

## **Rules of Procedure for Branch Representatives' Meetings**

1. Except as the Council may otherwise decide from time to time, the meeting of Branch Representatives held annually in May shall be for the purpose of discussing and voting upon motions submitted by Branches and by the Council of the Society.
2. A motion with an explanatory paragraph to be submitted by a Branch must have been approved by a General Meeting of the Branch and must reach the Secretary of the Society not later than 12 February for the meeting to be held that year.
3. The Council will review the list of motions during March and may instruct the Secretary to delete from the list any motions that are in their opinion trivial, irrelevant or obscure. A copy of the list, with the addition of any motions to be submitted by the Council, will then be sent to each Branch.
4. If motions covering similar ground are submitted, the Council may at their discretion group or, in consultation with the Branches concerned, amalgamate the motions.
5. Branches may submit motions up to 30 April on urgent matters of importance that have arisen since the closing date for the receipt of motions. The Chairman will decide whether any motion is of such a character as to be eligible for submission under this rule.
6. Except with the prior consent of the Council, or with the permission of the Chairman of the meeting, motions may only be submitted in accordance with the above procedure.
7. The order in which motions are to be taken shall be decided by the Council in the light of the recommendations made at the meeting mentioned in Rule 3.
8. The President or, in his absence, the Vice-President, or in his absence some person elected by the meeting, shall be the Chairman of the meeting.
9. After a motion has been moved and seconded, the Chairman will ask if anyone wishes to speak against the motion. If not, the motion will be put to the meeting without debate. If there is an intervention against adoption of the motion, then a debate on the motion will take place.
10. Subject to these rules, the procedure of the meeting shall be governed by the ordinary rules of debate, movers being allowed five minutes, seconders three minutes, other speakers three minutes. The mover shall be allowed three minutes to reply to the discussion.

11. Any views of the Council or any information in the Council's possession which the Council may consider will assist the meeting are included in the motions document under the section "Background information." If necessary, any additional comment will be made on behalf of the Council from the platform. The Chairman of the meeting has the right to intervene at any time during the course of the meeting. The meeting will, at an appropriate time, be asked whether any Branch wishes to submit an amendment.
12. In the event of there being no representatives present from a Branch in the name of which a motion stands on the Agenda it shall be permissible for any representatives to move and second such proposition.
13. When the vote on a motion has been taken, any Branch representative may inform the Chairman that the Branch concerned wishes its abstention from that vote to be recorded.
14. A vote will be taken at the end of the Branch Representatives' meeting on any motions which, due to the lack of time, cannot be debated and they shall stand referred to the Council.
15. A motion that has been defeated at a representatives' meeting or a motion to the same effect that has been defeated shall not be included in the Agenda of a representatives' meeting, without the consent of the Council, until after the next two representatives' meetings have been held.
16. A Branch may not submit more than two motions annually.