

**YHA (England & Wales)
Matlock**

STANDING ORDERS FOR ALL YHA GENERAL MEETINGS

1. Agenda

Items may be placed on the Agenda at the discretion of the Board. The meeting may by a resolution of a majority of the Company Members present rearrange the order of business appearing on the Agenda.

2. Urgency

A Company Member may ask for urgency for a motion not appearing on the Agenda, but must submit the terms of his/her motion in writing and state the reasons for regarding the matter as urgent. The Chair shall then put the question that urgency be granted without further discussion and the motion for urgency be carried only if supported by the votes of 4/5ths of the Company Members present and voting.

Urgency cannot be granted to any matter requiring an ordinary or special resolution.

3. Addressing the Chair

Company Members shall in all cases address their remarks to the Chair, and no Company Member shall interrupt or intervene (otherwise than to a point of order, to make a personal explanation, or to ask a question of fact) while the Company Member in possession of the meeting is speaking. When the Chair arises he/she shall have the sole right of audience.

4. Speaking to a Motion or Resolution

No Company Member shall speak more than once to the same motion or resolution (save on a point of order) except at the discretion of the Chair. The mover of a motion or resolution shall have the right of reply.

5. Amendments to Motions and Resolutions

No amendment can be made to the wording of a resolution or motion compared to that which has been circulated in the notice prior to the meeting unless it is typographical in nature or does not affect the meaning of the resolution or the motion.

6. Motions

Motions may only be submitted in accordance with the Articles of Association.

7. Recurrence of Motions

A motion that has been defeated at two consecutive general meetings shall not be considered at the general meeting next following, save on consent of the Company Members.

8. Time Limit

The Chair shall have discretion to limit the length of discussion on any particular subject and to impose a time limit on individual speakers.

9. Visitors

Visitors may attend a general meeting at the discretion of the Chair. Such invited persons shall not speak to a resolution or motion (except by invitation of the Chair) or vote.

10. Suspension of Standing Orders

The Company Members may, at any time, suspend one or more of the Standing Orders for all or part of a meeting if 9/10ths of the Company Members present and voting approve, provided that urgency for that purpose has been moved and granted, in the usual way and provided the Articles do not provide otherwise.

11. Alterations to Standing Orders

Any of the Standing Orders may be revoked, altered or revised at any time by special resolution of the Company Members provided that notice shall first have appeared on the Agenda.