

# **UKYDL Annual General Meeting – 17<sup>th</sup> Nov 2018**

Please find below further information on procedural matters which should help us to run the meeting in the most efficient way, whilst allowing as many people as possible to participate in the democratic process.

## **1 Procedural Guidelines**

1. Proposers of Motions may speak for up to 5 minutes.
2. Any other Member may speak for up to 3 minutes.
3. Only the proposer may speak for a second time to sum up, or to clarify a point in the proposal.
4. The Chairman may call for the proposer to sum up and a vote to be taken if he/she feels the motion has been debated sufficiently.
5. In the case of amendments to proposals, the proposal will be made, then the amendment will be taken. If the amendment is approved, it will become the proposal. If it is not approved, then the meeting will consider the original proposal.

## **2. Constitutional amendments**

The purpose of the agenda is to allow everyone who is entitled to attend and vote at the meeting the opportunity of deciding whether they need to attend or whether they would be happy (or could at least live) with whatever the meeting decides. Where a proposal is to change the constitution, it is important that all members know exactly what is proposed so that they cannot be caught out by an amendment proposed from the floor at the meeting.

Consequently, no further amendments can be tabled for any constitutional proposals.