

CORNWALL FEDERATION OF WOMEN'S INSTITUTES

STANDING ORDERS FOR FEDERATION ANNUAL COUNCIL MEETING

1. The Federation Chair/Chairman shall chair the meeting.
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 constitution and the standing orders of the Council. The adoption of the annual report and financial statement and the appointment of accountants shall also be included.
3. Amendments and Resolutions
 - a) Resolutions shall be sent in writing to the Secretary of the Federation by a date which shall be decided by the Federation Board of Trustees and advised to all WIs. Resolutions must stand in the name of a WI 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.
 - d) The agenda shall be sent to all WIs in the Federation and all members of the Federation Board of Trustees at least one month before the date of the Council Meeting.
 - e) Any amendment to the resolutions should be sent to Federation Office in writing by at least four months preceding the date of the Council Meeting in order that they may be considered by the Board of Trustees and, if approved, by all WIs.
 - f) No amendment concerning the constitution may be moved at a Council Meeting unless it has first appeared on the agenda.
 - g) 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.
 - h) 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.
4. No business other than that upon the agenda shall be taken unless leave of urgency be voted by the Council. If the question is contentious, three-quarters of the delegates must agree before it can be discussed. No resolution sent in on the grounds of urgency shall be accepted by the Board of Trustees, or in cases of necessity by the Chair/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.
5. In debate, the following rules of procedure shall be observed:
 - a) No resolution or amendment shall be discussed or put to the meeting until it shall have been seconded.
 - b) A delegate who speaks shall direct her speech strictly to the resolution or amendment under discussion, or to an explanation or point of order.

- c) Not more than one amendment or resolution shall be discussed at any one time.
- d) Any delegate may rise to a point of order, or a delegate may rise to explain, but such explanation shall be confined to some material part of her former speech, which may have been misunderstood. A delegate 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 resolution or amendment may be withdrawn by the mover and seconder with the consent of three-quarters of the delegates present at the meeting.
- f) No delegate shall address the meeting more than once on any resolution or amendment. Only the original mover of a resolution shall have the right of reply to the debate before the resolution is put, after which no other delegate may speak. 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 to reply, which has passed to the mover of the amendment replacing it: any delegate who has spoken to an amendment may speak again when it is put as a substantive resolution.
- g) A debate shall be closed if a motion that 'the vote be now taken' is carried. Such a motion may be moved and seconded by any two delegates, neither of whom has previously spoken in the debate. It shall be put to the vote immediately and without discussion, after the mover has been offered the right to reply. If the right of reply is exercised at this stage, there shall be no further right of reply.
- h) A debate shall also be closed if a motion that 'this meeting proceed to next business' is carried. Such a motion may be moved and seconded by any two delegates, neither of whom has previously spoken in the debate. It shall be put to the vote without discussion and shall require a simple majority; if carried, the meeting shall proceed forthwith to the next item on the agenda and shall be deemed to have been 'removed' from the agenda. 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 by the Chair/Chairman to speak.

The delegates shall vote on questions put before the meeting by hands or by show of cards, and the Chair/Chairman shall declare the result. If a division is asked for, the tellers shall count the cards.

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