

Standing Orders for Conduct of Special and Ordinary Members' Meetings

Chair of the meeting

1. In accordance with Rule 9.15, the Chair of the Board, or in their absence another member of the Board, shall Chair a Meeting of Members. If no member of the Board is present, such member as the Meeting may determine shall Chair the Meeting.
2. In the event of equality of votes the Chair of the Meeting shall have a second or casting vote.
3. The ruling of the Chair of the meeting on all questions of order and matters arising in debate at all Society Member Meetings shall be final.

Quorum

4. The quorum for meetings is set out in Rule 9.16. This is 10 members (including Deputies of corporate bodies) having a vote and being present in person. A Meeting of Members may proceed to business if a quorum is present within half an hour after the time fixed for the meeting. Otherwise, the Meeting if a Special Meeting of Members convened on the request of Members, shall be dissolved. If an Ordinary Meeting of Members or a Special Meeting of Members is convened by the order of the Board, it shall stand adjourned to the same day in the week following, at the same time and place. The adjourned meeting may proceed to business whatever the number of Members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the Chair has been taken.

Questions

5. Members may ask questions in Members Meetings in relation to the matters and motions included in the notice of the meeting or in general relation to matters presented within the meeting.
6. At each Members Meeting there will be an opportunity for members to raise questions at the discretion of the Chair of the Meeting, and subject to the availability of time. Members attending in person may indicate a desire to ask a question by raising their hand when directed by the chair of the meeting. Members attending electronically shall be instructed at the start of the meeting as to how questions may be asked.
7. Where there is insufficient time to answer all questions within the meeting, the Secretary shall arrange for answers to be provided to all unanswered questions and shall publish the questions and answers on the Society's website within 28 (twenty eight) days of the date of the meeting.
8. Questions of a personal nature will not be answered within Member Meetings.
9. Special Meetings of Members will only transact the business specified on the notice issued convening the meeting in accordance with Rule 9.4.

Board Motions

10. The Board shall give at least 8 (eight) clear days' notice of all motions to be presented and voted on at Members Meetings in accordance with Rule 9.9.

Member Motions

11. Members may put forward motions for consideration at the Annual Members Meeting in each year.
12. All motions must be submitted in writing to the Secretary at least 21 clear days prior to date of the meeting at which the motion is intended to be heard.

Board power to determine the validity of a motion.

13. The Board shall decide whether a motion, and any such amendment thereto, is in order and in accordance with the Rules. The Board has the discretion not to include such a motion if in its, and the Secretary's, reasonable opinion:
 - (i) It seeks to intervene in the exercise of their powers under the Rules by the Board, the Management Executive, the Secretary or any authorized committee or subcommittee of the Society; or
 - (ii) The publicity for it would be likely to diminish substantially the confidence in the Society of investing members of the public; or
 - (iii) It seeks needless publicity for defamatory matters; or
 - (iv) It is submitted for frivolous or vexatious purposes; or
 - (v) It does not relate directly to the affairs of the Society; or
 - (vi) It is substantially the same terms as any motion which has been defeated at any Meeting of the Society held during the preceding 2 years.

The Secretary shall inform the proposer if the motion or amendment of which they have given notice is not in order and in accordance with Rules and these Standing Orders.

Notice of motions and amendments

14. Copies of all motions, if in order and in accordance with the Rules, shall be published at the Society's Registered Office, all other places of business and on the Society's website at least 8 (eight) clear days prior to the meeting.
15. Any amendments to proposals appearing on the notice convening a Meeting shall be submitted in writing to the Registered Office no less than 14 clear days before the date of the meeting.
16. If confirmed by the Board and Secretary to be in order and in accordance with Rules, options, and amendments to them, will be published in the programme of business of the meeting, together with the name of the proposer.
17. Whenever an amendment is made upon a motion, no second amendment shall be taken into consideration unless the first amendment is disposed of. If an amendment by carried it shall then become a substantive motion.

Members' rights to move and speak their motion.

18. Only one member shall speak at a time and he/she/they/them shall address the Chair.

19. Where a motion or amendment is accepted into the business of an annual members' meeting the proposer may speak to the motion, provided they are in attendance in person. The length of the speech shall not exceed 5 (five) minutes.
20. Once a motion or amendment has been moved and confirmed as seconded, the chair of the meeting may allow members to raise questions in relation to it. Only the chair of the meeting and the proposer shall have the right to reply to the question(s). Such reply must be limited to answering directly the question raised and must not introduce any new matter.
21. A Member shall not speak twice to a motion or amendment, except in explanation or in reply as provided in clause 20.
22. The Chair of the meeting shall determine the point at which there has been sufficient debate of the motion or amendment and the timing of voting in relation thereto. In the event of more than one amendment to a motion being submitted, the first amendment shall be considered before any second or further amendment shall be taken into consideration. If the first amendment is carried, it will become the substantive motion and the second amendment may then be removed. If the first amendment is not carried, the second amendment may be moved to the original motion. Any and each further amendment shall likewise be taken in turn, only one amendment being admitted for discussion at one time.

Withdrawal of a motion

23. Any motion or amendment may be withdrawn by the proposer with the consent of the chair of the Meeting.

Voting

24. Entitlement to votes and how votes shall be taken is set out in Rules 9.10 to 9.14
25. At any Meeting of Members, a resolution put to the vote shall be decided on a show of hands, unless a ballot is demanded by the Board, or by 10 Members present at the meeting.
26. The Board may make arrangements for Members to vote at Meetings by post, in the Society's places of business or by using electronic communications.
27. Abstentions shall be recorded but shall not be counted and included in the final result.

Adjournment

28. The chair of the meeting may adjourn the meeting in accordance with Rules 9.16 & 9.17

Conduct

29. The chair of the meeting may call attention to continued irrelevance, repetition, or any breach of order on the part of anyone in attendance at a members meeting, and may direct such person to discontinue speaking.

30. The chair of the meeting shall have the power to expel from the meeting any person who is not a member with voting rights, where their behaviour is not in line with the instruction of the chair of the meeting.
31. The Secretary's decision on procedural matters not covered by the Rules or these Standing Orders or on any disputes as to the interpretation of the Rules or these Standing Orders shall be final. Where there is conflict between Rules and these Standing Orders, the provisions within the Rules shall prevail.