

Standing Orders

1. Conference Business

The Conference will proceed in accordance with the published timetable.

Where, at the Forum, a presentation or debate takes place on topical issues, arrangements for speakers and the method of presentation shall be decided by the Chairman, in conjunction with the National Board.

The Chairman may invite contributions from speakers who are not delegates to Conference. During or at the conclusion of the presentation a reasonable period of time should be allowed for delegates to ask questions or to make a contribution to the debate.

No delegate should speak for more than 5 minutes, except with the permission of the Chairman.

Where the Forum is debating a topical matter, submitted as a motion, or where the Annual General Meeting is considering a motion or point of order, the Standing Orders listed below will apply, unless the Chairman rules otherwise.

2. Motions and Amendments (See JBB Circular 02/2017)

(a) Having regard to JBB Circular 02/17, the first proposition on any particular subject shall be known as the original motion and succeeding propositions on this subject shall be called amendments. Motions and amendments for debate shall be printed in the Conference Agenda. Every motion or amendment must be moved by a delegate to Conference.

(b) All motions and amendments must be seconded and no delegate shall move or second more than one amendment to any motion, nor can the Proposer or Seconder to any motion propose or second any amendment to that motion.

(c) All amendments to a motion must be formally proposed and seconded immediately following the proposing and seconding of the motion.

The mover of the motion shall open the debate and then the motion and all amendments shall be debated. At the conclusion of the debate a vote shall be taken on the amendments. If any amendment is carried, it will displace the original motion and will itself become the substantive motion.

After the vote on every amendment, the surviving proposition shall be put to the vote as the main question and if carried, becomes a resolution of the Conference.

(d) Motions shall be passed, rejected or remitted to the National Board for further consideration.

3. Selection of Speakers

Every member shall stand when speaking and shall address the Chairmen as 'Mr. Chairman' or 'Madam Chairman'. When more than one member rises to speak, the first to rise shall be given precedence, the decision resting with the Chairman, but the member who rose immediately after the first one shall have the right to speak at the close of such member's address.

4. Speeches

No member shall be allowed to speak more than once on any motion under discussion or on a point of order except the mover of the original motion. Except by permission of the Chairman, no member shall speak for more than five minutes at one time other than the mover of the motion who may speak for ten minutes. Members wishing to raise points of order must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred. Any member may formally second any motion or amendment and reserve their speech until a later period in the debate.

5. Right to Reply

The mover of the original motion shall, if no amendment is moved, have the right to reply at the close of the debate upon such motion. When an amendment is moved they shall be entitled to speak thereon in accordance with Standing Order No. 4 and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately, and no further discussion will be allowed once the question has been put from the Chair. The mover of an amendment shall not be entitled to reply.

6. Withdrawals

Notice of the withdrawal of a motion or amendment must be made to the General Secretary. However, a motion, which has been accepted by the General Secretary and published in an agenda, cannot be withdrawn except by permission the Joint Branch Board or such other body having the right to bring a motion to conference. Once a motion has been moved and seconded before Conference, (the point at which the Conference Chairman invites the proposer and seconder forward to talk to the motion) then it cannot be withdrawn except by permission of Conference."



7. Adoption of Withdrawn Motions

This rule relates to any Joint Branch Board or such body that has the right to bring a motion to conference and shall apply where a board has opened correspondence on a proposed motion and then decides not to pursue the matter:

- They shall inform all other Branch Boards, National Board or such body that has the right to bring motions to conference of their decision.
- Any other Branch Board or such body that has the right to bring a motion to conference may within 14 days of being notified take up sponsorship of the motion and be treated as if they had initiated the process.
- The Board taking up sponsorship shall be granted extensions of 14 days to time limits. However no extensions can go past the Eve of Conference meeting to consider the emergency motions. This will not however preclude a board from taking up sponsorship immediately prior to the conference debate. The eve of conference meeting will consist of either the General Secretary or Chairman.

8. Closing the Debate

(a) **Next Business.** “Next business” may be proposed and seconded only by delegates who have not previously spoken at any time during the debate of the motion or amendment under consideration. No speeches shall be allowed and upon acceptance of this proposal, Conference will move to the next business on the agenda without any further discussion or vote being taken. The mover will make the proposal from the rostrum, giving the reasons why it is being proposed, but no speech will be allowed. The Seconder must also second the proposal from the rostrum. Under no circumstances must “next business” be moved during the speech.

(b) **Adjournment of the Question.** Any member who has not already spoken during the debate may move the “adjournment of the question” under discussion but must confine his remarks to that question of the adjournment and must not discuss any other matter. The mover of the motion upon which the adjournment has been moved shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice their right of reply on their own motion. The time for the question to be reintroduced shall be determined by the Chairman or General Secretary. The mover will make the proposal from the rostrum, giving the reason why it is being proposed, but no speech will be allowed. The Seconder must also second the proposal from the rostrum. Under no circumstances must the “adjournment of the question” be moved during a speech.



(c) **Moving to the Vote.** “Moving to the vote” may be proposed and seconded only by delegates who have not previously spoken at any time during the debate of the motion then under consideration. The mover will make the proposal from the rostrum, giving the reasons why it is being proposed, but no speech will be allowed. The Secunder must also second the proposal from the rostrum. Under no circumstances must “moving to the vote” be moved during a speech. In the event of “moving to the vote” being carried, the mover of the original motion shall have the right to reply in accordance with Standing Order No. 5, before the vote is taken.

9. Suspension of Standing Orders

In the event of any matter of urgency the Chairman may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of their business, the number of the Standing Order affected, and the length of time (not exceeding 30 minutes) they desire such suspension to last. At the option of the Conference a further extension may be allowed, but no suspension shall take place except by a majority vote of the delegates present.

