

Standing Orders of the Bio Dynamic Farming and Gardening Association in New Zealand

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Amended 24 May 2014

Amended 24 May 2015

These standing orders contain the rules for the conduct of proceedings at any general meeting (whether an Annual General Meeting or an Extraordinary General Meeting) and may also be used as a guide for the conduct of other meetings within the Bio Dynamic Farming and Gardening Association (the 'Association') generally. For clarity, these standing orders, where they cover the same matter, incorporate the Association's Rules. They are not intended to diminish or restrict the meeting's rights or privileges. These standing orders are subject to Acts of Parliament and the Association's Rules.

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1 MEETINGS – GENERAL

1.1 Annual Meeting [Rule 16]

The annual general meeting of the Association shall be convened and held in each year in such month and on such day and at such place and time as the Council shall from time to time appoint.

1.2 General Meetings [Rule 17]

The above mentioned annual general meeting shall be called an “ordinary meeting” and all other general meetings shall be called “extraordinary meetings.”

1.3 The Secretary shall mail to all Association members at his or her last known place of abode, a notice of meeting and call for remits not later than 12 weeks before the start of the annual general meeting.

1.4 Extraordinary meetings [rule 20]

The Council may whenever it thinks fit convene an extraordinary general meeting and shall do so forthwith upon receipt of a notice in writing signed by any fifty (50) financial members stating the purpose for which the meeting is required. If the Council should not proceed to convene the same within seven (7) days from the receipt of the notice those signing it may themselves convene an extraordinary general meeting.

1.5 Convened Extraordinary meeting [Rule 18]

Twenty-one (21) days' previous notice in writing of any extraordinary meeting of the Association shall be sent to each member of the Association at her or his last known place of abode. Such notice shall state the time, place and date and the business of such meeting. Timing for preparation of the Annual General Meeting is detailed elsewhere in these standing orders .

1.6 Quorum [rule 24]

At a general meeting ten (10) members shall form a quorum, but at any annual general meeting at which a quorum is not available, those present may adopt the annual report and balance sheet, but no other business may be transacted. Provided that such meetings are held in conformity with these rules, all resolutions passed by a majority of the members present shall be conclusive and binding on the members of the Association, whether present or not at such a meeting.

1.7 Business of Annual General Meeting [rule 19]

At the annual general meeting in each year the following business shall be transacted:

- (a) Consideration of the annual report and balance sheet.
- (b) Consideration of other reports.
- (c) Reports on Scientific research.
- (d) Election of officers.
- (e) The alteration amendment or rescission of any existing rule of the Association.
- (f) Special or general business. For the sake of clarity special or general business is defined as any other business that meets the criteria of these Standing Orders.

- 1.8 Business of Extraordinary General Meeting
The business of an Extraordinary General Meeting shall be only that business stated in the notice of meeting.

2 SUBMITTING REPORTS

- 2.1 Reports may be submitted to the Annual General Meeting by any local biodynamic group. Individuals may also submit reports on their activities at the discretion of Council
- 2.2 Reports shall be delivered to the Association national office, which will distribute them to the Council, not later than 6 weeks before the start of the Annual General Meeting:
- 2.3 Reports should include background factual information and clear recommendations for any proposed action.
- 2.4 Reports may be ruled out of order if they:
- 2.4.1 are late;
 - 2.4.2 are contrary to the Rules of the Association;
 - 2.4.3 contain offensive or defamatory material;
 - 2.4.4 contain matters that the Association has other procedures for such as complaints;
 - 2.4.5 are vague, ambiguous, trivial or irrelevant to the objects of the Association stated in the Association's Rules.
- 2.5 The Chairperson has discretion as to whether to accept any report additional to those included in the final agenda and to rule out of order any report that does not meet the criteria set out in these Standing Orders or are contrary to the Rules of the Association.

3 SUBMITTING REMITS

- 3.1 Remits may be submitted to the Annual General Meeting by groups of individuals who are financial members of the Association, as well as by the Association's Council. A financial member is one who subscription is paid up to date or not more than three months in arrears
- 3.2 All remits submitted by groups or individuals must be signed by at least 10 financial members of the Association.
- 3.3 All remits submitted by Council must have unanimous Council approval
- 3.4 Remits shall be delivered to the Association's national office, which will distribute them to the Council, not later than ten weeks before the start of the Annual General Meeting in a manner prescribed by the Standing Orders. In exceptional cases acceptance of late remits shall be at the discretion of the Council.

- 3.5 Remits may be proposed which would:
 - 3.5.1 change the Rules of the Association;
 - 3.5.2 change the Standing Orders for Association meetings;
 - 3.5.3 change the policies of the Association; or
 - 3.5.4 guide the Association towards activities consistent with its rules, philosophy and policies.
- 3.6 Any rule change remit has to be consistent with the process laid out in the Rules, which is:
The Association may alter rescind or add to these rules PROVIDED HOWEVER that no alteration rescission or addition may be made to such rules without:
 - 3.6.1 Notice of the proposed new rule alteration or addition having been signed by 10 (ten) members of the Association or unanimously approved by the Council and deposited with the Secretary at no later than ten weeks before the meeting.
 - 3.6.2 A copy of such proposed new rule alteration or addition plus a statement from the Council of the effect of the alteration or addition having been posted at least fourteen (14) days before the date of the meeting at which the same is to be considered.
 - 3.6.3 The sanction of two-thirds of those members voting in person at the annual or extraordinary general meeting of the Association.
- 3.7 Remits may be ruled out of order if they:
 - 3.7.1 are late;
 - 3.7.2 are contrary to the principles of the Rules or these Standing Orders;
 - 3.7.3 change the principles of the Rules or these Standing Orders, except where the intention to change the Rules or these Standing Orders is explicitly set out in the particular remit;
 - 3.7.4 propose the continuance of established policy or procedure;
 - 3.7.5 are vague, ambiguous or trivial;
 - 3.7.6 are amendments to a proposed remit but which negate the original remit.
- 3.8 Late remits can be submitted only to the Council and may be accepted by Council and proposed to the General Meeting but only if:
 - 3.8.1 the issue has arisen since the publication of the agenda; and
 - 3.8.2 the remit cannot wait until the next Annual General Meeting; and
 - 3.8.3 the remit accords with the criteria stated elsewhere in these Standing Orders; or
 - 3.8.4 in the opinion of the Council there are other extraordinary circumstances which make it unreasonable not to accept the remit.

- 3.9 Non-binding resolutions.
At the discretion of the Chair, a motion that does not meet all the criteria of these Standing Orders may nevertheless be put to a General Meeting for consideration. If passed such a motion is an expression of the opinion of those members present at that General Meeting only, and is not binding on the Council or the members of the Association.

4 INTERIM AGENDA

- 4.1 The Secretary shall mail to all Association members at his or her last known place of abode, an interim agenda and the remit amendment process not later than 8 weeks before the start of a general meeting.
- 4.2 Each member should ensure that the secretary has the member's current email and postal addresses and phone number at all times. All members are entitled to be given notice of the meeting, of the time and place of the meeting and the business to be discussed at it (the agenda or order paper).
- 4.3 The interim agenda mail out will include:
- 4.3.1 all remits accepted by the Association with proposers' contact addresses;
 - 4.3.2 a list of Association offices for which elections will be held;
 - 4.3.3 a call for nominations for these elections including instructions on how to nominate a member for an office.
- 4.4 The Council may amalgamate proposed remits into composite remits in the interim and final agendas but must also publish the original as appendices.
- 4.5 The agenda shall be prioritised by the Council.
- 4.6 All those eligible for submitting remits under these standing orders may propose amendments to remits submitted by others and shall send any proposed amendments, or comments on those remits, to the proposer of the remit and to the Secretary and the Council, not later than six weeks before the start of the Annual General Meeting.

5 CLOSING DATE FOR NOMINATIONS, REPORTS, AND AMENDED REMITS

The following shall be delivered in writing to the Association national office, which will distribute them to the Council, not later than 6 weeks before the start of the Annual General Meeting:

- 5.1 Nominations for positions as elected Association officers which shall comprise [bylaw]
- 5.1.1 signed statements of nomination from two financial members of the Association;
 - 5.1.2 signed statement of acceptance from the nominee;

- 5.1.3 a statement for publication by the nominee or nominator not exceeding 250 words if either so wishes. The statement shall not contain untrue or defamatory material and will be shortened if it exceeds 250 words;
- 5.1.4 a photograph of the candidate for publication if the candidate so wishes.
- 5.2 reports by Association members;
- 5.3 any proposed amendments to remits received by the proposers of the remits noting those which they have accepted. Where the proposer of the original remit accepts an amendment the Council will replace the original with the amended version. Where the proposer of the original remit does not accept an amendment, both the original remit and the proposed amendment will be placed on the agenda if both meet the criteria of the Association's Rules and these Standing Orders.

6 CLOSING DATE FOR TREASURER'S REPORT AND ANNUAL FINANCIAL ACCOUNTS

The Treasurer's Report and the annual financial accounts for the Association's financial year ending 31 December are to be finalised and mailed out at least four weeks before the start of the Annual General Meeting. The annual accounts presented to the AGM for acceptance as required by the Incorporated Societies Act 1908 are to have been checked as required by the Rules and have the accountant's report attached.

7 SUBMISSION AND DISPATCH OF DOCUMENTS AND NOTICES

- 7.1 Documents may be submitted to the Secretary of the Association by hand or by post to the Association's current postal address, or by fax to the Association's current fax number or by email to the Association's current email address.
- 7.2 Documents that are required to be signed, but are emailed without a signed attachment, will be accepted if the source can be verified.
- 7.3 Sections 7.1 and 7.2 of the Standing Orders apply to all incoming documents and include reports, remits, nominations and candidate acceptances of nomination or other documents required to be supplied to the Association.
- 7.4 Any requirement in these Standing Orders for any officer of the Association to send any member any document or notice by mail, shall be satisfied if the document is sent by email to the last known email address in the Association's records; and that member has not notified the Association that he or she does not wish to receive all or those particular notices or documents by email; and the Association has not been notified or become aware that the email address is no longer valid; and the email is not rejected or returned, either temporarily or permanently, by the electronic delivery system.

8 FINAL AGENDA

- 8.1 The Secretary shall mail to every Association member at his or her last known place of abode, a final agenda as approved by Council not later than four weeks before the general meeting.
- 8.2 The Association secretary shall ensure that the agenda of any Annual General Meeting of the Association shall provide for the consideration of reports from Association members; consideration of the annual accounts; and the election of officers as provided elsewhere in these standing orders.
- 8.3 The final agenda mail out will include:
 - 8.3.1 the proposed agenda including all remits (clearly showing any amendments) accepted by the Council;
 - 8.3.2 remits that have been ruled out of order.
 - 8.3.3 reports to hand of Association members
 - 8.3.4 the financial statements
 - 8.3.5 statements from candidates for Council if provided

9 SPEAKING RIGHTS AND RESPONSIBILITIES

- 9.1 Financial members are entitled to speak at general meetings.
- 9.2 The chairperson should be addressed by members in terms appropriate to the office held and as determined by the chairperson. Sexist or offensive language should not be used.
- 9.3 Only members entitled to speak and vote should remain (together with persons specifically named, such as any of the organisation's officers or advisors who may not be members) if the meeting adopts a procedural motion "*That the meeting go into committee*".
- 9.4 The chairperson may ask non-members to leave (for instance if they abuse the privilege of attendance).
- 9.5 The meeting may pass a procedural motion "*That visitors be granted speaking rights*".
- 9.6 Members who are not financial members will not be counted for the purposes of establishing a quorum.
- 9.7 Any meeting may be adjourned as the majority of the members thereat shall resolve. [Rule 21]

10 VOTING

- 10.1 Only financial members of the Association are entitled to vote at General Meetings. [Rule 6]
- 10.2 All questions and matters brought before the general meeting, aside from changes to the rules shall be decided by a majority of the votes of the members present. Each husband and wife or members of a partnership that have a joint membership of the Association shall have a separate vote up to a maximum of two per membership. In the case of an equality of votes the Chairperson of the meeting shall have a second or casting vote in addition to her or his vote as a member. Voting shall be by a show of hands or by ballot as the majority of the members present at the meeting may decide. [rule 23]

11 THE CHAIRMAN

- 11.1 At all meetings the Chairman of the Council or any member elected for that purpose shall take the chair. [Rule 22]
This person is referred to in these Standing Orders as the Chairperson.
- 11.2 The Chairperson must rule promptly on any points of order and unless challenged the chairperson's ruling is final.
- 11.3 The Chairperson is responsible for ruling whenever any question arises as to the interpretation or application of a Standing Order and for deciding cases not otherwise provided for.
- 11.4 The Chairperson's obligations in order of priority are as follows:
- 11.4.1 To make earnest and sustained efforts to maintain order, if necessary seeking assistance to do so.
 - 11.4.2 To ask for a motion to adjourn
 - 11.4.3 If the meeting will not cooperate with the previous steps, to exercise his inherent power to adjourn the meeting for a short while
 - 11.4.4 The chairperson's inherent power to adjourn the meeting to another date can be exercised only if he or she cannot regain order, and only for the purpose of forwarding or facilitating the meeting.
- 11.5 The Chairperson shall ensure that decisions are properly made and accurately recorded.
- 11.6 Everyone shall seek the recognition of the chairperson before speaking and should address all remarks through the chair and not at other members.
- 11.7 When the Chairperson rises any member speaking shall resume his or her seat, all members shall cease talking and the Chairperson should be able to speak without interruption.

12 MINUTES OF MEETINGS

12.1 The minutes shall be an accurate record of:

12.1.1 The nature of the meeting (for example, general meeting or committee meeting);

12.1.2 the organisation that met;

12.1.3 the date, time place of the meeting;

12.1.4 who was present at the meeting;

12.1.5 absences, including apologies for absence accepted or rejected;

12.1.6 who chaired the meeting;

12.1.7 the decisions made at the meeting.

12.2 The minutes shall record the resolutions adopted. In addition the minutes shall record:

12.2.1 the motions as originally moved;

12.2.2 any amendments moved (whether or not adopted);

12.2.3 and whether the motions were carried or lost.

12.3 The draft minutes shall be circulated promptly to members.

12.4 The minutes shall be kept in permanent form.

12.5 The minutes shall be considered at the next meeting and shall be approved and adopted as a true and accurate record of proceedings, after amendment if the meeting considers that necessary.

12.6 The minute book of the Association shall be open to the inspection of the members at all reasonable times. [Rule 26]

12.7 Minutes once approved and adopted are conclusive evidence of what occurred at a meeting.

12.8 While debating the adoption of the minutes the substance or merits of the matters shall not be discussed, unless the discussion relates to whether the minutes are correct.

12.9 The chairperson shall sign the minutes to certify that they have been adopted as correct and indicate the date of adoption. The chairperson shall also initial each page, any corrections and any attachments.

13 PROCESSING A MOTION

13.1 A motion is a formal proposal to a meeting, moved (by the mover) and seconded (by the seconder), accepted by the chairperson, debated and put to the vote; if passed it becomes a resolution.

- 13.2 A motion shall express a proposed decision (the will of the meeting) in a formal manner, should commence with "That..." and should preferably be expressed in the affirmative, rather than the negative.
- 13.3 A chairperson is entitled to ask for a motion to be put in writing and signed by the mover.
- 13.4 A motion requires a mover and a seconder and must be accepted by the chairperson before any discussion or debate takes place.
- 13.5 A chairperson may decline to accept a motion for debate if the motion:
- 13.5.1 is beyond the aims of the organisation or the notice of meeting or
 - 13.5.2 is premature,
 - 13.5.3 is ambiguous, vague or poorly phrased,
 - 13.5.4 contains abusive or defamatory material,
 - 13.5.5 is contrary to proper meeting procedure
 - 13.5.6 is contrary to law
 - 13.5.7 is contrary to the requirements of these Standing Orders
- 13.6 The chairperson (or the meeting) may require the division of a long or complicated motion. Such a division may either be into separate parts that are dealt with sequentially or into separate motions for ease of debate.
- 13.7 Once moved, seconded and accepted by the chairperson a motion becomes the 'property of the meeting'.
- 13.8 Even if the mover and/or seconder wish to withdraw the motion, as the motion is 'the property' of the meeting, they can only do so through the chairperson and with leave of the meeting by a majority. The mover cannot withdraw a motion without consent of the seconder. If any amendment has already been moved the original motion cannot be withdrawn until the amendment has been withdrawn, adopted or rejected.
- 13.9 The mover of a motion is entitled to speak first in the debate.
- 13.10 The mover is also entitled to speak to any amendment.
- 13.11 The seconder is entitled to speak immediately after the mover of a motion.
- 13.12 If the seconder does not, immediately after the mover of a motion has spoken, either speak or expressly reserve the right to speak that right is lost.
- 13.13 A seconder may speak to an amendment, even if he or she has already spoken. If the seconder has reserved the right to speak he or she will not lose that right by speaking to the amendment as long as he or she confines himself or herself to the amendment.
- 13.14 Debate on a motion is subject to the control of the chairperson.

- 13.15 After the mover and seconder have spoken, the chairperson “recognises” other speakers in an order chosen at his or her discretion. All speakers shall acknowledge the chair when commencing their speeches, for example by saying “Madam Chairperson”
- 13.16 Where a motion is lengthy or complicated, and especially if it is in a series of subparagraphs, the chairperson may ask speakers to debate separate parts of the motion in sequence.
- 13.17 Speakers are entitled to speak only once during a debate, apart from the mover who has a right of reply. The exceptions are when:
- 13.17.1 the motion is debated in parts,
 - 13.17.2 amendments are moved,
 - 13.17.3 a member claims the right to make a personal explanation,
 - 13.17.4 a member raises a point of order,
 - 13.17.5 a procedural motion is moved, and
 - 13.17.6 at the chairperson’s discretion, a previous speaker is allowed to explain an earlier speech but not introduce a new matter.
- 13.18 When speaking, members must avoid irrelevant, offensive, tedious or repetitious material, and a chairperson should exercise his or her power to control the debate if such material is raised. Although a speaker may refer to notes, no speaker shall read a speech word by word from a script.
- 13.19 From time to time a chairperson may restate the motion being debated. This may be done on request.
- 13.20 The mover of a motion is entitled to a right of reply, summarizing the case for the motion and rebutting arguments in opposition to it.
- 13.21 The mover’s right of reply is confined to summarizing the case for the motion and to rebutting the arguments for the opposition. No new material shall be raised during the right of reply unless it is directly relevant to rebuttal.
- 13.22 A mover who has spoken to an amendment does not lose the right of reply, unless in speaking to the amendment she or he has effectively exercised the right of reply.
- 13.23 Where a Closure Motion has been passed the motion (or amendment) before the meeting must be put immediately to the vote without any further speakers to the motion, subject only to the mover’s right of reply.
- 13.24 After the mover’s right of reply there can be no further speakers, although in exceptional circumstances the chairperson may allow a question to be answered.
- 13.25 After the motion has been adequately debated the chairperson puts it to the vote.

- 13.26 Unless otherwise specifically required by a constitutional rule or standing order, a majority of those present and voting (ignoring abstentions) is required to carry a motion.
- 13.27 Voting is usually on the voices. Voting may also be by a show of hands, or by poll or acclamation. If proof of a particular majority is required voting shall be by way of a show of hands or by way of poll in writing.
- 13.28 Where a voice vote is taken and the chairperson is uncertain of the result, he or she may ask for a show of hands, and if still in doubt can require a poll. Any member may seek a show of hands and any member personally present is entitled to demand a poll immediately after the chairperson declares the result of a vote. The chairperson may appoint one or more scrutineers to count votes on a show of hands or on a poll.
- 13.29 Any casting vote shall normally be exercised in favour of no change (often called the status quo ante).
- 13.30 The chairperson shall always declare the result of the vote.
- 13.31 While the mover and seconder bring the motion before the meeting they do not in fact have to vote for the motion.
- 13.32 Members may abstain from voting, but such members are still included in the quorum of the meeting.
- 13.33 Members must be present at a meeting in person to exercise their vote and cannot vote by proxy.
- 13.34 Once passed a motion is called a resolution. No further discussion shall occur after a motion has been put to the vote.
- 13.35 A resolution reflects the will of the majority, and should not be criticized by any member unless the member is taking steps to revoke the resolution.
- 13.36 A motion to revoke a previous decision shall clearly identify which resolution is to be revoked and the date on which it was passed.
- 13.37 If during debate on a motion which is lost, a motion has been foreshadowed, the foreshadowed motion (which deals with the same subject matter) has priority, and shall then be formally moved, seconded and debated in the normal way. If more than one motion has been foreshadowed the earliest to be foreshadowed has priority.
- 13.38 Once a motion is lost, and no one has foreshadowed an intention to move another motion, it is open to another person to move a fresh motion dealing with the same subject matter.

14 PROCESSING AN AMENDMENT

- 14.1 An amendment is the method of seeking to alter a motion. The amendment is moved (by its mover) and seconded (by its seconder), accepted by the chairperson, debated and put to the vote, and if the amendment is passed the original motion is altered accordingly.
- 14.2 The mover and the seconder of an amendment must not previously have spoken to the original motion or have previously moved or seconded any other amendment.
- 14.3 An amendment shall commence with “That...”, should be relevant to the motion and shall not be contrary to the motion as to negate it.
- 14.4 An amendment required a mover and a seconder and must be accepted by the chairperson before any discussion or debate takes place.
- 14.5 A chairperson may decline to accept an amendment only if it:
- 14.5.1 negates the motion
 - 14.5.2 it is not relevant to the motion
 - 14.5.3 is moved or seconded by an earlier speaker to the motion or any other amendment,
 - 14.5.4 is beyond the aims of the organisation or the notice of meeting
 - 14.5.5 is premature,
 - 14.5.6 is ambiguous, vague or poorly phrased,
 - 14.5.7 contains abusive or defamatory material,
 - 14.5.8 is contrary to proper meeting procedure
 - 14.5.9 is contrary to law
- 14.6 Once moved, seconded and accepted by the chairperson the amending motion becomes “the property’ of the meeting.
- 14.7 The mover of an amendment is entitled to speak first in the debate on the amendment.
- 14.8 The seconder of the amendment is entitled to speak immediately after the mover or to reserve the right to speak later in the debate.
- 14.9 Debate on an amendment is subject to the control of the chairperson.
- 14.10 An amendment may not itself be amended.
- 14.11 The mover of the amendment is entitled to a right of reply, summarizing the case for the amendment, and rebutting the argument for the opposition.
- 14.1 After the amendment has been adequately debated the chairperson puts it to the vote.

- 14.2 if passed an amendment is incorporated to the motion and debate resumes on the amended motion.
- 14.3 Before debates resumes on the amended motion the chairperson shall restate the motion as it stands after incorporating the amendment.

15 **LIMITATION ON MOTIONS ARISING AT THE MEETING**

In order to ensure that all members have proper prior notice of business to be conducted at General Meetings, the Chairperson shall not:

- 15.1 accept any amendment from the floor of the meeting if in his or her opinion the passing of the amendment would lead to a binding resolution that differs substantially from the text of which members have been given prior notice in writing ;
- 15.2 accept any motion from the floor of the meeting if in his or her opinion the passing of the motion would lead to a binding resolution that differs substantially from the text of which members have been given prior notice in writing.

16 **PROCEDURAL MATTERS**

- 16.1 Any infringement of the rules of parliamentary procedure may be raised as a point of order.
- 16.2 Any member is entitled to raise a point of order, and a point of order interrupts a speaker because it should be raised as soon as an infringement occurs.
The speaker shall yield to the member raising the point of order unless the Chairperson otherwise directs and resume his seat until the point of order has been dealt with.
- 16.3 A point of order shall be stated briefly by the person raising it, and may be debated briefly. The chairperson's ruling is final unless challenged.
- 16.4 Standing orders may be suspended by procedural motion but no suspension of standing orders shall permit any activity contrary to the Association's rules, nor the passing of any resolutions of which proper notice as required by these Standing Orders has not been given.
- 16.5 The conduct of the meeting may also be the subject of other procedural motions.
- 16.6 A meeting cannot commence, continue or make lawful decisions unless the required quorum is present except as provided explicitly in the Association's rules.
- 16.7 When a member is misquoted during a meeting, or where a member's actions are questioned or criticized during the meeting, the chairperson may permit the member to make a personal explanation.
- 16.8 Procedural priorities and rules as to whether various procedural steps interrupt speakers, are as follows:

16.8.1 calls for a quorum

16.8.2 points of order

16.8.3 personal explanations

16.8.4 procedural motions

16.8.5 no-confidence motions

16.8.6 normal business.

TIMELINE - NOT PART OF THESE STANDING ORDERS BUT FOR INFORMATION

Within any calendar year	12 weeks prior	11 weeks prior	10 weeks prior	9 weeks prior	8 weeks prior	7 weeks prior	6 weeks prior	5 weeks prior	4 weeks prior	3 weeks prior	2 weeks prior	1 week prior	AGM
Must have AGM	Last date for notifying date etc of AGM & calling for remits		Last date for receiving remits		Last date for mailing interim agenda		Last date for nominations reports and amendments to remits		Last date for mailing final agenda and financials				