



## CONFERENCE OF SCOTTISH LOCAL DENTAL COMMITTEES STANDING ORDERS

### 1. CONFERENCE OF SCOTTISH LOCAL DENTAL COMMITTEES

- 1.1** A Conference of Scottish Local Dental Committees (LDCs) may be convened at any time by the Conference Agenda Committee.
- 1.2** A Conference shall also be convened no later than two months after the request of five or more LDCs subject to the provision in Standing Order 183. The period of two months may be modified only by agreement of a majority of the LDCs making the request. The request shall be accompanied by the relevant motions that the LDCs wish to debate at the Conference and they shall be circulated with the notification of the extraordinary Conference. This does not preclude the rights of LDCs to submit further motions under Standing Order 5.
- 1.3** All expenses of a Conference shall be paid out of the Conference Fund.
- 1.4** Any reference in these Standing Orders to LDCs shall apply solely to LDCs within Scotland.

### 2. MEMBERS OF CONFERENCE

The Conference shall be composed of representatives of LDCs, members of the Conference Agenda Committee, members of the Scottish Dental Practice Committee as well as guests and speakers by invitation of the Conference Agenda Committee.

### 3. APPOINTMENT OF LDC REPRESENTATIVES

- 3.1** The Conference shall comprise of approximately 52 representatives from the LDCs of Scotland.
- 3.2** An LDC shall be able to appoint its representative/s in proportion to the total number of principal dentists within the NHS Board area represented by the appointing LDC.

The allocation of representatives for each LDC shall be determined by the LDC Conference Treasurer, using NHS Scotland Workforce data for the total number of Principal dentists per NHS Board area, which is provided in the year preceding the Conference.

Each LDC shall be entitled to appoint representatives as follows:

<u>No. of Dentists in Practice</u>	<u>No. of Delegates</u>
Up to 20	1
21 to 50	2
51 to 100	3

101 to 200	4
201 to 300	5
301 to 400	6
401 to 500	7
501 to 600	8
601 to 700	9
701 to 800	10
801 and over	11

Each LDC may also send one observer at the expense of the LDC.

If a LDCs representation entitlement changes between Conferences, the Conference Agenda Committee shall decide the number of delegates the LDC may send to the next Conference.

#### **4. QUORUM**

No business may be transacted at any Conference unless a minimum of one-half of representatives of LDCs appointed to attend such meeting are present.

#### **5. MOTIONS**

**5.1** No motion shall be considered unless it has been received by BDA Scotland office in writing no less than ten days before the date of the Conference.

**5.2** Motions received in the BDA Scotland office not less than six weeks before the date of the Conference shall be printed with the Agenda and Conference papers.

**5.3** Motions received less than six weeks, but more than ten days, before the Conference shall be printed and circulated at the Conference.

**5.4** Only in exceptional circumstances shall motions of an urgent nature be admitted for debate at the discretion of the Chair, even although that notice was not given as stated at Standing Orders (5.1 and (5.3).

#### **6. SECONDING MOTIONS AND AMENDMENTS**

No seconder shall be required for any Motion or Amendment submitted to the Conference by a LDC. All other Motions or Amendments, after being proposed, must be seconded if they are not from a LDC.

#### **7. WITHDRAWAL OF RESOLUTIONS**

Any motion to withdraw any Resolution of a Conference must be submitted by a LDC to the BDA Scotland office not less than six weeks before the date of the next Conference.

#### **8. COMPOSITION OF AGENDA**

**8.1** Motions shall where possible be arranged into blocks according to their subject.

**8.2** The Conference Agenda Committee shall have the power to reword motions in order to clarify their meaning, in consultation with the proposing LDC.

**8.3** The Conference Agenda Committee may indicate with a 'P' (for 'Policy') motions that in the opinion of the Committee represent a reaffirmation of existing Conference policy. The Chair shall have the power to put motions so indicated to the Conference without debate.

**8.4** A motion included in the Conference Agenda shall be withdrawn only with the consent of Conference.

## **9. RULES OF DEBATE**

**9.1** A member of the Conference should stand when speaking and should address the Chair.

**9.2** Every member shall be seated except the one who may be addressing the Conference, and when the Chair rises no one shall continue to stand, nor should anyone rise until the Chair is re-seated.

**9.3** A member shall not address the Conference more than once on any motion or amendment. The proposer of the motion or amendment may reply, but should confine the reply strictly to answering previous speakers and should not introduce any new matter into the debate.

**9.4** A member of the Conference whether in speaking for or against a motion will be allowed to speak for five minutes and, with this exception, no speech shall exceed three minutes. The Conference may at any time vary the time allowed for speakers, whether in moving Resolutions or otherwise.

**9.5** The Chair shall have power with the consent of the Conference to direct that any two or more motions maybe considered together.

**9.6** A motion may be proposed and seconded:

- That the meeting be adjourned, or
- That the debate be adjourned, or
- That the meeting proceeds to the next business, or
- That the question be put to the vote without further discussion

Such a motion can only be carried by a majority of no less than two-thirds of those present and eligible to vote, and always provided that:

- The proposer of any motion or amendment a has the right to reply before the question is put.
- The time of adjournment may always be discussed.
- The Chair has the power to decline any of the options under Standing Order 9 which are put to the Conference.

## **10. AMENDMENTS TO MOTIONS**

**10.1** An amendment to a motion should leave out words and/or insert or add other words.

**10.2** No amendment to any motion will be considered until a copy of the motion with the name of the proposer and seconder has been handed in writing to the Chair.

**10.3** Whenever an amendment to an original motion has been moved and seconded no subsequent amendment shall be moved until the first amendment has been disposed of, however, notice of any number of amendments can be given to the Chair.

**10.4** If an amendment to a motion is carried, the amendment will take the place of the original motion and will become the question upon which any further amended motion is debated.

## **11. VOTING**

**11.1** Representatives of LDCs and members of the Conference Agenda Committee only will be entitled to vote.

**11.2** Voting will be by show of hands, or by electronic means, unless a formal division is demanded by no less than ten members of the Conference, in which case a ballot vote will be taken.

**11.3** The Chair may decide that a ballot vote will be taken.

**11.4** Where the number of votes cast is equal, the Chair has the right to a casting vote.

## **12. CONFERENCE AGENDA COMMITTEE**

**12.1** The Conference Agenda Committee will consist of the Chair, Chair-Elect and Immediate Past Chair of the Conference, the Treasurer and up to three members elected from the Conference. The Immediate Past Treasurer will remain on the Agenda Committee for one year as a non-voting member. The Chair of the Scottish Dental Practice Committee shall be entitled to attend all Agenda Committee meetings as an observer.

**12.2** The duties of the Conference Agenda Committee will be to settle the order of the Agenda for the Conference, to make recommendations to the Conference as to the conduct of business, to make all necessary arrangements for the organisation and financing of the Conference and to report to the Conference.

**12.3** Should any member of the Conference Agenda Committee, Office Bearer, or any associated Conference post resign, retire or otherwise cease to hold office before the end of their term of appointment, the Conference Agenda Committee will have the power to co-opt a successor until a replacement is elected at the next Conference.

**12.4** The Conference Agenda Committee will have the right to invite to Conference special observers, where the Committee judge this is likely to assist the Conference in its work. Such observers shall be able to speak on the same terms as members of Conference but shall not be able to vote under any circumstances.

**12.5** The Conference Agenda Committee has the right to invite guests/observers to committee meetings to assist with conference work as and when required.

## **13. ELECTION OF CHAIR OF CONFERENCE**

**13.1** At each alternate Conference a Chair-Elect will be elected and will hold office for two Conferences from the end of business of the Conference at which they were elected. At the end of the second Conference they shall assume

the office of Chair for a further two Conferences. During the latter period they shall Chair the Agenda Committee.

- 13.2** Nominations for Chair-Elect will be sent by an LDC to the BDA Scotland office in writing not later than one week before the Conference. Further nominations, proposed and seconded, may be accepted at the Conference.

#### **14. SECRETARY**

BDA Scotland will act as Secretary to the Conference and to the Conference Agenda Committee. BDA Scotland will carry out the administrative arrangements for the Conference under the direction of the Conference Agenda Committee. Should BDA Scotland be unavailable the Conference Agenda Committee may appoint a replacement.

#### **15. MINUTES**

The BDA Scotland will arrange for minutes to be taken of the proceedings of the Conference and the Chair will be empowered to approve and confirm the report of Conference.

#### **16. RETURNING OFFICER**

BDA Scotland will act as Returning Officer in connection with all voting and elections. In the absence of any BDA representation, the Conference shall elect a Returning Officer.

#### **17. TREASURER**

- 17.1** The Conference will elect a Treasurer who will hold office for three years and will assume responsibilities from 1 September in the year they are elected.
- 17.2** The Treasurer will collect, hold and disburse all monies as directed by the Conference Agenda Committee and will submit audited accounts to the Conference.
- 17.3** Any two of the three nominated signatories for Conference accounts and cheques have the authority to make payments. The signatories will be the Treasurer and the Chair and Chair Elect.

#### **18. FINANCE**

- 18.1** All LDCs will be invited to contribute to a Conference Fund at rates to be decided from time to time by the Conference Agenda Committee.
- 18.2** The Conference Fund will be used to pay all costs properly incurred in organising the Conference, subject to conditions decided by the Conference Agenda Committee.
- 18.3** A LDC that has contributions to the Conference Fund still outstanding will have no right to participate in the requisition of a Conference under Standing Order 1(1.2)

#### **19. AUDITORS**

The Conference will appoint Auditors to examine and report on the accounts.

#### **20. SUSPENSION OF STANDING ORDERS**

Any one or more of these Standing Orders may be suspended by the Conference provided that three-fourths of voting members present agree.

**21. CHAIR'S DISCRETION**

During Conference, any question arising in relation to the interpretation of these Standing Orders, or in relation to any matter that is not dealt with in these Standing Orders will be determined by the Chair's absolute discretion.

**Revised April 2024**

**Passed by Conference on 19 April 2024**