

STANDING ORDERS FOR IASW VIRTUAL AGM 2024

1. These Standing Orders shall govern the conduct of this Virtual Annual General Meeting, held using Zoom Video Conferencing.
2. Rulings of the Chairperson shall be final.
3. A procedural officer to be appointed at the AGM will assist the Chairperson regarding interpretation and timing in ensuring that the standing orders are adhered to.
4. If the named Proposer and/or Seconder (when applicable) are not present, and the Chairperson has received no written notification, the motion will be deemed to be withdrawn.
5. Each motion will be debated with equal time.
6. The Proposer of each motion may speak for 2 minutes.
7. The Seconder, when applicable, of each motion may speak for 1 minute.
8. Speakers to motions may speak for 1 minute.
9. The Proposer may exercise a 'Right of Reply' for 1 minute only.
10. At the call of each motion, the Proposer and Seconder, if applicable, must come to, and speak from the rostrum.
11. Speakers to the motion must speak through the Chair.
12. **Emergency motions** may be accepted at the discretion of the Chairperson. They shall be motions on matters of major significance where the subject matter has only become known after the closing date for motions/amendments. They should be brought to the attention of the Chairperson at the earliest possible point before the AGM. The Chairperson shall decide, where, on the order of business, any such motion will be placed.
13. Points of order must be addressed to the Chairperson.
Points of information must be addressed to the Chairperson.
14. Procedural motions shall take two forms only and shall be accepted at the discretion of the Chairperson.

a) Motion to proceed to a vote: At any time during the discussion of a motion or amendment it shall be open to any member to propose without debate 'That the motion be now put...'

b) (i) That the motion or amendment be withdrawn: Only the Proposer, together with the Seconder of a motion or amendment may propose the withdrawal of the motion or amendment.

(ii) Following discussion of a motion, when the Proposer agrees to an amendment, the Chairperson may propose that an amended motion be re-introduced in writing for

discussion/voting at a later stage in the meeting, provided the original motion is withdrawn by the meeting.

In the event of either of the above procedural motions being put, the Chair may call for a show of the 'raise hand' icon on the procedural motion and shall then execute the wishes of the majority of persons voting.

- 15.** The voting function on ZOOM will be used for the purpose of voting counts.
- 16.** Good order and respect for the Chairperson and members is required throughout the meeting. The Chairperson will exercise the right to suspend proceedings if the meeting is disorderly.
- 17.** The meeting will begin at 17:00 and conclude at 18:30 or earlier if the Agenda has been completed.