



# **National Federation of Plus Areas**

## **National Standing Orders**

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**National Federation of Plus Areas**  
**Standing Orders of the National Federation of Plus Areas**

These are the Standing Orders of the National Federation of Plus Areas. These contain the procedures that should be followed for the running of the Federation.

**1. Terms Of Reference For National Sub-Committees And National Appointments**

**1.1.** The National AGM shall elect the General Purposes Committee which shall be a permanent NEC Sub-committee. The Process for elections is covered in the National AGM section below.

**1.2.** The General Purposes Committee will be responsible for:

**1.2.1.** General administration and management of the day-to-day affairs of the Federation.

**1.2.2.** Employment of members of staff and the management of their duties.

**1.2.3.** Management of the headquarters office.

**1.2.4.** Management of the Federation's accounts.

**1.2.5.** Implementation and day-to-day running of the membership fee collection system.

**1.2.6.** Production of the annual NEC budget for submission to the NEC for approval in consultation with all National Officers and the Chairman of other NEC Sub-committees.

**1.2.7.** Implementation and day-to-day running of financial control procedures for the NEC.

**1.2.8.** Provision of financial advice to committees and officers at all levels throughout the Federation.

**1.2.9.** Collection of all charity receipts and production of the Charities Booklet for the Federation.

**1.2.10.** Administration of the NEC.

**1.2.11.** Oversight of the activities of the Chairmen of the NEC Sub-committees and any Project Officers running National Activities.

**1.2.12.** Liaison with other voluntary organisations and statutory bodies.

**1.2.13.** Insurance of all National property and assets, and the maintenance of the Federation's Public Liability Policy.

**1.2.14.** Appointment of and liaison with the Federation's Solicitors.

**1.2.15.** Application and negotiation for financial and grant assistance from public and private bodies.

**1.2.16.** Provision and advice and guidance on all constitutional matters and the review and recommending for acceptance to the NEC all Area Constitutions.

**1.2.17.** Keeping the records of the Federation.

**1.3.** The members of the General Purposes Committee are:

**1.3.1. National Chairman,**

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**1.3.1.1.** The National Chairman shall be elected at the National Annual General Meeting. The procedures for the election are contained in the Annual General Meeting Section of the National Standing Orders.

**1.3.1.2.** The term of office for the National Chairman will be one year in duration, starting on the 1st day of the month following the National AGM where they were elected and finishing at midnight on the last day of the month following the next National AGM.

**1.3.1.3.** The principle duties of the National Chairman shall be:

**1.3.1.3.1.** To ensure that the General Purposes Committee meets at least twice yearly

**1.3.1.3.2.** To ensure all decisions are recorded and communicated as required; to report regularly to the NEC on the Committee proceedings; to ensure committee business requiring NEC attention or ratification is on the NEC agenda; to bring the concerns of the NEC or delegated tasks to the Committee.

**1.3.1.3.3.** To ensure communication and liaison between the Federation and external organisations, statutory bodies or individuals as fall within the duties of the committee.

**1.3.1.3.4.** To ensure that the Federation is represented at meetings with outside bodies as may be required from time to time.

**1.3.1.3.5.** To ensure that the committee is run in accordance with the provisions of the National Constitution and Standing Orders and the General Purposes Sub-committee Terms of Reference.

**1.3.2. Honorary General Secretary**

**1.3.2.1.** The Honorary General Secretary shall be elected at the National Annual General Meeting. The procedures for the election are contained in the Annual General Meeting Section of the National Standing Orders.

**1.3.2.2.** The term of office for the Honorary General Secretary will be one year in duration, starting on the 1st day of the month following the National AGM where they were elected and finishing at midnight on the last day of the month following the next National AGM.

**1.3.2.3.** The principle duties of the Honorary General Secretary shall be:

**1.3.2.3.1.** Responsible of all aspects regarding the employment and management of staff.

**1.3.2.3.2.** Administration of the NEC, and General Purposes Subcommittee.

**1.3.2.3.3.** To ensure all legal, constitutional and insurance requirements are met.

**1.3.2.3.4.** Undertake the duties and responsibilities of the Honorary General Secretary as referred to and described in the National Constitution.

**1.3.3. National Finance Officer**

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**1.3.3.1.** The National Finance Officer shall be elected at the National Annual General Meeting. The procedures for the election are contained in the Annual General Meeting Section of the National Standing Orders.

**1.3.3.2.** The term of office for the National Finance Officer will be one year in duration, starting on the 1st day of the month following the National AGM where they were elected and finishing at midnight on the last day of the month following the next National AGM.

**1.3.3.3.** The principle duties of the National Finance Officer shall be

**1.3.3.3.1.** Management of all the Federation's finances, including all accounts and budgets.

**1.3.3.3.2.** Supervision of the employed book-keeper.

**1.3.3.3.3.** Keep and maintain all financial records as are required by law.

**1.3.3.3.4.** Liaise with the Federation's Accountants and submit accounts for annual approval.

**1.3.3.3.5.** To present these accounts and the annual financial report for acceptance at the AGM.

**1.3.3.3.6.** Responsible for all aspects regarding payment of salaries and wages for employed staff.

**1.3.3.3.7.** Management of all financial control procedures in respect of National finances, accounts and budgets.

**1.3.3.3.8.** Management of both the Federation's membership fee collection.

**1.3.3.3.9.** Undertake the duties and responsibilities of the Finance Officer as referred to and described in the National Constitution.

**1.4. National Project Officers**

**1.4.1.** The National Project Officers shall be elected at the National Annual General Meeting. The procedures for the election are contained in the Annual General Meeting Section of the National Standing Orders.

**1.4.2.** The term of office for the National Project Officers will be one year in duration, starting on the 1st day of the month following the National AGM where they were elected and finishing at midnight on the last day of the month following the next National AGM.

**1.4.3.** Any posts not filled and are subsequently co-opted at a NEC meeting will commence immediately and will terminate on the last day of the month following the next National AGM.

**1.4.4.** The National Project Officers and their respective duties are described in paragraphs 1.5 to 1.10 below.

**1.5. Publications Officer.**

**1.5.1.** The principle duties shall be:

**1.5.1.1.** Encourage submission of articles to the Magazine and edit them into a form suitable for publication via the internet.

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1.5.1.2. Prepare the magazine for publication via the internet.

1.5.1.3. Seek advertisements for and sponsorship of the National Magazine.

1.5.1.4. Manage the budget for the magazine.

**1.6. Public Relations Officer**

1.6.1. The principle duties of the Public Relations Officer shall be:

1.6.1.1. Make and maintain contact with national media, other organisations, major companies, statutory bodies and government departments in order to increase awareness of the Federation.

1.6.1.2. Ensure that major events are publicised nationally.

1.6.1.3. Provide assistance and guidance, on request, with any aspect of public relations.

1.6.1.4. Attend 'outside events' on behalf of the Federation.

1.6.1.5. Monitor sources of enquiries to the National Federation and recommend best outlets for publicity to Areas.

1.6.1.6. Manage the National PR. budget.

**1.7. National Training Officer.**

1.7.1. The principle duties of the National Training Officer shall be:

1.7.1.1. Ensure training is provided for Area Officers in both their specific committee skills and general management skills.

1.7.1.2. Ensure training is provided for the NEC to cover roles, responsibilities and management skills.

1.7.1.3. Ensure training is provided for all elected training officers, in order to enable them to carry out their roles.

1.7.1.4. Run the Self Development Courses.

1.7.1.5. Ensure that plans and budgets are prepared and accepted for 1.7.1.1 to 1.7.1.4 above.

1.7.1.6. Manage and maintain all National training resources.

1.7.1.7. Manage the National Training budget.

**1.8. An Internet Coordinator.**

**1.9. A National Activities Coordinator**

**1.10. NEC Administrator**

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## **2. Election Of National Officers**

### **2.1. National Chairman**

**2.1.1.** Any chairman of a group within a Member Area (hereinafter: "Group Chairman") may give to the Honorary General Secretary a notice in writing, countersigned by any other Group Chairman, nominating any eligible individual who is a member of a Member Area as a candidate for election as National Chairman. The Honorary General Secretary must receive these nominations at least 28 days before the date fixed for the start of the National AGM.

#### **2.1.2. Election**

**2.1.2.1.** The election shall take place at the National AGM and the new appointee shall take up office on the 1st day of the month following the National AGM

**2.1.2.2.** The election procedure at the National AGM shall be in two parts:

**2.1.2.2.1.** The candidate's own nomination speech to the meeting and questions from the floor.

**2.1.2.2.2.** The casting of votes, by the National AGM Delegates.

**2.1.2.3.** The conclusion of candidates' speeches and the deadline for the casting of votes shall fall on opposite sides of the longest break in the proceedings of the National AGM.

**2.1.2.4.** If there are three or more candidates standing for election, voting for the position of National Chairman shall be by the Single Transferable Vote method as described in the National Standing Orders.

**2.1.2.5.** The nominations, after having been placed before the National AGM, shall be voted upon by paper ballot, without interruption of the National AGM's other business.

**2.1.2.6.** Each candidate shall be entitled to deliver a PowerPoint presentation at the National AGM, giving personal details, aims, policies and a photograph, or to distribute handouts of the same.

### **2.2. National Finance Officer, Honorary General Secretary And National Officers**

**2.2.1.** The election shall take place at the National AGM and the new appointee shall take up office on the 1st day of the month following the National AGM

**2.2.2.** Any individual who is a member of a Member Area is eligible for election to a post appointed by the NEC; PROVIDED THAT they do not hold any other elected post in the Federation. Retiring members shall be eligible for re-election.

**2.2.3.** The Honorary General Secretary shall notify all the Secretaries of the Member Areas of the elections due at least 28 days prior to the start of the National AGM at which such elections are to be held.

**2.2.4.** Any eligible individual wishing to stand for election shall give notice to the Honorary General Secretary in writing at least 28 days before the start of the National AGM or NEC meeting at which such election is to be held.

**2.2.5.** The election process at the National AGM or NEC meeting shall be in three parts;

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**2.2.5.1.** The candidates own nomination speech which shall last no longer that five minutes;

**2.2.5.2.** EITHER

**2.2.5.2.1.** Questions put to the candidate by voting delegates if the election is taking place at the National AGM; OR

**2.2.5.2.2.** Questions put to the candidate by voting members of the NEC if the election is taking place at an NEC Meeting.

**2.2.5.3.** The casting of votes either by the voting members of the NEC by secret paper ballot, or by the National AGM Group delegates, and if there are more than three candidates standing for any one position, in accordance with the Single Transferable Vote method as described in these Standing Orders.

**2.2.6.** The election process shall be held in open session of the NEC Meeting or National AGM.

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**3. Removal Of National Chairman, National Finance Officer, Honorary General Secretary Or National Officers**

**3.1.** If it shall appear to a majority of the voting members of the NEC that the either the National Chairman or a National Officer is failing to fulfil his duties it shall cause to be sent to the him a statement in writing of their failings and shall afford them a reasonable opportunity of giving an explanation in writing or orally; and if having considered such explanation (if any), the NEC is of opinion that they should be removed from office they may be so removed by resolution of the NEC.

**3.2.** In the event of the death, resignation or removal from office of the National Chairman or a National Officer the NEC may appoint any individual who is a member of a Member Area (provided that they have not attained their 36th birthday on the day of the appointment) to fill the office thereby vacated until the expiration of the term of office of the National Chairman who has died, resigned or been removed.

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**4. Procedures For The National Annual General Meeting**

**4.1. Timing Of The National Annual General Meeting:**

**4.1.1.** The Federation shall hold its National Annual General Meeting (hereinafter: "National AGM") during the month of February each year.

**4.1.2.** The NEC shall announce in respect of each National AGM the date, time and place at which it is intended that it should be held at least 9 months prior to such date.

**4.2. Organisation Of The National Annual General Meeting:**

**4.2.1.** The NEC shall place the organisation of the National AGM out to tender or shall appoint a subcommittee for the purpose, and shall be responsible for the supervision of the arrangements therefore.

**4.3. Business Of The National Annual General Meeting:**

**4.3.1.** The business of the National AGM shall be

**4.3.2.** The reception of the Annual Report of the NEC; and

**4.3.3.** The reception of year-ending Accounts;

**4.3.4.** The election of the following National positions:

**4.3.4.1.** National Chairman

**4.3.4.2.** National Finance Officer

**4.3.4.3.** Honorary General Secretary

**4.3.4.4.** NEC Administrator

**4.3.4.5.** Internet Coordinator

**4.3.4.6.** Publications Officer

**4.3.4.7.** Public Relations Officer

**4.3.4.8.** Training Officer

**4.3.4.9.** National Activities Coordinator

**4.3.5.** The appointment of the National Accountants;

**4.3.6.** The appointment of the National President and Vice President

**4.3.7.** Any Business held over from the most recent NEC Meeting.

**4.3.8.** Any other matters which may, consistent with the National Constitution, be introduced at the National AGM.

**4.3.9.** The Facility for National debate for which a period of fifteen minutes shall be allowed.

**4.3.10.** At the end of each National AGM a period of fifteen minutes shall be allowed for urgent matters raised by any member PROVIDED THAT no business may be introduced that

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requires or affects a change in the National Constitution, Standing Orders, Model Area Constitution or Standard Group Constitution.

**4.4. Notification Of Business And Timeframe For Publication:**

**4.4.1.** Not less than 49 days before the date fixed for the AGM the Honorary General Secretary shall notify by first-class post or electronic mail the Secretary of each Member Area the following:

**4.4.1.1.** The Time, Date and Place of the National AGM; and

**4.4.1.2.** The general nature of the business to be transacted thereat.

**4.4.2.** If the Honorary General Secretary does not receive acknowledgement of such notification within 14 days, they shall immediately take such further steps as they considers necessary or expedient in order to bring to the attention of the relevant Member Area the contents of such notice.

**4.4.3.** Any motion, item for debate, election nomination or other agenda item must be sent to the Honorary General Secretary, electronically, at least 28 days prior to the start of the National AGM. Any item received after this time may not be included in the National AGM.

**4.4.4.** The Honorary General Secretary will send the AGM Paperwork comprising of: Agenda, Minutes of the last AGM, Election Nominations, Motions, Items for Debate and any other Agenda Items, electronically to the Area Chair's and the National Website 21 days prior to the start of the National AGM.

**4.5. Voting At The National AGM:**

**4.5.1.** Voting upon all motions put to the National AGM shall ordinarily be by show of hands; but a division or ballot shall be held at the discretion of the National Chairman, or the acting Chairman, or on the demand of any delegate present.

**4.5.2.** Those delegates who register a vote "for" or "against" a resolution shall be regarded as "voting", and those delegates registering an abstention or failing to vote shall be regarded as "not voting", for the purposes of calculating the majority required for a resolution to be passed.

**4.5.2.1.** Where the matter affects the constitution motion will require a 75% majority vote of the Group Delegates.

**4.5.3.** The National Chairman shall preside at the National AGM and in their absence from a National AGM the National Deputy Chairman shall act in their place.

**4.5.4.** If an equal number of votes are cast for and against any motion, the National Chairman or the National Deputy Chairman shall have a casting vote.

**4.5.5.** Subject to any provision of the Constitution which requires a resolution of the National AGM to be passed by a majority comprising more than a simple majority of the delegates present and voting, any resolution to be decided by the National AGM shall be decided by a simple majority of the delegates present and voting.

**4.6. Motions At The National AGM:**

**4.6.1.** Motions may be moved at the National AGM by Member Areas only.

**4.6.2.** A motion moved by a Member Area must be submitted in writing, signed by the Chairmen (or their representatives) of the Member Areas proposing such motion, to the

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Honorary General Secretary of the Federation at least 28 days before the date fixed for the opening of the National AGM.

**4.6.3.** The Honorary General Secretary of the Federation shall submit a copy of all such motions to the Chairs of the Member Areas at least 21 days before the date fixed for the National AGM as covered in Notification of Business above.

**4.6.4.** No business other than that upon the Agenda shall be taken unless urgency be voted by the National AGM. An urgency motion must be clearly explained and two-thirds of the delegates present and voting at the National AGM must agree before it can be discussed. No motion sent in on the grounds of urgency shall be accepted by the NEC, or in cases of necessity by the Chairman acting on its behalf, unless the said resolution deals with some development arising after the correct date for sending in motions for the Agenda, and involves action which must be taken at once to be effective.

**4.6.5.** No amendment shall be discussed or put to the meeting until it has been seconded. Before an amendment is discussed the National Chairman may require a copy of such amendment in writing.

**4.6.6.** An amendment seeks to alter or improve the original motion and may:

**4.6.6.1.** add words,

**4.6.6.2.** delete words

**4.6.6.3.** delete certain words and add substitute other words, PROVIDED THAT the words in question are relevant to the motion but are not a direct negative.

**4.6.7.** A Motion that does not affect the Constitution cannot be amended to one that does affect the Constitution. No other amendment shall be moved until the first amendment has been voted on. If an amendment is passed the motion as amended shall become the substantive motion upon which further amendments may be moved.

**4.6.8.** Any delegate may propose, without debate that the meeting now "move to the vote" on the motion, and this motion shall be dealt with before any other. If this procedural motion is seconded, and passed by a majority, the motion or amendment before the meeting shall, after the Proposer of the motion has been offered the right to reply, be voted upon at once. Any delegate may propose, without debate that the meeting now "proceed to next business", and this motion shall be dealt with before any other. This motion can only be made when a substantive motion is before the meeting and cannot be moved upon an amendment.

**4.6.9.** The National Chairman may take any amendments presented in writing, signed by the proposer and seconder, before amendments proposed from the floor of the AGM Meeting or NEC Meeting PROVIDED THAT the timing of the introduction of any and all amendments within the debate shall be at the discretion of the Chairman of the meeting.

**4.6.10.** The National Chairman shall allow any delegates who have given notice in writing that they wish to speak in any debate to address the AGM Meeting or NEC Meeting before speakers from the floor of the AGM Meeting or NEC Meeting

**4.6.11.** The ruling of the National Chairman on a point of order or on any question of procedure or conduct shall not be open to discussion PROVIDED THAT the National Chairman's ruling on any point may be challenged on request of two or more delegates.

**4.6.12.** If two or more delegates request a challenge to the National Chairman's ruling then they shall state the point on which the ruling is challenged and the National Chairman shall have the right to explain their decision. There shall be no debate or discussion, and on

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conclusion of the National Chairman's explanation a vote will be taken. It shall require a simple majority of those delegates present and voting for the challenge to be upheld.

**4.7. Eligibility For Election:**

**4.7.1.** Eligibility for election or re-election to any National post shall be determined as follows: as of January 1st in the year of the election.

**4.7.1.1.** An individual who has not attained their 36th birthday is automatically eligible;

**4.7.1.2.** An individual who has attained their 36th birthday is ineligible unless there are no members aged 35 or less wishing to stand for the same post.

**4.7.2.** The holder of the post of National Finance Officer shall serve for no more than 3 consecutive years.

**4.8. Process For Election:**

**4.8.1.** All Candidates for election to National Posts must submit their nomination statement to the Honorary General Secretary at least 28 days prior to the start of the National AGM, the statement must also include which Member Group is Proposing and Seconding the Nomination

**4.8.2.** The statement will be included in the National AGM paperwork which will be circulated electronically to Member Area's, Member Groups and the National Website 21 days prior to the start of the National AGM.

**4.8.3.** On the day of the National AGM, the election procedure at the National AGM shall be in two parts:

**4.8.3.1.** The candidate's own nomination speech to the meeting and questions from the floor.

**4.8.3.2.** The casting of votes, by the National AGM Delegates.

**4.8.3.3.** The conclusion of candidates' speeches and the deadline for the casting of votes shall fall on opposite sides of the longest break in the proceedings of the National AGM.

**4.8.4.** If there are three or more candidates standing for election, voting for the position of National Chairman shall be by the Single Transferable Vote method as described in the National Standing Orders.

**4.8.5.** The nominations, after having been placed before the National AGM, shall be voted upon by paper ballot, without interruption of the National AGM's other business.

**4.8.6.** Each candidate shall be entitled to deliver a PowerPoint presentation at the National AGM, giving personal details, aims, policies and a photograph, or to distribute handouts of the same.

**4.9. Procedure For The Election Of Officers By Means Of The Single Transferable Vote.**

**4.9.1.** Each person entitled to vote shall have one transferable vote.

**4.9.2.** A voter in recording his vote on the ballot paper;

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**4.9.3.** must place on their ballot paper the figure 1 opposite the name of the candidate for whom they votes;

**4.9.4.** may indicate the order of their preference for as many other candidates as they please by placing against the respective names the figures 2, 3, 4 and so on.

**4.9.5.** The returning officer shall examine the papers and shall sort them into parcels according to the first preference recorded for each candidate, rejecting any that are invalid.

**4.9.6.** The returning officer shall count the papers in each such parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which the first preference has been recorded for that candidate. If the vote for any one candidate equals or exceeds the votes of all the other candidates combined, that candidate shall be declared elected. If not;

**4.9.7.** the returning officer shall exclude together the two or more candidates with the least votes if the total vote of such two or more candidates does not exceed the vote of the candidate next above; otherwise they shall exclude the candidate having the fewest votes.

**4.9.8.** the papers of the excluded candidates shall be transferred to whichever of the continuing candidates is marked by that voter as their next available preference, and the votes thus transferred shall be added to the first preference votes of those candidates.

**4.9.9.** any paper on which no further preference is marked shall be set aside as non-transferable and the total of such papers shall be recorded.

**4.9.10.** this process shall be continued until the vote for some one candidate exceeds or equals the votes for all the other continuing candidates combined, and that candidate shall then be declared elected.

**4.9.11.** If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are lowest on the poll, the candidate with the lowest number of votes at the earliest stage in the count, at which the candidates in question has an unequal number of votes, shall be excluded. If two or more candidates are still equal and lowest, the returning officer shall determine which shall be excluded by lot.

**4.10. Definitions**

**4.10.1.** The expression 'first preference' means the figure 1 standing alone opposite the name of a candidate or the name of the candidate given first in the list of order of preference by the voter.

**4.10.2.** The expression 'valid voting paper' means a voting paper on which a first or only preference is unambiguously expressed.

**4.10.3.** The expression 'invalid voting paper' means a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

**4.10.4.** The expression 'continuing candidate' means any candidate not yet excluded.

**4.10.5.** The expression 'next available preference' means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, passing over earlier preferences for candidates already excluded.

**4.10.6.** The expression 'transferable paper' means a voting paper on which a next available preference is unambiguously expressed.

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**4.10.7.** The expression 'non-transferable paper' means a voting paper on which no next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.

**4.10.8.** The rules described herein for conducting a Single Transferable Vote election may be amended to conform to those recommended by the Electoral Reform Society from time to time.

**4.11. Facility For National Debate:**

**4.11.1.** There will be a period of fifteen minutes at the National AGM for the National Debate.

**4.11.2.** Items for National Debate submitted to the Honorary General Secretary 28 days prior to the National AGM will take precedence to Items raised on the floor.

**4.11.3.** All Items for National Debate submitted to the Honorary General Secretary should include any supporting documentation at least 28 days prior to the start of the National AGM which will be included in the AGM documentation and circulated to Area Chairs 21 days prior to the start of the National AGM.

**4.11.4.** Items raised within the Facility for National Debate cannot be voted on but a straw poll can be taken.

**5. NEC Meeting Of The Federation Procedures**

**5.1.** The NEC shall hold a Meeting during the months of May, August and November each year

**5.2.** Only members of the Executive Committee shall be entitled to act as delegates at the NEC Meetings.

**5.3. Conduct Of NEC Meetings**

**5.3.1.** All Area Chairs, National Officers, National Chairman and National Finance Officer are to submit their Area Reports electronically to the Honorary General Secretary 28 prior to the NEC Meeting. Late Reports will not be voted on at the NEC Meeting.

**5.3.2.** All Area Chairs, National Officers, National Chairman, Vice-Presidents and National Finance Officer are to notify the Honorary General Secretary of their attendance and any observer at the NEC meetings 28 days prior to the start of the meeting.

**5.3.3.** The Honorary General Secretary will send electronically the agenda, minutes of the last meeting, reports, action lists, any nominations for election and any other paperwork 21 days prior to the start of the NEC Meeting.

**5.4. Resolutions or Motions at NEC Meetings**

**5.4.1.** Motions may be moved at the NEC Meetings by Member Areas only

**5.4.2.** The Proposer and Seconder of a motion or resolution must be Area Representatives.

**5.4.3.** All business of the NEC shall be conducted "in committee."

**5.4.4.** During a debate an individual called upon to speak shall address the chair and shall direct their speech strictly to the motion, resolution or amendment under discussion, or to an explanation or a question of order.

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**5.4.5.** No such Proposer shall speak for more than 10 minutes in moving such a motion nor for more than 5 minutes in reply and no other person shall speak for more than 5 minutes.

**5.4.6.** Any NEC member or observer may rise to a point of order, or may rise to explain, but such explanation shall be confined to some material part of their former speech which may have been misunderstood.

**5.4.7.** An NEC member or observer may rise to ask a question, but all questions must be strictly confined to a request for information and not include any statement or argument.

**5.4.8.** The Proposer of a motion shall have the 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 their right of reply shall confine him- or herself to answering previous speakers and shall not introduce any new matter into the debate.

**5.4.9.** With regards to determining the status of motions moved in accordance with Article 8.6 of the National Constitution (hereinafter: "Obligatory Motions"), in exceptional circumstances returns from area conferences may be made in writing prior to the NEC meeting to the Honorary General Secretary.

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**6. Extra Ordinary Meetings Of The NEC**

**6.1.** The Honorary General Secretary of the Federation shall only call an additional meeting of the NEC if, in the opinion of the National Chairman or at least three members of the Executive Committee, urgent business makes it necessary.

**6.2. Notification / Agenda Items**

**6.2.1.** The Honorary General Secretary shall give notice in writing of all NEC meetings to each member of the NEC at least 28 days prior to the date fixed for such meeting PROVIDED THAT in the case of an additional meeting if in the opinion of the National Chairman or those Area Chairman calling the meeting the urgency of the business to be considered is such as to justify it the period of notice may be abbreviated and notice may be given by telephone or electronic mail.

**6.2.2.** Any Agenda item, including motions for debate, must be submitted to the Honorary General Secretary in writing, at least 28 days prior to the date fixed for the start of any scheduled NEC meeting. The Honorary General Secretary shall submit a copy of the Agenda Paper to all NEC members at least 14 days before the date fixed for the start of the NEC meeting.

**6.2.3.** No resolution may be voted on at any NEC meeting unless it has been circulated on the Agenda Paper in accordance with Standing Order 5 PROVIDED THAT this rule may be suspended if urgency is voted by a unanimous resolution of those present and voting at the meeting.

**6.2.4.** If, on receiving notice of a meeting of the NEC, any member is unable to attend they shall, except where prevented from doing so by illness or other unavoidable circumstances, inform the Honorary General Secretary, and if such member is an Area Chairman they shall also inform the Administrator of the Area Executive Council.

**6.2.5.** Motions to rescind in their entirety resolutions previously passed by the NEC must be printed on the Agenda paper and shall require unanimity of those voting members present and voting at the meeting to be passed. Sub-committee members, or employed staff, or individuals who are members of a Member Area may attend meetings in an advisory capacity at the discretion of the National Chairman.

**6.2.6.** The National Chairman shall preside at all meetings of the NEC which they attend and in their absence from a meeting the NEC shall appoint an acting Chairman from among its voting membership to preside, this is usually the National Deputy Chairman.

**6.2.7.** Save where otherwise indicated, any motion to be decided by the NEC shall be decided by a majority of voting members present and voting; save that the National Chairman shall be entitled to vote only in the event of a tie, when they shall have a casting vote. If an Area Chairman is elected as the acting Chairman of the meeting they shall be entitled to vote in their own right as Area Chairman, and will also be entitled to cast an additional vote in the event of a tie.

**6.2.8.** Subject to any provision of the National Constitution or Standing Orders which requires business to take place in open session of the NEC, part or all of a NEC meeting may be held in-camera if in the opinion of the National Chairman or 3 members of the Executive Committee the nature of the business to be discussed makes it necessary. The National Chairman and voting members shall be present at an in-camera session of the NEC, and other NEC members, or individual members or members of staff may also be present at the discretion of the National Chairman or on request of three other voting members of the NEC.