



STANDING ORDERS FOR THE ANNUAL MEETING

Version: February 2009

NOTE: These Standing Orders take effect only when adopted by the AM in accordance with Standing Order 3.2.

1. Controlling Principle

1.1. These Standing Orders are supplementary and subordinate to the current Statute of the New Zealand Section of Amnesty International.

2. Annual Meeting Chairperson

2.1. The Chairperson elected by the Annual Meeting shall be responsible for the order and conduct of the meeting.

2.2. As and when required, the Chairperson shall rule on the interpretation of these Standing Orders and on all other disputed questions of procedure relating to the conduct of the meeting. The Chairperson may consult with any member or members present before giving a ruling.

2.3. In the event of a dispute with regard to any ruling by the AM Chairperson, the matter shall be decided by a majority decision of those present and entitled to vote.

2.4. The AM Chairperson may at any time set a time limit for speeches or for the discussion of a particular item on the agenda. The Chairperson may also inform the meeting of the number of persons wishing to speak to a motion and recommend that the list of speakers be closed.

2.5. On the expiry of any time limit for a particular agenda item, the Chairperson shall invite the proposer of a motion or the presenter of a report to exercise the right of final reply. The Chairperson shall then put the issue to the vote or declare the discussion closed, as appropriate.

3. Agenda

3.1. The Final Agenda prepared by or on behalf of the Governance Team shall be submitted to the meeting after the AM Chairperson has assumed the chair. After any additions or amendments decided upon by the AM, it shall be adopted as the Official Agenda of the AM.

3.2. The next items of business shall be the adoption of these Standing Orders with any additions or amendments decided upon by the meeting.

4. Annual Meeting Steering Committee

4.1. The Governance Team shall appoint an Annual Meeting Steering Committee at least 90 days before the date of the AM. It shall consist of the following:

- at least one representative of the Governance Team;
- at least one representative of the staff; and
- the Chairperson Elect and Deputy Chairperson Elect of the Annual Meeting.



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- 4.2. The AM Steering Committee shall ensure that all requirements of the Statute concerning the AM are complied with and that all local arrangements are appropriate.
- 4.3. The AM Steering Committee shall decide whether any remit or motion received after the closing date prescribed in the Statute will be accepted as an "Emergency Motion". All "Emergency Motions" shall be included in the Agenda of the AM and, wherever possible, groups and members shall be provided with a copy of each "Emergency Motion" in advance of the AM.
- 4.4. The AM Steering Committee may clarify a motion, in consultation with its proposer, and combine similar motions after consultation with their proposers.
- 4.5. The AM Steering Committee must ensure that accurate minutes of the Annual Meeting are made available to participants and to the wider membership in accordance with the provisions of the Statute.

5. Procedure for Discussions

- 5.1. The AM Chairperson may call a closed session for any part of the Agenda and only members of Amnesty International may be present at such sessions.
- 5.2. Each motion shall be moved by a member of Amnesty International (and, in the case of a motion from the Governance Team, by a member of that Team). Should any motion not be so moved when called, or not be seconded, it shall be removed from the Agenda but may be reinstated by the meeting.
- 5.3. An amendment to a motion may be moved and seconded by any two members, subject to the following conditions:
 - That it does not constitute a direct negative of the original motion;
 - That it is relevant to the motion to which it is moved and is framed to form, with it, an intelligible and consistent sentence or series of sentences.
- 5.4. If the proposer of a motion accepts the amendment, the motion as amended shall become the substantive motion, with the same proposer as the original motion. If the amendment is not accepted by the proposer, the amendment shall be put to the meeting before the motion and, if carried, the motion as amended shall be put to the meeting.
- 5.5. Except for points of order or of information, no speaker shall speak more than once to a motion except for the proposer who shall have a final right of reply. This limitation may be suspended at the discretion of the AM Chairperson to facilitate full discussion.

6. Points of Order and Points of Information

- 6.1. Points of order may be raised by any member and shall have precedence over all other business, except during the act of voting when they take precedence only if they relate specifically to the procedure of that vote.



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6.2. Points of order shall relate specifically to the conduct of the meeting or discussion. They shall not refer to the subject matter under discussion and should contain no argument.

6.3. The following matters may be raised as points of order:

- A request for a Chairperson's ruling;
- A challenge (which must be seconded) to a Chairperson's ruling;
- A motion of no confidence in the Chairperson, which must be seconded;
- That a vote be taken immediately. This motion may be accepted or rejected at the discretion of the Chairperson;
- That a vote not be taken on the motion;
- That the matter be referred to the Governance Team or another body.

7. Discussion Groups and Working Parties

7.1. The Governance Team shall decide which Discussion Groups and/or Working Parties shall be held at the Annual Meeting.

7.2. Members attending the AM shall be free to decide, by indicating preferences, which Discussion Groups or Working Parties they will attend, but the AM Steering Committee reserves the right to place members in their second preference Group or Party.

7.3. The Report of a Discussion Group or Working Party must record a balanced summary of the discussion or proceedings. Where there has been a minority view expressed, the report should reflect such a view in addition to reflecting the majority view.

7.4. The report of the Discussion Group or Working Party of an AM may be received by a Plenary Session of the AM for information purposes only.

8. Elections

8.1. The Annual Meeting shall appoint a Returning Officer and two Scrutineers who shall be responsible for the organisation of the elections in consultation with the AM Chairperson.

9. Extraordinary Meeting

9.1. These Standing Orders shall govern the proceedings of any Extraordinary Meeting called under the provisions of the Section's Statute.

10. Terminology

10.1. In every Standing Order the words "motion" or "motions" shall be deemed to include "remit" or "remits" or "amendments to the Statute or Standing Orders"