

Standing orders for General Meetings and Ordinary Meetings of the Institute of Archaeologists of Ireland, Limited.

In these standing orders:- 'the Institute' means the Institute of Archaeologists of Ireland, Limited; 'the chairperson' means the chairperson for the time being of a General Meeting or Ordinary Meeting of the Institute, as determined in accordance with the Articles of Association of the Institute; 'meeting' includes a General Meeting and an Ordinary Meeting; 'General Meeting' refers to a General Meeting of the Institute held in accordance with Articles of Association of the Institute and has the same meaning as in said Articles of Association; 'Ordinary Meeting' refers to an Ordinary Meeting of the Institute held in accordance with Articles of Association of the Institute and has the same meaning as in said Articles of Association; 'member' means a member of the Institute of any class of membership established under the Articles of Association of the Institute; 'Full Member', 'Graduate Member', 'Associate Member', 'Corporate Member' and 'Student Member' have the same meaning as in the Articles of Association of the Institute; 'resolution' includes an amendment to a resolution and all provisions of these standing orders which apply to resolutions shall apply to amendments to resolutions unless these standing orders specify otherwise. These standing orders are adopted pursuant to Article 46 of the Articles of Association of the Institute and are without prejudice to the provisions of said Articles of Association. In the event of conflict between the provisions of these standing orders and the provisions of the Articles of Association of the Institute, the Articles of Association shall have precedence. Every meeting shall be conducted in accordance with a written agenda, which shall be proposed by the chairperson at the commencement of the meeting and deemed to be adopted as proposed unless amended by resolution of the meeting. Notwithstanding the preceding, the chairperson may, with the agreement of the meeting, determine the order in which items on the agenda are dealt with. The order of speakers shall be determined by the chairperson and no person may take the floor without having been given it by the chairperson. Notwithstanding the provisions of paragraph 4, any Full Member, Graduate Member, Associate Member or representative at a particular meeting of a Corporate Member shall at any time be entitled to raise a point of order with the chairperson. Student Members shall not be so entitled. The chairperson shall rule on all points of order and her or his ruling shall be final and binding. Persons not being members of the Institute shall only

be given the floor by the chairperson with the agreement of the meeting. All persons taking the floor shall address themselves to the chairperson and to the chairperson alone. The chairperson may, with the agreement of the meeting, prescribe a maximum time for speakers, either for the whole of a meeting or for any particular debate within a meeting. The chairperson may, with the agreement of the meeting, limit the time allocated to any or all items on the agenda. Where, in the opinion of the chairperson, a speaker is not being relevant to the matter at hand the chairperson may require her or him to cease. In addition to being concluded pursuant to paragraph 10, a debate may be concluded by the chairperson at any time if, in her or his opinion, all relevant points of view have been heard to the extent necessary for the purposes of the meeting. Without prejudice to the Articles of Association of the Institute and the provisions of the Companies Acts, 1963 to 1990 regarding resolutions and special resolutions, it shall be the minimum requirement that any resolution put before a meeting shall, unless proposed in the name of the Board, be proposed by a Full Member of the Institute and seconded by another Full Member of the Institute, and this may be done in writing or by the proposer and seconder addressing the chairperson of the meeting. Only Full Members shall be entitled to propose and second resolutions, other than in cases where a resolution is proposed in the name of the Board. The proposer of a resolution, or the majority of those proposing a resolution if it has been proposed in the name of more than one person, may decide to withdraw a resolution prior to it being voted on. No vote shall be taken on a resolution so withdrawn. Where a resolution has been put to a meeting and debate on said resolution has commenced, no further resolution (other than an amendment to said resolution) shall be put to the meeting or taken for consideration or debate until said resolution has been voted on or withdrawn. Where an amendment to a resolution is proposed, said amendment shall be voted on or withdrawn prior the original resolution being voted on or withdrawn and prior to any other amendment to the original resolution being proposed. A proposed amendment to a resolution shall not itself be the subject of an amendment. Whenever a resolution which has been put before a meeting is under debate and the chairperson forms the opinion that all relevant points of view have been heard to the extent necessary for the purposes of the meeting, the chairperson shall put said resolution to a vote. In any event, any Full Member may at any time as a point of order ask the chairperson to put a resolution under debate to a vote. On being so requested the chairperson shall ask whether there is support for putting the resolution to a vote and if at least four additional Full Members indicate such support a vote shall be taken. These standing orders may be suspended at any meeting by a

resolution passed by a two-thirds majority of the Full Members present and voting. Such suspension may be in respect of a particular item or particular items of business or in respect of the whole of the meeting at which the resolution is passed, but shall not extend to any future meetings. The minimum requirements specified in paragraph 13 shall apply to the proposing and seconding of a resolution calling for the suspension of standing orders, but such a resolution may be proposed by any Full Member at any time as a point of order. On such a resolution being proposed by a Full Member as a point of order the chairperson shall ask for a seconder, and if the resolution is seconded the Chairperson shall immediately put said resolution to a vote.