

STANDING ORDERS AND PROCEDURES FOR THE ANNUAL GENERAL MEETING OF THE
BEARSDEN AND MILNGAVIE GROUP OF THE RAMBLERS ASSOCIATION.

1. Conduct of the meeting.

- a. **Quorum.** Ten members (including Committee members) present at an Annual General Meeting (AGM) shall form a quorum.
- b. **Motions.** Motions should be submitted in writing (which includes email) to the secretary no later than seven clear days before the day on which the AGM is to take place. Motions must have a proposer and seconder. The proposer must attend the AGM to speak in support of it. If the proposer is not present at the AGM the motion will be treated as dropped.
- c. **Notice of the AGM.** At least 14 days' notice of the AGM will be given in writing (which includes by email). If the membership secretary has an email address for a member notice of the AGM will be given to that member by email. If the membership secretary does not have an email address for a member notice of the AGM will be given to that member by post. The 14 days' notice shall be counted from the day when the email is sent or in the case of notice being sent by post, from the day the notice is posted.

2. Elections.

- a. Positions available for Election. In accordance with clause 6 of the Constitution, all members of the Committee shall retire annually but be eligible for re-election.
- b. Nominations. All candidates wishing to stand for any post on the Committee must be nominated by a group member. A person wishing to stand can submit the appropriate form to the secretary at any point before the start of the election for the relevant post at the AGM.
- c. Uncontested Posts. In the case of a post being uncontested election will be approved by a simple majority of those present.
- d. Contested Posts. If there is more than one candidate for a post the candidates will each be invited to speak in support of their candidacy. Once the candidates have all spoken members present will be allowed to speak and question the candidates should they see fit. Voting will then take place by secret ballot, each member present having one vote. The winning candidate will be the one with the greatest number of votes. Should there be a tie in voting the candidates tying will be asked to address the meeting again and a further vote will take place. Where there are several candidates for the same role (e.g. elected committee

members) a single ballot will take place and the positions available will be filled by the candidates with the greatest number of votes.

3. Standing Orders

- a. Adoption. Adopting these Standing orders shall be the first act of a simple majority of those present at the AGM.
- b. Variation. These Standing Orders may be varied at a future AGM by a simple majority of those present but only if advance notice of the proposed variation has been submitted to the secretary at least 10 clear days before the day on which the Annual General meeting is to be held.