

5. Guide to procedures

Debate process

1 **The proposer of the motion** may speak for up to 7 minutes. If the motion has been composited i.e. amalgamated from different Area motions, the Areas need to agree who will propose and who will second the composited motion. **The seconder** may speak for up to 4 minutes.

- **Are there any amendments to the motion?** The proposer indicates whether they wish to accept any amendments – if Council agrees then there is no debate on that amendment and it becomes part of the motion.

Yes: move to stage 2 **No:** move to stage 3

2 **The proposer of the amendment** may speak for up to 4 minutes. **The seconder** may speak for up to 4 minutes.

The chair calls speakers from the floor to debate the amendment. Each may speak for up to 4 minutes. They must speak only on the amendment. The chair has discretion on how many speakers to call. However, any Council member who has not yet spoken in the debate may propose at any time *‘that the question now be put’* and, if agreed by a simple majority, the debate will end.

At the end of the debate, the proposer of the main motion may respond (up to 4 minutes) to the debate on the amendment. This is followed by a vote.

If the amendment is accepted, it becomes part of the **substantive motion**.

- **Are there any further amendments to this motion?**

Yes: repeat stage 2 **No:** move to stage 3

3 **The chair calls speakers from the floor to discuss the substantive motion** i.e. the motion as amended or not. Each may speak for up to 4 minutes. The chair has discretion on how many speakers to call.

However, any Council member may propose at any time that the motion be remitted to the Board of Trustees. If this is agreed by a simple majority, debate will end without the motion itself being put to the vote.

Debate can also be ended if any Council member who has not already spoken in the debate proposes that *“the motion now be put”* and this is agreed by a simple majority. This would be followed by a vote on the motion itself.

4 **At the end of the debate, the proposer of the motion may respond to the debate** for up to 4 minutes. The proposer of the motion must not introduce new points into the discussion in exercising this right of reply.

This is followed by a vote. A simple majority is required, except for a change requiring a special resolution (e.g. to amend the articles), when 75% of those Council members voting must be in favour.