

# Regulations for procedure at general meetings

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## **REGULATIONS (STANDING ORDERS) FOR PROCEDURE AT GENERAL MEETINGS**

### **1. ORDER OF BUSINESS**

- 1.1 The business dealt with at every Annual General Meeting shall be
- (a) Minutes of the last AGM
  - (b) To receive the report of the Honorary Secretary on nominations for the Board of Directors and the Advisory Council
  - (c) To receive the report on the elections
  - (d) To announce the successful candidates duly elected to the Board of Directors and the Advisory Council
  - (e) To receive and consider reports of the Officers, Board of Directors and Auditors, to approve accounts, and to appoint and fix the remuneration of Auditors
  - (f) To consider and, if thought fit, pass resolutions that have been duly notified
  - (g) To receive and consider reports of the Advisory Council, Committees, Groups
- 1.2 The order of business set out in the Notice of meeting shall not be changed, apart from in exceptional circumstances when the order may be varied by a majority vote of those present at the meeting on a motion duly moved and seconded, which shall be moved and put without discussion.

### **2. MOTIONS WHICH MAY BE MOVED WITHOUT NOTICE**

The following motions may be moved without notice:-

- 2.1 To elect a Chair of the Board of Directors in accordance with the Charter and by-laws
- 2.2 To adjourn the meeting in accordance with regulations 5.3 and 9.4 below
- 2.3 To vary the order of business in accordance with regulation 1.2
- 2.4 That any item of business be delegated to a committee
- 2.5 That consent be given to withdraw a proposed resolution or amendment
- 2.6 To amend a resolution subject to regulation 4
- 2.7 That the Institute proceed to the next item of business
- 2.8 That the resolution should be immediately put to the vote
- 2.9 To suspend these regulations (Standing Orders) in accordance with regulation 6

2.10 That the consent of the Institute be given where the consent of the Institute is required by these regulations

2.11 To extend the time limit for speeches

2.12 To reintroduce an item of business in accordance with regulation 5.2

### **3. ADJOURNMENT**

If at any time during the discussion of any notified resolution it appears to the Chair that the resolution would, if passed

(a) have the effect of materially increasing the expenditure or reducing the revenue of the Institute; or

(b) involve capital expenditure

the Chair may direct that the resolution shall stand adjourned without further debate to the next General Meeting of the Institute in order that:-

(a) any committee specifically concerned may, if it so wishes, report on the effect of the proposed resolution, and

(b) the Honorary Treasurer may report on the financial aspects of the proposals,

and the resolution shall stand adjourned accordingly.

### **4. CONDUCT OF DEBATE**

4.1 A resolution or amendment shall not be discussed unless it has been proposed and seconded.

4.2 Resolutions and amendments which are printed in the Notice of meeting shall be taken as read, and referred to by their number as printed. If a resolution or amendment has not been printed in the Notice of meeting, the mover shall read it out to the meeting before it is spoken upon. In this latter case, discussion of a resolution or amendment read out loud shall not begin until it has been seconded.

4.3 Every resolution and amendment not set out in the Notice of General Meeting may only be taken if any requirements as to notice under the Charter and by-laws are complied with.

4.4 Every resolution and amendment not set out in the Notice of meeting and read out according to provision 4.2 above, shall unless the Chair otherwise indicates, be written out, signed by the mover, and delivered to the Chair immediately on being seconded.

4.5 Any resolution and amendment once proposed and duly seconded, shall only be withdrawn with the consent of the meeting.

- 4.6 If the mover of a resolution or an amendment sits down without speaking upon it, he/she loses the right of addressing the meeting thereon, but the mover of a resolution shall have the right of reply.
- 4.7 Any member who seconds a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later stage of the debate on that resolution or amendment.
- 4.8 A member shall (if capable) stand when speaking and shall address the Chair. If two or more members rise to speak, the Chair shall call upon one to speak.
- 4.9 Every member except the member who is speaking shall remain seated unless he/she rises to raise a point or in explanation.
- 4.10 When the Chair rises, no member shall continue standing, nor shall any member rise until the chair has been resumed.
- 4.11 Except with the consent of the meeting, the speech of the mover of any resolution or amendment shall not exceed five minutes. Any other speech shall not exceed 5 minutes.
- 4.12 A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another member;
  - (b) if the motion has been amended since he/she last spoke, to move a further amendment;
  - (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
  - (d) on a point of order;
  - (e) by way of personal explanation;

provided that the mover of a motion shall have a right of reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, if he/she has not otherwise spoken on the amendment. The mover of an amendment shall have no right of reply to the debate on his/her amendment.

- 4.13 A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of the Charter, by-laws or regulations of the Institute, and the member shall specify the clause or provision, and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the present debate. The ruling of the Chair on a point of order, or on the admissibility of an explanation, shall not be open to discussion, but shall be final.

- 4.14 When a resolution is under debate, no other resolution shall be moved except the following
- (a) to amend the resolution
  - (b) to refer a subject of debate to a committee for consideration or reconsideration
  - (c) to proceed to the next business
  - (d) that the resolution be now put to the vote
  - (e) to suspend these regulations (Standing Orders)
  - (f) to adjourn the meeting
  - (g) that a member be permitted to withdraw a resolution or amendment
  - (h) to allow further time for a speech
- 4.15 Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, unless the Chair considers that it would facilitate the proper conduct of the Institute's business to discuss two or more amendments together.
- 4.16 Any amendment must be relevant to the resolution and shall be either:-
- (a) to leave out specified words;
  - (b) to insert or add specified words;
  - (c) to leave out specified words and insert or add other specified words;
- but any omission, insertion or addition of words shall not result in an alteration of the substance of the resolution.
- 4.17 If an amendment be lost, further amendments may be moved to the original resolution. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendments may be moved.
- 4.18 When an amendment is carried, the Chair shall ascertain before putting that resolution to the vote, whether any member proposes to move further amendments. When the last amendment has been disposed of, before the amended resolution is put to the vote, it shall be competent for any member to raise any question or call for any explanation on the matter which is the subject of that resolution.

## 5. MOTIONS

'To proceed to next item of business' or  
'To adjourn' or that

'The resolution should be now put to the vote'

- 5.1 The Chair may at any time determine that a resolution or amendment has been sufficiently debated and put the resolution or amendment to the vote, provided that the mover of the original resolution shall have a right of reply at the close of the debate on the resolution or amendment (assuming he/she has not otherwise spoken on the amendment), immediately before it is put to the vote.

The Chair must be satisfied, before exercising this power, that putting the resolution or amendment to the vote will not stifle useful discussion and will not prevent the views of a minority from being expressed.

- 5.2 Any member who has not spoken on the item of business before the Institute may move with brief explanation, 'that the Institute proceed to the next business', on the seconding of which the Chair shall immediately put such resolution, without discussion, to the vote.

If the resolution to proceed to the next business is carried, the item of business which was before the Institute when such motion was moved, shall not be reintroduced during the same meeting (including any adjournment thereof) until all the other business set out in the Notice has been completed and then only if a member moves that the item in question be reintroduced, on the seconding of which, the Chair shall immediately put the resolution to reintroduce without discussion, to the vote.

- 5.3 Any member who has not spoken on the item of business before the Institute may move with brief explanation, 'that the meeting do now adjourn', on the seconding of which, the Chair shall immediately put such motion without discussion, to the vote.

If a motion that the meeting do now adjourn is carried, the meeting shall stand adjourned to a time fixed by the Chair at the time the meeting is adjourned.

- 5.4 Any member who has not spoken on the resolution before the meeting, may move without comment at the conclusion of the speech of any other member, 'that the resolution be now put to the vote,' on the seconding of which, the Chair, if he/she is of the opinion that the resolution or amendment to a resolution then before the meeting has been sufficiently discussed, shall put the resolution, 'that the resolution be now put to the vote,' without discussion. If a resolution, 'that the resolution be now put to the vote,' is carried, the Chair shall call upon the mover of the original resolution to reply and at the conclusion of such a reply, shall put the resolution or amendment, as the case may be, to the vote.

## 6. SUSPENSION OF STANDING ORDERS

Any one or more of these Standing Orders may be suspended as regards any business at such meeting, by resolution of the meeting, either entirely, or to the extent specified in the said resolution.

## 7. REPORTS CONSIDERED AT GENERAL MEETINGS

- 7.1 This regulation 7 shall apply to reports of Officers of the Board of Directors, Advisory Council, and Groups.

- 7.2 No report of an Officer of the Institute, etc, shall be considered at a General Meeting unless a copy of the report was received by the Board of Directors not later than the day on which the last Board of Directors' meeting prior to the General Meeting in question was held.
- 7.3 Upon the consideration of the report of an Officer of the Institute, etc., the person who is responsible for the report, or in default, the Chair shall, unless such report is being referred back or withdrawn by the consent of the meeting, move the receipt of that report.
- 7.4 On the consideration of any such item of business, any member may call the attention of the meeting to, and the meeting discuss any subject, whether referred to in such report or not, which may at the time be within the competence of the responsible person.
- 7.5 Provided that if any debate on any subject matter has already taken place on the report of an Officer of the Institute, etc, at that meeting, there shall be no further debate on the same or like subject matter on the report of any other Officer of the Institute, etc, submitted later at the same meeting.

## 8. AMENDMENT OF STANDING ORDERS

The Board of Directors shall have power to alter, add and amend these Standing Orders at any time during the period between General Meetings, but no alteration, addition, or amendment shall become effective unless written notice of the change is given to all members of the Institute no later than Notice of the meeting at which the altered, expanded or amended orders are to come into force.

## 9. CONDUCT AT MEETINGS OF THE INSTITUTE

- 9.1 The Chair shall call a member to order for irrelevance, repetition and unbecoming language, or any breach of order, and may direct such member when speaking to discontinue his/her speech.
- 9.2 If, in the opinion of the Chair, there shall be disorder or persistent disregard of authority of the Chair, the Chair shall be entitled to protect the meeting in the conduct of its business, by directing the member or members causing such disorder, or disregarding such authority, to retire from the meeting for the remainder of the meeting, or any less period.

When the Chair so directs a member to retire and a member does not retire forthwith, the Chair shall give directions for the removal of the member and such directions as may be necessary for restoring order to the proceedings.

- 9.3 In the event of any dispute or disagreement as to the application of the Standing Orders during the course of a meeting, the decision of the Chair shall be final and conclusive.
- 9.4 The provisions hereof are without prejudice to any ability of the Chair to adjourn any meeting under any powers vested in him by the Charter, by-laws or regulations or otherwise howsoever.