

Standing Orders  
For Procedure at Annual General and Extraordinary  
General Meetings

- Section (i) The Executive Committee shall act as Standing Orders Committee for the AGM and shall
- a) make such recommendations as it deems fit to expedite the business of the AGM;
  - b) co-operate with the movers of motions or amendments to endeavour to obtain agreement on the wording of proposals of similar purport;
  - c) make recommendations as to what emergency motions not on the Agenda shall be brought before the AGM. Emergency motions shall only be considered where they have been put forward with the support of not less than twenty (20) members. Such motions together with the Standing Orders Committee's recommendations must be circulated in writing to the members at least one hour before any proposal to change the order of business is voted upon.

Section (ii) The Annual General and Extraordinary General Meetings shall be conducted in accordance with the following orders:

1. The President shall preside over the Annual and Extraordinary General Meetings. In absence of the President, the chair shall be taken by the Vice-President, or in the absence of the Vice-President, by a Chairperson elected by the Executive Committee and approved by the meeting.
2. The ruling of the Chairperson on all points of order or on the adopted order of business shall be final unless the ruling is challenged. The challenger shall have the right to give reasons for challenging the ruling and the Chairperson shall briefly reply. The challenger shall be successful if not fewer than two-thirds of the members present and voting support it.
3. All speakers shall direct their remarks to the Chairperson and not to other members present.
4. When one or more members rise to speak the Chairperson shall decide who shall speak first
5. Any motion to suspend the order of business shall not be successful unless supported by not fewer than two-thirds of the members, present and voting. This proposal may only be put immediately after item one on agenda as stated in Article 6 Section (i) of Bye-Laws
6. Discussion shall be confined to the business of the meeting
7. All motions must be proposed and seconded
8. The proposer of a motion or amendment shall be entitled to open discussion for the motion
9. A member shall be entitled to speak only once on each motion or amendment
10. The proposer of a motion or an amendment may speak a second time before a vote is taken, but no other member shall speak a second time on the same motion or amendment
11. Once a motion has been passed or rejected, it shall not be brought up again at the same meeting
12. If an amendment to a motion shall be proposed this immediately takes precedence over the original motion and shall be put to members by the Chairperson first. If a majority vote in favour of the amendment, the amended motion shall be put. If

rejected the amendment shall be dropped and discussion shall resume on the original motion.

13. Every member shall have a vote. Voting shall be by a show of cards provided that a secret ballot shall be taken when a resolution to this effect had been passed by not fewer than one-third majority of the members present and voting. Voting in elects shall be by secret ballot.
14. The Chairperson shall endeavour to keep the discussion on a motion balanced and may at any time that s/he considers a matter sufficiently discussed, call on the proposer to reply and following this, a vote must be taken.
15. The Chairperson shall have a 'casting vote' when votes 'for' and 'against' a motion shall be divided equally.
16. A member may, with the consent of the Chairperson, move 'that the motion now be voted upon' and after seconding, when the proposer has replied, a vote must be taken.
17. A motion that 'the meeting proceed to the next business shall be a method of ending the discussion on any matter before the meeting.
18. A motion shall be carried 'unanimously' when all members present, and entitled to vote at a meeting, shall have voted in favour of it.
19. A motion of adjournment must be proposed and seconded and shall be voted upon immediately
20. An addition to a resolution, once it has been passed, shall be proposed and seconded and shall be voted upon in the normal manner
21. 'Points of order' should a question relating to the procedure at a meeting be raised by a member at any time during discussion, it shall be decided upon by the Chairperson at once
22. Any member who interrupts another while addressing the meeting, or who makes a remark or statement which involves a breach of standing orders governing the meeting shall be said to be 'out of order'. A person shall also be called to order by the Chairperson for a breach of good manners and good taste and may be expelled from the meeting.