



AGM BUSINESS SESSION SAT 09 May 2020

ADOPTION OF STANDING ORDERS

THE IRISH COLLEGE OF GENERAL PRACTITIONERS

STANDING ORDERS FOR ANNUAL GENERAL MEETINGS

PROCEDURE FOR SUBMISSION OF MOTIONS

1. Motions for the agenda may only be submitted by a Faculty of the College. Every motion must be signed by the Secretary of the Faculty. Motions can be emailed into the College by the notified due date by the Secretary of the Faculty.

NUMBER OF MOTIONS

2. Each Faculty should be limited to three in the number of motions submitted to each annual general meeting.

NOTICE OF MOTIONS

3. Each motion must be forwarded to the Chief Executive and Honorary Secretary not later than 35 days prior to the AGM.

STANDING ORDERS COMMITTEE

4. The Standing Orders Committee shall consist of the President, Honorary Secretary, Chair and Chief Executive Officer. This committee shall consider the motions, amendments and nominations for election and report thereon as to whether they are in order. They shall also with the permission of the proposing Faculties, group similar motions together or draft a composite motion and endeavour to eliminate unnecessary duplication.

FINAL AGENDA

5. The final agenda containing motions and amendments shall be sent to all members not later than 21 days before the A.G.M.
6. Motions not on the final agenda shall not be considered except in accordance with provisions for the suspension of standing orders.

MINUTES

7. The minutes of each annual general meeting shall be submitted for confirmation to the next annual general meeting.
8. The confirmation of minutes shall be proposed and seconded and put as a motion to the meeting following the adoption of the standing orders and before the transaction of any other business.
9. Any motion at a meeting to alter or amend the unconfirmed minutes of the previous meeting shall be proposed and seconded and shall be put by the Chairman to the meeting.

RULES OF DEBATE

SPEAKERS

10. All speeches, statements, questions and replies shall be addressed to the Chair.
 11. Priority of speeches, statements, questions and replies rests with the Chairman.
 12. No interruption of any speech, statement, question or reply shall be permitted except upon a point of order.
 13. All speakers should stand when speaking and shall resume their seats when finished or when called to do so by the Chairman.
 14. Speakers shall introduce themselves with their name and Faculty.
 15. A speaker shall not address the meeting more than once on any one motion or amendment except on a point of order. The exceptions to this are the Chairman and the proposer of the motion who shall have the right to reply to other speakers before the motion is put to the meeting. Proposers of amendments do not have the right of reply.
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16. No speech proposing an original motion or amendment shall exceed four minutes and no other speech shall exceed 2 minutes in duration.
17. No matter ruled by the Chairman to be irrelevant to the motion or amendment shall be discussed.

POINTS OF ORDER

18. If a member feels that standing orders have been contravened in some way, he 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 his seat when requested by the Chairman to do so.
19. The ruling of the Chairman on a point of order shall be final.

GENERAL CONDUCT

20. No papers or literature shall be distributed in the meeting or in the precincts thereof except by the staff of the College.

MOTIONS AND AMENDMENTS

21. Motions shall be proposed in the order listed on the agenda by a representative of the Faculty from which the motion is proposed. If no member is present from that Faculty the motion may be introduced by the Chairman.
22. No seconder is required for motions or amendments on the final agenda. All other motions or amendments introduced must be proposed and seconded before being debated.
23. Amendments to a motion can be proposed in advance and entered on the final agenda or proposed during the meeting but before a motion is put to a vote.
24. An amendment to an original motion shall be put to the vote before the latter. If the amendment be carried it shall become a substantive motion replacing the original one and shall be likewise subject to amendment. If the amendment be defeated the original motion stands for adoption or amendment. No second amendment shall be accepted by the Chairman until the first one has been put to a vote and only one amendment at a time shall be discussed.

PROCEDURE MOTIONS

NEXT BUSINESS

25. If a proposal to proceed to the next business has been moved and seconded the proposer of the motion under discussion shall have the right to speak briefly in opposition, and the procedure motion shall then be put without further discussion. If the procedure motion is carried the discussion on the motion originally under discussion shall be abandoned and the meeting shall proceed to the next business on the agenda. If the procedure motion is lost the discussion on the original motion shall be resumed.

DISCUSSION TO CLOSE

26. A proposal that the discussion be brought to a close shall be moved, seconded and decided without discussion. If the procedure motion is carried the motion originally under discussion shall be put and decided without further discussion other than a reply by the mover thereof. If the procedure motion is lost the discussion on the original motion shall be resumed.

QUESTION NOW PUT

27. A proposal that the question be now put shall be moved, seconded and decided without discussion. If the 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.

MOTION TO REMIT

28. Any delegate may move that the motion be remitted for consideration by Council. When a motion to remit is moved and seconded, following the conclusion of the debate the Chairman shall take the motion to remit and if it is carried the motion shall be remitted to Council. If the motion is lost the original motion shall be voted on.

CHAIRMAN'S DISCRETION

29. The acceptance of a procedure motion shall be at the discretion of the Chairman.

SUSPENSION OF STANDING ORDERS

30. A motion to suspend standing orders may be put to the meeting at any time. It must specify the standing order(s) to be suspended and the period of suspension. A motion to suspend standing orders may not be adopted except with the permission of the Chairman and with consent of two thirds of the members present. The Chairman before giving his ruling may at his discretion consult the standing orders committee.

31. Nothing in these standing orders shall be taken as over-riding the constitution of the Irish College of General Practitioners. If there should be any conflict the constitution shall decide the question.