

Standing Orders of the National Federation of 18 Plus Areas

1. Duties of the National Chairman

1.1 NATIONAL CHAIRMAN

1.1.1 The duties of the National Chairman shall include:

1.1.1.1 Giving direction and guidance to the NEC, Member Groups and other elected officers in achieving the aims of the Federation.

1.1.1.2 Chairmanship of the NEC and meetings thereof.

1.1.1.3 Supervision of the NEC, the Non-Executive Committee and other National sub-committees.

1.1.1.4 Acting as spokesman and representative of the Federation to the press, radio, television and other national organisations.

1.1.1.5 Selection of suitable candidates for the post of President.

1.1.1.6 Supervision of the extent and scope of the Federation's co-operation with other organisations, and involvement in sponsorship, grant aid and patronage.

1.1.1.7 The selection of recipients for the National Chairman's Merit Award.

1.1.1.8 Chairmanship of the Non-Executive Committee.

2. Terms of reference for National Sub-Committees and National Appointments

2.1 The NEC shall elect the Non-Executive Committee which shall be a permanent NEC Sub-committee.

2.2 The Non-Executive Committee will be responsible for:

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

2.2.2 Employment of members of staff and the management of their duties.

2.2.3 Management of the headquarters office.

2.2.4 Management of the Federation's accounts.

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

2.2.6 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.

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

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

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

- 2.2.10 Administration of the NEC.
- 2.2.11 Oversight of the activities of the Chairmen of the NEC Sub-committees and any Project Officers running National Activities.
- 2.2.12 Liaison with other voluntary organisations and statutory bodies.
- 2.2.13 Insurance of all National property and assets, and the maintenance of the Federation's Public Liability Policy.
- 2.2.14 Appointment of and liaison with the Federation's Solicitors.
- 2.2.15 Application and negotiation for financial and grant assistance from public and private bodies.
- 2.2.16 Provision and advice and guidance on all constitutional matters and the review and recommending for acceptance to the NEC all Area Constitutions.
- 2.2.17 Keeping the records of the Federation.
- 2.3 The members of the Non-Executive Committee are:
 - 2.3.1 Non-Executive Committee Chairman, whose duties shall be:
 - 2.3.1.1 Ensure that the Non-Executive Committee meets at least twice yearly
 - 2.3.1.2 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.
 - 2.3.1.3 Ensure communication and liaison between the Federation and external organisations, statutory bodies or individuals as fall within the duties of the committee.
 - 2.3.1.4 Ensure that the Federation is represented at meetings with outside bodies as may be required from time to time.
 - 2.3.1.5 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.
 - 2.3.2 Honorary General Secretary whose term of office is two years in duration. His principle duties of the Honorary General Secretary shall be:
 - 2.3.2.1 Responsible of all aspects regarding the employment and management of staff.
 - 2.3.2.2 Administration of the NEC, and General Purposes Subcommittee.
 - 2.3.2.3 Ensure all legal, constitutional and insurance requirements are met.
 - 2.3.2.4 Undertake the duties and responsibilities of the General Secretary as referred to and described in the National Constitution.
 - 2.3.3 National Finance Officer, whose term of office is two years duration. His principle duties of the National Finance Officer shall be
 - 2.3.3.1 Management of all the Federation's finances, including all accounts and budgets.
 - 2.3.3.2 Supervision of the employed book-keeper.

- 2.3.3.3 Keep and maintain all financial records as are required by law.
- 2.3.3.4 Liaise with the Federation's Accountants and submit accounts for annual approval.
- 2.3.3.5 To present these accounts and the annual financial report for acceptance at the AGM.
- 2.3.3.6 Responsible for all aspects regarding payment of salaries and wages for employed staff.
- 2.3.3.7 Management of all financial control procedures in respect of National finances, accounts and budgets.
- 2.3.3.8 Management of both the Federation's membership fee collection.
- 2.3.3.9 Undertake the duties and responsibilities of the Finance Officer as referred to and described in the National Constitution.
- 2.4 The NEC shall elect the following officers:
 - 2.4.1 Publications Officer.
 - 2.4.1.1 The term of office of the Publications Officer is two years in duration. His principle duties shall be:
 - 2.4.1.1.1 Encourage submission of articles to the Magazine and edit them into a form suitable for publication via the internet.
 - 2.4.1.1.2 Prepare the magazine for publication via the internet.
 - 2.4.1.1.3 Seek advertisements for and sponsorship of the National Magazine.
 - 2.4.1.1.4 Manage the budget for the magazine.
 - 2.4.2 Public Relations Officer
 - 2.4.2.1 Term of office is two years in duration. The principle duties of the National External Public Relations Officer shall be:
 - 2.4.2.1.1 Make and maintain contact with national media, other organisations, major companies, statutory bodies and government departments in order to increase awareness of the Federation.
 - 2.4.2.1.2 Ensure that major events are publicised nationally.
 - 2.4.2.1.3 Provide assistance and guidance, on request, with any aspect of public relations.
 - 2.4.2.1.4 Attend 'outside events' on behalf of the Federation.
 - 2.4.2.1.5 Monitor sources of enquiries to the National Association and recommend best outlets for publicity to Areas.
 - 2.4.2.1.6 Manage the National PR. budget.
 - 2.4.3 Training Officer.
 - 2.4.3.1 Term of office is two years in duration. The principle duties of the National Training Co-ordinator shall be:
 - 2.4.3.1.1 Ensure training is provided for Area Officers in both their specific committee skills and general management skills.

- 2.4.3.1.2 Ensure training is provided for the NEC to cover roles, responsibilities and management skills.
- 2.4.3.1.3 Ensure training is provided for all elected training officers, in order to enable them to carry out their roles.
- 2.4.3.1.4 Run the Self Development Courses.
- 2.4.3.1.5 Ensure that plans and budgets are prepared and accepted for 2.4.3.1.1 to 2.4.3.1.4 above.
- 2.4.3.1.6 Manage and maintain all National training resources.
- 2.4.3.1.7 Manage the National Training budget.

Article 3: Election and Removal of National Officers

3.1 NATIONAL CHAIRMAN

3.1.1 Any chairman of a group within a Member Area (hereinafter: "Group Chairman") may give to the 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 General Secretary must receive these nominations at least twenty-eight days before the date fixed for the start of the AGM.

3.1.2 ELECTION

3.1.2.1 The election procedure at the AGM shall be in two parts:

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

3.1.2.1.2 The casting of votes, by the Executive Committee.

3.1.2.2 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 AGM.

3.1.2.3 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.

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

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

3.2 NATIONAL OFFICERS

3.2.1 The election shall take place at the NEC meeting immediately prior to the expiry of the two-year term of office of the current incumbent, and the new appointee shall take up office on the date that the term of office of the incumbent expires.

3.2.2 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.

- 3.2.3 The General Secretary shall notify all the Secretaries of the Member Areas of the elections due at least thirty days prior to the start of the NEC meeting at which such elections are to be held.
- 3.2.4 Any eligible individual wishing to stand for election shall give notice to the General Secretary in writing at least five days before the start of the NEC meeting at which such election is to be held.
- 3.2.5 The election process at the NEC meeting shall be in three parts;
 - 3.2.5.1 The candidates own nomination speech which shall last no longer than five minutes;
 - 3.2.5.2 Questions put to the candidate by voting members of the NEC;
 - 3.2.5.3 The casting of votes by the voting members of the NEC by secret paper ballot, and if there are more than three candidates standing for any one position, in accordance with the Single Transferable Vote method as described in the Standing Orders.
 - 3.2.5.4 The election process shall be held in open session of the NEC.
- 3.3 REMOVAL OF NATIONAL CHAIRMAN OR NATIONAL OFFICERS
 - 3.3.1 If it shall appear to a majority of the voting members of the NEC that either the National Chairman or a National Officer is failing to fulfill his duties it shall cause to be sent to him a statement in writing of his failings and shall afford him 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 he should be removed from office he may be so removed by resolution of the NEC.
 - 3.3.2 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 thirty-sixth 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.

Article 4: Conduct of Meetings

- 4.1 The Proposer and Seconder of a motion must be Area Representatives.
- 4.2 All business of the NEC shall be conducted “in committee”.
- 4.3 During a debate an individual called upon to speak shall address the chair and shall direct his speech strictly to the motion or amendment under discussion, or to an explanation or a question of order.
- 4.4 No such Proposer shall speak for more than ten minutes in moving such a motion nor for more than five minutes in reply and no other person shall speak for more than five minutes.
- 4.5 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 his former speech which may have been misunderstood.

- 4.6 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.
- 4.7 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 his right of reply shall confine himself to answering previous speakers and shall not introduce any new matter into the debate.
- 4.8 AMENDMENTS
- 4.8.1 No amendment shall be discussed or put to the meeting until it has been seconded. Before an amendment is discussed the Chairman may require a copy of such amendment in writing.
- 4.8.2 In the event that an Amendment is accepted by the meeting, the Amended Motion may not be voted upon unless each Member Area has voted upon the Motion in its Amended form at its own conference, and an Area Representative may be required to submit a Minute of that conference to the AGM or Ordinary Meeting to show this has been the case upon the request of any NEC member or observer.
- 4.8.3 Any motion which, in accordance with the preceding paragraph, has been moved but not voted upon shall be held over for consideration at the next AGM or Ordinary Meeting.
- 4.9 An amendment seeks to alter or improve the original motion and may:
- 4.9.1 add words,
- 4.9.2 delete words
- 4.9.3 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.
- 4.10 A motion that does not affect the Constitution cannot be amended to one that does affect the Constitution.
- 4.11 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.
- 4.12 Any Area Representative 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.
- 4.13 Any Area Representative 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.

- 4.14 The National Chairman may take any amendments presented in writing, signed by the proposing and seconding Member Areas, before amendments proposed from the floor of the conference 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.
- 4.15 The National Chairman shall allow any delegates who have given notice in writing that they wish to speak in any debate to address the Conference before speakers from the floor of the Conference.
- 4.16 The ruling of the Chairman on a point of order or on any question of procedure or conduct shall not be open to discussion PROVIDED THAT the chairman's ruling on any point may be challenged on request of two or more Area Representatives.
- 4.16.1 If two or more Area Representatives request a challenge to the Chairman's ruling then they shall state the point on which the ruling is challenged and the Chairman shall have the right to explain his decision. There shall be no debate or discussion, and on conclusion of the 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.

Article 5: Meetings of the NEC

- 5.1 The 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.
- 5.2 NOTIFICATION / AGENDA ITEMS
 - 5.2.1 The General Secretary shall give notice in writing of all NEC meetings to each member of the NEC at least twenty one 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 Representatives 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.
 - 5.2.2 Any Agenda item, including motions for debate, must be submitted to the General Secretary in writing, at least twenty one days prior to the date fixed for the start of any scheduled NEC meeting. The General Secretary shall submit a copy of the Agenda Paper to all NEC members at least fourteen days before the date fixed for the start of the NEC meeting.
- 5.3 No resolution may be voted on at any NEC meeting unless it has been circulated on the Agenda Paper in accordance with Standing Order 5.2 PROVIDED THAT this rule may be suspended if urgency is voted by a unanimous resolution of those present and voting at the meeting..
- 5.4 If, on receiving notice of a meeting of the NEC, any member is unable to attend he shall, except where prevented from doing so by illness or other unavoidable circumstances, inform the General Secretary, and if such member is an Area Representative he shall also inform the Administrator of the Area Executive Council.

- 5.5 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.
- 5.6 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.
- 5.7 The National Chairman shall preside at all meetings of the NEC which he attends and in his absence from a meeting the NEC shall appoint an acting Chairman from among its voting membership to preside.
- 5.8 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 he shall have a casting vote. If an Area Chairman is elected as the acting Chairman of the meeting he shall be entitled to vote in his own right as Area Chairman, and will also be entitled to cast an additional vote in the event of a tie.
- 5.9 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 three 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.

Article 6: General Standing Orders

- 6.1 Area Constitutions and Standing Orders must include provision to ensure that each member group is visited monthly by a member of the Area Council and annually by the Area Chairman to ensure that the adopted minimum standards are being met.

Article 7: Procedure for the Election of Officers by means of the Single Transferable Vote.

- 7.1 Each person entitled to vote shall have one transferable vote.
- 7.2 A voter in recording his vote on the ballot paper;
 - 7.2.1 must place on his ballot paper the figure 1 opposite the name of the candidate for whom he votes;
 - 7.2.2 may indicate the order of his preference for as many other candidates as he pleases by placing against the respective names the figures 2, 3, 4 and so on.
- 7.3 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.
- 7.4 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;

- 7.4.1 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 he shall exclude the candidate having the fewest votes.
- 7.4.2 the papers of the excluded candidates shall be transferred to whichever of the continuing candidates is marked by that voter as his next available preference, and the votes thus transferred shall be added to the first preference votes of those candidates.
- 7.4.3 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.
- 7.4.4 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.
- 7.5 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.
- 7.6 DEFINITIONS
 - 7.6.1 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.
 - 7.6.2 The expression 'valid voting paper' means a voting paper on which a first or only preference is unambiguously expressed.
 - 7.6.3 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.
 - 7.6.4 The expression 'continuing candidate' means any candidate not yet excluded.
 - 7.6.5 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.
 - 7.6.6 The expression 'transferable paper' means a voting paper on which a next available preference is unambiguously expressed.
 - 7.6.7 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.
 - 7.6.8 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.