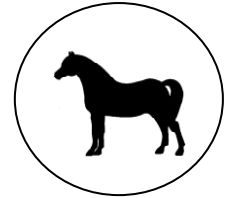


# The Welsh Pony and Cob Society Cymdeithas y Merlod a'r Cobiau Cymreig



Author: WPCS  
Updated: June 2018

## STANDING ORDERS

### Meetings of the Council and Standing Committees

*These standing orders are in addition to any regulations, clauses or articles contained within the Memorandum and Articles of Association.*

#### 1. MEETINGS

- a. The frequency of meeting shall not be less than outlined in the Council and Standing Committee terms of reference;
- b. An extraordinary meeting may be summoned by the Secretary and Chair at any time to discuss urgent or non-routine matters;
- c. At extraordinary meetings no business shall be taken which does not appear on the agenda paper;
- d. Notice of meetings, together with the agenda shall be sent 14 clear days before the date of the meeting;
- e. Wherever possible supporting papers should be received no later than five working days before the date of the meeting;
- f. Wherever possible members should submit their apologies in writing to the Secretary as soon as possible before the meeting;
- g. No Standing Committee meetings will be held for three weeks prior to a Council meeting except in exceptional circumstances.

#### 2. ORDER OF BUSINESS

- a. The Chair and Secretary shall agree the order of the agenda for all Council meetings to include:
  - i. Welcome
  - ii. Declarations and Items for Any Other Business
  - iii. To confirm: Minutes
  - iv. To consider: Matters Arising
  - v. To receive: Chair / Vice-Chair Report
  - vi. To receive: Secretary's Report
  - vii. To receive: Finance Chair's Report
  - viii. To receive: Standing Committee Reports
  - ix. To consider: Society Business
  - x. To receive: Correspondence
  - xi. To consider: Applications for Membership
  - xii. To consider: Any Other Business
- b. The order of business to be split into confidential and non-confidential items; confidential items include human resource matters, complaints, disciplinaries, welfare issues and commercially or data sensitive matters.
- c. Items for Any Other Business shall be declared at the beginning of the meeting. Items not declared at the beginning of the meeting will not be discussed.

### **3. NOTICE OF MOTIONS**

- a. The full terms of motion to be placed on the agenda must reach the Secretary in writing no later than 21 days before the day of the meeting.

### **4. ORDER OF DEBATE**

- a. Members will speak at the acknowledgement of the Chairman. Any member who persists in interrupting other members or refusing to acknowledge the authority of the Chairman may be asked to leave that meeting.
- b. The Chairman may require that any proposal or amendment be put in writing and signed by the proposer and seconder before a vote is taken.

### **5. VOTING**

- a. Voting on proposals shall be by show of hands or ballot.
- b. The Chairman shall have a vote and in addition, should it be required a casting vote.
- c. The Chairman shall, if exercising a casting vote, act impartially.

### **6. SUSPENSION OF STANDING ORDERS**

- a. In cases of emergency any Standing Order not within the Articles of Association may be suspended at any meeting of the Council so far as it refers to any business at the meeting, provided that at least 75% of the members present and voting shall so decide.

### **7. MINUTES**

- a. Minutes of Council and Standing Committees shall include the following:
  - i. The names of members present at the meeting;
  - ii. Decisions made at the meeting; and
  - iii. Where appropriate, the reasons for the decisions.
- b. Minutes of Council will be circulated to Council members no later than 14 working days following the meeting, unless otherwise agreed by the Chairman.