

**STANDING ORDERS COVERING
THE ANNUAL DELEGATE MEETING 2015**

Certain Clauses of the BBKA Constitution are applicable to the running of the ADM. Delegates should familiarise themselves especially with Clauses 11, 12, 14, 24 and Annexes A and B.

Clause 11 governs the appointment and duties of Delegates to the ADM. Clause 12 relates to the calling and conduct of the ADM.

Clause 14 regulates the voting at the ADM, both the 'Card Vote' procedure and the 'Registered Membership Vote' procedure.

Clause 24 specifies the conditions to be met by any Proposition that alters the BBKA Constitution.

Annex A states who has the right to attend the ADM and who has the right to speak.

Annex B states who shall be Chairman of the ADM and the business to be transacted.

Attendance at the ADM. Annex A states that all Classes of membership have the right to attend the ADM. Only Area Association Members, the Executive Committee and Specialist Members have the right to submit Propositions for consideration. Each AAM may have only one Delegate and only Delegates have the right to vote.

Speaking at the ADM. Only Delegates, Officers and members of the Executive shall have the right to speak at the ADM. If any other person wishes to speak he or she should request permission from the Chairman, preferably before the meeting, and stating the Proposition or subject, and whether it is in lieu of a Delegate. *It is important that each speaker should identify himself or herself both by name and affiliation.*

Voting at the ADM. Clause 14 governs the voting at the ADM. Card votes are taken at the meeting on the basis of one vote for each Area Association Member by the Delegate holding up his or her voting card or by using the hand-held electronic voting device as directed at the meeting. Registered Membership votes are counted on the basis of one vote for each *Registered and Partner Member of an Area Association.* Any Delegate may demand a Registered Membership Vote immediately after any vote taken.

A member of the Standing Orders Committee will be stationed close to the Chairman and may be consulted by the Chairman at any time on procedural matters. The Chairman may request a temporary suspension of Standing Orders (SOs) during a debate in order to clarify and fix the text of an amendment to the Proposition under discussion.

STANDING ORDERS

1. Order of Business

The items on the agenda shall be taken in order and no item shall be interrupted except as provided for below.

(a) All propositions relating to capitation and/or membership fees shall be taken in order immediately after the Finance Report, whether originating from the EC or from an AAM. Any such proposition from the EC shall be taken first and, if passed, may not be overturned or negated by any subsequent proposition. The arrangements set out in (c) below for changing the order of propositions shall apply also to Finance Propositions *except* that the EC proposition shall be taken first.

If an EC proposition relating to capitation etc. falls the next one on the agenda is taken and if passed may not be overturned or negated by any subsequent one, and so on until all propositions relating to capitation etc. are disposed of.

(b) If the Finance Report has been adopted, implying approval of the budget, then if any proposition relating to capitation etc. that is inconsistent with the budget is passed it shall be delayed in application until the EC have had time to adjust the budget and, by implication, the scale of BBKA activity.

(c) In the section of the agenda considering general propositions, namely those that, under Clause 5.1.1 of the Constitution, provide policy direction to the EC, the Chairman may allow or invite a proposal, under suspension of Standing Orders, to take the propositions in a different order. When such a proposal has been dealt with the Chairman shall propose Resumption of Standing Orders.”

2. No speaker may speak for more than five minutes except with permission from the Chairman. A speaker shall stand (unless he or she requires a wheelchair) when speaking and shall address the Chair. *When the Chairman stands all other members and delegates shall either resume their seats or remain seated.*

3. No Proposition or Amendment may be spoken to except by the mover until it has been seconded. After it has been seconded the Chairman shall offer the Executive the option of making a statement at that point. Any such statement may, as well as offering explanatory material, be a statement of the Executive’s attitude to the Proposition. If the Executive declines to do so it shall still be able to exercise the option later in the debate. Officers and members of the Executive (except for the member nominated to put the EC’s view) may only speak with the Chairman’s permission and only on matters of fact unless the Chairman grants special permission, in which case the individual concerned *must make it clear that his or her remarks are a personal opinion.*

4. A Delegate who speaks shall direct his or her speech directly to the Proposition or Amendment being debated, or to a Proposition (under SO 14) or Amendment to be proposed by himself or herself, or to a Point of Order.

5. Each Delegate may speak only once to any Proposition and only once to any Amendment to that Proposition, and the Proposer may exercise a right of reply at the end of

the debate, but in doing so may not introduce any new matter into the discussion. The provisions of this SO shall not preclude a Delegate who has already spoken from raising a Point of Order or, with the permission of the Chairman, providing an explanation of some material of his or her speech that he or she believes to have been misunderstood. The Chairman, at his/her discretion, may allow a second contribution to the debate by a Delegate.

6. A speaker shall not be interrupted except on a Point of Order; the speaker shall resume his or her seat until the Point of Order has been disposed of.

7. A Proposition or Amendment once put and seconded shall not be withdrawn without the consent of the Meeting in a vote.

8. Every Amendment shall be directly relevant to the Proposition on which it is moved and shall not be a direct negative.

9. Any number of Amendments may be proposed, but no Amendment may be proposed until all prior Amendments have been disposed of, and no second or subsequent Amendment may be a repeat or paraphrase of an earlier one.

10. URGENCY PROPOSITIONS No Proposition, or Amendment arising from that Proposition, shall be accepted or moved if it has not first appeared on the agenda, unless 'LEAVE OF URGENCY' is granted by the Meeting. An Urgency Proposition shall be given in writing to the Chairman before the Meeting, and the text shall be displayed or circulated to the Delegates. Urgency Propositions should (a) address a matter of major concern and (b) that matter should have come to the Proposer's notice unavoidably too late to be included in the normal procedure.

11. POINTS OF ORDER Points of Order may be made at any time. They must be made briefly in the form of a question to the Chairman. If accepted by the Chairman, a Point of Order has priority over any other ongoing business before the Meeting. The purpose of a Point of Order is to draw the Chairman's attention to a *possible* breach of SOs.

12. CLOSURE OF DEBATE This SO provides for closing a debate where it shows no sign of ending naturally. SO 14(c) and 14(e) specify means to close or modify a debate without disposing of the business permanently.

(a) Any debate may be closed by the Chairman, or by a Delegate putting the Proposition: "THAT THE QUESTION NOW BE PUT". This, if accepted by the Chairman and seconded, shall be put to the Meeting without debate. If passed, discussion of the Proposition shall stop and the vote be taken. This procedure is intended to curtail discussion if the meeting decides that all the relevant facts, opinions, etc. have been expressed and that the matter may be safely disposed of. It is NOT intended to be a device to suppress the expression of opinion.

(b) Any Delegate may propose: 'THAT THE MEETING PROCEED TO NEXT BUSINESS'. The Chairman may refuse, but if he/she accepts and the proposition is lost, the business must be taken to a conclusion. If he/she accepts and it is passed, no vote is taken and the meeting moves on to the next business. If the Chairman refuses, the proposition may be put once more in the course of the debate, and the Chairman may accept or again refuse at that point.

NEXT BUSINESS is intended to avoid the Executive being charged with impossible, illegal or trivial time-wasting business, or where the meeting decides that the business cannot be safely concluded at the meeting or be disposed of under SO14(c).

13. Except as provided by SOs 10 and 14, no Proposition shall be put to the ADM unless Clause 12 of the Constitution has been complied with.

14. The following Propositions may be put at the ADM without the prior notice prescribed by Clause 12 of the Constitution.

(a) To appoint a Chairman of the Meeting.

(b) Propositions relating to the Accuracy of the Minutes, Closure (incl. SO12 (a) and (b)), Adjournment, Order of Business or Next Business.

(c) To refer business to the Executive.

(d) To seek leave to withdraw a Proposition.

(e) Amendments to Propositions that do not negate the Proposition, and that the Chairman accepts.

(f) To suspend Standing Orders. Suspension of SOs is normally invoked to enable the meeting, with the help of the Standing Orders Committee, to thrash out the wording of an amendment to a Proposition, but generally it allows the ADM to rearrange matters to improve the conduct of the ADM.

(g) To adopt Reports and recommendations of Committees or Officers and to move any resulting resolutions.

15. Any proposition passed at the ADM shall not take effect before the end of the meeting

16. ELECTION OF TRUSTEES The BBKA Constitution refers in two places to the election of Trustees and there is some room for confusion where a vacancy arises due to a Trustee not fulfilling a full term. At the ADM the election of Trustees shall be in two parts; the first will decide who is to serve as a Trustee, regardless of term and the second will allocate the terms to be served. In the first ballot each Delegate shall have one vote for each vacancy to be cast for one of the candidates. In the event that the number of vacancies equals or exceeds the number of candidates, the Chairman may, at his discretion, omit the first ballot. In the second ballot each Delegate shall have a single vote to be cast for one of the candidates successful in the first ballot. The vacant terms shall be allocated in rank order, the longer terms going to the candidates with, progressively, the most votes.

17. ELECTIONS TO THE EXAMINATIONS BOARD These shall follow the same pattern as the election of the Trustees.

18. VOTING AT THE ADM The Annual Delegates Meeting is the policy-making forum of the BBKA. Propositions submitted by Associations are debated and voted on to decide the policy of the BBKA. The ADM is an expensive function for the BBKA, and it is important that it should be both efficient and flexible with a good quality of debate. It is a matter for each Association to decide whether to mandate its Delegate on which way to vote on any proposition, or to allow the Delegate to act as its representative. Associations are encouraged to take a middle view on this, allowing their Delegates freedom on most issues, reserving the mandate for those on which the Association's governing body has strong views. This will tend to increase the quality of the debate.