



Wes-Kaapse Provinsiale Parlement
Western Cape Provincial Parliament
IPalamente yePhondo IeNtshona Koloni

SEQUENCE OF PROCEEDINGS ON A TYPICAL SITTING DAY

FACT SHEET 2

REVISION 1, 12 JULY 2016

The standing rules provide that Mondays to Fridays are parliamentary working days and that the House may sit on any working day for the consideration of business.

The hours of sittings of the House are Monday to Thursday from 14:15 until adjournment and on Fridays from 10:00 until adjournment.

The Speaker may, however, determine a later time for the House to start. Mornings are usually used for committee meetings. Party caucus meetings normally take place on Thursday mornings.

Five minutes prior to the start of a sitting of the House bells ring throughout the parliamentary building complex to call Members to the Chamber.

The Speaker's procession – consisting of the Speaker, the Secretary, the Chief Parliamentary Officer, the Manager: Plenary Support Services and the Table Assistant, preceded by the Serjeant-at-Arms carrying the mace – starts from the Speaker's office. As the bells stop, the procession enters the Chamber and the Serjeant-at-Arms announces the Speaker.

On taking the Chair, the Speaker bows to Members on each side of the Chamber, who return the bow.

Except on days programmed for interpellations and questions, and unless the programme has been altered by resolution of the House, the business on each sitting day of this House follows, where applicable, the following sequence of events:

- a) Opportunity for prayers;
- b) Announcement from the Chair;
- c) Motions;
- d) Orders of the day and notices of motion on the Order Paper, which are dealt with in sequence.

Interpellations and questions for oral reply, in that order, have precedence on Thursdays. Every second Thursday questions without notice to the Premier are dealt with after the questions for oral reply have been concluded.

Note: See also Fact sheet 16 which deals with interpellations and questions.