

RAMBLERS SCOTLAND - STANDING ORDERS

A. INTRODUCTION

A1. CONSTITUTIONAL ORIGIN

These Standing Orders are made in accordance with clause 8 of the Constitution of Ramblers Scotland (hereinafter referred to as the "Constitution").

A2. MOTIONS COMMITTEE

A2.1 A Motions Committee (hereinafter referred to as the "MC") shall be appointed by each Annual General Meeting (hereinafter referred to as "AGM") of the Scottish Council (hereinafter referred to as the "SC") and its period of office shall run from the conclusion of that meeting of the SC until the conclusion of the next AGM of the SC.

A2.2 It shall meet as required by Standing Orders B3 and C2 below, but it may also meet at any point during the AGM to advise the Convener on any procedural difficulties that have arisen.

A2.3 The MC shall consist of the Convener of the SC for the relevant period of office, one other member of the Ramblers Scotland Strategic Committee (hereinafter referred to as "RSSC") for the relevant period of office, nominated by the RSSC and three other members of the SC who were registered to attend the appointing AGM, who were not nominated for election to the RSSC for the relevant period of office and who were elected to the MC by that meeting. The provisions of Clause 6.9 of the Constitution, for nomination of members of the RSSC (other than Honorary Officers) shall apply to nomination of members of MC to be elected by the SC meeting.

A2.4 A member of the MC may participate and vote in its deliberations on a motion or amendment to a motion notwithstanding that he or she is

- (a) a member of the Area or Group that submitted it,
- (b) a SC delegate of the affiliated organisation that submitted it or
- (c) one of the two Honorary Officers, RSSC members, MC members or Board of Trustees representatives that submitted it,

and the relevant Motions Order Paper made available under Standing Orders B2.1 or C2.2 shall, in relation to any member of the MC to whom (a), (b) or (c) applies, disclose the position in that respect.

A2.5 In the event of a casual vacancy occurring at any stage for a non-RSSC member of the MC, the MC shall have the power to co-opt a SC member to fill the vacancy provided that the person is not a member of the current RSSC.

A2.6 At its first meeting, the MC shall elect a Convener who shall not be the Convener of the SC for the relevant period of office.

A2.7 Where appropriate, parts of the business of the MC may be conducted through electronic communication.

A2.8 The quorum for a meeting of the MC shall be three members.

B. STANDING ORDERS FOR ANNUAL GENERAL MEETINGS OF SCOTTISH COUNCIL

B1. MOTIONS AND AMENDMENTS TO SUCH MOTIONS

B1.1 Motions received timeously under clause 6.5 of the Constitution shall be submitted to a meeting of the MC, who shall decide:

B1.1.1 on the competence of motions,

B1.1.2 on the compositing of motions that are similar in content or intent,

B1.1.3 where appropriate, on the taking of one motion as an amendment to another motion,

B1.1.4 on the order in which the motions should be taken.

B1.2 If motions are received from any source exceeding the limit set out in clause 6.5.3 of the Constitution then the MC may attempt to establish from the source as to which motion(s) they wish withdrawn to comply with the limit. If this liaison is not possible then the MC has the power to select motion(s) to be treated as withdrawn.

B1.3 The motions as found competent and as arranged by the MC shall be circulated in accordance with clause 6.5 of the Constitution.

B1.4 Amendments to such motions may be submitted by:

- any Ramblers Scotland Area or Group; or
- any organisation affiliated to Scottish Council; or
- any two people who are: Honorary Officers, RSSC members, Motion Committee members, or Board of Trustee representatives,

to be received in writing by the member of staff acting as Secretary to the Council not later than seven days before the AGM.

B1.5 Amendments received timeously under Standing Order B1.4 shall be submitted to a second meeting of the MC to be convened as soon as possible after the deadline contained in Standing Order B1.4.

B2. REPORT OF THE MC AND THE MOTIONS ORDER PAPER

B2.1 A Motions Order Paper embodying the findings of the MC on all the Motions, proposals and amendments submitted to it, and also on the order in which the motions, proposals and amendments should be considered, shall be made available to SC members either by posting or by distribution on the forenoon of the opening day of the AGM.

B2.2 The Motions Order Paper shall also indicate the day and time at which, in the view of the MC, all motions and amendments that have not been disposed of by the AGM should be remitted to the RSSC with power to take decisions on the matters contained in them, except that any Constitutional amendments not disposed of by the AGM shall be deemed to have fallen.

- B2.3 At the commencement of the first session of the AGM dealing with motions and proposals for Constitutional change, the Convener of the MC, or, in the absence of the Convener, another member appointed by the MC, shall submit the Report of the MC and the Motions Order Paper.
- B2.4 It shall be competent, at this stage of the AGM but not at any later stage, for an amendment to a specific proposal of the MC to be moved, seconded and discussed. Where such an amendment is carried by the AGM, the Motions Order Paper shall be appropriately amended.
- B2.5 The Motions Order Paper, with any amendment to it that has been carried, shall be submitted to the AGM for formal approval. Once the Motions Order Paper is approved, it shall be in force for the remainder of the AGM.

B3. RULES OF DEBATE

- B3.1 Each motion or amendment or proposal shall be, at the meeting, moved by a member of SC, and may be seconded by a member of SC if desired. Where a motion or amendment or proposal is not moved at the meeting, it shall be deemed to have fallen.
- B3.2 Movers shall be permitted to speak for five minutes, and seconders (if any) and other SC members taking part in the debate shall be permitted to speak for three minutes, unless it is moved, seconded and carried by the meeting that a speaker shall be further heard, in which case the speaker shall be allowed a further three minutes.
- B3.3 At the conclusion of the debate, the mover shall have the right to respond to points made in the discussion, but shall not introduce new matter. The time limit for this shall be three minutes and shall not be subject to extension.
- B3.4 A motion or amendment or proposal may be withdrawn by the mover, with the consent of the seconder (if any) and the approval of the Meeting, given without debate.
- B3.5 Where an amendment is carried, the amended motion or proposal shall become the substantive motion or proposal before the Meeting and shall be open to further debate.
- B3.6 The following procedural motions shall be competent:
- B3.6.1 To proceed to next business. If the procedural motion is seconded, the Convener shall put the proposition to the Meeting, which shall determine the matter, initially by a show of hands. If it is carried, the matter under consideration shall be considered as dropped.
- B3.6.2 To put the question. The procedural motion may be moved at the conclusion of any speech. If the procedural motion is seconded, the Convener shall put the proposition to the Meeting. If the procedural motion is carried, the Convener shall proceed immediately to the mover's right of response as provided for in Standing Order B3.3 and then to the vote on the main motion or amendment or proposal that is under discussion.
- B3.6.3 To remit the motion or substantive motion to the RSSC. If the procedural motion is seconded, the Convener shall allow the mover of the motion to have a brief comment on the proposed remission, and then shall put the proposition to the Meeting, which shall determine the matter, initially by show of hands. If the procedural motion is carried, the main motion or substantive motion currently before the Meeting, together with any

amendments to the motion that are listed on the Motions Order Paper but have not at that point been considered, shall be remitted to the RSSC, which shall have power to take a decision on the issue(s) contained in the motion and any unconsidered amendments. Proposals for amendments to the Constitution may not, however, be remitted.

B3.7 Voting shall be by show of hands. The Convener of the meeting shall have a deliberative and, in the event of equality of votes, a casting vote. Where, in the opinion of the Convener, the result is unclear, or where the Convener's decision is challenged by five or more SC members rising immediately in their places, a count shall be held using the voting cards already issued to SC members. The Convener shall not proceed to next business until the outcome of the vote has been determined.

B3.8 Any SC member may raise a point of order. This shall be clearly stated and shall be considered by the Convener, but his/her ruling on the matter shall be final.

B3.9 Non-members of SC may only speak at SC with the permission of Council.

B4. QUORUM

Where it is ascertained, after a count, that a quorum for an AGM has ceased to exist, the Convener shall close the AGM and all remaining business, with the exception of proposals for amendments to the Constitution, which shall be deemed to have fallen, shall be remitted to the RSSC, which shall have power to take decisions on issues arising from such business.

B5. SUSPENSION OF STANDING ORDERS

B5.1 A motion to suspend any provision contained in Standing Orders B2 and B3 above may be moved and seconded at any AGM of the SC without any requirement for prior notice. The motion shall specify the particular provision to be suspended, the duration of the suspension and the procedural reason for such suspension. No argument other than a procedural one shall be competent.

B5.2 Suspension shall be carried if it is supported in a vote by at least two thirds of the members who are present at the AGM and who are entitled to vote.

B5.3 After the debate on the matter covered by the suspension, the AGM shall immediately revert to Standing Orders.

C. *STANDING ORDERS FOR SPECIAL GENERAL MEETINGS OF THE SCOTTISH COUNCIL*

C1. THE BUSINESS OF THE SPECIAL GENERAL MEETING

C1.1 The business for the Special General Meeting (hereinafter referred to as "SGM"), as set out by the RSSC or the Board of Trustees of the Ramblers' Association or in the written request received from Areas and/or Groups, as the case may be, shall be submitted to the MC elected by the previous Annual General Meeting in accordance with Standing Order A2. Any motion that is proposed for consideration at the SGM shall also be submitted to the MC.

C1.2 Following the circulation, under clause 7.3 of the Constitution, of a motion that is to be considered at the SGM, amendments to such motions may be submitted by:

- any Ramblers Scotland Area or Group; or
- any organisation affiliated to Scottish Council; or

- any two people who are: Honorary Officers, RSSC members, MC members, or Board of Trustee representatives,
to be received in writing not less than seven days before the SGM by the member of staff acting as Secretary to the SC. The amendment shall be submitted to the MC.

C2. THE MOTIONS COMMITTEE

- C2.1 The MC shall decide on the competence of any motion or amendment, on the compositing of motions or amendments that are similar in content or intent and on the order in which motions and amendments should be taken. The MC shall also take decisions on the general order of business for the SGM.
- C2.2 Its findings shall be contained in a Motions Order Paper to be made available to SC members either by posting or by distribution at the commencement of the SGM.
- C2.3 This Motions Order Paper shall also indicate the time at which, in the view of the MC, all business that has not been disposed of by the SGM should be remitted to the RSSC with power to take decisions on that business, except that any Constitutional motions not disposed of by the SGM shall be deemed to have fallen.

C3. REPORT OF THE MC AND THE MOTIONS ORDER PAPER

- C3.1 At the commencement of the first session of the SGM, the Convener of the MC, or, in the absence of the Convener, another member appointed by the MC, shall submit the report of the MC and the Motions Order Paper referred to in Standing Order C2.2 above.
- C3.2 It shall be competent, at this stage of the SGM but not at any later stage, for an amendment to a specific proposal of the MC to be moved, seconded and discussed. Where such an amendment is carried by the SGM, the Motions Order Paper shall be appropriately amended.
- C3.3 The Motions Order Paper, with any amendment to it that has been carried, shall be submitted to the SGM for formal approval. Once the Motions Order Paper is approved, it shall be in force for the remainder of the SGM.

C4. RULES OF DEBATE

The Rules of Debate and those about voting and points of order set out in Standing Order B3 shall apply to a SGM.

C5. QUORUM

Where it is ascertained, after a count, that a quorum for a SGM of the SC has ceased to exist, the Convener shall close the SGM and all remaining business, with the exception of proposals for amendments to the Constitution, which shall be deemed to have fallen, shall be remitted to the RSSC, which shall have the power to take decisions on issues arising from such business.

C6. SUSPENSION OF STANDING ORDERS

- C6.1 A motion to suspend any provision of Standing Order C3 above or any of the provisions of Standing Order B3 that are in force during the SGM may be moved and seconded at any SGM of the SC without any requirement for prior notice. The motion shall specify

the provision to be suspended and the procedural reason for such suspension. No argument other than a procedural one shall be competent.

C6.2 Suspension shall be carried if it is supported in a vote by at least two-thirds of the members who are present at the SGM and who are entitled to vote.

C6.3 After the debate on the matter covered by the suspension, the SGM shall immediately revert to Standing Orders.

D. PROXIES AT ANNUAL AND SPECIAL GENERAL MEETINGS OF SCOTTISH COUNCIL

- D1. The appointment of a proxy will be in the form proscribed by the RSSC and must be signed by or on behalf of the council member appointing the proxy.
- D2. The form appointing a proxy must be delivered or emailed to the member of staff acting as Secretary to the Council at least 48 hours prior to the relevant meeting (excluding Saturdays, Sundays and public holidays), and in accordance with any instruction contained in the notice of the meeting of the Scottish Council to which it relates.
- D3. The appointment of a proxy may be revoked by delivering or emailing a notice of termination to the member of staff acting as Secretary to the Council before the start of the meeting to which it relates or if the member appointing the proxy attends in person.

Approved by the Scottish Council of Ramblers Scotland - 6 March 2021
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