# SOP 12 - Procedures for Holding an AGM.

1. The AGM should be held at the end of the corresponding calendar year, but no later than the end of February of the following year.
2. All Chapter secretaries will be notified as soon as it is known, of the officers not seeking re-election. This notification will also include a request to forward in writing Motions for the AGM before the Winter Journal cutoff date.
3. Every member will be notified in writing at least 21 days before the AGM. This notice, normally published in the Winter Journal, will indicate
	1. The place and time of the AGM
	2. The officers who are leaving their posts and not seeking reelection.
	3. The names of those seeking election as notified by the Chapter returns from above point
	4. Nomination Forms
	5. Motions received for consideration at the AGM
	6. To forward nominations for Officer positions to the Hon. Secretary at least 7 days before the AGM.
4. Under the Constitution, nominations for Officer posts must be proposed and seconded and forwarded to the Honorary Secretary, 7 days prior to the AGM.
5. The only motions that will be on the Agenda will be those received in writing and in time for publication in the Winter Journal prior to the AGM.
6. Amendments to these motions may be taken from the floor of the AGM, subject to any restrictions placed by Standing Orders.

# STANDING ORDERS FOR AGMs/EGMs.

1. AGMs/EGMs will adopt the following rules for the conduct of meetings in order that meetings be carried out without delay and in an orderly manner.
2. An AGM or EGM may not proceed unless a quorum of members as specified in the Constitution is present.
3. In the event of any matter of urgency, the Chairperson may accept a motion for suspension of the Standing Orders. Any such motion must specify the standing order(s) to be suspended and the period of suspension.. No suspension shall take place unless a two-­thirds majority of the members present vote in favour.
4. If a member feels that standing orders have been contravened in some way, that member may raise a point of order. Upon a point of order being raised a person already speaking will resume his seat. The member raising the point of order shall resume their seat when requested by the Chairman to do so. The ruling of the Chairman on a point of order shall be final.
5. If the Chairperson calls a member to order, or intervenes in the debate as Chairperson for the purpose of controlling the proceedings in any manner, the member speaking shall give way to the Chairperson. The ruling of the Chairperson on any question under the Standing Orders, or on points of order or explanation shall be final, unless challenged by not less than one third of members present, and unless two-thirds of the members present vote to the contrary.
6. Amendments to a Motion may be proposed and seconded at the AGM/EGM provided it does not substantially change the substance of the motion, such that the intent of the original motion is thwarted or diminished. The Chairpersons decision in this regard will be final.
7. A vote on the amendment will be taken before any vote is taken on the original or amended motion.
8. The Proposer of a Motion or of an Amendment may speak to it for 2 minutes.
9. A Seconder of a Motion or an Amendment may also speak to it for 2 minutes.
10. A delegate speaking to a Motion or of an Amendment must not exceed 2 minutes.
11. The Proposer of a Motion or an Amendment may speak a second time for 2 minutes before a vote is taken, but no other delegate may speak a second time to the same Motion or Amendment.
12. The Chair may at any time declare that a matter has been sufficiently discussed and call on the proposer for a reply, and when that has been given a vote must be taken.
13. A delegate may with the permission of the Chair move a proposal “that the question be now put”, and that proposal shall be moved, seconded and decided without discussion. If this procedure motion is carried, the motion originally under discussion shall be put and decided forthwith without further discussion. If the procedure motion is lost the discussion on the original motion shall be resumed.
14. All votes will be taken by show of hands or by an online vote for “virtual” delegates or a combination of both.
15. Prior to the announcement of the results of a show of hands ballot, a secret ballot can be called for by the Chair, or by the meeting itself if it is proposed and seconded and voted for by a simple majority of those attending.
16. A secret ballot is one where those present in the room vote anonymously on a piece of paper distributed to them. On-line votes by their nature are secret and anonymous.
17. A speaker to the Annual Report or to any other general discussion shall not exceed 2 minutes to any one topic.
18. Any motion seeking additions or amendments to the Constitution must have a majority equal to two‐thirds of those present, entitled to vote and voting.
19. The Chairman may change the order of items on the agenda with the support of a simple majority of those present, entitled to vote and voting.
20. The acceptance of a procedure motion shall be at the discretion of the Chairman.
21. The Chair’s decision on any other matter relating to these Standing Orders or interpretation of same shall be final.