



Standing Orders for the Conduct of General Meetings

1. GENERAL

- 1.1. These Standing Orders shall apply in respect of the Annual General or any Special General Meeting.
- 1.2. These Standing Orders are subservient to and should be read in conjunction with the Articles of Association.

2. VOTING MEMBERS

- 2.1. A voting member is a member as defined within Articles 3 to 9 of the Mem & Arts.
- 2.2. Every voting member present at the meeting or via proxy shall have one vote.

3. SPEECHES

- 3.1. Each speaker shall announce her/his name and if s/he is speaking in any official capacity and/or on behalf of any organisation.
- 3.2. No member or delegate shall speak twice on any one motion or on any one amendment, other than a right of reply (see 3.3).
- 3.3. A motion may be formally seconded, or a seconder may reserve the right to speak later in the debate. Such reserved right shall not be exercised should the debate be closed by one of the formal mechanisms set out in SO 4.3 to 4.7 before the seconder has chosen to exercise it.
- 3.4. The time limits for speeches in debate shall be: 5 minutes for proposers of motions and 3 minutes for all other speakers.
- 3.5. The time limits in 2.4 may be altered by the meeting.
- 3.6. The Chair may, with the consent of the meeting, exceptionally permit an extension to any speaker's time.
- 3.7. An individual member (whether on their own behalf, or on behalf of a local group or affiliated organisation or on behalf of the Member's Council or Executive Board) may speak on no more than four occasions during any one AGM as a proposer or seconder of any motion.

4. MOTIONS AND AMENDMENTS

- 4.1. Written resolutions must be received by the Executive Board no later 17.00 hours on the day before the date of the of the General Meeting. The resolutions must be supplied with the names and signatures of both proposer and seconder, both of whom must be voting members of the association.
- 4.2. Emergency motions, covering urgent issues of concern to the association that have arisen since the closure of submissions for written resolutions, must be submitted at:
 - 4.2.1. the earliest opportunity
 - 4.2.2. in writing
 - 4.2.3. together with the names and signatures of the proposer and seconder, who must be voting members
 - 4.2.4. to the Chair either prior to the meeting or at the earliest opportunity during the meeting.
- 4.3. Before the start of any debate, The Executive Board shall make recommendations as to the order in which amendments should be voted on. Such recommendations shall indicate the effect of passing any particular amendments on later amendments and may include proposals for consequential amendment to such later amendments.



Standing Orders for the Conduct of General Meetings

- 4.4. Either the proposer or seconder on the order paper may move a motion or amendment. If neither is able to attend the AGM then either may nominate another member or delegate to do so on their behalf provided that they have done so in writing to the Chair before the session when the motion is to be debated. Failing this the motion or amendment will fall.
- 4.5. The mover of an original motion shall have a final right of reply, which shall be restricted to answering points in the debate. The mover may exercise the right of reply on any amendment or on the substantive motion but shall only exercise that right once. If an amendment is carried during debate the motion becomes the property of the AGM and there is no subsequent right of reply. If an amendment is accepted prior to debate that right of reply is retained.
- 4.6. Except as provided for in SO 3.5 all amendments shall be moved and voted on in order following the moving and seconding of the original motion and each amendment must be disposed of in turn before another can be moved. When all amendments have been dealt with the debate shall continue on the substantive proposition being the original or amended motion.
- 4.7. The Executive Board may make recommendations for sequential voting whereby closely associated matters are all moved at the beginning of a common debate.
- 4.8. Remission: A motion that an item be remitted to the Board may be made at any time in the debate. It shall be put to the vote immediately before the vote on the substantive motion but the EB shall first have an opportunity to state whether they would wish to accept such remission and the mover shall have an opportunity to indicate their view on remission.

5. CLOSURE OF DEBATE

- 5.1. Unless there is a speaker against any motion or amendment the matter, having been moved and seconded, shall proceed to the vote without further debate.
- 5.2. Moving the vote be taken: Any member or delegate who has not spoken in the debate may at any time move formally that the vote be taken. If that is seconded it shall be put to the vote without discussion. If carried the item under discussion shall move to the vote following a statement on behalf of the Council if such has not already been made, and any right of reply.
- 5.3. Moving Next Business: Any member or delegate who has not spoken in the debate may at any time move that the meeting proceed to next business. If that is seconded and carried the meeting shall move immediately to the next item of business on the agenda (not to an amendment to the item under discussion).
- 5.4. Should any of the formal propositions in S.O.s 4.4 or 4.5 be lost the debate shall resume at the point at which it was interrupted.
- 5.5. Before putting a motion to close the debate to the meeting the Chairperson may advise the meeting of the consequences of closure at that time.

6. VOTING

- 6.1. Voting shall be by show of hands or poll (see Mem & Arts Articles 47 to 63). Every voting member present or by proxy shall have one vote. Those voting must display their voting cards.
- 6.2. Written resolutions may be passed by a simple majority of valid votes.
- 6.3. Special resolutions require 75% votes of the total voting rights of voting members in order to pass.

7. POINTS OF ORDER



Standing Orders for the Conduct of General Meetings

- 7.1. Points of Order deal only with the conduct or procedure of a debate and/or of the meeting. They shall take precedence over all other business, except that a speaker may not be interrupted, and shall take the form of a question to the Chair. The person raising the point of order shall state the rule the question is raised under. There shall be no other speech or discussion other than the ruling of the Chair on the point of order.

8. POINTS OF INFORMATION

- 8.1. Points of information may be raised by any member or delegate rising and catching the Chair's eye provided the speaker holding the floor agrees to give way. They must consist of information offered to or asked of the speaker who has given way. Points of information may not be raised while the mover is exercising the right of reply.

9. THE CHAIR

- 9.1. The Chair shall be taken by the Chair of the Executive Board, the Vice-Chair, or another member of the Executive Board.
- 9.2. The Chair shall not participate in any debate.
- 9.3. The Chair shall conduct the debate in accordance with the rules and standing orders. If a question arises which is not covered by the rules s/he shall rule in accordance with normal procedure of debate.
- 9.4. The declaration by the Chair that a motion or amendment has been carried or defeated shall be conclusive, although a recount may be taken at the Chair's discretion or if requested immediately after the vote by not fewer than 12 members or delegates.
- 9.5. The Chair shall have the discretion to call for the use of tellers on any vote.
- 9.6. The ruling of the Chair shall be final on any question, unless it is formally challenged immediately it has been made. If such a challenge is made by at least twelve members or delegates the Chair shall be temporarily vacated. It shall then be taken by the Vice Chair, who shall allow the Chair to speak on their ruling, following which the challenge shall be put to the vote. The result of the challenge shall be binding on the meeting and on the Chair, who shall immediately resume the chair. If the Chair declines to resume the chair, another person under SO 7.1. shall take the chair, or failing that, any person elected by the AGM.

10. SUSPENSION OF STANDING ORDERS

- 10.1. Any SO may be suspended if a motion to that effect and specifying the SO and the period of the suspension is carried by two thirds of those voting.