

## **Standing Orders for LCCU General Meetings of Members**

### **1. Motions**

- 1.1 The person proposing a motion shall be allowed a maximum of five minutes to speak to the motion.
- 1.2 The person seconding a motion shall be allowed three minutes to speak in support.
- 1.3 Any amendments shall be debated and voted upon prior to the vote on the substantive motion.
- 1.4 members wishing to speak should raise their hands to indicate this and must wait to be invited to speak by the Chair before addressing the meeting.
- 1.5 Contributions from other members shall be limited to two minutes per member.
- 1.6 Members may only speak once upon a single agenda item unless otherwise invited to speak by the Chair of the meeting.
- 1.7 Debate shall cease when the Chair decides sufficient debate has taken place.

### **2. Conduct at General Meetings**

- 2.1 Any person in breach of these Standing Orders, who interrupts the person speaking, who uses rude or abusive language, or disrupts the conduct of the meeting, shall be warned that any repeat of such misconduct will result in his or her expulsion from the meeting.
- 2.2 All debate shall cease when the Chair rises to his/her feet and shall only resume when he/she resumes his/her seat.

### **3. Suspension of standing Orders**

- 3.1 A proposal to suspend the Standing Orders requires a two-thirds majority to succeed.

### **4. Elections**

- 4.1 If the Chair is a candidate standing for election she/he shall hand over the chairing of the meeting to another officer or a member of staff for that item.

### **Rules relating to the conduct of General Meetings**

**Quorum - Rule 94**

**Adjournment - Rule 96 & 97**

**Voting Rights - Rule 89 & 90**

**Voting Procedures - Rule 91**