

**STANDING ORDERS FOR
GENERAL MEETINGS
OF THE ASSOCIATION**

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1. Annual General Meetings and Special General Meetings shall be convened in accordance with the provisions of National Rules 14 and 16.
2. **NOTICES**
Notices of the time and place of such meetings and of the business to be transacted shall be given in accordance with the provisions of National Rules 14 and 16.
3. **RECORDS**
The National Honorary Secretary shall keep or cause to be kept a record of the attendance of Delegates, National Councillors and Members of the National Executive at every meeting.
4. **PROCEDURE FOR TABLE DELEGATES**
 - (a) Tables shall appoint a Delegate in accordance with the provisions of National Rule 16.
 - (b) Tables shall send the name of their Delegate to the General Secretary not less than fourteen days prior to the meeting.
 - (c) The Secretary of each Table shall hand to the Delegate an authorisation form (supplied by Headquarters) signed by the Chairman or Secretary of the Table.
 - (d) Where it becomes necessary for a substituted Delegate to be appointed in place of a Delegate, details of whom have already been notified to the General Secretary, the new Delegate shall present the authorisation form to the General Secretary for the name to be amended prior to the meeting.
 - (e) No member of a Constituent Table may represent any other Constituent Table.
5. **TELLERS AND SCRUTINEERS**
 - (a) Every meeting shall appoint such number of tellers that may be required at the discretion of the Honorary Secretary, and, in the case of an Annual General Meeting scrutineers who shall not be delegates and, in the case of scrutineers, shall not be nominees for office either.
 - (b) The tellers shall be responsible for reporting to the Chairman the result of a poll and the figures so reported shall be recorded in the minutes of the meeting.
 - (c) The scrutineers shall be responsible for checking the ballot papers for the election of Officers.
6. **QUORUM**
 - (a) The quorum at a general meeting shall be ten percent of the constituent Tables of the Association.
 - (b) The business of the meeting shall not commence until a quorum is present and if at any time during the meeting there is not a quorum present the Chairman shall adjourn the meeting.
 - (c) If there shall not be a quorum present thirty minutes after the time appointed for the commencement of the meeting no meeting shall take place but the names of those present shall be recorded in the Minute Book.
 - (d) If there shall not be a quorum present fifteen minutes after a meeting shall have adjourned the Chairman shall declare the meeting at an end.

7. ATTENDANCE

No person who is not an Active or Honorary Member of a Constituent Table or a paid servant of the Association (temporary or permanent) shall be admitted to a meeting except with the consent of the meeting, EXCEPT THAT in the case of an Annual General Meeting persons whose Active Membership ceased on the previous 31st March, accredited members of the Press and persons specifically invited by the National Executive shall be admitted.

8. BUSINESS

- (a) The business to be transacted at General Meetings shall be in accordance with National Rules 14 and 16.
- (b) The Chairman shall have absolute discretion as to what business he will admit under the item 'any other business' save that such business shall be for discussion only and no resolution may be moved or adopted under such item.

9. RESOLUTIONS

- (a) No motion or amendment shall be put to the vote unless it has been moved by a delegate from a Constituent Table and seconded by a delegate from a different Constituent Table except that a motion or amendment may be proposed without a seconder on behalf of the National Council by a member of the National Executive.
- (b) No motion or amendment shall be withdrawn without the consent of the meeting.
- (c) A resolution submitted by an Area Council shall be moved by a Delegate representing any Table in that Area unless the Area Secretary shall have given the written consent of the Area for the resolution to be moved by some other Delegate.
- (d) The following motions may be made without notice but must be duly moved and seconded in accordance with these Standing Orders and put to the meeting without debate:
 - (i) That the meeting should resolve itself into Committee.
 - (ii) That any of these Standing Orders should be suspended.
 - (iii) That any subject on the Agenda should be given precedence.
 - (iv) That any business should be adjourned.
 - (v) That the meeting should be adjourned.
 - (vi) That the meeting should proceed to the next business on the Agenda.
 - (vii) That the question be now put, provided that the Chairman shall have a discretion not to accept such a motion if he considers that the question has been insufficiently discussed.

10. AMENDMENTS

- (a) Any amendment to any motion on the Agenda which seeks to amend the National Rules, the Standard Rules for Constituent Tables or any of these Standing Orders must be in writing and must be handed to the Chairman prior to the commencement of the Meeting.
- (b) The Chairman may in his discretion require any amendment to any motion on the agenda to be reduced into writing and handed to him.
- (c) An amendment may be moved by any Delegate notwithstanding that he has already spoken in the debate.
- (d) An amendment must either require the deletion of part of the original motion or the addition of certain words to the original motion or the substitution of certain new wording for certain words in the original motion.

- (e) When an amendment has been moved and seconded in accordance with these Standing Orders it shall be forthwith discussed exclusively and until it has been put to the meeting no other amendment shall be accepted by the Chairman.
- (f) If an amendment is carried it shall replace the original motion and itself becomes the substantive motion for consideration and may be further amended.
- (g) If an amendment is lost a further amendment to the original motion may be moved but no Delegate may move or second more than one amendment to any one motion.

11. RIGHT OF AUDIENCE

- (a) All Delegates shall, wherever practical, stand when speaking and address the Chairman and no Delegate may speak for longer than three minutes (except that the proposer of a motion may speak for no longer than five minutes when proposing the motion) unless he shall obtain the permission of the Chairman who may submit the request to the meeting for decision without debate.
- (b) When the Chairman rises any standing speaker shall resume his seat and remain seated until called upon by the Chairman.
- (c) No Delegate shall speak more than once on each separate question proposed except in the following cases:
 - (i) The mover of a motion or amendment shall have a right of reply.
 - (ii) A Delegate may speak to a point of order.
 - (iii) A Delegate may speak to a point of privilege.
 - (iv) A Delegate may give an explanation if asked by the Chairman to do so.
 - (v) A Delegate may speak more than once on the same question when the meeting has resolved itself into Committee.
- (d) Delegates shall confine their remarks to the question before the meeting unless explaining any matter at the request of the Chairman, and no Delegate shall speak before another Delegate has finished speaking except with the permission of the Chairman.
- (e) The Secunder of a motion or amendment may reserve his speech for a later period in the debate.
 - (i) The Mover of an original motion shall if no amendment be moved have a right of reply at the close of debate on such motion.
 - (ii) If there shall be an amendment the Mover of the original motion shall be entitled to speak upon such amendment or any subsequent amendment before the Movers of those amendments exercise their right of reply.
 - (iii) The Mover of an original motion shall be entitled to reply after an amendment has been carried before the substantive motion is put.
 - (iv) After the Mover of a motion or amendment has exercised his right of reply the motion or amendment shall be put from the Chair without further debate.

12. DUTIES AND POWERS OF THE CHAIRMAN

- (a) Subject to these Standing Orders the ruling of the Chairman on a point of order or on the admissibility of a personal explanation or on any matter or question before the meeting shall be final and shall not be open to discussion.
- (b) The Chairman may call the attention of the meeting to continual irrelevance, tedious repetition, unbecoming language or any breach of these Standing Orders on the part of a Delegate and may direct such Delegate if speaking to discontinue his speech.

- (c) The Chairman shall have no vote except in the case that if the votes cast For and Against a resolution be equal the Chairman shall have a casting vote.

13. ADJOURNMENTS

- (a) When any Delegate has a right to speak he may move the adjournment of the debate.
- (b) No amendment can be proposed to a motion to adjourn except if it relates solely to the time of the adjournment and it shall not be competent for any Delegate under cover of a motion for adjournment to discuss any other subject.
- (c) On the resumption of an adjourned debate the Delegate who moved its adjournment shall be entitled to speak first.
- (d) No business shall be transacted at an adjourned meeting except such as was set out in the notice convening the meeting of which it is an adjournment.

14. MEETINGS IN COMMITTEE

- (a) When the meeting is resolved into Committee in accordance with these Standing Orders all those present who are not Active Members of the Constituent Tables or a paid servant (temporary or permanent) of the Association shall leave the meeting.
- (b) Upon conclusion of any matter in Committee the meeting shall resume and the resolution or resolutions passed in Committee shall be put from the Chair without further discussion.

15. VOTING

- (a)
 - (i) All questions shall be determined by a show of Voting Cards which shall be counted by the Tellers provided that in the event of a clear majority it shall be sufficient if only the minority votes whether for or against are counted.
 - (ii) If the difference between the number of votes cast for and against be ten percent or less of the total votes cast or, where a two-thirds majority is needed, the votes for are within five percent either side of the necessary majority, such votes shall be recorded by ballot.
 - (iii) In all cases where votes have either been counted by the Tellers or recorded by ballot where applicable the numbers cast for and the numbers cast against shall be declared immediately.
- (b) Wherever there is more than one nominee for any National Office the vote shall be taken by ballot.
- (c) Wherever there is more than two nominees for any National Office the ballot shall be conducted on the transferable vote system whereby delegates shall cast votes for the candidates in order of preference and if no candidate has an overall majority of votes cast those votes cast for the candidate with the least number of votes are re-allocated to the remaining candidates, in accordance with the indicated second preference. This process shall continue until a candidate with an overall majority shall emerge and such candidates shall be declared elected.
- (d) Whenever a ballot shall be required the National Honorary Secretary shall provide voting slips which shall be issued to each Table registering on the day of the meeting.

16. MINUTES

A copy of the Minutes of every General Meeting shall be sent to every National Councillor, Area Chairman and Secretary, Table Chairman and every member of the National Executive not later than 63 days after the Meeting.

17. SUSPENSION OF STANDING ORDERS

No suspension of these Standing Orders shall be effective unless carried by a two-thirds majority of the Tables voting at such meeting.