



## General Meeting Procedures for a Hybrid Annual Conference by Zoom and in Person 2023

These cover events before, during and after Conference.

### DEFINITIONS

**'Card Vote'** means a vote according to the level of adult paid-up membership of each Section, in accordance with Rule 6.5. The voting card for a Section shall be held by a person duly nominated by that Section.

**'Conference'** is the Annual General Meeting of the National Clarion Cycling Club (NCCC).

**'Delegate'** means any current member as defined by Rules 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 who is present at Conference.

**'Delegate Vote'** means a vote by delegates as defined above. It will be by show of hands or, by ruling of the Chair of Conference or a request from four delegates, by a ballot.

**'Motion'** means any proposal put forward for debate at a meeting.

**'Resolution'** means a proposal which has been adopted (*a motion which has been debated, voted on and been carried – or resolved*) by a meeting. A resolution of a Section, if presented to the higher body of Conference, ceases to be the property of the Section and becomes a motion to Conference.

## PROCEDURES BY RULE

These are the parts of the Constitution and Rules of NCCC which make reference to Conference.

- **Rule 5.1 Election of Officers** Officers will be elected annually at the Annual Conference. All officers will retire each year but will be eligible for re-appointment. The officers of The Clarion will be: President, Chair of NCCC, Secretary, Treasurer, Minutes Secretary, Racing Secretary, IT Manager, Boots and Spurs Editor and Membership Secretary.
- **Rule 5.2 Composition of Committee** The Committee shall consist of all the above officers . Up to 2 additional members may be co-opted as required to carry out specific tasks
- **Rule 6.1 Timing** The Conference shall be held at a date to be agreed by Committee and notified to sections in accordance with the terms of the constitution
- **Rule 6.2 Notice of Motions to Annual Conference** Forms for notices of motions and nominations of officers and committee members shall be sent to Sections three (3) months before the date of the Annual Conference and shall be returned to The Clarion Secretary not later than two (2) months before the date of the said conference.
- **Rule 6.3 Report and Balance Sheet** The Secretary's Annual Report and The Clarion Balance Sheet shall be sent to Sections and members of the Committee together with the Conference Agenda one clear month prior to the date of Conference.
- **Rule 6.4 Examination of Accounts** The accounts of the Club shall be audited by two Auditors appointed each year by Conference.
- **Rule 6.5 Card votes at Conference** Card Votes shall be on the basis of one vote for each full member of a Section, based on the number of full members in that Section a clear fourteen days before Conference. Private members' votes shall be based on one person one vote, by card vote when attending conference as a Private member. Those members who attend must bring their current membership card.
- **Rule 6.6 Voting Majorities** Alterations to the Constitution and Rules shall require a majority of two thirds of the total number of [card] votes cast by Sections at the Annual Conference.
- **Rule 6.7 Minutes of the Conference** They shall be circulated to Sections as soon as possible after the Conference, and within two months at the latest. Resolutions passed by Conference shall take effect as soon as this has been done.
- **Rule 6.8 Current Constitution and Rules** A copy of the up-to-date Constitution and Rules (or notification of the date of those last issued, if unamended) together with details of Officers and Section Secretaries addresses shall be sent to all Sections within two months of Conference.



## PROCEDURES BY STANDING ORDER

The following Standing Orders are subsidiary to the Rules and Constitution of NCCC; and in the event of inconsistency, the rules shall apply.

1. **Eligibility to Attend** all members of the National Committee, two delegates from each section and any private members who have previously notified their intention to the Secretary in writing.
2. **Acceptance of Motions** This shall be at the discretion of the Committee which may reject any motion or amendment which they consider is against the good name or interests of the NCCC or fellow members. [Implied by Rule 4.7]
3. **Subject of Motions** Where Annual Conference has by resolution made a declaration of general policy or principle, no motion concerning such policy or principle shall be admitted to the agenda for a period of two years, excepting circumstances which, in the opinion of the Committee, is of vital importance and urgency.
4. **Quorum** Delegates from Four (4) Sections will form a quorum for Conference. If within half-an-hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall stand adjourned. [Implied by Rule 5.3]
5. **Tellers** Two tellers shall be appointed by the chair prior to the meeting.
6. **Order of Business** An agenda shall be prepared by the Chair and Secretary. All items thereon shall take precedence over all other business. Any member wishing to introduce further business for the consideration of Conference shall inform the Chair or Secretary prior to the meeting. The Conference shall open with the election of a Chair, who shall take up the duties of office at the closure of the meeting.
7. **Chairing the Conference** The Chair of NCCC shall normally act as Chair of Conference. In the absence of the Chair of NCCC, Conference delegates shall elect one of their number to act as Chair of Conference.
8. **Minutes** The minutes of the previous Conference shall be circulated with the agenda One week prior to Conference. No motion or discussion shall be allowed on the minutes except in regard to their accuracy. After the confirmation of the minutes, they shall be signed by the Chair, and the delegates shall then be at liberty to ask any questions in regard to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the minutes shall take place.
9. **Election of Officers** Nominations for office shall be made in advance in accordance with Rule 6.2. In the absence of sufficient valid prior nominations, delegates present at Conference may propose and second candidates for office. All elections shall be conducted by card vote.

## PROCEDURES BY STANDING ORDER (CONTINUED)

10. **Motions** All motions on the agenda shall be moved by a delegate from the Section in whose name the motion stands (or by a member of the Committee in the case of a

Committee motion). In the absence of a Section delegate, and provided an apology has been received, any other delegate may move the motion, subject to the approval of Conference. All motions need to be seconded; and that must be by a delegate from a different Section to that of the proposer.

11. **Amendments to Motions** Further amendments to motions on the agenda shall be admitted for debate, provided that Conference agrees. The conventional order of debate of motions and amendments, as in Citrine, shall be followed.
12. **Speaking** No person shall speak more than once on any motion, except that the mover of a motion or an amendment shall have the right to reply. The mover of an amendment shall reply first, and no person shall speak from the floor after the mover of a motion has replied to the debate; in replying, they shall not introduce any new matter into the debate.
13. **Length of Speeches**, Speeches are limited to five (5) minutes, except with the permission of the Chair. The Chair may call attention to continued irrelevance, tediousness, repetition or any breach of order on the part of a delegate, and may direct such delegate to discontinue speaking.
14. **Closure of Debate** "That the question be now put" may be moved on any business before the Conference, and, if seconded, shall at once be put to the vote without any discussion, unless it shall appear to the Chair that such a motion is an abuse of the General Procedures, or an infringement of the rights of delegates. If the question be decided in the affirmative, the question before the meeting shall immediately be put and decided without further debate.
15. **Voting Procedure** Sections will be required to display their card votes for each motion on screen and to confirm the figure to one of the appointed tellers when asked. The second appointed teller will be responsible for recoding the vote, adding up the quantum of votes counted and announcing the result in accordance with the procedure set out in the constitution. Before each vote the Chair will announce the required majority ie either a straight majority or a two thirds majority necessary for each motion to pass
16. **Voting Majorities** Motions on the Agenda not to alter the Constitution and Rules shall be passed on a simple majority on a card vote.
17. **Voting on other matters** Matters not specifically mentioned elsewhere in these procedures will be decided by a delegate vote. They will be decided by a simple majority of the votes cast.
18. **Duties and Ruling of the Chair** The ruling of the Chair on all questions of order and conduct of delegates, and matters arising in debate at all meetings, shall be final and shall not be open for discussion. Whenever the Chair rises during a debate, or when a question of order is raised, any delegate then speaking, or offering to speak, must immediately be seated.
19. **Casting Vote** The chair may use a second or casting vote in the case of an equal number of votes for or against the motion. He may not use his casting vote to overturn the status quo [Implied by Rule 5.5].
20. **Validity of Standing Orders** Standing Orders shall come into effect immediately upon adoption. They shall remain in force for all subsequent Conferences until duly amended. Any Standing Order may be suspended by a two-thirds majority card vote by the delegates present.
21. **Recording** The meeting may be recorded for the ease of minute taking.