



**Fun, Learning and
Achievement**

DRAFT VERSION JANUARY 2019

All previous rules rescinded

STANDARD RULES AND CONSTITUTION

For

South West AREA COMMITTEE **of the National Federation of Young Farmers' Clubs**

1. NAME

- 1.1. The name of the Federation shall be the "South West Area Committee of National Young Farmers' Clubs".
- 1.2. The Area Committee is an association of the Young Farmers' Clubs and county federations (Cornwall; Devon; Dorset; Gloucestershire; Somerset; and Wiltshire) as agreed by the Council of NFYFC for that Area and formed in accordance with the form of Constitution and Rules for county federations and clubs approved by the Council of the National Federation.

2. OBJECTS

- 2.1. The objects of the Area Committee shall be:
 - 2.1.1. To advance the education of young members of the public at large in agriculture, home crafts, country life and related subjects; and
 - 2.1.2. In the interests of the social welfare of such members, to provide and promote the provision of facilities for recreation and other leisure time occupations, being facilities, which will improve their spiritual and mental capacities, self-reliance and individual responsibility so that they may grow to full maturity as individuals and members of the community.

3. POWERS AND FUNCTIONS

- 3.1. In furtherance of its objects but not further or otherwise, the Area Committee:
 - 3.1.1. Shall work in collaboration with the National Federation of Young Farmers' Clubs;
 - 3.1.2. Shall co-operate with, and assist, Young Farmers' Clubs in the Area by co-ordination of activities and otherwise;
 - 3.1.3. May co-operate with Local Authorities and other bodies having the same or similar objects;
 - 3.1.4. May solicit and receive contributions to its funds, whether in the form of grants, donations, legacies, subscriptions, loans or otherwise provided that the Area Committee shall not undertake any permanent trading activities in raising funds for the above-mentioned charitable objects;

- 3.1.5. May invest any monies not immediately required for its purposes in such securities as are for the time being authorised by law for the investment of trust funds and may transpose any such investments, and;
- 3.1.6. May do all such other lawful acts and things as are necessary for the attainment of its objects.

4. ADMINISTRATION

- 4.1. The administration of work of the Area Committee shall be vested in:
 - 4.1.1. The Area Committee.
 - 4.1.2. Sub Committees as formed by the Area Committee at its discretion.
- 4.2. The Area Committee may appoint such Sub Committees as may be deemed necessary to carry out the work of the Movement and shall determine the terms of reference of such Sub Committees provided that a majority of the members of such Sub Committees shall also be members of the Area Committee.
- 4.3. The Sub Committees shall be responsible to the Area Committee and shall report back fully and promptly and shall not incur expenditure on behalf of the Area Committee except in accordance with a budget approved by it.
- 4.4. The financial year of the Area Committee shall end on **31st August**.
- 4.5. The **First Meeting** of the new Area Committee shall be held within three months of the end of the financial year.
- 4.6. The Area Committee shall work in co-operation with the authorised Officers and Committees of NFYFC to ensure the control and direction of any staff seconded by NFYFC to the Area Committee.
- 4.7. The Area Committee shall also have authority to appoint its own salaried Officers and shall be responsible for those Officers' terms of employment provided no member of the Area Committee shall receive any remuneration or other benefit in money or monies worth from the Area Committee apart from the repayment of reasonable out-of-pocket expenses.

5. MEMBERSHIP

- 5.1. The Committee
 - 5.1.1. The Committee shall consist of the following members:
 - 5.1.1.1. Three Representatives of the county federations appointed annually.
 - 5.1.1.2. The NFYFC Council delegates of each member county.
 - 5.1.1.3. The Officers and Co-opted Members elected at the first meeting of the new Committee
- 5.2. Others in Attendance – each shall have the right to attend meetings of the Area Committee and may speak but shall not vote.
 - 5.2.1. The President and Vice Presidents of the Area.
 - 5.2.2. The NFYFC Deputy President for the Area.
 - 5.2.3. The Chief Officer of NFYFC (or their nominated representative).
 - 5.2.4. The Senior Staff Member of each of the member county federations.
 - 5.2.5. Area Committee members who are co-opted to NFYFC Steering Groups (these must be the NFYFC Council members for county federations).



- 5.3. Federations may elect deputies for their representatives who may attend the Committee meetings as observers but shall only speak and vote in the absence of their first representative.

6. MEETINGS OF THE COMMITTEE

- 6.1. The Area Committee shall meet not less than 3 times per year.
- 6.2. It shall hold an Annual Meeting (known as the **First Meeting** of the new Committee) within three months of the end of the financial year. The business of this Annual Meeting shall include:
 - 6.2.1. The introduction of the new members of the Committee;
 - 6.2.2. The adoption of the audited accounts for the preceding year;
 - 6.2.3. The appointment of an auditor or independent examiner
 - 6.2.4. The election of the following officers in the prescribed order: All nominations must have a proposer and a seconder.
 - 6.2.4.1. President
 - 6.2.4.2. Vice Presidents
 - 6.2.4.3. NFYFC Deputy President
 - 6.2.4.4. Committee Chair
 - 6.2.4.5. Committee Vice Chair
 - 6.2.4.6. Treasurer
 - 6.2.4.7. Secretary
 - 6.2.4.8. Co-options to the committee
 - 6.2.4.9. Any other officers as may be required from time to time.
 - 6.2.5. The Area Chairman shall be ex-officio member of NFYFC Council.
 - 6.2.6. Any resolutions put forward by a member county federation must be forwarded to the Secretary in due time to be printed on the Agenda. (At least 28 days prior to the Area Committee Meeting)
 - 6.2.7. Area Work Plan for the following twelve months.
- 6.3. A third of the members shall constitute a quorum of which at least a majority shall be the elected representatives of county federations. The quorum of any Sub Committee shall be one-third of its membership.
- 6.4. Resolutions put to the vote at a meeting of the Committee shall be decided on a show of hands unless a poll is requested by the Chairman or two or more accredited representatives of county federations.
 - 6.4.1. In the case of an equality of votes, the Chairman of the meeting shall have a casting vote.
- 6.5. The agenda calling a meeting of the Area Committee or a Sub Committee shall be published not less than 21 days before the date of the meeting.
- 6.6. Twenty-eight days' notice, in writing, of the Annual Meeting shall be given to all member county federations and those entitled to attend.



- 6.7. The Area Committee shall carry out the objects and manage the affairs of the Area Committee subject to any directions given to it by an Annual First Meeting,
 - 6.7.1. It shall be responsible for summoning the Annual First Meeting of the Area Committee and for its Agenda.
 - 6.7.2. It shall also take and be bound by any decision come to at an Annual General Meeting of the National Federation of Young Farmers' Clubs or of a meeting of the Council of that Federation providing that the observance of such decision shall not involve the Area Committee in any action which shall be outside its charitable objects.

7. **STANDING ORDERS**

- 7.1. For the regulation of the proceedings and business of the meeting, the Area Committee and its Sub Committees shall use the Standing Orders prescribed for the Executive Council of the National Federation of Young Farmers' Clubs.

8. **FINANCE**

- 8.1. A Banking Account shall be opened in the name of the Area Committee through which all monies received by them must be passed.
- 8.2. All drawings thereon must be approved by the Area Committee.
- 8.3. All drawings shall be signed by two of at least three signatories: -
 - 8.3.1. Treasurer
 - 8.3.2. Chairman
 - 8.3.3. Vice Chairman
- 8.4. The Area Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification or that Act) with regard to:
 - 8.4.1.1. the keeping of accounting records for charity;
 - 8.4.1.2. the preparation of annual statements of accounts for the Charity;
 - 8.4.1.3. the auditing or independent examination of the statement of account of the Charity;
 - 8.4.1.4. the preparation of an Annual Report;
 - 8.4.1.5. the transmission of the statements of account of the Charity to the Commissioners.
- 8.5. The Area Committee may at its discretion appoint three Holding Trustees or any bank or corporation legally authorised to act in such capacity to hold and control stocks, shares and other securities owned by the Committee. The income from any such property shall be paid to and applied by the Committee for charitable purposes only in connection with Young Farmers' Clubs in the Area.
- 8.6. For the purpose of any direction of the Holding Trustees a resolution in writing purporting to be passed by the Committee, signed by the Chairman and countersigned by another member of the Committee and by the Secretary shall be sufficient and the Trustees shall be indemnified in respect of any loss caused by acting on such direction.
- 8.7. All deeds, documents of title and securities for money shall be held by the Holding Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of the Federation as they may think fit, and they shall be responsible for the safe custody of such deeds,

documents and securities as are placed in their hands or under their control, and shall produce them for inspection by the auditors when required by them, and whenever else required by a resolution of a General Meeting or of the Area Committee.

- 8.8. The Holding Trustees shall be the persons to sue and be sued on behalf of the Committee.
- 8.9. If any Holding Trustee, being removed from the office, refuses or neglects to assign or transfer any property of the Area Committee as an Area Committee meeting may direct, such Holding Trustee shall (if he/she be a member) be expelled, and cease to have any claim on the Federation without prejudice to any liability to prosecution.
- 8.10. All freehold and leasehold property of the Area Committee shall be vested in the Holding Trustees. The Holding Trustees shall not hold any powers over the property of the Area Committee or otherwise merely by the virtue of their office.
- 8.11. The Holding Trustees in consultation with the Treasurer shall be responsible for long-term investments on behalf of the Area Committee. Funds surplus to immediate requirements may be temporarily invested by the Treasurer.
- 8.12. The Holding Trustees shall hold office until a resolution by the Area Committee shall decide otherwise. James do we need this as not relevant at the moment.
- 8.13. The Area Committee shall not incur expenditure on behalf of the Council of NFYFC except with the prior approval of the Council.
- 8.14. If in the event of dissolution of the Area Committee there remains after the satisfaction of all its debts and liabilities any property or funds whatsoever to which it is beneficially entitled, the same shall be transferred to the National Federation of Young Farmers' Clubs to be held on trust by the National Federation at its discretion and used for such charitable purposes as the Federation shall decide and shall not be distributed among Member Clubs or county federations unless the said National Federation is no longer in being at the time of dissolution. No part of the property or funds shall be distributed to a Club or county federation which is not itself a charity.

9. **DISPUTES**

- 9.1. Any individual Member, Young Farmers' Club, or county federation aggrieved by a decision of the Area Committee shall have the right of appeal to arbitration.
- 9.2. Five arbitrators shall be elected by the Committee, none of them being directly or indirectly interested in the funds of the Committee, and in each case of dispute the names of the arbitrators shall be written on pieces of paper and placed in a box, and the three whose names are first drawn out by the complaining party or by someone appointed by them, shall be the arbitrators to decide on the matter in dispute. In case of a vacancy or vacancies, another arbitrator, or other arbitrators shall be elected at a meeting of the Committee.
- 9.3. Otherwise than in a dispute between any Member, Club and the Area Committee, the disputes procedures laid down in the Standard County Constitution and in the Constitution of the National Federation of Young Farmers' Clubs shall apply.

10. **ALTERATION TO THE CONSTITUTION**



- 10.1. Any resolution to amend or vary this Constitution must receive:
 - 10.1.1. The approval of the Council of the National Federation and,
 - 10.1.2. The assent of at least three-quarters of those present and voting at a meeting of the Area Committee, due notice of the meeting and the resolution having been given.

- 10.2. **No amendment shall be made to this Constitution without the prior approval of the Council of the National Federation of Young Farmers' Clubs.**

- 10.3. **No amendment shall be made to clauses 2, 3 or 8.13 without the prior approval of the Charity Commission and on the recommendation of the Council of the National Federation.**

Adopted by the meeting of the South West Area Committee of the National Federation of Young Farmers' Clubs held on

Signed.....

Date

Position



South West Area Committee of the National Federation of Young Farmers'

Clubs

Handbook

1. Meetings

- 1.1. At least three meetings are to be held each annually.
- 1.2. The agenda for each meeting must be published 21 days before the meeting. The agenda should be sent to all those entitled to attend meetings.
- 1.3. 28 days notice shall be given for the date of the Annual First Meeting each year (a summons for the meeting shall be sent to all those entitled to attend the Annual First Meeting at least 28 days before the meeting date).
- 1.4. Quorum for meetings of the committee is one third of the committee membership.
 - 1.4.1. Full committee including co-options but excluding deputies and those without a vote = 45 members.
 - 1.4.2. Quorate number = 15 voting members present.
 - 1.4.3. In order to properly manage the quorate numbers at meetings, the Secretary and Chairman shall produce a summary or membership (contacts list) annually.
- 1.5. A record of attendance shall be kept for every meeting of the committee and any subcommittee
- 1.6. Full minutes shall be produced and published for every meeting of the committee
- 1.7. Summary of bullet points of action points to be produced for every sub-committee meeting that takes place.
- 1.8. At meetings at which changes to the constitution are motions, the assent of at least three-quarters of those present and voting at a meeting of the Area Committee, due notice of the meeting and the resolution having been given.

2. Election of Officers of the Committee

- 2.1. All officers are to be elected at the Annual First meeting of the committee.
- 2.2. The prescribed order of the election is as follows:
 - 2.2.1. President
 - 2.2.2. Vice Presidents
 - 2.2.3. NFYFC Deputy President
 - 2.2.4. Chair of the Committee
 - 2.2.5. Secretary
 - 2.2.6. Treasurer
 - 2.2.7. Co-options to the committee –optional *not to exceed 6 in total or 2 per county.*
 - 2.2.8. Any other positions as required annually. Currently the follow officers are elected.
 - 2.2.8.1. Social Media Officers
 - 2.2.8.2. Activities Weekend Officer
 - 2.2.8.3. Summer Competitions Day Officer
 - 2.2.8.4. U18's activities Officer

3. The role of and terms of office of elected officers

- 3.1. President



3.1.1. To act as the President of the Area and chair its first meeting annually. Elected for a two-year term of office (i.e. this agenda item appears every other year).

3.2. Vice Presidents

3.2.1.1. To support and deputise for the President of the Area. Elected for a three-year term of office.

3.2.1.2. The Vice Presidents are divided into three lots, one lot being elected for three-year term each year.

Lot one	Cornwall FYFC	Wiltshire FYFC
Lot two	Gloucestershire FYFC	Somerset FYFC
Lot three	Devon FYFC	Dorset FYFC

3.3. NFYFC Deputy President

3.3.1. To attend the Council meetings and Annual General Meeting of the NFYFC and to cast a vote at these meetings.

3.3.2. Often the President of the Area Committee will take on the role of NFYFC Deputy President.

3.3.3. As the President often carried this role it is for a two year term of office but may be elected annually at the first meeting of the committee.

3.4. Chair of the Committee

3.4.1. To prepare the agenda for meetings of the committee and ensure this is published to all those entitled to attend the meetings at least 21 days before the meetings of the committee.

3.4.2. To Chair meetings of the committee.

3.4.3. In order to properly manage the communications and the quorate numbers at meetings, the Secretary and Chairman shall produce a summary or membership (contacts list) annually.

3.5.

3.5.1. Usually elected in rotation as follows

Chairman	Vice Chairman
Cornwall FYFC	Devon FYFC
Devon FYFC	Somerset FYFC
Somerset FYFC	Dorset FYFC
Dorset FYFC	Wiltshire FYFC
Wiltshire FYFC	Gloucestershire FYFC
Gloucestershire FYFC	Cornwall FYFC

3.6. Vice Chair

Chairman	Vice Chairman
Cornwall FYFC	Devon FYFC
Devon FYFC	Somerset FYFC
Somerset FYFC	Dorset FYFC
Dorset FYFC	Wiltshire FYFC
Wiltshire FYFC	Gloucestershire FYFC
Gloucestershire FYFC	Cornwall FYFC

3.7. Secretary

3.7.1. To produce the formal minutes of each meeting of the committee.

3.7.2. To receive correspondence on behalf of the committee and direct this to the relevant office holder for action.



- 3.7.3. In order to properly manage the communications and the quorate numbers at meetings, the Secretary and Chairman shall produce a summary or membership (contacts list) annually.
- 3.7.4. A maximum term of office of 3 years.

3.8. Treasurer

- 3.8.1. To keep full and proper records of all financial transactions.
- 3.8.2. To be one of the bank account signatories.
- 3.8.3. To produce a summary of financial activities for every meeting, including balances of cash at bank, income, expenditure, debtors and creditors.
- 3.8.4. To produce and monitor an annual budget for the Area Committee and publish an up to date budget for every meeting.
- 3.8.5. A maximum term of office of 3 years.

3.9. Co-options to the committee

- 3.9.1. To bring experience and expertise to the committee that is required. For example if a special project is planned for the year.
- 3.9.2. Co-options
- 3.9.3. Maximum term of office 3 years

3.10. Any other positions as required annually.

3.10.1. Social Media Officers

- 3.10.1.1. Maximum term of 3 years.

3.10.2. Activities Weekend Officer

- 3.10.2.1. To organise the Spring Activities Weekend.
- 3.10.2.2. Usually the County Organiser (or equivalent) from the county federation that is organising the event.
- 3.10.2.3. Organisation of the event usually rotates as follows:

Somerset FYFC
Devon FYFC
Cornwall FYFC

3.10.3. Summer Competitions Day Officer

- 3.10.3.1. To organise the Summer Competitions Weekend.
- 3.10.3.2. Usually the County Organiser (or equivalent) from the county federation that is organising the event.
- 3.10.3.3. Organisation of the event usually rotates as follows:

Gloucestershire FYFC
Dorset FYFC
Wiltshire FYFC

3.10.4. U18's activities Officer

- 3.10.4.1. To organise the u18's Activities Weekend
- 3.10.4.2. Activities Weekend.
- 3.10.4.3. Maximum term of 3 years.



Rule 5 Membership:**a) The Committee**

The committee shall consist of the following members:

- (i) Three (3) representatives of the county federations appointed annually.
- (ii) The NFYFC Council Members of each member county
- (iii) Co-options to the Area Committee

Others in attendance at the first meeting without voting rights

- (iv) The President and Vice Presidents of the Area
- (v) The NFYFC Deputy President for the Area
- (vi) The Chief Officer of NFYFC (or their nominated representative)
- (vii) The Senior Staff Member of each of the member county federations
- (viii) Area Members who are co-opted to NFYFC Steering Groups.

- b) Federations may elect deputies for their representatives who may attend the Committee meetings as observers but shall only speak and vote in the absence of their first representative.

county federations making up the South West Area Committee of NFYFCs

Cornwall	Gloucestershire
Devon	Somerset
Dorset	Wiltshire

A template contact list is overleaf.

South West Area Committee of the National Federation of Young Farmers' Clubs

Contact List

Elected Officers of the Area Committee

Elected Officers	Name	Email	Telephone
Chairman			
Vice Chairman			
Secretary			
Minutes Secretary			
Treasurer			
President			
Vice President(s) (5x)			
NFYFC Deputy President			



Committee Members as per 2019 *(this will need to be amended for 2020)*

Cornwall	Name	Email	Telephone
Council Member 1			
Council Member 2			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Council Member 2			
Deputy Area Cttee 1			
Deputy Area Cttee 2			
Deputy Area Cttee 3			

Devon	Name	Email	Telephone
Council Member 1			
Council Member 2			
Council Member 3			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Council Member 2			
Deputy Council Member 2			
Deputy Area Cttee 1			
Deputy Area Cttee 2			
Deputy Area Cttee 3			

Dorset	Name	Email	Telephone
Council Member 1			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Area Cttee 1			
Deputy Area Cttee 2			
Deputy Area Cttee 3			

Gloucestershire	Name	Email	Telephone
Council Member 1			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Area Cttee 1			



Deputy Area Cttee 2			
Deputy Area Cttee 3			

Somerset	<i>Name</i>	<i>Email</i>	<i>Telephone</i>
Council Member 1			
Council Member 2			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Council Member 2			
Deputy Area Cttee 1			
Deputy Area Cttee 2			
Deputy Area Cttee 3			

Wiltshire	<i>Name</i>	<i>Email</i>	<i>Telephone</i>
Council Member 1			
Area Cttee Representative 1			
Area Cttee Representative 2			
Area Cttee Representative 3			
County Office			
Deputy Council Member 1			
Deputy Area Cttee 1			
Deputy Area Cttee 2			
Deputy Area Cttee 3			

Co-Options (max 12)	<i>Name</i>	<i>Email</i>	<i>Telephone</i>
Co-option 1			
Co-option 2			
Co-option 3			
Co-option 4			
Co-option 5			
Co-option 6			
Co-option 7			
Co-option 8			
Co-option 9			
Co-option 10			
Co-option 11			
Co-option 12			

Must be full members of the NFYFC Council

Representatives to NFYFC Steering Groups	<i>Name</i>	<i>Email</i>	<i>Telephone</i>
Agriculture & Rural Affairs (ARAC) 1			
Agriculture & Rural Affairs (ARAC) 2			



Competitions 1			
Competitions 2			
Events 1			
Events 2			
Personal Development (PD) 1			
Personal Development (PD) 2			
Youth Forum (YF) 1 (winner of Area round of U18 members of the Year competition)			
Youth Forum (YF) 2			



National Federation of Young Farmers' Clubs

STANDING ORDERS OF THE EXECUTIVE COUNCIL

PREAMBLE

The Council is the executive body responsible under the NFYFC Constitution for the management of the affairs of the National Federation. It has, therefore, to take decisions in the interests of the movement as a whole.

Each individual Council Member is elected to Council to assist in this work on behalf of the whole Movement and a Council Member's prime responsibility and loyalty must be to a National Movement.

As a representative of the county federation, the Council member brings to Council the benefit of knowledge of the requirements, opinions and wishes of the county federation and has the responsibility to inform the county federation and members of the matters being discussed and the decisions being taken a National Level.

The early fixing of dates for Council meetings, the detailed Agenda and subsequent notes for Council Members are provided to ensure that there is an effective channel of communication between Council and the county federations.

The purpose of these Standing Orders is to facilitate the management of the National Federation's affairs and particularly the running of the National Council.

Some of the general principals in these Standing Orders can apply also to the operation of any business meeting.

THE FIRST MEETING OF THE NEW COUNCIL

1. At its first meeting the new Council shall elect a Chairman from among its members. When the Chairman is elected it shall also elect two Vice-Chairmen. Any full member of Council shall have the right to stand or vote. (It should be noted that while representatives of other bodies are co-opted to Council on a three-year basis and are thus Council Members in their own right, the individual annual co-options are not at the time of the election full members of the Council and, therefore, are not eligible to stand or vote).
2. The nominations for Chairman or Vice-Chairman of Council shall be received in writing at NFYFC office by a date determined by Council (usually at Christmas), and all members eligible to vote shall be given an official voting card on arrival at the meeting. The election of Vice-Chairman shall not take place until the result of the election for Chairman is announced. A person proposed as Chairman may also be proposed as a Vice-Chairman; in case of such a person being elected Chairman his/her nomination is automatically withdrawn. No late nominations shall be accepted unless no candidates are out forward by the due date.
3. Voting for the officership of Council shall be by the Single Transferable vote as recommended by the Electoral Reform Society and outlined in paper 53/86/A.

COMMITTEES AND SUB COMMITTEES

The Council shall appoint a Finance Committee and an Education Committee and any other Committees or Sub-Committees it may deem necessary and shall define their composition, powers and duties.

4. The President and Deputy Presidents of the Federation are ex officio members of the Council. The Trustees of the Federation are entitled to attend meetings of the Council but are not entitled to vote. The Chairman and Vice Chairmen are ex officio members of all Committees and Sub Committees.

ORDINARY MEETINGS OF THE COUNCIL



5. Council shall hold at least three Ordinary Meetings in each calendar year. Every member of Council shall receive three weeks' notice of each meeting, together with a copy of the Agenda for such meeting. Each meeting shall confirm the agreed date for the next meeting, though in case of special or exceptional circumstances the Chairman shall have the power to change the date.

DEPUTIES

6. county federations shall have the right to elect each year a deputy representative to attend Council when the county federations Council Member is unable to do so. A county with the right of multiple Council representations may have a similar number of Deputy Council Members. In addition to the right to attend meetings of Council as the deputy of Council representative, each Deputy Member shall be invited to attend one Council meeting each year as an Observer but may not claim travelling expenses.

SPECIAL MEETING OF THE COUNCIL

7. Special meetings of the Council may be called by an Ordinary Meeting of Council or at the written request of one quarter of the members of Council to be named in the Summons at not less than 21 days' notice or in exceptional circumstances by the Finance and Organisation Committee.
8. No Minutes shall be read at a "Special" Meeting. No business except the particular business for which the meeting has been called shall be discussed.

NOTICE OF MEETING OF COUNCIL

9. The notice calling a meeting of the Council, whether Ordinary or Special, shall include a full statement of the Agenda and shall set out in full the terms of any resolution of which notice has been given.

QUORUM

10. If less than the quorum of one-third of the members of Council or one-third of the members of any Committee or Sub Committee be present only unopposed business may proceed.

BUSINESS OF MEETING

11. At every Ordinary Meeting the Minutes of the preceding Ordinary Meeting and of any Special Meeting shall constitute the first item of the Agenda.

VOTING

12. (a) Committees and Sub Committees
A Member of a Sub Committee is free to voice a minority opinion in a meeting of the full committee and to vote accordingly

Minority opinions shall be recorded in the Minutes of Sub Committees and Committees
 - (b) Council
At a meeting of Council, a member of a Committee or Sub-Committee, being his county federation's representative on Council, may voice his own views and those of the county federation on recommendations of the Committee or Sub Committee and he may either vote 'for' or 'against' or abstain from voting on such recommendations.
 - (c) Chairman's Vote (Council, Committee and Sub Committee)
The Chairman shall have a casting vote in addition to his vote as a member of the Council or Committee.
13. No resolution may be voted upon at any meeting unless it has been circulated on the Agenda before the meeting in accordance with Rule Number 9. Exceptions to this rule may be allowed if urgency is voted by two-thirds of the members present at the meeting.

14. Motions to rescind resolutions previously passed by the Council must be printed on the Agenda and to be carried require a two-thirds majority of the members present and voting.
15. The Standing Orders shall not be suspended unless by the vote of two-thirds of the members present.

RECORD OF ATTENDANCE

16. A record of attendance shall be kept at each meeting.

RULES OF DEBATE

17. During a debate a Member
 - (a) Shall stand to speak and shall address the Chair.
 - (b) Shall direct his remarks to the subject under discussion, except that he may rise to a point of order or in explanation when he shall be entitled to be heard forthwith.
 - (c) Shall not speak more than once on any Motion or Amendment.
18. Whenever the Chairman rises during a meeting, a Member then speaking shall resume his seat.
19. The Minutes or Report of a Committee or Sub Committee shall be presented by the Chairman of that meeting or the committee or sub committee or, failing him, by some other member who was present at the meeting who shall move...
 - (a) "that the Minutes or Report of the meeting be received"
Each item of the Minutes or Report then be subject to debate, in turn, and subsequently...
 - (b) "that the Minutes or Report as presented or as amended, be adopted"
20. If a Motion on the Agenda be not moved at the meeting, it shall not, except by consent of Council, be included on the Agenda of a subsequent meeting without fresh notice.
21. No Motion or Amendment shall be discussed or put to the meeting until it has been seconded. Before an Amendment is discussed the Chairman may require a copy of such Amendment in writing.
22. A Motion or Amendment once Moved or Seconded shall not be withdrawn without the consent of the Secunder.
23. When a Motion is under debate no other Motion shall be moved – subject to the provision of Standing Order 27 – except
 - to amend*
 - to refer*
 - to postpone consideration of that Motion*
24. An Amendment seeks to alter or improve the original Motion and may:
 - (a) add words
 - (b) delete words
 - (c) delete certain words and substitute other words
 - (d) substitute a counter proposal

provided that the words in question are relevant to the Motion but are not a direct negative.

25. No other Amendment shall be moved until the first Amendment has been voted on. If an Amendment is carried, the Motion as amended shall become the Substantive Motion upon which any further Amendment may be moved.

If an Amendment is rejected, another Amendment may be moved on the original Motion.



26. The Proposer of a Motion shall have a right to reply at the close of the debate upon such Motion immediately before it is put to the vote. If an Amendment is proposed the Proposer of the original Motion shall be entitled to reply at the close of the debate upon the Amendment. A Proposer, in exercising his right of reply, shall confine himself to answering previous speakers and shall not introduce any new matter into the debate.
27. Any member may move, without debate, that the question now be put, and if the Motion be Seconded, and carried by a majority, the Motion or Amendment before the meeting shall, after the Mover of the Motion has been offered the right of reply, be at once put.
28. Voting shall be by show of hands.
29. The ruling of the Chairman on a point of order of on any question of procedure or conduct shall not be open to discussion.

