

# Standing Orders

1. The microphones of all participating members shall be kept muted except where permitted by the Chairman.
2. The videos of all participating members shall remain off unless addressing the Chairperson.
3. Members addressing the Chairperson must be appropriately attired.
4. Members will type their question into the chat box. The AGM Moderator will collate and transmit questions to the Chairman.
5. A member shall address the meeting ONLY when called upon and unmuted by the Chairman to do so. Click the microphone icon in the bottom left-hand corner of the screen to unmute your microphone. If you speak while your microphone is muted a notification will pop-up prompting you to unmute same.
6. No member shall address the meeting except through the Chairman.
7. All speeches shall be clear and relevant to the specific subject before the meeting.
8. A member shall use the Raise Hand button ONLY when:
  - a. He/she is a mover or seconder of a motion.
  - b. He/she is raising a point of order.
  - c. He/she requires to object or to explain.
  - d. He/she requires the urgent attention of the Chair, the member shall identify himself/herself prior to proceeding.
9. All members are asked to keep their cell phones on silent mode, as the vibrate setting can also cause disruptions. If you must take urgent calls, please ensure that your microphone is muted.
10. All members are asked to utilize the chat box to share any issues they may be experiencing so that the team can troubleshoot during the session with minimal interruptions.
11. All members are reminded to conduct themselves in a professional manner. Please refrain from sharing any explicit, violent or inappropriate content.

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12. A member shall not speak twice on the same subject except:
  - a. The mover of the motion — who has a right to reply
  - b. He rises to object to or to explain any matter (with the permission of the Chair).
13. No speeches shall be made after the “question” has been put and carried or negated.
14. The mover of a ‘procedural motion’ — (adjournment, lay on the table, motion to postpone) shall have no right to reply.
15. A member rising on a point of order shall state the point clearly and concisely. (A point of order must have relevance to the Standing Orders).
16. A member shall not call another member to order but may draw the attention of the Chair to a “Breach of order”. On no account can a member call the Chair ‘to order’.
17. Only one amendment shall be before the meeting at one and the same time.
18. When a motion is withdrawn, any amendment to it fails.
19. The Chairman shall have the right to a casting vote.
20. If there is an equality of voting on an amendment, and if the Chairman does not exercise his casting vote, the amendment is lost.
21. Provision shall be made for protection by the Chairman from vilification (personal abuse).
22. No member shall impute improper motives against another.