

# Suffolk IVC

## Standing Orders for the Conduct of General Meetings

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## Standing Orders for the Conduct of Meetings

### 1. **Authority**

The authority of these standing orders lies in the Constitution of the Suffolk IVC, hereinafter referred to as "The Constitution". Where a contradiction exists between the Standing Orders and the Constitution, the Constitution takes precedence.

### 2. **Purpose**

The Standing Orders are designed for the regulation of General Meetings, laying down rules for conduct of the business.

### 3. **Revisions and Changes**

Standing Orders may be revised or changed by a simple majority of members present at a General Meeting of the Club. A motion to amend the Standing Orders may be introduced without notice being given in the agenda for the meeting. All revisions and changes in Standing Orders shall have immediate effect.

### 4. **Conduct of General Meetings**

4.1. The Chairperson, Committee and all Members of the Club shall observe all provisions of the Constitution in the convention and conduct of such Meetings.

4.2. The Chairperson shall direct the Work, ensure the observance of Standing Orders, accord the right to speak, put questions to the vote. The decision of the Chairperson is final unless challenged by two thirds of the Members present.

4.3. Every Full Member of the Club is entitled to attend a general meeting as are other interested parties including Temporary Members. Anyone attending the meeting is entitled to speak. The meeting may agree to limit speeches to a given period of time by a simple majority vote. No committee member shall have any special rights beyond that of the ordinary member.

4.4. Anyone attending the meeting is expected to conduct themselves in an appropriate manner; in particular (but not exclusively) speakers should not interrupt others, except to make points of order, information etc., as allowed for in 4.5, and should observe any time limits imposed by the meeting. The Chairperson, or if the Chairperson is the offender, the Secretary, shall warn persistent offenders. If a person continues to behave inappropriately the meeting has the right, by a two thirds majority, to require such a person to withdraw for a given time or for the rest of the meeting, as deemed appropriate.

- 4.5. The Chairperson shall permit the proposal of only those Motions and Amendments which have been submitted in accordance with the Constitution and may allow the following motions to be made without notice in order of precedence shown.
  - 4.5.1. A challenge to the Chair
  - 4.5.2. A point of order.
  - 4.5.3. A point of information.
  - 4.5.4. A motion to suspend or reinstate a Standing Order
  - 4.5.5. A motion to amend a Standing Order.
  - 4.5.6. A motion for adjournment.
  - 4.5.7. A motion to proceed to the next business.
  - 4.5.8. A motion to refer any matter back to the Committee for examination.
  - 4.5.9. A motion that the question now be put (aka Move to vote).
- 4.6. A challenge to the Chair or a point of order shall be taken immediately it is brought to the notice of the Chairperson. These must not introduce new business. A point of information may be declined by the speaker.
- 4.7. When a motion that the question now be put has been moved and seconded, the Chairperson has discretion to accept it or not.
- 4.8. If an Amendment to a Motion is moved, no further Amendment shall be moved until the original Amendment has been disposed of. The mover of the Amendment may accept modifications at their sole discretion. Amendments may only be moved on the substantive motion, as tabled or as amended subsequently.
- 4.9. The Chairperson shall call upon the Proposer of a Substantive Motion to speak in support of the Motion for up to five minutes. Other speakers may then be called on that Motion. The Proposer may answer questions relating to the motion during the debate and take part in the debate. The Chairperson shall call upon the Proposer to speak for up to two minutes as a summary at the end of the discussion. After which no further speeches may be taken and the question must now be put.
- 4.10. An alteration to the Constitution, any Motion to suspend a Standing Order, shall require the affirmative vote of two thirds of the Members present and voting. All other Motions and Amendments shall be decided on a simple majority of those Members present and voting.
- 4.11. The election of Club Officers and Committee Members and auditors shall precede the consideration of the Substantive Motions and Amendments.
- 4.12. All nominations for election to the Committee must be in writing and supported by the Signatures of two members of the Club. Such nominations must be received by the Secretary at least seven days before the meeting. and have the written consent of the nominee. A list of the nominees, proposers and seconders shall be available from that date.

The provision for written nominations may be waived:

4.12.1. In the absence of written nominations for the post.

4.12.2. Not fewer than two thirds of the Members present agree to such a waiver

In such cases the Chairperson shall accept nominations from the meeting supported by two members.

## 5. Elections and Voting

- 5.1. Every Full Member of the Club is entitled to one vote in any election or upon any Motion debated at a General Meeting.
- 5.2. In the event of a tied vote on a Motion debated at a General Meeting the Chairperson shall have a second deciding vote on that matter.
- 5.3. In the event of a tie in an Election for any Committee post, the Chairperson shall declare a tie.

In such an event:

- 5.3.1. A further Election shall be held immediately amongst those candidates whose votes were tied.
- 5.3.2. If the result is still tied, the candidates will be asked to leave the room and the election shall be held on a show of hands.
- 5.4. In a contested election the proposer of any candidate may be called upon to speak briefly on the merit of his/her candidate.
- 5.5. All Voting during the Meeting shall be by show of hands unless the Chairperson or twenty percent of members present call for a secret ballot.
- 5.6. All changes in the Constitution shall be notified to all members by publication in the next bulletin produced after the General Meeting at which the proposals were made.

## 6. Accountability

- 6.1. The Chairperson is responsible to the General Meeting of the Club for the successful management of the affairs of the club.
- 6.2. The Secretary is responsible for ensuring that all officers comply with any legal requirements, the Constitution and Standing Orders in that order of precedence.