

Rules & Standing Orders

As provided in the Constitution (clause 5.3(a)) “The EC shall make such rules, standing orders and terms of reference as may be required for the orderly conduct of its business.”

A RULES

1. **Quorum:** The quorum for EC meetings shall be one quarter of the current EC members provided that Councillors appointed under clause 5.2(c) of the Constitution shall not be in a majority.
2. Chairpersons of action groups entitled to be EC members under clause 5.2(b) of the Constitution shall be elected annually by a duly convened meeting of each action group, preferably in advance of the Forum’s AGM.

If an action group fails to hold a duly convened meeting for 12 months, its chairperson’s term of office shall automatically expire and he or she shall thereupon cease to be a member of the EC.
3. **Additions or Amendments** to these Rules may be adopted by a simple majority after 14 days prior notice in writing but for this purpose the quorum shall be one half of the current EC members.

B STANDING ORDERS

1. **At its first meeting after the AGM the EC** shall consider (in accordance with clauses 5.3(d) (e) & (f) of the Constitution):
 - Appointing a Deputy Chairperson, Secretary and Treasurer;
 - Co-opting up to 4 non-voting members;
 - Filling any vacancy among elected EC members.

At that first meeting the EC shall also consider appointments to its sub-committees.

For the avoidance of doubt, the EC may also consider any of these matters at any subsequent meeting as necessary or appropriate.
2. **Notice of Meeting** with an agenda shall normally be despatched to EC members at least 7 days before the meeting. Other papers will be circulated as soon as possible.
3. **Chair:** The Chairperson of the Forum shall chair EC meetings if present. Otherwise the Deputy Chairperson shall take the chair. If neither of these persons is present within 10 minutes of the time appointed for the meeting to begin, the members present shall choose one of their number to chair that meeting.

4. **Agenda:** Normal Order of items at EC meetings:

- 1 Apologies for Absence
- 2 Arrangement of Agenda
- 3 Report on Chairman's Actions (if any)
- 4 Secretary's Report
- 5 Treasurer's Report
- 6 Sub-Committee Reports
- 7 Action Group & Working Party Reports (if any)
- 8 Major topics for discussion and resolution
- [9 Motions submitted (if any)]
- 10 Minutes of Previous Meeting (date)
- 11 Matters Arising
- 12 Any Other Business
- 13 Date of Next Meeting

Extra items may be added to the agenda by any EC member with the Chairperson's permission (which will not normally be refused).

5. **Council Officers** may attend EC meetings in an advisory and non-voting capacity.
6. **EC Meetings shall end** 2 hours after they begin.
7. **A Standing Order** may be suspended for a specified purpose by a simple majority of EC members present.
8. **Additions or Amendments** to these Standing Orders may be made by a simple majority of EC members present but only after 10 days prior notice in writing of the proposed change.

Additions or amendments may also be proposed at one EC meeting and adopted by a simple majority of EC members present at the next EC meeting.

[Adopted by EC on 28 November 2001]