

## **MONMOUTH CLP STANDING ORDERS.**

- i. A record of decisions made and attendance at meetings shall be kept.
- ii. Meetings shall not be held if a quorum is not present within 15 minutes of the appointed time; always provided that in special circumstances members present may agree to transact pressing business subject to the ratification of the proceedings by the next quorate meeting.
- iii. The quorum for meetings shall be shall be
  - a. General Committee – 15
  - b. Executive Committee – 5
- iv. The prime function of party meetings is to provide members with the opportunity to participate in party activities through social contact, political debate and policy discussion; and to establish objectives for the party in the area for campaigning, the development of party organisation and the promotion of links with sympathetic individuals and bodies within the wider community.
- v. Party business shall in general have precedence at all business meetings. As far as possible the officers or Executive Committees should deal with routine items of correspondence, finance etc.
- vi. Motions for debate at the GC must be received by the CLP Secretary in writing (or email) not less than 14 days prior to the meeting. Motions may be submitted by the EC, Branches, Affiliated Organisations or individual members.
- vii. No motion shall be discussed at a meeting until it has been moved and seconded.
- viii. Speakers shall address the Chair and shall only speak once on any motion except by permission of the Chair. The mover of a motion may reply to the debate.
- ix. Amendments to any motion may be moved and seconded. Amendments shall be taken in order with one amendment being disposed of before another is moved. If an amendment is carried, the amended resolution becomes a motion to which further amendments may be moved.
- x. Any motion 'of next business', 'that the vote be taken', shall be moved, seconded and put to the vote without discussion.
- xi. Voting shall be by show of hands except where the constitution of the party provides for a ballot vote or where four members present request one. In the event of there being an equality of votes on any matter the Chair may give a casting vote.
- xii. Any breach of or question to the rules or standing orders may be raised by a member as a point of order. The Chair's ruling on any point arising from the rules or standing orders is final unless challenged by not less than four members; such a challenge shall be put to the meeting without discussion and shall only be carried with the support of two-thirds of the members present and voting.

- xiii. Party meetings and events shall be conducted in a friendly and orderly manner and organised in such a way as to maximise participation from members. No member shall be precluded from attendance because they cannot gain access to the meeting place for any reason.
- xiv. Harassment or intimidation of any member is unacceptable as is any form of discrimination on the basis of gender, age, sexual orientation and gender identity, disability race, or class.
- xv. Any member acting in an unruly or disruptive manner may be removed from the meeting by action of the Chair. The Chair shall put such a motion to the meeting without debate, which to be carried shall require the support of two-thirds of those present and voting.

**Agreed and adopted – 19<sup>th</sup> September 2013.**

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