Bangor Primary School

P&C Association Standing Orders

1. Order of Business

   i. Meeting Declared open
   ii. Apologies
   iii. Welcome to new members
   iv. Reading and confirmation of minutes of previous meeting
   v. Business arising out of minutes
   vi. Correspondence
   vii. Business arising from Correspondence
   viii. Treasurers Report
   ix. Principals Report
   x. Other reports
   xi. Business arising from reports
   xii. Motions of which due notice has been given
   xiii. General Business
   xiv. Date, time and location of next meeting
   xv. Meeting Close

2. Notice of Meeting,

Including and notion of Motion shall be advertised in the School Newsletter.

3. Minutes of the Meeting

Minutes of each meeting shall be recorded in the minutes book as soon as possible. These minutes shall be signed by the Chairperson as confirmation at the next meeting.

4. Point of Order

No member when speaking shall be interrupted unless a point of order is raised. The member raising the point shall first state the point of order and the Chairperson may then either hear that member on the point, hear further discussion or decide at that stage, but such points shall be decided before the debate proceeds.
5. Variation of Order of Business

The Chairperson may at his/her discretion accept at any time a motion to vary the Order of Business, such motion to be carried shall have a simple majority of those parents.

6. Speakers alternatively for and against

After a motion has been duly moved and seconded, speakers shall only be heard alternatively against and for the motion, excepting for the purpose of moving or seconding any amendment or further amendments, and failing any member speaking for the other side, the motion shall be put.

7. Amendments

A motion having been proposed, it may be amended by leaving out, substituting or adding words, or by the moving of alternate proposals.

8. Further Amendments

During the debate following the first amendment, it shall be competent for members to move or second further amendments.

9. Right to speak against an amendment

A member who has moved seconded or spoken to an original motion or amendment shall not move or second an amendment to it, but he may speak to an amendment moved and seconded by other members.

10. Members may speak only once to motion an amendment

No member shall speak more than once to a motion or an amendment without the consent of the meeting and then only providing that he addresses himself to the removal of a misunderstanding in regard to some material part of his speech, but no new matter may be introduced therein. Any member proposing a motion or amendment pro forma shall be held to have spoken.

11. Right of Reply

The mover of the original motion shall have the right of reply.

12. Further Discussion

No further discussion shall be allowed or questions asked after the mover of the original motion has replied.
13. Submission of Motion and/or Amendment(s)

Once the mover has replied the question shall be submitted on the vote, the amendments being put to the meeting in the order of their submission.

14. Voting Procedures

i. All current financial members attending a General, Annual or Special Meeting may vote on any motion.

ii. Voting will be on the voices, excepting that, at the request of two or more members the Chairperson will call for a show of hands. The Chairperson and one other person appointed by the Chairperson will tally votes. The results will appear in the minutes. The Chairperson will declare the result of any voting to the meeting.

iii. Ballot will be by simple majority. In the event of a tied vote, the chairperson has the right of a casting vote.

iv. Members may only vote if present at a meeting. There will be no postal or absentee voting.

15. Questions be now put

It shall be in order to move without discussion when no other speaker is addressing the Chair "That the question be now put". On duly being seconded and carried it shall entail the submission of the motion at once to the meeting after the mover has replied. He motion may not be moved by any member who has previously spoken upon the question under discussion.

16. Next Business

When a motion or an amendment is under discussion it shall be competent for any member other than those who have already spoken to such motions or amendments to move that the meeting proceed to the next business. No amendment to this motion shall be accepted nor shall the mover have the right of reply.

17. Chairperson Vacating Chair

If the Chairperson leaves the Chair to enter the debate, his place shall be taken by a member nominated by the Chairperson and who has not yet spoken on the matter before the Chair.
18. **Chairperson’s Privilege**

When on the floor, The Chairperson shall enjoy the privilege and be subjected to the same rules as other members of the Association. He/She shall not return to the chair until the motion has been resolved.

19. **Dissent from the Chairperson’s Ruling**

Any member dissatisfied with the Chairperson’s ruling may move a motion of dissent in the following terms “That the Chairperson’s ruling be dissented from”. In such cases only the mover shall be permitted to speak, except the Chairperson, who may subsequently state his/her reasons for the ruling given. No seconder to the motion is required. The motion shall be put to the meeting by the Chairperson without further discussions in the following form “the motion is that the chairperson’s ruling be upheld”. The Chairperson may vacate the Chair during discussion of his/her motion.

20. **Recommittal**

It shall be competent to recommit any motion at the same session on an affirmative vote of two-thirds of those present.

21. **Length of meetings**

Meetings of the Association shall commence at 7.00pm and conclude at 8.30pm provided that the length of any meeting may be extended by decision of a simple majority of those present.