

**STANDING ORDERS for
Springston Trophy Delegates Annual General Meeting**

1. These standing orders shall be applicable to all Annual Meetings of Delegates at Springston Trophy.
2. Meetings shall start at the time set out in the notice of meeting and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. Any delegate desiring to speak shall raise his or her hand and when called upon by the Chair shall address the Chair. If two or more delegates raise their hand simultaneously, the Chair shall call upon the delegate who first caught the eye of the Chair.
4. No member other than the Proposer and Secunder of the motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a Secunder shall not be recorded in the minutes.
5. The mover of a motion or an amendment may speak up to for up to four minutes. The Secunder and other speakers may speak for up to three minutes. Any delegate may only speak to the motion or amendment once except for the mover of a motion (but not of an amendment), who will have a right of reply which shall close the debate.
6. A motion or amendment shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while an amendment is being discussed or after any amendment has been adopted.
7. If required to do so by the Chair, the Proposer of any motion or amendment shall submit it in writing.
8. A motion or amendment before the chair may be rewarded by the mover, subject to the leave of the meeting.
9. An amendment shall constitute a separate question from the original motion and from any other amendment.
10. A delegate moving a motion or amendment shall be deemed to have spoken to it unless the motion is moved and seconded before any delegate spoke to it. A delegate seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.

11. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair is disposed of.
12. The Chair must rule promptly on any points of order and unless challenged the Chair's ruling is final.
13. On equality of voting, the Chair shall declare the question resolved to maintain the status quo.
14. Any non delegate attending the meeting who wishes to speak to any motion or amendment must obtain leave of the Chair to speak – such leave may be refused without a reason being given.
15. Alterations to these standing order can only be made at an Annual Meeting of Delegates.