
CHAIR'S GUIDE

This document is not part of the constitution.

It will only be modified by agreement at an AGM or EGM.

It will be saved as a separate document to be published on the website.

1) MOTIONS FOR AGM OR EGM

- a) A Motion is an item for discussion at a Meeting on which a vote will be taken, submitted by the appropriate deadline.
- b) A Late Motion or Amendment is one that was not submitted by the appropriate deadline, but is submitted to the Chairperson in writing before or during a Meeting.
- c) The Chairperson:
 - i. has discretion to reject any Late Motion or Amendment; and in particular
 - ii. will reject any Late Motion or Amendment judged to be substantially the same as a Motion or Amendment included in the Agenda, and previously rejected by the Meeting.

2) NOTES ON AGM AND EGM AGENDAS

- a) During Matters Arising, Officers will answer questions from the floor on items in the Minutes and will update the Meeting with progress.
- b) Any Motion or Amendment submitted by the appropriate deadline to the Secretary of OM will be published in the Agenda.
- c) Any Other Business:
 - i. Late items for discussion may be submitted in writing to the Chairperson before or during a Meeting.
 - ii. It is fully intended that such matters will be resolved during the course of the Meeting but if not, they will be discussed during AOB before the Meeting closes.

3) ARRANGEMENTS FOR DEBATES AT AGM AND EGM

- a) This section is intended as guidance for the Chairperson of an AGM or EGM, and
 - i. The Chairperson has discretion to declare at any time that the Meeting will follow these arrangements.
 - ii. Any questions that arise at a Meeting concerning business, procedure, and/or the interpretation of these arrangements must be put to the Chairperson, whose ruling on any such matters is final.
- b) At the start of a Meeting, the Chairperson will appoint two Tellers for voting, and a Minuting Secretary.

- c) Order of Business:
 - i. Before the Meeting begins, the Chairperson will determine the timing of items on the Agenda so that the Meeting ends at the appropriate time; and the Introduction by the Chairperson will include those indicative timings;
 - ii. The Chairperson's decision is final on the order in which Motions and Amendments and speakers are called during debate;
 - iii. The Chair has discretion to end a debate on a Motion or Amendment at such a time that the total spent on any Motion is no more than 30 minutes.
- d) Each speaker may only speak once during each Motion and once during each Amendment.
- e) Speakers are each limited to the following times:
 - i. To propose a Motion : 3 minutes
 - ii. To propose an Amendment, and all other speakers : 2 minutes
- f) The Chairperson has discretion to allocate further time to a speaker and specify the extra time allowed.
- g) Before the Meeting discusses a Motion or Amendment, the proposer has the right to speak in support of it.
- h) Before the Meeting votes on a Motion or Amendment, the proposer has Right of Reply.