

# Party Support Handbook

## The Rule Book - Section Q

### Standing Orders for Party Council and Branch Meetings

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1. A register of attendance and minutes of each meeting shall be kept.
2. For Party Council meetings all motions must be submitted to the Secretary in writing at least 14 days before the meeting. Any amendment must be submitted to the Secretary in writing before commencement of the meeting.
3. For Branch Party meetings all motions must be handed to the Secretary before the commencement of the meeting, in writing. The Chair shall have the power to waive this requirement if, in his/her opinion, special circumstances so warrant.
4. Amendments must be taken separately and voted upon before the original or substantive motion is put to the meeting. No member shall move more than one amendment to any one motion. In the event of a mover of a motion not being able to attend a meeting another member may move it for him/her. In other circumstances the Chair may formally move it.
5. The mover of a motion shall have ten minutes, and subsequent speakers five minutes. No member shall speak more than once, except the mover, who shall have five minutes to reply. All speakers shall stand to address the Chair.
6. No meeting of the Party Council shall be properly constituted unless at least one third of the members entitled to be present are in fact present.
7. A member who has not spoken under discussion may at any time move:-
  - (a) That the question be now put
  - (b) That the debate be adjourned
  - (c) Previous question
8. If the motion is seconded, it shall immediately be put to the vote, without discussion. Nothing under part (a) of this rule shall debar the mover from his right of reply.
9. No motion shall be considered to be an emergency motion unless the subject matter has arisen after notice of the meeting has been circulated. The decision of the Chair on this shall be final.
10. The ruling of the Chair on any point of order or explanation shall be final unless challenged and approved by at least two-thirds majority of the members present.
11. In all cases, in the event of a tie; the Chair shall have the right of a second and casting vote.
12. All elections shall be by the exhaustive ballot vote.
13. No decision shall be challenged unless notice has been given in writing at least 28 days before the meeting at which the challenge is made. A majority of two thirds of this present and voting shall be required to rescind a



minute and the rescission shall not be effective until the minutes of the meeting have been confirmed by the following meeting.

14. These Standing Orders can only be amended or added to at a meeting or the Party Council and if notice of the amendment is given to the Secretary 28 days prior to the meeting at which it is to be discussed and if the proposal is supported by at least two thirds of the members present and voting.