# A QUICK GUIDE TO DEBATING MOTIONS AT ARC

A motion can only be introduced by a representative of the proposing group. A combined motion can be introduced by a representative of any of the proposing groups. If the proposer does not speak when called by the Chair the motion will not be considered, and will be lost.

The proposer will have up to 3 minutes to propose the motion. The Chair then opens up the debate and other representatives are invited to speak for or against the motion, each speaking for a maximum of 2 minutes.

These time restrictions may be varied at the discretion of the ARC Agenda Committee. Please note – there is no requirement for motions to be seconded.

All speakers must tell ARC their name and the group they represent. Speakers must restrict comments to the issue under discussion. All speakers must use appropriate and respectful language at all times. Any discriminatory or abusive remarks will not be tolerated.

The proposer has a right of reply at the end of the debate if the motion has been opposed, for a maximum of 1 minute. Again, this time restriction may be varied at the discretion of the ARC Agenda Committee. Other representatives may only speak once per motion.

# TIMING OF DEBATE

The timing of the debates can be varied at the discretion of the Agenda Committee, and this will happen throughout ARC to allow a full range of motions to be debated. So, from time to time proposers and speakers will be informed that they have shorter periods for speaking.

# MATTERS FOR DISCUSSIONS

At ARC this year representatives also had the option to submit discussion items. Two of these have been included on the main ARC agenda and will be dealt with in a very similar way to motions. They will be introduced by a representative of the submitting group who will have up to 3 minutes to introduce the item. The Chair then opens up the debate and other representatives are invited to speak on the item, each speaking for a maximum of 2 minutes. Again, the time restrictions may be varied at the discretion of the ARC Agenda Committee and all speakers must tell ARC their name and the group they represent. Unlike the debate on motions, a representatives may speak more than once at the discretion of the Chair.

The submitting group has a right to summarise at the end of the discussion for a maximum of 1 minute. As these are matters for discussion and not motions no voting will take place on these items.

The format for the three other discussion items to be considered in the workshops will be agreed with the submitting groups.

# PROCEDURAL MOTION TO CLOSE A DEBATE

Sometimes a representative may feel that debate is becoming repetitive or missing the point, or they may just want to gain time for a debate on another issue and therefore want to move the proceedings on. If so, they may propose ‘***that the vote be now taken***’.

If this procedure motion is moved, it will be put to a vote immediately. If it fails, the debate will continue as before.

* If a vote that “THAT THE VOTE BE NOW TAKEN” is carried the proposer may exercise the right to reply, but no other speeches are allowed, and the vote on the motion is then taken.