

## **CHILTERN'S CLOCK CLUB**

### **STANDING ORDERS FOR MEETINGS**

#### **1. REGISTER**

- a) A register of attendance shall be kept of all General and Special Meetings.
- b) If a Member of the Committee is absent from two consecutive meetings without informing the Secretary of the reason, in order that the numerical strength of the Committee be maintained, the Secretary shall write to the Committee Member enquiring if he/she wishes to continue as a Member of the Committee.

#### **2. MINUTES**

- a) Minutes of all General, and Special, and Committee Meetings shall be kept.
- b) They shall be recorded in a book by the Secretary, who shall read them at the next meeting, when, after being approved by the meeting, they shall be signed as a correct record by the Chairman.

#### **3. ORDER OF BUSINESS**

- a) Business shall be dealt with in the order that it appears on the agenda, except that the Chairman may, with the consent of the majority of the Members present and voting, give precedence to such business as may be deemed urgent.

#### **4. PROCEDURE**

- a) All remarks shall be addressed to the Chair.

#### **5. MOTIONS**

- a) No motions or amendments shall be discussed until it has been moved and seconded. The Chairman may require an amendment to be put in writing.
- b) Only one amendment shall be discussed at a time, but notice of further amendments shall be given before the first amendment is put to the vote. They shall be taken in the sequence in which they propose to amend the motion.
- c) Any Member desiring to introduce competent business may do so, but the Chairman may require notice of the motion.

#### **6. VOTING ON MOTIONS**

- a) Voting will be by a show of hands, but a ballot may be held at the Chairman's discretion.

#### **7. SUB-COMMITTEES**

- a) When sub-committees are formed, terms of reference must be laid down.
- b) The Chairman of the sub-committee shall at its first meeting read out the terms of reference, together with Standing Orders for meetings.

STANDING ORDERS FOR MEETINGS continued

8. SUSPENSION OF STANDING ORDERS

- a) In matter of urgency, the Chairman may accept a motion for the suspension of one or more of the above Standing Orders. The proposer shall state the reasons for the motion and the length of time desired such suspension to last. Suspension shall only take place if desired by two-thirds of the Members present and voting.