

THE INTER FAITH NETWORK FOR THE UK

Standing Orders governing the conduct of General Meetings

1. General

- 1.1 These Standing Orders shall apply to every general meeting of the Inter Faith Network for the UK (IFN).
- 1.2 The Articles of Association, Rules, Bye-Laws or Policies of the IFN shall take precedence over these Standing Orders if there is any conflict between them.

2. Speakers and interruptions

- 2.1 Any member body representative ('delegate') who wishes to speak must signal clearly to the Chair. The final decision about who speaks when lies with the Chair and no delegate shall speak until called.
- 2.2 Only one person may speak at a time.
- 2.3 Each speaker shall announce their name and the member body they represent, or, in the case of a Trustee, their name and office, before speaking on any point.
- 2.4 No delegate shall speak twice on any one motion or on any one amendment, other than a right of reply except with the permission of Chair. (see SO 4.5).
- 2.5 Time limits:
 - a) The time limits for speeches shall be 3 minutes for proposers of motions and 2 minutes for all other speakers.
 - b) The time limits in (a) may, exceptionally, be altered by the Chair with the consent of the meeting.
- 2.6 Once a delegate is speaking, they shall not be interrupted, except on a point of order (including to draw attention to a breach of meeting procedure).
- 2.7 Points of information or clarification may be accepted at the Chair's discretion, once the delegate has finished speaking.
- 2.8 If the Chair calls a speaker to order or wishes to speak for any other purpose relating to the proceedings, the speaker shall immediately give way to the Chair.

3. Procedural Motions

- 3.1 The following procedural motions may be put at any time:
 - a) That the current item of business be put to the vote
 - b) That the meeting proceed to the next item of business
 - c) That the speaker no longer be heard
 - d) That the debate be adjourned
 - e) That the meeting be adjourned in accordance with the Articles
- 3.2 Procedural motions must be proposed and seconded before being put.
- 3.3 Procedural motions will proceed directly to a vote unless someone moves against the motion, in which case discussion is permitted.
- 3.4 If motion (a) is carried, the matter must proceed to a vote immediately, except that the proposer or seconder with a right to reply as yet unexercised may speak (see 4.5 below).
- 3.5 Motions (a), (b) and (c) may not be put by any delegate who has already spoken about the item under discussion.
- 3.6 Where a procedural motion (a) – (e) is put but lost, the discussion shall resume at the point at which it was interrupted.
- 3.7 In addition, at the start of the meeting or between items of business, a motion may be put to amend the order of business stipulated on the Agenda. Where the motion is put by the Chair, a vote need not take place unless any delegate present requests this.

4. Business of the meeting

- 4.1 The formal notice of the meeting shall include the nature of the business to be transacted. This shall usually take the form of an Agenda.
- 4.2 Items of Any Other Business must be notified 7 clear days in advance of the meeting to the Company Secretary. Separate provisions govern the putting of member body resolutions (including *Bye-Law on Proposal of Resolutions by Member Bodies to General Meetings*, adopted at 2011 AGM).
- 4.3 Items of Any Other Business of an urgent nature (such as relating to an unforeseen event occurring immediately before or during the meeting) may be accepted at the discretion of the Chair.

- 4.4 Where no delegate speaks against a motion, resolution or other item of business requiring a vote, the item shall proceed to the vote once formally proposed and seconded.
- 4.5 The proposer and seconder of any motion, resolution or other item shall have a right of reply where any delegate speaks against the item.

5. Points of Order

- 5.1 Any delegate may raise a point of order.
- 5.2 Points of Order deal only with the conduct or procedure of a debate. They shall take precedence over all other business, and shall take the form of a question to the Chair. The person raising the point of order shall state the rule the question is raised under (which may be any point in these Standing Orders, the Articles of Association, or any Bye-Laws, Rules or Policies of IFN). There shall be no other speech or discussion other than the ruling of the Chair on the point of order.

6. Chairing

- 6.1 IFN usually has two Co-Chairs, who are the Co-Chairs of the Board of Trustees.
- 6.2 Usually, both Co-Chairs will sit together, with one Co-Chair formally chairing each item of business (rotating or not as agreed between them).
- 6.3 Where one Co-Chair is not present at a meeting, the remaining Co-Chair shall chair the meeting alone.
- 6.4 Where neither Co-Chair is present within fifteen minutes of the time appointed for holding the meeting, or is unwilling to chair, a Trustee shall be chosen by the other Trustees present to chair the meeting in accordance with the Articles of Association.
- 6.5 The Chair shall ensure that the debate is conducted in such a way as to facilitate productive discussion in a manner in keeping with the values of IFN.
- 6.6 The declaration by the Chair that a motion, resolution or amendment has been carried or defeated shall be conclusive, although a recount may be taken at the Chair's discretion or if requested immediately after the vote by not fewer than 10 delegates.
- 6.7 The Chair shall have the discretion to call for the use of tellers on any vote.
- 6.8 The ruling of the Chair shall be final on any question, unless it is challenged immediately it has been made. If such a challenge is made by at least 10 delegates the Chair shall put the matter to the vote of the meeting.

7. Suspension of Standing Orders

- 7.1 Any Standing Order may be suspended if a motion to that effect and specifying the Standing Order and the period of the suspension is carried by a simple majority of those voting. Such a motion may be put at any point during the meeting, either by the Chair or by the representatives of 10 member bodies.

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