



**Civil Service Pensioners' Alliance
Rules and Constitution
(With effect from 12 October 2018)**

1. Name

The name of the Association shall be the Civil Service Pensioners' Alliance, hereinafter referred to as the Alliance.

2. Objects

The objects of the Alliance shall be:

- (a) To maintain and improve the purchasing power of all pensions from Civil Service and related schemes;
- (b) To initiate and participate in action which will benefit pensioners;
- (c) To promote the economic and social well-being of pensioners.

Such objects may be pursued in collaboration with other organisations of public service pensioners or by affiliation to, or accepting affiliation of any organisation whose objects include any related to those of the Alliance.

In pursuance of these objects the Alliance will seek by political campaigning to persuade the Government and other authorities to accept its policies but it shall not affiliate to any political party to assist it in that process.

3. Membership

Full membership of the Alliance shall be open to:

- (a) pensioners who are in receipt of benefits from:
 - (i) the Principal Civil Service Pension Scheme (PCSPS) and its successors, or
 - (ii) pension schemes analogous to the PCSPS and its successors operated by fringe bodies such as Research Councils, or by other Non-Departmental Public Bodies, or
 - (iii) a pension scheme operated by a Civil Service Trade Union;
- (b) active and former members of such pension schemes as defined in Rule 3 (a) above who remain entitled to benefits and are within 10 years of their pension age;
- (c) the spouse or partner of a member as defined in Rule 3 (a) or (b) above;
- (d) the surviving spouse or surviving partner of a member as defined in Rule 3 (a) or (b) above;

Any person within the above categories who has applied to join the Alliance and has met the subscription provisions shall be considered to be a member of the Alliance.

Associate Membership shall be open to those who do not qualify for full membership under Sub-Paragraphs 3 (a) to 3 (d): acceptance of applications shall be at the discretion of the Executive Council.

4. Officers

- (a)** The Officers of the Alliance shall be the Chairman, Vice-Chairman, Secretary (Administration), Secretary (Organisation), Treasurer, and Editor of the Alliance periodical.
- (b)** Of these, the Chairman, Vice-Chairman, Secretary (Administration), and Secretary (Organisation) shall be elected as in Rule 7 (f); the Treasurer and Editor shall be appointed by the Executive Council and such appointments shall be put to the next appropriate Annual General Meeting for approval.
- (c)** The Executive Council shall be responsible for appointing a General Secretary and authorising the appointment of other personnel as necessary on such terms and conditions as they may deem fit.
- (d)** All Officers and the General Secretary shall be subject to the direction and control of the Executive Council.

5. Executive Council

- (a)** Subject to the control of policy determined by the Annual or Special General Meetings the business of the Alliance shall be administered by the Executive Council.
- (b)** The Executive Council shall consist of the Officers as defined in Rule 4 (a) and the General Secretary as in Rule 4 (c), and not more than fifteen members, nine of whom, in addition to being Executive Council Members will represent the Alliance's nine Regions in England and Wales. Members shall be elected or appointed as set out in Rule 7 (f). The Quorum shall be nine, including at least one of the Officers or the General Secretary.
- (c)** The Executive Council shall have power to co-opt to its meetings persons to act in an advisory capacity in respect of matters concerning which such persons possess special knowledge or competence. Such persons shall be without voting rights. They shall not speak on any matter other than that for which they have been co-opted, except with the express permission of the Chairman.
- (d)** The Executive Council shall meet as often as necessary but not less than three times each year.
- (e)** The Executive Council may appoint sub-committees, which may contain persons not of its number (who nevertheless are Alliance members), and may delegate to any sub-committee any of its own powers, provided that none other than advisory powers may be delegated unless a majority of the members of the sub-committee are members of the Executive Council.
- (f)** Representatives on any other body shall be appointed by the Executive Council.

6. Branches and Groups

(a) Branches

- (i)** Malta, Northern Ireland and Scotland shall comprise separate and autonomous organisations within the Alliance. These organisations to be known as Branches, shall operate under separate Constitutions, copies of which, and of any subsequent amendments thereto, shall be forwarded to the Executive Council.
- (ii)** The Executive Council shall retain responsibility for the co-ordination of policy throughout the Alliance as a whole and may, to that end, from time to time request reports from Branches.
- (iii)** The functions of Branches shall be to recruit all people qualifying under Rule 3, and to maintain effective liaison with the Executive Council in promoting the policies and activities of the Alliance; to this end, Scotland may appoint two members and Northern Ireland one member to the Executive Council. Northern Ireland, Scotland and Malta may appoint representatives to General Meetings. Where the Executive Council is to consider policy issues of concern to the Malta Branch the Executive Council may invite a representative from the Malta Branch to attend the meeting at which the issue is to be discussed.
- (iv)** Branches shall retain subscriptions collected and, so far as is possible, meet all their own administrative costs. Within the limit of their resources they are encouraged to make donations to the main funds of the Alliance.

(b) Groups in England and Wales

- (i)** The aim of the Alliance shall be to set up a network of Groups, covering the whole of England and Wales, with areas defined in terms of postcodes. Each Group shall publish its meeting arrangements in the Alliance periodical once every six months and, in addition, may at its discretion, communicate with each member resident within its area, the costs of four communications per year being borne by national funds. Apart from this, the functions of a Group shall be:
 - (a)** to assist in attracting new members;
 - (b)** to make the objects, policy and aims of the Alliance known to potential members, to the public in the Group area, to local branches of Civil Service organisations and Members of Parliament within the Group area, and to establish liaison with other organisations representing pensioners;
 - (c)** in suitable cases to act as the agents of the Executive Council in enrolling members and collecting subscriptions payable to the Alliance and donations to central funds;
 - (d)** to make local representations on behalf of Group members.
- (ii)** Groups in England will be organised into eight Regions as determined by the Executive Council in consultation with Groups. Groups in Wales will be organised into a Wales Region.

(c) Group Membership and Organisation

- (i)** Every Alliance member living within the stated area of a Group shall be considered as coming within the purview of that Group. Exceptionally, however, members may opt to join a Group not covered by their designated postcode.

- (ii) It shall be for each individual member living within the defined area of a Group to decide whether or not to take advantage of the services provided by that Group, but for card voting and similar purposes the Group shall count all such members as Group members. If any members living in the defined area of one Group decide that they would prefer to seek membership of another Group, they shall send to the Secretary (Organisation) notification to that effect, when they shall count for all purposes as members of that second Group.
- (iii) Groups shall remit in full to the National Treasurer any annual national subscriptions collected on behalf of members. Groups may invite members as defined in Rule 6 (c) (i) and (iv) to contribute a subscription to help to maintain the Group, provided the rate, and any subsequent change thereto, is approved by due notice having been given to members and adopted at a constitutionally convened Annual or Special Meeting.
- (iv) Groups may also admit as an associate member any person who, whilst ineligible to join the Alliance under any of the provisions of Rule 3 as a Full or Associate Member at a National Level, can bring benefit to the Group. At Group discretion, an associate member may be elected to any Officership or other position within the Group.
- (v) Apart from the costs mentioned in Rule 6 (b) (i) above, Groups shall seek to be financially self-supporting.
- (vi) A copy of the audited statement of the accounts of a Group and any related reports shall be sent to the National Treasurer as soon as possible, and not later than two months after the Group AGM which ratifies the documents.
- (vii) Groups shall meet not less than four times a year and one such meeting shall be the Annual Meeting which shall elect a Chairman, Secretary, Treasurer, such other Officers as may be necessary, and a Committee, and appoint Auditors/Scrutineers.
- (viii) The names and addresses of a newly elected Chairman, Secretary, and Treasurer, shall be notified to the General Secretary within fourteen days of the election.
- (ix) Constitutions and/or Standing Orders should be adopted by Groups within the terms of this Rule provided that such Constitutions and/or Standing Orders and any subsequent amendments thereto, have been adopted by the affirmative vote of two-thirds of those Group and Associate Group members attending and voting at a constitutionally convened Annual or Special Meeting of members and approved by the Executive Council.
- (x) Groups may hold Inter-Group Meetings consisting of representatives from local Groups for the purpose of interchange of information on Group activities and problems, and for the discussion of general topics.
- (xi) An Inter-Group Meeting shall elect one of its number as Chairman and a member of the Executive Council may attend in a consultative capacity.

7. General Meetings.

(a) Composition

- (i) General Meetings shall consist of the Officers and Members of the Executive Council, the Standing Orders Committee, Members, appointed representatives from Branches and elected representatives comprising one from each Group. Eighty of those entitled to attend shall constitute a quorum.

(ii) Branches sending representatives and individual members attending shall bear any costs incurred. Where necessary Branches may be given financial assistance by the Executive Council for this purpose. Reasonable expenses of the representative from each Group shall be met from central funds.

(b) Annual General Meeting

- (i) The Annual General Meeting shall be held not later than 15 October. At least three months' notice of an Annual General Meeting shall be given to members.
- (ii) The Annual Report, Financial Statement, and the Audited Accounts shall be circulated to members in, or with, the June issue of the Alliance periodical.
- (iii) Motions and all nominations must be received by the General Secretary on or before first Friday in July. Motions of urgency may only be accepted by the Standing Orders Committee if it is satisfied that the subject matter is of such recent origin that it could not possibly have been submitted by the scheduled date.
- (iv) Copies of the Agenda and the list of names and locations of all nominations for President, Vice-President, Officers, the Executive Council, and Standing Orders Committee shall be sent to all members in, or with, the September issue of the Alliance periodical.
- (v) The agenda for the Annual General Meeting shall be arranged by the Standing Orders Committee, having regard to the contents of motions submitted in accordance with the Constitution.
- (vi) The Annual General Meeting shall not close ahead of the time stated in the timetable unless all business listed in the agenda has been properly completed. Any guillotined motions shall be considered at the end of the agenda if time remains.

(c) Special General Meetings

- (i) These shall be called at the discretion of the Executive Council or upon a requisition specifying the business to be dealt with and signed by Officers of a number of Branches and Groups representing between them no less than 20% of the total Alliance membership, when the meeting shall be convened within 42 days of the receipt of the requisition by the General Secretary.
- (ii) The notice of such meetings together with details of the specified and any related business shall be issued to members not less than 14 days before the date of the meeting.
- (iii) If the despatch or delivery of the documents referred to in Rules 7 (b) or (c) is delayed by circumstances outside the control of the Alliance (such as a trade dispute or mechanical failure) that fact shall not of itself invalidate the holding of the meeting.

(d) Standing Orders Committee

- (i) For the purpose of considering motions and other business submitted and for the efficient despatch of business of a General Meeting there shall be elected a Standing Orders Committee of three members, whose report shall be laid before an Annual or Special General Meeting for approval.

(ii) They shall elect from their number a Chairman and the General Secretary shall be their Secretary. They shall attend and their Chairman shall report to a General Meeting and speak on any item of business affecting the Agenda or order of business.

(iii) The Standing Orders Committee shall for Annual General Meetings allocate to each motion a prefix as follows:

‘A’ indicating that the motion requires a decision.

‘B’ indicating that the motion is in line with existing Alliance policy and is accepted without debate.

‘C’ indicating that the motion would reverse Alliance policy determined at the previous year’s Annual Meeting or Special Meeting in that year and is not for debate.

‘D’ indicating that the motion could be dealt with by correspondence and is not for debate.

‘X’ indicating that the motion is out of order.

(e) Motions and Nominations

(i) Motions may proceed from the Executive Council, Branches, Groups, and members not covered by Branches or Groups.

(ii) Nominations may be submitted by the Executive Council in respect of a President or Vice Presidents of the Alliance, and by Branches and Groups and members not covered by Branches or Groups, in respect of all Officers (excluding the Editor and the Treasurer), three ordinary members of the Executive Council, and Standing Orders Committee. Additionally, Groups and members not covered by a Group within each of the Alliance’s nine Regions of England and Wales may nominate any Alliance member belonging to a Group within their Region to stand for election to their Regional Executive Council seat.

(iii) Motions and nominations proceeding from Branches and Groups must have been passed at a duly convened meeting of the Branch or Group concerned and when forwarded to the General Secretary be signed by the Branch or Group Chairman and Secretary. Motions and nominations submitted by members not covered by Branches or Groups must be seconded by another member.

(f) Elections

(i) All elections shall be conducted by ballot on a card vote basis, see Rule 7 (g)(i).

(ii) Those for the Officers (other than the Treasurer and the Editor), and Standing Orders Committee shall be voted upon by representatives from Branches, representatives from Groups and members attending not covered by Branches or Groups.

(iii) The three Ordinary seats and the nine Regional seats on the Executive Council shall be filled as a result of votes cast by representatives from Groups and members in attendance not covered by Groups.

(iv) Two of the remaining three members of the Executive Council shall be appointed by Scotland Branch and one by Northern Ireland Branch.

(g) Voting

- (i) Voting shall be by show of hands or, where either the Chairman shall so decide or at least 20 or more of those present so demand, by card vote. In this event accredited representatives from Branches and Groups shall be entitled to use voting cards representing the total members of their Branch or Group, this to be determined on the basis of the number of members shown by the Alliance's membership records to be resident in the stated area of the Branch or Group on 30 June of the current year.
- (ii) The decision regarding a card vote may be taken either before a vote is taken, or upon the declaration of the result of a vote by show of hands.

8. Presidential Offices.

- (a) A President and Vice-Presidents of the Alliance may be appointed by the Annual General Meeting.
- (b) Their nomination may be made by the Executive Council from members who have given outstanding service to the Alliance. They shall hold office for life or until they resign or they are removed from office by a General Meeting. They shall be entitled to attend all General Meetings, and ex-officio, all meetings of the Executive Council.

9. Finance.

(a) Financial Year

The financial year of the Alliance shall be the calendar year 1 January to 31 December.

(b) Subscriptions

- (i) Unless a General Meeting otherwise determines, all annual subscriptions shall become due on 1 January each year.
- (ii) There shall be subscription rates for individual membership and for joint membership (member with spouse or partner). Annual subscriptions, or deductions from pension shall be at rates, both individual and joint, determined in a card vote at a General Meeting.
- (iii) A member who is more than 6 months in arrears shall be deemed to have resigned their membership except where the Executive Council decides otherwise.
- (iv) In the case of joint membership, on the death of a spouse or partner the surviving member must pay the normal individual subscription rate to continue in membership, unless a joint life subscription was paid originally.

(c) Administrative Expenses

- (i) Except where otherwise prescribed under Rules 6 and 7, the administrative expenses of the Alliance shall be met from central funds.
- (ii) The President, Vice-Presidents, members of elected committees or committees appointed by the Executive Council, and others, who with the authority of the Executive Council incur them, shall be paid their reasonable expenses when attending meetings or whilst acting in a representative capacity on behalf of the Alliance.

(d) Funds

- (i) The Chairman, Vice-Chairman and Treasurer shall be the trustees of all Alliance funds and property including those held by Groups.

- (ii) For the purpose of this rule, the property in all Group funds collected in the name of the Alliance, and constitutionally retained in Group accounts shall be deemed to be vested in the Trustees of the Alliance and the Group Treasurer shall have possession of such Group funds on behalf of the Trustees for the purpose of Group expenditure in the interests of the Alliance save that, on dissolution of a Group such Treasurer after meeting all financial liabilities and following a duly constituted meeting shall forward the balance of the funds to the Treasurer of the Alliance to be held in Trust for five years after which the amount shall be added to the general Alliance funds.
- (iii) The Trustees shall not be responsible for any debts incurred by the Alliance so long as the Trustees have adhered to the purposes and conditions of their Trust.
- (iv) So much of the funds as the Trustees, after consulting the Executive Council shall decide, shall be invested.
- (v) The Treasurer shall provide details in the Annual Statement of Accounts of all such investments showing the nominal value, purchase price and the value at the Balance Sheet date.
- (vi) The Treasurer shall take charge of the funds of the Alliance which are not invested and shall pay all demands as laid down by the Executive Council. The Treasurer shall render a full and clear account of the finances at the end of each financial year and whenever required by the Executive Council. The Treasurer shall pay to the Alliance bank account all monies which are received and belong to the Alliance.
- (vii) Cheques on the Alliance bank account shall be signed by any two of the following: Chairman, General Secretary, Treasurer; except that cheques for small sums, up to an amount determined by the Executive Council, may be signed by one only of these signatories.
- (viii) The Treasurer shall regularly enter the accounts in a manner acceptable to the Executive Council and the Professional Accountant appointed as Auditor by the Executive Council, and shall as soon as possible in each calendar year submit to assurance review and each fourth year to audit, by the Professional Accountant appointed as Auditor by the Executive Council, the accounts up to the previous 31 December.
- (ix) The Professional Accountant appointed as Auditor by the Executive Council shall have access to all the books and accounts of the Alliance and the relevant records and documents. They shall examine the accounts and verify the same and any discrepancies shall be reported to the Chairman and General Secretary.

10. Procedure

- (a) Only full members of the Alliance may be elected or appointed to any national Office or Committee or to the Executive Council.
- (b) All elected Officers and Members of the Executive Council shall hold office until the close of the Annual General Meeting following appointment, unless a Special General Meeting decides otherwise, or unless such persons resign or are deemed to have resigned by virtue of having failed to attend three consecutive Executive Council Meetings, or unless such persons have been declared as suspended from office or membership of the Alliance.

- (c) All such persons shall be eligible for re-election. Any office or seat subject to annual election and not filled at the Annual General Meeting and any vacancy arising during a year, may be filled by the Executive Council.
- (d) The Chair at any General Meeting, or meeting of the Executive Council or any meeting convened by those bodies shall be taken by the Chairman, or in the absence thereof, the Vice-Chairman or if both are absent, by a person appointed by the meeting.
- (e) The observance of these rules and any interpretation arising from them shall be vested in the Chairman and in the absence thereof the Vice-Chairman.
- (f) Any member shall be considered as accepting these Rules and Constitution upon payment of the required subscription. Copies of these Rules and Constitution will be issued to members on enrolment and notice of any amendments made shall be given in such a way and at such a time as the Executive Council may decide. Copies will be made available by the General Secretary at General Meetings.
- (g) It may, in exceptional circumstances, be decided that a matter is of such great importance that it can be determined only by a ballot of the whole membership. The decision to do so shall be taken by an Annual or a Special General Meeting, or, in circumstances of great urgency only, by the Executive Council. The next available issue of the Alliance periodical shall carry a full exposition of all arguments, and shall include a voting card, addressed to Scrutineers appointed by the Executive Council.
- (h) A General Meeting convened according to these rules may, by three-quarters of the votes cast in a card vote, pass a resolution to dissolve the Alliance and if such resolution is carried, a further resolution shall be taken as to the disposition by the Trustees of all monies and other assets of the Alliance after all liabilities of the Alliance have been met. These decisions shall be binding on all members whether or not they, or their delegated representatives voted with the majority on either or both the said occasions.

11. Disciplinary Procedures

11.1 The Executive Council shall have the power to investigate any occurrence involving a member or members affecting the wellbeing of the Alliance or which brings the Alliance into disrepute or in any other way damages or causes harm to the Alliance's officials, members or property.

11.2 An Officer of the Executive Council (excluding the Chairman, Vice-Chairman or Treasurer, but including the General Secretary, Deputy General Secretary or Assistant General Secretary) shall be appointed by the Executive Council to investigate any such complaint or allegation arising under this Rule and will provide a written report and make recommendations within 28 days to the Vice-Chairman and Treasurer on what actions or steps should be taken.

11.3 The member or members involved shall have the right to put their versions of events both in writing and orally to the Vice-Chairman and Treasurer before any decisions are reached or recommendations are made with regard to any further action.

11.4 The Vice-Chairman and Treasurer shall, upon making a finding on the complaint or allegation, have the right to suspend for such period as they shall determine or terminate the Membership of any Member.

11.5 In the event that the member or members involved in the alleged incident or activity that has led to the invoking of the procedure set out above, wish to disagree the decisions made by the Vice-Chairman and Treasurer, then the member or members will have the right to make a written appeal to the next scheduled meeting of the Executive Council, from whose relevant deliberations any Officer or other member of the Executive Council, who had previously been involved with investigations conducted or decisions made at earlier stage in the process, will be excluded.

11.6 Any decision reached by a simple majority of voting members of the Executive Council present at the meeting shall be regarded as final and binding with regard to the internal aspects of the Alliance's Disciplinary Procedures.

12. Rules Revision

- (a) No new rules or standing orders shall be made nor shall any rules or standing orders be amended or rescinded except at a rules revision meeting to be held every three years commencing in 1994, provided that any proposed alteration is specified in a formal motion submitted in accordance with the rules for Annual or Special General Meetings, and that a resolution approving such alteration has been passed by the affirmative vote of two-thirds of those present and entitled to vote.
- (b) If the Executive Council in its absolute discretion deems it a matter of urgency it may, exceptionally, propose new rules or standing orders or amendments of rules or standing orders at an Annual General Meeting or Special General Meeting called for that purpose.

13. Interpretation.

In the foregoing, words importing the male gender include the female gender.

---ooOoo---

Appendix 1 - Standing Orders

Order of Business

1. The business of the Annual General Meeting shall be dealt with in accordance with the Agenda and with the timetable included in the report of the Standing Orders Committee.

Motions

- 2. A motion must be in the affirmative and refer to only one subject.
- 3. Amendments to motions tabled shall not be accepted.
- 4. Motions shall be given the prefix A, B, C, D or X which will determine whether a debate is required, as follows:-
 - 'A' indicating that the motion requires a decision.
 - 'B' indicating that the motion is in line with existing Alliance policy and is accepted without debate.
 - 'C' indicating that the motion would reverse Alliance policy determined at the previous year's Annual Meeting or Special Meeting in that year and is not for debate.
 - 'D' indicating that the motion could be dealt with by correspondence and is not for debate.
 - 'X' indicating that the motion is out of order.

Other Matters

21. The following shall be treated as amendments, the mover of which shall have no right of reply:

- (a) that consideration of the question be postponed or adjourned;
- (b) that the question be referred to a committee or sub-committee;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting do now adjourn;
- (f) references back of any part or section of the Annual Report or of the report of the Standing Orders Committee.

22. Next business, if moved and seconded, shall be put to the meeting forthwith.

23. Any Alliance member may raise a point of order at any time. If a point of order is raised, the business in progress at the time shall be proceeded with until the Chairman has given a ruling. The Chairman may first consult the Standing Orders Committee. The Chairman's ruling shall be final and not open to discussion.

24. The Chairman may refuse a motion 'That the question be now put'. This motion may not be discussed but the mover of the original motion shall be entitled to reply.

25. Any member who desires to challenge the Chairman's ruling may move 'That the Chairman now vacate the Chair'. This must be supported by six members and, to be passed, shall require the affirmative vote of two-thirds of the members present.

Voting

26. (a) Voting at meetings shall be in accordance with Rule 7(g) of the Constitution.

(b) In view of the disturbance which takes place immediately before the time limit for election votes is announced; a period shall be set aside for the casting of the votes to be completed, during which no debate takes place.

Standing Orders

27. These Standing Orders or the appropriate part of these Standing Orders shall be suspended if a motion 'That Standing Orders (excepting Standing Order Rule 22) be suspended to permit...' be carried by the affirmative vote of two-thirds of accredited Branch and Group representatives present and entitled to vote.

28. No amendment to these Standing Orders shall be valid unless passed by the affirmative vote of two-thirds of the votes cast at a General Meeting.

Appendix 2 Disciplinary Administrative Procedures

To be added in 2019

5. Motions shall be taken in the order recommended by the Standing Orders Committee.
6. Any motion not moved when it is called shall be considered to be lost and may not be carried forward.
7. A motion must be seconded immediately after the mover's speech. If there is no seconder, the motion falls.
8. Speakers shall confine their remarks to supporting or opposing the proposition under discussion.
9. A motion once lost may not be moved again during the same Annual General Meeting.
10. No speaker may speak more than once on any motion except in the following circumstances:-
 - (a) The seconder of a motion may reserve their speech until later in the discussion, provided the seconding is purely formal, and they declare this reservation.
 - (b) The mover of the original motion shall be entitled to reply at the end of the discussion, before the motion is put to the vote.
 - (c) A speaker who considers that they have been misunderstood shall be allowed, at the discretion of the Chairman, to make an explanation.
 - (d) A member who has already spoken may rise on a point of order.
11. A motion may, with the consent of the meeting, be remitted to the Executive Council, or withdrawn.
12. Any motion which cannot be taken because of time constraints shall automatically be referred to the Executive Council.

Emergency Motions

13. An emergency motion, which must be in writing, shall deal with urgent business which had arisen since the final date for submission of motions to the Annual General Meeting, which shall be on or before first Friday in July. Such motions must be in the hands of the General Secretary not less than 3 working days before the time set for the meeting.

Composite Motions

14. The Standing Orders Committee shall have power to composite motions, in order to expedite discussion. Any composite motion on the Agenda shall be regarded as comprising all motions within the composite.

15. A composite motion shall be moved by the representative from the Branch or Group first named in the Standing Orders Committee Report as sponsor of the motion.

16. Only the mover of the composite motion shall have the right of reply to the debate.

Comprehensive Motions

17. Where a number of Motions are similar but not close enough to warrant their incorporation into a Composite Motion, the SOC shall construct a suitable Comprehensive Motion, designed to embody the main points of the constituent Motions.

18. In such circumstances, the Comprehensive Motion will be the substantive Motion and will be moved by the representative of the Branch or Group first named in the SOC Report behind the Comprehensive Motion.

19. Only the mover of the Comprehensive Motion shall have the right of reply to the debate.'

Speeches

20. The following time limits on speeches shall be observed. The mover of a motion, and the Officer or Executive Council member commenting on it, may speak for not more than five minutes. All other speeches, including that made by the mover on their right of reply to the debate, shall be limited to not more than two minutes.