

AMNESTY INTERNATIONAL UNITED KINGDOM SECTION

STANDING ORDERS COMMITTEE REPORT

The SOC received 13 resolutions for the 2021 AGM. A number of these resolutions are seeking to make amendments to the Articles of Association. These are therefore identified as Special Resolutions and will require three-quarters of votes cast to be successful. The other resolutions require a simple majority to be passed.

Almost all of the resolutions received required some changes to the wording, and we would like to take this opportunity to thank the proposers who worked with us to ensure the process worked as smoothly as possible.

Unfortunately, there was one resolution where the background note did not meet the requirement to contain only factual information, and we were unable to agree a compromise with the proposers. That background note has therefore been removed.

It should also be noted that a number of the resolutions were supported by people/groups who were not up to date in their membership of Amnesty International UK. When submitting resolutions please can we encourage people to confirm they are up to date with their membership, otherwise the resolution may need to be rejected.

Due to the virtual nature of this year's AGM we will not be having the normal working parties, and resolutions will not be able to be amended. The SOC have therefore revised the normal standing orders to make them appropriate for online debate. These standing orders can be found following this report.

Tom Hedley unfortunately had to step down from the SOC this year, and we would like to thank him for all that he has done.

Alexander Rhys and Sheila Banks

STANDING ORDERS

ORDER OF BUSINESS

- 1.1 The draft agenda shall be drawn up by the Board in consultation with the Director and shall be submitted to the Standing Orders Committee for its consideration. The Standing Orders Committee report containing, its recommendations for the procedure it considers desirable for the despatch of business, and the Standing Orders shall be submitted to the meeting for adoption, and once adopted shall only be varied by the meeting for good and sufficient reason.
- 1.2 An AGM Agenda shall include:
 - a) Presentation and, if thought fit, adoption of the report of the Standing Orders Committee.
 - b) Presentation and, if thought fit, adoption of the Board Chair's report together with any up-to-date supplementary reports, including a report on the implementation of the previous two AGMs' decisions. The AGM may reject the implementation report in whole or in part, this will require a further report at the next AGM on any matter thus rejected.
 - c) Presentation and, if thought fit, adoption of the Director's report together with any up-to-date supplementary reports.
 - d) Presentation of the audited financial statement of the last but one financial year, and presentation of the unaudited financial statement of the previous financial year.
 - e) Auditors' report and appointment of auditors.
 - f) Presentation and, if thought fit, adoption of the financial estimates for the current year and budget projections for the following two years.
 - g) Ballots for elections, which shall be so arranged as to ensure their completion before the end of the AGM.
 - h) Any other reports.
 - l) Duly submitted resolutions.

RESOLUTIONS

2. A resolution must be clear and succinct and contain a recommendation for action.
3. The Standing Orders Committee shall have the power to composite or split resolutions after consultation with the proposers. In relation to conflicting resolutions, they shall also have the power to recommend that once one position has been adopted, any subsequent conflicting resolution(s) will be deemed to have fallen and not be heard.
4. The Standing Orders Committee shall have the power to arrange resolutions in a common debate in order to make the most efficient use of time available at the meeting. Each resolution within the common debate

will be proposed in the order printed in the agenda and rights of reply and votes will be taken in the same order, unless, exceptionally and at the AGM Chair's discretion, a reordering of these would better facilitate the smooth running of the meeting.

5. Resolutions shall be proposed by individual members, groups (either individually or from a regional meeting), affiliated organisations, or by the Board. Resolutions must demonstrate the support of a total of six votes by virtue of the voting strength of the proposing organisation or, by being seconded by 5 other members, (which can be made up of individuals, Groups, Affiliates or combinations of such) in accordance with the Articles, although the seconds do not have to be present.
6. Resolutions placed on the agenda may not be amended.
7. If a resolution is to be debated in a plenary session it shall be proposed by the original proposer. If the proposer finds that they are unable to participate remotely on the day, they must notify the Standing Orders Committee not later than the start of the plenary session that a specified other person or body will propose the resolution. If, when a resolution is called for debate in a working party or plenary session, the proposer (or their duly appointed nominee) is not present, the resolution shall fall.
8. A resolution may only be withdrawn in the plenary and only by the proposer/duly appointed nominee. A composite resolution may only be withdrawn with the consent of all the proposers/nominees of the original resolutions. In addition, proposers/nominees may only withdraw a resolution with the consent of a majority of the meeting.
9. A resolution once lost may not be proposed again at the same meeting.
10. The Standing Orders Committee have the power to reject resolutions which in its opinion are similar to or identical with resolutions that were duly submitted, debated and not passed at the preceding AGM. The Standing Orders Committee will suggest to those proposers alternative ways of resolving the issues behind the repeat resolutions.
11. Resolutions other than those appearing on the agenda shall not be accepted for debate except:
 - a) any emergency resolutions submitted in accordance with Standing Orders 14 to 16.
 - b) procedural resolutions submitted in accordance with Standing Order 29.

BACKGROUND NOTES

12. Proposers of resolutions may submit a background note.
 - a) The timetable for submission of background notes by proposers shall be the same as that for submissions of resolutions.
 - b) The Board shall state their position, provide resource implications and may also provide additional background notes to resolutions.
 - c) Background notes shall be brief and restricted to

relevant factual information. The Standing Orders Committee may, after consultation with the proposer or Board, as appropriate, delete any part of a duly submitted background note which does not comply with this rule.

- d) Where the Board feel that implementation of a resolution (in part or in full) is outside their power, it will be marked with an asterisk.

ORDER OF PLENARY DEBATE

13. Debates shall normally be conducted in the following order:
 - a) proposal of resolution
 - b) general debate on the resolutions. This shall include an opportunity for the Board to make a statement on the matter under debate.
 - c) vote on substantive resolution.
 The proposer of the resolution, or their nominee, may exercise a right of reply at any time. Each may exercise their right of reply once.

EMERGENCY RESOLUTIONS

14. A resolution received after the closing date for receipt of resolutions shall not be deemed an emergency resolution unless it could not have been formulated and received in writing before the closing date for submission of resolutions, or if it calls for a change in the constitution.
15. Any such resolution must be submitted to the Standing Orders Committee in writing not later than the start of the first plenary session of the meeting.
16. If the resolution is not accepted as an emergency resolution by the Standing Orders Committee, the proposer shall have three minutes to explain to the plenary session why it is an emergency resolution as defined by Standing Order 14. The Standing Orders Committee will then have a right of reply. The proposal must have a two-thirds majority for the resolution to be accepted for debate.

QUESTIONS ON FINANCE

17. Full accurate replies to questions arising from the audited financial statement cannot be given at the meeting unless notice has been received in writing by the Treasurer seven days before the meeting. Such notice should be given in a separate letter and not be included in correspondence dealing with other matters.
18. Questions arising from the unaudited accounts and the financial estimates for the current year should be given in writing to the Standing Orders Committee no later than the start of the first plenary session of the meeting. The Standing Orders Committee shall ensure that the Treasurer is informed of these questions.

CHAIRS

19. The Chair of the AGM shall be responsible for the order and conduct of the meeting.
20. When The Chair speaks, any person speaking or about to speak shall be silent and shall remain silent in order that the Chair may be heard without interruption.

DELEGATES, NAME BADGES AND VOTING CARDS

21. In addition to those having a constitutional right to attend the meeting in remotely, staff members and other persons invited by the Board may also attend.
22. Members must not allow others to use their credentials (e.g. a username and password) to engage in any remote participation (such as raising comments or questions, or voting) except as stipulated by the Standing Orders Committee or the Chair of the AGM.

SPEECHES

23. Each speaker shall announce his or her name and category of membership, or in the case of a member of the Board or Standing Orders Committee his or her name and office, before speaking on any point.
24. The proposer of a resolution may speak for no more than five minutes. All other speakers, including those exercising a right of reply, may speak for no more than three minutes. These time limits may be extended at the discretion of the Chair. Visual aids shall be limited to text and graphs.
25. Except for a speaker exercising a right of reply, no speaker may speak more than once on a resolution other than with the permission of the Chair.
26. The Chair may at any time, but subject to ensuring balance in the debate, close the debate, subject to the exercise of rights of reply.

VOTING

27. Voting shall be conducted in accordance with such electronic means as have been prepared for the meeting.
28. Constitutional amendments require a three-quarters majority to be passed. All other resolutions require a simple majority to be passed. In the event of a tied vote the Chair shall not have a casting vote and the resolution shall fall.

PROCEDURAL MOTIONS

29. The following procedural motions may be moved by voting members at any time. They shall be taken immediately, except that no procedural motion may be taken during a speech or a vote unless it relates to the conduct of a vote, and Points of Order shall take precedence. They need to be seconded and require at least two thirds majority, unless otherwise specified.
 - a) A challenge to a Chair's ruling.
 - b) A proposal of no confidence in the Chair.
 - c) A proposal that "The meeting move to the vote". The proposer shall specify which vote the proposal refers to. If the proposal is carried (simple majority), and if a statement on behalf of the Board has not already been made, the Board shall be given the opportunity to make such a statement. The proposer of the proposal may then exercise the right of reply.
 - d) A proposal to remit the resolution under debate to the Board for consideration (simple majority).
 - e) A proposal that "The meeting move to next business". If this is carried (simple majority) the question under discussion shall be dropped and

no vote shall take place. The meeting shall then proceed to the next item on the agenda.

- f) A proposal to suspend Standing Orders. This does not need to be seconded when proposed by the Standing Orders Committee. The proposal shall specify the Standing Order or Orders to be suspended and the duration of the suspension. The debate shall comprise a speech of not more than three minutes by the proposer and a reply of not more than three minutes by or on behalf of the Standing Orders Committee, or by any one other member when the proposer is the Standing Orders Committee.
- g) A proposal to adjourn the meeting for a specified purpose and a specified time. Where a meeting is adjourned beyond the end of the last scheduled day of business the resumed meeting shall be summoned by notice like an Annual or Extraordinary General Meeting in accordance with the Articles.

POINTS OF ORDER

30. A point of order may only be made by a voting member and shall have precedence over all other business, except during the taking of a vote unless it relates specifically to the procedure of that vote. It must relate specifically to the conduct of the meeting or the debate, and shall not refer to, and contain no argument on, the subject matter under debate. It may contain a request for a Chair's ruling. The Chair may rule out of order a matter raised as a point of order on the basis that it is not in fact a point of order.

POINTS OF INFORMATION

31. A point of information can only be made to advise the meeting that something the speaker has just said is incorrect, to seek an explanation of something the speaker has just said, or to provide the meeting with relevant factual information. The Chair may rule out of order a matter raised as a point of information on the basis that it is not in fact a point of information.

UNFINISHED BUSINESS

32. Any resolution not dealt with during the meeting shall be remitted to the Board for consideration.

AMENDMENT OF STANDING ORDERS

33. The Standing Orders may only be amended by a two-thirds majority decision of the meeting.

