

**Standing Orders**

1. The Board will elect its own Chairperson, who will be an elected member, at the first meeting of the Board following the Annual General Meeting. The Chairperson, so elected, will become the Chairperson of the Association. The Board will also so appoint the Secretary of the Association, and 3 Vice-Chairpersons (one of whom has a specific role in hearing appeals in relation to the Disciplinary and Grievance processes), at the same meeting. The Chairperson and other Office Bearers may be removed from office only in accordance with the rules.
2. The Board will normally meet on a regular basis throughout the year on no less than 6 occasions. Any special meeting must be called in accordance with the Rules. Minutes of the previous meeting will normally be circulated in advance for consideration and approval.
3. Notification of Board meetings shall be given to all appropriate Board members (including co-opted members) 7 days in advance of the meeting. In December of each year, the Board will agree the dates of the Board meetings for the forthcoming year. Notification for each normal Board meeting, specifying the date and place of the meeting, including the agenda, will be circulated to all Board members prior to the date of the meeting. Where meetings are to be held on dates not previously agreed, 7 days notice is required.
4. Any Board or co-opted member wishing to place an item on the agenda for the Board shall notify the Chairperson. Items shall not be raised without prior notice being given to the Chairperson. The agendas for Board meetings will normally be considered by the Office Bearers' Committee, prior to distribution to members. Papers will normally only be considered when circulated in advance, but may be tabled at the meeting at the discretion of the Chairperson.
5. The Chairperson of the Board shall be empowered to decide the format of the agenda, and will rule as to whether additional items not included on the agenda can be considered as competent business.
6. Any Board member who absents him/herself from four consecutive meetings of the Board without special leave of absence previously granted by the Board shall cease to be a member of the Board. Any Board members wishing to resign will do so in writing to the Secretary.
7. Four Board members shall form a quorum for Board meetings. Co-opted members shall not count towards determining a quorum.
8. All members of the Board, including co-opted members, shall have the right to speak on any item, the power to make proposals, second proposals, second amendments to proposals and the right to vote on any matter, excepting that co-opted members may not exercise such rights in relation to matters directly affecting membership of the Association or the election of officers. Any person, other than staff attending at the direction of the Committee, Chairperson, Secretary or Director, attending the Board meeting shall have the status of Observer.

Anyone wishing to attend a meeting in such a capacity shall be required to give notice in writing to the Secretary of the Board 14 days in advance of the meeting, if possible, or may be permitted to attend without due notice at the discretion of the Chairperson. The Chairperson shall be empowered to decide which observers may attend, and, with the agreement of the Chairperson, observers may speak on items of business at Board meetings.

9. In the event of a quorum not being present by 30 minutes after the scheduled start of the meeting, the meeting will be reconvened a week hence at the same time and place. In the event of a meeting becoming inquorate after the start, the meeting shall be adjourned and reconvened one week thereafter at the same time and place.

In the event of a discontinuation of a meeting, arising from a lack of a quorum or any other reason, the Chairperson may, with the consent of a majority of those members present, adjourn the meeting. No business shall be transacted at any adjourned meeting other than the business not reached or left unfinished at the meeting from which the adjournment took place. Every adjourned meeting shall be deemed a continuation of the original meeting and any resolution passed at the adjourned meeting shall be treated as having been passed on the date on which it was in fact passed. Notice of an adjournment and of the business to be transacted at an adjourned meeting shall be given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.

10. The Chairperson shall place before the Board any items requiring approval after they have been proposed and seconded and shall seek approval of the Board for such items. Any member or co-opted member of the Board may request that a vote be taken, and if such a proposal is seconded then the issue will be decided by a show of hands. In the event of an equality of votes, the Chairperson shall have the right to exercise a second or casting vote. The vote shall be decided on a simple majority basis.

Amendments to proposal, if duly proposed and seconded, shall be voted on before the original motion. Amendments directly negating the original motion shall not be taken.

Any member of the Board shall have the right to request that their dissension from a decision be noted in the minute. Normally only the number of votes cast will be recorded in the minute.

11. The Chairperson is empowered to decide how meetings shall be conducted. Any member may challenge the Chairperson's ruling on an issue and if such a challenge is duly seconded, the Chairperson shall relinquish the Chair and a Vice-Chairperson shall put the issue to the vote and the Chairperson shall not be empowered to vote. After the vote has been concluded, the Chairperson shall regain the Chair.

The Chairperson may only be removed from the office under the provisions of the Association's Rules, by a vote of two thirds of the members of the Board present at a special meeting called for the purpose of his or her removal.

12. Decisions taken by the Board will stand on record for 6 months and shall not be discussed, questioned or put to a second vote within that period unless on a resolution moved and seconded and supported by two thirds of the Board members present.
13. All business arising from the minute of the previous Board meeting will be dealt with within one hour from the scheduled start unless a motion to suspend standing orders in this respect is approved by a two thirds majority of those present.

Meetings will close not more than 3 hours from the scheduled start unless a motion to suspend standing orders in this respect is approved by a two-thirds majority of those present.

Standing order number 13 may only be suspended twice within any meeting for a period of 15 minutes on each occasion.