

Motions:

All items of business requiring a decision must come before the meeting by way of motions, which, if passed, become resolutions.

- A motion should be proposed before the chairperson allows any discussion on the topic. This promotes order in the discussion.
- The motion must be seconded immediately, otherwise it should lapse.
- Once a motion has been moved and seconded, the mover and seconder may speak to the motion.
- To save time, the chairperson may then declare “Does anyone wish to speak AGAINST the motion?” If NO, the motion may be put to the vote. If YES, members debate for and against.

Voting:

The chairperson decides when the vote should be put forward. The mover of the original motion should then be offered right of reply.

- The motion or amendment is read out.
- The chairperson without prejudice, could also summarise the for and against.
- Different forms of voting are by voice, show of hands, secret ballot, or by division.

Unless specified otherwise in the constitution, (eg. for a constitution change a three quarter majority is required) a simple majority vote (by voices) is often enough for the chairperson to declare the result. If there is any doubt on the voice vote, the members may call for a show of hands.

If there is a tie, the proposal is rejected. The constitution provides for the voting power of the chairperson.

Time Control:

Good time control is vital for the satisfactory conduct of a meeting. The chairperson is largely responsible for this, but these ideas may help:

- Use a sub-committee to research an issue that needs a lot of discussion. They can then summarise the alternatives for the meeting.
- Accept that most meetings have a social aspect as well as a business aspect.
- Experiment with ways of balancing personal contact with efficiency (eg. a meal before the meeting).
- Aim to start and finish on time, even if not everyone is there or not all business is finished.

Quorum:

Generally, three quarters of the members present and voting form a quorum. This number is dependent upon that specified in the Centre constitution.

Without a quorum, no resolutions can be accepted.