

# LONDON CYCLING CAMPAIGN

## Annual General Meetings: Standing Orders

(Last amended at the Annual General Meeting of 16<sup>th</sup> October 2019)

### 1. Introduction

These standing orders refer to Annual General Meetings (AGMs), not other general meetings which are called general meetings (GMs). However, these AGM rules will be followed for GMs in as far as they do not conflict with the Articles of the London Cycling Campaign and in which case the latter take precedence.

### 2. Time

An AGM will be held each calendar year. In any case, there will be no more than 15 months between AGMs. AGMs will be arranged at a time best suited to the majority of members who might want to attend.

### 3. Place

The AGM will take place at a venue in Greater London.

### 4. Notification

All members entitled to receive notices will be notified of the AGM at least 14 Clear Days in advance. The auditor will also be notified.

The notice will include the date, time and venue of the AGM, together with the agenda.

### 5. Agenda

The agenda will consist of the following items:

- a) Apologies for absence
- b) Minutes of the previous year's AGM (corrections and matters arising not covered elsewhere on the agenda)
- c) Questions on Board reports addressed to Chair
- d) Questions on Staff reports addressed to Director
- e) Approval of Accounts
- f) Appointment of Auditors
- g) Elections to the Board
- h) Motions
- i) Any other URGENT business

Agenda items, including all motions and nominations for elections, must be received in the LCC office by [the copy deadline of the issue of London Cyclist which precedes the AGM or such date as the Board shall determine. Any item received after this time can be included in the final agenda if it

refers to something which could not have been included in the original agenda; for example, if it relates to an event which happened after the deadline. The validity as to whether it is of an emergency nature is at the discretion of the Chair.

Agenda items take precedence over all other business, and shall normally be taken in sequence. The Chair decides the sequence in which motions will be taken. Precedence may be given to any item on the agenda by majority vote.

## **6. Papers**

Papers for the meeting, including minutes of the previous AGM, will be sent to the members before the meeting is due to take place. If there is no time to send the papers, they will be available at the meeting.

## **7. Chair**

The entire meeting will be chaired by the current Chair of the Board. If they are unable to attend, this task will be delegated to another Board member present.

A majority motion of no confidence in the Chair may be passed at any time during the meeting. If this occurs, the Chair shall immediately give up the position to any other member whom the meeting is willing to accept as Chair for the remainder of that meeting.

## **8. Attendance**

Anyone who is a current member of LCC is entitled to attend the AGM. Proof of membership is a valid membership card (available from the LCC office if members are not already in possession of one).

Observers are allowed to attend at the Chair's discretion, but are not allowed to take part in discussions, nor to vote.

Staff are allowed to attend, speak and vote at AGMs, provided that they are current members. If they are not current members, they shall act as observers.

## **9. Quoracy**

The quorum for an AGM is 20 members. If a meeting is still inquorate 30 minutes after it was due to start or if the meeting becomes inquorate at any point during the proceedings, the Chair will adjourn the meeting to a convenient future date.

## **10. Speakers**

Any member who wishes to speak must signal clearly to the Chair. The final decision about who speaks when lies with the Chair and no member shall speak until called.

Only one person may talk at any one time. Speakers must give their name and stand up (if requested) each time they speak. They may speak only through the Chair. Members may speak at any one time for a maximum of five minutes.

## **11. Interruptions**

Once people are speaking, they must not be interrupted, except on a point of order to draw attention to a breach of the procedure of the meeting.

Points of information or explanation may be accepted at the Chair's discretion as soon as the person who has the floor has finished speaking.

## **12. Chair's Ruling**

If the Chair calls a member to order, or wishes to speak for any other purpose connected with the proceedings, the member speaking shall immediately give way to the Chair.

The Chair's ruling on any point shall be binding unless challenged by not less than 5 members. In this event, the Chair shall briefly explain the reasons for the decision and then put the matter to the vote.

## **13. Elections**

Election of Board members shall take place by postal vote, and/or electronic vote and at the AGM. Interested candidates must fill in a nomination form, available from the LCC office, and return it to the office by the copy deadline of the issue of London Cyclist which precedes the AGM or such date as the Board shall determine. Their nomination must be proposed and seconded by two other LCC members. Candidates must write a short summary explaining why they wish to stand.

All candidates should speak briefly at the meeting, explaining why they wish to stand. Nominees should also be prepared to take reasonable questions from the floor. The AGM will then vote by secret ballot, and the results will be determined in conjunction with the postal and/or electronic votes. All nominees must gain a minimum of 20 votes, whether postal, electronic votes or from those present whether in person or by proxy at the meeting, in order to be elected to the Board.

## **14. Motions and Amendments**

The Board shall set a deadline for the receipt of motions to the AGM. This date shall not be less than four weeks, and not longer than twelve weeks, before the AGM. The Board shall inform all members of this deadline not less than four weeks in advance of it. Motions received after this date shall be ruled out of order.

Emergency motions may be accepted, at the discretion of the Chair, where there is a genuine and compelling reason which prevented their being proposed by the deadline.

The Board shall determine which motions and amendments shall be put forward to a full membership vote and the method of voting in respect of such motion.

The first proposition on any subject is the original motion; all subsequent propositions on that subject are amendments. All motions and amendments must be moved and seconded before they can be discussed. Any amendment which changes the intent of the original motion shall be ruled out of order.

Any motion or amendment which would effect an alteration of LCC's independent status (including any proposed merger with another organisation) or its mission statement must be voted on through

a membership-wide postal and/or electronic referendum. Such a referendum will be conducted only with the approval of the Board and after debate within LCC forums such as London Cyclist.

Before sending the motions to members, the Board shall at its discretion invite subcommittees of the Board and/or other committees to each offer amendments to all motions received. Such committees shall also be invited to each provide a written recommendation to the AGM regarding each motion.

If the proposer of a motion accepts an amendment offered by one of these committees, then the original motion will be replaced by the amended one. Otherwise, the motion will go forward unamended.

The following shall then be notified to members alongside notice of the AGM agenda, according to the notice period specified by the Articles: motions, amendments made by the above committees but rejected by the proposers of motions, and any written recommendations made by these committees.

The Board shall set an adequate timetable for the above procedure to be followed.

## **15. Right of Reply**

After the discussion and before a vote is taken, the person who put forward the original motion has a right of reply, but must not introduce new material at this stage.

## **16. Procedural Motions**

The following procedural motions may be moved:

- a) that the question be put
- b) that the meeting proceed to the next business
- c) that the speaker be no longer heard
- d) that the debate be adjourned
- e) that the meeting be adjourned.

Motions a), b) and c) must be put immediately to the vote without any discussion, although the Chair may caution the meeting if in her/his opinion there has been insufficient debate on the subject. Motions to adjourn - d) or e) - may be discussed, but must be limited to the question of the adjournment only.

If motion a) is carried, the vote on the subject under discussion must be taken immediately with no further discussion except that the holder of the right to reply may exercise that right.

Motions a), b) and c) may not be put by a member who has already spoken on the subject under discussion.

## **Voting**

Any voting at the AGM itself shall be by show of hands, except in the case of elections, where it will be by secret ballot. Voting on other motions may be by secret ballot if requested by majority vote.

Voting on elections shall be by ballot by single transferrable vote in accordance with the Electoral Reform Society Rules as amended from time to time. Each member has as many votes as there

are vacancies or as there are candidates, whichever is the less. Members do not need to use all their votes. Each candidate may be voted for only once.

The Chair will appoint an electoral returning officer and tellers as necessary.

The Chair has a casting vote, in addition to their ordinary member's vote.

If a vote on a motion other than an emergency motion is carried, it becomes a resolution of LCC. If a vote on an emergency motion is carried, it becomes advisory for the Board until it is carried or rescinded as a motion with proper notice (i.e. not an emergency motion). No resolution shall be rescinded or amended at the meeting at which it is passed.

## **17. Proxy Voting**

A member may appoint anyone including the Chair proxy to vote on any matter at the AGM. The proxy must be in writing and must be received in the LCC office at least "48 hours prior to the general meeting (excluding any day that is not a working day)".

## **18. Suspension of Standing Orders**

The Chair may accept a motion for the suspension of the standing orders. The member requesting such suspension must clearly state the nature and urgency of her/his business, point out which standing orders are affected, and the time desired for the suspension, which must not exceed 30 minutes. Suspension shall only take place by majority vote.

## **19. Amendment of Standing Orders**

These standing orders can be amended following the voting procedures set out in these standing orders.