



Suffolk West

Model Standing Orders for Federation Council Meetings

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**SUFFOLK WEST FEDERATION OF WOMEN'S INSTITUTES
MODEL STANDING ORDERS FOR FEDERATION COUNCIL MEETINGS**

1. The Chair shall be taken by the Federation Chairman.
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 Federation rules and the standing orders of the Council. At the Annual Council the adoption of the Annual Report and Financial Statement and the appointment of Auditors shall also be included.
3.
 - a) Resolutions shall be sent in writing to the Federation Secretary by a date which shall be decided by the Board of Trustees and shall be not less than three months before the date of the Council. Resolutions must stand in the name of a Women's Institute within the Federation, a member of the Federation Board of Trustees, or the Federation Board of Trustees as a whole.
 - b) Should more resolutions be received than there would be time to discuss, the Federation Board of Trustees shall select those which will lead to the most profitable discussion.
 - c) Resolutions proposing alterations to the rules must be accepted for the Agenda and all resolutions must be circulated to all Women's Institutes with the rejected ones, if necessary, on a separate sheet.
 - d) A final Agenda shall be sent not less than a month before the date of the Council; it shall contain the resolutions and such amendments as have been selected by the Federation Board of Trustees from those sent in writing to the Federation Secretary by the required date.
 - e) No amendment concerning the Constitution may be moved at a Council Meeting unless it has first appeared on the Agenda.
 - f) Any resolution or amendment concerning a Federation bye-law must be submitted, before the Council Meeting, to the National Federation Board of Trustees for approval.
 - g) No amendment to resolutions concerning the rules, Constitution and Federation bye-laws may be moved at a Council Meeting unless it has first appeared on the Agenda.
 - h) No resolution shall be sent forward to the Prime Minister, Cabinet Minister, County Councils or other public bodies unless it commands a two-thirds majority of the delegates present and voting.
4. A motion which has been brought forward at a Council Meeting cannot be discussed at a subsequent Council Meeting within twelve months, unless with the consent of a majority of the delegates present.
5. 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. No resolution sent in on the ground of urgency shall be accepted by the Board of Trustees or in cases of necessity by the Chairman acting on its behalf, unless the said resolution deals with some development arising after the correct date for sending in resolutions for the Agenda and involves action which must be taken at once to be effective.
6. 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 strictly to the motion or amendment under discussion, or to an explanation or a 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 consent of three quarters of the meeting.

f) No member shall address the meeting more than once on any motion or amendment. The mover of an original motion may, however, reply last 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 an amendment, but when it is carried and has become 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, after the mover has been offered the right to reply 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 either a substantive motion or an amendment is before the meeting and should only be used in exceptional circumstances.

i) Visitors to the Council may be invited to speak by the Chairman.

7. The members shall vote on questions before the meeting by hands or by show of cards, and the Chairman shall declare the results. If a division is asked for, the tellers shall count the cards.

8. No person shall act as delegate nor vote on behalf of more than one Institute. Any Institute unable to find a delegate among its own members may apply to the Federation Board of Trustees for a proxy, who shall vote according to the Institute's instructions.

All reference to *members* refer to voting members of the Council, i.e. each delegate and member of the Board of Trustees shall have one vote, the Chairman shall have a casting vote when voting is equal.