



STANDING ORDERS
OF
TYNWALD COURT

REVISED EDITION NOVEMBER 2022

Editorial note

The Standing Orders of Tynwald Court were fundamentally reviewed in the 1990s. An initial set of recommendations was debated on 12th April 1995. Following further revision in the light of the debate, the new Standing Orders were adopted by Tynwald on 16th January 1996.

The present edition is based on the January 1996 text and incorporates amendments made on the dates listed at Annex 8, superseding the previous editions listed at Annex 9. The Schedule and Annexes 2, 4, 6 and 7 have been approved by Tynwald. The following changes have been made editorially: the footnotes, other Annexes and Index have been added, and the seven principles of public life incorporated within Annex 6 have been updated.

J D C King
Clerk of Tynwald
17th November 2022

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I: SITTINGS OF TYNWALD

Sittings of Tynwald

- 1.1** (1) Unless the Court otherwise resolves or the President with the concurrence of the Speaker otherwise directs,¹ Tynwald shall sit each year –
- (a) at St John’s on Tynwald Day;
 - (b) [...]²
 - (c) in Douglas on the third Tuesday, Wednesday and Thursday of each month, except August and September;³ but,
 - (i) if any such day falls within seven days of Christmas Day, Tynwald shall be held on the Tuesday, Wednesday and Thursday of the previous week; and
 - (ii) if any such day falls within seven days of Good Friday, Tynwald shall be held on the Tuesday, Wednesday and Thursday of either the previous week or the following week at the discretion of the President.⁴
- (2) If satisfied that a matter is of immediate urgency and special reasons exist for doing so, the President may summon Tynwald to sit at any other time, whether within any of the periods referred to in paragraph (1) or not.
- (3) The procedure in respect of the convening of a sitting at the request of a Branch shall be in accordance with section 3 of the Isle of Man Constitution Amendment Act 1919, which reads:

The President of Tynwald, upon receipt of a request signed by a majority of the members of either branch of Tynwald, shall, in the

¹ 1.1 amended 17th May 2022

² 1.1(1)(b) deleted 19th May 2015

³ A virtual sitting presided over from Douglas is treated as a sitting in Douglas. Precedents for this were set from April to June 2020.

⁴ 1.1(1)(c) substituted 17th October 2002 and amended 19th May 2015 and 17th May 2022. The pattern of sitting on the third Tuesday of the month was first established by a resolution of 26th June 1946.

usual manner, and with all reasonable speed, convene a meeting of Tynwald.⁵

- (4) Notice of sittings convened under paragraphs (2) and (3) shall be given to each Member in writing and, in respect of sittings convened under paragraph (2), shall specify the matters of immediate urgency and special reasons for summoning Tynwald.

Times of sittings

- 1.2** (1) Without prejudice to Standing Order 1.1(2), a sitting shall begin at 10.30 am unless the President otherwise determines.
- (2) The business of the day shall terminate not later than 8pm.⁶
- (3) A suspension of paragraph (2) shall only take place if approved by the vote of at least 22 Members, Tynwald voting as one body.⁷

Adjournments of Tynwald

- 1.3** (1) An adjournment of Tynwald shall take place by the authority of the President supported by a majority of both Branches present and voting.
- (2) The President may suspend Tynwald without a motion for a period not exceeding two hours.⁸
- (3) The procedure in respect of adjournment from one day to another or from place to place without the Court having been assembled shall be in accordance with section 2 of the Tynwald Court Adjournments Act 1919, which reads:

Whenever it may be necessary to adjourn the Tynwald Court from one day to another or from place to place, without such Court having assembled, it shall be lawful for the President of Tynwald by writing, under his hand, to authorize the Clerk or Secretary to such Court, or any Coroner, to attend at the place and time for which such Court has been convoked and adjourn the same to the day, time, and place which may be appointed by such writing: And any adjournment to be made in pursuance of

⁵ 1.1(3) amended 16th May 2018

⁶ 1.2(2) amended 20th May 2003 and 16th February 2005

⁷ 1.2(3) inserted 16th February 2005

⁸ The word "suspend" in 1.3(2) has been substituted editorially for the word "adjourn".

*any such writing shall for all purposes, be as valid as if made by the President of Tynwald when such Court was duly assembled.*⁹

1.4 [...]¹⁰

1.5 [...]¹¹

⁹ 1.3(3) amended and associated form removed 16th May 2018

¹⁰ 1.4 deleted 17th October 2002

¹¹ 1.5 deleted 16th May 2018

II: ARRANGEMENT OF BUSINESS

1. Order of business

Order of business on Tynwald Day

2.1 On Tynwald Day, business shall be taken as follows –

- (1) Divine Service;
- (2) Procession from the Chapel to the Hill;
- (3) Proceedings on the Hill, namely –
 - (a) the Governor shall call on the First Deemster to direct the fencing of the Court;
 - (b) the Coroner of Glenfaba Sheading shall fence the Court in English and Yn Lhaihder shall fence the Court in Manx;
 - (c) the incoming Coroners shall proceed up the Hill in the following order –

Coroner of Glenfaba and Michael;

Coroner of Ayre and Garff;

Coroner of Middle;

Coroner of Rushen;
 - (d) the First Deemster shall administer to the Coroners the Oath of Office (each kneeling) and the Coroners shall receive their wands of office from the Governor after which they shall retire to their places on the Hill;
 - (e) Acts shall be promulgated in accordance with sections 13 and 14(1) of the Legislation Act 2015, which read:

13 Pre-promulgation procedure

The Attorney General must prepare a memorandum in Manx and English containing the Act's short title and a concise statement of the effect of the Act.

14 Promulgation on Tynwald Hill

(1) The promulgation of the Act takes place by the reading of the memorandum on Tynwald Hill by or under the authority of the Deemsters.¹²

- (f) any Petition for Redress shall be presented;
- (4) Procession from the Hill to the Chapel;
- (5) The procedure in respect of promulgation certificates shall be in accordance with section 15(1) of the Legislation Act 2015, which reads:

The President of Tynwald and the Speaker must sign a certificate of promulgation (the “promulgation certificate”) in attestation of the promulgation of the Act on a stated day (the Act’s “promulgation day”).¹³

- (6) Any further business, in the order specified in Standing Order 2.2.

Order of business at other sittings

- 2.2** (1) The business before the Court shall be set out in an Order Paper (containing matters other than Questions) and a Question Paper (containing tabled oral Questions) which shall be prepared by the Clerk of Tynwald, and issued under the authority of the President.¹⁴
- (2) In respect of a Budget sitting, a separate Order Paper, to be referred to as Order Paper Number 2, which shall only contain notices of motion tabled by the Treasury relating to the Isle of Man Budget, shall be prepared by the Clerk of Tynwald and issued under the authority of the President.
- (3) Business shall be as set out in the Order Paper and Question Paper for the sitting unless Tynwald, by a resolution supported by at least six Members of the Council and sixteen Members of the Keys, otherwise determines.

¹² 2.1(3)(e) amended 16th January 2013 and replaced 16th May 2018

¹³ 2.1(5) amended 12th July 2006 and replaced 16th May 2018

¹⁴ 2.2(1) amended 20th April 2021 (in force 29th September 2021)

- (4) Subject to Standing Order 2.2(2) and (5) and unless otherwise directed by the President, business shall be set out in the Order Paper in the following order –
- (a) statements by the President;
 - (b) signing of Bills noted on the Order Paper or, with the consent of the Court, circulated on the instructions of the President;¹⁵
 - (c) announcement to Tynwald of Royal Assent to Acts;
 - (d) papers presented to Tynwald by command of the Governor;
 - (d1) laying of other papers;¹⁶
 - (e) Oral Questions;¹⁷
 - (f) statements by Members;¹⁸
 - (g) motions for the levying of taxes;
 - (h) motions for the voting of money;
 - (i) motions relating to reports presented to Tynwald by the Council of Ministers, Departments, Statutory Boards, Commissions or committees;¹⁹
 - (j) motions relating to reports of committees of Tynwald;
 - (k) [...] ²⁰
 - (l) other motions;
 - (l1) general debates;²¹
 - (m) public petitions;

¹⁵ 2.2(4)(b) amended 17th October 2002

¹⁶ 2.2(4)(d1) inserted 21st April 2020

¹⁷ 2.2(4)(e) amended 20th April 2021 (in force 29th September 2021)

¹⁸ 2.2(4)(f) amended 21st April 2020

¹⁹ 2.2(4)(i) amended 19th May 2015 and 21st April 2020

²⁰ 2.2(4)(k) deleted 21st April 2020

²¹ 2.3(f)(l1) inserted 21st April 2020

- (n) private petitions;
 - (o) other private business;
 - (p) non-contentious subordinate legislation.²²
- (5) At a Budget sitting, Order Paper Number 2 shall be taken directly after business in paragraph (4)(d).
- (6) No other business, except matters raised under Standing Order 2.6, shall be considered.²³

To be sent to Members

- 2.3** (1) Order Papers shall be sent to each Member so as to be received at least five clear days before the sitting.
- (2) Order Paper Number 2 and associated papers shall be provided to Members and the Clerk and Deputy Clerk of Tynwald only and shall be treated as strictly confidential until the presentation of the Budget.²⁴
- (3) The Question Paper shall be sent to each Member so as to be received at least three clear days before the sitting.²⁵

2. Notice of motion and of Question

Notice of motion and of Question

- 2.4** (1) Notices of motion (including a notice of motion to which Standing Order 2.2(2) refers) must be submitted at least fourteen clear days before the day when the motion is to be made.²⁶
- (2) Where the Treasury considers that the nature of a notice of motion is such that it cannot be disclosed in accordance with paragraph (1), it may be submitted to the Clerk of Tynwald at least 6 clear days prior to the date of the Budget and shall be included in Order Paper Number 2.

²² 2.2(4)(p) inserted 20th April 2021 (in force 29th September 2021)

²³ 2.2(6) amended 16th February 2005

²⁴ 2.3(2) amended 17th October 2002

²⁵ It was resolved on 20th January 2015 that a Member answering should be encouraged to group Questions if the President and the Members asking the Questions consent. Further guidance on Questions is at Annex 3.

²⁶ 2.4(1) amended and associated form removed 16th May 2018

- (3) Notices of tabled Questions must be submitted at least seven clear days before the day when the Question is to be put.²⁷
- (3A) The deadline for submitting an oral Question shall be at noon on the final day for submission before a particular sitting.²⁸
- (4) In giving notice of a motion or a Question, a Member shall submit to the Clerk of Tynwald a signed copy of the notice indicating the date of the sitting for which it is given.
- (5) (a) The procedure in respect of Treasury concurrence shall be in accordance with section 10 of the Treasury Act 1985, which reads:
- No member of Tynwald may move any resolution in Tynwald, other than a declaratory resolution, or have leave to introduce into either the Council or the Keys a Bill, seeking —*
- (a) *to authorise expenditure of public monies; or*
- (b) *to increase any expenditure sought to be authorised by a resolution or Bill; or*
- (c) *to reduce the income of the Government,*
- without the prior concurrence of the Treasury.*
- (b) No motion for which statutory concurrence is required shall appear on an Order Paper unless such concurrence has been signified in writing to the Clerk of Tynwald before or at the same time as notice is given.²⁹
- (6) Where the time for notice of motion or a tabled Question to be submitted or any Paper or Instrument to be laid expires on a Bank Holiday, such notice shall be submitted no later than the weekday immediately preceding the Bank Holiday; and “weekday” shall be taken to mean any day from and including Monday to Friday which is not itself a Bank Holiday; and when the President so directs,³⁰ any date by which such notices of motion or Questions must be submitted or

²⁷ 2.4(3) amended and associated form removed 16th May 2018

²⁸ 2.4(3A) inserted 20th April 2021 (in force 29th September 2021)

²⁹ 2.4(5) replaced 16th May 2018

³⁰ See also 10.9

Papers laid, may be brought forward to a date determined by the President, which shall be no fewer than fourteen clear days, in the case of motions and Papers, and no fewer than seven clear days, in the case of Questions, before the relevant sitting.³¹

2.4A [...] ³²

2.4AA (1) Items shall not be placed on the Order Paper unless they have first been placed on the Register of Business, without the permission of the President and they may not be taken without the consent of the Court.³³

(2) [duplicate]

(3) [duplicate].³⁴

President may disallow motions and Questions

2.5 (1) The President shall decide if a motion or a Question is admissible under these Standing Orders and shall disallow any motion or Question if it infringes any of them.

(2) The Clerk of Tynwald shall inform the Member concerned in writing of the disallowance of a motion or Question by the President, with the reason therefor.

3. Interruption of business

Business interrupted or suspended

2.6 Proceedings may be interrupted –

(a) under Standing Orders;

(b) by a matter of privilege suddenly arising;

³¹ 2.4(6) inserted 23rd October 2003 and amended 16th January 2013

³² 2.4A inserted 19th June 1996; 2.4A(1) amended and 2.4A(4) inserted 19th March 1997; 2.4A deleted 16th May 2018

³³ 2.4AA should be read in conjunction with Standing Order 10.12A(4).

³⁴ 2.4AA(1)-(3) inserted 20th April 2021 (in force 1st September 2021). The wording of 2.4AA(2)-(3) is not set out here because It is an exact duplicate of 10.12A(5)-(6).

- (c) by a motion for the reading of a document relevant to the question before Tynwald;
- (d) by a motion for the adjournment of the debate; and
- (e) by a Member seeking to move the immediate discussion of a definite matter of urgent public importance.

Points of order or privilege

2.7 Any Member may speak on a point of order (which the Member must specify) or upon a matter of privilege suddenly arising.

Matter of urgent public importance

2.8 (1) Written notice of a motion for the immediate discussion of a definite matter of urgent public importance must be given to the President.

- (2) If the Member who has given notice is supported by four other Members rising (no amendment or debate being allowed) such motion shall, with leave of Tynwald, take precedence over any other business.³⁵

4. Adjournment of business

Adjournment by resolution of Tynwald³⁶

2.9 Any business may be adjourned by resolution of Tynwald, supported by a quorum of each Branch, to such time or date as the resolution provides.

Adjournment in absence of quorum

2.10 If it appears, on attention being called thereto, that a quorum of Members is not present, the President shall suspend the proceedings until a quorum be present or adjourn Tynwald to such time or date as, considering the business before Tynwald, to the President seems fit.

³⁵ No seconder is needed because the four other Members rising are the equivalent of “seconders”: compare the practice followed in the House of Keys on 3rd April 2012.

³⁶ As to motions for the adjournment of debate, see also SO 3.27.

Business undisposed of

- 2.11** Subject to Standing Order 2.2, all business undisposed of at the termination of a sitting shall be postponed until the next sitting without a motion to that effect and shall take precedence over notices of motion subsequently tabled.

III: GENERAL RULES OF PROCEDURE

1. Attendance of Members

Attendance and leave of absence

- 3.1** (1) No Member shall be absent from Tynwald, without –
- (a) leave of absence for sufficient cause from the President; or
 - (b) extended leave of absence in accordance with the Standing Orders of the Council or Keys.³⁷
- (2) During leave of absence a Member shall be excused but not debarred from attendance in Tynwald, or on any committee.
- (3) The Clerk of Tynwald shall maintain a register in which shall be recorded the names of Members attending each sitting.

2. Prayers

Prayers

- 3.2** (1) Before the commencement of business on each sitting day, prayers shall be read by the Lord Bishop or in his absence by the Chaplain of the House of Keys, and failing both the President.
- (2) No person shall enter or leave the Chamber while prayers are being read.

3. Questions to Members³⁸

Members may be questioned

- 3.3** (1) The proper object of a Question is to obtain information on a matter of fact or, subject to Standing Orders 3.4(9) and 3.4(9A) below, a matter

³⁷ A Member is treated as present if participating in a virtual sitting (see footnote to Standing Order 1.1(1)(c)) or participating remotely with leave of the President.

³⁸ See also Annex 3

of law or policy within the cognisance of the person to whom it is addressed.³⁹

- (2) A Question may be put –
 - (i) to the President, if confined to the business of Tynwald; and
 - (ii) to any Member on a public matter for which that Member has responsibility.

Rules as to framing Questions

- 3.4**
- (1) Not more than one subject shall be referred to in any Question and a Question shall not be of excessive length.⁴⁰
 - (2) A Question must not contain the name of any person or any statement not strictly necessary to make the Question intelligible.
 - (3) If a Question contains a statement, the Member asking it is personally responsible for the accuracy of the statement.
 - (4) A Question shall not contain any argument, implication, imputation, or unnecessary, disparaging, abusive or ironical word.
 - (5) Unless the President is satisfied that it is a matter of urgency and that special reasons exist, a Question shall not renew or repeat in substance a Question already answered.⁴¹
 - (6) Unless an answer has been refused or a Member has refused or failed to take action in response to a Question, that Question or one substantially similar to it may not be asked until after a period of six months has elapsed.⁴²
 - (7) A Question shall not refer to any matter in a Branch.⁴³

³⁹ 3.3(1) amended 12th July 2006

⁴⁰ It was resolved on 20th January 2015 that in principle, oral Questions should not exceed approximately 50 words, subject to the discretion of the President. Further guidance on Questions is at Annex 3.

⁴¹ It was resolved on 20th January 2015 that answers may refer to previous replies or statements in Tynwald if they satisfactorily deal with a Question, instead of repeating the Answer. Further guidance on Questions is at Annex 3.

⁴² 3.4(6) amended 20th January 2015

⁴³ 3.4(7) amended 12th July 2006

- (8) Except in relation to the date on which a committee expects to report a Question shall not refer to proceedings in a committee, unless such proceedings have been placed before Tynwald by a report from the committee.
- (9) A Question addressed to the Attorney General involving a matter of law or policy shall only be directed to obtain information about such matters in relation to current situations of public concern, and shall not seek views on issues which are wholly or largely hypothetical or be with a view to obtaining advice for the benefit of a constituent of a Member.
- (9A) A Question other than to the Attorney General may raise an issue of present or future policy in relation to the public responsibilities of the Member to whom it is addressed.⁴⁴
- (10) A Question shall not refer to any matter which is *sub judice*, subject to the discretion of the President.⁴⁵
- (11) A Question shall not reflect on the character or conduct, other than in an official capacity, of any person.
- (12) A Question shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion.
- (13) A Question shall not make or imply a charge of a personal nature.

Asking Questions

- 3.5** (1) Tabled Oral Questions shall be taken at the stage of business provided by Standing Order 2.2(4).⁴⁶
- (2) Subject to Standing Order 2.2(5), unless the President directs by notice set out on the Question Paper, the time allotted for tabled Oral Questions shall be two and a half hours; but the Court may determine that the time shall be extended.⁴⁷
- (3) A tabled Question shall be asked –

⁴⁴ 3.4(9) amended and 3.4(9A) inserted 12th July 2006

⁴⁵ 3.4(10) amended 17th November 2009

⁴⁶ 3.5(1) amended 20th April 2021 (in force 29th September 2021)

⁴⁷ 3.5(2) amended 20th January 2015; amended 20th April 2021 (in force 29th September 2021); amended 16th June 2021.

- (a) by the Member who has tabled the Question, or
- (b) by another Member, where the Member who has tabled the Question:
 - (i) has leave of absence; and
 - (ii) has requested that other Member to ask the Question and has previously informed the President of the request.⁴⁸
- (4) A Question which is not a tabled Question but which has been submitted to the President in writing may be asked by a Member for oral answer at such time as the President may direct where in the opinion of the President it is of an urgent character and relates to a matter of public importance.
- (5) (a) Subject to paragraph (b), a question which has not been tabled may be asked on a statement made by a Member.
- (b) No question shall be asked on a personal statement made by a Member.⁴⁹
- (6) In asking a Question, no argument or opinion shall be offered nor any fact stated, except to the extent necessary to explain the Question.
- (7) Members may table Questions for written answer at any time; and such written Questions shall be answered within a fortnight, unless the written Question is tabled in August and September when it shall be answered within three weeks. The President may permit a longer time for the answer to be prepared. The time within which a written Question must be answered shall start from the day on which the Clerk sends the written Question to the Member answering.⁵⁰

⁴⁸ It was resolved on 20th January 2015 that for an experimental period of 12 months Members should read out their oral Questions; and on 16th February 2016 that the practice should continue.

⁴⁹ 3.5(5) amended 19th June 1996

⁵⁰ 3.5(7) inserted 20th January 2015; amended 20th April 2021 (in force 29th September 2021)

Answering of Questions

- 3.6** (1) A Question shall be answered orally unless the Member, when tabling the Question, has indicated that a written answer is required.⁵¹
- (2) In the case of any Question to which an oral answer is required –
- (a) the President shall call upon the Member in whose name it stands and the Member so called shall rise and ask the Question and the person questioned shall answer; and
- (b) if the answer is lengthy, the Member questioned may circulate a written answer at least 24 hours before the sitting at which the Question will be asked.
- (3) [...] ⁵²
- (4) Written answers, or answers circulated under Standing Order 3.8, shall reproduce the Question to which they are replying and be in the format required by the Clerk of Tynwald.⁵³
- (5) Subject to the discretion of the President, a Member answering shall be allowed to postpone answering a Question to allow the information to be collated.⁵⁴

Supplementary questions

- 3.7** (1) Any Member may ask a supplementary question for the purpose of further elucidating any matter of fact arising out of an answer given under Standing Order 3.6(2) but must not otherwise introduce matter not included in the original Question.
- (2) The President shall disallow any supplementary question if satisfied that it infringes any of these Standing Orders relating to the admissibility of Questions.

⁵¹ It was resolved on 20th January 2015 that answers to oral Questions should not normally exceed three minutes. Further guidance on Questions is at Annex 3.

⁵² 3.6(3) amended 19th May 2015; removed 20th April 2021 (in force 29th September 2021)

⁵³ 3.6(4) inserted 12th July 2006

⁵⁴ 3.6(5) inserted 20th January 2015

Questions not reached⁵⁵

3.8 If a tabled Question for oral answer is not reached during the time allowed under Standing Order 3.5(2) the Member to whom it is addressed shall circulate a written answer within 48 hours.

Answers to Questions not asked

3.9 If a Question is not asked when it is reached, the Member to whom it is addressed may give an answer to it at discretion, upon the ground of public interest.

Answers may be refused

- 3.10** (1) At discretion an answer to a Question may, on application to the President, be declined by the Member questioned as being contrary to public interest.
- (2) If a Member to whom a tabled Question is addressed declines to answer it on the ground that to do so would be contrary to public interest, that Member shall no later than 24 hours before the sitting confirm in writing to the President the reasons for refusal.
- (3) If a Member to whom a supplementary question is addressed declines to answer it on the ground that to do so would be contrary to the public interest, that Member shall no later than 24 hours after the sitting confirm in writing to the President the reasons for refusal.
- (4) The President shall report to the Court at the sitting at which the Question is tabled, or in the case of a supplementary question at the next sitting, whether the President is or is not satisfied that it would be contrary to the public interest for the question to be answered, and may give reasons.⁵⁶

4. Motions and amendments to motions

Rules as to framing and making motions

3.11 (1) Except for a motion for rescission under Standing Order 3.20, no motion may be proposed which is the same in substance as any motion

⁵⁵ Headnote to 3.8 amended 16th January 2013

⁵⁶ 3.10 amended 17th November 2009

which, during the same session, has been superseded or resolved in the affirmative or negative.

- (2) No motion shall anticipate a matter already tabled for consideration of Tynwald except by leave of Tynwald supported by a quorum of each Branch.
- (3) No debate shall be permitted at any time on a matter tabled for consideration by a Branch.
- (4) A motion shall not refer to any matter which is *sub judice*, subject to the discretion of the President.⁵⁷
- (5) A motion which is not seconded shall not be debated.
- (6) [...] ⁵⁸
- (7) [...] ⁵⁹
- (8) [...] ⁶⁰
- (9) Where any Report or other document is before the Court on a motion for approval the motion itself shall indicate the particular items for which approval is being sought.⁶¹

Motion divided into paragraphs or parts

- 3.12** (1) If a motion contains two or more distinct propositions (whether or not it is formally divided into parts), any Member may move that
- (a) a particular proposition be debated separately and put as a substantive motion; or
 - (b) the propositions be debated as one but voted upon separately.⁶²
- (2) A motion moved in terms of paragraph (1)(a) may only be moved immediately after the principal motion has been seconded.⁶³

⁵⁷ 3.11(4) amended 17th November 2009

⁵⁸ 3.11(6) inserted 15th December 2004 and removed 21st April 2020

⁵⁹ 3.11(7) inserted 15th December 2004 and removed 21st April 2020

⁶⁰ 3.11(8) inserted 15th December 2004 and removed 21st April 2020

⁶¹ 3.11(9) inserted 12th July 2006 amended 21st April 2020

⁶² A motion under 3.12(1) takes precedence over an adjournment motion. See 19th June 2012, debate on item 4.

Motion withdrawn

- 3.13** (1) A Member who has moved a motion or amendment may withdraw it by the leave of Tynwald.
- (2) A motion which has been withdrawn may be tabled again.
- (3) Where a Member has begun to speak to move a motion on the Order Paper but fails to move it, that motion shall be deemed nonetheless to have been moved and seconded and shall be resolved by the Court accordingly.⁶⁴

Superseding a motion

- 3.14** A motion is superseded by –
- (a) a motion for the adjournment of the Court, or
- (b) a motion for the adjournment of the debate (except a motion moved under Standing Order 2.9),⁶⁵ or
- (c) a motion “That Tynwald do now proceed to the next business”.

Rules as to amendments

- 3.15** (1) A motion may be amended.⁶⁶
- (2) Every amendment must be relevant to the motion to which it is proposed.
- (3) A Member may move more than one amendment to a motion, but all amendments in a Member’s name shall be moved at the same time and be treated for the purposes of the rules of debate as if they were one amendment.⁶⁷

⁶³ 3.12(2) amended 19th May 2015

⁶⁴ 3.13(3) inserted 15th December 2004

⁶⁵ 3.14(b) amended 17th October 2002

⁶⁶ A motion to approve a Statutory Document may be amended (see item 11 on 20th February 2014) but the Statutory Document itself cannot be amended. This principle extends to all documents laid before Tynwald.

⁶⁷ 3.15(3) amended 19th May 2015. According to a ruling of 21st November 2017, a Member may not move one amendment and second another, even if the amendments relate to different parts of the motion.

Closure of debate

- 3.16** (1) When any motion is before Tynwald, a motion may be made “That the motion be now ‘put’”, no amendment or debate being allowed.
- (2) Unless it appears to the President that such motion is an abuse of the rules of Tynwald or an infringement of the rights of the minority, it shall be put forthwith.
- (3) If such motion is decided in the affirmative by a quorum of each Branch, the President shall call upon the mover of the original motion to reply, after which the motion shall be put.

Putting of motion

- 3.17** (1) At the conclusion of the debate, the President shall put the motion to Tynwald.
- (2) Where an amendment has been proposed and seconded, the President shall put the question “That the amendment be agreed” and, if carried, the amendment shall form part of the principal motion.
- (3) Where more than one amendment has been proposed and seconded, the order in which they are put shall be determined by the President.
- (4) If a motion or amendment is divided into parts as provided for under Standing Order 3.12, the President shall put the parts separately but if the motion is rejected as a whole, its parts, even if already agreed to, shall be rejected also.⁶⁸
- (5) When amendments have been agreed, the tabled motion as amended shall be put.
- (6) A motion being put shall be resolved in the affirmative or negative by the majority of Members declaring “Aye” or “No”.
- (7) The President shall state the opinion, “The Ayes have it” or “The Noes have it” but if the opinion is questioned, the matter shall be determined by a division, for which any Member may call.

⁶⁸ 3.17(4) amended 16th February 2005

3.17A [...] ⁶⁹

3.17B [...] ⁷⁰

Voting on a division

- 3.18** (1) Every Member entitled to do so, and present in Tynwald when a motion is put, shall vote.
- (2) Unless otherwise provided, the Council and Keys shall vote separately.⁷¹
- (3) Except as otherwise provided, the votes shall be taken electronically in accordance with directions issued by the President; where the vote is taken orally, the Keys votes shall be taken first.⁷²
- (4) Each vote shall be recorded by the Clerk of Tynwald.
- (5) In the case of confusion or error concerning the numbers on a division, the vote shall be taken again.
- (6) The Speaker shall announce the result of the voting in the Keys and the President the result of the voting in the Council.
- (7) Unless otherwise provided a motion shall be determined in a Branch by the majority of votes of the Members of the Branch then present in Tynwald.
- (8) The President shall declare the decision of Tynwald.
- (9) Unless the motion has been carried in each Branch, the President shall declare the motion to be lost; but this rule does not apply when Tynwald votes as one body.⁷³

⁶⁹ 3.17A inserted 19th June 1996; 3.17A(2)(a) amended 19th March 1997; 3.17A deleted 16th May 2018

⁷⁰ 3.17B inserted 17th May 2016 and deleted 16th May 2018

⁷¹ It is “otherwise provided” (i.e. Tynwald votes as one body) in relation to a President or Deputy President (9.1), a member of a committee (5.3) or any other body (3.20A), and a recipient of the Tynwald Honour (Schedule §9.4(ii)); also in the case of a combined vote on a motion defeated in the Council (3.19(5)) or an amendment to a motion defeated in the Council (3.19(4)); and in relation to sitting after 8pm (1.2(3)).

⁷² 3.18(3) amended 16th January 2013

⁷³ 3.18(3) amended 16th January 2013

- (10) Where there is an equality of votes in the Keys the motion shall be lost in that Branch.⁷⁴
- (11) Where there is an equality of votes in the Council, the President shall have a casting vote, but shall only exercise such vote to ensure that the vote of the Council is the same as that of the Keys.
- (12) [...] ⁷⁵
- (13) Where votes are taken by means of electronic voting, the Council and the Keys shall vote simultaneously and paragraph (3) above shall not apply.⁷⁶
- (14) If after a division has been taken by electronic voting a Member so requests, the Clerk of Tynwald shall read out the names of the Members voting and indicate the votes which they have cast, those for and those against.⁷⁷

Motion defeated in Council

- 3.19** (1) The procedure where a motion has been defeated in Council shall be in accordance with section 2(1) of the Isle of Man Constitution Act 1961, which reads:

Where the Council and the Keys have voted separately in Tynwald on any question and such question has received an affirmative vote in the Keys but has been defeated in the Council, then, notwithstanding anything which may from time to time be contained in the Standing Orders of Tynwald, the mover of the motion may at the same or the next subsequent sitting of Tynwald give notice of his intention to move the same motion at a subsequent sitting of Tynwald, which he shall specify in such notice, to be held not later than six months after the sitting at which the question was put and lost. ⁷⁸

⁷⁴ The Speaker cannot abstain and does not have a casting vote. This is in contrast to the Speaker's position in the House of Keys.

⁷⁵ 3.18(12) inserted 12th July 2006 and deleted 16th January 2013

⁷⁶ 3.18(13) inserted 12th July 2006

⁷⁷ 3.18(14) inserted 12th July 2006

⁷⁸ 3.19(1) replaced 16th May 2018

- (1A) Where paragraph (1) allows the giving of notice at a sitting of Tynwald, that notice may be given at any time during that sitting.⁷⁹
- (2) Paragraph (1) does not apply in respect of an amendment where the principal motion has been lost in both Branches.⁸⁰
- (3) Where notice is given under paragraph (1), the motion shall be included in the Order Paper for the sitting specified in the notice together with a statement of the sitting at which notice was given.
- (4) An amendment to the motion may be moved at the specified sitting.⁸¹
- (5) The procedure for voting on a motion to which paragraph (1) applies shall be in accordance with section 2(2) of the Isle of Man Constitution Act 1961, which reads:

*When the question on such motion is put at such subsequent sitting of Tynwald, the Council and the Keys, notwithstanding anything which may from time to time be contained in the Standing Orders of Tynwald, shall not vote separately thereon but shall vote as one body, and the motion shall be carried if not less than seventeen votes are cast in the affirmative by the members of Tynwald who shall then be present.*⁸²

- (6) [...] ⁸³
- (7) Any motion may be treated as a “question” for the purposes of section 2(1) of the Isle of Man Constitution Act 1961.⁸⁴

⁷⁹ 3.19(1A) inserted 16th May 2018

⁸⁰ In practice paragraph 3.19(1) cannot be applied in respect of a disputed amendment where the principal motion has not been lost in both Branches, but has been amended to the extent that the disputed amendment cannot operate. See urgent motion of 17th June 2014. Paragraph 3.19(1) also has no practical application in the case of a motion for an adjournment.

⁸¹ Voting on any amendment moved under 3.19(4) is by Tynwald as one body. Despite SO 3.25(2) a Member who has spoken to a motion to which SO 3.19(1) applies may move an amendment under SO 3.19(4): see item 34 on 17th October 2019 and item 5 on 17th November 2020.

⁸² 3.19(5) replaced 16th May 2018

⁸³ 3.19(6) deleted 19th May 2015

⁸⁴ 3.19(7) inserted 16th May 2018

Resolutions rescinded

- 3.20** No resolution shall be rescinded in the session in which it was passed except upon a substantive motion supported by a vote of at least 16 Members of the Keys and six Members of the Council.

Voting on appointments

- 3.20A** The procedure for voting on appointments to statutory bodies shall be in accordance with section 8(2) of the Council of Ministers Act 1990, which reads:

*The approval of Tynwald to the appointment of a person to be a member of any body shall be signified by a resolution of a majority of the members of Tynwald present and voting, who shall vote as one body.*⁸⁵

4A. General Debates⁸⁶

- 3.20B** (1) Two Members (a Proposer and Seconder) may put down a matter for General Debate.⁸⁷
- (2) No motion or amendment shall be moved in General Debate, with the exception of a motion for Closure of Debate (see paragraph (9) below), and no resolution shall be agreed to at the end of any such General Debate.
- (3) Subject to paragraphs (4) and (5), a Member may speak only once in a General Debate.
- (4) The Proposer may reply to the General Debate.
- (5) A Member who has spoken in a General Debate may speak again, with the leave of the President, to explain some material point but, in doing so, may not introduce any new matter.
- (6) No General Debate shall anticipate a matter already tabled for consideration of Tynwald, except by leave of Tynwald supported by a quorum of each Branch.

⁸⁵ 3.20A replaced 16th May 2018

⁸⁶ 4A inserted 21st April 2020

⁸⁷ On reserving remarks in a General Debate, see footnote to Standing Order 3.24(1)

(7) No General Debate shall be permitted at any time on a matter tabled for consideration by a Branch, except by leave of Tynwald supported by a quorum of each Branch.

(8) The subject matter of a General Debate shall not refer to any matter which is *sub judice*, subject to the discretion of the President. In the course of a General Debate no reference shall be made to a matter which is *sub judice*, subject to the discretion of the President.

(9) During a General Debate, a motion for Closure of Debate may be made: "That the General Debate be now concluded", no amendment or debate being allowed.

(10) Unless it appears to the President that such motion is an abuse of the rules of Tynwald or an infringement of the rights of the minority, it shall be put forthwith.

(11) If such motion is decided in the affirmative by a quorum of each Branch, the President shall call upon the mover of the General Debate to reply, after which the General Debate shall end.

5. Rules of conduct and debate

Conduct of Members

- 3.21** (1) Members shall bow to the President on entering, leaving or crossing the Chamber.
- (2) Members shall not pass between the President and a Member who is speaking.
- (3) Members shall not stand in the passages or gangway.
- (4) Members shall dress and behave with decorum.
- (5) Members shall not read a document or use electronic apparatus in the Chamber, except in connection with business before the Court.

The President calls on Members to speak

- 3.22** (1) Subject to paragraph (3), every Member who desires to speak shall stand and address the President.
- (2) When two or more Members rise to speak, the President shall call upon the Member who first rose.

- (3) By leave of the President, a Member who is unable conveniently to stand by reason of sickness or infirmity, may speak sitting.

Members speaking

- 3.23** (1) A Member shall speak to the motion before Tynwald or to a motion or amendment which that Member intends to move or to a matter of order or privilege.
- (2) When an amendment has been moved debate shall not be restricted to the amendment but may relate to the amendment and the motion, both matters being under the consideration of Tynwald, as alternative proposals.
- (3) Whenever the President speaks, any Member then speaking or offering to speak shall sit down, so that the President may be heard without interruption.
- (4) No Member may speak to any motion after it has been put by the President.
- (5) The proceedings of Tynwald shall be in English; but if a Member at any point pronounces a customary term or sentence in Manx Gaelic, or in another language, the President may call upon the Member for a translation.⁸⁸
- (6) With leave of Tynwald, a Member may explain matters of a personal nature although there is no question before Tynwald but no debatable matter may be brought forward and no debate shall arise upon an explanation.
- (7) Unless it is of such a nature that its publication would be inconsistent with the public interest, no document may be referred to until a copy has been distributed to all Members by the Clerk of Tynwald with the consent of the President.⁸⁹
- (8) Notwithstanding (7) above, a document may be referred to if it is mentioned in a Report or motion on the Order Paper and, on account of its size or the difficulty of reproducing it, it has not been sent to Members in hard copy 14 clear days before the sitting pursuant to

⁸⁸ 3.23(5) amended 20th May 2003

⁸⁹ 3.23(7) amended 21st April 2020

Standing Order 10.9, but has been sent to Members electronically by that time and has been available for consultation or copying in the Tynwald Library during that period and on the day of the sitting.⁹⁰

Speaking on behalf of another Member

3.23A No member may move a motion which stands in another Member's name or answer a Question on behalf of another Member, unless the President is of the opinion that it is in the public interest to do so and the Court gives leave.⁹¹

Reserved speech

3.24 (1) Subject to paragraph (2), Members who move or second motions may reserve their speeches and speak later in the debate upon the motion.⁹²

(2) Members who move or second amendments or procedural motions may not reserve their speeches.

Members speaking twice⁹³

3.25 (1) Subject to paragraph (3), a Member may only speak once to a motion.⁹⁴

(2) No Member having spoken to a motion may subsequently move or second an amendment thereto.⁹⁵

(3) A Member who has spoken to a motion may speak again –

(a) in reply, where permitted to do so under Standing Order 3.26;

⁹⁰ 3.23(8) inserted 20th May 2003; amended 19th May 2015

⁹¹ 3.23A inserted 19th May 2015. Headnote added editorially.

⁹² It is also possible to reserve remarks when seconding a General Debate. A precedent for this was set on 21st June 2022.

⁹³ It was resolved on 19th May 2015 that "A Member who is speaking should be allowed to give way to another Member who may wish to make a point or ask a question of the Member who is speaking or make another short contribution to the debate. In all cases, it would be for the Member speaking to decide whether or not to give way."

⁹⁴ For speaking twice in a General Debate, see SO 3.20B(3).

⁹⁵ According to a President's ruling of 20th April 2016, this prohibition extends to a Member who has seconded a motion and reserved his or her remarks under SO 3.24(1). However, a Member who has spoken to a motion to which SO 3.19(1) applies may move an amendment under SO 3.19(4): see item 34 on 17th October 2019 and item 5 on 17th November 2020.

- (b) with the leave of the President, to explain some material point but, in doing so, may not introduce any new matter.
- (4) A Member who has spoken to a motion may speak to any amendment moved in respect of it.

Reply

- 3.26** (1) A reply shall be allowed only to a Member who
- (a) has moved a tabled motion, or
 - (b) has moved an adjournment.⁹⁶
- (2) A Member who has moved a tabled motion may speak to any amendment to the motion and also reply.

Motion for adjournment of debate⁹⁷

- 3.27** (1) A Member who has not spoken on the motion before Tynwald may move or second the adjournment of the debate, and shall remain entitled to speak on the tabled motion.
- (2) When a motion is made for the adjournment of the debate, the discussion shall be confined to that motion and no Member in speaking thereto shall speak for more than five minutes.
- (3) On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to precedence in participating in the adjourned debate.

New motions

- 3.28** A Member who has spoken to a motion may speak again when a procedural motion has been proposed.

⁹⁶ For the right to reply in a General Debate, see SO 3.20B(4).

⁹⁷ If a time or date is specified, SO 2.9 requires a quorum of each Branch. If no time or date is specified, the adjournment is *sine die*. It supersedes the motion (SO 3.14(b)), which may not be resumed during the same session (SO 3.11(1)).

6. Maintenance of order

Presiding officers

3.29 (1) Proceedings on Tynwald Hill shall be presided over in accordance with section 1(1)–(1A) of the Constitution Act 1990, which reads:

(1) The Governor shall preside at that part of a sitting of Tynwald at St. John's which takes place on Tynwald Hill for —

(a) the promulgation of Acts in pursuance of the Promulgation Act 1988,

(b) the swearing and admission of coroners, and

(c) any other business of Tynwald customarily done on Tynwald Hill.

(1A) Nothing in this section or section 4 affects the right of Her Majesty to preside in person, or to authorize any other person to preside, at that part of such a sitting of Tynwald.

(2) Other proceedings shall be presided over in accordance with sections 4(1) and 5(3) of the Constitution Act 1990, which read:

4(1) Subject to sections 1 and 5, the President of Tynwald shall preside at every sitting of Tynwald.

5(3) If the President of Tynwald is absent or unable to act, any of his functions (other than under section 4(2) [presiding over the Legislative Council when sitting separately]) may be exercised by the Deputy President of Tynwald.⁹⁸

Use of Sovereign's name, offensive words etc⁹⁹

3.30 (1) No Member may use the name of the Sovereign or the Governor irreverently or for the purpose of influencing Tynwald in its deliberations.

(2) No Member may use offensive words against Tynwald or either Branch, or in reference to any person.

⁹⁸ 3.29 amended 16th January 2013 and replaced 16th May 2018

⁹⁹ Headnote to 3.30 amended 16th January 2013

Irrelevance, repetition

- 3.31** In case of continued irrelevance or tedious repetition on the part of a Member, the President may caution the Member and, in the event of such caution being disregarded, the President may direct the Member to discontinue speaking.

Objections to words used in debate

- 3.32** (1) An objection to words used in debate must be taken at the time the words are used.
- (2) Any Member who uses objectionable words, and does not explain or retract them or offer apologies for the use thereof to the satisfaction of the President when required to do so, shall be censured by the President, who may suspend the Member from the remainder of that day's sitting.

Offences against Standing Orders

- 3.33** (1) Should a Member abuse Standing Orders by –
- (a) persistently and wilfully obstructing the business of Tynwald; or
 - (b) disorderly conduct; or
 - (c) persistent interruption; or
 - (d) disregarding the authority of the Chair
- the President may, after formal warning, order the Member to withdraw immediately from Tynwald for the remainder of that day's sitting.
- (2) If the President considers the powers under paragraph (1) inadequate –
- (a) the President may name the Member, whereupon
 - (b) the Speaker of the House of Keys shall move “That ... be suspended from the service of Tynwald” and
 - (c) the President shall forthwith put such motion, no amendment, adjournment or debate being allowed.
- (3) The suspension of a Member shall –

- (a) on the first occasion, be for the remainder of the sittings during that month; and
 - (b) on any subsequent occasion, continue until Tynwald resolves that it be terminated.
- (4) A suspension under paragraph (3) or any other provision shall extend to sittings of the Member's Branch and meetings of the committees of that Branch.¹⁰⁰
- (5) A Member who has been asked to withdraw or who has been suspended from the service of Tynwald shall forthwith withdraw from the precincts of Tynwald.
- (6) Nothing in this Standing Order shall deprive Tynwald of any other power of proceeding against a Member.

Grave disorder

3.34 In the case of grave disorder arising in Tynwald, the President may

- (a) adjourn Tynwald without motion, or
- (b) suspend the sitting to a specified time.

Strangers

- 3.35** (1) Strangers may be present in the Chamber in the places set apart for them under such rules as the President may make for that purpose.
- (2) If at a sitting, other than on Tynwald Day, a Member wishes the Court to sit in private the President shall forthwith put to Tynwald (no amendment or debate being allowed), "That Strangers be ordered to withdraw" and, if it be carried, Strangers shall be excluded from Tynwald.
- (3) The President may also order the withdrawal of Strangers from any part of the Chamber.

¹⁰⁰ 3.33(4) amended 16th May 2018

Messengers

3.36 The Messengers of Tynwald shall take such steps as may be necessary to execute such orders as they receive from the President for the enforcement of Standing Orders.

Official record of proceedings

- 3.37** (1) The Clerk of Tynwald shall be responsible for ensuring that an audio recording of all proceedings of the Court is made, and that such recording is transcribed and published.
- (2) Unless otherwise determined by a quorum of each Branch, no such recording shall be made in any case in which a motion under Standing Order 3.35(2) – Exclusion of Strangers – has been carried.
- (3) Subject to paragraph (2) above, if it is impossible for a recording pursuant to paragraph (1) above to be made of any proceedings, the Clerk of Tynwald shall at once draw that circumstance to the attention of the President, who shall adjourn the Court to such time as recording can commence.¹⁰¹

¹⁰¹ 3.37 inserted 20th May 2003

IV: THE BRANCHES

1. Messages

Delivery of messages

- 4.1** A message may be delivered by one Branch to the other in writing and shall be communicated by the Secretary of the Keys or the Clerk of the Council as the case may be.

Reasons may be communicated by message

- 4.2** (1) When the Keys disagree to any amendments made by the Council or insist upon any amendments to which the Council have disagreed, the Council shall receive the reasons of the Keys for disagreeing or insisting (as the case may be) by message, without a conference, unless the Keys request to do so at a conference.
- (2) When the Council disagrees to any amendments in a Bill made by the Keys or insists upon any amendments to which the Keys have disagreed, the Keys shall receive the reasons of the Council for disagreeing or insisting (as the case may be) by message, without a conference, unless the Council requests to do so at a conference.

2. Conferences

Request for conference

- 4.3** (1) When a Branch desires a conference, it shall send a message to the other Branch and shall state the subject matter of the conference.
- (2) With respect to a Bill, a conference may be asked for only by that Branch which, at the time the conference is demanded, is in possession of the Bill.

Arrangements for conference

- 4.4** (1) When a conference is agreed to, such agreement shall be communicated by message.

- (2) A conference shall consist of three Members of each Branch, the time and place to be appointed by the President, at which the President, in his capacity as President of Tynwald, shall preside.¹⁰²
- (3) All conferences shall be held in private, no Strangers being admitted.

Result after a conference communicated by a message

- 4.5**
- (1) The deputations representing each Branch at a conference shall report the result of the conference to their Branch.
 - (2) If a Branch agrees to the proposals of the conference, it shall inform the other Branch by message; and if it does not agree, it shall signify the same either by message or by asking for a further conference.

3. Separate sittings

Branches may retire to their own Chambers for discussion of a matter

- 4.6**
- (1) At any time in Tynwald any Member may move that the Member's Branch retire to its own Chamber for a purpose to be then stated and such motion shall, if seconded by a Member of the movers' Branch, be forthwith put to that Branch by its presiding officer, no debate or amendment being allowed and if the majority of the Members of the Branch concerned then present vote in its favour the Branch shall forthwith retire to its own Chamber.
 - (2) When a Branch has retired to its own Chamber in accordance with this Standing Order, the other Branch may also do so and the sitting of Tynwald shall not resume until the deliberations of both Branches have been completed.

4. Joint Committees

Appointment of Joint Committee

- 4.7**
- (1) A Bill may be committed or any other matter may be referred to a Joint Committee by the consent of both Branches.

¹⁰² 4.4(2) amended 12th July 2006

- (2) When a Branch desires to commit a Bill or refer a matter to a Joint Committee, it may pass a resolution to that effect and send a message to the other Branch, informing it of the resolution and requesting its concurrence.
- (3) If the other Branch gives it concurrence, the Joint Committee shall be appointed and such powers as may be considered necessary shall be conferred.
- (4) Unless otherwise agreed, the quorum of the Joint Committee shall be the majority of the Members of each Branch serving on the committee.
- (5) The time and place of the first meeting of a Joint Committee shall be fixed by the Clerk of the Branch which first proposed the establishment of the Joint Committee.
- (6) All meetings of a Joint Committee shall be attended by the Clerk of the Branch which first proposed the establishment of the Joint Committee, or an officer nominated by the Clerk.
- (7) The Chairman of a Joint Committee shall report any vacancy in the number of the committee to the presiding officer of the Branch in whose representation the vacancy has arisen..

Procedure of a Joint Committee

- 4.8** (1) Unless otherwise agreed, Standing Orders 5.9(2), 5.10, 5.11, 5.13, 5.14(2), 5.17(1), (2), (3) and (5) and 5.18(2) shall apply to the procedure of a Joint Committee.
- (2) A Joint Committee shall report to the Branches.

V: COMMITTEES ETC

1. General

Members bound to serve on committees

- 5.1 (1) Members shall be bound to serve on committees established by Tynwald and on Joint Committees constituted by the Branches, to which they have been appointed or elected.
- (2) The President shall not be eligible for membership of any committee of the Court, except the Standing Orders Committee, the Tynwald Ceremony Arrangements Committee (of which the President is chairman *ex officio*) and the Tynwald Management Committee.¹⁰³

2. Elections

Election under statute

- 5.2 No person who is not a Member may be nominated for election by Tynwald to any body unless the Member nominating has ascertained that that person is willing to serve.

Procedure

- 5.3 (1) The procedure set out in this Standing Order shall be observed in any election by Tynwald in which a successful candidate requires the majority of the votes of Members present and voting and in the election of Members to a committee of Tynwald.¹⁰⁴
- (2) Every Member shall be supplied with a printed voting paper, unless electronic voting is used.¹⁰⁵
- (3) Candidates for election shall be proposed and seconded. After the President has announced that nominations are closed the Clerk of Tynwald shall, on the direction of the President, read out the list of candidates in the order in which they appear in the voting paper.

¹⁰³ 5.1(2) amended 20th May 2003 and 21st April 2020

¹⁰⁴ 5.3(1) amended 19th March 1997

¹⁰⁵ 5.3(2) amended 16th January 2013; further amended and associated form removed 16th May 2018

- (4) If the number of candidates does not exceed the number of vacancies the President shall declare the candidates elected.
- (5) If the number of candidates exceeds the number of vacancies the President shall submit the names of the candidates to be voted on by the Council and Keys together as one body and by ballot.
- (6) Each Member shall, at each stage of an election, vote for as many candidates as there are vacancies to be filled and a voting paper which contains a greater or lesser number of votes shall be considered as invalid.¹⁰⁶
- (7) One Member of the Council nominated by the President and one Member of the Keys nominated by the Speaker shall conduct the count in the Legislative Council Chamber with the assistance of the Clerk of the Council, unless electronic voting is used.¹⁰⁷
- (8) The President shall declare elected the candidates who have the majority of the votes of the Members present and voting.
- (9) If after a vote at any stage of an election vacancies remain, the Court shall vote again on the remaining unelected candidates.
- (10) If after a vote at any stage of an election where there are at least three candidates, no candidate is declared elected –
 - (a) the candidate receiving the fewest votes shall be omitted from the list of candidates and the Court shall proceed to vote again;
 - (b) where two or more candidates each receive the fewest votes or all candidates receive an equal number of votes, the Court shall proceed to vote again on those candidates and the candidate receiving the fewest votes in that ballot shall be omitted from the list of candidates;
 - (c) if in a ballot under paragraph (b) two or more candidates each receive the fewest votes or all candidates receive an equal number of votes, the procedure set out in paragraph (b) shall be repeated; and

¹⁰⁶ 5.3(6) amended 19th March 1997

¹⁰⁷ 5.3(7) amended 16th January 2013

- (d) if in a ballot under paragraph (c) two or more candidates each receive the fewest votes or all candidates receive an equal number of votes one of them shall be eliminated by a lot drawn by the President.¹⁰⁸
- (11) If after a vote on two candidates, neither candidate is elected the Court shall vote once again on those candidates.¹⁰⁹
- (12) Where paragraph (11) has been applied and neither candidate is elected, the President shall call for fresh nominations.¹¹⁰
- (13) At each stage of an election the President shall read out the number of votes recorded for each candidate.
- (14) The votes for all candidates, including the names of the Members voting, shall be published in the Votes and Proceedings.¹¹¹

5.4 In Standing Order 5.3, “voting” includes submitting an invalid voting paper.¹¹²

Person elected to committee ceasing to be Member of Branch of Tynwald of which he was Member at time of election

- 5.5** (1) If a Member ceases to be a Member of the Branch of which that Member was a Member at the time of election to a committee, that Member’s membership of that committee shall thereupon become vacated but that Member
- (a) shall continue to serve on the committee until a successor shall be elected, and
 - (b) shall be eligible to be re-elected as a member of the committee if otherwise qualified.
- (2) In every case, membership of a committee shall cease upon dissolution of the House of Keys.¹¹³

¹⁰⁸ 5.3(10) amended 19th June 1996

¹⁰⁹ 5.3(11) amended 19th June 1996 and 19th March 1997

¹¹⁰ 5.3(12) amended 19th June 1996 and 19th March 1997

¹¹¹ 5.3(14) inserted 21st February 2018

¹¹² Previous 5.4 deleted 19th March 1997; current 5.4 inserted 17th October 2002

¹¹³ 5.5(2) inserted 16th January 2013

3. Standing Committees

Standing Committees

- 5.6 (1) The Standing Committees of the Court shall be:
- the Policy Review Committees (Economic Committee; Environment and Infrastructure Committee; and Social Affairs Committee)
 - the Ecclesiastical Committee
 - the Public Accounts Committee
 - the Standards and Members’ Interests Committee
 - the Standing Orders Committee
 - the Tynwald Ceremony Arrangements Committee
 - the Emoluments Committee
 - the Tynwald Management Committee
 - the Committee on Constitutional and Legal Affairs and Justice¹¹⁴
- (2) The detailed provisions governing the remit, functions, membership and powers of each Standing Committee are as set out in the Schedule.¹¹⁵
- (3) The Policy Review Committees, the Committee on Constitutional and Legal Affairs and Justice and the Public Accounts Committee shall operate independently of one another but in the interests of efficient use of resources their work programmes may be co-ordinated by the

¹¹⁴ 5.6(1) amended 19th June 2012, 17th October 2017 and 16th May 2018

¹¹⁵ In the original 1995 text, Standing Order 5.6 set out the remit of the Standing Orders Committee and Standing Order 5.7 the remit of the Public Accounts Committee. A restriction on Council of Ministers participation was incorporated at 5.7(3) and this was amended on 20th May 2003. Also on 20th May 2003 the remit of the Standards and Members’ Interests Committee was inserted as a new Standing Order 5.8. It was amended on 16th February 2005. On 17th October 2006 all three Committee remits were moved to the Schedule, along with remits for six other Committees which had not previously been part of the Standing Orders. Standing Order 5.6 became a list of Standing Committees together with a reference to the Schedule and 5.7 a general restriction on Council of Ministers participation in scrutiny. The list in 5.6(1) and the Schedule were amended on 17th May 2011, 19th June 2012 and 17th October 2017. See also the footnote at the beginning of the Schedule.

Public Accounts Committee. In the event of an otherwise irreconcilable conflict between two or more of these committees as to the scope or timing of inquiries, the Public Accounts Committee may resolve the conflict by issuing a direction. A Policy Review Committee or the Committee on Constitutional and Legal Affairs and Justice shall follow the terms of such a direction unless otherwise instructed by Tynwald.¹¹⁶

Member of Council of Ministers may not be a member of certain Standing Committees

5.7 No member of the Council of Ministers shall be a member of a Standing Committee which has as its function, or one of its functions, the scrutiny of any aspect of Government.¹¹⁷

Application of Standing Orders

5.8 Standing Orders 5.9 to 5.18 shall apply to a Standing Committee.¹¹⁸

4. Select Committees

Effect of instructions

- 5.9** (1) Tynwald may by resolution amend the terms of reference of a Select Committee.
- (2) No order of reference or instruction to a Select Committee shall confer upon that committee any power which has been devolved by statute upon a statutory body.

Evidence etc

- 5.10** (1) A Select Committee shall have powers to take written and oral evidence pursuant to sections 3 and 4 of the Tynwald Proceedings Act 1876, as amended.¹¹⁹
- (2) A Select Committee may publish evidence.¹²⁰

¹¹⁶ 5.6(3) inserted 15th December 2015 and amended 22nd November 2017

¹¹⁷ See note on Standing Order 5.6 above

¹¹⁸ Renumbered as 5.9 by Tynwald on 20th May 2003; renumbered as 5.8A thereafter, presumably editorially; returned by Tynwald to being numbered as 5.8, 17th October 2006

¹¹⁹ 5.10(1) amended 15th December 2015

- (3) Unless the committee shall determine otherwise oral evidence taken by a committee shall be taken in public and recorded.
- (4) A Select Committee appointed to investigate a Petition for Redress of Grievance presented at St John's shall, unless satisfied that there are exceptional reasons for not doing so, hear evidence from the petitioner in public, and such evidence shall be recorded, transcribed and published.¹²¹

Sub-committees

- 5.11** A Select Committee shall have power to appoint sub-committees and to refer thereto any matter referred to the Committee but no sub-committee shall report to Tynwald.

Convening meetings of committees

- 5.12** If a Select Committee does not meet within seven days after its appointment, it shall be convened by the Clerk of Tynwald.

Chairman of committee

- 5.13** (1) A Select Committee shall appoint a Chairman at its first meeting and, in case of a vacancy, at any subsequent meeting.
- (2) If the Chairman is not present at any meeting, the committee shall appoint a Chairman for that meeting.

Quorum

- 5.14** (1) Unless Tynwald otherwise resolves, the majority of Members of the committee shall be the quorum.
- (2) If at any time during the sitting of a Select Committee, a quorum is not present, the Chairman shall suspend the proceedings of the committee until a quorum is present or adjourn the committee to a future day.

Vacancies

- 5.15** (1) The Chairman of a Select Committee shall report any vacancy in the number of the committee to the President, who shall announce such vacancy to Tynwald.

¹²⁰ 5.10(2) amended 15th December 2015

¹²¹ 5.10(4) inserted 20th May 2003

- (2) If it be decided to fill the vacancy, the selection of a member shall be made in the same manner as in the case of the original appointment of the committee.

Alterations in members of a Select Committee

5.16 Tynwald may increase or diminish the number of members of a Select Committee at any time after the first selection or may discharge members from attending such committee and appoint others in their place.

Proceedings in committee

- 5.17** (1) A Select Committee may exclude Strangers and shall do so when deliberating.
- (2) A Select Committee may adjourn from time to time and from place to place.
 - (3) In case of an equality of votes the Chairman of a Select Committee shall have a casting vote.
 - (4) All meetings of a Select Committee shall be attended by the Clerk of Tynwald, or an officer nominated by the Clerk.
 - (5) A Select Committee may appoint a specialist adviser.

Reports

- 5.18** (1) A Select Committee shall report to Tynwald.
- (2) A member of a Select Committee may append to a report a memorandum setting out reasons for dissent or qualification.
 - (3) The report of a Select Committee shall be laid before Tynwald.¹²²

¹²² It was resolved on 15th December 2015 “That when the Public Accounts Committee, a Policy Review Committee or a Select Committee has laid before Tynwald a report containing any recommendations, the Government shall lay before Tynwald a written response to the Committee’s report by no later than the second sitting after the one at which the Committee’s report was laid, at which time the Committee’s report and the Government’s response shall be considered; and that this resolution supersedes the similar resolution of January 2011 which applied only to the Public Accounts Committee and Policy Review Committees.” It was further resolved on 22nd November 2017 “that the resolution of 15th December 2015 about Government responses to reports and the timing of debates shall apply also to the Committee on Constitutional and Legal <cont. overpage>

VI: PETITIONS AND MEMORIALS

1. General

Petitions and memorials

- 6.1** Every petition or memorial shall be in writing, but not handwritten,¹²³ and shall, save as otherwise provided –
- (1) be headed “In Tynwald” and addressed “To the Honourable Members of Tynwald Court”.
 - (2) be in English or, if accompanied by an English translation certified by the petitioner, in Manx;
 - (3) set out the name and address of the petitioner or memorialist,¹²⁴
 - (4) be respectful, decorous and temperate;
 - (5) [...]
 - (6) [...]
 - (7) [...]¹²⁵
 - (8) contain a prayer;
 - (9) be signed by the petitioner or memorialist or an advocate on the page on which the prayer appears, the prayer being repeated on each page which bears signatures;¹²⁶
 - (10) be forwarded to the Clerk of Tynwald –

Affairs and Justice.” These resolutions are overridden by the *sub judice* rule (SO 3.11(4)). They have not been applied to reports about parliamentary business (for example, the reports of the Select Committee on the Functioning of Tynwald, 2017–18).

¹²³ 6.1 amended 15th December 2015

¹²⁴ According to a President’s ruling of 13th June 2016 the minimum age for a petitioner or memorialist is the voting age.

¹²⁵ 6.1(5)–(7) deleted 15th December 2015

¹²⁶ 6.1(9) amended 15th December 2004 and 15th December 2015

- (a) in the case of a public petition and of a private petition not less than 14 days, and
- (b) in the case of a memorial, except for good and sufficient cause shown, not less than three days

before the day appointed for the sitting of Tynwald at which such petition or memorial is to be presented.¹²⁷

2. Public petitions

Presentation of public petitions

- 6.2** (1) A Member may present a public petition.¹²⁸
- (2) A public petition that is in order shall be presented by being laid before Tynwald by order of the President on behalf of the Member presenting the petition.¹²⁹
- (3) When a public petition has been laid it may be debated.¹³⁰

[...]

- 6.3** (1) [...]
- (2) [...]¹³¹

[...]

- 6.4** [...]¹³²

3. Petitions for Redress

Petition may be presented on Tynwald Day

- 6.5** A Petition for Redress may be presented at Tynwald only when assembled at St John's on Tynwald Day.¹³³

¹²⁷ 6.1(10) amended 19th May 2015

¹²⁸ 6.2(1) amended 15th December 2015

¹²⁹ 6.2(2) inserted 15th December 2015

¹³⁰ 6.2(3) inserted 15th December 2015

¹³¹ Heading and 6.3(1)–(2) deleted 15th December 2015

¹³² Heading and 6.4 deleted 15th December 2015

Mode of presentation

- 6.6** (1) A Petition for Redress may be presented at the foot of the Hill by the petitioner or a person authorised by the petitioner; such authorisation shall appear in the petition. A Petition for Redress may also be presented on behalf of a petitioner by a Member.
- (2) A petitioner presenting a petition shall approach the Hill by the processional path.
- (3) No Petition for Redress may be presented at the foot of the Hill by more than three persons.

Petition to be handed to person presiding under Standing Order 3.29¹³⁴

- 6.7** (1) If presented by a petitioner a Petition for Redress shall be handed by the petitioner at the foot of the Hill to the Clerk of Tynwald who shall forthwith deliver the petition to the person presiding under Standing Order 3.29.¹³⁵
- (2) On delivery of the petition to the person presiding under Standing Order 3.29, the petitioner shall return along the processional path.¹³⁶
- (3) If presented by a Member, a Petition for Redress shall be handed forthwith by the Member to the person presiding under Standing Order 3.29.¹³⁷

Reference to Standing Orders Committee

- 6.8** (1) The person presiding under Standing Order 3.29 shall, on receipt of a Petition for Redress refer the petition to the Standing Orders Committee.¹³⁸
- (2) It shall be the duty of the Standing Orders Committee to examine every Petition for Redress to ascertain whether it is in order, and report to Tynwald.

¹³³ 6.5 amended 16th January 2013

¹³⁴ Headnote to 6.7 amended 16th January 2013

¹³⁵ 6.7(1) amended 16th January 2013

¹³⁶ 6.7(2) amended 16th January 2013

¹³⁷ 6.7(3) amended 16th January 2013

¹³⁸ 6.8(1) amended 16th January 2013

No reading of or address on petition on Hill

6.9 A Petition for Redress shall not be read, nor shall any Member speak to it in Tynwald, until the Petition for Redress has appeared on the Order Paper.

Requisites of Petitions for Redress

6.10 Standing Order 6.1, except paragraph (10),¹³⁹ shall apply to a Petition for Redress.

Contents of Petitions for Redress

6.11 Every Petition for Redress must –

- (a) relate to a matter of public interest;
- (b) relate to a matter falling within the province of Tynwald;
- (c) not relate to any specific case which could be or has been adjudicated upon by the High Court or any tribunal or arbitration, or any formal officially recognised complaints procedure, unless the petition shows that in the particular circumstances it is not reasonable to expect the petitioner to resort, or to have resorted, to such remedy;¹⁴⁰
- (d) contain no reference to any matter the substance of which has been determined by Tynwald in the current session.¹⁴¹

6.12 A Petition for Redress which is in order but which has not been the subject of a resolution for its investigation by a Select Committee of Tynwald within five years following the end of the month in which it has been presented on Tynwald Hill shall be deemed to have lapsed and shall cease to be before the Court (whether or not a General Election to the House of Keys shall have taken place within that period).¹⁴²

¹³⁹ 6.10 amended 15th December 2015 as a consequence of the amendment made to 6.1

¹⁴⁰ 6.11(c) amended 15th December 2004 and 11th December 2007

¹⁴¹ 6.11(d) inserted 17th October 2002

¹⁴² 6.12 inserted 17th October 2002

VII: PRIVATE BUSINESS

1. Private petitions

Presentation of private petitions

- 7.1** (1) A private petition may be presented by a public authority, a corporate body, a private association or an individual, in relation to local or private matters as to which the approval, ratification or sanction of Tynwald is required, or as to which a resolution of Tynwald is substituted for an Act.
- (2) No private petition may be accepted which requests the reversal of any decision of a statutory body in exercise of its statutory powers.

Examination by Clerk of Tynwald

- 7.2** (1) Every private petition shall be examined by the Clerk of Tynwald, to ascertain whether it is in order and report to Tynwald the result of such examination.
- (2) The petition shall not be heard until such Report has been received by Tynwald.

Presentation at Bar

- 7.3** (1) A private petition may be presented at the Bar by the petitioner or the petitioner's representative.
- (2) The petitioner, or the petitioner's representative, shall be heard without special leave being given.

Interested parties

- 7.4** (1) The Clerk of Tynwald shall, in the case of every private petition, direct what notice (if any) shall be given either by public advertisement or by service of a copy of the petition upon any person, body or association appearing to be interested in the subject matter of the petition.
- (2) A person who has been served with a copy of the petition shall be entitled to appear or cause an appearance to be entered as of right.
- (3) Any other person who claims to be interested in the subject matter of the petition and desires to be heard may present a memorial in accordance with Standing Order 8.2.

- (4) Tynwald may adjourn consideration of any private petition to enable a copy of the petition to be served upon any person.

Approval of bye-laws made by local authority

7.5 Where a local authority applies to Tynwald for the approval of bye-laws made by the local authority, the petition of the local authority shall be forwarded to the Minister having statutory responsibility for local government, who shall report on it to Tynwald.¹⁴³

Approval of deeds under statute

- 7.6** (1) Whenever by statute the consent or approval of Tynwald is required to any deed or agreement, the same shall be executed and duly completed before the presentation of the petition for such consent or approval.
- (2) On such consent or approval being given, the deed or agreement shall, if not recorded, be recorded in the General Registry.

A deed may be made conditionally on approval being given

7.7 Any deed or instrument for which confirmation or approval by Tynwald is necessary, may contain a provision for rendering the same void, if such confirmation or approval is not given.

¹⁴³ 7.5 amended 11th December 2007 and 16th January 2013

VIII: APPEARANCES

Appearance as of right

- 8.1** (1) A person presenting a private petition, and a party on any matter who has been given personal notice in accordance with an order for hearing of a petition or with a direction of Tynwald, shall be entitled to appear in person or be represented as of right.
- (2) Where any person who has the right by virtue of a public notice or any Act of Tynwald of appearing or being heard before Tynwald on any matter desires to exercise such right, that person shall give written notice to the Clerk of Tynwald not less than three days before the day appointed for the sitting of Tynwald at which such matter is to be considered.

Memorials

- 8.2** (1) Subject to this Standing Order, no one shall have the right to appear or be heard before Tynwald on any matter of a general public character.
- (2) Any person, who claims an interest distinct from the interests of the general public which is adversely affected by any matter appearing on the Order Paper and that special reasons exist why that person should be heard on such matter, may present a memorial claiming to be heard.
- (3) A memorial shall set out clearly the grounds upon which the memorialist claims an interest distinct from the interests of the general public is adversely affected and the special reasons why the memorialist should be heard.
- (4) The President shall first give a ruling as to whether the memorialist is entitled under Standing Orders to present the memorial, and if such ruling is in the affirmative Tynwald shall decide whether the memorial shall be presented.
- (5) If Tynwald decides that a memorial may be presented it may be presented at the Bar, without special leave being given, by the memorialist, an advocate or (in the case of a local authority) by its principal officer.

Person appearing may appear in subsequent proceedings

8.3 A person who has appeared to a motion or petition in Tynwald shall be entitled to appear in person or by an advocate in any subsequent proceedings with respect to such motion or petition whether in Tynwald or before a committee.

Appearance in subsequent proceedings

8.4 Unless previously excused by the President or the Chairman of the committee, a person who has –

- (a) appeared in Tynwald or before a committee to any motion or petition, or
- (b) been duly summoned or noticed to appear before Tynwald or such committee,

shall be bound to attend to the subsequent proceedings under such motion or petition, or in relation to the subject matter thereof.

IX: OFFICERS OF TYNWALD

1. President of Tynwald

President of Tynwald

- 9.1** (1) The President and Deputy President shall be elected in accordance with the Constitution Act 1990 and, so far as applicable, Standing Order 5.3.
- (2) The President, in addition to the powers and duties set out in these Standing Orders, may exercise any other power necessary to the office.
- (3) If any case shall arise for which provision is not made by these Standing Orders, the procedure shall be such as the President shall at the time determine.
- (4) Any Member dissatisfied by a determination of the President may refer the principle of the issue involved to the Standing Orders Committee which shall report thereon to Tynwald.

2. Clerk of Tynwald

Appointment of Clerk of Tynwald

- 9.2** (1) The Court shall appoint a Clerk of Tynwald, who shall hold office during pleasure of Tynwald.
- (2) The Court shall determine the salary of the Clerk of Tynwald.

3. Deputy Clerk of Tynwald

- 9.3** (1) The Court shall appoint a Deputy Clerk of Tynwald who shall hold office during pleasure of Tynwald.¹⁴⁴
- (2) The Court shall determine the salary of the Deputy Clerk of Tynwald.¹⁴⁵
- (3) In the absence of the Clerk of Tynwald, the Deputy Clerk of Tynwald shall act.¹⁴⁶

¹⁴⁴ 9.3(1) amended 17th October 2002

¹⁴⁵ 9.3(2) amended 17th October 2002

- (4) In the absence of both the Clerk of Tynwald and the Deputy Clerk of Tynwald, the person appointed as Third Clerk of Tynwald, or such other person as the President shall designate, shall act.¹⁴⁷

¹⁴⁶ 9.3(3) amended 17th October 2002

¹⁴⁷ 9.3(4) amended 17th October 2002

X: MISCELLANEOUS

1. Interest

Circumstances in which a Member shall not vote

- 10.1** (1) Subject to paragraph (2) where a matter in respect of which a Member has a direct pecuniary interest is before Tynwald or a committee, the Member shall not vote on the matter and shall withdraw before a vote is taken.
- (2) Paragraph (1) shall not apply where the direct pecuniary interest of the Member is one which is held in common with the rest of the general public of the Isle of Man.

Oral declaration of an interest

- 10.2** (1) Whether or not the interest has been registered in the Register of Members' Interests, before participating in the consideration of a question before Tynwald or a committee, a Member shall first declare any relevant pecuniary interest or benefit, direct or indirect, which has accrued, or which the Member expects to accrue.
- (2) Where a Member is nominated for election to a committee of the Court, and the Member believes that his or her circumstances are such that service on the committee would give rise to difficulties by reason of the Member's past or present connection with or interest in the persons or subjects to be considered by the committee, the Member shall, if present, declare the existence and character of such circumstances in open Court before the ballot takes place.¹⁴⁸

Prohibition on professional advice and representation

- 10.3** No Member, or partner or associate of a Member, may professionally offer or give advice or represent any person on:
- (a) a matter before Tynwald, or
- (b) a procedure to be exercised or being contemplated, in respect of any such matter.

¹⁴⁸ 10.2(1) renumbered and 10.2(2) inserted 15th December 2004

2. Signing of Bills

Bills to be passed by each Branch before being signed

10.4 No Bill shall be signed in Tynwald unless it has been passed, or deemed to have been passed, by both Branches.

Amendment by Tynwald of a Bill which has been passed by the Branches

10.5 (1) After a Bill has been passed, or deemed to have been passed, by both Branches, Tynwald may make amendments necessary to give effect to the Bill, and sign the Bill after such amendments have been made, without the necessity of submitting such amendments to the Branches for their approval.

(2) A motion under paragraph (1) shall set out the amendments proposed.

Bills to be signed by a quorum of each Branch and the President

10.6 Every Bill which is to be submitted for Royal Assent shall be signed by a quorum of each Branch, or be signed in accordance with section 1 of the Constitution Act 2006.¹⁴⁹

Certificate of Royal Assent

10.7 The procedure for certificates of Royal Assent shall be in accordance with section 10(1) of the Legislation Act 2015, which reads:

The President of Tynwald and the Speaker must sign a certificate (the "announcement certificate") endorsed on or annexed to the Act stating its announcement day and the time it was announced on that day.¹⁵⁰

3. Signing of resolutions

Resolutions verified by signature

10.8 An approval or resolution may be certified in accordance with section 8 of the Constitution Act 1990, which reads:

A certificate stating that at a sitting of Tynwald —

¹⁴⁹ 10.6 amended 15th December 2004 and 15th July 2008

¹⁵⁰ 10.7 replaced 16th May 2018

(a) the matter specified in the certificate was approved by Tynwald, or

(b) a resolution in the terms so specified was passed by Tynwald,

and signed by the President of Tynwald and the Speaker shall be conclusive evidence of the fact.¹⁵¹

4. Regulations etc requiring the approval of Tynwald

Circulation of papers to Members

- 10.9** (1) Subject to paragraphs (2), (3), (4) and (5), every paper to be laid before the Court (whether or not it is to be the subject of a motion on the Order Paper) shall be sent to each Member at least 14 clear days before the sitting at which it is to be laid.¹⁵²
- (2) The time limit in paragraph (1) may be varied in relation to a particular paper by the President with the consent of the Court.
- (3) The time limit in paragraph (1) may be varied in relation to a particular paper by a resolution supported by a quorum of each Branch.
- (4) Where the President has made a direction under Standing Order 2.4(6), the date by which papers shall be sent to Members shall be brought forward accordingly.
- (5) A paper laid pursuant to Standing Order 2.4A shall be sent to each Member at the time specified in that Standing Order.
- (6) Each Member may choose to receive papers in hard copy or electronically; but where a particular paper is large or difficult to reproduce the President may direct that it be sent to Members in electronic form only, with hard copy being available for consultation or copying in the Tynwald Library.
- (7) A direction under paragraph (6) has no effect on the time limit applicable to the relevant paper under paragraphs (1) to (5).

¹⁵¹ 10.8 replaced 16th May 2018

¹⁵² 10.9 amended 17th October 2002, 15th December 2004, 16th January 2013 and 19th May 2015

- (8) A paper to be lodged with the Register of Business shall be taken as having been lodged and ordered to be published once it is submitted by or on behalf of a Member to the Clerk of Tynwald for inclusion in the Register.¹⁵³

Subordinate legislation in the branches

- 10.9A (1)** If no fewer than eight Members indicate either by way of a motion on the Register or by standing in the Chamber that they wish to refer the text of a piece of subordinate legislation to the branches, then the matter should stand referred to the branches for debate and vote.
- (2) Notwithstanding a reference to the branches under paragraph (1), if a minister wishes to proceed with a piece of subordinate legislation because the need for the subordinate legislation is urgent, the minister may place the item of business on the Order Paper (if necessary on a Supplementary Order Paper) with the consent of the President and the agreement of Tynwald, voting as one body.
- (3) Members shall be able to propose amendments to subordinate legislation in the branches which has been referred under Standing Order 10.9A(1).
- (4) The proposed amendments shall be contained in a report on the legislation which shall be agreed between the branches and laid before Tynwald.
- (5) Members shall be able to propose a time limit on the life of subordinate legislation (a “sunset clause”) in the same way as any other amendment to the subordinate legislation.¹⁵⁴

Subordinate legislation in Tynwald

- 10.9B (1)** Members may place a notice on the Register that particular subordinate legislation requires amendment or further scrutiny and seek to delay by way of the notice that the subordinate legislation is contentious.

¹⁵³ 10.9(8) inserted 20th April 2021 (in force 1st September 2021)

¹⁵⁴ 10.9A(1)-(5) inserted 20th April 2021 (in force 1st September 2021)

- (2) Notices under paragraph (1) must be placed on the Register before the deadline for submission of Papers for the Order Paper for the sitting when the item is to be taken.
- (3) Where a Member has put a notice under paragraph (1) on the Register of Business, Members may add their names in support.¹⁵⁵

5. Records of proceedings

Votes and proceedings etc

- 10.10** (1) The votes and proceedings of Tynwald shall be recorded by the Clerk of Tynwald and signed by the President and the Speaker.¹⁵⁶
- (2) All resolutions and petitions to Tynwald and any other documents directed by Tynwald shall be filed in the General Registry.

6. Accounts and papers

Laying of papers

- 10.11** (1) Papers may be ordered by the President to be laid before Tynwald by the Clerk of Tynwald.
- (2) Papers may be laid before Tynwald in pursuance of –
 - (a) provisions of an Act or Acts of Tynwald or of Parliament, or
 - (b) an order of Tynwald, or
 - (c) an address to the Crown, or
 - (d) the command of the Crown or of the Governor, or
 - (e) the request of a Member, subject to the approval of the President.
 - (3) Sufficient copies of any paper to be laid before Tynwald shall be delivered to the Clerk of Tynwald for distribution to each Member.

¹⁵⁵ 10.9B(1)-(3) inserted 20th April 2021 (in force 1st September 2021)

¹⁵⁶10.10(1) amended 16th May 2018

- (3A) Where papers are submitted electronically they must be in a format as directed by the Clerk of Tynwald.¹⁵⁷
- (3B) [...] ¹⁵⁸
- (4) Where a paper concerns the prerogatives of the Sovereign, the Governor may be requested by resolution to obtain the paper and command that it be laid before Tynwald.

Printing of papers

10.12 Papers may be ordered to be printed by authority of Tynwald.

6A. Register

- 10.12A** (1) There shall be a Register on which papers to be laid and motions with related documents may be placed in advance of publication of the Order Paper.
- (2) The Register shall be in two parts: Part One will be for papers, motions and related documents for future sittings of Tynwald; Part Two will be for written questions to Departments and others.
 - (3) Papers or motions for consideration and decision by Members should be lodged as soon as possible, in order to allow members the maximum time for consideration. Papers or motions shall not be considered by Members in Tynwald without their having first been lodged in the Register before their inclusion on the Order Paper, unless in exceptional circumstances under Standing Order 2.4AA.
 - (4) All items of business must be published on the Register at least six weeks before they are due to be considered in Tynwald.
 - (5) Any amendment which relates to a motion on the Register of Business shall be placed immediately after that motion on the Register of Business if the Member submitting the amendment wishes.
 - (6) Where a Member has put an amendment to a motion on the Register of Business, Members may add their names to the mover's in support of that amendment.

¹⁵⁷ 10.11(3A) inserted 16th April 2013

¹⁵⁸ 10.11(3B) deleted 19th May 2015

- (7) All oral Questions shall be published in the Question Paper relating to a sitting, and all written Questions shall be published on the Register of Business until they are answered.
- (8) Written Questions may be submitted at any time during the year, but only in Tynwald and not in the branches.¹⁵⁹

7. Witnesses

Attendance of a Member to be examined

- 10.13** (1) Where the attendance of a Member is desired for examination by Tynwald, the Member shall be ordered by the President to attend.
- (2) If a committee empowered to take evidence desires the attendance of a Member as a witness, the Chairman shall order the Member to attend.
 - (3) If a Member so ordered fails to attend, the Member may be summoned under order of the President.

Attendance of witnesses and production of documents, etc

- 10.14** Witnesses may be summoned to the Bar of Tynwald or before a committee empowered to take evidence under the Tynwald Proceedings Act 1876.

Witnesses may be examined on oath

- 10.15** (1) A power to take evidence on oath may be exercised in accordance with section 4 of the Tynwald Proceedings Act 1876, which reads:

The Court [that is, Tynwald Court] as heretofore, and either House [that is, either Branch], or a committee of the Court or either House specially empowered to take evidence may examine witnesses on oath, and for that purpose may administer an oath to any such witnesses.

- (2) If the power to take evidence on oath is exercised by Tynwald Court, the oath may be administered by the President or clerk.

¹⁵⁹ 10.12A(1)-(8) inserted 20th April 2021 (in force 1st September 2021)

- (3) If the power to take evidence on oath is exercised by a Committee, the oath may be administered by the Chairman of the Committee or clerk.¹⁶⁰

8. Costs

Power to award costs in certain cases

- 10.16** A power to award costs may be exercised in accordance with section 10 of the Tynwald Proceedings Act 1876, which reads:

In any case where by statute the orders or proceedings of a committee, or of any Board, body of persons, or person are liable to be revised, altered, varied, or rescinded by the Court [that is, by Tynwald Court], on the application of any person aggrieved or interested, the Court shall have power in its discretion to award costs to be paid by or to any petitioner in like manner as a superior Court of Justice may order payment of costs in a suit; such costs to be taxed as the costs incurred in a superior Court of Justice, or such a sum for costs as the Court may award with the consent of the parties affected.¹⁶¹

9. Privilege and contempt

Privilege and contempt

- 10.17** (1) A Member who wishes to draw the attention of the President to a question affecting the privileges of Tynwald may –
- (i) do so promptly in writing; or
 - (ii) where the question arises during a sitting, interrupt proceedings to do so.
- (2) (i) Where a question concerning a Member is drawn to the attention of the President under paragraph (1), the President shall –
- (a) refer it to the appropriate Branch; and

¹⁶⁰ 10.15 replaced 16th May 2018

¹⁶¹ 10.16 replaced 16th May 2018

- (b) where it has been brought to the President's attention under paragraph 1(i), inform Tynwald sitting in public that it has been referred.
 - (ii) The presiding officer of the appropriate Branch shall report to Tynwald action taken by, or any recommendation of, the Branch on a reference under sub-paragraph (i).
 - (iii) This paragraph is without prejudice to Standing Orders 3.32 and 3.33.
- (3)
- (i) Where a question concerning a person, other than a Member, is drawn to the attention of the President under paragraph (2) the President shall refer it to the Standing Orders Committee.
 - (ii) Where a reference is made under sub-paragraph (i), the Standing Orders Committee shall –
 - (a) investigate and report on the question, with recommendations; or
 - (b) recommend that the question be referred to an *ad hoc* committee of privileges appointed by Tynwald to do so.
- (4) The President shall orally report a reference under paragraphs (2) or (3) to Tynwald.
- (5) Where a Branch or a Committee recommends under this Standing Order that action be taken by Tynwald, the President shall put the recommendation to the Court as a motion without debate or amendment.
- (6) This Standing Order does not limit any power or privilege exercised or claimed by Tynwald, the Council or the Keys.

10. Publication of Members' circulars¹⁶²

Publication of Members' circulars

- 10.18** (1) Subject to the provisions of this Standing Order, the Clerk of Tynwald may publish any information which has been circulated by or on behalf of a Member of Tynwald –
- (a) to all Members of Tynwald, or to all Members of a Branch; and
 - (b) to the Clerk of Tynwald.
- (2) A person circulating information under paragraph (1) may, at the same time as circulating the information, give an instruction to the Clerk of Tynwald that the information is not to be published.
- (3) An instruction under paragraph (2) must be given by or on behalf of a Member, "M", and may be withdrawn or modified at any time by or on behalf of the person specified in paragraph (4).
- (4) The person specified in this paragraph, –
- (a) if M was acting in an official capacity, is the person for the time being holding that office;
 - (b) if M was not acting in an official capacity, is M, but only if M is still a Member of Tynwald.
- (5) The Clerk may not publish information in contravention of an instruction given under paragraph (2) unless one or more of the conditions in paragraph (6) applies.
- (6) The Clerk must disregard an instruction given under paragraph (2) to the extent that disclosure of the information is –
- (a) required by law;
 - (b) ordered by Tynwald;
 - (c) in a case where information was circulated to only one Branch, ordered by that Branch;

¹⁶² 10.18 inserted 16th November 2022; paragraphs renumbered editorially.

- (d) authorised by the relevant presiding officer.
- (7) Authorisation under paragraph (6)(d) may not be given unless the relevant presiding officer has consulted the other presiding officer and has obtained the consent of the person specified in paragraph (8).
- (8) The person specified in this paragraph, –
 - (a) if the information was circulated by or on behalf of a Member acting in an official capacity, is the person for the time being holding that office;
 - (b) if the information was circulated by or on behalf of a Member not acting in any official capacity, is the Member who circulated the information, provided that such consent need not be obtained if that person is no longer a Member of Tynwald.
- (9) In paragraph (6) the relevant presiding officer is –
 - (a) for information circulated to all Members of Tynwald, the President;
 - (b) for information circulated only to all Members of the House of Keys, the Speaker; and
 - (c) for information circulated only to all Members of the Legislative Council, the President.
- (10) This Standing Order applies to information circulated on or after 1st October 2022.
- (11) Practice Notes on the implementation of this Standing Order may be issued by the Clerk of Tynwald with the approval of the President and the Speaker. Any Practice Note so issued must be laid before Tynwald.

XI: STANDING ORDERS

Standing Orders to be printed

- 11.1** These Standing Orders and amendments made to them shall be printed and a copy given to each Member, and to every new Member upon first sitting.

Alteration of Standing Orders

- 11.2** A motion to amend or revoke a Standing Order must be supported by a quorum of both Branches.
- 11.2A** Any amendment to legislation which is reflected in Standing Orders shall automatically be made to Standing Orders as an amendment to the relevant provisions once it becomes effective; and the Clerk shall make the relevant changes to Standing Orders under the authority of the President and notify Members accordingly.¹⁶³

Suspension of Standing Orders

- 11.3** Tynwald may suspend any of the Standing Orders upon the motion of any Member supported by a vote of no fewer than 16 Members of the Keys and six Members of the Council.

Interpretation of terms

- 11.4** (1) In the construction of these Standing Orders, the following expressions shall have the meanings hereby assigned to them, unless the context otherwise requires –

“appropriate Branch” means –

- (a) in the case of a question of privilege concerning a Member of the Council, the Council; and
- (b) in the case of a question of privilege concerning a Member of the Keys, the Keys.

“Branch” means the Council or the Keys;

“breach of privilege” includes –

¹⁶³ 11.2A inserted 16th May 2018

- (a) a contempt of Tynwald;
- (b) any act or omission which obstructs or impedes Tynwald in the performance of its functions or which obstructs or impedes any Member or officer of the Court in the discharge of that Member or officer's duty, or which has a tendency, directly or indirectly, to produce such result; and
- (c) a breach of the oath of office as a Member of a Branch.

"Budget sitting" means a sitting of Tynwald at which the Isle of Man Budget is presented;

"Chamber" means the whole of the room in which Tynwald is sitting;

"Clerk of Tynwald" includes the Deputy Clerk of Tynwald or any person acting pursuant to Standing Order 9.3(4);¹⁶⁴

"Member" means a Member of Tynwald;

"motion" includes an amendment to a motion;

"paper" includes any document whether or not it has at any time been produced or circulated in hard copy;¹⁶⁵

"paper laid" in Standing Order 10.9 does not include any paper, chart, drawing or the like intended solely as background information relating to a motion to be considered at the sitting;¹⁶⁶

"petitioner" in Standing Orders 6.6 and 6.7, means the petitioner or a person duly authorised by the petitioner under Standing Order 6.6(1);

"President" means the person presiding over a sitting of Tynwald;

[...];¹⁶⁷

"procedural motion" means a question raised under Standing Order 2.6(a), (b) (c) or (d);

¹⁶⁴ Definition of "Clerk of Tynwald" amended 17th October 2002

¹⁶⁵ Definition of "paper" inserted 19th May 2015

¹⁶⁶ Definition of "paper laid" inserted 17th October 2002

¹⁶⁷ Entry for "President of the Council" deleted 16th January 2013

“quorum” means in the case of the Council a majority of the serving Members of the Branch who are entitled to vote and in the case of the Keys 13 Members;¹⁶⁸

“Register” means the Register of Business which is compiled and maintained by the Clerk of Tynwald, on which Members can place items of future business for inclusion on the Order Paper and written Questions;¹⁶⁹

“resolution” means any resolution, order, decision, vote or other proceeding of Tynwald, or of either Branch, not being an Act of Tynwald;

“sending a paper electronically” includes making a paper available by any reasonable electronic means;

“session” means the period from and including the first day of October in any year to and including the thirtieth day of September in the next succeeding year;

“sitting day” means any day, other than Tynwald Day, on which Tynwald sits;

“Sovereign” means the Sovereign for the time being of the United Kingdom;

“Stranger” means any person other than a Member or an officer of Tynwald or a Branch;

“*sub judice*” includes any civil case in which papers for the commencement of proceedings have been filed in the office of any court or tribunal, whether or not they have been served on or communicated to the other party or any criminal case where a person has been charged or summoned to appear at court. A case will remain *sub judice* until it is discontinued, or judgment has been or verdict and sentence have been delivered and until the time for appealing has expired; it will continue to be *sub judice* after papers for the

¹⁶⁸ Definition of “quorum” amended 11th December 2007 and 18th February 2010

¹⁶⁹ Definition of “Register” inserted 20th April 2021 (in force 29th September 2021)

commencement of any appeal have been lodged until judgment or discontinuance.¹⁷⁰

“tabled motion” means a question notice of which has been given in terms of Standing Order 2.4 or Standing Order 2.8;

“tabled Question” means a Question in terms of Standing Orders 3.3 to 3.10 other than a question under Standing Order 3.5(4) or (5);

“Tynwald Day” shall be interpreted in accordance with section 47 of the Interpretation Act 2015, which reads:

(2) For a year “Tynwald Day” is —

(a) 5th July, if that day is not a Saturday or Sunday;

(b) if 5th July is a Saturday, 7th July; or

(c) if 5th July is a Sunday, 6th July.¹⁷¹

- (2) Other expressions which are defined in the Interpretation Act 2015 shall have the same meanings in these Standing Orders as they would have if these Standing Orders were an Act of Tynwald.¹⁷²

Short title

11.5 These Standing Orders may be cited as the Standing Orders of Tynwald 1995.

¹⁷⁰ Definition of “*sub judice*” inserted 17th November 2009

¹⁷¹ Definition of “Tynwald Day” amended 16th May 2018

¹⁷² A reference in 11.4(2) to the Interpretation Act 1976 was updated editorially in September 2019 to refer instead to the Interpretation Act 2015.

Standing Order 5.6(2)

SCHEDULE: THE STANDING COMMITTEES OF TYNWALD¹⁷³

1. Policy Review Committees

1.1 There shall be three Policy Review Committees which shall be Standing Committees of the Court.¹⁷⁴ Subject to Standing Order 5.6(3) they may scrutinise the established (but not emergent) policies, as deemed necessary by each Committee, of the Departments and Offices indicated in this paragraph together with the associated Statutory Boards and other bodies:¹⁷⁵

- Economic Committee: Treasury, the Department for Enterprise and the Cabinet Office;¹⁷⁶
- Environment and Infrastructure Committee: Department of Environment, Food and Agriculture; and Department of Infrastructure;
- Social Affairs Committee: Department of Health and Social Care; Department of Education, Sport and Culture; and Department of Home Affairs.¹⁷⁷

Each Policy Review Committee shall in addition be entitled to take evidence from witnesses, whether representing a Department, Office, Statutory Board or other organisation within its remit or not, in cases where the subject

¹⁷³ The Schedule was introduced on 17th October 2006, bringing together the provisions relating to the three Standing Committees previously covered by Standing Orders 5.6 to 5.8 (Standing Orders, Public Accounts, and Standards and Members' Interests) with six other Committees (Constitutional Matters, Ecclesiastical, Economic Initiatives, Scrutiny, Tynwald Ceremony Arrangements and Tynwald Honours). The wording relating to the Scrutiny Committee was amended on 15th July 2008. On 17th May 2011 the wording relating to the Policy Review Committees and the Emoluments Committee were inserted; that relating to the Constitutional Matters, Economic Initiatives and Scrutiny Committees was deleted; and that relating to the Public Accounts Committee was amended. See also footnote to Standing Order 5.6.

¹⁷⁴ On Government responses to Policy Review Committee reports and the timing of debates see footnote to Standing Order 5.18(3).

¹⁷⁵ §1.1 amended 19th March 2014, 15th December 2015 and 18th July 2018

¹⁷⁶ First bullet point of §1.1 amended 22nd November 2017 and 16th May 2018

¹⁷⁷ Third bullet point of §1.1 amended 16th May 2018

¹⁷⁸ §1.1 amended 16th May 2018

matter cuts across different areas of responsibility of different Departments, Offices, Statutory Boards or other organisations.¹⁷⁹ The Policy Review Committees may also hold joint sittings for deliberative purposes or to take evidence. The Chairmen of the Policy Review Committees shall agree on the scope of a Policy Review Committee's inquiry where the subject cuts across the respective boundaries of the Policy Review Committees' remits.

- 1.2 Each Policy Review Committee shall have –
 - (a) a Chairman elected by Tynwald,¹⁸⁰
 - (b) two other Members.
- 1.3 Members of Tynwald shall not be eligible for membership of the Committee, if, for the time being, they hold any of the following offices: President of Tynwald, member of the Council of Ministers, member of the Treasury Department referred to in section 1(2)(b) of the Government Departments Act 1987.
- 1.4 The Policy Review Committees shall be authorised to require the attendance of Ministers for the purpose of assisting the Committee (or Committees, if sitting jointly).¹⁸¹
- 1.5 Should the need arise in relation to a particular matter, such as a conflict of interest, Tynwald may elect an alternate member for the purpose and duration of a Policy Review Committee's consideration of that matter. A conflicted member so replaced shall continue to serve as a member of the Committee for all other purposes.¹⁸²

¹⁷⁹ It was resolved on 20th May 2014 "That the remit of the Economic Policy Review Committee should include the work of the Financial Supervision Commission, Insurance and Pensions Authority and Gambling Supervision Commission, this remit to include the requirement for the Chief Executive to give evidence in public."

¹⁸⁰ The effect of paragraph 3.2 of the Schedule is that no Member may serve simultaneously as Chairman (or Vice Chairman) of the Public Accounts Committee and Chairman of a Policy Review Committee or the Committee on Constitutional Affairs and Justice; nor as Chairman of more than one of the Policy Review Committees and the Committee on Constitutional and Legal Affairs and Justice.

¹⁸¹ §1.4 amended 15th December 2015

¹⁸² 1.5 inserted 16th May 2018

2. Ecclesiastical Committee

- 2.1 There shall be a Standing Committee of the Court on Ecclesiastical matters which shall discharge the functions prescribed for it by the Church Legislation Procedure Act 1993.
- 2.2 The Committee shall be composed of three Members.

3. Public Accounts Committee

- 3.1 There shall be a Standing Committee of the Court on Public Accounts.
- 3.2 Subject to paragraph 3.6, the Committee shall have –
- (a) a Chairman elected by Tynwald,
 - (b) a Vice-Chairman elected by Tynwald,
 - (c) four other Members, who shall be Chairman of each of the Policy Review Committees (*ex officio*) and the Chairman of the Committee on Constitutional and Legal Affairs and Justice;
- and a quorum of three.¹⁸³
- 3.3 Members of Tynwald shall not be eligible for membership of the Committee, if, for the time being, they hold any of the following offices: President of Tynwald, member of the Council of Ministers, member of the Treasury Department referred to in section 1(2)(b) of the Government Departments Act 1987.
- 3.4 The Committee shall –
- (a) (i) consider any papers on public expenditure and estimates presented to Tynwald as may seem fit to the Committee;
 - (ii) examine the form of any papers on public expenditure and estimates presented to Tynwald as may seem fit to the Committee;

¹⁸³ §3.2 amended 21st March 2017 and 22nd November 2017.

- (iii) consider any financial matter relating to a Government Department or statutory body as may seem fit to the Committee;
 - (iv) consider such matters as the Committee may think fit in order to scrutinise the efficiency and effectiveness of the implementation of Government policy; and
 - (v) lay an Annual Report before Tynwald at each October sitting and any other reports as the Committee may think fit.¹⁸⁴
- (b) be authorised to require the attendance of Ministers for the purpose of assisting the Committee in the consideration of its terms of reference,¹⁸⁵
 - (c) be empowered to issue directions under Standing Order 5.6(3), provided that any direction so issued shall be reported to Tynwald within a year;¹⁸⁶
 - (d) be the Accounts Committee referred to in section 3 of the Tynwald Auditor General Act 2011, with the relevant powers and responsibilities in relation to the Tynwald Auditor General;¹⁸⁷ and
 - (e) be the Tynwald Public Accounts Committee referred to in section 3 of the Tynwald Commissioner for Administration Act 2011, with the relevant powers and responsibilities in relation to the Tynwald Commissioner for Administration.¹⁸⁸
- 3.5 The Chairman, Vice-Chairman and any member of the Committee shall not sit when the accounts of any body of which that person is a member are being considered.
- 3.6 Should the need arise in relation to a particular matter, such as a conflict of interest, Tynwald may elect an alternate member for the purpose and duration of the Committee's consideration of that matter. Subject to

¹⁸⁴§3.4(a)(v) amended 11th December 2012. On Government responses to Public Accounts Committee reports and the timing of debates see footnote to Standing Order 5.18(3).

¹⁸⁵ §3.4(b) amended 15th December 2015

¹⁸⁶ §3.4(c) inserted 15th December 2015

¹⁸⁷ §3.4(d) inserted 22nd May 2019

¹⁸⁸ §3.4(e) inserted 22nd May 2019

paragraph 3.5, a conflicted member so replaced shall continue to serve as a member of the Committee for all other purposes.¹⁸⁹

4. Standards and Members' Interests Committee

- 4.1 There shall be a Standing Committee of the Court on Standards and Members' Interests.
- 4.2 The Committee shall be chaired by the Speaker of the House of Keys, and composed of the Members of the Management and Members' Standards Committee of the Keys, and two Members of the Council elected by that Branch.
- 4.2A Notwithstanding any other provisions in Standing Orders, the quorum of the Standards and Members' Interests Committee shall be three.¹⁹⁰
- 4.3 The Committee shall consider and may report upon any matter that may from time to time be referred to the Committee by the Court, or by a Member, which relates to the conduct of a Member.¹⁹¹
- 4.3A Tynwald may, on the recommendation of the Committee, require a Member to apologize for inappropriate conduct. In cases where a Member refuses to do so, or apologizes in a way which is unacceptable in the view of the President, the Member should be suspended until he/she complies properly with the Order of Tynwald.¹⁹²
- 4.4 No matter shall be considered under paragraph 3 above which concerns words used in proceedings in Tynwald, or the meaning or implication of such words unless –
 - (i) immediate objection to them has been taken under Standing Order 3.32(1) by the Member about whom the words have been used, and
 - (ii) the President, after receiving a request from that Member, has decided in all the circumstances that it is appropriate exceptionally to bring the matter to the Committee's attention, or

¹⁸⁹ §3.6 inserted 21st March 2017

¹⁹⁰ §4.2A inserted 15th March 2016

¹⁹¹ §4.3 amended 9th December 2014 and 15th December 2015

¹⁹² §4.3A inserted 9th December 2014

- (iii) the President, after receiving a request from that Member who was absent from the Chamber when the words in question were used and who could not have taken objection to them under Standing Order 3.32(1), has decided in all the circumstances that it is appropriate exceptionally to bring the matter to the Committee's attention.
- 4.5 The Committee shall also consider and report on such standards and such privileges of the Court and of Members as have been, or in the future should be, recognised as necessary and desirable for the proper and effective discharge of the duties of the Court of Tynwald and its Members.
- 4.6 The Registrar of Members' Interests shall maintain a Register, to be known as the Register of Members' Interests.
- 4.7 The Rules for the operation of the Register which are annexed to these Standing Orders may be amended by Tynwald on a recommendation of the Committee.¹⁹³
- 4.8 The Clerk of Tynwald shall be the Registrar of Members' Interests and shall be responsible to the Committee for maintaining the Register and for giving effect to the rules referred to in paragraph (7) above.

5. Standing Orders Committee

- 5.1 There shall be a Standing Orders Committee of the Court to carry out the duties imposed upon it by Standing Orders 6.8 and 9.1, and to make recommendations to the Court for the revision of Standing Orders.
- 5.2 The Committee shall be chaired by the Speaker of the House of Keys, the Vice-Chairman shall be the President of Tynwald and it shall further be composed of the Members of the House of Keys Standing Orders Committee and the Members of the Legislative Council Standing Orders Committee.¹⁹⁴
- 5.3 Notwithstanding any other provisions in Standing Orders, the quorum of the Committee shall be three.¹⁹⁵

¹⁹³ §4.7 amended 19th January 2021

¹⁹⁴ §5.2 amended 16th May 2018

¹⁹⁵ §5.3 inserted 16th May 2018

6. Tynwald Ceremony Arrangements Committee

- 6.1 There shall be a Standing Committee of the Court to consider and determine the arrangements to be made for the midsummer sitting of Tynwald at St John's and matters related thereto.
- 6.2 The Committee shall be composed of the President, who shall be the chairman, the Speaker of the House of Keys, the Chief Minister and the Minister for Infrastructure.¹⁹⁶

7. [...] ¹⁹⁷

8. Emoluments Committee ¹⁹⁸

- 8.1 There shall be a Standing Committee of the Court on Emoluments.
- 8.2 The Committee shall be chaired by the Speaker of the House of Keys and composed of the Members of the Management and Members' Standards Committee of the Keys, and three Members of the Council elected by that Branch.
- 8.3 The Committee shall –
- (i) consider and report to Tynwald on –
 - (a) the emoluments of H E Lieutenant Governor, their Honours the First and Second Deemsters and the Judge of Appeal, H M Attorney General, the High Bailiff, the Deputy High Bailiff and the Clerk of Tynwald;
 - (b) the Tynwald Membership Pension Scheme; and
 - (c) in addition to its consultative functions set out in paragraph 8.3(ii) and as it thinks fit, the emoluments of Members of Tynwald;

¹⁹⁶ §6.2 amended 16th January 2013

¹⁹⁷ §7 deleted 16th May 2018

¹⁹⁸ §8 inserted 17th May 2011, the Emoluments Committee having been reconstituted as a Tynwald Committee on 20th April 2010.

- (ii) carry out its consultative functions under section 6(3) of the Payments of Members' Expenses Act 1989, as the body designated by the Payment of Members' Expenses (Designation of Consultative Body) Order 1989.

9. Tynwald Management Committee¹⁹⁹

- 9.1 There shall be a Standing Committee of the Court on Management of the Clerk of Tynwald's Office.
- 9.2 The Committee shall be chaired by the Speaker of the House of Keys, the Vice-Chairman shall be the President of Tynwald and it shall further be composed of two Members of the House of Keys and a Member of the Legislative Council.²⁰⁰
- 9.3 The Committee shall –
 - (i) oversee the management of the secretariat of the Office of the Clerk of Tynwald;
 - (ii) ensure that necessary services are provided for Members of Tynwald, that appropriate resources are made available to allow for such services and that such resources are properly used;
 - (iii) oversee the efficient and effective use of resources by the Clerk of Tynwald, who shall be the Accounting Officer for the Tynwald budget;
 - (iv) provide authority for setting staffing levels and overall terms and conditions of service of the staff of the Office of the Clerk of Tynwald;
 - (v) for the purposes of the Public Records Act 1999 be the Committee authorized to make decisions in relation to Tynwald papers;²⁰¹
 - (vi) be the Tynwald Management Committee referred to in section 3 of the Tynwald Auditor General Act 2011, with the relevant powers and responsibilities in relation to the Tynwald Auditor General;²⁰² and

¹⁹⁹ Heading and §§9.1 to 9.3 inserted 19th June 2012

²⁰⁰ §9.2 amended 16th May 2018

²⁰¹ §9.3(v) inserted 19th May 2015

²⁰² §9.3(vi) inserted 22nd May 2019

- (vii) be the Tynwald Management Committee referred to in section 3 of the Tynwald Commissioner for Administration Act 2011, with the relevant powers and responsibilities in relation to the Tynwald Commissioner for Administration.²⁰³

9.4 The Committee shall consider nominations of deceased persons for inclusion in the Manx Patriots' Roll of Honour and may recommend to Tynwald the award of honours by the Court to living persons; and in relation to these duties –

- (i) the Committee shall report to Tynwald at least once during the life of each House of Keys, but not necessarily to make a recommendation;
- (ii) any recommendation made by the Committee shall be subject to the approval of a majority of the whole of Tynwald sitting in public and voting as one body;
- (iii) the Committee shall be responsible for the erection and continuing maintenance of the Manx Patriots' Roll of Honour, which shall be maintained in a prominent position in the public part of the Precincts of Tynwald;
- (iv) a plaque shall be placed in a prominent position at a site in the Island appropriate to each person admitted to the Roll and the Committee may consider presenting a suitable memento to the family of the person concerned.²⁰⁴

10. Committee on Constitutional and Legal Affairs and Justice²⁰⁵

10.1 There shall be a Committee on Constitutional and Legal Affairs and Justice which shall be a Standing Committee of the Court. It shall be entitled to take evidence from witnesses and to report on matters as they affect the Island relating to the administration of justice, legal services, the work of the Attorney General and constitutional issues. It may also hold joint sittings with other Committees for deliberative purposes or to take evidence.

10.2 The Committee shall have –

- (a) a Chairman elected by Tynwald

²⁰³ §9.3(vii) inserted 22nd May 2019

²⁰⁴ §9.4 inserted 16th May 2018

²⁰⁵ §10 inserted 17 October 2017

- (b) two other Members.
- 10.3 Members of Tynwald shall not be eligible for membership of the Committee, if, for the time being, they hold any of the following offices: President of Tynwald, member of the Council of Ministers, Attorney General, member of the Treasury Department referred to in section 1(2)(b) of the Government Departments Act 1987.
- 10.4 The Committee shall be authorised to require the attendance of Ministers for the purpose of assisting the Committee.
- 10.5 Should the need arise in relation to a particular matter, such as a conflict of interest, Tynwald may elect an alternate member for the purpose and duration of the Committee's consideration of that matter. A conflicted member so replaced shall continue to serve as a member of the Committee for all other purposes.²⁰⁶

²⁰⁶ §10.5 inserted 16th May 2018

Annex 1: Précis

1. **Adjournment:** Under SO 2.9 to specified date, or under SO 3.27 *sine die* and not within current session (SO 3.14(b) and 3.11(1)). Member who has already spoken may speak to amendment (SO 3.25(4)) or adjournment (SO 3.28).²⁰⁷ Adjournment motion cannot be moved or seconded by a Member who moved the motion or has already spoken to it (SO 3.27(1)). Once adjournment motion made, debate limited to adjournment and maximum 5 minute speeches (SO 3.27(2)). Mover has right to reply (SO 3.26(1)(b)). Requires a quorum in each Branch (SO 2.9).²⁰⁸ Mover can still speak to motion if adjournment fails.
2. **Amendment:** Member moving amendment has no right of reply (SO 3.26). Secunder cannot reserve remarks (SO 3.24(2)). Member who has already spoken to the motion or moved an amendment cannot move or second a subsequent amendment (SO 3.15(3) & SO 3.25(2)), but this does not apply to an amendment to a Motion to which SO 3.19(1) applies (Combined Vote).²⁰⁹ A Member who has reserved his speech in seconding a motion may not move an amendment (Pres ruling 20.04.16). A Member who has spoken may speak to any amendments (SO 3.25(4)).
3. **Casting Vote:** President's casting vote ensures Council vote is the same as the majority vote of the Keys (SO 3.18(11)).
4. **Closure of debate:** If motion "That the motion be now put" (no amendment or debate allowed) is passed by a quorum of each Branch, the mover is asked to reply and the motion put. President must be satisfied no "infringement of the rights of the minority". (SO 3.16(3))
5. **Document referred to:** Unless inconsistent with public interest, all documents referred to must be distributed to Members (SO 3.23(7)).
6. **Motion divided into parts:** Member moving original motion (or any other Member, once the original motion has been seconded) may move that a motion containing 2 or more distinct propositions or parts be —
 - (a) debated and voted on separately, but subject to SO 3.17(4), or
 - (b) debated as one but voted on separately (SO 3.12);

²⁰⁷ Second sentence of paragraph 1 added editorially

²⁰⁸ A quorum is 13 in the Keys. In the Council it is a majority of serving members entitled to vote, usually 5. See SO 11.4(1).

²⁰⁹ Clause beginning 'but this does not apply' added editorially

Option (a) must be claimed *immediately* after the motion has been seconded. (SO 3.12(2)).

The motion as a whole must then be put and, if lost, parts passed are also lost (SO 3.17(4)).

7. **Motion passed in Keys but lost in Council:** The Member moving such motion may, at that sitting or the next sitting, give notice that the same motion will be moved again at a subsequent sitting within six months, when the Branches will vote as one body, 17 votes being required (SO 3.19). Amendment also subject to combined vote (SO 3.19(4)). (See note 2 above).
8. **Motion of urgent public importance (SO 2.8):**²¹⁰
 - (a) Written notice must be given to the President.
 - (b) The Member who has given notice must be supported by four other Members rising (no amendment or debate allowed).
 - (c) Leave is then needed from the Court: simple majority of each Branch.
 - (d) The matter then takes precedence over any other business, and the motion is moved.
9. **Questions:** All Questions for Oral Answer not reached to receive written reply within 48 hours (SO 3.8)
10. **Quorum:** In Keys, 13. In Council, a majority of serving members entitled to vote (usually 5) (SO 11.4(1))
11. **Reply:** to motions and adjournments, but *not* amendments (SO 3.26)
12. **Reserved speech:** Not possible when moving or seconding amendments or procedural motions (SO 3.24(2))
13. **Suspension of Standing Orders:** 16 votes in Keys, 6 in Council (SO 11.3)
14. **Voting:** Straight majority of those present in each of the Branches unless otherwise provided (SO 3.18(7)). Unless carried in both Branches, motion is lost (SO 3.18(9)). If there is an equality of votes in the Keys, motion is lost (SO 3.18(10)). Combined vote of 22 needed to sit after 8 pm (SO 1.2)

²¹⁰ Words 'motion of' added editorially and notes 8-15 reordered.

- 15.** If there is more than one vote/ballot on an item, a Member absent from the Chamber during an earlier vote/ballot cannot vote on subsequent divisions/ballots.

Annex 2: Code of Conduct for Journalists²¹¹

I. Code of Conduct

1. Only accredited journalists and other media personnel may film, record, or broadcast within the precincts of Tynwald.
2. Accredited journalists and other media personnel may film, record, or broadcast sittings of Tynwald and its Branches only within their respective Chambers, unless they have specific permission to do otherwise. They should observe regulations about access to other areas.
3. Accredited journalists and other media personnel may film, record, or broadcast sittings of parliamentary Committees only with the permission of the Chair. Only those appearing in an official capacity and Committee members should be filmed.
4. Accredited journalists and other media personnel must not act as lobbyists, paid or unpaid, for any individual or organisation that might seek to influence the political process or benefit from inside knowledge of the political process.
5. Accredited journalists and other media personnel must conduct themselves appropriately within the precincts of Tynwald, taking care not to cause any disruption to proceedings. They are asked to observe appropriate standards of dress when attending sittings of Tynwald or its Branches.
6. Accredited journalists and other media personnel must treat parliamentary staff with courtesy and consideration.
7. At any stage, accredited journalists and other media personnel may be asked to withdraw from any part of the precincts.

II. Accreditation

1. Tynwald welcomes all local, national, and international media. Applicants will be required to demonstrate that they operate in a regulated environment, adhering to the principles and standards set down by independent bodies such as the National Union of Journalists. Freelance journalists will be required to demonstrate that their work is likely to be used by an accredited news organisation; this will require the supporting signature of an Editor or equivalent. Applications should be made to the Clerk of Tynwald. Appeals

²¹¹ Inserted 24th January 2017

against the decision of the Clerk of Tynwald should be made to the Tynwald Management Committee.

2. Accreditation will usually be given for a specified period.

III. Access

Interviews with Members may be conducted throughout the precincts of Tynwald, in accordance with the rules listed below. Consideration must be given to other building users. There are also Interview Rooms provided for this purpose.

Members' Offices: Filming, recording, or broadcasting may only take place inside the constituency offices and interview rooms in the Members' Area with the permission of the Members present. Filming, recording, or broadcasting in the communal areas of the Members' Area is prohibited.

Members' Room: Filming, recording, or broadcasting in the Members' Room is prohibited on sitting days.

Public Areas: Filming, recording, or broadcasting is permissible in public areas, but the privacy of building users should be respected.

Staff accommodation, including the Tynwald Library: Filming, recording, or broadcasting may take place in staff accommodation only with the permission of the Clerk of Tynwald.

IV. Breaches of the Code

Any breaches of the code of conduct may result in accreditation being withdrawn.

V. Copyright

Tynwald owns the copyright to any footage filmed within the precincts, with sharing permitted. Tynwald reserves the right to request copies, where available, of any footage filmed within the precincts.

Annex 3: Questions Guidance

issued by the President of Tynwald and appended to Standing Orders pursuant to a resolution of December 2014

General

At its meetings in December 2014 and January 2015, the Court agreed various changes to the way in which Questions would be dealt with in Tynwald. This note sets out the current practice relating to Questions, based on the Resolutions of Tynwald in December 2014 and January 2015 as well as Standing Orders.

The Court agreed that:

As a general principle, the rules relating to Questions should as far as possible be the same in Tynwald and in the branches.

It also agreed that:

Guidance to Members and others about how Questions should be framed, including the reasonable length and the purpose of Questions, should be issued by the President and appended to Standing Orders.

This Guidance Note will accordingly be appended to Standing Orders.

The practice in relation to tabling Questions remains essentially unchanged: the Clerk of Tynwald will examine all Questions to ensure that they are within the rules of Tynwald.

Significant changes to practice in the Chamber

There are, however, several significant changes to practice in the Chamber relating to Questions:

- The most obvious change is that **for an experimental period of 12 months Members will read out their Oral Questions.** One reason for this change is to allow listeners on the radio to understand better what is being done. When introducing their Questions, Members should say: “In accordance with Question (No.) I ask the [name] [read Question]”.
- The Court agreed an amendment to Standing Order 3.5(2) to allow a set maximum period of two and a half hours for taking Oral Questions. This

means that there is “injury time” if there is any delay to the start of Question time.

- The rota for answering Oral Questions will now change to allow three Questions to each Member answering, in rotation. This will mean that all Ministers and other Members answering Questions will be likely to have to answer some Oral Questions at each sitting of the Court.

In addition, Written Questions will be able to be lodged during August and September, as if the Court were sitting in those months.²¹²

Urgent Questions

To be judged as urgent, a question should relate to a very recent or imminent event or development on which a Minister may be reasonably expected to provide an answer at short notice. The question should be brief, comply with standing orders regarding questions, and submitted in the form it is to be answered in as if it was printed on the Order Paper (advice from the Clerks is advised). The matter raised in the question must be important in terms of public policy, and must have more than a local or temporary significance. Matters of current debate in the media do not automatically pass these tests.

Members are strongly encouraged to supply evidence in support of their argument, should be able to demonstrate why the question cannot wait to be tabled as an oral question at the next sitting, and should draw the presiding officer’s attention to any relevant interest. The presiding officers reserve the right to consult with the Minister before granting an urgent question. Only one urgent question per questioner will be considered for each sitting.

Finally, it is accepted in other jurisdictions that applications for urgent questions are a matter between the Hon. Member and the presiding officer. It puts the presiding officer in an intolerable position in terms of exercising discretion if such requests are announced in a public forum.²¹³

Content of Questions

The Standing Orders relating to Questions to Members are Standing Orders 3.3 to 3.10.

²¹² SO 3.5(7)

²¹³ Section headed “Urgent Questions” inserted pursuant to the Presiding Officers’ letter of 6th April 2021 to all Members.

The purpose of Questions is to obtain information. In December the Court agreed that the rule relating to the purpose of Questions, which links them to obtaining information, should be maintained in its current form. This can be on a matter of fact or a matter of law or policy (subject to limitations set out in Standing Order 3.4.3(3) and 3.4(9)) within the knowledge of the person to whom it is addressed.²¹⁴ A Question can be put to the President only on the subject of the business of Tynwald. Otherwise, a Question can be put to any Member on a public matter for which that Member has responsibility.²¹⁵

Questions must not ask for information that is “readily available” as this is in breach of the basic purpose of Questions, which is to seek information; such Questions are also a waste of public resources. In future, any Question that seeks information that is easily to hand and requires very little effort to obtain from published sources will be ruled out of order in Tynwald and the Branches. In particular, if the information is easily found by visiting a public website then that will be likely to be taken as “readily available”. This does not apply to information that is available but which requires work to collate or research involving different sources.²¹⁶

A Question must relate to one subject only and must not be of excessive length. In the light of the December Resolutions, any Question of over approximately 50 words will be regarded as of excessive length and ruled out of order (subject to the discretion of the President).²¹⁷ **As a general rule, Oral Questions are for matters which will benefit from quick Oral responses. Usually, long and detailed technical Questions should be for Written Answer.**

A Question must not contain the name of any person or make any statement which is not strictly necessary to make the Question intelligible.²¹⁸

If a Question contains a statement, the Member asking it is personally responsible for the accuracy of the statement.²¹⁹

A Question shall not contain any argument, implication, imputation, or unnecessary, disparaging, abusive or ironical word.²²⁰

²¹⁴ SO 3.3 (1)

²¹⁵ SO 3.3 (2)

²¹⁶ Paragraph commencing “Questions must not ask for information that is ‘readily available’” inserted pursuant to the Presiding Officers’ letter of 2nd February 2021 to all Members.

²¹⁷ SO 3.4 (1) and the Resolution of Tynwald January 2015

²¹⁸ SO 3.4 (2)

²¹⁹ SO 3.4 (3)

²²⁰ SO 3.4 (4)

Unless the President is satisfied that it is a matter of urgency and that special reasons exist, a Question shall not renew or repeat in substance a Question already answered.²²¹

Unless an Answer has been refused or a Member has refused or failed to take action in response to a Question, that Question or one substantially similar to it may not be asked until after a period of six months has elapsed.²²² **Please note the change in words underlined (arising from an amendment by Mr Watterson, which was agreed to in January).** This will mean that a new approach to repeated Questions will have to be taken; previously, minor changes to a Question could mean that it was brought in order, even though a similar Question had been asked previously within the last six months. Now, a Question will have to be substantially new.

A Question shall not refer to any matter in a Branch.²²³

Except in relation to the date on which the committee expects to report, a Question shall not refer to proceedings in the committee, unless such proceedings have been placed before Tynwald by a Report from the committee.²²⁴ This means that there are no supplementary Questions on such Questions.

A Question addressed to the Attorney General involving a matter of law or policy shall only be directed to obtain information about such matters in relation to current situations of public concern, and shall not seek views on issues which are wholly or largely hypothetical or be with a view to obtaining advice for the benefit of a constituent of a Member.²²⁵

A Question other than to the Attorney General may raise an issue of present or future policy in relation to the public responsibilities of the Member to whom it is addressed.²²⁶

A Question shall not refer to any matter which is *sub judice*, subject to the discretion of the President.²²⁷ The scope of this Rule is defined as follows:

“sub judice” includes any civil case in which papers for the commencement of proceedings have been filed in the office of any court or tribunal, whether or not

²²¹ SO 3.4 (5)

²²² SO 3.4 (6)

²²³ SO 3.4 (7)

²²⁴ SO 3.4(8)

²²⁵ SO 3.4(9)

²²⁶ SO 3.4 (9A)

²²⁷ SO 3.4(10)

*they have been served on or communicated to the other party or any criminal case where a person has been charged or summoned to appear at court. A case will remain sub judice until it is discontinued, or judgment has been or verdict and sentence have been delivered and until the time for appealing has expired; it will continue to be sub judice after papers for the commencement of any appeal have been lodged until judgment or discontinuance.*²²⁸

Finally, three rules stand together. They govern the extent to which Questions may contain personal criticisms of identifiable people.

- A Question shall not reflect on the character or conduct, other than in an official capacity, of any person.²²⁹
- A Question shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion.²³⁰ (This includes principally the Lieutenant Governor, the presiding officers and the judiciary – so criticism of the way in which they carry out their functions can only be by way of a substantive motion).
- A Question shall not make or imply a charge of a personal nature.²³¹

The common purpose of these rules is to prevent Members from taking an unfair advantage of privilege. If Members wish to criticise a particular person, it must be by substantive motion, which can be debated. An assumption behind a Question or a definite statement that cannot be challenged leaves a person exposed to criticism without the opportunity to defend himself/herself.

Asking Questions

The process of asking Questions is governed by Standing Order 3.5:

- (1) *Tabled Questions shall be taken at the stage of business provided by Standing Order 2.2(4).*
- (2) *Subject to Standing Order 2.2(5), unless the President directs by notice set out on the Question Paper, the time allotted for tabled Questions shall be two and a half hours.*²³²

²²⁸ SO 11.4(1)

²²⁹ SO 3.4(11)

²³⁰ SO 3.4(12)

²³¹ SO 3.4(13)

²³² The underlined text refers to the new version of the Standing Order.

- (3) *A tabled Question shall be asked –*
 - (a) *by the Member who has tabled the Question, or*
 - (b) *by another Member, where the Member who has tabled the Question:*
 - (i) *has leave of absence; and*
 - (ii) *has requested that other Member to ask the Question and has previously informed the President of the request.*
- (4) *A Question which is not a tabled Question but which has been submitted to the President in writing may be asked by a Member for oral answer at such time as the President may direct where in the opinion of the President it is of an urgent character and relates to a matter of public importance.*
- (5) (a) *Subject to paragraph (b), a question which has not been tabled may be asked on a statement made by a Member.*

(b) *No question shall be asked on a personal statement made by a Member.*
- (6) *In asking a Question, no argument or opinion shall be offered nor any fact stated, except to the extent necessary to explain the Question.*

Standing Order 3.7 allows Members to ask Supplementary Questions:

- (1) *Any Member may ask a supplementary question for the purpose of further elucidating any matter of fact arising out of an answer given under Standing Order 3.6(2) but must not otherwise introduce matter not included in the original Question.*
- (2) *The President shall disallow any supplementary question if satisfied that it infringes any of these Standing Orders relating to the admissibility of Questions.*

If a tabled Question for Oral Answer is not reached during the time allowed under Standing Order 3.5(2) the Member to whom it is addressed shall circulate a Written Answer within 48 hours.²³³

²³³ SO 3.8

Answering Questions

The process of answering Questions is governed by Standing Order 3.6:

- (1) *A Question shall be answered orally unless the Member, when tabling the Question, has indicated that a written answer is required.*
- (2) *In the case of any Question to which an oral answer is required –*
 - (a) *the President shall call upon the Member in whose name it stands and the Member so called shall rise and ask the Question and the person questioned shall answer; and*
 - (b) *if the answer is lengthy, the Member questioned may circulate a written answer at least 24 hours before the sitting at which the Question will be asked.*
- (3) *In the case of any Question to which a written answer is required, the person questioned shall circulate the answer not later than 1pm on the sitting day on which the Question was tabled for answer.*
- (4) *Written answers, or answers circulated under Standing Order 3.8, shall reproduce the Question to which they replying and be in the format required by the Clerk of Tynwald.*

The time for tabling will not change, but those answering will now be able to request a formal delay to enable an Answer to be prepared; a new Standing Order 3.6(5) has been inserted in Standing Orders as follows:

Subject to the discretion of the President, a Member answering shall be allowed to postpone answering a Question to allow the information to be collated.

Since there is a limited time for Oral Questions, Answers to Oral Questions should not be over long. I draw Members' attention to the procedure under Standing Order 3.6(2), under which it is possible for a lengthy Answer to an Oral Question to be circulated in advance of the sitting. To do so does not affect the right of Members to put supplementary Questions.

The Court has agreed to define more closely how lengthy answers to Oral Questions should be dealt with; it agreed that those answering should send their replies to the President in advance if they are going to take more than three minutes to reply to the original Question. Answers to Oral Questions should not exceed three minutes, unless in exceptional circumstances. Normally, such Answers will be circulated to Members in advance (using the procedure which was already available under Standing Order 3.6(2)(b)). The Oral Answer in the Chamber, summarising the longer

Answer, will be reproduced in Hansard, but the long Answer (if different from the Oral Answer) will be printed in the Appendix to Hansard.

Standing Order 3.9 deals with the situation where an Oral Question is not asked but the Member wishes to answer it anyway:

If a Question is not asked when it is reached, the Member to whom it is addressed may give an answer to it at discretion, upon the ground of public interest.

Standing Order 3.10 deals with the situation where a Member wishes to refuse to answer a Question:

- (1) *At discretion an answer to a Question may, on application to the President, be declined by the Member questioned as being contrary to public interest.*
- (2) *If a Member to whom a tabled Question is addressed declines to answer it on the ground that to do so would be contrary to public interest, that Member shall no later than 24 hours before the sitting confirm in writing to the President the reasons for refusal.*
- (3) *If a Member to whom a supplementary question is addressed declines to answer it on the ground that to do so would be contrary to the public interest, that Member shall no later than 24 hours after the sitting confirm in writing to the President the reasons for refusal.*
- (4) *The President shall report to the Court at the sitting at which the Question is tabled, or in the case of a supplementary question at the next sitting, whether the President is or is not satisfied that it would be contrary to the public interest for the question to be answered, and may give reasons.*

The December Resolutions covered two further points:

- Members answering Questions should be able to refer to previous replies or statements in Tynwald if they satisfactorily deal with a Question, instead of repeating the Answer.
- A Member answering Questions should be encouraged to group answers to Questions. In the case of oral Questions, the Member answering needs to obtain the consent of the President and the Members asking the Questions. The Members who put down the Questions should be informed in advance at the earliest opportunity that it has been agreed that they will be grouped. In

the case of written Questions, a Member answering who wishes to group answers needs to obtain the consent of the President only.²³⁴

President of Tynwald

13th February 2015

²³⁴ Final bullet point revised pursuant to resolution of 20th April 2021.

Annex 4: Members of Tynwald Required Standards of Conduct

It was resolved on 19th April 2016 that:

The principles set out in the Annex to this Report [PP No 2016/0052] shall be included in the Standing Orders of Tynwald and any breach of them shall be taken to be a serious failure of a Member's duty.

The principles referred to in the resolution are as follows:

Working relationships²³⁵

It is important for Members and Tynwald staff and staff in Government and public sector organizations that good working relationships are maintained. In Members' communication with others they should remember that people are different and that what may be acceptable to some people may not be acceptable to others.

The Required Standards of Conduct in the Clerk of Tynwald's Office: Staff Management Procedures are generally adopted as applying to Members.

Relations between Members of Tynwald and staff

Members of Tynwald should seek to maintain a constructive working relationship with all staff. In particular, they should:

- try to establish constructive helpful relationships, whilst maintaining a professional courteous demeanour
- be clear and concise without being abrupt;
- maintain appropriate courtesies at all times, recognising the value of all staff members.

Members of Tynwald must not:

- allow any staff member (especially a Tynwald staff member) to canvass their support in relation to a staff matter;
- otherwise interfere with staffing issues, except through the appropriate channels, namely (in the case of Tynwald staff) the Clerk of Tynwald in the

²³⁵ Amended 20th June 2017

first instance and, if the response is unsatisfactory, the Tynwald Management Committee by way of its Chairman, the Speaker and (in the case of other public servants) the relevant Chief Officer and, if the response is unsatisfactory, the Chief Secretary.²³⁶

Relations with the public

Members of Tynwald are frequently asked to assist members of the public in matters which are of concern. In doing so, Members of Tynwald:

- must not interfere in private disputes between citizens as an active advocate or adviser for one side; settling disputes is the prerogative of the courts system and Members of Tynwald should not interfere in this role;
- must never use the status of Member of Tynwald for any private advantage of themselves, their family or friends, or otherwise in circumstances which may be perceived as creating an unfair advantage;
- must never give legal advice, but should refer constituents to a lawyer, the Office of Fair Trading or other qualified body, such as The Law Society.

Relations with colleagues

Members of Tynwald should seek to maintain a constructive working relationship with other Members. In particular:

- attempt to resolve any difficulties by mutual agreement;
- treat other Members of Tynwald as Honourable Members.

Members of Tynwald should on no account: -

- take a hostile or demeaning approach to other Members or make unfounded allegations;
- continue with comments or behaviour that are offensive to colleagues.

Relations with Presiding Officers

Members should maintain a constructive working relationship with Presiding Officers. The President and Speaker are there to assist Members of Tynwald in tackling any difficulties. They should be treated at all times with the respect due to

²³⁶ Amended 20th June 2017

their office, both publicly and privately. Failure to do so is a serious discourtesy to Tynwald and its relevant branch.

Policy against bullying and harassment

Members of Tynwald accept the principles set out in the Office of the Clerk of Tynwald Management Procedures in relation to bullying and harassment as they affect Tynwald staff and will apply them equally to all staff in Government and public sector organizations. Members of Tynwald are under a duty to assist in the application of these principles.²³⁷ These are:

1. The Clerk of Tynwald has a personal responsibility to ensure the safety and well-being at work of his or her employees and is opposed to workplace bullying and harassment in all their forms.
2. Bullying and harassment are disciplinary offences and can amount to gross misconduct.

Members of Tynwald accept the definitions of bullying and harassment in the Office of the Clerk of Tynwald Management Procedures. These are:

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a one off incident is not considered to be bullying.

Although conduct may not be considered bullying in terms of the above definition, a one-off incident committed by a Member of Tynwald which is an affront to dignity at work will nonetheless fall short of the standard of behaviour to be expected from Members of Tynwald.

Harassment singles out a person on the basis of a characteristic such as gender, race, disability, sexual orientation or religion.

Members of Tynwald will support the Clerk of Tynwald in pursuit of his responsibility to seek out and eradicate bullying and harassment, acknowledging the possibility that victims may be reluctant to come forward.

²³⁷ Amended 20th June 2017

The Clerk of Tynwald's Office is committed to taking swift and decisive action where bullying or harassment is alleged. Any employee who makes such an allegation in good faith will be supported and not victimised; will be guaranteed confidentiality; and will not suffer any detriment as a result of coming forward.

Because the Office takes bullying and harassment so seriously, the making of an unfounded or vexatious allegation of bullying or harassment against a member of staff is itself a disciplinary offence. Members making or actively assisting such unfounded allegations are in serious breach of their duty.

Annex 5: Standards of Conduct: Statement by HM Acting Attorney General

The Acting Attorney General:²³⁸ Madam President, it may assist Hon. Members if I comment in general terms in relation to an aspect of the general principles set out in the annex to the Report of the Standards and Members' Interests Committee.

I limit myself to the principle relating to Members' relations with the public and when representing their constituents. Members need to have regard to the fact that being Members of Tynwald affords them no personal protection from liability in their actions if they should seek to interfere in private disputes between citizens as an active advocate or in giving advice to one side of a dispute against the other.

Nor is there any protection should they seek to use the status of membership of Tynwald as an advantage in circumstances which may be perceived as creating an unfair advantage or should they ever give legal advice to the public or to individual citizens.

It is never wise, Members of Tynwald, whether a Member or a member of the public, for anyone to advise on, or endeavour to advise on, any matters unless a person has the necessary degree of competency to give that advice. If a person holds themselves out as competent to advise, they owe a duty of care to the person they are advising and this duty could leave them open to a claim if, in acting upon what proved to be wrong advice, the person suffers loss or damage.

That is not to say Members cannot offer general guidance or indeed seek to mediate between parties, and if necessary, point a person in the direction of any necessary professional experts, including a lawyer.

Members must be particularly careful as if they get it wrong, they will not have the benefit of any indemnity insurance if they face a claim for damages. A Member's action in assisting their constituent can become more of a risk if they agree to act on behalf of a constituent in writing or indeed write on their behalf to third parties, for example, in a dispute. They need to ask themselves whether they do so anticipating that the weight of their letter as a Member of Tynwald may assist their constituents to gain an advantage. If so, this is not, in my view, appropriate and leaves their

²³⁸ 19th April 2016: Several Members made the point that it might be helpful if the Acting Attorney's statement relating to Standards of Conduct could be attached and made part of the Annex to Standing Orders.

actions open to challenge, in particular by those who are perhaps more vulnerable in our society, who might be more likely to succumb to such pressure. It is the role of the courts to resolve disputes between people, not the role of Members.

Members may also need to be particularly cautious when holding themselves out as acting as an advocate in relation to any civil or to any criminal matter on behalf of a person. Under section 9 of the Advocates Act 1976, it is an offence for any person to so act as an advocate or to issue any process or commence, prosecute or defend any action, suit or other proceedings in any court of civil or criminal jurisdiction, unless the Member holds an advocate's commission.

This prohibition extends to drawing up or preparing an instrument relating to any legal proceedings. In some circumstances, even a letter could fall into the description of an instrument relating to legal proceedings, and Members need to be particularly careful that they do not perhaps unwittingly breach the Advocates Act 1976.

There is no question, Hon. Members, that it is legitimate for you to assist members of the public with their problems. It is, in fact, an important part of Members' role. Members are likely to have a wide range of skills and experience that they can call upon to help them. It is important, however, that Members, when they do give advice, remain within their own personal level of competency and therefore do not try to give legal advice, property advice and matters which require specialist knowledge, as in doing so Members could leave themselves open to personal liability if they get it wrong.

Annex 6: Code of Conduct for Members of Tynwald²³⁹

I. Purpose of the Code

1. The purpose of this Code of Conduct is to assist all Members in the discharge of their obligations to Tynwald or its Branches, their constituents and the public at large by:
 - (a) establishing the standards and principles of conduct expected of all Members in undertaking their duties;
 - (b) setting the rules of conduct which underpin these standards and principles and to which all Members must adhere; and in so doing
 - (c) ensuring public confidence in the standards expected of all Members and in the commitment of Tynwald or its Branches to upholding these rules.

II. Scope of the Code

2. The Code applies to Members in all aspects of their public life. It does not seek to regulate what Members do in their purely private and personal lives.
3. The obligations set out in this Code are complementary to those which apply to all Members by virtue of the procedural and other rules of Tynwald or its Branches and the rulings of the Chair, and to those which apply to Members falling within the scope of the Ministerial Code.

III. Duties of Members

4. By virtue of the oath, or affirmation, of allegiance taken by all Members when they are elected to Tynwald, Members have a duty to be faithful and bear true allegiance to Her Majesty the Queen, her heirs and successors, according to law.
5. Members have a duty to uphold the law, including the general law against discrimination.
6. Members have a general duty to act in the interests of the nation as a whole; and a special duty to their constituents.

²³⁹ Adopted 20th June 2017

7. Members should act on all occasions in accordance with the public trust placed in them. They should always behave with probity and integrity, including in their use of public resources.

IV. General Principles of Conduct

8. In carrying out their parliamentary and public duties, Members will be expected to observe the following general principles of conduct identified by the Committee on Standards in Public Life in its First Report as applying to holders of public office.²⁴⁰ These principles will be taken into account when considering the investigation and determination of any allegations of breaches of the rules of conduct in Part V of the Code.

"Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organizations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions to the public and must submit themselves to the scrutiny necessary to ensure this.

²⁴⁰ The wording of the seven principles of public life referred to (the "Nolan Principles") has been updated editorially.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs."

V. Rules of Conduct

9. Members are expected to observe the Standing Orders, rules and associated Resolutions of Tynwald or its Branches.
10. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
11. No Member shall act as a paid advocate in any proceeding of Tynwald or its Branches.
12. The acceptance by a Member of a bribe to influence his or her conduct as a Member, including any fee, compensation or reward in connection with the promotion of, or opposition to, any Bill, Motion, or other matter submitted, or intended to be submitted to Tynwald or its Branches, or to any Committee of Tynwald or its Branches, is contrary to the law of Parliament.
13. Members shall fulfil conscientiously the requirements of Tynwald or its Branches in respect of the registration of interests in the Register of Members' Interests. They shall always be open and frank in drawing attention to any relevant interest in any proceeding of Tynwald or its Branches or Committees, and in any communications with Ministers, Members, public officials or public office holders.
14. Information which Members receive in confidence in the course of their public duties should be used only in connection with those duties. Such information must never be used for the purpose of financial gain.

15. Members are personally responsible and accountable for ensuring that their use of any expenses, allowances, facilities and services provided from the public purse is in accordance with the rules laid down on these matters. Members shall ensure that their use of public resources is always in support of their public duties. It should not confer any undue personal or financial benefit on themselves or anyone else, or confer undue advantage on a political organization.
16. Members shall never undertake any action which would cause significant damage to the reputation and integrity of Tynwald or its Branches as a whole, or of its Members generally.

VI. Upholding the Code

17. The application of this Code shall be a matter for Tynwald or its Branches, and particularly for the Tynwald Committee on Members' Standards & Interests.
18. The Tynwald Committee on Members' Standards & Interests may investigate a specific matter relating to a Member's adherence to the rules of conduct under the Code. Members shall cooperate, at all stages, with any such investigation. No Member shall lobby a member of the Committee in a manner calculated or intended to influence its consideration of an alleged breach of this Code.
19. The Committee will consider any relevant matter and may report its conclusions and recommendations to the appropriate Chamber. The Tynwald and the Branches may impose a sanction on the Member where it is considered necessary.
20. The President of Tynwald shall ensure that Members continue to receive guidance on the Code of Conduct.

Annex 7: Register of Members' Interests Rules²⁴¹

Purpose

1. The purpose of these Rules is to place a duty on Members of Tynwald to identify interests which should be registered in order to inform Tynwald Court, the Branches and the public of any circumstances arising from them which could reasonably be regarded as bearing upon the way in which any Member may carry out his/her duties.

Duty to register interests

2. (a) A Member having a registrable relevant interest must register it, unless there is good reason to the contrary, either within one month of the date on which it becomes registrable, or before any material debate in Tynwald or the branch to which the Member belongs if that is sooner.
(b) A relevant interest becomes registrable when it is acquired, or comes into existence.
(c) A material debate is a debate in Tynwald Court, or in the Branch to which the Member belongs, in which a relevant interest of the Member in question could reasonably be regarded as having a bearing.

Relevant interest

3. A relevant interest is any past interest (existing at any time from 12 months before the Member's election) or present interest which may affect, or reasonably be perceived as affecting, a Member's judgement on the way in which he/she may carry out his/her duties, and includes in particular:²⁴²
 - (i) a legal or equitable interest in any of the following –
 - (a) land or buildings, except the Member's principal private residence;

²⁴¹ Annex 7 inserted 21st January 2021

²⁴² The definition of "relevant interest" in section 3 of the Elections (Keys and Local Authorities) Act 2020, which applies to candidates for election the Keys and local authorities, was based at the time of enactment on the definition in the Rules applicable to Tynwald Members at the time. The Act provides a power for the Council of Ministers to amend the definition in the Act, subject to Tynwald approval.

- (b) shares or stock held in any company whose shares or stock are publicly quoted on a stock exchange in the United Kingdom or Ireland;
 - (c) shares or stock held in any company other than one within (b) above; where any asset to which such a company may be entitled is or represents a right, interest or circumstance which is itself a relevant interest, details of that asset and of its value shall be declared;
 - (d) a legal right, including a deposit or loan of money or money's worth, of more than £50,000 in value save where the reason for which the right in question has come into existence is of an immediate family or personal nature (including inheritance), it has not been created with a view to profit and any interest earned is at normal commercial rates.
- (ii) a directorship, consultancy, proprietorial or managerial role whether paid or not in, or in relation to, any business or professional undertaking (other than one wholly supported by public funds);
 - (iii) sponsorship in money or money's worth from a trade union, professional society, political grouping or party, registered charity, person or persons other than the Member's immediate family, or from a cultural or religious source, or a consultancy with any of the foregoing whether paid or not;
 - (iv) gifts and benefits in kind of any amount which might be taken to affect the way in which a Member may vote or otherwise carry out their public duties with the name and address of the donor, and the capacity in which the gift or benefit has been given, but excluding:
 - (a) all inheritances;
 - (b) gifts or benefits received from the Member's immediate family; and
 - (c) attendance at functions in the course of governmental or official parliamentary sponsored duties;
 - (v) the authorship of a book, pamphlet or the like, or of an article or column in a newspaper or journal or on the Internet, which does not appear under the Member's name;

(vi) membership of any trade union, professional society, political grouping or party, or of the Freemasons or any body outside Tynwald.

(2) [...] ²⁴³

Operation of the Register

4. (a) A relevant interest shall be registered by the Member submitting to the Registrar a notification in writing. On receiving a notification, the Registrar shall cause it to be entered in the Register as soon as reasonably practicable.

(b) A Member who has registered a relevant interest shall, if it ceases to be a relevant interest, so notify the Registrar by giving a notification in writing. On receiving such a notification, the Registrar of Members' Interests shall cause the Register to be updated as soon as reasonably practicable.

²⁴³ 6(2) inserted 16th November 2005, deleted 20th June 2017

Annex 8: Amendments since 1995

Date	Standing Order(s) affected
16 th November 2022	10.18
17 th May 2022	1.1, 1.1(1)(c)
16 th June 2021	3.5(2)
20 th April 2021 (B)	In force 29 th September 2021: 2.2(1), 2.2(4), 2.4(3A), 3.5(1), 3.5(3), 3.5(7), 3.6(3), 11.4(1), Annex 3
20 th April 2021 (A)	In force 1 st September 2021: 2.4AA, 10.9(8), 10.9A, 10.9B, 10.12A
19 th January 2021	Schedule §4.7, Annex 3, Annex 7
21 st April 2020	2.2(4)(d1), 2.2(4)(d1), 2.2(4)(f), 2.2(4)(i), 2.2(4)(k), 2.2(4)(l1), 3.11(6)–(9), 3.20B, 3.23(7), 5.1(2)
22 nd May 2019	Schedule §§3.4, 9.3
18 th July 2018	Schedule § 1.1
16 th May 2018	1.1(3), 1.3(3), 1.5, 2.1(3)(e), 2.1(5), 2.4(1), 2.4(3), 2.4(5), 2.4A, 3.17A, 3.17B, 3.19, 3.20A, 3.29, 3.33(4), 5.3(2), 5.6(1), 10.7, 10.8, 10.10(1), 10.15, 10.16, 11.2A, 11.4, Schedule §§ 1.1, 1.5, 5.2, 5.3, 7.1-7.6, 9.2, 9.4, 10.5
21 st February 2018	5.3(14)
22 nd November 2017	5.6(3), Schedule §§1.1, 1.10, 3.2(c), 3.2, 3.4(c)
17 th October 2017	5.6, Schedule §10
20 th June 2017	Annex 4, Annex 6
21 st March 2017	Schedule §§3.2, 3.6
24 th January 2017	Annex 2
17 th May 2016	3.17B
19 th April 2016	Annex 4

Date	Standing Order(s) affected
15 th March 2016	Schedule §4.2A
15 th December 2015	5.6(3), 5.10(1)–(2), 6.1(first line), 6.1(5), 6.1(6), 6.1(7), 6.1(9), 6.2(1)–(3), 6.3, 6.4, 6.10, Schedule §§1.1, 1.4, 3.4(b)–(c), 4.3
19 th May 2015	1.1(1), 2.2(4)(i), 3.6(3), 3.12(2), 3.15(3), 3.19(6), 3.23(8), 3.23A, 6.1(10), 10.9, 10.11(3B), 11.4(1), Schedule §9
20 th January 2015	3.4(6), 3.5(2), 3.5(7), 3.6(5)
9 th December 2014	Schedule §§4.3, 4.3A
19 th March 2014	Schedule §1.1
16 th April 2013	10.11
16 th January 2013	1.5, 2.1(3)(e), 2.4(6), 3.8, 3.18(3), 3.18(9), 3.18(12), 3.20A, 3.29, 3.30, 5.3(2), 5.3(7), 5.5(2), 6.5, 6.7, 6.8, 10.9, 11.4(1), Schedule §6.2
11 th December 2012	Schedule §3.4(a)(v)
19 th June 2012	5.6(1), Schedule §9
17 th May 2011	5.6, Schedule
18 th February 2010	11.4
17 th November 2009	3.4(10), 3.10, 3.11(4), 11.4
15 th July 2008	10.6, Schedule
11 th December 2007	6.11(c), 7.5, 11.4
17 th October 2006	5.6, 5.7, 5.8, 5.8A, Schedule
12 th July 2006	2.1(5), 3.3(1), 3.4(7), 3.4(9)–(9A), 3.6(4), 3.11, 3.18(12)–(14), 4.4(2)
16 th February 2005	1.2(2)–(3), 2.2(6), 3.17(4), 5.8(3A)
15 th December 2004	3.11, 3.13(3), 5.8(3), 6.1(9), 6.11, 10.2(1)–(2), 10.6, 10.9
23 rd October 2003	2.4(6)
20 th May 2003	1.2(2), 3.23(5), 3.23(8), 3.37, 5.1(2), 5.6(1), 5.7(3), 5.8, 5.10(4)
17 th October 2002	1.1(1)(c), 1.4, 2.2(4)(b), 2.3(2), 3.14(b), 5.4, 6.11(d), 6.12, 9.3(1)–(4), 10.9, 11.4
19 th March 1997	2.4A(1), 2.4A(4), 3.17A(2)(a), 5.3(1), 5.3(6), 5.3(11)–(12), 5.4

Date	Standing Order(s) affected
19 th June 1996	1.5, 2.4A(1)–(3), 3.5(5), 3.17A, 5.3(10)–(12)

Annex 9: Previous Editions

The following editions are superseded by this edition.

September 2021	PP 2021/0176	Print and online
April 2021	PP 2021/0024	Online only
October 2020	PP 2020/0186	Print and online
June 2020	PP 2020/0106	Online only
September 2019	PP 2019/0106	Print
August 2018	PP 2018/0125	Print and online
June 2018	PP 2018/0090	Online only
November 2017	PP 2017/0166	Online only
June 2017	PP 2017/0115	Print and online
January 2017	PP 2017/0012	Online only
July 2016	PP 2016/0130	Print and online
January 2016	PP 2016/0003	Online only
September 2015	PP 2015/0128	Print and online
May 2015	PP 2015/0090	Online only
January 2015	PP 2015/0016	Online only
September 2014	PP 2014/0113	Print and online
April 2014	PP 2014/0048	Online only
September 2013	PP 0128/13	Print and online
April 2013	PP 0077/13	Online only
September 2011	PP 0129/11	Print and online

Before September 2011 updates to the Standing Orders as adopted in 1996 were issued in loose leaf form.

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Office of the Clerk of Tynwald
Legislative Buildings
Finch Road
DOUGLAS
Isle of Man
IM1 3PW
British Isles

Tel: 01624 685520

e-mail: enquiries@tyrwald.org.im

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