



## **HOCKLEY RESIDENTS ASSOCIATION**

### **STANDING ORDERS**

#### **1) APPLICATION OF STANDING ORDERS**

The standing orders herein stated shall apply to all ordinary meetings and special meetings (where applicable).

#### **2) CHAIRMAN**

In the absence of the Chairman, the Vice Chairman shall take the chair. When both parties are absent, the Chairman shall be chosen by vote of those members present.

#### **3) COMMITTEE MEETINGS**

Notices and agendas of each meeting shall be available 7 days before the relevant meeting.

#### **4) AGENDA**

Urgent business not on the agenda may be accepted by the chairman at his/her discretion.

#### **5) REPORTS**

Reports shall be presented by the relevant officer or, in his/her absence, by another person appointed by the committee to do so.

#### **6) ALTERATION TO STANDING ORDERS**

Standing Orders may be altered at a committee meeting if notice of a proposed alteration has been given at a previous meeting. Any alteration shall require the support of at least two thirds of the members attending the Committee meeting. Any standing order may be suspended at a committee meeting without notice. Such suspension shall relate to the conduct of the said meeting or part of a meeting. A motion to suspend standing orders must be supported by at least two thirds of the members present.

#### **7) RULES OF DEBATE**

The Chairman shall decide points of order. The propose of a motion shall be allowed 5 minutes and each succeeding speaker 3 minutes. Subject to the Chairman's decision, the debate may be closed by a motion "that the motion be moved". Such motion to be put to the meeting without debate. No speech shall be interrupted for the purpose of proposing such a motion. When the chairman speaks all members shall remain silent. Every motion shall be put to the vote by a show of hands. In the event of an equality of votes, the Chairman may exercise a second or casting vote.