

CONFERENCE STANDING ORDERS

1. OBJECT

- 1.1** These Standing Orders govern the preparation and conduct of the agenda of the Conferences of the East of England Region.
- 1.2** These Standing Orders endure until amended by a two-thirds majority of representatives voting at a meeting of the Conference, at which the amendment has been notified to the members at least one week in advance of the meeting.

2. REGIONAL CONFERENCE COMMITTEE

The Regional Conference committee shall, subject to the direction of the Regional Executive to whom it shall report:

- 2.1** Make all necessary arrangements for the Regional Conference, or any special Regional Conference called during its term of office.
- 2.2** Co-opt such other persons as may be necessary to enable it to carry out its duties efficiently.
- 2.3** Prepare all necessary regulations and timetables in respect of motions, elections, arrangements of business, the agenda, the conduct of sessions of the Regional Conference and all matters incidental thereto.
In particular it shall:
- Timetable all constitutional amendments that have been properly submitted.
 - Have available for inspection at Conference, all motions not included, or composited, in the final agenda.

3. RULES OF DEBATE AND CONDUCT OF BUSINESS

- 3.1** No motion or amendment shall be discussed unless it has been proposed and formally seconded.
- 3.2** Representatives shall direct their speeches to the question under discussion or to a point of order or to a personal explanation.
- 3.3** Subject to the right of amendment of the Conference Committee in the case of any specific item of business, the discussion of all motions shall normally comprise:
- 3.3.1** Speech of mover of main motion and any alternative under 3.4 below, five minutes at most.
 - 3.3.2** Speeches of movers of any amendment: three minutes at most.
 - 3.3.3** Speeches from the floor: three minutes at most.
 - 3.3.4** Rights of reply as provided by SO5: three minutes at most.
- 3.4** The Conference Committee may:
- 3.4.1** Recognise an amendment as an alternative option and allow its proposer the same time as the speech of the proposer of the motion.
 - 3.4.2** Take two or more motions covering the same or associated subject matter to be debated simultaneously (along with any

amendments to such motions): such debate shall conclude with a vote on each motion and amendment in turn, or between motions, or amendments or parts of motions or amendments, as appropriate.

- 3.5** **3.5.1** Each motion will be moved and any amendment will then be moved, debated and voted upon in the order in which they affect the wording of the motion, except that the Session Chair may vary the order of debate to improve discussion where the nature or complexity of the motion make this desirable.
- 3.5.2** Subject to SO3.4 above, all amendments shall be decided before substantive debate on any motion.
- 3.6** No member shall speak more than once on any motion or amendment or in any simultaneous debate under SO3.4 above except:
- 3.6.1** To exercise any right of reply given by these Standing Orders;
 - 3.6.2** By way of explanation;
 - 3.6.3** To move any procedural motion;
 - 3.6.4** On different aspects of a Report which is discussed in parts;
- 3.7** The Session Chair may, subject to contrary indication by Conference, allow any person who is not a Representative to the Conference to speak in any debate.
- 3.8** Speakers will be selected by the Session Chair from those members who indicate their wish to speak. In choosing speakers, the Session Chair shall attempt to provide a balanced debate between different viewpoints within the conference. The Session Chair shall also have regard, in choosing speakers, to the number of times a particular person has already been called to speak during the meeting of Conference.
- 3.9** A motion or amendment once moved and seconded may only be withdrawn with the consent of Conference, which shall be signified without discussion.
- ## 4. PROCEDURAL POINTS
- 4.1** Subject to SO 7.4, a person may rise to a point of personal explanation, but a personal explanation shall be confined to some material part of a former speech by that person at the same meeting which may have been misunderstood. A person so rising shall be entitled to be heard forthwith.
- 4.2** The ruling of the Session Chair on a point of order or the admissibility of a personal explanation shall not be open to discussion and shall only be open to challenge on a two thirds majority of those present and voting.
- 4.3** When a motion is under debate only the following procedural motions shall be allowed:
- 4.3.1** That the Session Chair's ruling be set aside;
 - 4.3.2** To adjourn the debate in motion;
 - 4.3.3** That the question be not put;
 - 4.3.4** That the question be now put;

- 4.3.5** That the motion be referred back to the mover.

Any such procedural motion, when moved and formally seconded, shall immediately become the motion under discussion unless deferred under SO4.6. When any such procedural motion is moved and where the Session Chair has not deferred debate under SO 4.6, only a higher procedural motion on the list above may then be moved before such procedural motion is decided.

- 4.4** Procedural motions 4.3.2 to 4.3.4 may only be moved without comment by a representative at the end of another person's speech.
- 4.5** The mover of any procedural motion under SO 4.3.1 or SO 4.3.5 may make a brief speech; the Session Chair in case SO 4.3.1 and the mover of the motion in case SO 4.3.5 shall have a brief right of reply.
- 4.6** Motions SO 4.3.4 and SO 4.3.5 above shall not be accepted unless the Session Chair believes that there has been adequate discussion of the matter under consideration. If a motion in case SO 4.3.4 is carried the movers shall have a right of reply before their motion is voted on.

5. RIGHT OF REPLY

- 5.1** The proposer of a motion shall have a right of reply at the close of the debate upon such motion, immediately before it is put to the vote.
- 5.2** If any amendment is proposed, the proposer of the motion shall be entitled to reply at the end of the debate upon the amendment.
- 5.3** The mover of any amendment shall have the right of reply immediately before the proposer of the substantive motion.
- 5.4** The right of reply may be delegated by the proposer concerned.
- 5.5** A representative exercising a right to reply shall not introduce new matter to the debate.

6. ACCEPTANCE OF AMENDMENT

- 6.1** A representative may, with the consent of Conference, signified without discussion, accept a drafting amendment to the motion which has been proposed and may also accept any duly tabled amendment.

7. VOTING

- 7.1** On being appointed each representative shall be issued with a voting card bearing his or her name. Such voting cards shall not be transferable.
- 7.2** Names of substitutes for any representative shall be notified to the Regional Conference Committee. Following valid receipt of such notification, each substitute shall be issued with a voting card bearing his or her name and become a representative for the meeting in question, replacing the representative so substituted.
- 7.3** All votes shall be taken by a show of voting cards. The voting shall be counted by tellers at the request of the

Session Chair, the Conference Committee or 25 members upstanding.

- 7.4** No point of personal explanation may be raised during a vote. Points of order raised during a vote shall only be admissible if they relate to the conduct of the vote.
- 7.5** The Session Chair's decision and announcement of the result shall be final.

8. SUSPENSION OF STANDING ORDERS

- 8.1** A representative may during any plenary Conference move a motion for the suspension of Standing Orders. The mover of the motion shall submit the motion and a brief written statement of the purpose of the proposed suspension to the Chair, who shall read them to the meeting. The Chair shall then (if the motion is in order) invite the Conference representatives wishing the motion to be considered to stand in their places and show their voting cards. If less than 35 representatives do so the motion shall not proceed.
- 8.2** If the motion proceeds, the mover may speak and a representative of the Conference Committee may reply. The Chair shall have the discretion whether to allow other speakers on the motion.
- 8.3** A motion to suspend Standing Orders shall be carried only if supported by at least two thirds of the Conference representatives voting. If the motion is carried, all Standing Orders shall be deemed to be still in force, except only for the purpose set out in the motion.

9. QUORUM

- 9.1** If there are fewer than 40 representatives present at any time, any one representative may demand, and procure, that discussion of a topic be deferred.

10. NO SMOKING RULE

- 10.1** No person attending the meeting may smoke.