

## **Standing orders of CND Conference and AGM**

### **PART 1: PREPARATIONS FOR ANNUAL CONFERENCE**

#### **Appointment of the Conference Arrangements Working Group**

1. The CND Council shall set up a Conference Arrangements Working Group (CAWG) which will be responsible for the advance planning and organisation of Annual Conference including the timetable and ensuring that the agenda allows adequate time for discussion of important subjects. The CAWG should, whenever practicable, refer its decisions to Council for approval.
2. During the Conference the CAWG shall constitute itself as a Steering Committee which shall, in consultation with the Officers and in accordance with these Standing Orders, plan the conduct of the Conference, decide questions concerning the Agenda and assist the Conference Chair in the conduct of conference business.
3. Standing Orders may be amended by CND National Council.

#### **Arrangement of Business and Final Agenda**

4. Resolutions for possible inclusion in the Conference Agenda shall be submitted in accordance with Part 3 point 3.7 of the Regulations made under Section 56 of the Articles of Association of the Campaign for Nuclear Disarmament.
5. The CAWG shall publish a preliminary Conference Agenda. It shall exclude resolutions for any of the following reasons:
  - a) Omnibus resolutions.
  - b) Resolutions which are factually incorrect, unconstitutional or illegible.
6. All resolutions received shall be classified into one of three sections:
  - i) Amendments to the Regulations which can be submitted at every CND Conference (subject to SO8c) and must be specific.
  - ii) Policy and Organisation resolutions which can also be submitted at every CND Conference (subject to SO8c) and which shall not exceed 350 words in length.
  - iii) Strategy Resolutions which shall be governed by the following rules:
    - a) Strategy Resolutions shall be defined as those which seek to amend the CND Mission Statement, or the Strategic Objectives, or the Sub-Objectives, or which seek to alter the prioritisation of external Strategic Objectives.
    - b) Strategic Sub-Objectives shall be open to amendment every year at CND Conference (subject to SO8c).
    - c) The CND Statement of Aims, Strategic Objectives and the order of priority of external Strategic Objectives shall ordinarily be open to amendment every 3 years at CND Conference. However, they can be amended at CND Conference sooner than this if so determined by CND Council or, under exceptional circumstances by CND Officers.

- d) Amendments to the content of the CND Statement of Aims, the Strategic Objectives or the Sub-Objectives shall not significantly alter the length of what is amended. The final arbiter of what is "significant" shall be the CAWG.
  - e) CND shall not have more than 4 external Strategic Objectives and not more than 3 internal Strategic Objectives at any one time.
  - f) Strategic Objectives shall contain not less than 2 and not more than 5 Sub-Objectives at any one time.
  - g) The CND Statement of Aims shall not be longer than 120 words at any one time.
7. The CAWG shall have the power to edit and rewrite resolutions so as to:
- a) Improve the expression of the resolution or remove inaccuracy.
  - b) State and clarify the policies and alternative options before the Conference so that the issues to be debated are substantial, clear and precise.
  - c) In all cases the CAWG must obtain the agreement of the proposers.
  - d) None of the above shall apply to Amendments to the Regulations.
8. All in-order resolutions submitted will go forward to Conference. The CAWG will conduct any necessary compositing of resolutions, Subject to the provision of SO 7c. No composite resolution shall exceed 350 words in length for the Policy and Organisation Section. In allotting time for the discussion of resolutions, the CAWG shall give priority to resolutions which:
- a) Do not merely reiterate existing policy.
  - b) Do not have preambles containing restatements of existing policy, or lengthy political polemic.
  - c) Do not cover matters debated at previous Annual Conference, unless there are exceptional circumstances
9. Representative organisations of CND may each submit up to two amendments to the resolutions on the Interim Agenda. In selecting amendments to go onto the Final Agenda the CAWG shall operate under the same rules and guidelines as for the resolutions. No amendment shall be selected which introduces new matter outside the scope of the resolution, or which negates the sense of the whole resolution, or which lengthens the resolution by more than 50 words for the Policy and Organisation Section.
10. The CAWG shall make provision on the Final Agenda for
- a) Presentation of the CAWG report, including endorsement of election tellers.
  - b) Presentation from the officers on the progress and work of CND.
  - c) The annual statement of accounts.
  - d) The Treasurer's report.
  - e) Amendments to the Regulations.

- f) Resolutions and amendments.
- g) A Strategy debate
- h) Emergency resolutions, where appropriate.
- i) Election or endorsement of officers and CND Council members.

### **Emergency Resolutions**

11. Emergency resolutions must be submitted to the CAWG in writing, to arrive at CND National Office not later than 5pm on the Monday preceding Conference. Up to two emergency resolutions shall be debate the CAWG will take into account the total number of resolutions to be debated at the conference and the amount of time available. The full text of all emergency resolutions must relate to events occurring since the closing date for resolutions which have, or will have, a significant impact on the work of the campaign. The text must be brief and specific. Emergency resolutions may not be amended. They must be submitted by properly accredited organisations. No organisation may submit more than one emergency resolution.

### **PART 2: THE CONDUCT OF CONFERENCE Order of business**

12. No changes or additions to the order of business set out in the Final Agenda shall be allowed except by:
- a) The suspension of Standing Orders under SO 25.
  - b) A proposal from the Steering Committee accepted by Conference.
  - c) Rules for discussion
13. The CAWG shall set time limits for speeches which shall be set out in the Final Agenda. These limits may be reduced by the Steering Committee or by the Chairperson, if in their opinion the timetable demands it.
14. If, after a resolution has been proposed, there is no speech against, the Chairperson may, at his or her discretion, put the resolution straight to the vote.
15. The proposer of a resolution shall have the right to reply to the debate immediately before the vote is taken, unless the procedure in SO 14 is being invoked. A speaker exercising the right of reply shall not introduce new matter.
16. A resolution or amendment, once on the Final Agenda, may not be withdrawn except by leave of Conference.
17. Except as provided for in SO 15 no one shall speak more than once to any resolution or amendment.
18. Speakers shall be selected by the Chairperson, from those who indicate their wish to speak. In choosing speakers the Chairperson shall attempt to provide a balanced debate between different viewpoints, and in particular shall attempt to call speakers alternately for and against. The Chairperson shall also have regard to the number of times a person has already been called to speak.
19. The steering committee will assist the Chairperson (who will have the final say) in

organising the voting on amendments to resolutions to avoid contradictory resolutions. It will aim to facilitate the moving of procedural resolutions to avoid unnecessary time loss during debates.

20. Votes shall be taken by a show of voting cards. The Chair will, in the first instance, be responsible for deciding the outcome of a vote, but a count by tellers will be carried out if requested by the Chair or by 30 voting delegates. If the outcome of the vote is close, any voting delegate may call for a recount, the result of which will be final.
21. Whenever the Chairperson speaks any person speaking shall immediately give way.
22. The following procedural resolutions may be put during debate. The proposer of a procedural motion shall be entitled to one minute to explain the reasons for the procedural motion. A spokesperson for the Steering Committee may then speak for one minute, after which the motion will be put to the vote.
  - a) A motion that the resolution be taken in parts (to be specified).
  - b) A motion to refer the resolution under debate. The motion must specify the body to which the resolution is being referred.
  - c) A motion to move next business.
  - d) A motion that the debate should continue.
  - e) A motion that the resolution should now be put.
  - f) A challenge to the Chairperson's ruling.

Motions a), b), c), d), and e) are carried by a simple majority.

Motion f) requires the support of two thirds present and voting to be carried.

No procedural resolution other than the above may be put. When the mover of a resolution has summed up no procedural motion may be raised until the vote has been taken, except in the case of motion f) and then only when the challenge refers to the conduct of the vote.

## **Reports to Conference**

23. All reports may be followed by questions from the floor. All or part of a report may be referred back to Council if the Conference so desires. Reports shall be endorsed by simple majority.

## **Elections**

24. Elections for officer positions shall be conducted by the system of single transferable vote, except where the position is uncontested, in which case the endorsement of more than 50% of voting delegates shall be required. In the case of only 2 candidates for Chair and/or Treasurer only 1 vote will be cast. In all cases, all candidates shall appear on the ballot form(s) in alphabetical order for each officer position.
25. In elections for national council, the names of all candidates shall appear on one ballot form in alphabetical order. Delegates shall receive a number of ballot papers equal to their voting entitlement. On each ballot paper, delegates shall be entitled to vote for a number of candidates equal to the number of places available. Ballot papers with more than the

required number of votes shall be considered spoilt.

In both cases, the criteria for deciding whether or not a ballot paper is spoilt shall be clear intent. The final arbiter of what constitutes clear intent shall be the tellers, who may consult with the steering committee.

26. Candidates accepting nomination as national, regional or specialist section representatives for national council on the due date shall then withdraw their name from the ballot for directly-elected national council members.

### **Points of Order**

27. Any person may raise a point of order concerning these Standing Orders, and shall be entitled to be heard forthwith provided that they:

- a) State the Standing Order covering the matter they wish to raise.
- b) Have not previously raised a point of order in that debate.
- c) Shall not speak for more than one minute. When the mover of a resolution has summed up no point of order may be raised until the vote has been taken.

### **Suspension of Standing Orders**

28. Any of these Standing Orders may be suspended with two thirds of those present and voting to do so. The proposer of such a suspension shall be entitled to one minute to explain the reasons for the suspension. A spokesperson for the Steering Committee may then speak for one minute, after which the motion will be put to the vote.

29. Conference is the supreme decision making body of CND and it is expected that all resolutions passed be fully implemented. However, CND Council has the right to take into account practical considerations, particularly financial considerations, in considering such resolutions.

### **Speech time limits**

Proposers of Resolutions: 5 minutes

Proposers of Amendments: 3 minutes

Speeches during debate: 3 minutes

Proposer's right of reply 4 minutes

**CND Council July 2007**