

## **STANDING ORDERS - MONMOUTHSHIRE LOCAL CAMPAIGN FORUM.**

### **1 . Q U O R U M .**

1.1 The minimum quorum for a meeting shall be five as decided at the September 2014 EGM..

### **2 . C O N D U C T O F D I S C U S S I O N S .**

2.1 The Chair will select who is to speak.

2.2 Participants shall show their intent to speak by raising their hand.

2.3 When first speaking at a meeting, participants should state their name and status.

2.4 Participants shall not interrupt others who are speaking.

2.5 It is permissible to criticise the contribution of others but personal attacks are not permitted.

2.6 The decision to bring a debate to a conclusion shall be the Chair's.

### **3 . R E S O L U T I O N S .**

3.1 Resolutions and any amendments shall be proposed and seconded before general discussion.

3.2 At the end of the debate the proposer may reply.

### **4 . M E E T I N G T I M E S .**

4.1 Meetings will normally commence at 19:00.

### **5 . M I N U T E S .**

5.1 The Secretary shall keep a record of the decisions of the meeting.

### **6 . S U S P E N S I O N O F S T A N D I N G O R D E R S .**

6.1 The Standing Orders can be suspended by a two thirds majority of those present.