

LRC STANDING ORDERS.

*Proposed by Lambert*

1. The LRC should comprise of two delegates (with voting rights) plus one observer (non-voting) from each branch. Branches unable to be represented at a LRC meeting should ensure that apologies are submitted to the LRC Secretary.
2. Delegates should be nominated by branches initially for a period of not less than six months subject to the right of branches to withdraw or extend their mandate.
3. Nominated delegates who are unable to attend a LRC meeting should submit their apologies to the LRC Secretary. Branches have the right to nominate a substitute delegate for that meeting.
4. Motions proposed, seconded and adopted as Resolutions by Branch meetings may be put to LRC meetings without the need of having a seconder.
5. Motions must be submitted by branches and not by individuals.
6. The minutes of the previous LRC meeting, agenda for the following meeting and all relevant discussion papers should be circulated by the LRC Secretary to Branch Secretaries at least two weeks prior to the date of the next LRC meeting.
7. The Officers of the LRC should include Chair, Vice-Chair, Secretary, Treasurer, PRO and Organiser/Membership Sec. Officers to be elected from among the delegates for a period not exceeding six months.
8. Branches should submit copies of their meeting minutes to the LRC Secretary for inclusion under Branch reports.
9. The agenda of LRC meetings should include the following:
  - a) Apologies
  - b) Minutes of previous meeting
  - c) Matters arising
  - d) Correspondence
  - e) Reports - Officers
    - Branch
    - Delegation
    - NEC
  - f) Motions
  - g) Any other business
10. Delegations from the LRC to official bodies etc should be debated and approved by an LRC meeting. Delegates should be nominated by their Branches and their names forwarded to the LRC Secretary.

An agenda of items to be discussed should be approved by the LRC meeting and should be adhered to by the delegation. Where possible, a written statement should be formulated by the LRC to be presented by the delegation. A full report should be given to the following LRC meeting.
11. The quorum for an LRC meeting is one third of all London branches.
12. A written report should be submitted by the Treasurer to each meeting.
13. Officers failing to attend three consecutive meetings and not giving acceptable reasons for non-attendance should be deemed to have forfeited their appointment.
14. In order to be recognised for attendance at LRC meetings Branches must hold meetings at least once per month.
15. It shall be the responsibility of each LRC meeting to instruct the Secretary as to the date to convene the following meeting.
16. The AGM of the LRC shall be *the 4th Sunday of November* and the order of business shall be as follows- a) Apologies; b) Minutes of previous AGM; c) Adoption of standing Orders; d) Election of Officers, Chair, Vice Chair, Secretary, Treasurer, PRO, Organiser/Membership Sec.