



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 49 of 2014

Ref: CS/LS

5 November 2014

Dear Colleague

### **Rules and Standing Orders for Central Conference - Information**

I refer to the above and attach herewith, the above document approved at the JCC meeting today for your information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Calum Steele', with a long horizontal stroke extending to the right.

**Calum Steele**  
**General Secretary**

## **RULES MADE BY THE JOINT CENTRAL COMMITTEE FOR THE GOVERNANCE AND ADMINISTRATION OF THE CENTRAL CONFERENCE**

In accordance with the Police Federation (Scotland) Regulations 2013 and the Police Federation (Scotland) Rules 2013 made there under, the following Rules will govern the procedure to be adopted at the Central Conferences, and matters incidental thereto.

### **Motions**

- 1.1 Motions for consideration at Central Conference must be sent to the General Secretary of the Joint Central Committee not later than 42 days before the first day of Conference.
- 1.1.2 Amendments to motions must be submitted to the General Secretary not later than 14 days before the first day of Conference.
- 1.1.3 Emergency motions may be submitted at any time prior to the first day of Conference and shall be accepted at the sole discretion of the Chairman.
- 1.2 Unless there has been a material change in the circumstances or substantial new material has come to hand, it shall not be competent to consider a motion to alter, rescind or reconsider a motion considered by the Joint Central Committee or Central Conference in the preceding two years; nor shall any motion to the same effect as any motion which has been defeated within the preceding two years be in order.
- 1.3 A motion to alter, rescind or reconsider a motion considered by the Joint Central Committee or Central Conference in the preceding two years shall not be accepted unless 75% of the votes available on the day are cast to the contrary.

### **Roll Call**

- 2.1 The Chairman shall be given a list of delegates present at the start of Conference each day.

### **Chairmen and Secretaries**

- 3.1 The Chairmen and Secretaries of the Central Committees shall be the Chairmen and Secretaries of the respective conferences. At the absolute discretion of the Chairman, any part of Conference may be chaired by any other person.

### **Election of Officers**

- 4.1 All other officers of the Conference necessary for Conference administration shall be selected by the Chairman.

### **Conference Management Committee**

- 5.1 A Conference Management Committee comprising one member from each Area Committee shall be convened for each Conference to assist the Chairman and General Secretary with the general administration of Conference.

**Media**

6.1 The media shall be admitted to Joint Conference at the discretion of the Chairman.

**Adoption of Standing Orders**

7.1 The Conference shall proceed to the Adoption of Standing Orders and Rules for the conduct of Conference immediately after the roll call.

**Voting on Motions**

8.1 Each Conference delegate shall have one vote and voting will be by affirmation subject to the discretion of the Chairman.

## **STANDING ORDERS FOR CENTRAL CONFERENCE**

### **Roll Call**

- 1.1 A roll call shall be taken at the start of each Conference day.
- 1.2 Where received, apologies for non-attendance shall be recorded.
- 1.3 Any member submitting apologies must do so in writing to the Chairman prior to the commencement of Conference.
- 1.4 Any member who fails to attend and does not tender apologies shall be recorded as absent.

### **Order of Business**

- 2.1 The programme for Conference will be determined by the Conference Management Committee and detailed in the final agenda.
- 2.2 The order of business for Conference shall be determined by the Chairman.

### **Motions and Amendments**

- 3.1 Motions submitted for consideration must have been considered and supported by the relevant Area Committee or Subject Committee.
- 3.2 An explanatory note may accompany any motion and where submitted must be no more than 100 words.
- 3.3 Motions for Conference shall be accepted, rejected, or remitted to the Central Committee for further consideration by the Conference Management Committee.
- 3.4 The first proposition on any particular subject shall be known as the original motion and all succeeding propositions on that subject shall be called amendments.
- 3.5 No amendment shall be accepted which is a direct negative of the original motion, or which does not preserve the substance of such motion.
- 3.6 Every motion or amendment must be moved by a delegate from the Committee in whose name the motion or amendment stands on the agenda. After being seconded, discussion will continue.
- 3.7 When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but notice of any further amendment must be given before the first amendment is put to the vote.
- 3.8 A member shall not move or second more than one amendment on any motion.
- 3.9 If an amendment be carried, it displaces the original motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the

substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has been previously rejected.

- 3.10 After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of conference.
- 3.11 Except where included on the Conference agenda, amendments, addenda, or riders to motions will not be accepted unless approved by the Chairman.

### **Speakers**

- 4.1 Any member wishing to speak on any motion shall intimate to the Chairman, his or her desire to speak on the motion before the motion is moved.
- 4.2 Intimation shall be provided to the Chairman, through the submission of a speakers card. The intimation shall indicate if the speaker is for or against the motion.
- 4.3 No speakers card shall be accepted for a motion under discussion once that motion has been moved.
- 4.4 The order of the speakers shall be determined by the Chairman.
- 4.5 Speakers shall address the Chairman and shall first state their name and the Area Committee to which they belong or post which they hold.

### **Speeches**

- 5.1 No member shall be allowed to speak more than once on any motion under discussion except the mover of the original motion or a member requesting a point of information. But on an amendment being moved, any member even though they have spoken on the original motion, may speak again on the amendment.
- 5.2 Except by permission of the Chairman no member shall speak for more than five minutes at one time other than the mover who may speak for ten minutes.
- 5.3 Notwithstanding the above and with due regard to the number of speakers on any motion, The Chairman may at his or her discretion extend or curtail the time for any speech provided that no speaker shall have less time to speak than any other; and providing the mover shall have a speaking time of double that provided.
- 5.4 Members wishing to raise points of order must do so immediately after the alleged breach has occurred.
- 5.5 Any member may formally second any motion or amendment and reserve their speech until a later period in the debate.

### **Right of Reply**

- 6.1 The mover of the original motion shall, if no amendment be moved, have the right to reply at the close of the debate upon such motion.

- 6.2 When an amendment is moved they shall be entitled to speak thereon in accordance with Standing Order 5.1 and at the close of the debates on such amendment shall reply to the discussion, but shall introduce no new matter.
- 6.3 The question shall then be put to the vote immediately, and under no circumstances shall any further discussion be allowed once the question has been put from the Chairman. The mover of an amendment shall not be entitled to reply.

### **Withdrawals**

- 7.1 No motion or amendment which has been accepted by the Joint Central Committee shall be withdrawn without the consent of two-thirds of Conference.

### **Closing the Debate**

- 8.1 **Next Business:** The motion for 'next business' may be proposed and seconded only by members who have not previously spoken at any time during the debate.
- 8.1.1 No speeches shall be allowed and upon acceptance of the motion by Conference the Chairman will move to the next business on the Order Paper without any further discussion, or vote being taken.
- 8.1.2 When such motion is moved the delegate shall first state their name and the Area or Subject Committee to which they belong.
- 8.2 **Adjournment of the Question:** Any member who has not already spoken during the debate may move the adjournment of the question under discussion, but must confine their remarks to the question of the adjournment and must not discuss any other matter.
- 8.2.1 The mover of the motion upon which the adjournment has been moved shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice their right of reply on their own motion.
- 8.2.3 The time for the question to be re-introduced shall be determined by the Chairman.
- 8.3 **Moving to the Vote:** The motion for 'moving to the vote' may be proposed and seconded only by members who have not previously spoken at any time during the debate.
- 8.3.1 No speeches shall be allowed.
- 8.3.2 In event of the 'moving to the vote' being carried, the mover of the original motion shall have the right to reply in accordance with Standing Order No. 6.1 before the vote is taken.
- 8.3.4 When such motion is moved the delegate shall first state their name and the Area or Subject Committee to which they belong.

### **Chairman's Ruling**

- 9.1 If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall thereupon resume their seat, and no other member shall rise until the Chairman has concluded.
- 9.2 The ruling of the Chairman on any questions shall be final. Challenge can be made on points of order only and then must be supported by not less than four delegates and will not be successful unless two-thirds of Conference supports the challenge.

### **Misconduct**

- 10.1 If any member interrupts another while addressing the meeting or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairman when called to order, they shall be named by the Chairman. They shall thereupon be expelled from the conference and shall not be allowed to enter again until an apology satisfactory to the conference is given.

### **Absence without Leave of the Chairman**

- 11.1 Attendance at all sessions of Conference is mandatory and no member shall absent themselves or leave the meeting before its conclusion without the permission of the Chairman. The provisions of Regulation 15 of the Police (Scotland) Regulations 2013 apply.

### **Suspension of Standing Orders**

- 12.1 In the event of any matter of urgency the Chairman may propose or accept a motion for the suspension of Standing Orders.
- 12.2 The member moving such suspension must clearly state the nature and urgency of their business, the numbers of Standing Orders affected, and the length of time (not exceeding 30 minutes) they desire such suspension to last.
- 12.3 At the option of Conference, a further extension may be allowed, but no suspension shall take place unless Conference agrees by a two thirds majority of the votes cast vote in favour of the motion.