

Lib Dem Friends of Cycling, Walking and Wheeling (LDFoCWW)

AGM Standing Orders

Version 1.1

1. Object

- 1.1. These Standing Orders govern the preparation and conduct of the agenda of General Meetings of the Liberal Democrat Friends of Cycling, Walking and Wheeling (LDFoCWW), hereafter referred to as “the Group”.
- 1.2. These Standing Orders are supplementary to those rules concerning General Meetings defined within the Constitution of the Group. Where any conflict or uncertainty arises between these Standing Orders and the Constitution, or on any issue where these Standing Orders are silent, the Constitution shall take precedence.

2. Submission of motions

- 2.1. Members of the Group are invited to submit motions, amendments to the Constitution or AGM Standing Orders, for debate at future General Meetings. Submissions should be made in writing to the Vice-Chair (Organisation).
- 2.2. All submitted motions and amendments must be proposed and seconded by members of the Group.
- 2.3. Subject to section 4.2, the Executive Committee shall, when preparing the agenda of a General Meeting, consider any valid motions received since the previous General Meeting and select as many motions and amendments as appropriate subject to the available time at the meeting.
- 2.4. Motions selected by the Executive Committee shall be circulated in writing to members of the Group with the notice summoning the meeting.

3. Submission of amendments to motions

- 3.1. Members may submit amendments to motions listed in the meeting agenda in writing to the Vice-Chair (Organisation), no later than 7 days prior to the start of the meeting.
- 3.2. Amendments must be proposed or seconded by members of the group.
- 3.3. Subject to section 4.2, the Executive shall select as many submitted valid amendments for debate as appropriate for the available time at the meeting.

- 3.4. Copies of selected amendments shall be made available to members at the meeting.

4. The Executive Committee

The Executive Committee of the Group shall:

- 4.1. Make all necessary arrangements for the Annual General Meeting, or any special General Meeting called during its term of office.
- 4.2. Prepare all necessary regulations and timetables in respect of motions, elections, arrangements of business, the agenda, the conduct of sessions of the General Meeting and all matters incidental thereto. In particular it shall:
 - 4.2.1. Timetable all constitutional amendments that have been properly submitted.
 - 4.2.2. Have available for inspection at the General Meeting, all motions and amendments not included, or composited , in the final agenda.

5. The Chair

- 5.1. The Chair of the Executive shall normally chair the meeting and will do so according to normal standards of debate. Anyone disrupting the good conduct of the meeting can be excluded from the rest of that meeting. The Chair's ruling on any matter shall be final unless challenged by an immediate vote.
- 5.2. One of the Vice-Chairs shall be responsible for taking the Chair's role in their absence, and for chairing any parts of the meeting over which it is inappropriate for the Chair to preside.

6. Rules of Debate and Conduct of Business

- 6.1. No motion of amendment shall be discussed unless it has been proposed and formally seconded.
- 6.2. Members shall direct their speeches to the question under discussion or to a point of order or to a personal explanation.
- 6.3. Subject to the right of amendment of the Executive in the case of any specific item of business, the discussion of all motions shall normally comprise:
 - 6.3.1. Speech of mover of main motion, five minutes at most
 - 6.3.2. Speeches of movers of any amendments, three minutes at most
 - 6.3.3. Speeches from the floor, three minutes at most
 - 6.3.4. Rights of reply, three minutes at most.

- 6.4. The Executive may:
 - 6.4.1. Recognise an amendment as an alternative option and allow its proposer the same time as the speech of the proposer of the motion.
 - 6.4.2. Take two or more motions covering the same or associated subject matter to be debated simultaneously (along with any amendments to such motions): such debate shall conclude with a vote on each motion and amendment in turn, or between motions, or amendments or parts of motions or amendments, as appropriate.
- 6.5. Each motion will be moved and any amendment will then be moved, debated and voted upon in the order in which they affect the wording of the motion, except that the Chair may vary the order of debate to improve discussion where the nature of complexity of the motion make this desirable.
- 6.6. Subject to 6.4 above, all amendments shall be decided before substantive debate on any motion.
- 6.7. No member shall speak more than once on any motion or amendment or in any simultaneous debate under 6.4 above, except:
 - 6.7.1. To exercise any right of reply given by these Standing orders;
 - 6.7.2. By way of explanation;
 - 6.7.3. To move any procedural motion;
 - 6.7.4. On different aspects of a Report which is discussed in parts
- 6.8. The Chair may, subject to contrary indication by the meeting, allow any person who is not a member of the Group to speak in any debate.
- 6.9. Speakers will be selected by the Chair from those members who indicate their wish to speak. In choosing speakers, the Chair shall attempt to provide a balanced debate between different viewpoints within the meeting. The Chair shall also have regard, in choosing speakers, to the number of times a particular person has already been called to speak during the meeting.
- 6.10. A motion or amendment once moved and seconded may only be withdrawn with the consent of the meeting, which shall be signified without discussion.

7. Procedural Points

- 7.1. Subject to section 10.3, a person may rise to a point of personal explanation, but a personal explanation shall be confined to some material part of a former speech by that person at the same meeting which may have been misunderstood. A person so rising shall be entitled to be heard forthwith.

- 7.2. The ruling of the Chair on a point of order or the admissibility of a personal explanation shall not be open to discussion and shall only be open to challenge on a two-thirds majority of those present and voting.
- 7.3. When a motion is under debate, only the following procedural motions shall be allowed:
 - 7.3.1. That the Chair's ruling be set aside;
 - 7.3.2. To adjourn the debate in motion;
 - 7.3.3. That the question is not put;
 - 7.3.4. That the question is now put;
 - 7.3.5. That the motion be referred back to the mover;Any such procedural motion, when moved and formally seconded, shall immediately become the motion under discussion unless deferred under SO 7.6. When any such procedural motion is moved and where the Chair has not deferred debate under SO 7.6, only a higher procedural motion on the list above may then be moved before such procedural motion is decided.
- 7.4. Procedural motion motions 7.3.2 to 7.3.4 may only be moved without comment by a member at the end of another person's speech.
- 7.5. The mover of any procedural motion under SO 7.3.1 or SO 7.3.5 may make a brief speech; the Chair in case SO 7.3.1 and the mover of the motion in case SO 7.3.5 shall have a brief right of reply.
- 7.6. Motions SO 7.3.4 and SO 7.3.5 above shall not be accepted unless the Chair believes that there has been adequate discussion of the matter under consideration. If a motion in case SO 7.3.4 is carried the movers shall have a right of reply before their motion is voted on.

8. Right of Reply

- 8.1. The proposer of a motion shall have a right of reply at the close of the debate upon such motion, immediately before it is put to the vote.
- 8.2. If any amendment is proposed, the proposer of the motion shall be entitled to reply at the end of the debate upon the amendment.
- 8.3. The mover of any amendment shall have the right of reply immediately before the proposer of the substantive motion.
- 8.4. The right of reply may be delegated by the proposer concerned.
- 8.5. A representative exercising a right to reply shall not introduce new matter to the debate.

9. Acceptance of Amendment

- 9.1. The proposer of a motion may, with the consent of the meeting, signified without discussion, accept a drafting amendment to the motion which has been proposed and may also accept any duly tabled amendment.

10. Voting on motions

- 10.1. Each member of the Group attending the meeting will be eligible to vote on each motion and amendment.
- 10.2. If the meeting is held in person, votes shall be taken by a show of hands. If the meeting is held online, then the vote will be taken electronically. The voting shall be counted by tellers at the request of the Chair, the Executive Committee or 10% or more members upstanding.
- 10.3. No point of personal explanation may be raised during a vote. Points of order raised during a vote shall only be admissible if they relate to the conduct of the vote.
- 10.4. The Chair's decision and announcement of the result shall be final.

11. Suspension of Standing Orders

- 11.1. A representative may move a motion for the suspension of Standing Orders. The mover of the motion shall submit the motion and a brief written statement of the purpose of the proposed suspension to the Chair, who shall read them to the meeting. The Chair shall then (if the motion is in order) invite the members wishing the motion to be considered to indicate by show of hands. If less than 10% of members present do so the motion shall not proceed.
- 11.2. If the motion proceeds, the mover may speak and a representative of the Executive may reply. The Chair shall have the discretion whether to allow other speakers on the motion.
- 11.3. A motion to suspend Standing Orders shall be carried only if supported by at least two thirds of the members voting. If the motion is carried, all Standing Orders shall be deemed to be still in force, except only for the purpose set out in the motion.

12. Election of Officers and Executive Committee

- 12.1. Elections shall be held in accordance with the rules within the Group's Constitution.
- 12.2. The vote shall be in person if the meeting is held in person. If the meeting is held online then the vote shall be conducted electronically. If the meeting is being held both in-person and online (i.e. a "hybrid" meeting) then a combination of in-person and electronic voting may be used.

- 12.3. The re-opening of nominations for any position will only take place at the Annual General Meeting if there are no valid nominations submitted for that position by the deadline as defined in the Constitution of the Group or if all the persons nominated for that position have already been elected to another position at that same meeting.
- 12.4. If nominations for a position are re-opened at the meeting, any members present may nominate themselves if they have not already been elected to another position at that same meeting.
- 12.5. If an election is contested, each candidate may address the meeting for no more than 5 minutes. The order of speakers will be determined by drawing lots or an alternative method as determined by the returning officer. Speeches by candidates may not make reference to any other candidate.
- 12.6. If an election is uncontested, the Chair has sole discretion to allow the candidate to address the meeting for no more than 2 minutes.
- 12.7. In the event of a tied vote, when there are only two candidates, lots will be drawn to achieve a result. Where the vote is carried out electronically, this may be done automatically by the voting system.
- 12.8. If an Executive position remains vacant at the conclusion of the meeting, the incoming Executive may co-opt members to fill vacancies in accordance with their Standing Orders and the Constitution of the Group.
- 12.9. The returning officer shall be responsible for the interpretation of these election rules and their decision shall be final.

13. Nominations for and Election of Honorary President

- 13.1. The Meeting shall vote, taken by a show of hands, whether to elect an Honorary President, whose term shall end at the next Annual General Meeting.
- 13.2. If an Honorary President is to be elected, nominations for Honorary President will then be invited from the floor. Nominations must have a proposer and seconder, neither of whom may be the proposed candidate.
- 13.3. Nominations for Honorary President will only be accepted if the candidate:
 - 13.3.1. is a member of the Liberal Democrats Party;
 - 13.3.2. is a member of the Group;
 - 13.3.3. gives consent to be nominated, either in person at the meeting or in writing to the Vice-Chair (Organisation) prior to the meeting;
- 13.4. No Officer or Ordinary Member of the Executive may also hold the position of Honorary President.

- 13.5. If the election is uncontested, the Honorary President shall be elected by a simple majority by show of hands. If an election is contested, then it will be carried out as per the rules for elections to the Executive.

Document History

Version	Notes	Date
1.0	Adopted at the Inaugural Annual General Meeting	30/5/2025
1.1	Amendments to SO 7.4 to 7.6 adopted at AGM	16/11/2025