

Standing Orders

The Cecilian Society, University of Glasgow

As of 3rd May 2001

1.
 - a. The Secretary shall intimate in the notices calling the meeting of the society all the business known to him and shall invite motions to be submitted to him at least 24 hours before the start of the meeting for inclusion in the order of business.
 - b. The order of business shall be submitted to the meeting by the Chairman for approval.
 - c. The order of any item on the agenda may be altered on motion.
 - d. Additional motions may be proposed from the floor and if accepted by the meeting be proceeded with.
 - e. Any item of business not on the agenda may be raised from the floor at the end of the meeting and shall be discussed if accepted by the Chairman.
2. No amendment shall be accepted unless it is, in the opinion of the Chairman, competent and relevant to the motion on which it is moved.
3. Amendments to amendments shall be competent.
4. Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of.
5. If an amendment be carried the motion as amended shall become the substantive motion to which further amendments may be moved.
6. If an amendment be rejected other amendments, but not to the same effect, may be moved on the original motion.
7. Every question shall be decided by a show of hands, and the Chairman may order a count. It shall be competent, however, for any member to demand a count or ballot, and the result, but not the number of votes cast, of such a count or ballot shall be announced to the meeting.
8. All motions, save those specified in these Standing Orders, shall require a simple majority, unless a procedural motion requiring a greater majority is passed by the meeting.
9.
 - a. As soon as a motion has been moved and seconded the Chairman shall propose the question in the words of the motion and ask if there be any direct negatives or amendments. Thereupon, or at the close of any speech, any member who has not spoken on the question may move, without further debate, that the question

now be put. On this being seconded, the Chairman, if he be of the opinion that the subject has been sufficiently discussed, shall, without further debate, take a vote. If this motion be carried, the mover of the original motion and the mover of the amendment, if any, shall have the right to reply and the question shall then be put to the meeting.

- b. The Chairman may move of his own accord at any time that “the question now be put”, and the abovementioned right of reply shall apply.
10. Time limits for any speech shall be determined in advance of any such speech by the Chairman.
 11. Should the Chairman wish to participate in any discussion he shall yield the Chair to his appointed deputy for the duration of such discussion.
 12. The Chairman shall have a deliberative vote, and in case of an equality of votes, a casting vote.
 13. Subject to Standing Order 18 the Chairman’s ruling on any matter shall be final, unless five members immediately stand to move a motion that the ruling be set aside. A vote shall be taken immediately and shall require a $\frac{2}{3}$ majority to be passed.
 14. Procedural motions shall take precedence over all other business and among them as follows:
 - a. Motions that the Chairman’s ruling be set aside.
 - b. Motions for a temporary Chairman.
 - c. Motions to adjourn the debate or meeting to a specific time or place.
 - d. Motions that the Question be now put.
 - e. Motions that the Question be not put.
 - f. Motions for leave to withdraw a motion or an amendment, if moved by the proposer with the consent of the seconder.
 - g. Motions to refer the Question back.
 - h. Motions to suspend Standing Orders.
 - i. Motions relating to all other procedural matters.

15. The Chairman shall allow the proposer of a procedural motion to speak to the Motion, and one speech shall be allowed opposing it. A vote shall be taken after those speeches.
16. Standing Orders may be suspended at any meeting by a vote of a $\frac{2}{3}$ majority of members present and voting.
17. A motion to suspend Standing Orders is not competent during the progress of a discussion.
18. It shall be open to any member to enter his dissent from any decision.
19. *Points of Order and Explanation*
A point of Order or Explanation must be stated without argument; it must be considered by the Chairman, and his decision thereon shall be final. A speaker must give way to a point of Order but need not give way to a point of Explanation.
20. *Questions of Fact*
It shall be open to any member at the close of any speech to put a Question of Fact through the Chairman to the last speaker. The Chairman shall determine whether or not the question is factual and whether or not it can be allowed. The speaker so challenged shall have the right to disregard the question. There shall be no discussion.
21. It shall be competent to move that the Meeting proceed to the next business. This may be moved at the conclusion of any speech. If carried by a $\frac{2}{3}$ majority the Question shall be considered as dropped.
22. Any motions passed at a Meeting shall be advisory only as far as the Committee of the Society is concerned.
23. These Standing Orders are subject to the Constitution of the Society and in the event of conflict the Constitution shall prevail.