



# **FOOTBALL SUPPORTERS' SOCIETY OF BURY LIMITED**

## **STANDING ORDERS FOR GENERAL MEETINGS**

### **1.0 Introduction**

This document is drafted in accordance with the existing rules of Football Supporters' Society of Bury Limited and sets out the Standing Orders for General Meetings adopted pursuant to a resolution of the Society Board date 17 September 2025.

The purpose of this policy is to ensure that:

- 1.1 the Society conducts its meetings in an effective and professional way;
- 1.2 the time allotted for the transaction of the business of the meeting is clearly defined and adhered to unless there are special reasons as determined by the Chair to extend the meeting;

### **2.0 Definitions**

- 2.1 "Chair" means the person appointed or authorised to chair a Meeting
- 2.2 "Meeting" means any ordinary or special meeting of the Society including the Society's Annual General Meeting.
- 2.3 "Member(s)" means a member(s) of the Society.
- 2.4 "Society Board Member(s)" means an elected or co-opted Member(s) of the Society.
- 2.5 "Rules" means the rules and regulations of the Society laid out in the separate Rules document
- 2.6 "Secretary" means the secretary of the Society.
- 2.7 "Society" means the Football Supporters' Society of Bury Limited
- 2.8 "Society Board" means the elected Board of the Society including any co-opted Society Board Members.
- 2.9 "Hybrid AGM " means attendance in person at the designated physical venue; or virtually via an online platform.

### **3.0 Principles of Standing Orders**

- 3.1 These Standing Orders supplement the provisions in the Society's Rules relating to Meetings. In the case of any inconsistency between the Rules and these Standing Orders then the terms of the Rules shall prevail.



- 3.2 The Society Board may alter, rescind or add to any part or element of these Standing Orders by a simple majority vote of those present at a Society Board Meeting. The Secretary is to consider, periodically, the need for amendments to Standing Orders and report on this matter to the Society Board.
- 3.3 The aim of these Standing Orders is to make each Meeting as efficient and productive as possible and to ensure that it is conducted in a professional manner, allowing the Chair to keep order whilst permitting each Member the opportunity to fully participate in the Meeting. All these issues are key to the Society as its functional structure is based on the democratic process, of which Meetings are a key part.

#### **4.0 Order of Business**

- 4.1 The order of business at every Meeting of the Society shall be in accordance with the printed agenda of business issued with the notice of the Meeting.
- 4.2 Tellers will be appointed by the FSSB Secretary to handle voting on the AGM Resolutions. Tellers should not be not connected to FSSB Board nor be candidates nor related to candidates for election to the Board. The meeting will be invited to approve these tellers

4.3 Notice shall be given to all members at least 14 clear days before the AGM

4.4 The notice shall include:

- Date, time, and location of the physical meeting.
- Confirmation that the meeting is a hybrid AGM, with joining instructions for the online platform.
- Confirmation that all attendees, in person or remote, have equal ability to observe, speak, and vote.
- Pre-registration requirements for in-person and online attendance.
- The full agenda, resolutions, and member resolutions.
- Confirmation that the meeting will be conducted in accordance with Standing Orders prepared by FSSB Board, which comply with guidance issued by the Football Supporters Association, a copy of which is available on FSSB Website.
- Voting instructions, including proxy procedures.
- Details of how members can submit questions in advance.

#### **5.0. Speaking**

- 5.1 The mover of a motion or amendment shall be allowed up to 5 minutes in which to state the case. The mover of the motion shall also have the right to reply at the end of the discussion, and in replying shall be confined to answering previous speakers and shall not be permitted to introduce new matters into the debate. Up



to 5 minutes shall be allowed for this right of reply after which the motion shall be put to the vote.

- 5.2 In regard to any motion or amendment no other speaker shall be allowed more than 5 minutes except with the permission of the Chair. No amendments to motions shall be accepted at a Meeting unless the notice convening the Meeting has made clear that motions may be amended at the Meeting.
- 5.3 Every Member who wishes to speak shall address the Chair (either in-person members or online members) and confine their speech to the subject under discussion.
- 5.4 No Member shall address the Meeting more than once on the same subject except as provided in 5.1 and 5.2.
- 5.5 The Chair may invite an officer or professional advisor of the Society present at the Meeting to give a report and/or to respond to any comments or questions raised by a Member.
- 5.6 Members have the right to question the Board on any matter relating to the governance, finance, or activities of the organisation during the AGM.
- 5.7 In response to any questions or comments raised by a Member, if answers cannot be provided immediately, the Chair reserves the right to arrange for a written response to be forwarded to the Member in due course.

## **6.0 Closure of Debate**

- 6.1 All Meetings shall terminate not later than two-and-a-half hours after the commencement time specified in the notice of the Meeting.

## **7.0 Chair of Meetings**

- 7.1 The Chair shall facilitate all Meetings. If s/he is absent or unwilling to act at the time any Meeting proceeds to business then another Society Board member shall facilitate the Meeting. If no other Society Board member is present or willing to act, the Members present shall choose either one of their number or an independent person recommended by the Society Board to be the Chair for that Meeting.

If a quorum is not present within half an hour of the time the Meeting was due to commence, or if during a Meeting a quorum ceases to be present, the Chair must adjourn the Meeting for at least 7 days. If within half an hour of the time the adjourned Meeting was due to commence a quorum is not present, the Members present shall constitute a quorum.

For the purposes of defining the Quorum required under the Rules, the Quorum will consist of the aggregate of members present both physically and online at the Meeting. If the online platform fails for more than 15 minutes and quorum is lost, the Chair may also adjourn the meeting to a date and time set by the FSSB Board.



- 7.2 The Chair may call attention to continued irrelevance, repetition, unbecoming language or any breach of order on the part of a Member and may direct such Member to discontinue their speech.
- 7.3 The Chair must ensure balanced opportunity for contributions from in-person and online members.
- 7.4 If the Chair considers that a motion or amendment has been discussed sufficiently, he/she may move that the question be now put, and the motion or amendment shall at once be put to the vote without further discussion.
- 7.5 The decision of the Chair on any point shall be final.
- 7.6 In the case of an equality of votes, whether on a show of hands or a poll, the Chair shall not have a second or casting vote and the resolution shall be deemed to not have been carried.

## **8. Voting**

- 8.1 At the outset of the meeting, the Chair will announce the names of the tellers to ensure transparency.
- 8.2 On completion of the consideration of each resolution, the Chair will call the vote from members present and online. The Chair will ask eligible members who have not already voted, both in person and online, to cast their vote.
- 8.3. Voting in-person will be by show of hands/ voting cards in the room.
- 8.4 Tellers will assist in completing and confirming the collection of all votes including both proxy and in-person. Results will be combined to produce a single outcome and tellers will hand the final voting numbers to the Chair for announcement to the Meeting. The Chair will then announce the result of each resolution in turn.
- 8.5 The announcement of the votes on all resolutions will be completed by the end of the Meeting.

## **9. Technical Contingencies**

- 9.1. If technical difficulties result in some members losing connection, the quorum shall be measured only against those able to participate at the relevant time.
- 9.2 If the physical venue is unusable, the meeting may proceed entirely online as permitted by the Society Rules.