

## Standing Orders to be observed at the annual members' meetings of Lincolnshire Co-operative Limited

- 1.** The order of business at every members' meeting of the Society shall be in accordance with the printed agenda of business issued with the notice of the meeting.
  - 2.** Except in the case of a special members' meeting called on the requisition of members, the agenda of every meeting shall be made in the form and order approved by the directors and shall include only such business as is decided by the directors.
  - 3.** All notices of motion for consideration at any members' meeting must first be submitted to the Secretary in writing, signed by the member giving the notice, not later than twenty-one days prior to the date of the meeting if earlier, the first meeting when there is more than one meeting. Any amendments to any proposal on the agenda at the members' meeting must be received by the Secretary at least seven clear days prior to the first meeting.
  - 4.** No member shall be allowed to speak more than once on any motion except the mover of resolutions, motions and amendments, who shall be allowed a reply and no member shall speak after the reply, immediately after which the question will be put from the chair.
  - 5.** No member shall be allowed to speak for more than five minutes, except the mover, who may speak for ten minutes and take five minutes in reply.
  - 6.** The same agenda shall be put before the members at all district and annual members' meetings. Where the agenda contains a motion and an amendment(s), voting shall take place as if both the motion and amendment(s) were substantive motions and on consolidation of the votes at all the meetings if both the motion and amendment or amendments are carried, the motion or amendment that has the greater number of votes recorded in its favour and shall be declared carried. If the votes in favour are equal, the motion or amendment with the largest majority shall be declared carried.
  - 7.** Any member who has not spoken to the question before the meeting may at any time during the course of the debate move "That the question now be put". Such motion must be made without any accompanying speech and must be put without amendment or debate, and should such motion be adopted the chair shall, subject to the right of reply of the mover of the question under discussion, at once put to the question.
  - 8.** Any member choosing to speak on any question must stand and address the chair. When two or more members stand at the same time, the chair shall indicate the member who is to speak first.
  - 9.** Whenever the chair rises to speak no member shall continue standing, nor shall any member rise until the chair resumes his seat.
  - 10.** A member shall speak strictly on the motion under discussion, or the amendment or to a question of order.
  - 11.** The chair may call attention to continued irrelevance, tedious repetition, or any breach of order on the part of a member and may direct such member to stop speaking.
  - 12.** Any one or more of these standing orders may be suspended at any meeting by the vote of two-thirds majority of members present at the meeting. The decision of the chair on any point of order shall be final.
- Rule 43** Members wishing to ask a question at any members' meeting of the Society must submit the question in writing to the Secretary at least 48 hours before the relevant meeting.
- Rules 52, 54 and 47.** how Votes Shall be Taken – the minimum number of members required to demand a ballot vote at meetings is 40 or at least 50 percent of members present and entitled to vote if less than 80 members are in attendance.