

## **STANDING ORDERS FOR 29TH AGM – 30/01/21**

1. Quorum. 15 members shall constitute a quorum.
2. Agenda, as per printed and on-screen version
3. Elections (if applicable)  
(a) 1/3 of the BOD (b) supervisory committee.  
If appropriate, election shall be secret.
4. Motions must be seconded and forwarded to secretary 7 days prior to AGM. Any motion received after that date, shall be ruled incompetent unless by the standing orders committee or BOD or by a 2/3<sup>rd</sup>'s majority of the A.G.M.
5. Rules for debate of motion. Mover allowed 2 minutes to speak.  
Secunder 2 minutes in support. Contributions / against from floor, 2 minutes per speaker. All debates shall cease when chair decides sufficient debate has taken place. Any counter motions/amendments shall be disposed of, prior to the vote on original motion. Standing Order's or BOD has authority to alter limits as deemed necessary. Speaker to be recognised.
6. Conduct at meeting.
  - (a) Any person in breach of these standing orders, shall be warned that any further misconduct will result in them being removed from meeting.
  - (a) All debates shall cease when the chair rises to his/her feet / speaks and shall only resume when he/she resumes their seat / says "resume".
  - (b) These standing orders can only be suspended if a matter of urgency arises and only if a majority of two thirds of those present agree.
7. Election of Office Bearers:
  - (a) Any members who have put their name forward for election to the Board of Directors prior to the date of the A.G.M. will be acknowledged by a letter from the Credit Union, their name will be read out at the A.G.M. and voted upon as an "In Principal Director". Their application will be discussed at the next Board of Directors meeting to ascertain the reasonableness of the "Fit and Proper" criteria for that individual to carry out this position, if this meets with Directors approval, they will be asked to submit further information outlining their intentions, reasons, credit union history and any participation in the sector to date.  
They will also have to complete a Financial Conduct Authority (FCA) approved person form which will be sent to the FCA for approval and we will notify the Prudential Regulatory Authority (PRA) of this possible addition to our board.

- (b) Any member present at A.G.M. can put their name forward on the day of the A.G.M. and will be voted on to board “In Principle” but will have to submit a written request to satisfy the Board of Directors of their individual intention, reasons, credit union history and any participation or involvement in the credit union movement. They may be asked to attend an interview for that position.

Once all this has been done and the Board are happy to continue with the process the member will receive the FCA approved persons form and the procedure will happen as above from this stage.