

ANNUAL GENERAL MEETING | HOUSEKEEPING RULES

General

Unless you are speaking, please ensure that your zoom is on mute. Please display your name and your county association on your screen.

The chair of the AGM will invite attendees to speak at appropriate points throughout the day. If you wish to speak, please use the raised hand option on zoom and the chair will call you at an appropriate point. Please do not interrupt an existing speaker.

Once you have been called to speak, please introduce yourself so that your comments can be minuted.

Debate

At various points on the agenda, it is envisaged that there will be debate on a motion. To ensure that everybody can participate in debate, it is proposed that:

The mover of the motion can speak for up to three minutes on the motion.

Each subsequent speaker can speak once for up to two minutes, avoiding repetition of points already made.

The mover of the motion can speak for up to two minutes as a right of reply.

All other rules of debate are as per NALC standing orders which have been copied below and which apply to AGM.

Motions and amendments

A motion other than a procedural one or amendment shall not be discussed unless it has been proposed and seconded.

Seconders speech

A member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

a) Only one member to speak at a time.

A member, when speaking, shall address the chair.

b) Content of speeches

A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order.

c) When a member may speak again

A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- i. To speak on a subsequent amendment.
- ii. To exercise of a right of reply.
- iii. To raise a point of order.

d) **Amendments to motions**

- i. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment has been put to the vote, except that the chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the AGM business.
- ii. If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

e) **Withdrawal of Motion**

A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and the AGM.

f) **Right of reply**

The mover of the motion has a right to reply at the close of debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

g) Motions which may be moved during debate.

When a motion is under debate no other motion shall be moved except the following:

- to amend the motion.
 - to adjourn the meeting.
 - to adjourn the debate.
 - to proceed to the next business.
 - that the question be now put.
 - that a member be not further heard.
 - that a member be excluded from the meeting
- i. on a motion to proceed to next business: unless in his/her opinion the matter before the meeting has been insufficiently discussed, the chair shall first give the mover of the original motion a right of reply, and then put to the vote a motion to proceed to the next business.
- ii. on a motion that the question, be now put: unless in his/her opinion the matter before the meeting has been insufficiently discussed, the chair shall first put to the vote the motion that the question be now put, and if it is passed, then give the mover of the original motion his right of reply before putting his motion to the vote.
- iii. on a motion to adjourn the debate or the meeting: unless in his/her opinion the matter before the meeting has not been sufficiently discussed the chair shall put the adjourned motion to the vote without giving the mover of the original motion his right of reply on that occasion.

h) Points of order

- i. A member may rise on a point of order and shall be heard forthwith.
- ii. A point of order shall relate only to an alleged breach of a standing order and a member shall specify the standing order and the way in which he considers it has been broken.

i) Point of information

A member may rise to give information. The information must be factual and relevant to the issue under discussion and may include a correction to an error of fact made by another member but may not be raised after the mover of a motion

has exercised the right of reply at the close of the debate.

a) Chair's ruling

The ruling of the chair on a point of order or a point of information shall be final.

b) Respect for the chair

Whenever the chair rises during a debate the AGM shall be silent.

c) Advice from officers

The chair shall call on officer's present to advise the AGM as appropriate.