

GWCLP Standing Orders and Rules – Key points

Membership

- Branches - Any fully paid up member who is on the electoral roll in the area covered by the branch.
- Women's Forum – Any women members in the constituency.
- Youth and Student – Any member in the constituency between 14 and 26 years old.
- BAME – Any member in the constituency who self identifies as black, Asian, or minority ethnic.
- Disability and LGBTQ+ - any member who wishes to attend.

Meetings

- Should be held monthly, except in August and December. AGMs are in May. (In August and December social meetings can be held.)
- Should start between 1900 and 2000 unless agreed otherwise by the membership. They should not last longer than two hours, although if two thirds of the meeting agree this can be extended.
- A notice should be sent out at least seven days in advance that includes the agenda, minutes, motions and any reports. (Women's Forum and Youth and Student notices can go out to targeted members, other forum notices go out to all members.)
- Quoracy –six for general meetings of branches and forums, and 10 for AGMs. Any business enacted when inquorate has to be ratified at the next quorate meeting.
- A record of attendance and minutes must be kept.

Motions

- Should be given to the secretary in writing at least 14 days before the meeting.
- Emergency motions can be taken at the meeting (at the discretion of the chair) but should be given to the secretary in writing.
- Motions should be moved and seconded before being discussed.
- Amendments can be taken at the meeting and should be given to the secretary in writing. These should be moved and seconded. If they pass the motion is amended and this becomes the main motion.
- Apart from the mover, speakers only speak once, unless the meeting agrees otherwise. The mover has a right to reply, and may respond and sum-up before the vote is taken.
- Speakers speak for a maximum of five minutes. The chair may decide to reduce this for practical reasons (for instance, if the meeting risks over-running.) It can be extended with the agreement of the meeting.

Voting

- Voting on motions is by show of hands. The chair may want to appoint tellers to help with counting. Votes 'for' and 'against' should be taken, along with abstentions. The chair has a casting vote as long as they have not given an ordinary vote.
- Votes for positions and representatives is generally by secret ballot.

John Galloway
Chair GWCLP September 2022

