

CONFERENCE OF REPRESENTATIVES OF SCOTTISH LOCAL MEDICAL COMMITTEES (GP)

STANDING ORDERS

Conferences

1. Annual conference

The Scottish general practitioners committee (SGPC) shall convene annually a conference of representatives of Scottish local medical committees (GP).

2. Special conference

A special conference of representatives of local medical committees may be convened at any time by the SGPC. No business shall be dealt with at the special conference other than that for which it has been specifically convened.

3. Membership

The members of the Conference shall be:

- (a) All Scottish LMCs are entitled to appoint at least one representative to the Scottish LMC conference. The agenda committee shall each year allocate the number of LMC representatives per Scottish LMC using the number of registered patients in the associated NHS Board area. The agenda committee shall use the formula as stated in Appendix 1.
- (b) (i) Two sessional GPs practising in Scotland: one sessional GP nominated by the Rural General Practitioners Association of Scotland; and the SGPC sessional GP representative nominated by the GPC UK sessional GP subcommittee. Where the nominated sessional GP representative on SGPC already has a conference place or is unable to attend conference, a deputy may be nominated by SGPC.
- (ii) A representative nominated by the Medical Practitioners Union.
- (iii) The SGPC registrar GP representative. Where the SGPC registrar GP representative already has a conference place or is unable to attend conference, a deputy who must be a GP registrar working in Scotland, may be nominated by GPC UK registrar committee.
- (c) The following may attend in a non-voting capacity:
 - (i) Chair/joint chair SGPC
 - (ii) Deputy/ joint deputy chairs SGPC
 - (iii) Chairs of UK, NI, Wales and England LMC conferences
 - (iv) Chair BMA Scottish council
 - (v) Chair Scottish council RCGP
 - (vi) Members of SGPC who are not providers or performers of primary medical services
 - (vii) Members of the agenda committee if not representatives
 - (viii) Chairs of GPC UK, NI, Wales, England, Sessional and Registrar Committees
- (d) Local medical committees may appoint a deputy for each representative, who may attend and act at the conference if the representative is absent.

- (e) All members of the conference, except those listed in 3 (c) (iii) (iv), (v), (vi), (vii) and (viii) shall be registered medical practitioners who are either members or officials of a Scottish local medical committee.
- (f) The representatives elected to act at the annual conference shall continue to hold office until the start of the next annual conference, unless the SGPC is notified by the relevant local medical committee of any change.

4. Observers and Guests

- a) Both lay and medical secretaries of LMCs, who are not members of the conference, may, with the permission of the chair, attend as observers but the cost of such attendance is to be met by the LMC. Each LMC will be able to suggest up to two observers for conference.
- b) The agenda committee will invite representatives from appropriate organisations as guests to Conference.

5. Relationship with UK LMC conference

Resolutions of conference

- (a) Motions that have no effect outside Scotland shall be carried as substantive resolutions.
- (b) Resolutions which may affect other countries in the UK shall be remitted to the UK conference of representatives of local medical committees.
- (c) Any motion that is contrary to the policy of GPC UK shall not be carried unless the chair of GPC UK (or nominated deputy) has been invited to speak.
- (d) Any motion that is contrary to the policy of the UK LMC conference shall not be carried unless the chair of the UK LMC conference (or nominated deputy) has been invited to speak.
- (e) The SLMC agenda committee will oversee the process of updating SLMC conference policy. On an annual basis, policy that is 10 years old will automatically be lapsed. Policy between 5-10 years old will be considered and a decision taken as to whether individual motions will be lapsed or retained. Following this annual process, an updated policy document will be shared with LMCs.

6. Interpretations

- (a) 'Members of conference' means those persons described in Standing Order 3.
- (b) 'Representative' or 'representatives' means those persons appointed under standing order 3(a) and 3(b) and shall include the deputy of any person who is absent.
- (c) 'The conference', unless otherwise specified, means either an annual or a special conference.
- (d) 'As a reference' means that any motion so accepted does not constitute conference policy but is referred to the SGPC to consider how best to procure its sentiments.
- (e) 'Simple majority' means that more than one half of the votes cast (50%+1 vote) shall be in favour of the motion or decision, excluding abstentions or spoiled votes. An equality of votes means that the decision or motion has fallen, and the status quo will be retained.

- (f) 'Two-thirds majority' means that more than two thirds of the votes cast (66.6%) shall be in favour of the motion or decision, excluding abstentions or spoiled votes.

7. Motions to amend standing orders

- (a) No motion to amend these standing orders will be considered at any subsequent conference unless due notice is given by the SGPC, the agenda committee or an LMC.
- (b) Except in the case of motions from the SGPC, such notice must be received by the secretary of the SGPC not less than 60 days before the date of the conference.
- (c) The SGPC shall inform, no less than 42 days before the conference, all LMCs of all such motions.
- (d) Motions which are deemed by the agenda committee to be 'housekeeping motions' can be confirmed at the beginning of an SLMC conference (by suspending standing orders) and can be introduced for that conference.
- (e) All other motions will be confirmed at conference and introduced the following year.

8. Suspension of standing orders

Any decision to suspend one or more of the standing orders shall require a two-thirds majority of those representatives present and voting at the conference.

9. The agenda

- (a) The agenda shall include:
 - (i) Motions, amendments and riders submitted by the SGPC and any LMC. These shall fall within the remit of the SGPC, which is to consider and report to GPC UK on those matters which are peculiar to Scotland in relation to practitioners providing or performing primary medical services under the National Health Service (Scotland) Act 1978 and any Acts amending or consolidating the same; to report on any matters specially referred to it by GPC UK; to confer with the Scottish Government as representing the views of general medical practitioners in Scotland on any subjects relating to the work of the National Health Service Acts and the NHS (Primary Care) Act 1997 and any Acts amending or consolidating the same in Scotland as distinct from those which are common to all general medical practitioners and generally to keep GPC UK in touch with LMCs (GP) in Scotland.
 - (ii) Motions submitted by the agenda committee in respect of organisational issues.
- (b) Any motion that has not been received by the SGPC secretariat on behalf of the agenda committee within the time limit set by the SGPC secretariat on behalf of the SGPC agenda committee shall not be included in the agenda. The right of any LMC or member of the conference, to propose an amendment or rider to any motion in the agenda is not affected by this standing order.
- (c) The agenda shall be prepared by the agenda committee as follows:
 - (i) 'Grouped motions' - motions or amendments which cover substantially the same ground shall be grouped and the motion for debate shall be asterisked. If any LMC

submitting a motion so grouped objects in writing before the first day of the conference, the removal of the motion from the group shall be decided by the conference.

- (ii) 'Composite motions' - if the agenda committee considers that no motion or amendment adequately covers a subject, it shall draft a composite motion or an amendment, which shall be the motion for the debate. The agenda committee shall be allowed to alter the wording in the original motion for such composite motions.
 - (iii) 'Motions with subsections' -
 - (a) motions with subsections shall deal with only one point of principle, the agenda committee being permitted to divide motions covering more than one point of principle.
 - (b) subsections shall not be mutually contradictory.
 - (iv) 'A' motions - motions which the agenda committee considered to be a reaffirmation of existing conference policy or which are regarded by the chair of the SGPC as being non-controversial, self-evident or already under action or consideration, shall be prefixed with a letter 'A'.
 - (v) 'AR' motions - motions which the chair of the SGPC is prepared to accept without debate as a reference to the SGPC shall be prefixed with the letters 'AR'.
 - (vi) Major issue debate: The agenda committee may schedule a major issue debate. If the committee considers that a number of motions should be considered part of a major issue debate, it shall indicate which motions shall be covered by such a debate. If such a debate is held the provision of standing order 11, parts (e), (f), (g) and (h) shall not apply. The debate shall be held in accordance with standing order 11, part (n).
- (d) The other duties of the agenda committee shall include recommending to the conference the order of the agenda; allocating motions to blocks; allocating time blocks; and overseeing the conduct of the conference.

10. Procedures

- (a) Motions prefixed by 'A' or 'AR' shall be put to the conference, without debate, unless any LMC indicates prior to the first day of the conference that it wishes such a motion to be proposed and debated normally. The chair shall have the discretion to allow the motion to be debated normally or else, at the appropriate time, the LMC's representative shall be allowed to address the conference for not more than two minutes. The chair shall then ascertain the wishes of the conference.
- (b) An amendment shall:
 - (i) leave out words
 - (ii) leave out words and insert or add others (provided that a substantial part of the motion remains and the original intention of the motion is not enlarged or substantially altered)
 - (iii) insert words
 - (iv) or be in such form as the chair approves
- (c) A rider shall – add words as an extra to a seemingly complete statement, provided that the rider is relevant and appropriate to the motion on which it is moved.

- (d) No amendment or rider that has not been included in the printed agenda shall be considered unless a written copy of it has been submitted to the agenda committee. The names of the proposer and seconder of the amendment or rider, and their constituencies, shall be included on the written notice.
- (e) No seconder shall be required for any motion, amendment or rider submitted to the conference by SGPC, a local medical committee or agenda committee or any composite motion or amendment produced by the agenda committee under standing order 9 (c)(ii). All other motions, amendments or riders after being proposed, must be seconded.

11. Rules of Debate

- (a) A member of the conference shall address the chair and shall, unless prevented by physical infirmity or attending virtually, stand when speaking.
- (b) A member of the conference shall not address the conference more than once on any motion or amendment, but the mover of the motion or amendment may reply and when replying, shall strictly confine themselves to answering previous speakers. They shall not introduce any new matter into the debate.
- (c) No member of the conference, including proposers of a motion should seek ad hoc demonstrations of opinion from the floor including asking for a showing of hands.
- (d) The chair shall take any necessary steps to prevent tedious repetition.
- (e) Whenever an amendment or a rider to an original motion has been moved and seconded, no subsequent amendment or rider shall be moved until the first amendment or rider has been disposed of.
- (f) Amendments shall be debated and voted upon before returning to the original motion.
- (g) Riders shall be debated and voted upon after the original motion has been carried.
- (h) If any amendment or rider is rejected, other amendments or riders may be moved to the original motion. If an amendment or rider is carried, the motion as amended or extended shall replace the original motion and shall be the question upon which any further amendment or rider may be moved.
- (i) If it is proposed and seconded that the conference adjourns or that the debate be adjourned such motion shall be put to the vote immediately and without discussion, except as to the time of adjournment. If it is proposed and seconded "that the question be put now", such motion shall be put to a vote immediately and without discussion, except that the chair can decline to put the motion "that the question be put now". If a motion "that the question be put now" is carried by a two-thirds majority, the chair of the SGPC and the mover of the original motion shall have the right to reply to the debate before the question is put.
- (j) If there be a call by acclamation to 'move to next business', it shall be the chair's discretion whether the call is heard. If it is heard, then the proposer of the original motion can choose to have the call for next business voted on as a whole or in parts and is allowed one minute to oppose the call to 'move to next business'. Conference will then vote on the motion to move to next business and a 2/3 majority is required for it to succeed

- (k) Proposers of motions shall be given prior notice if the SGPC intends to present an expert opinion by a person who is not a member of the conference.
- (l) Members of the conference have an overriding duty to those they represent. If a speaker has a pecuniary or personal interest, beyond his capacity as a member of the conference, in any question which the conference is to debate, this interest shall be declared at the start of any contribution to the debate.
- (m) All motions expressed in several parts and designated by the letters (i), (ii), (iii) etc shall automatically be voted on separately, in order to expedite business, the chair may ask conference (by a simple majority) to waive this requirement.
- (n) In a major issue debate the following procedures shall apply:
 - (i) the agenda committee shall indicate in the agenda the topic for a major debate
 - (ii) the debate shall be conducted in the manner clearly set out in the published agenda
 - (iii) the debate may be introduced by one or more speakers appointed by the agenda committee who may not necessarily be members of conference
 - (iv) introductory speakers may produce a briefing paper of no more than one side of A4 paper
 - (v) subsequent speakers will be selected by the chair from those who have indicated a wish to speak. Subsequent speeches shall last no longer than one minute.
 - (vi) the chair of SGPC or their representative shall be invited to contribute to the debate prior to the reply from the introductory speaker(s)
 - (vii) at the conclusion of the debate the introductory speakers may speak for no longer than two minutes in reply to matters raised in the debate. No new matters may be introduced at this time.
 - (viii) the response of members of conference to any major debate shall be measured in a manner determined by the agenda committee and published in the agenda.

12. Allocation of Conference time

- (a) The agenda committee shall, as far as possible, divide the agenda into blocks according to the general subject of the motions, and allocate a specific period of time to each block.
- (b) Motions will not be taken earlier than the times indicated in the schedule of business included in the agenda committee's report.
- (c) Soapbox session:
 - (i) A period may be reserved for a 'soapbox' session in which representatives are given up to one minute to present to conference an issue which is not covered in the agenda.
 - (ii) Other representatives shall be able to respond to the issues raised during the soapbox session, or afterwards via means to be determined by the agenda committee.
 - (iii) Representatives wishing to present an issue in the soapbox may be requested to complete the form provided and hand to a member of the agenda committee at the time of the debate.
- (d) Grouped motions, which cannot be debated in the time allocated to that block shall, if possible, be debated in any unused time allocated to another block. The chair shall, at the start of each session, announce which previously unfinished block will be returned to in the event of time being available.

13. Motions not published in the agenda

Motions not included in the agenda shall not be considered by the conference except those:

- (a) covered by standing orders relating to time limit of speeches.
- (b) motions for adjournment, “that the question be put now”, motions that conference “move to the next business” or the suspension of standing orders.
- (c) relating to votes of thanks, messages of congratulations or of condolence.
- (d) relating to the withdrawal of strangers, namely those who are not members of the conference or the staff of the British Medical Association.
- (e) which replace two or more motions already on the agenda (composite motions) and agreed by representatives of the LMC concerned.
- (f) prepared by the agenda committee to correct drafting errors or ambiguities.
- (g) that are considered by the agenda committee to cover new business which has arisen since the last day for the receipt of motions and submitted in writing by SGPC, the agenda committee or any LMC.

14. Quorum

No business shall be transacted at any conference unless at least one third of the number of representatives appointed to attend are present.

15. Time limit of Speeches

- (a) A member of the conference, including the chair and deputy chairs of the SGPC, moving a motion, shall be allowed to speak for three minutes; no other speech shall exceed two minutes. However, the chair may extend these limits.
- (b) The conference may, at any period, reduce the time to be allowed to speakers, whether in moving resolutions or otherwise.

16. Voting

- (a) Except as provided for in standing orders 17 (a) (election of chair of conference), 17(b) (election of deputy chair of conference), and 17 (c) (election of three members of the agenda committee), only those described in standing orders 3(a), (b) and (d) may vote.
- (b) Except as provided for in standing order 11 (i) and 11 (j) (procedural motions), decisions of the conference shall be determined by simple majorities of those present and voting, except that the following will also require a two-thirds majority of those present and voting:
 - (i) any change of conference policy relating to the constitution and/or organisation of the LMC conference/GPC Scotland structure or
 - (ii) a decision which could materially affect the GPDF Ltd funds.

- (c) Voting shall be, at the discretion of the chair, by a show of voting cards or electronically. If the chair requires a count this will be a manual count or by electronic voting if available.

17. Elections

(a) Chair

- (i) At each annual conference, a chair shall be elected by the members of the conference to hold office from the termination of the conference until the end of the next annual conference. Only those described in standing orders 3(a), (b), (c) (vii) and 3(d) shall be eligible for nomination and only those described in 3 (a), (b), and (d) may be eligible to vote.
- (ii) The chair shall not be eligible to stand for more than three consecutive years.

(b) Deputy chair

- (i) At each annual conference, a deputy chair shall be elected by the members of the conference to hold office from the termination of the conference until the end of the next annual conference. Only those described in standing orders 3(a), (b), (c) (vii) and 3(d) shall be eligible for nomination and only those described in 3 (a), (b), and (d) may be eligible to vote.

(c) Three members of the conference agenda committee

- (i) The agenda committee shall consist of the chair and deputy chair of the conference, the chair of GPC Scotland and three members of the conference. In the event of there being an insufficient number of candidates to fill the three seats on the agenda committee, the chair shall be empowered to fill any vacancy by co-option from the appropriate section of the conference. Members of the conference agenda committee for the following conference shall take office at the end of the conference at which they are elected and shall continue in office until the end of the next annual conference.
- (ii) The chair of conference, or if necessary, the deputy chair, shall be chair of the agenda committee.
- (iii) Only those described in standing orders 3(a), (b), (c) (vii) and 3(d) may self-nominate for the agenda committee and only those described in 3 (a), (b), and (d) may be eligible to vote.

18. Returning officer

The Scottish secretary of the BMA, or a deputy nominated by the Scottish secretary, shall act as returning officer in connection with all elections.

19. Motions not debated

LMCs shall be informed of those motions that have not been debated and the proposers of such motions shall be invited to submit to the SGPC memoranda of evidence in support of their motions. Memoranda must be received by the SGPC by the end of the third calendar month following the conference.

20. Distribution of papers and announcements

In the conference hall, or in the precincts thereof, or in the virtual conference space, no papers or literature shall be distributed, or announcements made, or notices displayed, unless approved by the chair.

21. Mobile phones

In the conference hall and immediately outside mobile phones should be in silent mode and only used for viewing documents and information relevant to conference or to contribute to online elections. No phone calls should be made in the conference hall or anywhere that would distract the business of conference.

22. The press

Representatives of the press may be admitted to the conference, but they shall not report on any matters that the conference regards as private.

23. Chair's discretion

Any question arising in relation to the conduct of the conference, which is not dealt with in these standing orders, shall be determined at the chair's absolute discretion.

24. Minutes

Minutes shall be taken of the conference proceedings and the chair shall be empowered to approve and confirm them.

Appendix 1:

Formula for Number of Representatives to Scottish LMC Conference from each Scottish LMC based on the number of registered patients in the associated NHS Board area

Population	Reps
1-49,999	1
50,000-99,999	2
100,000-149,999	3
150,000-239,999	4
240,000-329,999	5
330,000-394,999	6
395,000-459,999	7
460,000-524,999	8
525,000 -589,999	9
590,000-654,999	10
655,000-719,999	11
720,000-784,999	12
785,000-849,999	13
850,000-914,999	14
915,000-979,999	15
980,000-1,044,999	16
1,045,000-1,109,999	17
1,110,000-1,174,999	18
1,175,000-1,239,999	19
1,240,000-1,304,999	20
1,305,000 -1,369,999	21
1,370,000-1,439,999	22