

## STANDING ORDERS : (1) EXECUTIVE COMMITTEE

- **1.1 Quorum**  
No formal business may be transacted unless at least one third of the members of the Executive Committee are present
- **1.2 Convening of Meetings** Meetings shall be convened by the Forum Secretary at the times and places to be agreed by the Executive Committee at its first meeting following the AGM in June of each year. The Office-bearers shall have powers to convene a special meeting at any time should urgent business require attention
- **1.3 Notice of Meetings** The agenda and minutes shall be circulated to members not less than five days before each meeting
- **1.4 Chairperson** The Chairperson shall take the chair at all meetings of the Committee. In the absence of the Chairperson, the Vice Chairperson shall assume the Chair, failing whom the committee shall elect one of its member to assume the Chair for the time being\*\*
- **1.5 Order of Business** The normal order of business shall be as follows:-
  - Agenda
  - (1) Constitution of Meeting and Sederunt
  - (2) Minutes of previous meeting
  - (3) Matters arising from the minute not otherwise included on the agenda
  - (4) Minutes and reports for approval from each of the sub-committees
  - (5) Business remitted from the previous meeting
  - (6) Matters of which notice has been given on the circulated agenda
  - (7) Reports from affiliates and individual members
  - (8) Campaigning dates
  - (9) Other correspondence
  - (10) Any other competent business
  - (11) Date of Next Meeting

Business which is not on the circulated agenda may be taken under AOCB at the end of the meeting if deemed competent by the Chairperson. Such business must be notified to the Chairperson before the start of the meeting and may be accepted for consideration with the consent of the meeting, given without debate.

The order of the business may be altered at any meeting with the consent of the meeting, given without debate

- **1.6 Objections to Sub Committee Minutes** Any objection to a recommendation contained in the minutes of a sub committee must be put to the Chairperson in the form of an amendment to the relevant minute
- **1.7 Notice of Motions** Motions for consideration by the Committee under Item(6) of the formal order of business must be submitted in writing to the Secretary in time to be circulated with the papers for the meeting. The Chairperson shall determine any question of competence. Competent motions shall be placed on the agenda in the order received and shall be debated only if the mover is present and seconder is obtained.

Amendments to a notice of motion must be in writing and submitted to the Chairperson before the start of the meeting

- **1.8 Voting** All questions of debate shall be decided by a simple majority of those voting. The method of voting shall be by a show of hands. It shall be open to members to record their dissent from any decision of the meeting
- **1.9 Disposal of Subjects** Any matter which is disposed of by vote of the committee shall not be re-introduced for discussion within the space of six months
- **1.10 Conduct of Debate**

1.10.1 A motion or amendment shall not be debated unless moved and seconded. It may be seconded formally

1.10.2 A motion or amendment may be withdrawn at any time by the mover with the consent of the seconder and with the approval of the meeting, given without debate

1.10.3 Members of the Committee may speak only once on any motion or amendment, except that the movers of the motions and amendments shall have the right to reply to any points raised during the debate

1.10.4 In the consideration of an amendment the mover of the original motion shall have the right to close the debate

1.10.5 A motion shall not be debated and voted on until all amendments have been disposed of. when all the amendments have been considered the surviving motion shall be put to the vote as the main question

1.10.6 Where an amendment is moved and seconded, no further amendment may be moved until the first amendment has been disposed of. If the amendment is rejected a second amendment to the original motion may then be considered. If the amendment is carried it shall take the place of the original motion and shall become the question on which any further amendment may be moved without prior notice. The direct negative is not a competent amendment

1.10.7 A member may raise a question of order or explanation at any time but must not interrupt another speaker. The point must be stated without argument. The Chairperson's ruling thereon shall be final unless challenged by two thirds of those present. In the event of such a challenge the matter shall be decided by the majority vote of the Committee following debate. The Chairperson shall vacate the chair for the duration of the debate and shall be entitled to speak in the debate

1.10.8 A debate shall be concluded when all members who wish to speak have been heard or when the Chairperson rules that a sufficiently balanced debate has been heard. It shall be competent for a member who has not previously spoken during a debate to move without argument that the question be now put. the motion, if seconded and if accepted by the Chairperson, shall be put forthwith. The rights of movers of amendments and motions to reply to the debate shall continue to be respected

1.10.9 It shall be competent at the conclusion of any speech for a member who has not previously spoken during the debate to move without argument that the meeting proceed to the next business. If seconded the motion shall be put forthwith. If carried, the question under consideration shall not be further debated

1.10.10 It shall be open to any member to have recorded their dissent from any ruling

1.10.11 Members shall at all times address their remarks to the Chair

1.10.12 In all matters, the Chairperson's decision shall be final. It shall be open to any member to move a vote of no confidence in the Chair. If such a motion be seconded, it shall be put to the meeting after discussion. If a majority of the members vote in favour the Chairperson shall vacate the Chair

1.10.13 If at any meeting of the Forum any member shall disregard the authority of the Chairperson or be guilty of obstruction or offensive conduct, a motion may be moved, either by the Chairperson or by any other member, and seconded, to suspend such member for the remainder of the meeting. The motion shall be put without discussion and if it is carried such member shall withdraw forthwith. and should the member fail to do so, may be removed by whatsoever means may be at the disposal of the Chairperson

- **1.11 Suspension of Standing Orders** A motion to suspend Standing Orders must identify the particular order and specify the purpose for which it should be suspended. It must be seconded and shall be carried only if supported by two thirds of those present. Once the purpose of the motion has been fulfilled the proceedings shall revert immediately to the Standing Orders
- **1.12 Sub-Committees of the Executive Committee** The business of the sub-committees of the Executive shall be conducted in accordance with these Standing Orders as far as it is appropriate
- **1.13 Changes to Standing Orders** Changes may be made to these Standing Orders only by means of a motion to the Executive Committee of which full notice has been given, and which is carried by two thirds of voting members present. Any such change shall be implemented immediately but shall be submitted for confirmation to the Annual Conference

## STANDING ORDERS: (2) ANNUAL CONFERENCE

- **2.1 Quorum** No business shall be transacted by the Conference unless at least 50 delegates are present
- **2.2 Date** The Conference shall be held on a suitable weekday in June of each year
- **2.3 Circulation of Papers** The Forum Secretary shall issue to all delegates copies of the agenda and other necessary papers, to reach them at least 14 days before the Conference.
- **2.4 Order of Business** The Executive Committee shall have responsibility for drawing up the order of business which shall be submitted for the approval of the Conference. The position of any item on the agenda may be altered on a motion carried before the order is approved. It shall also be open to the Chairperson (or other Chairperson for the time being) to invite the Conference to approve, without debate, a necessary change in the order at any time.
- **2.5 Executive Committee Report** A written report on the conduct of the Forum business by the Executive Committee shall be issued to delegates at least 14 days before the Conference
- **2.6 Appointment of delegates**

2.6.1 Delegates shall be elected by each affiliate in terms of clause VII (1) of the Constitution

2.6.2 In the event that a delegate is unable to attend the Conference a reserve delegate shall be appointed by the affiliated body and the Forum Secretary so notified without delay

- **2.7 Attendance of Individual Members and Other Individual Members** Individual Members and Other Individual Members shall be eligible to attend Conference in terms of clause VII (1) of the Constitution
- **2.8 Notice of Motions**

2.8.1 A notice of motion for debate shall not be placed before the Conference unless it has been submitted to the Executive Committee and a recommendation to Conference agreed.

2.8.2 Notices of Motions must be received by the Secretary at a date in April to be determined in each year by the Executive Committee. A notice of motion from an affiliate must be in writing and signed off by two office bearers of the affiliated organisation. A notice of motion from an Individual Member/Other Individual Member must be in writing and signed by the individual member. Entitlement to submit motions shall be a maximum of two motions and two amendments per affiliate, Individual Member and Other Individual Member.

2.8.3 All notices of motions shall be submitted to the Standing Orders Committee which shall decide those motions which may competently be debated by the Conference. Where there are two or more of similar content, the Standing Orders Committee shall make arrangements for the placing of a composite motion before Conference. The Standing Orders Committee shall also arrange the order in which the motion shall be considered.

2.8.4 To be deemed competent, a notice of motion must be unambiguous. Where any action is called for, such action must fall within the powers and objects of the Forum.

2.8.5 Notices of motions declared competent by the Standing Orders Committee shall be circulated to members not later than a date in April to be determined in each year by the Executive Committee.

2.8.6 Notices of motions declared incompetent by the Standing Orders Committee shall not be placed before Conference. Intimation of such rulings shall be sent to the individuals or affiliates not less than 7 days before the Conference. Final appeals by those submitting motions shall be heard by Standing Orders Committee on the day of the Conference.

2.8.7 The Executive Committee shall be empowered to bring a maximum of two motions before the Conference. any such motion shall be open to amendment by the Conference in accordance with Standing Order No 2.9

## • **2.9 Amendments**

2.9.1 An amendment to a notice of motion shall not be placed before the Conference unless it has been submitted to and a recommendation agreed by the Executive Committee

2.9.2 Amendments must be received by the Forum Secretary on a date to be determined in each year by the Executive Committee and no later than 21 days before Conference. A proposed amendment from an affiliate must be in writing and signed by two office bearers of the affiliated body.

2.9.3 A proposed amendment from an Individual Member/Other Individual Member must be in writing and signed and received by the Forum Secretary on a date to be determined in each year by the Executive Committee and no later than 21 days before Conference.

2.9.4 All proposed amendments shall be submitted to the Standing Orders Committee which shall depend on the competency and order of those amendments which may be debated by Conference. Intimation of such rulings shall be sent to individuals or affiliates not less than 14 days before the Conference. Final appeals by those submitting amendments shall be heard by the Standing Orders Committee on the day of the Conference.

2.9.5 To be deemed competent an amendment must add to or alter in part the original motion.

2.9.6 Amendments deemed incompetent by the Standing Orders Committee shall not be placed before Conference.

## • **2.10 Timetable of Dates**

The Executive Committee shall publish a timetable of dates in each year for the submission of the names of delegates, notices of motions and amendments and nominations of Auditors for the forthcoming year.

## • 2.11 Conduct of Debate

2.11.1 The Standing Orders Committee may state a time limit for the consideration of each section of the agenda. Motions and amendments not overtaken within the time available be deemed to have fallen.

2.11.2 A motion or amendment shall not be debated unless moved by a representative of its sponsoring body and seconded. It may be seconded formally.

2.11.3 A motion or amendment may be withdrawn at any time by the mover and with the approval of the Conference given without debate.

2.11.4 Movers of motions and amendments shall be allowed 5 minutes and other speakers 3 minutes.

2.11.5 Delegates may speak only once on any motion or amendment except that the movers of motions and amendments shall have the right to reply to any points raised during the debate. They shall not introduce any new matter.

2.11.6 In the consideration of an amendment the mover of the original motion shall have the right to close the debate.

2.11.7 A motion shall not be debated and voted on until all amendments have been disposed of, in the order in which they are placed by the Standing Orders Committee. When all amendments have been considered, the surviving motion shall be put to the Conference as the main question.

2.11.8 A delegate may raise a question of order or explanation at any time, but may not interrupt another speaker. The point must be stated without argument and the Chairperson's ruling thereon shall be final.

2.11.9 A delegate must be seated and cease speaking at the direction of the Chairperson.

## • 2.12 Procedural Amendments

2.12.1 To put the question, it shall be competent at the conclusion of any speech for a delegate who has not spoken during the debate to move without comment that the question be now put. If seconded and if accepted by the Chairperson, the motion shall be put forthwith, subject to the right of the movers of amendments and motions to reply to the debate.

2.12.2 To remit the question to the Executive Committee. When all amendments have been disposed of, it shall be competent for a delegate who has not previously spoken in the debate to move that the original or substantive motion be remitted to the Executive Committee for further consideration and decision.

2.12.3 To proceed to next business, it shall be competent for any delegate who has not previously spoken in a debate to move without comment that the Conference proceed to the

next business. If seconded, the motion shall be put forthwith, and if carried, the question under consideration shall not be further debated.

2.12.4 To adjourn the debate. It shall be competent for any delegate to move that the debate be adjourned. If seconded, the motion shall be put forthwith, and if carried, the question under discussion shall not be further debated at that time but may be resumed at such later time as the Conference shall determine.

- **2.13 Voting**

2.13.1 All questions of debate, election of Executive Committee and election of auditors shall be decided by a simple majority of those voting.

2.13.2 The normal method of voting shall be by a show of hands. It shall be open to any delegate to demand a count and if this call, without debate, is supported by a simple majority, this shall be granted by the Chairperson. when a count has been called, delegates must remain in their places until voting slips have been issued and collected. The Chairperson shall call, for this purpose, scrutineers from among the delegates who shall retain their rights to vote.

- **2.14 Suspension of Standing Orders**

2.14.1 A motion to suspend Standing Orders must identify the particular order, and specify the purpose for which it should be suspended. It must be seconded and shall be carried only if supported by two thirds of those entitled to vote and present. Once the purpose of the motion has been fulfilled the proceedings shall revert immediately to Standing Orders.

2.14.2 The Chairperson shall not refuse a motion to suspend Standing Orders, but may delay putting it to the Conference until the completion of any discussion in progress.

- **2.15 Standing Orders Committee**

2.15.1 The Standing Orders Committee for the Annual Conference of the Forum shall be appointed by the Conference and shall hold office until the close of the succeeding Annual Conference.

2.15.2 The Committee shall comprise the Chairperson and Vice Chairperson of the Forum, the Forum Administrator, all ex officio, the immediate past Chairperson, who shall be the convener of the Committee and 3 members who shall not be members of the Executive Committee, elected by the Annual Conference. The Conference shall also elect a reserve member to be available in the event of a casual vacancy arising in the course of the year.

2.15.3 Members of the Committee shall be entitled to attend and speak at the Annual Conference held during their term of office, but shall not be entitled to vote unless they are delegates in their own right.

- **2.16 Changes to Standing Orders** Changes may be made to these Standing Orders only by means of a motion from the Executive committee, an affiliate or an

Individual/Other Individual Member which is approved by two thirds of those voting at the Annual Conference. A motion for change must be submitted to the Forum's Secretary on a date to be determined in each year by the Executive Committee and not later than 21 days before Conference.

### **STANDING ORDERS: (3) SPECIAL CONFERENCE**

- **3.1 Notice** A Special Conference may be convened by the Executive Committee in terms of Clause V (3)(i) of the Constitution of the Forum. The Secretary shall give at least 6 weeks notice of the date and place of such a Conference and of the object for which it has been called
- **3.2 Conduct** A Special conference shall be conducted in accordance with the Standing Orders for the Annual Conference except as in so far as they are varied by the following orders
- **3.3 Circulation of Papers** The Forum Secretary shall prepare copies of the agenda, motions for debate, and other necessary papers as expeditiously as possible, and in any event for distribution to delegates 14 days before the date of the Conference
- **3.4 Order of Business** The order of business shall be drawn up by the Chairperson and submitted to the conference for approval
- **3.5 Delegates** The names of all delegates from affiliated bodies, individual and other individual members shall be in the hands of the Forum Secretary 21 days before the date of the Conference
- **3.6 Notices of Motion** Notices of motion must be received by the Secretary at least 21 days before the date of the meeting. Notices of motion declared incompetent by the Standing Orders Committee shall not be placed before the Conference
- **3.7 Amendments** Amendments must be in writing and received by the Secretary not less than 7 days before Conference. The Standing Orders Committee shall determine their competence
- **3.8 Standing Orders Committee** The Standing Orders Committee for a Special Conference shall be the current Standing Orders Committee for Annual Conference