

LEICESTERSHIRE & RUTLAND FEDERATION OF WOMEN'S INSTITUTES

STANDING ORDERS - COUNTY FEDERATION COUNCIL

1. **THE CHAIR** shall be taken by the Chairman of the County Federation Board of Trustees unless the Committee decide otherwise.
2. **THE ORDER OF BUSINESS** shall be left to the discretion of the Board of Trustees and shall include the appointment of tellers and the discussion of resolutions and amendments which are in order according to the County Federation Rules and the standing orders of the Council. At the Annual Council, the adoption of the Annual Report and Balance Sheet and the appointment of Auditors shall also be included.
3. **RESOLUTIONS** shall be sent in writing to the Secretary of the County Federation at least four months before the date of the Annual Council Meeting and must stand in the name of the Women's Institutes within the County Federation, a member of the County Federation's Board of Trustees or the County Federation Board of Trustees as a whole. Where more than one resolution is received bearing on the same subject the County Federation Board of Trustees shall be empowered to select that offering, in their opinion, the best form for discussion, the others - unless withdrawn - to appear on the agenda as amendments or riders. No amendment concerning the Constitution may be moved at a Council meeting unless it has first appeared on the Agenda.
4. **NO BUSINESS** other than that upon the Agenda shall be taken unless leave of urgency be voted by the Council. If the question is controversial, three-quarters of the Meeting must agree before it can be discussed.
5. **IN DEBATE** the following rules of procedure shall be observed:-
 - a) No motion or amendment shall be discussed or put to the meeting until it shall have been seconded.
 - b) A member who speaks shall direct her speech directly to the motion or amendment under discussion or to an explanation or question of order.
 - c) Not more than one amendment or resolution shall be discussed at any one time.
 - d) Any member may rise to a point of order or a member may rise to explain but such explanation shall be confined to some material part of her former speech which may have been misunderstood. A member may rise to ask a question, but all questions must be strictly confined to a request for information and not include any statement or argument.
 - e) A motion or amendment may be withdrawn by the mover and seconder with the unanimous consent of the Meeting.
 - f) No members shall address the Meeting more than once on any motion or amendment. The mover of the original motion may, however, reply first before the motion is put, after which no other member may speak on the question. The right of reply shall not extend to the mover of the amendment, but, when it is carried and becomes a substantive motion, its mover then has the right of reply before it is put as such. In this case, the mover of the original motion has lost the right of reply which has passed to the mover of the amendment replacing it; any member who has spoken to an amendment may speak again when it is put as a substantive resolution.
 - g) Any member may move, without debate, that the question be now put and if the motion be seconded and carried by a majority, the motion or amendment before the meeting shall be at once put.
 - h) Any member may move that the meeting do now proceed to the next business and this motion shall be dealt with before any other. This motion can only be made when a substantive motion is before the meeting and cannot be moved upon an amendment.
 - i) Visitors to the Council may be invited to speak by the Chairman.
6. **THE MEMBERS** shall vote on questions before the meeting by hands or by a show of cards, and the Chairman shall declare the result. If a division is asked for, the tellers shall count the delegates.
7. **NO PERSON** shall act as delegate nor vote on behalf of more than one WI.