

The Standing Orders

1. Application: These Standing Orders apply to all general meetings of the Society's full subscription members ("Members"). They may only be rescinded or altered by the Members passing a resolution to that effect.
2. Guiding Principles: The Society's procedures shall be fair and contribute to open, transparent, informed and democratic decision making.
3. Chair - Powers and Duties
 - 3.1. Deference shall at all times be paid to the authority of the Chair. The Chair shall decide on all conduct of business and points of order, competence and relevance. This includes discretion to rule on all questions of procedure where no express provision is made under the Standing Orders.
 - 3.2. It is the duty of the Chair to preserve order and to ensure that all Members obtain a fair hearing.
 - 3.3. The Chair must vacate the chair, and signify he or she has done so, before entering any debate. The Management Committee will appoint one of its members or, failing that a Member of its choice, to chair the meeting during this time.
4. Business: Except in the case of business brought before the meeting which is certified by the Chair, in his or her discretion, as urgent, no business will be transacted at a Meeting other than that specified on the agenda.
5. Order of Business: The business of a Meeting shall be conducted in the order set out in the agenda, unless otherwise suggested or agreed by the Chair.
6. Resolutions: The following resolutions may be made without prior notice but must be duly proposed and seconded and put to the Meeting without debate:
 - 6.1. That any of the Standing Orders should be suspended.
 - 6.2. That any subject on the agenda should be given precedence.
 - 6.3. That any business should be adjourned.
 - 6.4. That the Meeting should proceed to the next business on the agenda.
 - 6.5. That the question be now put, provided that the Chair shall have discretion not to accept such resolution if he or she considers that the question has been insufficiently discussed.
7. Right Of Audience: Members may attend the meeting, speak and vote on any resolution. Associates may attend the meeting but not vote. It will be at the discretion of the Chair to allow a non-Member to speak at a meeting.
8. Procedure, Number and Duration of Speeches
 - 8.1. The Chair may ask for indication at or near the beginning of debate of those wishing to speak for or against a resolution. The Chair has sole discretion to decide the number and order of speakers and for how long they may speak and may indicate at any stage how many speakers he or she intends to take.
 - 8.2. Any person wishing to speak shall seek permission from the Chair by raising his or her hand or any reasonable method prescribed by the Chair.
 - 8.3. Unless otherwise decided by the Chair, a Member moving a resolution or amendment may not speak for more than five minutes. All other speakers taking part in any discussion may not speak for more than three minutes.
 - 8.4. All Members shall be expected to stand (where possible) when speaking and address the Chair. Any Member speaking must briefly identify themselves by name and, if provided, use a microphone. The speaker should stay in their position in the hall when speaking and not approach the Chair. At the discretion of the Chair, speakers may address the Meeting from the platform.

- 8.5. When the Chair speaks any speaker shall resume his or her seat and remain seated until called upon by the Chair.
- 8.6. No Member shall speak more than once on each resolution proposed except in the following cases:
 - 8.6.1. a Member may speak to a point of order.
 - 8.6.2. a Member may give an explanation or speak again if asked by the Chair to do so.
- 8.7. Members shall confine their remarks to the question before the Meeting unless explaining any matter at the request of the Chair.
- 8.8. No Member shall speak before another speaker has finished speaking except with the permission of the Chair.
9. Obstructive or Offensive Conduct
 - 9.1. Speakers should not be interrupted except on a very clear point of order. Members may not interrupt merely because they do not like what was said.
 - 9.2. A Member must not behave in an improper or disorderly manner. Members may make points of principle and state disagreement but personal attacks on other Members are unacceptable.
 - 9.3. The Chair will rule on any instances of interruptions by Members or of continual irrelevance, tedious repetition, unbecoming language or any breach of the Standing Orders on the part of a Member.
 - 9.4. The Chair may direct a Member to discontinue speaking, seek an apology, order a short adjournment, ask the Member to leave the meeting or adjourn the meeting. The Chair's ruling will be final.
10. Resolutions and Amendments: The first proposition on any particular subject shall be known as the Original Resolution, and all succeeding propositions on that subject shall be called Amendments. Every Original Resolution or Amendment must be moved and seconded by members actually present at the meeting before they can be discussed.
11. Amendments
 - 11.1. An Amendment must require either the deletion of part of the Original Resolution or the addition of certain words to the Original Resolution or the substitution of certain new wording for certain words in the Original Resolution. All additions to, omissions from, or variations upon an Original Resolution will be considered as an Amendment to it and will be disposed of accordingly.
 - 11.2. An Amendment may not fundamentally alter the purpose of the Original Resolution. It may be reasonable for the Chair to ask the proposer of the Amendment to explain his or her purpose if it is not immediately clear.
 - 11.3. Amendments will be taken and voted on in turn of receipt except where one clearly renders invalid any other. In that case the Chair may exercise discretion on the order of debate and subsequently on whether one has fallen.
 - 11.4. The Chair has the power to conjoin Amendments which are not inconsistent with each other.
 - 11.5. When an Amendment has been moved and seconded it shall forthwith be discussed exclusively and, until it has been put to the Meeting, no other Amendment shall be accepted by the Chair.
 - 11.6. If an Amendment is carried the amended resolution shall replace the Original Resolution and itself become the substantive resolution for consideration whereupon any further Amendment relating to any portion of the substantive resolution may be moved, provided it is consistent with the business and has not been covered by an Amendment or Original Resolution which has been previously rejected.
 - 11.7. If an Amendment is lost a further Amendment to the Original Resolution may be moved but no delegate may move or second more than one Amendment to an Original Resolution.

12. Substantive Resolutions: After the vote on each succeeding Amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.
13. Points of Order
 - 13.1. The Chair may call to order a member who is in breach of the Standing Orders.
 - 13.2. A Member may draw to the attention of the Chair a breach of the Standing Orders and must state briefly the nature of the alleged breach.
 - 13.3. A point of order takes precedence over all other business until determined.
 - 13.4. The Chair will rule on the point of order.
 - 13.5. A member who is addressing the meeting when a question of order is raised will resume his or her seat until the question of order has been decided by the Chair.
14. Voting
 - 14.1. For the purposes of voting on any resolution two Members shall have the right of requiring the Chair to appoint tellers to count the votes cast, but if no such request be made it shall be left to the Chair's discretion either to take a vote by show of hands, or to nominate tellers to count the votes.
 - 14.2. The Chair if she or he thinks fit, may submit any question to a postal vote or ballot.
 - 14.3. A declaration by the Chair of the numbers cast for or against each resolution shall be final, but one-third (not being in any case less than forty) of the members present may require the Chair to submit the resolution to a postal vote or ballot, in which case he or she shall arrange with the Management Committee to take such postal vote or ballot within 30 days after the meeting.
 - 14.4. The Chair may vote on any issue as an ordinary member. If, having done so, the voting is level; he or she may exercise an additional casting vote to decide the issue.
15. Timing: Members will be told in advance how long has been allocated for the meeting. If further time appears necessary at the meeting itself, a Member may propose a suspension of the Standing Orders to allow this to take place. If there is disagreement on this issue, a majority vote of those present shall decide. The time shall not be extended more than twice at a meeting.
16. Adjournment of meetings
 - 16.1. The Chair may adjourn a general meeting at which a quorum is present if:
 - 16.1.1. the meeting consents to an adjournment; or
 - 16.1.2. it appears to the Chair that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
 - 16.2. If adjourning a general meeting, the Chair shall:
 - 16.2.1. either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Management Committee; and
 - 16.2.2. have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
 - 16.3. If the continuation of an adjourned meeting is to take place more than 28 days after it was adjourned, the Society shall give at least 7 clear days' notice of it to the Members.
17. Minutes
 - 17.1. Minutes shall be kept of all meetings and be an accurate record of all resolutions of the meeting.
 - 17.2. The minutes shall not be a verbatim record of the meeting but sufficient to set out issues with a brief summary of arguments raised and the decisions taken.

18. Defects in Procedures: The proceedings of the Society shall not be invalidated by:
 - 18.1. Want of service of a notice of meeting on any Member.
 - 18.2. Any defect in the election or qualification of any Member.
 - 18.3. Any person voting or taking part in the consideration or discussion of any question when he or she is not entitled to do so.
 - 18.4. Any other procedural defect.