

# General Meetings held Remotely Standing Orders

## Scope

1. These Standing Orders describe the procedures for running General Meetings Remotely (“Virtual Meetings”, as per the Constitution).

## Roles

2. It is the responsibility of the Secretary:
  - to set in motion the procedures for running General Meetings
  - to organise Biennial General Meetings at the intervals specified by the Constitution.
3. These Standing Orders mandate the Secretary, Chair and others to carry out their respective roles as described herein.
4. The Secretary shall advise other Officers, or any Governance or similar sub-Committee, of progress and invite advice as necessary throughout.
5. The Executive shall (except in the case of a Meeting called by the Members) approve by formal Resolution the business to go to the General Meeting.
6. Further items of business may be added by Members as described in the Constitution.
7. If uncertainties arise as to the application of these Standing Orders in any matter that matter shall be referred to the Chair who shall as he or she deems fit:
  - rule on the matter
  - refer the matter to the Officer Group for advice or for a decision
  - refer the matter to the Executive for advice or for a decision.

## Constitutional Requirements

8. The Constitution<sup>1</sup> will in all matters take precedence over these Standing Orders including, but not exhaustively:
  - the different Officers who may be elected by the Members
  - the time allowed for receipt of nominations for elections
  - the time allowed for comment and discussion of any items of business
  - the time allowed for voting
  - the quorum for voting
  - eligibility to vote
  - standing items at Biennial General Meetings
  - rights of Members to submit motions to General Meetings

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<sup>1</sup> [www.ehnetwork.org.uk/constitution](http://www.ehnetwork.org.uk/constitution)

## Procedures

### *The business (General Meetings organised by the Executive)*

9. The Secretary and Chair shall agree the business they expect to be transacted at the Meeting and seek further advice of the Officer Group as they deem appropriate.
10. The proposed business shall be presented to the Executive who shall agree it (amended as necessary) by formal resolution.
11. The Members shall be informed individually by e-newsletter or email of the business to be transacted, outlining the procedures that will be used<sup>2</sup>.
12. The Members shall be invited to propose additional items of business.

### *Communications and order of business*

13. An on-line forum for conducting the business shall be set up at the start of the procedure.
14. Forum posts and comments generate emails to members ("email notifications"): these email notifications shall be the primary method of communicating the progress of the business. (In addition, Members may at any time view the postings and comments in the forums in the normal manner.)
15. As a minimum there will be forum posts and comments in respect of the following<sup>3</sup>:
  - Call-to-Order post announcing the official start of the Meeting (supplementing the email/e-newsletter)
  - A post for each item of business including nominations for election
  - A comment advertising each nomination for election received (to be sent in the first instance to the Secretary who shall check the eligibility of the person nominated)
  - A comment or post announcing the result of each vote or election process.
16. Each item of business will be allocated fixed periods of time in accordance with the Constitution, during which discussion and voting can if necessary take place.
17. More than one item of business may be transacted at the same time.

### *Voting - generally*

18. The Secretary, or failing that the Assistant Secretary (if any) or failing that another person nominated by the Chair shall (in accordance with the Constitution)
  - establish the quorum for the Meeting
  - organise voting processes
  - act as the Teller
  - establish the eligibility to vote of the persons voting
  - determine whether votes have been validly cast (i.e. by reference to whether a ballot paper has been returned spoiled or is unclear).
  - count the votes cast for and against
  - announce the results of the election.
19. In the event of a tied vote the Motion will fail, not having achieved a majority. There is no casting vote.

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<sup>2</sup> See <http://www.ehnetwork.org.uk/newsletter-issue/biennial-general-meeting-2012> as an example.

<sup>3</sup> See <http://www.ehnetwork.org.uk/forums/archived/biennial-general-meeting-2012> for an example.

### *Voting on Motions*

20. Voting on Motions shall be conducted as follows:

- an email or e-newsletter shall be sent to the Members stating the Motions to be voted on and the time-frame during which votes may be cast
- votes shall normally be cast by Members replying to the email or e-newsletter in a manner specified by the Secretary
- Members may also, at their discretion, vote by other means
- more than one Motion may be presented in a single email or e-newsletter.

21. In the event of a tied vote the Motion will fail, not having achieved a majority. There is no casting vote.

### *Voting in elections*

22. Where there is a single nomination for a position on the Executive, nominated individual shall be returned unopposed and no election need be held.

23. Where a position is contested, voting in elections shall be conducted as follows

- a single email or e-newsletter shall be sent to the Members as a ballot paper for all the contested positions in a format decided by the Secretary
- votes shall normally be cast by Members replying to the email or e-newsletter in a manner specified by the Secretary
- votes shall be cast in favour of candidates; there shall be no voting against candidates
- Members may also, at their discretion, vote by other means.

24. In the event of a tied vote the outgoing Chair (or current Chair if the election process does not include the election of a Chair) shall exercise a casting vote.

25. The Meeting shall be deemed to be closed when the results of the last vote have been announced.

## **Special General Meetings**

26. Procedures for Special General Meetings shall be as above except:

- the business to be transacted shall as a minimum be such business as those seeking the meeting have determined as per Section 10 of the Constitution.
- further Items of Business may be transacted by decision of the Executive.

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### **Revision History**

July 22<sup>nd</sup> 2014 first draft

August 20<sup>th</sup> 2014 approved by Executive

- Resolution 14/04

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