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**IMRA**

**STANDING ORDERS FOR AGM**

1. **General**

* The President of the Association shall be the chairman of the meeting. In the event the President cannot attend the meeting, the Executive Committee will appoint another member of the Executive Committee to chair the meeting. If the Chairperson is the proposer or seconder of a motion before the meeting, he/she shall not exercise a casting vote and another Full member shall take the Chair while this motion is dealt with. The person in the Chair at the time of the vote shall have a casting vote.
* The Chairperson shall have the sole authority to decide points of order and questions on procedure.
* Business shall be conducted in the following order:
  + - 1. Apologies
      2. Adoption of Standing Orders

The Standing Orders will be proposed, seconded and voted on

* + - 1. Minutes of the previous AGM and Matters Arising
      2. President’s report
      3. Secretary’s report
      4. Accounts and Treasurer’s report
      5. Motions
      6. Appointment of Executive Committee and Honorary Auditor
      7. Any Other Business

1. **Motions**
2. Motions must have been proposed, seconded and submitted on or before Two weeks prior to the agreed AGM date to be eligible for discussion at the AGM.
3. The order in which motions will be dealt with is the order in which they appear in the agenda as posted on the website.
4. Motions must be proposed at the meeting by the Proposer and/or Seconder, following which they are open for discussion.
5. Participating members at the AGM who are eligible to vote may propose amendments to motions tabled at the AGM. In order for such amendments to be eligible for consideration they must be proposed and seconded by members attending the AGM and submitted in writing to the Chairman.
6. All amendments will be proposed, seconded, discussed and voted upon, before the substantive motion is debated.
7. Any Member may speak only once on any motion/amendment until after all others wishing to speak have done so. The proposer of the motion/amendment shall be allowed the right of reply as a winding up speech before the motion is voted upon.
8. Speakers are required to be brief and to confine their remarks to matters relevant to the amendment/motion being dealt with.
9. **Voting**

Voting shall be conducted in accordance with the Constitution

1. Voting on motions shall be by a show of hands.
2. The Chairperson shall appoint Tellers as he/she deems necessary
3. **Elections**

The election of members of the Committee shall be as provided for in the Constitution.