

CHAIR'S GUIDE

Adopted: Open Morris AGM, 12th November 2016
Amended: Open Morris AGM, 26th November 2017
Reviewed:

**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.**

In this document, "Chair" means the Chair of OM or the Chairperson of an AGM or EGM according to context.

1) MOTIONS FOR AGM OR EGM

- a) An Ordinary Motion or Amendment is an item for discussion at a Meeting on which a vote will be taken, submitted to the Secretary in writing by the appropriate deadline and published with the Agenda.
- b) A Late Motion or Amendment is one that is submitted to the Secretary in writing after the appropriate deadline.
- c) The Chair has discretion to reject any Late Motion or Amendment.
- d) If two or more Ordinary Motions or Amendments or Late Motions or Amendments are deemed to be substantially the same, the Chair may combine them into one item, subject to approval by the proposers.
- e) At a Meeting, the Chair may propose a Motion to correct non-substantive errors such as grammar or spelling in any Motion or Amendment, including a Constitution Motion or Amendment.

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 Chair 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; and the Introduction by the Chairperson may 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.