

UNITED NATIONS ASSOCIATION of GREAT BRITAIN AND NORTHERN IRELAND

STANDING ORDERS

to regulate procedure at sessions of

ANNUAL AND SPECIAL CONFERENCES

including amendments passed at the Annual Conference April 2003

CHAIRPERSON

1. The Chairperson shall announce the opening, suspension and adjournment of the meeting; direct its work; ensure the observance of Standing Orders; accord the right to speak; declare the debates closed; put questions to the vote; and announce the result of voting. The decision of the Chairperson on these matters is final. The Chairperson may delegate any functions to the Deputy Chairperson.

PROCEDURAL MOTIONS

2. A point of order shall be taken immediately it is brought to the notice of the Chairperson, and it must not introduce new topics. The Chairperson's decision on a point of order is final.

3. The Chairperson shall permit the proposal of those motions only of which due notice has been given under Rule 33a, provided always that s/he may allow the following motions to be made without notice, namely:

(a) A motion in regard to which urgency is claimed in accordance with Rule 33c;

(b) A motion to refer back to the Board of Directors;

(c) A motion for postponement or adjournment;

(d) A motion that the question be now put.

When a motion to refer back to the Board of Directors or for the postponement of adjournment has been made the Chairperson shall allow not more than one opposing speech.

4. First a motion for the adjournment, then a motion to proceed to the next business, then a motion referring the matter to the Board of Directors, shall be put to the vote before any other motion.

5. When a motion "that the question now be put" has been moved and seconded, it shall be left to the Chairperson to accept it or not. No member who has already spoken to a motion shall be allowed to move that the question be now put.

PROCEDURE COMMITTEE

Procedure Committee

6. To assist in regulating the procedure at conferences there shall be a Procedure Committee which shall consist of the Conference Chairperson and Deputy Chairperson, one member nominated by the Board of Directors, three representatives elected annually by the Annual Conference, and the Executive Director. The Procedure Committee shall have the power to co-opt one additional member. The Conference Chairperson or, in his/her absence, the Deputy Chairperson, shall preside over meetings of the Procedure Committee.

The Procedure Committee shall deal with any matter referred to it by the Annual Conference, by a Special Conference or its Chairperson.

The Chairperson, Deputy Chair person and three representatives shall be elected during Annual Conference. They shall hold office from the end of the Conference at which they are elected until the close of the next Conference. Nominations shall be submitted in writing and

with the prior consent of the nominees. The elections shall be by ballot. The Chairperson, Deputy Chairperson and three representatives shall be eligible for re-election. The Chairperson may hold office for no more than four consecutive years, after which s/he will be eligible for re-election after two consecutive years.

SUBSTANTIVE MOTIONS AND AMENDMENTS

7. The Procedure Committee shall decide whether any motion submitted is out of order as required by Rule 33g.

8. Due notice must be given in accordance with the Rules of the Association (Rule 33a) except

(a) where the urgency rule applies (see Standing Orders 9 and 10):

(b) where a minor amendment can, in the Chairman's opinion, be put to the Conference without the necessity for circulating it in writing:

(c) Where a motion has been redrafted following a motion for the adjournment

(d) Where the Chairperson considers that an amended motion would more truly reflect the wishes of Conference.

URGENCY MOTIONS

9. The Procedure Committee will decide whether applications for a motion or an amendment to be accorded urgency are valid as required by Rule 33h.

10. Urgency motions must be received by the Procedure Committee by a time specified by the Committee, the only exception being when a matter arises during the Conference after that time.

11. A motion to grant urgency shall require a vote of not less than two-thirds of the members of the Conference then present and voting.

12. The Chairperson shall ensure that copies of any valid urgency motions have been distributed to members of the Conference before proceeding to a vote under Standing Order 3(a). If a motion technically qualifies for urgency the sponsors of such a motion will be allocated two minutes before the vote is taken to explain why urgency should be granted. If urgency is granted, the Procedure Committee shall determine what degree of priority should be accorded to that motion.

ORDER OF DEBATE

13. A member on rising to speak shall give his/her name and shall also give the name of any organisation (Branch, Youth Branch, Region, Nation, Youth Council or National Affiliate) which s/he represents, and if s/he is an officer, a member of the Executive Committee or a co-opted member s/he shall say so.

14. No member of the Conference shall speak more than once on the same motion or amendment without the permission of the Chairperson. The mover of a motion has the right to reply but not the movers of amendments.

15. The movers of motions shall be all owed four minutes and, in exceptional cases, a further two minutes at the discretion of the Chairperson, The movers of amendments shall be allowed three minutes. All other speakers (except sponsors of an Urgency motion, whose time is governed by Standing Order 12), including the right to reply, shall be allowed three minutes.

16. The substantive motion shall be moved, each amendment shall be moved in turn and then shall follow a general debate on the motion and amendments. The debate shall be closed by the mover's reply.

VOTING

17. The voting entitlement of Conference members are defined in Rule 31. In order to vote, a member must hold up a voting card, one copy of which shall be supplied to every member of the Conference.

It may be moved and that the vote shall be by ballot and this motion shall require a two-thirds majority of those present and voting.

The decision at ordinary meetings on policy and domestic motions and at emergency meetings held under Rule 37 shall be by vote of two-thirds of the members present and voting, and amendments thereto by a simple majority of the votes cast; but should the amended motion, when put as the substantive motion, fail to secure the vote of two-thirds of the members present and voting, then the original motion shall be put as the substantive motion. Decisions in Policy Commissions shall be by a simple majority. Resolutions from Policy Commissions will be submitted for ratification by a plenary session of Conference where they require a two-thirds majority.

The Chairperson shall not have a deliberative vote. In the case of an equality of votes the Chairperson shall have a casting vote.

18. A motion to rescind a resolution of the Conference shall be placed on the printed Agenda and shall require a two-thirds vote of the members of the Conference present and voting.

AGENDA

19. The Procedure Committee shall prepare the Preliminary and Final Agenda. The Preliminary Agenda shall include the Board 1000 word statement (if submitted), policy motions, domestic motions, amendments to motions and amendments to Rules and Standing Orders in the form in which they are to be submitted. The Procedure Committee shall group by topic all motions submitted and allocate each topic to the appropriate session of the Conference.

To enable all motions to be considered, the Procedure Committee may allocate topics to separate Policy Commissions which will be run in parallel. Members will be able to choose which Commissions they wish to attend.

20. The Procedure Committee shall select a motion on each topic or shall draft a motion incorporating the substance of all or part of one or more of the motions on the Preliminary Agenda under that topic, and shall invite appropriate sponsors to move motions printed in the Final Agenda. The Procedure Committee may invite experts who, at the invitation of the Chairperson, will advise the Conference on issues of fact relevant to the topic being debated.

21. The Procedure Committee shall issue ballot papers listing the topics to determine the priority of topics to be debated. (See Rule 33a.)

22. The Procedure Committee shall determine before the beginning of the final session of the Conference the order in which motions not already disposed of shall be taken at that session, as far as time permits.

MINUTES

23. The draft policy document will be submitted for approval by the final plenary session of Conference. The final minutes including any amendments, after approval by the Chairperson, shall be printed as soon as possible and copies sent immediately to the officers of the Association, and members of the Board of Directors and shall be supplied on request to the Secretary of any body entitled to be represented at Annual Conference. A policy document will be produced based on the resolutions agreed by conference. This document will be made available to all members of the Association and relevant organisations.