



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 (Constitution).

A2. MOTIONS COMMITTEE

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

A2.2 It shall meet as required between AGMs and during the AGM and during any Special General Meeting (SGM) to advise the Convener if requested.

A2.3 The Motions Committee shall consist of the Convener of the Council for the relevant period of office; one other member of the Ramblers Scotland Strategic Committee for the relevant period of office, nominated by the Ramblers Scotland Strategic Committee; and three other members of the Council who were registered to attend the appointing AGM, who were not nominated for election to the Ramblers Scotland Strategic Committee for the relevant period of office and who were elected to the Motions Committee by that meeting. The provisions of clause 6.6 of the Constitution shall apply to nomination of members of the Motions Committee to be elected by the Council meeting.

A2.4 A member of the Motions Committee 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 Council delegate of the affiliated organisation that submitted it; or
- (c) one of the two Honorary Officers, Ramblers Scotland Strategic Committee members, Motions Committee members or Board of Trustees representatives that submitted it;

and the relevant Motions Order Paper made available under Standing Orders B6.1 shall, in relation to any member of the Motions Committee 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-Ramblers Scotland Strategic Committee member of the Motions Committee, the Motions Committee shall have the power to co-opt a Council member to fill the vacancy provided that the person is not a member of the current Ramblers Scotland Strategic Committee

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

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

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

B. *STANDING ORDERS FOR AGMS AND SGMS*

B1 Motions

B1.1 Motions may be submitted by:

- any Ramblers Scotland Area or Group; or
- any organisation affiliated to the Council; or
- any two people who are: Honorary Officers, Ramblers Scotland Strategic Committee members, Motions Committee members, or Board of Trustee representatives.

B1.2 These motions must be received in writing at least 32 days before the date of the AGM or the SGM, by the member of staff acting as Secretary to the Council. Notice of motions shall be circulated to all members of the Council at least 21 days before the date of the AGM. Standing Orders may specify a time limit by which amendments to motions are to be submitted.

B2 A motion of 'No-confidence' in the Ramblers Scotland Strategic Committee can be raised, subject to the requirements of B1 and B4, which if passed will result in:

B2.1 all existing Ramblers Scotland Strategic Committee members retiring immediately,

B2.2 all Ramblers Scotland Strategic Committee places be available for election immediately with nominations to be submitted by a deadline of 10 minutes,

B2.3 the provisions of Constitutional clause 9.3 shall operate for ordinary members,

B2.4 and Honorary Officers shall be elected until the next AGM.

B3 Procedural motions, which include the suspension of Standing Orders, may be raised by Council members during an AGM or SGM without the notice specified in Standing Order B1.2 being required.

B4 Other business not affecting the Constitution may be moved by a Council member as a matter of urgency with the agreement of two-thirds of those present, eligible and voting.

B5. MOTIONS AND AMENDMENTS TO SUCH MOTIONS AT AN AGM OR A SGM

B5.1 Motions received timeously under Standing Order B1 shall be submitted to a meeting of the Motions Committee, who shall decide:

B5.1.1 on the competence of motions,

B5.1.2 on the compositing of motions that are similar in content or intent,

B5.1.3 where appropriate, on the taking of one motion as an amendment to another motion,

B5.1.4 on the order in which the motions should be taken.

B5.2 The motions as found competent and as arranged by the Motions Committee shall be circulated in accordance with Standing Order B1.2.

B5.3 Amendments to such motions may be submitted by:

- any Ramblers Scotland Area or Group; or

- any organisation affiliated to the Council; or
- any two people who are: Honorary Officers, Ramblers Scotland Strategic Committee 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 or the SGM.

B5.4 Amendments received timeously under Standing Order B5.3 shall be submitted to a second meeting of the Motions Committee to be convened as soon as possible after the above deadline.

B6. REPORT OF THE MOTIONS COMMITTEE AND THE MOTIONS ORDER PAPER

B6.1 A Motions Order Paper embodying the findings of the Motions Committee 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 Council members before the commencement of the proceedings on the opening day of the AGM or the SGM.

B6.2 The Motions Order Paper shall also indicate the day and time at which, in the view of the Motions Committee, all motions and amendments that have not been disposed of by the AGM or the SGM should be remitted to the Ramblers Scotland Strategic Committee with power to take decisions on the matters contained in them, except that any motions to alter the Constitution and/or to adopt Standing Orders and/or to alter existing Standing Orders not disposed of by the AGM or SGM, shall be deemed to have fallen.

B6.3 At the commencement of the first session of the AGM or the SGM dealing with motions, and any proposals for Constitutional change, the Convener of the Motions Committee, or, in the absence of the Convener, another member appointed by the Motions Committee, shall submit the Report of the Motions Committee and the Motions Order Paper.

B6.4 It shall be competent, at this stage of the AGM or the SGM but not at any later stage, for an amendment to a specific proposal of the Motion Committee to be moved, seconded and discussed. Where such an amendment is carried by the AGM or the SGM, the Motions Order Paper shall be amended appropriately.

B6.5 The Motions Order Paper shall be submitted to the AGM or the SGM for formal approval. Once the Motions Order Paper is approved, it shall be in force for the remainder of the AGM or the SGM.

B7. RULES OF DEBATE

B7.1 Each motion or amendment or proposal shall be, at the meeting, moved by a member of the Council, and may be seconded by a member of the Council if desired. Where a motion or amendment or proposal is not moved at the meeting, or it is withdrawn by the mover, the Convener shall ask whether another Council member wishes to move the motion in place of the original mover. Failing any Council member indicating that they wish to move the motion, it shall be deemed to have fallen.

B7.2 Movers shall be permitted to speak for five minutes, and seconders (if any) and other Council members taking part in the debate shall be permitted to speak for three minutes, unless the Convener decides, or the meeting agrees to a proposal from any Council member, that a speaker shall be further heard, in which case the speaker shall be allowed a further three minutes.

B7.3 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.

B7.4 Amendments are to be debated before the main motion is decided. 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.

B7.5 The following procedural motions shall be competent:

B7.5.1 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.

B7.5.2 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 and then to the vote on the main motion or amendment or proposal that is under discussion.

B7.5.3 To remit the motion or substantive motion to the Ramblers Scotland Strategic Committee. If the procedural motion is seconded, the Convener shall allow the mover of the main 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 Ramblers Scotland Strategic Committee, which shall have power to take a decision on the issue(s) contained in the motion and any unconsidered amendments. Proposals for alterations to the Constitution and/or Standing Orders may not, however, be remitted.

B7.6 Voting shall be by show of hands and a simple majority is required unless otherwise stated. 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 Council members indicating immediately, a poll shall be held. The Convener shall not proceed to next business until the outcome of the vote has been determined.

B7.7 Any Council 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.

B7.8 Non-members of the Council may only speak at the Council with the permission of the Council.

B8. QUORUM

Where it is ascertained, after a count, that a quorum for an AGM or a SGM has ceased to exist, the Convener shall close the AGM or SGM and all remaining business (with the exception of proposals for alterations to the Constitution and/or Standing Orders, which shall be deemed to have fallen) shall be remitted to the Ramblers Scotland Strategic Committee, which shall have power to take decisions on issues arising from such business.

B9. SUSPENSION OF STANDING ORDERS

B9.1 A motion to suspend any provision contained in Standing Orders B6 and B7 above may be moved and seconded at any AGM or SGM of the Council 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.

B9.2 Suspension shall be carried if it is supported in a vote by at least two-thirds of the members who are present, entitled to vote and voting.

B9.3 After the debate on the matter covered by the suspension, the AGM or SGM shall immediately revert to operating under the requirements of the Standing Orders.

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

C1. The appointment of a proxy will be in the form proscribed by the Ramblers Scotland Strategic Committee and must be signed by or on behalf of the Council member appointing the proxy.

C2. 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 Council to which it relates.

C3. 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 - 5 March 2022
