

## **Appendix C:**

### **Standing Orders**

1. Once standing orders have been accepted by the AGM, the AGM will elect a Secretary. The Chair shall be the Chairperson, the Returning Officer has been appointed.
2. Any member desiring to speak at the AGM shall raise his or her hand and when called upon by the Chair and shall address the Chair. If two or more members raise their hands simultaneously, the Chair shall call upon the person who first caught the eye of the Chair.
3. When the Chair rises to speak, any member standing shall sit down and be silent.
4. No member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
5. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion after any amendment has been adopted.
6. All motions and amendments must be submitted in writing to the Returning Officer.
7. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
8. No member shall speak more than once on any motion or amendment, except for the proposer of the motion or amendment who shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
9. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking may reserve the right to speak to it subsequently.
10. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
11. The Chair shall, as far as practicable, call on speaker for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately, after the mover. If two consecutive speakers have both argued for or against a motion or amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
12. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. Any explanation or contradiction shall not constitute a point of order.
13. Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
14. Any member may raise a point of clarification, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised in order to address a question to the proposer of the motion or amendment in order to seek clarification as to the substance of the motion or amendment. The proposer of the motion or amendment will be given time to address the question posed. Neither the member invoking the point of the clarification or the proposer of the motion use this to further their arguments.

15. The Chair may declare a point of clarification or the response to be argumentative. The Chair must consider the use of each individual's speaking time.
16. On an equality of voting, the Chair shall declare the question resolved so as to retain the *status quo*.
17. A member who has not already participated in the debate may at any time, whether another speaker had the floor or not, move 'That the motion now be put,' which motion, if accepted by the Chair, shall be put without further amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
18. A member at any time may move "That the speaker no longer be heard". Such motions shall be put without amendment or debate. No other motion, except the closure motion or one dealing with the speaker's time, shall be moved while a speaker has the floor.
19. Unless otherwise resolved:
  - (a) The proposer of a motion shall be allowed 4 minutes to introduce it and 3 minute to reply to the debate.
  - (b) All other speakers shall be allowed 2 minutes
20.
  - (a) Voting shall be decided by a show of hands unless the Chair or at least three delegates request a division or a poll before a declaration of the result.
  - (b) In the case of a division, the Chair shall appoint two tellers, representatives of the opposing viewpoints, to take the count.
  - (c) A poll shall be taken in such a manner as the Chair thinks fit.
21. The Chair may remove any person from the meeting at their discretion, subject to a motion carried against such a decision moved immediately following such a decision.
22. Any motions recommended by a Commission of Workshop convened by the Executive Committee shall be put to the next AGM. Such motions shall be deemed moved and seconded by such members as nominated by the Commission Workshop.
23. All motions shall be forwarded in writing to the returning officer at least 14 days before each meeting, and shall be included on the agenda except those motion referred to in Clause 24.
24. The Chair may elect at anytime during the AGM to open the AGM up to motions for the floor. For this to happen they must outline a specific limited time period for this to happen.
25. Discussion relating to, including speakers for and against, candidates' nomination for election may take place subject to the decision of the Steering Committee.
26. All mention of motions in the standing orders includes but is not exclusively amendments of the constitution of the Union
27. All motions, except for amendments to the Constitution of the Union, are passed in the affirmative if 50% plus one votes in the room at the time vote in favour of it. Amendments to the Constitution are passed in the affirmative if a two-thirds majority of the general meeting vote in favour of it.
28. Standing orders 1-25 or any of them may be suspended by a majority of those delegates voting and present. A motion to this effect shall be open to debate.
29. The Steering Committee governing the Meeting shall be composed as follows: (a) Chairperson;  
(b) Vice Chairperson

- (c) One representative of each Large Constituent Organisation; and
- (d) One representative of the Small Constituent Organisations.

No member of the steering committee may stand for election, except where the meeting specifically permits so. Members of the Steering Committee may hold votes as delegates would normally.

- 30. Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void for reason only of a departure from these standing orders which was not detected until after the decision had been made.
- 31. Alterations to the standing orders shall be made only by an AGM, after 14 days' notice has been given.
- 32. Any matters not dealt with in the above standing orders shall be governed by the discretion of the Chair and the Steering Committee.