

AGENDA PAPER 'B'

**GREATER MANCHESTER POLICE FEDERATION
STANDING ORDERS**

1. Notice of meetings will be circulated to all members by the Branch Secretary 3 weeks before the meeting. Items for discussion together with motions properly submitted will be included in the agenda, which will be circulated to members at least 7 days before the meeting.
These requirements may be waived where it is deemed necessary to call an urgent special meeting on any particular subject or subjects by the Interim Branch Board or officers acting in the interim situation.
2. Subject to Rule 9 of these Rules. All notice of motions to be sent to the Branch Secretary in writing, properly proposed, and seconded, and all other items for discussion 10 days before any meetings of the Branch. Amendments to motions may be made orally.
3. Subject to Rule 9 of the Branch Rules. No other motions shall be introduced discussed and dealt with unless the meeting deem it urgent business, by a majority of those present. No item will be dealt with under 'Any Other Business' unless notice is given by the member wishing to discuss the subject within one hour after the commencement of the meeting or unless a majority present at the meeting is satisfied that the subject has only arisen during the course of the meeting and could not have been so notified.
4. No motion shall be spoken upon until it has been seconded and read to the meeting. The speaker to the motion shall be referred to as the mover.
5. The speaker to an original motion shall not speak for more than ten minutes except by the permission of the Chair and shall not introduce any new matter.
6. Any amendment to a motion shall be properly proposed and seconded. Such amendment shall not be proposed until the original motion has been spoken upon.
7. No motion or amendment, after being seconded, shall be withdrawn without the consent of the seconder and the permission of the majority of the Branch.
8. No second or subsequent amendment shall be moved until the first has been disposed of.
9. If an amendment be carried it displaces the original motion and becomes a substantive motion, whereupon a further amendment may be moved.

10. If an amendment is lost, another amendment to the motion under consideration may be moved. No amendment shall be further amended unless it be approved by the majority of the meeting.
11. A member shall not move or second more than one amendment on any motion.
12. The mover of an original motion or substantive motion shall have a right of reply at the close of the debate. If 'the previous question' or 'to proceed with the next business' be moved and seconded it shall immediately be put to the meeting and, if carried, the discussion upon the particular question shall close without any reply being made thereon by the mover of the motion or substantive motion.
13. After replying the motion shall be put from the chair without further debate. The Chair shall have the right of a casting vote.
14. A member shall not speak more than once on the same question unless it be a point of order or in explanation.
15. When a member speaks they shall confine their observations to the question under consideration and shall address the Chair. Speakers shall address the meeting in such order as may be designated by the Chair.
16. In the event of any member not obeying the call of the Chair, it shall be within the power of the Chair to order such member to retire from the meeting.
17. No member shall leave the meeting without the permission of the Chair.
18. It shall be the duty of the Chair to decide if any matter, subject, or motion is in order or not. The Chair's ruling on all matters must be obeyed and accepted for the good order and government of the meeting.
19. Standing Orders shall not be suspended unless three-fourths of the members present at the meeting when such suspension is moved shall vote in favour of the motion. Any voting undertaken following the suspension of standing order shall be restricted to those members present at that meeting.
20. A meeting shall be deemed quorate when a simple majority of those entitled to vote, being present at the start of the meeting and in post.