

### **Standing Orders for HCFWI Council Meeting**

1. The Chair at each meeting of the HCFWI Council shall be taken by the Chairman of the HCFWI Board of Trustees or her appointed deputy. The Secretary of the Council shall be the HCFWI Federation and Company Secretary or a deputy appointed by the HCFWI Board of Trustees.
2. The order of business shall be left to the discretion of the Board of Trustees and shall include the following:  
**Spring Meeting & AGM:**  
Appointment of Tellers if required  
Adoption of Annual Report and Financial Statements  
Appointment of Examiners  
Other business
3. Attendance: One delegate from each Institute in the Federation and the current members of the Federation Board of Trustees shall have the right to attend, speak and vote at meetings of the Council; each person having ONE VOTE.  
The following persons may attend (but not speak or vote at) meetings of the Council, at the discretion of the Board of Trustees:
  - a) WI Advisers, who are not entitled to attend, speak and vote as in 3 above, and
  - b) Additional representatives of WIs in the Federation who may be invited by the Board of Trustees to attend meetings of the Council as visitors
4. Quorum: the quorum for all meetings of the Council shall be one fifth of those entitled to attend and vote (Delegates)..
5.
  - a. Resolutions other than resolutions proposed by the Board of Trustees shall be sent, in writing, to the Board of Trustees by a Women's Institute or an individual member of the Board of Trustees by such date as is determined by the Board of Trustees being at least four months before the Council Meeting. The Institute or Board of Trustees Member proposing the resolution shall be responsible for finding the seconder.
  - b. The Board of Trustees shall be responsible for selecting resolutions sent in for the agenda of a Council Meeting.
  - c. Amendments to resolutions selected for the agenda shall be sent to the Board of Trustees by a WI or by a Trustee by such a date as is determined by the Board.
  - d. No resolution shall be sent forward to the Prime Minister, cabinet ministers, Federation Councils or other public bodies, unless it commands a two-thirds majority of the delegates present and voting.
  - e. A motion which has been brought forward at a Council meeting, cannot be discussed at a subsequent Council Meeting within twelve months unless with the consent of a majority of the delegates present and voting.
  - f. No business other than that upon the final agenda, apart from amendments to resolutions, shall be taken unless urgency is voted by the Council meeting. An Urgency motion must be clearly explained and three-quarters of those entitled to vote on the resolution must agree before it can be discussed.
  - g. No resolution or amendment shall be discussed or put to the meeting until it has been moved and seconded by an institute delegate or a member of the Board of Trustees.
  - h. A delegate who speaks shall direct her speech strictly to the motion or amendment under discussion, or to an explanation or a question of order.
  - i. Not more than one amendment or resolution shall be discussed at any one time.
  - j. A motion or amendment may be withdrawn by the mover and seconder with the consent of three-quarters of the meeting.
  - k. No delegate shall address the meeting more than once on any resolution or amendment except when exercising the right of reply. The mover of an amendment has not the right of reply unless the amendment is passed and greatly alters the resolution thus becoming the substantive resolution. The Chairman shall decide whether an amendment has or has not substantially altered the sense of the original resolution and shall allot the right of reply accordingly.
  - l. Any delegate may move, without debate, which the question is now put, and if the motion be seconded, and carried by a majority, the motion or amendment before the meeting shall, after the mover has been offered the right of reply, be at once put.
  - m. Any delegate may move that the meeting do now proceed to the next business, and this motion shall be dealt with before any other. This motion can only be made when either a substantive motion or an amendment is before the meeting and should only be used in exceptional circumstances. The motion must be seconded, and carried by three-quarters of the delegates present and voting.
6.
  - a. Votes of Members: No delegate shall be entitled to vote on behalf of an Institute at any Council Meeting unless all monies presently payable to the Federation by that Institute have been paid and no debt is over six months.
  - b. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded by either:
    - i. The Chairman or
    - ii. Twenty five persons having the right to vote on the resolution at the meeting.
  - c. No member shall act as delegate or vote on behalf of more than one Institute.
7. Due notice of the Council Meeting shall be sent to all WIs in the Hampshire Federation and members of the Board of Trustees not less than two months in advance of each meeting. The agenda for the meeting shall be sent to all WIs in the Hampshire Federation and to members of the Board of Trustees not less than one month before the date of the Council meeting.
8. Visitors may be invited for a specific purpose by the HCFWI Board of Trustees to Council meetings.
9. Minutes of the Council Meeting shall be sent to all WIs in Hampshire Federation, members of Board of Trustees. Copies may also be sent to Hampshire based WI Advisers.
10. Extraordinary Council Meetings: At least 14 days' notice of an extraordinary general meetings shall be given but shorter notice may be given if so agreed by those holding not less than 95% of the total voting rights of all those entitled to attend and vote.