



Annual General Meeting

Standing Orders

1) General

- a. Tellers shall be elected at the commencement of the meeting.

2) Motions

- a. Motions and amendments will only be accepted until the date determined by the Executive Committee and notified to members. No new amendments to ordinary motions may be proposed after this point.
- b. Motions or amendments may be withdrawn, composited or remitted to the Executive Committee by their proposers.
- c. All motions and amendments must be proposed and seconded. If the proposer (or a delegate representing the proposing organisation) does not present the motion or amendment it will not be debated.
- d. The proposer of a motion shall have the right of reply before votes are taken on the main motion (whether amended or not). The proposer of a motion may also speak on each amendment being proposed to their motion. In the event that they accept an amendment, the proposer of the motion will retain the right of reply before the vote on the main motion takes place. In the event an amendment is passed which the proposer has not accepted, the right of reply on the main motion shall pass to the mover of the amendment.
- e. No member shall speak more than once on the same motion or amendment except as detailed in the preceding clause.
- f. A speaker may not be interrupted except to raise a point of order. A speaker may, at their discretion, give way to a point of information.
- g. The Chairperson shall have discretion as to the number of speakers called in any debate and which individuals are called, but shall attempt to ensure a balanced debate.
- h. Every motion which has been properly proposed shall be put to the vote, unless a procedural motion to the contrary has been carried
- i. Motions and amendments shall be voted on as a whole and not taken in parts.

3) Emergency motions

- a. Motions on an emergency subject may be submitted in writing, together with a proposer and seconder, until 5pm on the day preceding the AGM.
- b. Emergency subjects shall be items that could not reasonably have been submitted in line with the ordinary motion or amendment deadlines and where a failure to consider the item would substantially impair the work of PSC.
- c. If the Chairperson considers the item to be an emergency, the motion shall be added to the agenda and a time for the submission of any amendments will be set.
- d. If the Chairperson deems the motion not to be an emergency, the motion shall be remitted to the Executive Committee.
- e. When an emergency motion is selected for debate, all amendments shall be submitted to the Chairperson in writing with the names of the proposer and seconder by a deadline determined by the Chairperson, before the debate on the motion commences.

4) Timing of speeches

- a. The proposer of a motion or amendment shall speak for up to 3 minutes.
- b. The seconder and all other speakers on a motion or amendment shall speak for up to 2 minutes.
- c. The movers of each section of the Annual Plan shall speak for up to 3 minutes.
- d. The movers of the Annual Report and the Annual Plan shall speak for up to 10 minutes. The mover of the Financial Report shall speak for up to 5 minutes.
- e. Those asking a question or raising points of information or order shall speak for up to 1 minute and, other than at the discretion of the Chairperson, are not entitled to a further speech on the same point.
- f. Election candidates shall speak for up to 1 minute.

5) Chairing of meetings

- a. When the Chairperson speaks, members must respect the Chair.
- b. If the Chairperson wishes to speak to a motion, they must vacate the chair before any discussion of that motion begins.
- c. The Chairpersons ruling shall be based on the PSC Constitution and the Standing Orders.
- d. Members shall have the right to challenge a ruling of the Chairperson. The ruling under challenge shall be upheld until and unless the challenge is approved by the AGM.
- e. The terms of a challenge shall be presented in 1 minute speech by a member. For the challenge to proceed it must gain the support of at least 20 delegates.
- f. The procedure shall be as follows:
 1. The Chairperson shall vacate the chair.
 2. The challenger and then the Chairperson shall speak for a maximum of 3 minutes.
 3. The challenge shall immediately be put to the vote. The challenge shall require a two-thirds majority to be passed.

6) Procedural motions

- a. Any member may propose one of the following procedural motions:
 1. That the item be voted on immediately
 2. That the AGM moves to the next item without a vote
 3. That the item be remitted to the Executive Committee
- b. No speech may be interrupted to move a procedural motion. If the procedural motion is seconded it shall be put to the meeting without any debate, needing a simple majority to be carried.
- c. A motion to alter the order of business may also be moved. No item of debate may be interrupted to move such a motion. The proposer shall speak for up to 1 minute and the Chair may response for up to 1 minute. The question will immediately be put to a vote and, to be adopted, will require the support of at least two-thirds of votes. If successful, the Chair shall ensure that the Agenda is appropriately amended.

7) Close of the meeting

- a. At 15 minutes before the close of the final motions session, any business that has yet to be reached shall be remitted to the Executive Committee.