

Draft standing orders for conducting meetings

1. A period of notice and quorum should be agreed for meetings (this can be written into constitution)
2. Members should speak through the chair
3. Once an issue has been decided, it shouldn't be raised again for an agreed period (eg six months) unless there are material changes to the issue
4. Minutes need to be kept as a fair and accurate record of the meeting
5. Agendas for each meeting should include:
 - Apologies for absence
 - Agreement of minutes of last minute
 - Matters arising from the minutes
 - Specific items; beware of people using Any Other Business to raise issues that should have been tabled as agenda items
 - Any Other Business (NB point above and restrict these to urgent matters)
 - Date of next meeting