

For identification known as Amended Standing Orders 2010*(S01) Standing Orders

General Meetings and Special General Meetings

1. The chair shall be taken by the President of the Association or, if he/she is absent, or vacates the chair, it shall be taken by a Vice-President or, if the Vice-Presidents are absent or vacate the chair, it shall be taken by another officer of the Association or, if no officer is present, the meeting shall elect a chairperson.
2. The Chairperson shall at the beginning of each meeting request that before speaking members introduce themselves.
3. All members may speak at meetings.
4. Non-members may only speak with permission of the Chairperson.
5. All speeches shall be addressed to the Chairperson.
6. The Chairperson shall determine the length of speeches.
7. The Chairperson shall determine the order of precedence of speakers.
8. The Chairperson shall not participate in debates. Should the Chairperson wish to participate in a debate then he/she must vacate the chair as in Standing Order No. 1 above.
9. Whenever the Chairperson speaks, anyone who happens to be speaking at that time should immediately stop.
10. Members may not, without the consent of the Chairperson, speak more than twice on a proposition, motion, an amendment to a motion or on a report.
11. A record of those attending the meeting shall be made by the Secretary or such other person appointed by the meeting.
12. Minutes shall be taken of each meeting by the Secretary or such other person appointed by the meeting and made available to all members of the Association as soon after the meeting as is feasible.
13. The minute book and account books shall be available for inspection at all meetings.
14. The business for General Meetings of the Association shall follow that laid out in the Constitution Clause 16.
15. All propositions, motions, procedural motions, amendments and the acceptance of reports shall be proposed and seconded.
16. The proposer of a proposition or motion, an amendment or a report shall have the right to reply to any discussion on it immediately before a vote is taken.
17. If an amendment to a proposition or motion is accepted by the meeting, the original proposition or motion incorporating the amendment shall then become the substantive motion to which any other amendment shall then refer.
18. An amendment may be rejected by the Chairperson if:
 - a) it negates the original motion;
 - b) it is inconsistent with an amendment which has been previously accepted; or
 - c) it introduces so much new material as in effect to contain proposals which would require proper notice and consideration.

19. The Chairperson may rule that the whole or part of an amendment is out of order.
20. If a proposition or motion is amended by a meeting and is not acceptable to the original proposer, the substantive proposition or motion shall become the motion of the person who proposed the amendment with the right to reply given in Standing Order No. 16 above.
21. The permitted procedural motions of the Association shall be:
 - (a)
 - i) a motion that the question be now put to the vote
 - ii) a vote of no-confidence in the chair
 - (b)
 - i) a challenge to the Chairperson's ruling
 - ii) a motion for the appointment of a temporary Chairperson as in Standing Order No, 1 above
 - iii) a motion for a temporary adjournment of the meeting for a period of not more than ten minutes
 - iv) a motion that discussion of a matter be adjourned
 - (c)
 - i) a motion that there be a further discussion on a matter previously adjourned
 - ii) a motion that discussion of a matter to be adjourned to a specified meeting
 - iii) a motion that the question not be put to the vote
 - iv) a motion that a matter be referred to the Board
 - v) a motion that a matter be referred to a committee for investigation and report
 - vi) a motion that a matter be referred to a committee for re-examination.
22. Procedural motions may not be proposed whilst any member is speaking on a point of order or information nor whilst a vote is being taken.
23. Procedural motions in group (a) shall relate to the motion then before the meeting.
24. If the meeting resolves that a motion be put to the vote, the motion shall then be put to the vote without further discussion except that the proposer of the substantive motion may exercise his right to reply as defined in Standing Order No. 16 above.
25. There shall be no order of precedence over Procedural motions (b) (i) to (iv). Procedural motions (b) (i) to (iv) shall have precedence over procedural motions (a) (ii) and (c) (i) to (vi) and shall relate only to the conduct of the meeting without regard to the proposal then being discussed. The Chairperson shall immediately vacate the chair once a procedural motion (b) (i) or (ii) is proposed and seconded.
26. An emergency motion shall be on a matter which has arisen since the closing date for the receipt of propositions for the preliminary agenda.
27. The Chairperson shall have power to include or exclude an emergency motion but the decision of the Chairperson may be over-ruled at the meeting where the Chairperson reports its decision if two-thirds of members present so vote. (The Chairperson may then decide to call a postal ballot on the motion.)

28. The Board shall issue voting cards to those members qualified to vote.
29. Voting on a proposition or motion shall be by show of hands or a count of polling cards and in either case shall include postal votes and votes by proxy (see Constitution Clause 19).
30. Members who abstain from voting on a proposition or motion may vote on a recount.
31. The Chairperson shall have power to appoint tellers.
32. Tellers shall report the count to the Chairperson.
33. The Chairperson shall declare the result of a vote.
34. Subject to the provisions of Standing Order No. 9, points of order shall have precedence over all other business.
35. Points of information may be raised by any member rising to their feet.
36. Proposals to amend Standing Orders setting out the form of the amendment shall be circulated with the preliminary agenda and shall require a two-thirds majority of those present and voting at the meeting at which the proposal is made.
37. The Standing Orders may be suspended at any time by a two-thirds majority of those present and voting at a meeting at which a quorum is present.
38. The Council shall appoint an adjudicator who shall rule on questions of interpretation of the Standing Orders and Constitution when requested through the Chair.

Council Meetings

39. A preliminary agenda for the triennial meeting of the Council shall be circulated not less than two months prior to the meeting.
40. Council members are entitled to vote in person or by proxy. Proxy votes may only be used on matters notified in advance. Each member may exercise one vote.
41. At the beginning of a Council Meeting, members of the Council may vote to adopt Standing Orders for that meeting if they choose to do so.

Other

42. At the beginning of a Board Meeting, members of the Board may vote to adopt Standing Orders for that meeting if they choose to do so.
43. Board members are asked to consider a maximum period of six years in office before retiring from that position. A staggered election process is recommended with no less than 50% of current members being maintained for a further term. Council members are asked to consider a maximum of 9 years in office before retiring.