

ADVISORY PAPER NO. 3 - AGENDA

The Parliamentary Agenda, following from Advisory Paper No. 1

Standing Order 6 provides that:

- (4) *“The Clerk shall be responsible for preparing from day to day an Order Book showing all business appointed for any future day and any notices of questions or motions which have been set down for a future day whether for a day named or not given. The Order Book shall be open to the inspection of Members at all reasonable hours.*
- (5) *The Clerk shall be responsible for preparing and circulating to Members before the commencement of each sitting an Order Paper containing the business for that sitting.*
- (6) *Subject to these Standing Orders, the Clerk shall be responsible for preparing and circulating to Members Notice Papers containing all notices of motions and questions submitted by Members.”*

The need for the maintenance of these discrete records has gone. They are directly adopted from UK House of Commons procedures at the time of independence of Guyana and have remained without review.

A meeting requires only one agenda and whether that agenda is called the Business Paper, Notice Paper or the Order Paper is a matter of preference. Following Advisor Paper No. 1, it is suggested that the National Assembly cease the unnecessary duplication required by Standing Order 6 and produce just one agenda paper which shall contain all the business, notices, orders of the day and questions (but see suggestions in Advisory Paper No. 2), before the House.

The following Standing Order is proposed in substitution for paragraphs (4) to (6) of Standing Order 6:

6A Order Paper

- (a) Business before the National Assembly shall be published on the Order Paper for each sitting in accordance with Standing Orders.**
- (b) The Order Paper shall state the sequence in which orders of business are called on.**
- (c) An order may be postponed on motion moved without notice by the Member in charge of the order or, in his or her absence, by another Member he or she has asked.**
- (d) After an order has been read, the Member in charge of the order may move, without notice, that the order be discharged.**
- (e) If any notices or orders of the day on the Order Paper have not been called on before the adjournment of the Assembly, they shall be listed on the Order Paper for the next sitting.**

There will need to be amendments to Standing Orders 16, 22, 23 and 25 if this Standing Order is adopted.

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