

# **Guidelines for Proceedings at ALT Committees to be known as STANDING ORDERS 2007**

## **Draft Version v1 corrections against amended constitution 2007**

### **Preamble**

It is not intended that the procedures laid down in these Standing Orders should be rigidly followed at all meetings to which they apply. It is expected that the usual informal and friendly conduct of business will continue and that Standing Orders will be used merely as a guide and as a set of rules to which appeal can be made in extremis

### **1. Committees**

For the purpose of these Standing Orders, committees shall be defined as formal meetings of ALT members, governed by an agenda, which includes working groups. Such meetings may either be face-to-face, or conducted wholly or partly using telephone conference or other synchronous communication technology.

### **2. Chairperson**

The Chair of the committee or, if (s)he is unable to take part, the Vice-Chair shall chair committees. If neither is available to participate in a meeting of a committee, the committee shall elect a temporary Chairperson for that meeting.

### **3. Quorum**

The quorum for Annual General Meetings, Special General Meetings or other General Meetings shall be at least 25 members (as defined in Clause 5 ("Membership") of the constitution) of the Charity of at least twelve months' standing (See ALT Constitution, paragraph 21.2). The quorum for other committees shall be at least one-third of the members of that committee or three members, whichever is the greater (Consistent with ALT Constitution, paragraph 12.3). No business shall be transacted in the absence of a quorum.

### **4. Voting**

All questions other than a motion under Standing Orders **14 (Chairperson's Ruling)** or **17 (Suspension of Standing Orders) or Constitutional Amendments** (see ALT Constitution, paragraph 23.1) shall be decided by a simple majority of the members voting. The only exception shall be where a qualified agent, employed by the ALT to manage the vote, formally recommends an appropriate alternative.

Elections for committee members shall be conducted by secret ballot. The procedure for voting shall be according to an electoral mechanism to be notified in the official notice to members for the General Meeting or for the ballot in question. Members are permitted one vote per vacancy irrespective of the mechanism by which it is cast. In the event of a tie for a Committee place the tie shall be broken according to the rules laid down in advance for that ballot. In the absence of such rules, the toss of a coin by a third party shall suffice.

Voting on all other matters shall be by show of hands or other open indication of preference to the Chair unless the meeting decides by a vote of two-thirds of the members participating to vote by ballot. In the event of an equality of votes, the Chairperson shall have, in addition to an original vote, a second or casting vote. This casting vote may be used whether or not the Chairperson has used his/her original vote.

### **5. Procedure for ballots**

A ballot shall be organised by the officers of the Association on any legal motion if they are required to do so by the Constitution or by resolution of a general meeting or by a meeting of the Central Executive Committee. The officers of the Association shall ensure that for every ballot, instructions for participating shall be provided to all voting members, to arrive at least 21 days prior to the closing date. Members shall place their vote according to the rules and choice of mechanism(s) indicated in their ballot notification. Votes shall be counted only in the presence of two scrutineers appointed by the Central Executive Committee or by the qualified agent (including their authorised systems) employed by the ALT to manage the ballot. If any other meeting decides to run a ballot for any reason, two scrutineers should also be appointed by that meeting to count the votes.

### **6. Business for meetings**

Any member of ALT may propose items for the agenda of the Annual General Meeting by sending them in writing to the Honorary Secretary via the ALT Office, not less than six weeks before the meeting. Agenda items for other ALT committees may be put forward to the Chair of that committee by its members, at least 10 days before the meeting. Papers for discussion at committee meetings shall be confined to those circulated by

the Chairperson, by a senior member of ALT's staff, or with the Chairperson's permission.

#### **7. Minutes**

Minutes of a committee shall be circulated to all members of that committee. After the confirmation of the minutes at the subsequent meeting, amended if necessary, they shall become part of ALT's formal record of decision-making. In the case of the minutes of the Central Executive Committee and of a General Meeting, they shall be signed by the Chairperson.

#### **8. Order of business**

The order in which the business of a meeting shall be conducted shall be that of the agenda circulated with the notice convening the meeting, except on the ruling of the Chairperson as a matter of urgency or with the committee's consent.

#### **9. Matters raised during a meeting**

There shall be no vote, and no decision reached, on any substantial item, unless such an item has appeared on the circulated agenda, or has been accepted by the Chairperson as urgent business.

#### **10. Responses and Discussion**

All responses and discussion shall be directed to the Chairperson. It shall be competent for any member, with the consent of the Chairperson, to move that any other member, who has over-contributed (for example spoken too long or too often) be not further heard, and the motion, if seconded, be decided without further discussion. Those present at any meeting by invitation (for example, Observers) will be allowed fully to contribute to the business of the meeting in accordance with this Standing Order, but shall not be entitled to move or second any motion or amendment, or vote on any matter pertaining to the meeting.

#### **11. Motions and Amendments**

The first proposition, on any particular subject, shall be known as the original motion, and all succeeding propositions, on that subject, shall be called amendments. Every motion or amendment shall be moved and seconded by members actually present at the meeting, before they can be discussed and, wherever possible, should be set forth in writing. When an amendment to an original motion is moved and seconded, no further amendment shall be discussed until the first amendment has been disposed of.

#### **12. Substantive Motions**

If an amendment is carried, it displaces the original motion and itself becomes the substantive motion. Any further amendment relating to any portion of the substantive motion may be moved, provided that it is consistent with the business, and has not been covered by an amendment or motion which has previously been rejected. After the vote on each succeeding amendment has been taken, the surviving proposal shall be put to the vote as the substantive motion and, if carried, shall then become a resolution of the meeting.

#### **13. Notice of Meetings**

No meeting shall be summoned unless a notice, specifying the time and place and/or arrangements for the meeting, has been circulated to all members, where practicable. The want of service of a notice to any member shall not affect the validity of a meeting. Notice of meetings shall be given by the Secretary of the meeting.

#### **14. Chairperson's Ruling**

The ruling of the Chairperson, as to the construction or application of any of these Standing Orders, or on points of order, shall be final, unless it has been challenged by the motion of a member supported by at least one other member. Such a motion shall be successful only if passed by at least two-thirds of the members of the committee participating and voting.

#### **15. Declaration of Interest**

If any member of a meeting has any personal or pecuniary interest, direct or indirect, any contract, proposed contract, or other matter, that member shall disclose the existence of that interest to the meeting, and shall withdraw from the discussion of the meeting if so required while the contract, proposed contract, or other matter is under consideration. At meetings of the Central Executive Committee, or the General Purposes Committee, the provisions of ALT's Policy on Trustees' and Senior Staff Members' Interests shall take precedence over these Standing Orders. Clause 11 of the ALT Constitution "Central Executive Committee Members not to be personally interested" also applies.

#### **16. Co-option and Attendance**

Co-option is covered by provisions in the Constitution. Committees may invite persons to attend meetings but such persons shall be allowed to participate only in accordance with Standing Order **10 (Responses and Discussion)**.

**17. Suspension of Standing Orders**

Any member of a committee may, for any item or items of business, move the suspension of any Standing Order or Standing Orders, except Standing Orders **1 (Committees)**, **2 (Chairperson)**, **3 (Quorum)**, **4 (Voting)** and **5 (Procedure for ballots)**, and the motion, on being seconded, shall be put forthwith without amendment or discussion. Such a motion shall be successful only if passed by at least two-thirds of the members of the committee participating and voting.

**18. Variation or Revocation of these Standing Orders**

These Standing Orders shall not be amended, added to or rescinded unless notice shall first have been given to the Central Executive Committee as a substantive item on the agenda paper for its meeting and such notice shall state the terms of any proposed variation or revocation of these Standing Orders, and the Central Executive Committee may take such action as it deems appropriate.

[To new web site 16/4/2011]