

# **Jewish Voice for Liberation**

## **Draft Standing Orders for JVL Members Meetings**

### **1. Quorum**

The quorum for JVL members meetings shall be as specified in the constitution. A meeting will remain quorate until the quorum is challenged.

### **2. Chair**

Throughout chair refers to chair or co-chair.

The Chair of JVL shall preside at all meetings. In their absence the Secretary or failing that another officer shall call on those present to elect a full member as chair of the meeting. Should the chair arrive once a member has been elected to preside in their place then they may claim to preside at the meeting once the current item of business has been disposed of.

At the annual meeting the chair shall preside until a successor is elected. The new chair shall take over the conduct forthwith and proceed to the election of other officers and further business.

### **3. Notice of meetings**

Notice of meetings must be sent to all members not less than 6 weeks before the date of the meeting.

### **4. Notice of motions and amendments**

Motions for a general meeting may be submitted by any member and must be received by the administrative officer or an officer named in the notice of meeting by email not less than 28 days prior to the meeting for which they are intended. All motions shall be limited to 250 words. If longer motions are received they shall be returned to the mover with an invitation to amend them and resubmit within the word limit by the closing date for motions.

Details of motions shall be sent to all members not less than 21 days before the date of the meeting.

Amendments to motions for a general meeting may be submitted by any member and must be received by the administrative officer or an officer named in the notice of meeting by email not less than 14 days prior to the meeting. All amendments shall be limited to 150 words of new text. If longer amendments are received they shall be returned to the mover with an invitation to amend them and resubmit within the word limit by the closing date for amendments.

Details of all motions and amendments shall be sent to all members not less than 7 days before the date of the meeting.

Motions to amend the constitution shall be submitted as laid down in the constitution.

Emergency motions may be submitted by any member and must be received by the administrative officer or an officer named in the notice of meeting by email not less than 2 days prior to the meeting. Emergency motions must address events that have occurred after the final date for submission of motions. The chair shall rule on whether a motion refers to a matter of genuine emergency and can be added to the agenda of the meeting.

### **5. Emergency meetings**

In the case of special general meetings called under paragraph 11 of the Constitution, shorter notice of meetings is allowed. The EC will give as much notice as possible subject to the requirement that motions to be discussed must be circulated to members not less than two weeks before the date of the meeting. Amendments to the motion(s) must be received no later than seven days before the date of the meeting and an updated agenda containing any amendments received circulated no later than 4 days before the meeting.

The initial notice of the meeting must detail the reasons for calling the meeting and the topics to be discussed. Only matters included in the notice may be discussed at the meeting.

### **6. Discussion of motions**

No motion shall be discussed at a meeting until it has been moved and seconded. Speakers shall only speak once on any motion except by permission of the chair; except that the mover of a motion may reply to the discussion without introducing new matter for debate; such reply shall close the discussion. The mover of the main motion may exercise their right of reply at the end of debate of the main motion or any one amendment at their discretion. The mover may delegate their right of reply to the seconder of the motion.

The chair shall specify the time allowed to each speaker at the start of the meeting and may vary the time allowed at any point in the meeting.

Amendments shall be taken in order with one amendment being disposed of before another is moved. If an amendment is carried, the amended resolution becomes a motion to which further amendments are moved.

### **7. Voting on motions**

Entitlement to vote shall be as specified in the constitution: the chair may give a casting vote provided that they have not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.

### **8. Procedural motions**

The following procedural motion may be moved and will require a two-thirds majority of all members present and voting; there can be no debate on this motion.

- a. Next business - this may only be moved on a motion once it has been moved

The following procedural motions may be moved and will require a two-thirds majority of all members present and voting; there can be only two speeches for and two against the motion

- b. Reference back to the EC
- c. Reference back to JVL council

The following procedural motions may be moved and will require a two-thirds majority of all members present and voting; there can be only one speech for and one against the motion

- d. Adjournment of the meeting
- e. Suspension of these standing orders

### **9. Amending Standing Orders**

Motions to amend these standing orders shall be submitted as specified in standing order 4 and shall require a simple majority of full members present and voting.

### **10. Chair's ruling**

Any ruling by the chair may be challenged. Any move to challenge a ruling must be supported by 5 members. If the move is supported chairing the meeting must pass to another officer. There can be only one speech for and one against the challenge, after which the chair may defend their ruling before a vote is taken which will require a two-thirds majority.

### **11. Conduct of meetings**

All participants in JVL meetings are expected to behave in a polite and considerate manner in order to allow productive debate and maximum participation. In order to achieve this all members must respect the chair of the meeting.

All contributions must be relevant to the issue under discussion and not include abuse of other members.

Any member acting in an unruly or disruptive manner, in contravention of the standing orders, may be removed from the meeting by action of the chair if supported by two-thirds of those present and voting.

