

Standing Orders for Annual or Special General Meetings of Wolverhampton Speakers Club

1. ORDER OF BUSINESS

- a. The order of business shall be notified by the Chair at the start of the Meeting.
- b. The order of any items on the Agenda may be altered on motion.
- c. Additional items of business may be intimated to the Chair at any time up to the stated time of the Meeting, and, if accepted as competent by the Chair will be added to the Agenda as Any Other Business.

2. NOTICE OF MOTIONS

- a. Notices of motions must be in writing and must be intimated to the Club Secretary at least SEVEN DAYS before the proposed date of a Special or Annual General Meeting of Wolverhampton Speakers Club.

3. CONDUCT OF MEETING

- a. The mover of motions and amendments shall speak first to the motion or amendment.
- b. All motions and amendments must be proposed and seconded.
- c. Acceptance of reports shall be proposed and seconded.
- d. Reports, motions and amendments (provided that these are seconded) shall be open for discussion.
- e. Every report or motion in its final form shall be accepted or rejected by vote.
- f. Points of Order, Information or Explanation must be stated without argument. The Chair's decision on such matters is final.
- g. A motion or amendment, once moved, may only be withdrawn with the consent of the Meeting.
- h. The Conduct of Meetings shall be in accordance with Citrine's ABC of Chairmanship (1982) – except where stated otherwise.

4. COMPETENT AMENDMENTS

It shall be competent to move: -

- a. To amend the motion. An amendment to an original motion shall be disposed of before any further amendment be accepted for discussion. If an amendment be carried it shall be incorporated into the original motion to become the substantive motion, to which further amendments may be moved.
- b. To remit to an appropriate committee or a further meeting.
- c. That the question be now put.
- d. That the meeting proceed to the next question.

5. ELIGIBILITY TO VOTE

- a. Only active or honorary life members of Wolverhampton Speakers Club have the right to vote and the right to propose or second motions or amendments.
- b. It is the custom to allow others to speak in any debate on motions and amendments, but they are not allowed to vote.

6. VOTING

- a. Voting shall be by a show of hands or by card. If a count be not taken it shall be open to any member to demand one, and the result of such a count shall be announced to the Meeting.
- b. A recount may be requested by the mover of a motion or amendment, provided that the request is made immediately after the announcement of the original count.
- c. The Chair shall have a deliberative and casting vote.
- d. It shall be open to a member or members to request the entering in the Minutes of their dissent from any decision reached.

7. SUSPENSION OF STANDING ORDERS

- a. Any member may move the suspension of Standing Orders, in whole or in part, and if seconded it shall be put to the Meeting by the Chairman not later than the completion of any discussion which is in progress when the suspension is moved.
- b. The motion to suspend Standing Orders shall be carried if supported by two thirds of those present and entitled to vote.