

THE TRINIDAD & TOBAGO
Music Festival
ASSOCIATION H.B.M.

Standing Orders
of
The Trinidad and Tobago Music Festival Association

Except as may be otherwise indicated in the Rules, all business of the Association at any Biennial General (BGM), or Extraordinary General (EGM), shall be conducted by these Standing Orders.

1. In these Standing Orders:
 - 'The Association' means The Trinidad and Tobago Music Festival Association;
 - 'The Chairman' means the chairperson, for the time being, of any BGM, or EGM, of the Association, as determined in accordance with the Rules of the Association;
 - BGM refers to the Biennial General Meeting of the Association held in accordance with the Rules of the Association and has the same meaning as in said Rules;
 - EGM refers to any Extraordinary General Meeting of the Association held in accordance with the Rules of the Association and has the same meaning as in said Rules;
 - GM refers to any General Meeting of the Association held in accordance with the Rules of the Association and has the same meaning as in said Rules;
 - 'Member' means any member of the Association of any class of membership established under the Rules of the Association;
 - 'Motion' includes an amendment to a motion and all provisions of these Standing Orders that apply to motions shall apply to amendments to motions, unless these Standing Orders specify otherwise; and
 - The masculine gender shall include the feminine and neuter genders.
2. Every meeting shall be conducted in accordance with a written Agenda, which shall be proposed by the Chairman at the commencement of the meeting and deemed to be adopted as proposed unless amended by resolution of the meeting. Notwithstanding the preceding, the Chairman may at any time, with the agreement of the meeting, determine the order in which items on the Agenda are dealt with.
3. The order of speakers shall be determined by the Chairman and no person may take the floor without having been given it by the Chairman.

4. Persons who are not members of the Association shall only be given the floor by the Chairman with the agreement of the meeting.
5. A member shall stand when addressing the Chairman and shall identify himself/herself.
6. All persons taking the floor shall address themselves to the Chairman and to the Chairman alone.
7. The Chairman may, with the agreement of the meeting, prescribe a maximum time for speakers, either for a meeting or for any particular debate within a meeting.
8. The Chairman may, with the agreement of the meeting, limit the time allocated to any or all items on the agenda.
9. All contributions shall be clear and relevant to the subject before the meeting. Where, in the opinion of the Chairman, a speaker is not being relevant to the matter at hand, the Chairman may require him to cease.
10. The Chairman shall rule on all points of order and his ruling can only be appealed at the time of the ruling.
11. A member shall not speak twice on the same subject except as the mover of a motion (who has the right to reply), or if he rises to object or explain (with permission from the Chairman).
12. In addition to being concluded pursuant to paragraph 8, a debate may be concluded by the Chairman at any time if, in his opinion, all relevant points of view have been heard to the extent necessary for the purposes of the meeting.
13. No contribution on a motion shall be made after a subject has been put and carried or negated.
14. Without prejudice to the Rules of the Association, it shall be the minimum requirement that any motion put before a meeting shall, unless proposed in the name of the National Executive Committee, be proposed by a General or Affiliate member of the Association and seconded by a General member of the Association. This may be done in writing, or by the proposer and seconder addressing the Chairman.
15. The proposer of a motion, or a majority of those proposing a motion (if it has been proposed in the name of more than one person), may decide to withdraw a motion prior to it being voted on. No vote shall be taken on a motion so withdrawn.
16. Where a motion has been put to a meeting and debate on said motion has commenced, no further motion (other than an amendment to said motion) shall be put to the meeting, or taken for consideration or debate, until said motion has been voted

on or withdrawn. Where an amendment to a motion is proposed, said amendment shall be voted on or withdrawn prior to the original motion being voted on or withdrawn and prior to any other amendment to the original motion being proposed. A proposed amendment to a motion shall not itself be the subject of an amendment.

17. Whenever a motion that has been put before a meeting is under debate and the Chairman forms the opinion that all relevant points of view have been heard to the extent necessary for the purposes of the meeting, the Chairman shall put said motion to the vote. In any event, any member may at any time, as a point of order, ask the Chairman to put a motion under debate to a vote. On being so requested, the Chairman shall ask whether there is support for putting the motion to a vote and if at least four additional General Members indicate such support, a vote shall be taken.
18. On any motion put to the vote, the Chairman shall have an original vote and, in the event of a tie, may exercise a 'casting' vote.
19. These Standing Orders may be suspended at any meeting by a motion passed by a two-thirds majority of the General 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 motion is passed, but shall not extend to any future meetings. The minimum requirements specified in paragraph 14 shall apply for the proposing and seconding of a motion calling for the suspension of Standing Orders, but such a motion may be proposed at any time as a point of order. On such a motion being proposed as a point of order, the Chairman shall ask for a seconder and, if the motion is seconded, shall immediately put said motion to a vote.