

# WELSH INDOOR BOWLS

## STANDING ORDERS

### 1. RULES OF DEBATE AT MEETINGS

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h) A member may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j) Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k) One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l) A member may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the chair of the meeting, a member may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another member.
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke.

- iii. to make a point of order.
- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p) During the debate on a motion, a member may interrupt only on a point of order or a personal explanation and the member who was interrupted shall stop speaking. A member raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q) A point of order shall be decided by the chair of the meeting and his/her decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion.
  - ii. to proceed to the next business.
  - iii. to adjourn the debate.
  - iv. to put the motion to a vote.
  - v. to ask that a person be no longer heard or be asked to leave the meeting.
  - vi. to refer a motion to a committee or sub-committee for consideration.
  - vii. to adjourn the meeting; or
  - viii. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s) Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t) Excluding motions moved under standing order 1(r), the contributions or speeches by a member shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard(s) the request of the chair of the meeting to moderate or improve their conduct, any member or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **3. MEETINGS GENERALLY**

Annual General Meeting & Special General Meetings  
Management Committee meetings  
Sub-committee meetings

A person who speaks at a meeting shall direct his/her comments to the chair of the meeting.

- a) Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- b) The Chair of the Management Committee, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Management Committee if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a member as chosen by the members present at the meeting shall preside at the meeting.
- c) Subject to a meeting being quorate, (one third of the membership) all questions at a meeting shall be decided by a majority of the members with voting rights present and voting.
- d) The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.
- e) Voting on a question shall be by a show of hands unless, at the request of a member, a secret ballot is called for. Such a request shall be made before moving on to the next item of business on the agenda.
- f) The minutes of a meeting shall include an accurate record of the following:
  - the time and place of the meeting
  - the names of members who are present and the names of members who have submitted apologies:
  - interests that have been declared by members with voting rights:
  - whether a member with voting rights left the meeting when matters that they held interests in were being considered:
  - A member with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his/her right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Management Committee.
- g) No business may be transacted at a meeting unless at least one-third of the whole number of members of the Management Committee are present and in no case shall the quorum of a meeting be less than 20.

### **4. COMMITTEES AND SUB-COMMITTEES**

- a) Unless the Management Committee determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

- b) The members of a committee may include non-members unless it is a committee which regulates and controls the finances of WIB.
- c) Unless the Management Committee determines otherwise, the members of an advisory committee and a sub-committee of the advisory committee may be non-members.
- d) The Management Committee may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference.
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Management Committee.
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
  - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee.
  - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee.
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
  - viii. may dissolve a committee or a sub-committee.

**All members are bound by WIB's Code of Conduct as attached to these Standing Orders.**

**Reviewed March 2024, next review March 2025.**