

Club AGM – Standing Orders

Standing orders are the procedures and protocols that ensure the AGM is run fairly and correctly. The meeting will be chaired by either the president or a vice-president. If neither is available, the chair will take on the role. The business of the meeting follows the agenda unless the chair asks and receives the permission of the meeting to vary the order. A record of attendance must be kept for each meeting.

Motions to overturn resolutions previously passed by the general meeting must be printed on the agenda. To be carried, a motion needs a two-thirds majority of the members present and voting.

During a debate:

- A member will stand to speak and face the person chairing the AGM
- A member will stick to the subject under discussion, although he/she may raise a point of order or answer a point of order from the floor
- A member cannot speak more than once on any motion or amendment although the proposer may have the right to sum up
- The member currently speaking must immediately sit down whenever the chair rises during a meeting
- Before an amendment is discussed, the chair should ask for a copy of the amendment in writing
- A motion or amendment can't be discussed or put to the vote until it has been seconded. (An amendment attempts to change or improve the original proposal and can add words, delete words and substitute words, or put forward a counter proposal)
- Only one amendment can be discussed at a time. If the amendment is carried, the motion (as amended) becomes the motion to which further amendments may be suggested.

Any member may move, "That the question now be put" to end the discussion and move to a vote. If the motion is seconded and carried by a majority, then that motion or amendment is voted on immediately as long as the proposer has been offered the right to reply.

Voting on anything except elections can be by a show of hands. If the outcome is uncertain to either the chairman/woman or the members, the votes will be counted by the tellers.

The chair can invite visitors to an AGM to speak.

Resolutions to amend or suspend standing orders can be made as long as these changes don't break the club constitution.

The chair's ruling on points of order, procedure or conduct can't be questioned.

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