

**CRUINNIÚ BLIANTÚIL (insert year)**

(Annual General Meeting)

**Standing Orders**

* The Proposer of a motion may speak for five minutes only.
* A member speaking on a motion, or an amendment, shall speak for three minutes only.
* The proposer of a motion, or an amendment may speak a second time before a vote is taken. No other member may speak a second time to any motion or amendment.
* The Chairman shall, at any time that he/she considers a matter to have been sufficiently discussed, call on a proposer to reply, after which a vote is taken.
* A Member may with consent of the Chairman, move” that the question be now put” after which, when the proposer has spoken, a vote must be taken.
* Where the AGM considers it appropriate, a vote may be taken by secret ballot.
* A speaker to the Chairperson Address/Secretary’s Report or to any other general discussion shall not exceed three minutes on one topic.
* Any motion seeking additions or amendments to the Constitution or Rules must have a majority two-thirds of those present, entitled to vote and voting.
* Standing Orders shall not be suspended for the purpose of considering any matter not on the Agenda except by the consent of a majority equal to two-thirds of those present, entitled to vote and voting.
* The Chairman may change the order of items on the agenda with the support of a simple majority of those present, entitled to vote and voting.