill in the Committee of the Whole House shall be made when discussion reaches the part of the Bill where the addition is proposed.
Reading added section or Schedule	141	The Chairman shall – (a) read the section or schedule to be added; and (b) put the question “That the section or schedule do stand part of the Bill”,

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and make the addition if it is approved.

Division 9 **Re-submission of Bill to Legislative Assembly from Committee of the Whole House**

Report on Bill	142	The Chairman shall report the Bill with any amendments made, to the Legislative Assembly when discussion is completed.
Voting where Bill was not amended	143	<p>(1) (a) If no amendments were made in the Committee of the Whole House, the Speaker shall put the Second Reading of the Bill to the vote of the Legislative Assembly.</p> <p>(b) If the Bill is approved, it shall be read a Third Time.</p> <p>(2) (a) If amendments were made in the Committee of the Whole House, the Speaker shall ballot the Second Reading of the Bill, as amended.</p> <p>(b) If the Bill is approved, as amended, it shall be read a Third Time.</p>
Third reading	144	<p>(1) On the Third Reading of a Bill, it shall be put “That the Bill be now read a Third Time”.</p> <p>(2) Questions or amendments may be moved, at the end of the Third Reading in the same manner as at the end of a Second Reading.</p>
Verbal	145	Verbal amendments may be made to a Bill on the Third

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

amendments

Reading.

Vote after
Third
Reading

146

(1) (a) The Speaker shall, after the Third Reading of a Bill -

(i) read the title; and

(ii) put the question “That this be the Title of the Bill?”.

(b) The Legislative Assembly may –

(i) agree to the Bill; or

(ii) agree to the Bill subject to amendments.

(2) The Speaker shall put the Third Reading of the Bill to the vote of the Legislative Assembly.

(3) If the Bill is approved, it shall be deemed to be an Act passed by the Legislative Assembly.

Division 10 Signature and Certification of Acts Passed

Signature
and
certification
of passing

147

(1) The Speaker shall sign an Act passed by the Legislative Assembly in accordance with Rule 146.

(2) The Clerk shall certify at the top of the first page of the Act the date it was passed.

Royal
Assent

148

The Clerk shall, within one month of the date an Act was passed by the Legislative Assembly, submit it to the relevant office to be presented to His Majesty for His Royal Assent.

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Regulations, 149 The Legislative Assembly shall consider –
Rules and
Orders

- (a) Regulations;
- (b) Rules; or
- (c) Orders,

in the same manner as it considers a Bill.

PART 6 COMMITTEES

Division 1 Committee of the Whole House

Chairman 150 (1) The Legislative Assembly shall elect one of its
Committee elected members as Chairman immediately after
of the Whole the opening of parliament after general elections.
House

- (2) The Chairman shall serve for a term of four years.

Acting 151 The Speaker shall nominate, at the commencement of
Chairman every meeting, a member to act as Chairman if the
Chairman is absent.

Powers of 152 Without limiting the generality of the powers, the
Chairman Chairman shall have the powers specified in Rule 49.

Appointment 153 (1) The Committee of the Whole House shall –
of
Committee
by resolution

- (a) be appointed by a resolution “That this Legislative Assembly resolve itself into the Committee of the Whole House”; and
- (b) for the purpose specified in that resolution.

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- (2) The Speaker shall vacate his seat and be replaced by the Chairman when the Legislative Assembly resolves itself into a Committee.

Matters considered	154	The Committee of the Whole House shall only consider matters referred by the Legislative Assembly.
Casting vote in Committee	155	The Chairman shall have a casting vote.
Seconded motion	156	A motion or amendment made in the Committee of the Whole House shall be discussed if it is seconded.
Right to speak	157	A member may speak more than once to the same question in the Committee of the Whole House if approved by the Chairman.
Report by Chairman	158	After all the matters referred to the Committee have been considered, the Chairman shall report the same to the Legislative Assembly.

Division 2 Select Committees

Ex-officio members	159	(1) The Speaker, Deputy Speaker, and Chairman shall not be <i>ex-officio</i> members in any Select Committee. (2) The Committee may by resolution invite qualified persons to assist it with its inquiries but such persons shall not have any voting rights.
Composition of Select Committees	160	(1) The Legislative Assembly shall direct the composition of a Select Committee as follows-

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- (a) two Cabinet Ministers and another Cabinet Minister as an alternate member;
- (b) two Nobles' Representatives and another Nobles' Representative as an alternate member;
- (c) two People's Representatives and another People's Representative as an alternate member.

(2) An alternate member may only attend a Committee meeting or matter if one of the substantive members is not available. Provided that the alternate member shall have all the rights of a substantive member when he attends all meetings or business of the Committee.

Notice of Motion for appointment

161

- (1) The appointment of a Select Committee shall be initiated by a motion containing the purpose of the Committee.
- (2) The mover of the motion shall be one of the members of the Committee appointed under sub-rule (1).

Quorum of Select Committee

162

The quorum for a Select Committee shall be half the number of the members.

Chairman of Select Committee

163

- (1) The Chairman shall be elected by its members, before it proceeds with any business. Provided that no Minister shall chair a Parliament Committee and no member shall chair two (2) or

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

more Parliament Committees.

- (2) The members present shall elect a member to act as Chairman in the absence of the substantive Chairman.

Adjournment of Select Committee	164	<p>The Chairman may adjourn the meeting of a Select Committee if –</p> <p>(a) the quorum of members is not present within 15 minutes after the time fixed for the meeting; or</p> <p>(b) during the meeting, there is no quorum.</p>
Select Committee Votes	165	<p>The Chairman shall –</p> <p>(a) vote in the first instance; and</p> <p>(b) not have a casting vote.</p>
Date of meetings	166	<p>(1) A Select Committee may meet to discuss business on any day except –</p> <p>(a) Sunday; and</p> <p>(b) days on which the Legislative Assembly is appointed to meet.</p> <p>(2) The Legislative Assembly may order a Select Committee to continue or discontinue work at any time.</p>
Minutes	167	<p>The responsible officer shall keep the minutes of the meetings and ensure that the names of the members present and absent at a meeting is entered on the minutes.</p>

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- Reports of Select Committees 168. (1) It shall be the duty of the Chairman to present the report of the Committee to the Legislative Assembly.
- (2) The report of Select Committee shall be signed by the Chairman on behalf of the Committee; and he shall submit it to the Legislative Assembly for its consideration.
- Types of reports 169 A select committee may make –
- (a) an interim report informing the House of some of its conclusion on a matter or of the progress of its investigation into a matter;
- (b) a special report to the House seeking authority to do something or seeking guidance on a particular issue or informing the House on some matter which it considers should be reported to the House.
- (c) a final report to the House detailing the work that it has conducted and its findings.
- Findings 170 As soon as reasonably possible after a select committee has determined any findings to be included in the report, prior to the presentation of the report, any person named in the report whose reputation may be seriously damaged must be acquainted with such findings and given a reasonable opportunity to respond to them.

Division 3 Standing Committees

- Standing Committees of 171 (1) There shall be eight Standing Committees in the Legislative Assembly called the –

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Legislative
Assembly

- (i) Standing Committee on Finance and Public Accounts;
- (ii) Standing Committee on Legislation;
- (iii) Standing Committee on Foreign Affairs, Defense and Trade;
- (iv) Standing Committee on Social Services;
- (v) Standing Committee on Business;
- (vi) Standing Committee on Environment and Climate Change
- (vii) Standing Committee on Privileges; and
- (viii) Standing Committee for Agriculture and Fisheries;
- (ix) Standing Committee on Anti-Corruption.

(2) The Legislative Assembly may establish another Standing Committee if required.

Composition
of Standing
Committee

172.

(1) A Standing Committee shall consist of members as nominated by the Speaker and approved by the Legislative Assembly as follows-

- (a) two Cabinet Ministers and another Cabinet Minister as an alternate member;
- (b) two Nobles' Representatives and another Nobles' Representative as an alternate member;
- (c) two People's Representatives and another People's Representative as an alternate

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

member.

- (2) An alternate member may only attend a Committee meeting or matter if one of the substantive members is not available. Provided that the alternate member shall have all the rights of a substantive member when he attends all meetings or business of the Committee.
- (3) A member of a Standing Committee shall serve for a term of four years.
- (4) With the approval of the Speaker, the Standing Committee may recite such other person to assist it in its work.

Chairman of
Standing
Committee 173

- (1) The Speaker shall appoint the Chairman of each Standing Committee. Provided that no Minister shall chair a Parliament Committee and no member shall chair two (2) or more Parliament Committees.
- (2) The members present shall elect a member to act as Chairman in the absence of the substantive Chairman.

Conflict of
interest in
regards to a
member of a
Committee
arising from
a matter
placed with
that
Committee 173A

A Committee shall excuse a member of the Committee from deliberation on that Committee's work where it directly or indirectly relates to that member or a member of his family (spouse, mother, father, siblings, or children) or to any other person and whereby the Committee's impartiality may be compromised if the member continues to be present.

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- Functions of Standing Committee on Finance and Public Accounts 174
- (1) The Standing Committee on Finance and Public Accounts shall be responsible for all matters pertaining to the –
- (a) collection of all public income;
 - (b) proper expending of all public monies;
 - (c) annual Estimates;
 - (e) accounts of the receipts and expenditure of all Government ministries or bodies including the financial accounts;
 - (f) all reports of the Auditor General (including reports of the result of efficiency or management audits);
 - (g) all accounts and expenditure of the Legislative Assembly (including how village grants and constituency allowances are expended and accounted for); and
 - (h) any other matter in connection with annual estimates and public accounts.
- (2) Notwithstanding sub-rule (1), the Legislative Assembly may direct, by resolution, any other work of the Committee.
- (3) The Auditor General shall be a member of the Committee but shall not have any voting rights.
- Functions of Standing Committee on Legislation 175
- (1) The Standing Committee on Legislation shall be responsible for –
- (a) matters regarding these Rules; and
 - (b) Bills referred to it by the Speaker or the Legislative Assembly or in accordance

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

with Rule 127.

- (2) The Standing Committee on Legislation shall, where Bills are referred to it, check—
- (a) whether it conflicts with —
 - (i) the Constitution; or
 - (ii) any existing Act or rights;
 - (b) that terms used are consistent and conform with standard drafting practices;
 - (c) for grammatical or spelling errors;
 - (d) that the English and Tongan versions are consistent; and
 - (e) that the format is consistent with the formatting standard.

Functions of
Standing
Committee
on Privileges 176

The Standing Committee on Privileges shall be responsible for —

- (a) inquiries relating to any matters of privilege including the examination of prima facie impeachment cases; and
- (b) conducting work on —
 - (i) petitions;
 - (ii) written motions or motion for an order;
 - (iii) any other documents,

referred to it by the Speaker or the

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

Assembly in accordance with these Rules.

- Functions of Standing Committee on Foreign Affairs, Defence and Trade 177 The Standing Committee on Foreign Affairs, Defense and Trade shall be responsible for considering and reporting on all matters relating to –
- (a) foreign affairs, immigration and trade;
 - (b) foreign economic policies, international treaties and conventions, human rights obligations
 - (c) customs; and
 - (d) defense, disarmament and arms control.
- Functions of Standing Committee on Social Services 178 The Standing Committee on Social Services shall be responsible for considering and reporting on all matters relating to social services including the examination of issues relating to –
- (a) employment;
 - (b) health;
 - (c) education;
 - (d) welfare;
 - (e) gender;
 - (f) heritage; and
 - (g) other social issues.
- Functions of Standing Committee on Business 179 (1) The Standing Committee on Business shall be responsible for considering and determining the business and work calendar of the Legislative Assembly and the order of which business is to be taken.
- (2) The powers of the Committee are without prejudice to the power of the Speaker to

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

determine which matters may properly be introduced into the Legislative Assembly on a daily basis.

- | | | |
|---|------|---|
| Functions of Standing Committee on Environment and Climate Change | 180 | The Standing Committee on Environment and Climate Change shall be responsible for considering and reporting on matters relating to environment, climate change and sustainable development issues. |
| Functions of the Standing Committee on Agriculture and Fisheries | 180A | <p>The Standing Committee on Agriculture shall consider and report to the Legislative Assembly on issues relating to –</p> <ul style="list-style-type: none">(a) agriculture and fisheries economic issues;(b) overseas marketing of agriculture and fisheries products; and(c) the status of private sectors on agriculture and fisheries. |
| Functions of the Standing Committee on Anti-Corruption | 180B | <p>The Standing Committee on Anti-Corruption shall-</p> <ul style="list-style-type: none">(a) be responsible for reviewing and reporting to the Legislative Assembly on any matter that is deemed to be corruption with any recommendation for referral to the Anti-Corruption Commissioner pursuant to section 49 of the Anti-Corruption Commissioner Act;(b) be responsible for reviewing all reports referred from the Anti-Corruption Commissioner including any report submitted from the Legislative Assembly pursuant to paragraph (a) above, special reports to the Speaker regarding the conduct of the Commissioner, annual reports and any other report from the Commissioner |

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including any recommendations from the Commissioner;

- (c) work in conjunction with GOPAC and Tonga GOPAC National Committee in complying with the terms of reference of these two agencies and to provide any assistance for the effective implementation of their work plans; and
- (d) work in conjunction with civil society partners to promote public awareness, particularly the youth in relation to corruption and the need for a strong stand against corruption.

Quorum of Standing Committees	181	The quorum for a Standing Committee shall be half the number of the members.
Application of other rules	182	Rules 159, 164 to 170 for Select Committees shall apply to Standing Committees.

PART 7 ESTIMATES, REPORTS AND AUDIT

Submission of the Budget	183	The Minister of Finance shall ensure that the Annual Estimate is submitted to the Legislative Assembly no later than 30 days before the end of the financial year.
Referral to Standing Committee on Finance	184	The House or the Speaker may refer the Estimate to the Standing Committee on Finance and Public Accounts to scrutinize and report back on its findings.
Voting on the Estimate	185	(1) A motion may be made to – (a) omit; (b) reduce; or

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(c) increase,

any item of a vote in the Estimate.

(2) A motion shall not be made to add any –

(a) new item to a vote; or

(b) new vote to the Estimates.

(3) Notwithstanding sub-rule (1) and (2), the Government may move a motion to add –

(a) to any vote item of a vote; or

(b) a new vote to the Estimates.

(4) A motion approved by the Committee of the Whole House to increase any item of the vote shall be referred to the Standing Committee on Finance to –

(a) confirm the availability of funds for such increase; or

(b) suggest source of such funds.

National
debt
reporting

186

The Minister of Finance shall submit to the Legislative Assembly in July of every year a table reflecting –

(a) the current national debt; and

(b) a projection of future annual repayments of those debts,

with specific reference to the vote in the Estimates authorizing funds to pay for public debt.

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- Financial Statements of the Legislative Assembly 187 (1) The Speaker shall, at the end of each month during the each session of the Legislative Assembly –
- (a) publish; and
 - (b) distribute to every member,
- a statement showing the expenditures of the Legislative Assembly according to each item as shown in Vote-2 of the re-current Estimates.
- (2) The statement in sub-rule (1) shall include the –
- (a) amount of money approved by the Legislative Assembly for each item; and
 - (b) expenditures for that month per item as in (a);
 - (c) accumulated total expenditures up to that month per item as in (a); and
 - (d) the balance per item at the end of that month.
- Audit 188 The Speaker shall ensure that the accounts of the Legislative Assembly are audited annually.
- Annual report 189 (1) The Speaker shall prepare a report annually informing His Majesty on the affairs of the Legislative Assembly.
- (2) The Speaker shall table a copy of the report to the Legislative Assembly.

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

Made at Nuku'alofa this 27th day of October 2016

A handwritten signature in black ink, reading 'Tuivakano', written over a dotted line.

**Lord Tu'ivakano
Speaker of the Legislative Assembly**

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 1 (Rule 18)

Oath

“I solemnly swear before God, that I will be truly loyal to His Majesty Tupou VI, the rightful King of Tonga and that I will righteously and perfectly conform to and keep the Constitution of Tonga and zealously discharge my duties as a Member of the Legislative Assembly.”

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 2 (Rule 23)

Daily Meeting Hours of the Legislative Assembly

10:00am – 11:00am
11:15am – 12:00noon
2pm – 3:00pm
3:15pm – 4pm

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 3 (Rule 89(2))

Articles of Impeachment

In the Legislative Assembly of Tonga

IMP No.

_____/_____
Nuku'alofa

TO: **Name:**
 Address:
 Position:

[Name], a, Minister, Nobles Representative or Peoples Representative is charged with the following offence(s):

STATEMENT OF OFFENCE (Count 1)

PARTICULARS OF THE OFFENCE (Count 1)

_____,
on or about [Date], at [Place],

.....

Dated this day of 20.....

[A member of the Legislative Assembly of Tonga]

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 3A

FORM I

MOTION SEEKING LEAVE TO IMPEACH

(Rule 87(2))

IN THE LEGISLATIVE ASSEMBLY OF TONGA

[Name of Mover]:

[Address]:

Motion Seeking Leave to Impeach

No.....

BETWEEN:

[Mover]

AND:

[Defendant]

MOTION SEEKING LEAVE TO IMPEACH

To the Legislative Assembly of Tonga,

PLEASE TAKE NOTICE that the undersigned hereby moves before the Legislative Assembly of Tonga for Leave to impeach (name of Defendant)Cabinet Minister/ People's Representative/ Noble's Representative (circle one) of the Constituency of

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

On the GROUNDS that the Defendant: (GROUNDS must be stated in compliance with Clause 75 of the Act of the Constitution of Tonga and Rule 79(1) of the Rules of Procedure of the Legislative Assembly of Tonga)

(1)

(2)

(3)

Attached are/is the Affidavit(s) setting out the prima facie evidence in support of this Motion deposed to by (list names of deponents to each Affidavit), and other supporting documents:

(1)

(2)

(3)

Signature of Mover: Date:.....

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 4 (Rule 116)

Writ of Warrant

In Nuku'alofa the Legislative Assembly of Tonga,

No.: _____

To _____
of _____

A complaint has been lodged with the Legislative Assembly of Tonga regarding.....

You are hereby summoned to attend the Legislative Assembly at Nuku'alofa.

Day _____ of _____ at 10 O'clock in the forenoon

Day _____ of _____ 20____

.....
Speaker of the Legislative Assembly

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 5 (RULE 84A(2))

**IN THE LEGISLATIVE ASSEMBLY OF TONGA
NUKU'ALOFA
TONGA**

NOTICE OF INTENTION TO MOVE A MOTION FOR A VOTE OF NO CONFIDENCE IN THE PRIME MINISTER

To the Speaker of the Legislative Assembly of Tonga,

I, THE UNDERSIGNED, HEREBY RESPECTFULLY DECLARE my
intention to move a Motion before the Legislative Assembly of Tonga for a
Vote of No Confidence in the Prime Minister.....

(Signature of Member)

(Date of signing)

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 6 (RULE 84B(2)(i))

IN THE LEGISLATIVE ASSEMBLY OF TONGA

NUKU'ALOFA

TONGA

MOTION FOR A VOTE OF NO CONFIDENCE IN THE PRIME MINISTER

Motion Number: _____

To the Speaker of the Legislative Assembly of Tonga,

WE, THE UNDERSIGNED, HEREBY RESPECTFULLY move the Legislative Assembly of Tonga for a Motion for a Vote of No Confidence in the Prime Minister..... upon the grounds set out below.

THE GROUNDS for a Vote of no confidence in the Prime Minister.....are: *(The GROUNDS upon which the motion is made must be clearly set out)* -

- 1.
- 2.
- 3.

Attached and in support of this Motion are authenticated documents listed below *(list the documents submitted together with the Motion as supporting documents)*:

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

1.
2.
3.
4.

Signatures of Members moving the
Motion

Signing date

- | | | |
|-----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

SCHEDULE 7

POWERS AND ROLES OF THE SPEAKER OF THE LEGISLATIVE ASSEMBLY

1.0 General

- 1.1 The Speaker shall perform such duties and exercise such authority in relation to all proceedings of the House during a sitting and an adjournment of the House and during any recess of Parliament.(r. 16(1))
- 1.2 The Speaker shall preside the meetings of the Legislative Assembly and be responsible for regulating, controlling and operating the business and affairs of the Legislative Assembly (r 15).
- 1.3 The Speaker is responsible for ruling whenever any question arises as to the interpretation and application of these Rules and deciding cases not otherwise provided for. In all cases he shall be guided by previous rulings and established practices of the Legislative Assembly and his decision shall be final. (r 1(2))

2.0 Opening and Closing of Legislative Assembly Session

- 2.1 The Speaker of the Legislative Assembly shall appoint a Select Committee to prepare the address-in-reply to His Majesty's address after it has been presented to the Legislative Assembly. (r 9(1))

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- 2.2 The Speaker shall appoint one Nobles' representative and one People's representative in the Legislative Assembly to convey the address-in-reply to His Majesty. (r 10)
- 2.3 The Speaker shall read a message from His Majesty to the Legislative Assembly immediately upon receipt. (r 11)
- 2.4 The Speaker shall report to the Legislative Assembly an answer by His Majesty to an address presented in accordance with Rule 13. (r 14)

3.0 Speaker and New Members of Legislative Assembly

- 3.1 The Speaker shall instruct the new members to take the Oaths.(17(2))

4.0 Business of the Legislative Assembly and Related Matters

▪ **Conduct of Business**

- 4.1 Notwithstanding rule 19(1), the Speaker may allow discussion of any matter before the Legislative Assembly. (r 19(2))
- 4.2 The Speaker shall direct that –
 - a) the agenda for each day be printed and distributed to each member, but the Legislative Assembly may amend the agenda at any time; and
 - b) each member to be given a copy of each matter to be dealt with by the Legislative Assembly. (r 19(4))
- 4.3 The Speaker shall recommend to the Legislative Assembly the date when it shall proceed with official visits within Tonga. (r 20)
- 4.4 The Speaker shall –

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- a) count those present in the Legislative Assembly immediately after prayers and roll-call; and
- b) ensure no business shall be proceeded with for 15 minutes, if one half of the members including himself are not present, and if at the end of 15 minutes the number of members is still less than one half, he shall adjourn the Legislative Assembly to the next day. (r 25)

4.5 The Speaker shall –

- a) Nominate a member to conduct a prayer on the first day of each week; and
- b) Conduct the Lord’s Prayer on other days. (r 26)

4.6 Every member shall attend meetings of the Legislative Assembly unless the Speaker has granted leave of absence to that member. (r 27)

4.7 The Speaker shall order the Clerk to call the names of the members, after the prayer is said. (r 28 (1))

▪ **Rules of Debate**

4.8 The Speaker may permit a member who is unable to stand due to infirmity or illness or for any other reason to speak while seated. (r 37)

4.9 The Speaker or the Chairman may on the expiration of 10 minutes, allow a member a further two minutes to complete his statement and the Speaker or the Chairman of the Whole House shall warn the member speaking when he has one minute left of the time allowed. (r 38 (1)(b)(c))

4.10 A member shall not be interrupted while speaking except by the Speaker. (r40(a))

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

4.11 The Speaker or Chairman shall –

- a) decide on the question of order after it has been stated to him by the member raising it;
- b) that decision shall be final; and
- c) time spent on a point of order shall not be added to the time limit specified in Rule 38(1).(r 41(2))

4.12 The Speaker or the Chairman shall choose the member to speak when two or more members rise to speak. (r 44)

4.13 The Speaker or Chairman shall put the question after a member has exercised his right of reply. (r 48(2))

4.14 A member who, in the Legislative Assembly –

- a) fails to comply with these Rules;
- b) behaves in a disorderly manner; or
- c) has been warned once but persist or continues to obstruct a meeting, and has been named by the Speaker, is in breach of these Rules. (r 49 (1))

4.15 If the breach was committed in –

- a) the Legislative Assembly, the Speaker may –
 - i) order the member to vacate the Legislative Assembly for a period not exceeding five days; or
 - ii) refer the matter to the Legislative Assembly to be dealt with according to sub-rule (3) of Rule 49. (r 49 (2))

4.16 Where the Speaker or the Chairman speaks during a debate
–

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- a) any member speaking or offering to speak shall sit down; and
- b) the Legislative Assembly shall be silent so that he may be heard without interruption. (r 52)

4.17 A member who –

- a) refuses to retract;
- b) explain; or
- c) apologize,

for any objectionable words at the demand of the Speaker or the Chairman may be suspended in accordance with Rule 49. (r 53(1))

4.18 The Speaker or the Chairman shall instruct that the objectionable words be omitted from the record. (r 53(2))

4.19 The Speaker or the Chairman may –

- a) call the attention of the Legislative Assembly or the Committee of the Whole House, as the case may be, to continued irrelevance or tedious repetitions on the part of a member, either –
 - i) of his own arguments; or
 - ii) the arguments used by other members; and
- b) direct the member to discontinue his speech. (r60)

▪ **Voting on a Question**

4.20 The Speaker shall have a casting vote where there is an equality of votes. (r 65)

4.21 The Speaker shall –

- a) put the question again, after the doors are closed; and
- b) after the voices have been given –

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- i) declare whether the “Ayes” or the “Noes” have it; or
- ii) if his opinion is disputed, direct the “Ayes” to take their place at the right side of and the “Noes” on the left side of the Legislative Assembly. (r69(1))

4.22 The Speaker shall declare the numbers on the division to the Legislative Assembly. (r 70)

- 4.23 The Speaker shall order the division list be corrected –
- a) where a member voted with the opposite party; and
 - b) on being informed thereof. (r 75(2))

5.0 Matters for Discussion in the Legislative Assembly

▪ Motions

- 5.1 The Speaker, in receiving a notice containing unbecoming expressions, shall
- a) return it to the member who submitted it; and
 - b) notify that member of the unbecoming expressions. (r. 79(2))
- 5.2 A motion may be made without the submission of any previous written notice. Provided that a member may not rise to speak immediately after roll-call on any matter without the prior consent of the Speaker. (r 80)
- 5.3 The Speaker shall propose the discussion of a motion by the Legislative Assembly where –
- a) a motion has been made; and
 - b) that motion was seconded.(r81(1))

▪ Motion for an Order

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

5.4 The Speaker may –

- a) suspend a member for a period that would not exceed into the next session; or
- b) refer the matter to the Legislative Assembly to be dealt with in accordance with Rule 111,

if the member fails to comply with any motion for an order that was passed by the Legislative Assembly. (r 86)

▪ **Questions**

5.5 The Speaker may permit supplementary questions from members to clarify a reply. (r103 (3))

5.6 The Speaker shall, on the Thursday afternoon, during the hours referred to in Rule 104, of the third week of every month permit oral questions to be asked by a member without prior notice and answers to questions asked shall be provided immediately. (r 106 (1)(2))

5.7 The Speaker may refer a complaint to the Standing Committee on Privileges. (r 113)

▪ **Petitions**

5.8 The Speaker shall decide whether a petition –

- a) is related to the business of the Legislative Assembly; and
- b) is submitted for discussion by the Select Committee on Privileges; and
- c) report to the Legislative Assembly for final deliberations. (r.123 (2))

▪ **Submission and reading of Bills in the Legislative Assembly**

5.9 The Speaker shall order that the Bill is read by the Clerk for the First Time. (r130(1))

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

- 5.10 The Speaker shall put the First Reading to the vote of the Legislative Assembly.(r.130(2))
- 5.11 The Speaker shall refer the Bill to the relevant Committee tasked with scrutinizing the gathering public submissions to the Bill. (r.131(2))
- 5.12 If on approval of the report requires that the Bill has to be amended, the Speaker may refer the Bill to the Standing Committee on Legislation.(r.132(2))
- 5.13 The Speaker shall order that the Bill be read a Second Time upon the re-tabling of the Bill from the Committee. (r 133(1))
- **Re-submission of Bill to Legislative Assembly from Committee of the Whole House**
- 5.14 If no amendments were made in the Committee of the Whole House, the Speaker shall put the Second Reading of the Bill to the vote of the Legislative Assembly. (r143 (1)(a))
- 5.15 If amendments were made in the Committee of the Whole House, the Speaker shall ballot the Second Reading of the Bill, as amended. (r 143(2))
- 5.16 The Speaker shall after the Third Reading of a Bill –
- i) read the title; and
 - ii) put the question “That this be the Title of the Bill”. (r146(1))
- **Signature and Certification of Acts Passed**
- 5.17 The Speaker shall sign an Act passed by the Legislative Assembly in accordance with Rule 146. (r 147)

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

6.0 Committees

▪ Committee of the Whole House

6.1 The Speaker shall nominate, at the commencement of every meeting, a member to act as Chairman if the Chairman is absent. (r 151)

▪ Standing Committee

6.2 With the approval of the Speaker, the Standing Committee may recite such other person to assist it in its work. (r 172 (4))

6.3 The Speaker shall appoint the Chairman of each Standing Committee (r 173(1)).

6.4 The powers of the Committee are without prejudice to the power of the Speaker to determine which matters may properly be introduced into the Legislative Assembly on a daily basis. (r 179(2))

7.0 Estimates Reports and Audit

7.1 The Speaker shall, at the end of each month during the each session of the Legislative Assembly –
a) publish; and
b) distribute to every member,

a statement showing the expenditures of the Legislative Assembly according to each item as shown in Vote-2 of the re-current Estimates. (r 187(1))

7.2 The Speaker shall ensure that the accounts of the Legislative Assembly are audited annually. (r 188)

7.3 The Speaker shall prepare a report annually informing His Majesty on the affairs of the Legislative Assembly. (r 189(1))

RULES OF PROCEDURE OF THE LEGISLATIVE ASSEMBLY OF TONGA

7.4 The Speaker shall table a copy of the report to the Legislative Assembly. (r 189(2)).

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

Arrangement of Orders

Order

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STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

PART 1 PRELIMINARY

- | | | |
|----------------|----|--|
| Title | 1. | These Orders may be cited as the Standing Orders of the Legislative Assembly of Tonga. |
| Interpretation | 2. | In these Orders unless the context otherwise requires, the Interpretation used in the Rules of Procedure of the Legislative Assembly of Tonga shall apply. |

PART 2 OFFICIAL VISITS OF THE LEGISLATIVE ASSEMBLY

- | | | |
|----------------------------|----|--|
| Official visits | 3. | All official visits of the Legislative Assembly shall be approved by a resolution of the Legislative Assembly or allowed under the provisions of these Orders, whether local or overseas. |
| Circulation of invitations | 4. | (1) If there is an invitation from overseas, or if anything is required while the Legislative Assembly is not in session, a circular submission shall be made and taken to each member present in Tongatapu.

(2) If the majority of the members in Tongatapu approved the submission, the Speaker shall |

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complete all requirements to effect such matters.

(3) Such circular submission shall be referred to the next meeting of the Legislative Assembly for information.

Report of official visit

5. At the end of each official visit of the Legislative Assembly, a member who participated in such a visit shall submit a written report of the visit to the Legislative Assembly.

PART 3 GRATUITIES AND EMOLUMENTS FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY

Annual salary and allowances

6. (1) Every member shall be given an annual salary and the allowances approved in the Estimates and at the rate determined by the Legislative Assembly.
- (2) Every officer of the Legislative Assembly shall be given an annual salary and the allowances approved in the Estimates and at the rate determined by the Legislative Assembly.

Location and constituency allowances

7. (1) The Nobles' representatives and the People's representatives shall be given an

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annual constituency allowance at the rate determined by the Legislative Assembly.

(2) The Nobles' representatives and the People's representatives of Vava'u, Ha'apai, 'Eua and the Niuas shall be given an annual location allowance at the rate determined by the Legislative Assembly.

Absent with leave

8. If a member of the Legislative Assembly is unable to attend a meeting and has been excused by the Speaker, such member shall receive the benefits in Order 7.

Committee meetings

9. The members of a Select Committee, Standing Committee or Sub-Committee will be paid a meeting allowance at an hourly rate determined by the Legislative Assembly for every meeting they attend.

Local visits

10. In all local visits approved by the Legislative Assembly, each member shall be paid the travelling allowance together with regular daily allowances.

Visits to electoral district

11. (1) The Legislative Assembly shall pay for four return air fares for each member to travel to his district to visit during the session, to

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meet and consult his voters on the work of the Legislative Assembly, except the representatives of the People of Tongatapu.

(2) (a) On a visit referred to in sub-Order (1), a member shall be paid travelling allowance together with normal allowances.

(b) Each visit shall not be longer than four days unless authorized by the Legislative Assembly or the Speaker.

Tongatapu
Representatives

12. The Representatives of the People of Tongatapu shall be paid such amounts as directed by the Legislative Assembly for their local visits.

Allowances for
overseas travel

13. (1) The allowances for all Legislative Assembly overseas travels approved by the Legislative Assembly shall be paid as follows –

(a) The Speaker and the Ministers shall be paid the per diem rate that Government uses for Ministers in their overseas travel;

(b) Other members shall receive the per diem rate that Government uses for the Chief Secretary and Secretary to Cabinet

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

and the Chief Justice.

(2) Appropriate air fare rates shall be paid according to the Government Travel Table.

Overseas Travel

14. The Legislative Assembly shall pay the member's allowances for overseas travel as follows –

(a) meetings in the Pacific Islands including Australia and New Zealand -

- (i) three (3) days travelling to the meeting;
- (ii) days of the meeting;
- (iii) three (3) days to return to Tonga;
- (iv) only the actual travelling days shall be paid;
- (v) the most direct route may be utilized; and
- (vi) extra days may be included.

(b) Meetings in the Pacific Rim Countries -

- (i) five (5) days to travel to the meeting;
- (ii) days of the meeting;
- (iii) five (5) days to return to Tonga;
- (iv) only the actual travelling days shall be paid;

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- (v) the most direct route may be utilized;
and
- (vi) extra days may be included.

(c) meetings elsewhere –

- (i) seven (7) days to travel to the meeting;
- (ii) days of the meeting;
- (iii) seven (7) days to return to Tonga.
- (iv) only the actual travelling days shall be paid;
- (v) the most direct route may be utilized;
and
- (vi) extra days may be included.

Travel paid from overseas 15. If travelling is paid from overseas, the member shall be entitled to all travelling allowances except for the allowances and days paid from overseas.

Difference in air fare 16. If the airfare paid from overseas differ from that approved for members, the Legislative Assembly shall pay the difference to bring it up to the approved level.

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

PART 4 MEMBERS INSURANCE AND MEDICAL EXPENSES

- Life, accident and travel insurance 17. Each member shall have valid life insurance, accident insurance and travel insurance for each year he is a member.
- Medical Trip 18. (1) If a member becomes ill or in need of medical examination, the Minister of Health shall notify the Speaker in writing that such illness and medical examination cannot be treated here in Tonga.
(2) The Speaker may approve that referral at the expense of the Legislative Assembly.
- Letter of authorisation 19. The Speaker shall issue the approval by giving a letter of authorization to the Minister of Health and the Minister of Finance to proceed with the medical trip for that member.
- Clerk to assist member 20. The Speaker shall, in consultation with the Minister of Health, direct the Clerk to carry out all matters to enable the travel to be effected as follows –
(a) transportation to take the member to the airport (if needed);
(b) two business class airline seats for the member and an attendant of his choice;

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- (c) one business class airline seat one way for a doctor or nurse, if needed and one return economy seat plus the appropriate overseas travelling allowances for that officer for the trip over and back;
- (d) transportation to take the member and the attendant from the airport overseas to the hospital (if needed).
- (e) overseas travelling allowances for the member in accordance with Order 14 but shall not exceed 14 days; and
- (f) All other direct medical expenses approved by the Speaker.

Medical treatment exceed 14 days

21. If a medical treatment exceeds 14 days, the member shall on the written confirmation from the doctor, receive only his annual salary, daily allowance, vehicle allowance and rent allowance.

Special payments

22. If Government has already made any special payments to a member because of sickness, the Speaker of the Legislative Assembly shall not pay out any further allowances in connection with that sickness.

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

Medical treatment while on official visit

23. If there is a need to carry out any medical treatment to any member while he is on a Legislative Assembly visit, the Legislative Assembly shall bear all costs in accordance with Order 18 to 22.

PART 5 OFFICERS OF THE LEGISLATIVE ASSEMBLY

Clerk

24. (1) The Principal officer of the staff of the Legislative Assembly shall be the Clerk.
(2) The Clerk shall work in and carry out the instructions of the Legislative Assembly.

Record of vote and proceedings

25. The votes and proceedings of the Legislative Assembly and of the Committee of the Whole House shall be noted by the Clerk, as specified in Rule 28 of the Rules of Procedure of the Legislative Assembly.

Sergeant-at-Arms

26. The Sergeant-at-Arms is the officer to maintain order in the Legislative Assembly and carry out the functions and implement instruction of the Legislative Assembly.

Journal of Debates

27. The duties of the Clerk with regards to the custody of the Journal of Debates and Records of all documents whatsoever laid before the Legislative Assembly shall be as specified under Rule 28 of the Rules of Procedure of the

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

Legislative Assembly.

- | | | |
|--------------------------------------|-----|---|
| Committee Meetings | 28. | The officers working for a Select Committee, Standing Committee or Sub-Committee will be paid a meeting allowance at an hourly rate determined by the Legislative Assembly for every meeting they attend. |
| Officers attending local visits | 29. | In local official visits of the Legislative Assembly where officers are directed to participate, they shall be paid the travelling allowances together with the regular daily allowances as determined by the Legislative Assembly. |
| Officer's overseas Travel allowances | 30. | The Legislative Assembly shall pay the officer of the Legislative Assembly the applicable allowances for overseas travel set out under Order 14. |
| Officer's insurances | 31. | If the expense for the overseas travel approved by the Legislative Assembly for an officer is paid from abroad, the provisions under Order 15 shall apply. |
| Officer's insurances | 32. | Each officer shall be covered with insurances which apply to members under Order 17. |

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

Medical expenses of officers

33. Should any member of the staff of the Legislative Assembly become ill, the provisions of Order 18 to 23 for members shall also apply except the following –
- (a) two economy airline seats for the staff member and an attendant;
 - (b) overseas travelling allowances for 14 days on the per diem rate extended to the staff of the Legislative Assembly;
 - (c) one return economy airline seat for a Doctor or Nurse.

PART 6 ATTIRE OF MEMBERS, STAFF AND VISITORS AND ADMISSION OF VISITORS DURING SESSION

Attire

34. The Legislative Assembly, from time to time shall determine by vote the attire to be worn by members, staff and visitors to the Legislative Assembly during the meetings of the Legislative Assembly.

Visitor

35. Each member of the Legislative Assembly may authorize admission to the Legislative Assembly of not more than three visitors on any given day. Provided that the number of visitors who may be admitted by the Speaker shall be unlimited.

STANDING ORDERS OF THE LEGISLATIVE ASSEMBLY OF TONGA

- Order for admission 36. Every Order for Admission shall be dated and signed by the member issuing it and shall be valid only on the date mentioned therein.
- Order to be presented 37. All Orders for Admission shall be given by the holders to the Officer at the door of the Legislative Assembly.
- Conduct of visitors 38. All persons admitted to the Legislative Assembly pursuant to these Orders shall occupy the seats set apart for visitors. They shall not in any way interfere with or interrupt the proceedings of the Legislative Assembly and shall refrain from expressions of approval or disapproval and they shall not bother the members.
- Security officer 39. It shall be the duty of the Sergeant-at-Arms and the Security Officer to ensure that no one enters the Legislative Assembly without permission during the meeting of the Legislative Assembly or the Committee of the Whole House.

Made at Nuku'alofa this day of 2016

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Lord Tu'ivakano
Speaker of the Legislative Assembly