

Model Standing Orders

(1) Application, Alteration and Suspension of Standing Orders

1.1 These Standing Orders shall apply at all meetings of the committee

1.2 The Standing Orders may be changed only:

- when notice of the proposed changes has been given to the Secretary, and
- such notice has been sent to all members of the committee and
- the proposed changes form part of the agenda of a committee meeting, and
- the proposed changes are approved by not less than 2/3 of the total membership

1.3 The Standing Orders may be suspended at any meeting, but only when not less than two-thirds of the members present agree to such suspension

(2) Meetings

2.1 The committee shall meet not less than times between Annual General Meetings

2.2 The date, time and venue of each meeting shall, as far as possible, be agreed in advance at the first meeting of the committee but, in any case, shall be confirmed at the preceding meeting

2.3 Meetings to consider urgent or special business may be called at the discretion of the Chair or by agreement of the committee

2.4 The Secretary shall give members at least seven days notice of all meetings

2.5 A meeting shall not be longer than two hours, except where not less than two-thirds of members present agree to an extension

(3) Chair

3.1 The elected Chair shall normally preside at all meetings of the committee

3.2 In the absence of the Chair, the Vice-Chair shall preside

3.3 In the absence of the Chair and Vice-Chair, the members present shall elect a Chair for that meeting only

3.4 On all matters of interpretation of Standing Orders, the ruling of the Chair shall be final

(4) Sub-Committees

4.1 The committee may appoint sub-committees, and shall determine their terms of reference, membership and duration

4.2 Sub-committees may consist of members of the committee and other persons, as the committee so decides

4.3 All sub-committees shall report to the committee at such intervals and in such manner as the committee decides

(5) Quorum

The minimum number of members present to allow business to be conducted shall be being one-third of the total membership of the committee

(6) Voting

6.1 Decisions of the committee shall generally be taken by consensus, unless the Chair considers that:

- a matter is too minor to warrant a lengthy discussion *or*
- there is no possibility of agreement *or*
- a matter is a procedural matter where voting is prescribed.

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6.2 Voting, when appropriate, shall normally be by a show of hands but, at the discretion of the Chair, a ballot vote may be taken

6.3 When voting occurs, a simple majority except where otherwise prescribed in these Standing Orders, shall be needed for a decision

6.4 The Chair shall have a personal vote and in the event of a tie, shall have a second or casting vote

(7) Agenda

7.1 The agenda for each meeting shall be prepared by the Secretary in consultation, with the Chair

7.2 Members having items for inclusion in the agenda shall submit them to the Secretary, together with such supporting information as is required, at least 2 weeks prior to the date of the meeting at which they are to be considered

7.3 The agenda, together with any necessary supporting information, shall be sent to each member at least seven days before a meeting

7.4 Matters not appearing on the agenda may be raised at a meeting, under 'Any Other Business' but then only with the consent of a majority of members present

(8) Conduct of Discussion

8.1 The conduct of all meetings shall be regulated by these Standing Orders

8.2 Members shall speak to the meeting only through and with the consent of the Chair

8.3 A member may at any time in the course of discussion:

(i) Raise a point of order, eg that the Standing Orders are not being followed. The Chair shall immediately consider and rule upon the point of order

(ii) Raise a point of information or clarification. The Chair shall at her/his discretion deal with the matter immediately, or at the earliest opportunity

(iii) Propose that the 'question be now put', viz the business under discussion, If the proposal is seconded and then agreed by a majority of those present, the Chair shall put the business to the meeting for decision.

(9) Proposals

9.1 A formal proposal put to the meeting shall require a proposer and a seconder

9.2 A proposer shall be entitled to make a proposed speech and to reply at the end of any discussion on the proposal

9.3 Amendments to a proposal (which may not be direct negatives of the proposal) shall each require a proposer and seconder. Amendments shall be considered in order before continuing debate or discussion on the main proposal

9.4 The proposer of the main proposal may accept an amendment, or may choose to speak against the amendment

9.5 When an amendment is accepted by the meeting, it becomes the main proposal, and is then subject to amendments as above

9.6 When all amendments have been disposed of, discussion of the standing proposal shall continue until a decision is reached

(10) Attendance of Persons Not Being Members of the Committee

10.1 Such staff as the committee may designate shall normally attend meetings of the committee

10.2 Staff in attendance shall have the right to speak but not to vote on any business before the committee, except where the committee considers that attendance by and participation in particular business of staff is not appropriate

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