

CONTENTS: CONSTITUTION

1	Title and Status
2	Independence
3	Aims, Purposes and Powers
4	Composition of the Board
5	Basis of Representation
6	Eligibility of Deputies
7	Election and Tenure of Deputies
8	Representation Fees – Amount
9	Representation Fees – Death Resignation or Vacation of Office
10	Representation Fees – Default in Payment
11	Communal Levy
12	Honorary Officers
13	Past Presidents
14	Election of Honorary Officers and First Meeting of a Triennium
15	Executive Committee
16	Divisional Structure
17	Election of Divisional Boards
18	Regional Structure
19	Committees and Working Groups
20	Board's Power to Create Rules
21	Constitution Committee
22	Presidential Action
23	President's Disability, Death or Resignation
23A	Motion of No Confidence

24	Continuation in Office of President Officers, Divisional Boards and Committees
25	Quorum at Meetings of the Board
26	Voting at Meetings
27	Cessation or Amalgamation of Constituencies
28	Advocacy of Views
29	Annual Report
30	Dissolution of the Board
31	Religious Matters
32	Secretaries for Marriages
33	Legacies and Gifts
34	Standing Orders
35	Changes to the Constitution
36	Affiliation to other Bodies
37	Interpretation
38	Commencement
39	Code of Conduct
Appendix A	Rules for the Election and Tenure of Office of Deputies
Appendix B	Rules for the Election of Honorary Officers
Appendix C	Rules for the Election of Divisional Boards
Appendix D	Rules for the Election and Tenure of Office of Divisional Board Vice-Chairmen and the Regional Council Chairman and Vice-Chairman
Appendix E	Sundry Rules relating to Committees
Appendix F	Regional Deputies' Assembly and Regional Council
Annexe	Code of Practice under Clause 31: Religious Matters Schedule Referred to in Clause 33: Legacies and Gifts

CONSTITUTION

*(Incorporating all amendments up to 22 May 2022)
(and Standing Orders up to 1 January 2022)*

1 Title and Status

The Board of Deputies of British Jews, known for statutory purposes as The London Committee of Deputies of the British Jews, hereinafter referred to as "the Board", is the representative body of British Jewry.

2 Independence

The Board is an independent organisation, free from outside control, and recognised as the body to make official representations on behalf of the Jewish Community of Great Britain to central and local government authorities, and other appropriate bodies.

The Board shall direct its policies to reflect the largest practicable measure of common agreement.

3 Aims, Purposes and Powers

The Board shall:

- (a) Protect, support and defend the interests, religious rights and customs of Jews and the Jewish Community.
- (b) Consider and, if necessary, make representations on and arising out of all national and local government proposals, decisions, orders, regulations, public and private Acts and other measures, including those of the European Union, to government bodies and other competent authorities.
- (c) Defend and ensure the security, safety, well-being and standing of British Jews, in co-operation with the statutory authorities and relevant parties.
- (d) Take such appropriate action as lies within its power to advance Israel's security, welfare and standing.
- (e) Support and seek to protect Jews and Jewish communities outside the United Kingdom.
- (f) Initiate, undertake and co-ordinate research into matters affecting the Jewish Community.
- (g) Promote a better understanding of the Jewish Community within the United Kingdom and, to that end, develop relations with other ethnic and minority groups.
- (h) Supply, where appropriate and requested, a co-ordinating role over Jewish communal activities.

- (i) Have the power to borrow or raise moneys or to secure the payment of moneys for the purposes of or in connection with the activities of the Board or any one of them.

For all the purposes aforesaid, the Board may associate with such other organisations as it may from time to time consider appropriate.

4 Composition of the Board

In this Clause, the "relevant date" is the first day of January of the calendar year in which triennial elections are held in accordance with Clause 7.

- (a) The Board shall consist of representatives of:

- (i) **Congregations**

Any congregation of persons professing the Jewish Religion in the United Kingdom and British Islands which holds regular religious services, and which at the relevant date has not less than fifty members (save with the leave of the Board on the recommendation of the Constitution Committee), and which shall have been certified as such a congregation by one of the Ecclesiastical Authorities as defined in Clause 37(a), or in the case of a Reform congregation by the Chairman of the Reform Synagogues of Great Britain, or in the case of a Liberal congregation by the Chairman of the Union of Liberal & Progressive Synagogues, or, in the case of a Masorti congregation by the Chairman of the Assembly of Masorti Synagogues;

- (ii) **Synagogal Organisations**

Any synagogal organisation in the United Kingdom and British Islands having, at the relevant date, at least ten congregations affiliated to it, and represented on the Board. Such organisations may be admitted with the leave of the Board on the recommendation of the Constitution Committee, which recommendation shall be made within two calendar months of the relevant date, and which committee shall also have power at its discretion at any time to recommend for representation on the Board a synagogal organisation with fewer than ten individual congregations affiliated to it, provided that all such congregations are, at the date of recommendation, represented on the Board;

- (iii) **Representative Councils or organisations with a similar purpose**

Any representative council or local Jewish organisation may be admitted with the leave of the Board on the recommendation of the Constitution Committee, which recommendation shall be made within two calendar months of the relevant date if the said Committee considers that at the relevant date such council serves the Jewish interests of the area;

(iv) **The Managing Board of the Gibraltar Jewish Community**

so long as Gibraltar shall remain a dependent territory of the United Kingdom;

(v) **Organisations**

Any organisation may be admitted after due application on the recommendation of the Constitution Committee which shall be made within two calendar months of the relevant date, and which Committee shall be satisfied that at the relevant date the membership of the organisation is of persons professing the Jewish religion and that it pursues a Jewish object. Any admitted organisation must further conform to the following additional conditions and satisfy the Constitution Committee that at the relevant date it continues to do so unless any of the conditions are waived by the said Committee:

- (1) that it has at least five hundred paid-up members at the time of application and has had that number for two years immediately preceding its application for membership;
 - (2) that it provides at the time of submitting its Form of Return a currently dated certificate by its President or Chairman or equivalent officer and by its Auditors showing the number of its members;
 - (3) that its Constitution or Standing Orders (to be provided for the Board's use) shows that members have the right to be invited to a general meeting at least once every two years;
 - (4) that at such general meeting, members have the right either of directly electing Deputies or electing a governing council which itself has the right to elect Deputies.
- (b) The Constitution Committee may also at its discretion at any time recommend for representation on the Board any other Jewish organisation, whether or not it satisfies the conditions set out at Clause 4(a)(v), if it considers that any such organisation is beneficial to the interests of the community and should be represented on the Board.
- (c) Any organisation admitted under Clauses 4(a)(ii) to (v) and 4(b) above shall be admitted only with the approval of two thirds of the members present and voting at an ordinary meeting of the Board.

5 Basis of Representation

- (a) Each congregation may elect Deputies in accordance with the number of members it has, on the following basis:

up to 400 members	one Deputy
401 to 800 members	two Deputies
801 to 1,200 members	three Deputies
1,201 to 1,600 members	four Deputies
over 1,600 members	five Deputies

- (b) Each synagogal organisation may elect Deputies in accordance with the number of members within its congregations, on the following basis:

up to 15,000 members	two Deputies
15,001 to 30,000 members	four Deputies
over 30,000 members	six Deputies

- (c) Large representative councils as defined in Clause 37(e) may elect two Deputies each; other representative councils or other organisations serving a similar purpose and the Managing Board of the Gibraltar Jewish Community may elect one Deputy each;

- (d) Organisations admitted under Clause 4(a)v) may elect Deputies on the following basis:

500 to 1,500 members	one Deputy
1,501 to 3,000 members	two Deputies
3,001 to 5,000 members	three Deputies
over 5,000 members	four Deputies

save that the Union of Jewish Students (or any substituted body), may elect up to twelve deputies, and AJEX - The Jewish Military Association may elect up to six Deputies.

- (e) Organisations admitted under Clause 4(b) may elect one Deputy.

- (f) Notwithstanding anything contained in Clauses 5(c), (d) and (e), the Board may, on the recommendation of the Constitution Committee, increase for the subsequent triennial session by not more than two Deputies, the number of Deputies to be elected by a constituency admitted under Clauses 4(a)(iii), 4(a)(v) or 4(b), having regard to special circumstances, the nature of the organisation or its position within the community. Such increase shall be valid only if approved by not less than two thirds of the Deputies present and voting at an ordinary meeting of the Board to be held within two months of the relevant date.

6 Eligibility of Deputies

- (a) A Jewish person shall be eligible for nomination and election as a Deputy and, having been elected, may continue to be a Deputy, provided that:
 - (i) he or she is over the age of eighteen; and
 - (ii) he or she has been a member of the constituency which elects him or her for at least one year prior to the date of his or her election (or since that constituency's inception if shorter) or is a paid official of the constituency which elects him or her; and
 - (iii) he or she is not in the paid service of the Board; and
 - (iv) he or she is not an undischarged bankrupt, or
 - (v) he or she has not been convicted of a serious criminal offence; and
 - (vi) his or her membership of the Board has not been terminated during the previous or present Session under the terms of Rule 13 of Appendix A.
- (b) In this Clause, the provision at 6(a)(ii) shall not apply to a person representing a youth or student organisation or congregation
- (c) If an elected Deputy no longer qualifies under the conditions set out above or ceases to be a member of the constituency which elected him or her, he or she shall no longer be a Deputy.
- (d) The Constitution Committee shall decide whether any offence is serious under 6(a)(v) (above), and that decision shall be final.

7 Election and tenure of Deputies

A triennial election of Deputies, subject to the Rules set out in Appendix A, shall be held between 1st January and 31st May 2006 and in the same period every subsequent third year.

8 Representation Fees - Amount

Every constituency shall pay such Representation Fee as the Board may determine, on the recommendation of the Finance and Organisation Divisional Board, from time to time, at an ordinary meeting.

- (a) All Representation Fees subsequent to that paid at the time of submitting the election return shall be paid yearly in advance on 1st May, for which purpose appropriate invoices shall be sent to all constituencies.

- (b) On the application of any constituency, the Finance and Organisation Divisional Board may reduce the Representation Fee in respect of that constituency, having regard to the size of that constituency's membership or any other factor which might affect its ability to pay the full Fee.
- (c) Save as aforesaid, every Representation Fee assessed by the Board shall be binding on all the represented constituencies for the whole triennial session of the Board.

9 Representation Fees - Death Resignation or Vacation of Office

The death or resignation of a Deputy, or his or her vacation of office at any time during a Session, shall not take away or diminish the liability of the constituency formerly represented by him or her to pay the Representation Fee due under preceding clauses.

10 Representation Fees - Default in Payment

- (a) If the whole or any part of the Representation Fee due from a constituency shall be unpaid for one calendar month after payment has been requested, notice in writing shall be given to the President or other appropriate officer of such constituency to pay the whole amount then payable by it to the Board within one further calendar month.
- (b) If no payment shall have been received at the end of that calendar month, the Director General or other duly authorised officer of the Board shall give notice through the post, by recorded delivery, to the President or other appropriate officer of the constituency (and shall send a copy thereof to the Deputy or Deputies representing such constituency) that the Finance and Organisation Divisional Board intends to recommend to the Board that the right of such constituency to be represented on the Board shall be suspended until the whole amount then due shall have been paid.
- (c) In the case of continued non-payment within fourteen days of such notice, or in the absence of any communication from the constituency giving reasons for non-payment which shall be acceptable to the Finance and Organisation Divisional Board that Divisional Board shall recommend to the Board that the right of such constituency to be represented on the Board shall be immediately suspended. If the recommendation is approved at an ordinary meeting of the Board, notice of such suspension shall be sent by recorded delivery to the secretary or other appropriate officer of the constituency and copies shall be sent by ordinary post to its Deputy or Deputies who shall not, during such suspension, be summoned to any meeting of the Board or of its Divisional Boards or committees, or be allowed to sit or vote thereat.
- (d) Such suspension shall be terminated when the full amount due shall have been paid, and the Board shall be so informed.

11 Communal Levy

- (a) The Board shall, at an ordinary meeting to be held not later than 31st May of each year, and on the recommendation of the Finance and Organisation Divisional Board determine what sum of money (to be known as the Communal Levy) shall be requested from and in respect of each member of the congregations represented on the Board, for the purposes of the Board during the following calendar year.
- (b) The Director General or other officer of the Board authorised by the Honorary Officers shall, not later than 30th June immediately following the 31st May referred to above, inform the treasurer or other appropriate officer of each congregation of the sum referred to above as each member's contribution to the Communal Levy.
- (c) The Treasurer, or other appropriate officer of each congregation, shall ensure that the total sum received from that congregation in each quarter, is remitted to the Board within seven days after 31st March, 30th June, 30th September and 31st December of each year; but where arrangements have been made between the Board and a synagogal organisation for that synagogal organisation to remit a bulk sum in respect of the members of several congregations associated with that synagogal organisation, the treasurer or other appropriate officer of each such congregation, shall similarly ensure that the total sum so obtained is remitted to the headquarters of that synagogal organisation.

12 Honorary Officers

- (a) The Honorary Officers of the Board shall consist of a President, three Vice-Presidents (subject to Clause 16) and a Treasurer, to be known as the Honorary Officers.
- (b) Seniority of Vice-Presidents shall be determined
 - (i) after a contested election by the number of votes cast for each candidate;
 - (ii) in all other cases by the total length of membership of the Board
- (c) The Senior Vice-President shall be the Deputy President
- (d)
 - (i) The Honorary Officers shall meet on a regular basis, chaired by the President or, in his or her absence, by the Deputy President.
 - (ii) Minutes shall be taken and maintained by the Director General. They shall remain confidential unless otherwise agreed by the Honorary Officers.

- (iii) Reports of the most recent Honorary Officers' meeting(s) shall be tabled for discussion at the next meeting of the Board's Executive Committee.
- (iv) The President (or in his or her absence, the Deputy President) shall notify the other Honorary Officers of all the major or significant actions undertaken since the previous such meeting in his or her capacity as President (or acting President) under the heading of 'Presidential Action' and shall, where appropriate and necessary, ensure that such matters are included in the report of the Honorary Officers to be submitted to the Board's Executive Committee for consideration at its next meeting.

13 Past Presidents

Any person who has occupied the office of President shall be accorded life membership of the Board with the title "Past President" and shall have all the rights and privileges of an elected Deputy.

14 Election of Honorary Officers and First Meeting of a Triennium

- (a)
 - (i) Subject to the power of the Board to postpone or adjourn an election, the Honorary Officers (as defined in Clause 12) who are to hold office during the forthcoming triennium of the Board shall be elected at the Election Meeting, which shall be so designated by the Constitution Committee and shall normally be the final meeting of the immediately preceding triennium approved by the Board under Standing Order 1. These elections, and the preliminaries thereto, and the eligibility of Deputies to stand for these posts shall be governed by the Rules set out in Appendix B.
 - (ii) In the event of a general election of Deputies following a dissolution of the Board, the retiring Constitution Committee shall decide on the date for the Election Meeting.
- (b) The first meeting of a triennium of the Board shall be held in the month of June following the expiry of the outgoing triennium and shall be convened by the Director General. All Deputies then enrolled by virtue of their election as Deputies having been validated by one or more members of the Constitution Committee pursuant to Rule A7 of Appendix A shall, together with the Honorary Officers, be entitled to meet and to act as a duly constituted Board.

15 The Executive Committee

- (a) The members of the Executive Committee shall be:
 - (i) The Honorary Officers
 - (ii) The Vice Chairman of each Divisional Board
 - (iii) The Chairman of the Regional Council

- (b) The following persons shall be entitled to attend (but not to vote) at meetings of the Executive Committee
 - (i) The Past Presidents
 - (ii) The Director General
 - (iii) The Chairman of the Constitution Committee
 - (iv) such other persons, for such periods, as the Executive Committee shall decide
- (c) The President shall be the Chairman of the Executive Committee
- (d) The Executive Committee shall be responsible for and accountable to the Board for the management of the work of the Board in accordance with Clause 3
- (e) The functions and powers of Executive Committee shall include the following
 - (i) making recommendations of policy strategy and finance for approval by the Board
 - (ii) presenting to the Board for approval within three months of the commencement of each triennium (so far as practicable) a Board Plan setting out how the aims and purposes of the Board set out in Clause 3 will be implemented in that triennium
 - (iii) being responsible for implementation of the Board Plan as approved, and reporting annually on progress of the Board Plan
 - (iv) reporting regularly to the Board on the work of the Executive and Divisional Boards
 - (v) determining the terms of reference of each Divisional Board and the Regional Council in consultation with them respectively delegating responsibility to them and allocating and determining responsibility between them
 - (vi) monitoring income and expenditure against budget and approving the appointment, salaries or retirement arrangements of members of the staff
 - (vii) discharging the other responsibilities delegated to it by this constitution

16 Divisional Structure

- (a) The Executive Committee shall manage the work of the Board through Divisional Boards whose titles are set out below and which shall report regularly to the Executive Committee

The Community Divisional Board
The Defence Policy and Group Relations Divisional Board
The Finance and Organisation Divisional Board
The International Divisional Board

- (b) The Treasurer shall be the Chairman of the Finance and Organisation Divisional Board and a Vice President (to be determined by the President in the absence of agreement between the President and Vice Presidents) shall be Chairman of each of the other Divisional Boards
- (c) The Board shall have power to vary the number and titles of the Divisional Boards on the recommendation of the Executive Committee as and when necessary. When making a recommendation to establish a Divisional Board, the Executive Committee shall make further recommendations to the Board
- (i) as to how many members shall be elected to serve on such Divisional Board.
- (ii) as to whether a further Vice-Presidential office shall be created consequent upon the creation of such Divisional Board
- (iii) if a further Vice Presidential office shall not be created, as to how the Chairman of such new Divisional Board shall be appointed or elected and to confirm that such Chairman (as well as the Vice-Chairman) shall be a member of the Executive Committee
- (iv) on the arrangements for the election or elections consequent upon the foregoing
- (d) The Board may, at any time on the recommendation of the Executive Committee, determine that any Divisional Board shall cease to exist. When making such a recommendation, the Executive Committee shall further recommend to the Board as to whether the number of Vice Presidents shall be reduced by one from the commencement of the next triennial
- (e) At the elections to Divisional Boards to be held in 5757 (1997) eight members shall be elected to each Divisional Board. The first meeting of the Board in the triennium commencing in 5760 (2000) and in subsequent triennia as provided for in Clause 14 shall decide, after consideration of a recommendation by the outgoing Executive Committee how many members shall be elected to each of the Divisional Boards

- (f) For each triennium commencing from 5760(2000) the Honorary Officer who has chaired each Divisional Board and the retiring Vice-Chairman thereof shall be entitled to attend (but not vote) at meetings of that Divisional Board for the session immediately following his or her retirement from such office

17 Election of Divisional Boards

- (a) Save in exceptional circumstances, the second meeting of the triennium shall be held in the month of July following the expiry of the outgoing triennium.
- (b) At such second meeting, elections shall be held for each Divisional Board, and all such elections shall conform to the Rules set out in Appendix C.
- (c) In the event of the Board's decision at a later date to establish additional Divisional Boards, members of those Divisional Boards shall also be elected in accordance with the Rules set out in Appendix C.

18 Regional Structure

There shall be a Regional Deputies' Assembly and a Regional Council, whose composition and functions shall be as set out in Appendix F.

19 Committees and Working Groups

- (a) The Executive Committee each Divisional Board the Regional Council and every other committee and working group may set up its own committees or working groups.
- (b) Each committee or working group so established shall report periodically to its principal committee, according to its terms of reference, and shall otherwise comply with such Rules as may be prescribed by the Constitution Committee.
- (c) Any such committee or working group shall cease to exist at the discretion of its principal committee.

20 Board's Power to Create Rules

- (a) The Board may make Rules, to be appended to the Constitution, to govern the elections of Deputies, Honorary Officers, Divisional Boards committees and their Chairmen and Vice-Chairmen, as well as in connection with sundry matters relating to committees and working groups, provided that such Rules are not inconsistent with this Constitution.
- (b) The Chairman of the Constitution Committee shall rule on any question arising from the interpretation of the Rules in the Appendices.
- (c) If amendments are proposed to be made to the Rules

- (i) Clause 35 of this Constitution shall apply and all appropriate references to the Constitution in Clause 35 will apply equally to all such Rules.
- (ii) The amendments to be considered shall be either those recommended by the Constitution Committee (the specific wording of which shall also be circulated to Deputies with the notice) or those proposed by a Deputy and to which at least eleven other Deputies have indicated their agreement in writing, the wording of which proposed amendments shall reach the Director General at least nine days before the meeting, and shall be notified to Deputies in advance of the meeting.

21 Constitution Committee

- (a) The Executive Committee shall, at its first meeting of the triennial session, elect or appoint a Constitution Committee of six Deputies, none of whom shall be voting members of the Executive Committee.
- (b) The Constitution Committee as defined above (and whose quorum shall be three) shall:
 - (i) elect its own chairman
 - (ii) consider all matters relating to the interpretation and operation of this Constitution and of the Rules contained in the Appendices, and any alleged breaches thereof; and
 - (iii) consider and propose any necessary amendments to the Constitution; and
 - (iv) report on such matters and make recommendations to the Executive Committee or the Board as this Constitution or the Rules may require.
- (c) A Deputy who has served two consecutive terms as Chairman of the Constitution Committee shall not be eligible for election as Chairman until at least one further triennial session has elapsed.

22 Presidential Action

In the event of an urgent matter arising, the President may, with the concurrence of another Honorary Officer, take such action as he or she may think fit, and may refer such matter to the appropriate Divisional Board or committee of the Board with power to act, and any exercise of such power by the President or Divisional Board or a committee shall be reported to the Board as soon as may be practicable and advisable.

23 President's Disability Death or Resignation

- (a) In the event of the President's temporary inability properly to carry out his or her duties, the Deputy President or, failing him or her, the next most senior Vice-President available shall, during such period, act as President, in consultation with the other Honorary Officers.
- (b) In the event of the death or resignation from office of the President, the Deputy President or, failing him or her, the next most senior Vice-President available shall act as President until the vacancy has been filled by an election,

23A Motion of No Confidence

- (a) The Board may, at any time, by Resolution passed by a two-thirds majority of Deputies present and voting at a meeting of the Board, resolve that it has no confidence in an Honorary Officer.
- (b) The following shall be pre-requisite to any such Resolution:
 - (i) The Resolution shall be submitted only by a decision of the Executive Committee or by not less than fifty Deputies. For this purpose a decision of the Executive Committee shall mean a decision taken at a meeting at which a majority of its members are present and vote in favour of the decision and in respect of which the chairman shall not have a second or casting vote
 - (ii) The Resolution when submitted must be accompanied by a written statement in support of not more than one thousand words
 - (iii) After the Resolution has been submitted in accordance with subparagraphs (i) and (ii) above, not less than twenty-eight days' notice shall be given to Deputies of the date on which the Resolution will be voted upon. The notice shall state the terms of the Resolution and whether it is submitted by the Executive Committee or by fifty or more Deputies, and if the latter their names. The notice shall include the written statement referred to in sub-paragraph (ii) above
 - (iv) The Honorary Officer named in the Resolution will be entitled to circulate, through the office of the Board, a written statement in reply of not more than one thousand words
 - (v) The debate on the Resolution will be chaired by the Chairman of the Constitution Committee or in his absence by a person nominated by the Constitution Committee
 - (vi) The debate on the Resolution will consist of one main speech on each side of up to ten minutes' duration before being opened to the floor. The Honorary Officer named in the Resolution will additionally have the right to make a closing statement at the conclusion of the debate.
- (c) If the Resolution is passed the Honorary Officer named in the Resolution will resign from office immediately and if within seven days from the

passing of the Resolution he or she does not resign he or she will be treated as having resigned at the expiry of that time and his or her office will be vacated accordingly.

- (d) No such Resolution shall relate to events occurring before 16th February 2003, the date of the adoption of this clause into the Constitution.

24 Continuation in Office of President Officers Divisional Boards and Committees

Notwithstanding the expiration of the period for which the Deputies shall have been elected:

- (a) the Honorary Officers shall continue in office and shall exercise their respective functions, and the President shall continue to exercise all the powers vested in him or her by any Act of Parliament and to perform all the duties imposed on him or her by any such Act, until 1st June immediately following the election whereupon their respective successors shall assume office; and
- (b) all Divisional Boards, committees and working groups and the Regional Council of an outgoing Board shall continue in office and shall exercise their respective functions until the conclusion of the meeting of the Board at which their respective successors shall have been elected, save that the Honorary Officer who is to chair each Divisional Board pursuant to Clause 16(b) shall replace the outgoing Chairman thereof.

25 Quorum at Meetings of the Board

The quorum at meetings of the Board shall be thirty, and at meetings of Divisional Boards and committees and working groups shall be one third (or the nearest whole number above) of the Divisional Board's and committee's and working group's voting membership.

26 Voting at Meetings

- (a) Unless stated otherwise, all decisions of the Board and its Divisional Boards and committees and working groups shall be by a majority of those present and voting at the relevant meeting.
- (b) In contested elections, voting shall be by secret ballot.
- (c) Save as otherwise stated in this Constitution, the chairman of a meeting shall have a second or casting vote.

27 Cessation or Amalgamation of Constituencies

If any constituency which has returned a Deputy or Deputies shall thereafter cease to exist during the session for which the Deputy or Deputies was or were returned, such Deputy or Deputies shall not, as from the date when such constituency ceases to exist, be summoned to any meeting of the Board or any of its Divisional Boards or committees or working groups or be allowed to sit or vote thereat for the remainder of the session; but if any constituencies already represented on the Board shall amalgamate, the Board may give leave to such amalgamated constituency to be represented until the end of the session by the Deputies elected by the constituencies so amalgamating.

28 Advocacy of Views

Whilst the right of Deputies to combine for the advocacy of views which they hold in common is admitted, the method of so doing must not involve any system which interferes, by means of improper pressure, with the free choice of Deputies in recording their votes at the Board's sessions and also in the election of the Board's Honorary Officers, Divisional Boards and Regional Council.

29 Annual Report

An Annual Report shall be issued as soon as practicable after 31st December of the year to which the activities of the Board relate, and not later than 30th April of the subsequent year, and shall be sent to the constituencies represented at the Board and otherwise in such manner as the Board shall think fit.

30 Dissolution of the Board

The Board may, at any time, by Resolution passed by a two-thirds majority of Deputies present and voting at a meeting of the Board of which two weeks' notice shall have been given, notifying the purpose of such meeting, and at which not less than fifty per cent of the members of the Board shall be present, resolve that the Board be dissolved, and that a general election of Deputies shall be held between dates to be provided in the Resolution or an amendment thereto. It shall be pre-requisite to any such resolution that the President or failing him or her the Executive Committee give consent to the submission of the resolution, or that a requisition for the submission thereof signed by at least fifty Deputies be lodged with the Director General of the Board.

31 Religious Matters

The Board shall be guided on religious matters (inclusive of matters relating to marriages and matters involving questions affecting the religious customs and usages of the Jews) by the Ecclesiastical Authorities to whom all such matters shall be referred; but without prejudice to the position of congregations, groups of congregations and institutions not under the jurisdiction of the Ecclesiastical Authorities, or either of them which may be represented on the Board, in regard to which congregations or groups of congregations and institutions, nothing in this Clause contained, nor any decision given under it, shall be taken to represent the opinion of any such congregation or group of congregations or institutions, nor shall abridge the rights of action of or affect in any way such congregations or groups of congregations or institutions, and the Board shall consult with those designated by such groups of congregations as their respective

religious leaders for this purpose on religious matters in any manner whatsoever concerning them.

32 Secretaries for Marriages

- (a) In every future application to the President of the Board to certify the Secretary for Marriages of a Synagogue, under any Act for the time being in force, for which no such Secretary has been previously certified by the President, such application shall be made on a form supplied by the Board for this purpose, signed by the President or Warden and not less than five members of the Congregation making application, and shall be accompanied by a certificate from the relevant Ecclesiastical Authority testifying that the applicants do constitute a Synagogue of persons professing the Jewish religion.
- (b) A Secretary for Marriages of any Synagogue for which such a Secretary has not been previously certified to the Registrar General by the President of the Board, shall be certified to the Registrar General only with the previous sanction of the Board, and due notice of the application shall be inserted in the agenda of the meeting of the Board at which the same is to be considered.

33 Legacies and Gifts

The Board shall be competent to receive legacies or other gifts, to form or take over trust funds which in the opinion of the Board may conveniently be administered by it, and to hold land. Such legacies, gifts and funds (subject to any conditions imposed by the Donor or Testator or the Trusts affecting the same) shall be invested either in the joint names of the President and Treasurer for the time being, or in Trustees appointed for that purpose from time to time by resolution of the Board, or in the name of any Bankers in the United Kingdom or of the Nominee Company of such Bankers, in such stocks, funds and securities as are more fully set out in the Schedule at the end of the Constitution. Any such land shall (subject as aforesaid) be held by Trustees nominated for that purpose from time to time by Resolution of the Board. The investments representing legacies, gifts and funds and the income thereof and such land and the income therefrom, and the investments representing the proceeds of sale thereof and the income thereof, shall be dealt with and applied for such purposes and in such manner as the board shall (subject as aforesaid) from time to time by Resolution determine. Subject thereto, the Trustees of such land shall have full powers of management over such land. A Trustee who ceases to be a Deputy shall, if required by Resolution of the Board, retire from his or her trusteeship and execute such documents as shall thereupon be necessary.

34 Standing Orders

The Board shall have power to make Standing Orders for the regulation, management and government of its meetings, affairs and business, provided that no such Standing Orders be inconsistent with this Constitution. The Board shall also have power to alter, suspend and revoke such Standing Orders.

35 Changes to the Constitution

- (a) Amendments to this Constitution shall be made only at a Special Meeting convened for that purpose, and provided that twenty days' previous notice shall be given, except in an emergency, and subject at all times to the following:
- (i) The Special Meeting shall be convened only by the President, or if there is a requisition signed by not fewer than fifty Deputies and specifying the proposed amendments to the Constitution;
 - (ii) The quorum for such a meeting shall be one quarter of the total number of Deputies; and no business shall be transacted at any such meeting unless the requisite quorum is present.
 - (iii) Except in an emergency and/or with the consent of the President, the only amendments to be proposed at such meeting shall be those that have been circulated to Deputies not less than nineteen days before such meeting; and either
 - (1) have been approved by the Constitution Committee and endorsed by the Executive Committee; or
 - (2) have been put forward by the Executive Committee one of Divisional Boards or the Regional Council and have not been objected to by the Constitution Committee; or
 - (3) have been proposed by a Deputy, with his or her signature, and accompanied by signed agreements of not less than eleven other Deputies, each specifying the constituency they represent.
 - (iv) Except in an emergency, and with the consent of the President, any Deputy may propose amendments to those circulated under Clause 35(a) (iii) above, provided that he or she does so not less than eleven days prior to such meeting, and the amendments are supported by the signed agreement of eleven other Deputies. Such amendments shall be circulated not less than six days prior to the meeting.
 - (v) The President may, in his or her absolute discretion, give leave at the meeting for oral or short manuscript amendments to be proposed.
 - (vi) No amendment passed at such meeting by a majority of less than two thirds of the Deputies personally present and voting shall be valid unless such resolution is confirmed by a simple majority at either of the next two meetings.

- (b) Any part of this Constitution may be suspended for any specified period or indefinitely by the same procedure as is laid down for the alteration of the Constitution.

36 Affiliation to other Bodies

No resolution for the affiliation of the Board with any other body or organisation shall be considered except by a Special Meeting of the Board convened for that purpose, provided always that:

- (a) A Special Meeting shall only be convened by the President or pursuant to a Requisition signed by not fewer than 50 Deputies and setting forth the specific resolution regarding affiliation;
- (b) The quorum for such meeting shall be one-half of the total number of Deputies;
- (c) No business shall be transacted at any such meeting unless the requisite quorum be present;
- (d) No resolution shall be proposed at such Special Meeting unless fourteen days' previous notice thereof shall have been sent in writing to the Director General and shall have appeared on the agenda;
- (e) No resolution passed at such meeting by a majority of less than three-quarters personally present and voting shall be valid or effectual.

37 Interpretation

In this Constitution:

- (a) The "Ecclesiastical Authorities" shall mean, in the case of the Ashkenazim, "the Ecclesiastical Authority for the time being of the United Hebrew Congregations of the Commonwealth", and in the case of the Sephardim, "the Ecclesiastical Authority for the time being of the Spanish & Portuguese Jews' Congregation of London";
- (b) "Constituency" shall mean any congregation or organisation, synagogal or otherwise, or representative council referred to in Clause 4;
- (c) "Members" of a constituency shall mean all persons recognised as members according to the rules of that constituency and who have the right within that constituency to vote in and to stand for election as Deputies to the Board of Deputies;
- (d) A "synagogal organisation" shall mean one whose Executive Officers are elected directly or indirectly by representatives of the boards of management of at least ten individual congregations represented on the Board and claiming association with the synagogal organisation;

- (e) A "large representative council" is one in which at least two of the following criteria apply: a Jewish population of more than four thousand according to the figures given in The Jewish Year Book; four congregations, all of which are represented on the Council; ten organisations, all of which are represented on the Council;

38 Commencement

This Constitution was adopted on 30th Tishri 5757, 13th October 1996, and shall come into operation so as to take effect from the first meeting of the Board after the triennial election in 5757 (1997), and amendments shall, unless otherwise stated, come into operation on the day after their approval by the Board.

39 Code of Conduct

Deputies shall be bound by a Code of Conduct, set out in Appendix G to this Constitution.

APPENDIX A

Rules for the Election and Tenure of Office of Deputies

A1.

- (a) Not later than 1st December preceding the calendar year in which elections of Deputies are to be held, the Director General (or other authorised official) of the Board shall, in writing, advise the administrator or secretary of each constituency represented on the Board in the previous session, and of each constituency eligible for and admitted for representation, that arrangements should be made, during the prescribed period under Clause 7 of the Constitution to elect a Deputy or Deputies to represent the constituency during the ensuing session.
- (b) That notification shall include
 - (i) a statement of the attendance record of the constituency's Deputy(ies) during the session then ending;
 - (ii) a statement of the Representation Fee fixed by the Board for the ensuing session;
 - (iii) advice on the date by which the Form of Return should be received at the Board's office;
 - (iv) advice to the constituency's administrator that there may be a delay in enrolling the elected Deputy if the stated conditions are not fully complied with.
- (c) The notification shall be accompanied by the official Form of Return; a statement of the rules relating to the eligibility and election of Deputies; and information about the responsibilities of Deputies.

A2.

- (a) All elections of Deputies at meetings of constituencies shall be conducted in accordance with the Rules of those constituencies, provided that they do not conflict with the Rules of the Board and in particular with paragraphs (b) & (c) of this Rule.
- (b) The election of a Deputy or Deputies for a congregation must take place at a general meeting of its members who are, according to the congregation's own rules, entitled to vote for a Deputy or Deputies. Such members must, in writing, be notified of the date, time and place of such meeting and must additionally be invited to submit written nominations for the office of Deputy.
- (c) The election of a Deputy or Deputies for any other constituency shall be at a meeting of persons qualified to vote according to the rules of its governing body. All such persons must be notified in writing of the date, time and place of such meeting and of their entitlement to submit written nominations for the office of Deputy.

A3.

- (a) The official Form of Return of the election of a Deputy(ies) shall be received at the Board's office by the Director General or other authorised official of the Board by the date specified, and the election shall not be validated unless the Form incorporates the following information:
- (i) Details of the place and date of the meeting at which the election was held.
 - (ii) In the case of a congregation, the total number of members of the congregation (and, if different) the number who were entitled to vote in the election and the number who attended the election meeting; or

in the case of an organisation, the total number of members of that organisation, the number eligible to vote in the election, and the number of members present at the election meeting.
 - (iii) The name and address and telephone numbers of each elected Deputy.
 - (iv) The signature of the Chairman or similar official and the counter-signature of the administrator or secretary, confirming that all the requisite procedures for electing a Deputy were complied with by that constituency.
- (b) Each Form of Return shall also be accompanied by
- (i) a copy of the notice convening the election meeting and a copy of the invitation to members of the constituency to submit nominations (which may be combined in one document);
 - (ii) a remittance of the first year's Representation Fee, payable in advance in respect of the Deputy(ies) named on the Form, and incorporating on the Form a certificate that the Representation Fees will be paid by the constituency for the second and third years of the triennial session by it, (or by its parent body if arrangements have been made between the Treasurer of the Board and the parent body.)
- (c) Each form submitted by a congregation shall also be accompanied by a signed undertaking that its Board of Management will make every effort to ensure that the members of the congregation are urged by way of invoice or otherwise to pay the Communal Levy as stipulated under Clause 11, or as agreed with the Treasurer of the Board.

A4.

An election of a Deputy or Deputies may take place at any time after the prescribed period in any of the following circumstances, provided that the election conforms to the requirements of Rules A2 and A3 above:

- (a) if it was not convenient for a constituency to hold an election during the prescribed period; or
- (b) if the constituency has not already elected the full number of Deputies to which it is entitled under Clause 5;
- (c) to enable representation by a congregation or organisation for the time being unrepresented on the Board, but qualified for such representation;
- (d) to fill a vacancy caused by the resignation or death of a Deputy, but if such vacancy occurs for these or any other reasons during the last twelve months of a triennial session, the governing body may appoint a Deputy without recourse to the election rules outlined above.

A5.

In special circumstances, and if the rules of an organisation admitted for representation under Clause 4(a)v & vi) do not fully provide for the election of a Deputy in accordance with the Board's Rules set out in this Appendix, the Constitution Committee may permit the governing body of such organisation to elect one Deputy in accordance with directions given by that Committee.

A6.

At the written request of the Chairman or similar official of a constituency, setting out special reasons why any of the requirements of these Rules have not been complied with, the Chairman of the Constitution Committee may agree to dispense with such requirements and validate the election of a Deputy(ies). In doing so, the Chairman of the Constitution Committee shall draw attention to the provisions of Rule A9 and shall report such action to the following meeting of the Executive Committee.

A7.

All Forms of Returns of elections of Deputies and the accompanying documents, shall be subject to examination by one or more members of the Constitution Committee who shall ensure that the provisions of the Rules in the Appendix have been complied with, and that any error or omission is rectified.

A8.

A return, if properly completed and signed and accompanied by the necessary documents and remittance, shall be accepted as final and the names of the persons elected shall be entered on a roll of Deputies.

A9.

If, however, there are allegations of irregularity in the conduct of elections, or allegations that persons elected are not qualified to serve as Deputies, and such allegations are made in writing to the Director General of the Board within one month of the date of the return, the Constitution Committee shall make an appropriate enquiry. If after such enquiry, that Committee is satisfied that there has been a substantial irregularity, it shall declare such election null and void, and the Executive Committee shall direct that a new election be held.

A10.

A person shall not at the same time represent more than one constituency and, if elected for more than one, shall choose which he or she will represent.

A11.

- (a) In respect of each period of three years (a "triennium") commencing on 1st June 2006 and 1st June of every third year thereafter, a Deputy shall hold office from the later of the date of the validation of his/her election pursuant to Rules A7 and A8 and the first day of the triennium until the last day of that triennium.
- (b) Retiring Deputies shall be eligible for re-election.

A12.

A Deputy wishing to resign membership of the Board shall do so in writing to the Board's office, with a copy sent to his or her constituency, who shall inform the constituency concerned of its rights to elect a successor.

A13.

If a Deputy who resides within 60 miles of the Board's office does not attend at least one out of three consecutive meetings of the Board, or if a Deputy who resides beyond that distance does not attend at least one out of four consecutive meetings of the Board, the Constitution Committee may, after consultation with him or her and the constituency, recommend to the Board that the seat be declared vacant.

APPENDIX B
Rules for the Election of
Honorary Officers

B1.

At least thirty-eight days prior to the Election Meeting, the Director General or other authorised official of the Board shall send by first class post to all Deputies then enrolled a list of those Deputies, an invitation to submit nominations for each of the offices named in Clause 12, an appropriate nomination form and forms enabling Deputies to register their wish not to be canvassed and to vote by post pursuant to Rules B13 and B14 respectively.

B2.

No person shall be deemed to be nominated unless he or she has been enrolled as a Deputy, has been nominated by twenty other enrolled Deputies, and has signified in writing his or her willingness to stand.

B3.

[deleted on 21 September 2008]

B4.

No Deputy shall be eligible for election to the same Honorary Office which he or she has occupied during the two previous triennia.

B5.

A Vice-President who has served two consecutive terms in that office shall not be eligible to stand for further Honorary Office, except that of President, until one further triennial session has elapsed.

B6.

If an Honorary Officer is elected during the last year of a triennium, then that period shall be disregarded for the purposes of eligibility for continuing in Honorary Office. Service for a period exceeding twelve months in any triennium shall be deemed to be a term of service in office.

B7.

No Deputy may be nominated for more than one office, but a Deputy who stands for the office of President may also be nominated on the official form for one other office, and if unsuccessful in the presidential election, may stand for that other office.

B8.

Nominations shall be valid only on the official form and must be received by the Director General at least sixteen days before the Election Meeting. If there are no nominations by the due date, the Executive Committee shall determine an alternative date for an election.

B9.

The Director General shall satisfy him or herself as to the validity of each nomination and, if so satisfied, shall thereafter so confirm in writing to each candidate.

B10.

If there are more candidates than vacancies, a secret ballot shall be held. The Constitution Committee shall determine the times for the opening and closing of the ballot.

B11.

The official written canvassing material of each candidate for Honorary Office shall not exceed one document comprising one side of A4 paper.

B12.

Not later than eleven days before the date of the election meeting, the Director General shall send to Deputies a list of the names of all candidates for each Honorary Office and (in respect of each candidate from whom he has received it) a copy of their official canvassing material.

B13.

Deputies shall be entitled to register with the Board their wish not to be canvassed by telephone or by any means other than receipt of the official canvassing material referred to Rule B11 above. Candidates shall comply with such expressions of wishes by Deputies.

B14.

In relation to any given election the Board may at any Meeting before the relevant Election Meeting resolve by a majority of not less than two thirds of the Deputies personally present and voting that Deputies shall not be entitled to vote by post. *[Note 1]*. Subject only to any such resolution of the Board, Deputies shall be entitled to vote by post. The procedure and the timetable for registration for postal voting and for the casting and counting of postal votes shall be determined by the Constitution Committee.

B15.

Deputies who shall have registered their intention to vote by post shall not under any circumstances be entitled to revoke their postal votes or (even if they shall not have voted by post) to vote in person at the Election Meeting. A list signed by the Director General or by the Chairman of the Constitution Committee of those Deputies who shall have registered their intention to vote by post shall in the absence of manifest error be conclusive.

B16.

Prior to the casting of personal votes in a contested election, and at a time to be fixed by the Constitution Committee, each candidate for the relevant offices shall be entitled to give a brief presentation and shall be subject to questions by Deputies. The allocation of time for each candidate shall not exceed ten minutes, but an unsuccessful presidential candidate who stands in accordance with Rule B7, shall not be permitted to make a further presentation on that day.

B17.

Personal voting in the ballot shall not open until completion of the presentations referred to in Rule B16. Subject thereto, the Constitution Committee shall determine the times for the opening and closing of the ballot. In any election in which the right to vote by post shall be available to Deputies, voting shall be by the system of Single Transferable Voting (STV). *[Note 2]*.

B18.

Personal voting for all offices shall take place simultaneously; but in the event of a Deputy standing for the office of President and for one other office in accordance with Rule B7, personal voting for the second office shall not take place until after the declaration of the presidential election.

B19.

The counting of both postal and personal votes shall take place immediately after the polls close. The results of the poll, including the number of votes cast for each candidate, shall be announced to the meeting after validation by the scrutineers.

B20.

A Deputy who has been elected an Honorary Officer shall stand for re-election as a Deputy for the forthcoming triennium by the congregation or organisation which he represents at the Board. Should he not be re-elected, he shall by virtue of his election as an Honorary Officer be during the ensuing triennium of the Board an *ex-officio* member of the Board having all the rights and privileges of an elected Deputy.

B21.

The President or an Honorary Officer nominated by him or her shall (in addition to the Chairman thereof) be an *ex officio* member of each Divisional Board. Honorary Officers shall be entitled to attend (but not vote) at all Divisional Boards the Regional Council and committees (including the Constitution Committee) and working groups.

B22.

A Deputy who has served the previous two consecutive triennia as an Honorary Officer shall not be eligible to be elected as the Vice-Chairman of a Divisional Board until at least one further triennium has elapsed.

B23.

A Deputy who has served two consecutive terms as an Honorary Officer shall not be eligible for election as Treasurer until at least one further triennial session has elapsed.

Notes (not forming part of the Constitution).

1. *This enables the Board to disapply postal voting in any given election without the formality of changing the Constitution.*
2. *At a Meeting on 13th April 1997, the Board resolved that voting at elections should be by the system of "Single Transferable Voting" (STV) rather than "First Past the Post" (FPP). At a Meeting on 21st July 2002 the Board voted to incorporate postal voting into its electoral procedures on the basis that this would necessitate the use of STV. At a Meeting on 19th January 2003 the Board amended the Constitution (inter alia) to incorporate postal voting and STV. Should the Board resolve to discontinue the use of postal voting, the use of STV will no longer be mandatory, but will continue, pursuant to the resolution of the Board of 13th April 1997, until such time as the Board may resolve to the contrary.*

APPENDIX C

Rules for the Election of Divisional Boards

C1.

An invitation to submit nominations shall be sent to all Deputies by first class post at least thirty-eight days prior to the election, and such invitation shall be accompanied by official nomination forms, a form of consent, forms enabling Deputies to register their wish not to be canvassed and to vote by post pursuant to Rules C7 and C8 respectively, notification of the date fixed for the first meeting of the Divisional Boards pursuant to Appendix D1 hereof and such supplementary lists of Deputies as may be necessary in addition to those already circulated.

C2.

Nominations shall be received at the Board's office at least seventeen days before the election and shall be valid only on the official forms. No person shall be deemed to be nominated unless he or she has been nominated by two Deputies other than himself, and he or she has signed the form of consent provided.

C3.

All candidates may furnish the Board by the date specified with a standard postcard onto which shall be affixed a passport-sized photograph of themselves on the top right-hand corner and such details as they may choose to provide. The postcard will be displayed on boards in the voting area at least one hour prior to voting until the closing of the poll.

C4.

A Deputy shall not be eligible for nomination to or to serve on more than one Divisional Board. This shall not prevent a member of a Divisional Board from being a member of the Executive Committee, the Regional Council or any committee or working group under Clause 19.

C5.

If the number of vacancies to be filled exceeds or equals the number of persons nominated, the persons nominated shall be declared elected. If it does not, the vacancies shall be filled by election pursuant to Clause 17. In that event a summons for the electoral meeting shall be sent to all Deputies at least eleven days before the meeting and shall indicate the time of the elections.

C6.

The summons shall be accompanied by lists stating the names of the candidates, the constituencies which they represent, the year of their birth, their occupations and statements prepared by the candidates of not more than two hundred words (unless the candidates have not furnished such particulars or have requested that such particulars should not be divulged), and their attendance records at relevant meetings. An asterisk shall indicate Regional Deputies.

C7.

Deputies shall be entitled to register with the Board their wish not to be canvassed by telephone or by any means other than receipt of the canvassing material referred to in Rule C6 above. Candidates shall comply with such expressions of wishes by Deputies.

C8.

In relation to any given election the Board may at any Meeting before the relevant Election Meeting resolve by a majority of not less than two thirds of the Deputies personally present and voting that Deputies shall not be entitled to vote by post. *[Note 1]*. Subject only to any such resolution of the

Board, Deputies shall be entitled to vote by post. The procedure and the timetable for registration for postal voting and for the casting and counting of postal votes shall be determined by the Constitution Committee.

C9.

Deputies who shall have registered their intention to vote by post shall not under any circumstances be entitled to revoke their postal votes or (even if they shall not have voted by post) to vote in person at the electoral meeting. A list signed by the Director General or by the Chairman of the Constitution Committee of those Deputies who shall have registered their intention to vote by post shall in the absence of manifest error be conclusive.

C10.

Ballot papers shall contain only the full names of all candidates. In any election in which the facility to vote by post shall be available to Deputies, voting shall be by the system of Single Transferable Voting (STV). [Note 2]. If two candidates are equally placed in the ballot, the Chairman of the meeting at which the election is held shall have a second or casting vote.

C11.

Counting of both postal and personal votes shall take place as soon as practicable. Successful candidates shall be informed forthwith in writing of the result of the elections. The names of the candidates who have been successful in the poll shall be sent to all Deputies as soon as practicable after the results are known. The voting figures shall be sent to any Deputy who so requests.

Notes (not forming part of the Constitution).

1. *This enables the Board to disapply postal voting in any given election without the formality of changing the Constitution.*
2. *At a Meeting on 13th April 1997, the Board resolved that voting at elections should be by the system of "Single Transferable Voting" (STV) rather than "First Past the Post" (FPP). At a Meeting on 21st July 2002 the Board voted to incorporate postal voting into its electoral procedures on the basis that this would necessitate the use of STV. At a Meeting on 19th January 2003 the Board amended the Constitution (inter alia) to incorporate postal voting and STV. Should the Board resolve to discontinue the use of postal voting, the use of STV will no longer be mandatory, but will continue, pursuant to the resolution of the Board of 13th April 1997, until such time as the Board may resolve to the contrary.*

APPENDIX D
Rules for the Election and tenure of office of Divisional Board Vice Chairmen
and the Regional Council Chairman and Vice-Chairman

D1.

Every Divisional Board shall meet on the same date on a Sunday not less than three weeks and not more than six weeks after they are elected for the purpose of, amongst other things, electing a Vice-Chairman from among its members. The date of the meeting shall be determined by the Executive Committee at least two weeks before nomination papers are sent out pursuant to Appendix C1.

D2.

Invitations to submit nominations for the office of Vice-Chairman together with nomination forms and requests to vote by post shall be sent to the successful candidates at the same time as they are informed of their election pursuant to Appendix C11.

D3.

Nominations shall be received at the Board's office at least 14 days before the date fixed for the election and shall be valid only on the official forms. All nominations shall be seconded and no Divisional Board member may nominate or second himself. The Chairman shall not be eligible to nominate or second the Vice-Chairman.

D4.

In relation to any given election the Board may at any meeting before the relevant Election Meeting resolve by a majority of not less than two thirds of the Deputies personally present and voting that members shall not be entitled to vote by post. Subject only to any such resolution of the Board, Deputies shall be entitled to vote by post and the procedure and the timetable for registration for postal voting and for the casting and counting of postal votes shall be determined by the Constitution Committee.

D5.

If there is more than one nomination for Vice-Chairman a secret ballot shall take place. The Chairman of the Divisional Board or, in his or her absence, any other Honorary Officer shall take the Chair. The Chairman of the Divisional Board, but not any other Honorary Officer, shall be entitled to vote in this ballot.

D6.

If there are only two candidates then the candidate with the higher number of votes shall be elected. In the event of a tie the Chairman of the meeting shall have a casting vote.

D7.

If there are three or more candidates, members shall vote for candidates in order of preference. If no candidate receives more than 50% of the votes, the candidate with the lowest number of votes shall be eliminated from the election and his or her votes shall be transferred in accordance with second and following preferences and so on thereafter until one candidate shall have achieved more than 50% of the votes.

D8.

In the above elections each candidate may address his or her colleagues for not more than two minutes to advance his or her candidacy.

D9.

[deleted on 21 September 2008]

D10.

No Deputy shall be eligible for election as Vice-Chairman of a Divisional Board or Chairman or Vice-Chairman of the Regional Council for longer than two consecutive triennial sessions but this shall not prevent the Vice-Chairman of the Regional Council for standing for election as Chairman thereof.

D11.

A Deputy who has served two consecutive terms in office as Vice-Chairman of a Divisional Board shall not be eligible for election as Vice-Chairman of another Divisional Board or Chairman of the Regional Council until at least one further triennial session has elapsed. Such a Vice-Chairman shall be eligible to stand for election as an Honorary Officer.

D12.

A Deputy who has served one term as a Vice-Chairman of a Divisional Board and the following term as an Honorary Officer (or vice versa) shall not be eligible for election as Vice-Chairman of any Divisional Board until at least one further triennial session has elapsed.

D13.

If a Chairman or a Vice-Chairman of a Divisional Board or the Regional Council is elected during the last year of a triennium, then that period shall be disregarded for the purposes of eligibility for continuing in that office. Service for a period exceeding twelve months in any triennium shall be deemed to be a term of service in office.

APPENDIX E
Sundry Rules relating to Committees

E1.

- (a) If, owing to the resignation or death of an Honorary Officer or a member of a Divisional Board or the Regional Council, a vacancy occurs, a by-election shall be held not later than the second Board meeting after the vacancy occurs. The procedure and timetable of such election shall conform as fully as possible to the Rules in the relevant Appendix.
- (b) If a vacancy occurs in the Vice-Chairmanship of a Divisional Board or the Chairmanship or Vice-Chairmanship of the Regional Council, it shall be filled in accordance with the procedure in Appendix D.

E2.

- (a) The Executive Committee Divisional Boards and Regional Council shall have power to co-opt members to attend (but not vote) at their respective meetings and to invite other persons to attend (but not vote) at its meetings for such periods as they shall decide
- (b) Every committee, except the Executive Committee, shall include amongst those invited at least one Deputy who, at the time of his or her invitation, has been a member of the Board for less than five years and, if practicable, a Regional Deputy.
- (c) The disqualifications applicable to a Deputy in Clause 6 shall also apply to a person, not being a Deputy, who is proposed for invitation to a committee.

E3.

A Deputy shall be entitled to attend meetings of the Executive Committee, the Divisional Boards, the Regional Deputies' Assembly and the Regional Council and the committees and working groups established under Clause 19, subject to the Chairman's right to exclude observers on the grounds of confidentiality from any part of a meeting.

E4.

If a member of a Divisional Board who resides within thirty miles of the Board's office does not attend at least one out of three consecutive meetings of that committee, or if a member who resides beyond that distance does not attend at least one out of four consecutive meetings of that Divisional Board the Executive Committee may, after considering any extenuating circumstances, recommend that the Board declare the committee member's seat vacant. The member concerned may appeal to the Constitution Committee whose decision shall be final.

E5.

The Board may from time to time delegate to any committee, with or without conditions, such powers as the Board may think fit, including authority to act in conjunction with any other body or association. Any such activity shall be reported and available for discussion by the Board, subject to such Standing Order as may apply.

APPENDIX F
The Regional Deputies' Assembly and the Regional Council

The Regional Deputies' Assembly

- F1.** There shall be a Regional Deputies' Assembly whose membership shall comprise:
- (a) Deputies representing Congregations whose principal meeting place is situated outside the M25 motorway ("Regional Communities")
 - (b) Deputies representing Representative Councils where not less than ninety per cent of the constituent congregations of that Representative Council are Regional Communities;
- together referred to as "Regional Deputies"
- F2.** The functions and powers of the Regional Deputies' Assembly shall include the following:
- (a) At its first meeting in each triennium, to elect the members of the Regional Council in accordance with Rule F4 and thereafter to elect its Chairman in accordance with Rule F5.
 - (b) To discuss matters of relevance or concern to Regional Communities and make recommendations to the Board as appropriate.
 - (c) If the Board decides to hold meetings elsewhere than in London, to recommend the date and location of such meetings.
- F3.** The Regional Deputies' Assembly shall meet not less than twice a year. It shall usually meet on the same day as a meeting of the Board and the first meeting of each triennium shall be held, if possible, on the same day as the Board meeting immediately following that fixed for the election of the Divisional Boards pursuant to Clause 17 but in any event no later than December. The Regional Deputies' Assembly shall regulate the conduct of its meetings and the procedure for the election of the Regional Council.

The Regional Council

- F4.** The Regional Council shall consist of eight Regional Deputies made up as follows:
- (a) Four members who shall be elected at the first meeting of the Regional Deputies' Assembly of the triennium. Should there be insufficient candidates to fill the positions referred to in sub-rule (b) below the number of members elected under this sub-rule shall be increased accordingly.
 - (b) One elected member from each of the Divisional Boards selected thus:
 - (i) Should a Divisional Board have only one Regional Deputy, then that Deputy shall automatically be entitled to be a member of the Regional Council unless he or she is elected to be a member pursuant to Rule F4(a) above.

- (ii) Should a Divisional Board have two or more Regional Deputies those Deputies shall decide amongst themselves which of them shall serve on the Regional Council. In default of agreement, those candidates shall stand for election at the first meeting of the Regional Deputies' Assembly of the triennium.

F5. The Chairman of the Regional Council shall be elected by the Regional Deputies' Assembly at its first meeting of the triennium from amongst those members elected under Rule F4(a) above.

F6. At its first meeting the Regional Council shall elect a Vice-Chairman from the remaining members elected under Rule F4(a).

F7. [deleted on 15 June 2008]

APPENDIX G

Code of Conduct

1. INTRODUCTION

1.1 Reasons for the Code of Conduct

Deputies, including Honorary Officers, Under-35 Observers and Past Presidents (together referred to below as "**Deputies**"), perform an important and valued public role. The way in which they conduct themselves reflects on the Board of Deputies of British Jews (the "**Board**") and the community as a whole. For this reason it is essential that they do so according to the highest standards expected of those in public life.

The intention of the Code of Conduct (the "**Code**") is formally to record the standard of conduct expected, and behaviour which is not acceptable, and to provide a framework to address any departure from these standards.

1.2 Persons to whom the Code applies

The Code applies to Deputies. It applies to all meetings and visits attended in that capacity and to any other situation when individuals represent or purport to represent the Board or its views in the community. It also applies to personal, business and professional activities where the reputation of the Board may be affected.

1.3 Values

In all the activities and relationships of Deputies, they should act with integrity and probity in all their dealings with fellow Deputies, with Board employees, with other organisations or stakeholders, with the wider Jewish community and with the general public.

2. CONDUCT

2.1 Personal conduct

Deputies must:

- 2.1.1 act ethically and with integrity and probity;
- 2.1.2 act according to the Board's constitution, policies and rules that apply to them;
- 2.1.3 treat fellow Deputies, Board employees and others with respect, courtesy, honesty and fairness;
- 2.1.4 not harass, bully or unreasonably discriminate against fellow Deputies, Board employees and others;
- 2.1.5 contribute to a respectful, harmonious, safe and productive working environment;
- 2.1.6 take responsibility for contributing in a constructive and positive way to the enhancement of good governance and to the reputation of the Board;
- 2.1.7 not bring the Board into disrepute by their actions or activities.

2.2 **Communication and official information**

Deputies must:

- 2.2.1 not disclose information which by its nature is confidential and which has been acquired through their role, other than where proper authorisation has been given;
 - 2.2.2 not represent their own views as the views of the Board to third parties;
 - 2.2.3 not misuse information acquired through their role for personal or commercial gain for themselves or anyone else;
 - 2.2.4 respect the confidentiality and privacy of all information as it pertains to individuals, for example the misuse of the list of Deputies;
 - 2.2.5 if convicted of any serious criminal offence report this to the President of the Board and to the Director General of the Board (referred to below as the "**Chief Executive**") as soon as practicable following conviction.
- 2.3 The provisions of paragraph 2.2.1 above shall not prevent a Deputy from raising any matter at, or in preparation for, a meeting of the Board, save to the extent that the Constitution provides that the matter is to remain confidential.

2.4 **Conflicts of interest**

Deputies must:

- 2.4.1. ensure that personal or financial interests do not conflict with their ability to perform their role; and
 - 2.4.2 manage and declare any conflict between their personal and public duties as a Deputy.
3. **PROCEDURE FOR DEALING WITH ALLEGATIONS OF A BREACH OF THE CODE**
Alleged breaches of the Code or breaches of the spirit of the Code may give rise to a complaint which will be dealt with as provided in this Code.

3.1 **Complaints**

- 3.1.1 Complaints may be made in writing by letter, fax or e-mail addressed to the Chief Executive. Complaints will be acknowledged in writing and referred to the Chair of the Constitution Committee of the Board (the "**Constitution Committee**"). Anonymous complaints will not be accepted.
- 3.1.2 Complaints must be made within four weeks of the alleged incident or of the complainant becoming aware of the incident. If good reason is given for a delay in referral, a complaint made out of time may be accepted at the sole discretion of the Constitution Committee.
- 3.1.3 The Board encourages a friendly resolution to complaints wherever possible and should the Constitution Committee think it appropriate, it will seek to achieve this

through conciliation undertaken by a disinterested member of the Constitution Committee or of the executive committee of the Board (the "**Executive**").

- 3.1.4 When a complaint cannot be resolved by agreement, it will be progressed in a timely, efficient and courteous manner. If, following referral and consideration of the issue raised in the complaint, the Constitution Committee considers that there is no case to answer or that the complaint is frivolous or vexatious, the Constitution Committee may, in its sole discretion, decide that it should not be progressed further but will provide the complainant with reasons for its decision.
- 3.1.5 In all other cases, the Chair of the Constitution Committee will ensure that the matter is dealt with as quickly as possible by the establishment of, and referral of the complaint to, a panel (the "**Panel**") of no fewer than three disinterested members of the Constitution Committee. If there are not three such members, or if there are not three members who are available to act, the Constitution Committee may appoint such other disinterested Deputies as may be necessary to constitute the Panel. The Panel will be chaired by one of its members who will act as a point of contact for the parties. If for any reason a member of the Panel becomes unable to continue as a member, the remaining members shall consult with the parties as to how to proceed further.
- 3.1.6 The complainant or complainants and the party or parties complained against will be given an opportunity to make representations to the Panel in writing, including any additional statements from witnesses to the events concerned. Any party may request that, in addition to making written representations, oral representations be made to the Panel. The Panel may in its absolute discretion accede to or decline such request. Complaints will then be fully considered by the Panel, which may make such further enquiries, including by way of interview, as it considers to be appropriate in order to reach a decision. A report of such further enquiries will be made available to the parties. Once a decision has been made, a report will be sent to the parties explaining the outcome of the complaint review.
- 3.1.7 There will be no right of appeal against a decision of the Panel, which will be final other than in the circumstances outlined in paragraph 3.1.8 below.
- 3.1.8 Any appeal by one of the parties made by reason of fresh material evidence or procedural irregularity must be made in writing within fourteen days of issue of the Panel decision and addressed to the Chief Executive. If an acceptable reason is given for a delay in making the appeal, an appeal made out of time may be accepted at the discretion of the Constitution Committee. The Constitution Committee will establish an appeal panel (the "**Appeal Panel**") of no fewer than three disinterested members who were not members of the original complaint review Panel. If there are not three such members, the Constitution Committee may appoint such other disinterested Deputies as may be necessary to constitute the Appeal Panel. The Appeal Panel's decision will be final. Once a decision has been made, a report will be sent to the parties explaining the outcome of the appeal. If for any reason a member of the Appeal Panel becomes unable to continue as member, the remaining members shall consult with the parties as to how to proceed further.
- 3.1.9 The parties are expected to accept with courtesy the decision of the Panel or Appeal Panel and that it has been made in good faith.

3.2 Complaint outcomes

3.2.1 If the Panel or the Appeal Panel finds that the complaint is justified, it will have the authority to:

- a) request that an apology be made in writing by the party or parties complained against;
- b) issue a notice of criticism to the party or parties complained against and if appropriate send a copy to the President of the Board;
- c) publish to Deputies details of the complaint made and the outcome of the Panel's review;
- d) issue a prohibition from speaking at meetings of the Board and/or Divisions and/or committees of the Board for such period as the Panel or Appeal Panel shall determine;

3.2.2. If the matter is so serious that the Panel decides that further action is required, it shall refer the complaint review decision to the Executive for consideration of appropriate steps. These may include:

- (a) the issue of a notice of criticism to a Deputy's constituency;
- (b) removal from any position within the Board;
- (c) suspension from the Board's activities for such a period as the Executive may decide;

3.2.3. Any referral by the Panel to the Executive shall be accompanied by the Panel's recommendation of appropriate steps, but the decision as to what steps to take shall be that of the Executive.

3.3 Conduct during or following a complaint procedure

3.3.1 The Board does not tolerate abusive or threatening conduct or language from any complainant or anyone else in connection with a complaint.

3.3.2 If contact by a party to the complaint is made with the Panel or with the Appeal Panel or with other members of the Constitution Committee after the completion of the complaint review or appeal and becomes unreasonably persistent or abusive, such contact will be courteously brought to a close.

3.3.3 The chair of the Panel has discretion to decide if and when continued contact by a party to the complaint has become unreasonably persistent or abusive. The following situations may fall within this definition:

- a) any contact that is continued without purpose, after a full response has been provided;

- b) where the personal conduct of a party to the complaint (whether in written contacts, telephone conversations, face-to-face meetings or by any other means) towards members of the Panel, members of the Appeal Panel, members of the Constitution Committee, other parties to the complaint or the Chief Executive becomes abusive or unacceptable in tone or content;
- c) if a party to the complaint continues to contact any member of the Panel or Appeal Panel, members of the Constitution Committee, other parties to the complaint or the Chief Executive after it has been made clear that the chair of the Panel has nothing further to add.

3.3.4 Decisions by the Chair of the Panel, as referred to in this paragraph 3.3, and the reasons for them will be recorded in writing and retained.

Unwarranted continued contact will be brought to a close by written communication from the Chair of the Panel explaining the position. If appropriate, such communication will also explain the action that will be taken on receipt of any further contact. In general, this will be to provide no further response.

ANNEXE
Code of Practice under Clause 31

For the purpose of discharging its responsibilities under the Constitution with regard to religious matters, the following Code of Practice shall be applicable:

1. The Board shall with the Ecclesiastical Authorities
 - (a) keep under review developments in Parliament and elsewhere of concern to the religious well-being of the community; and
 - (b) consider proposals to secure that purpose by legislative or other means.
2. The Board shall, in becoming aware of any particular religious matter
 - (a) refer it to the Ecclesiastical Authorities or the person designated by them to be so informed, for guidance to be given to the Board by the Ecclesiastical Authorities;
 - (b) at the same time, notify the secretary for the time being of each of the other groups of congregations represented on the Board, but not under the jurisdiction of the Ecclesiastical Authorities (hereafter called 'the other groups') with a view to consultation in that regard.
3. The Board shall follow the guidance of the Ecclesiastical Authorities and support it in all ways possible and with all due speed. The Board shall, when acting in accordance with such guidance, at the same time notify in writing the other groups of congregations of the action it proposes to take.
4. The Board shall be informed at least once a year of the steps being taken to implement this Code of Practice.
5. Nothing in this Code of Practice shall affect the right of any of the other groups to take such separate action as it considers fit.
6. In this Code of Practice, the Board shall act through its Constitution Committee, which shall report to the Executive Committee on all guidance and information received as well as on all action proposed or taken.

Addendum

- i) In the event of consultation in accordance with Clause 31 of this Constitution revealing a difference of opinion concerning a matter in issue, the President of the Board shall forthwith invite the Ecclesiastical Authorities to attempt to reconcile any such difference.
- ii) Any submission made by the Board on religious matters in accordance with Clause 31 shall state the same is submitted by the Board of Deputies in accordance (or acting upon) the guidance of the Ecclesiastical Authorities.

SCHEDULE REFERRED TO IN CLAUSE 33

1. Any investments which at the date of investment are authorised by law for the investment of trust moneys but without any of the restrictions imposed by Section 1 of the Trustee Investments Act 1961.
2. Freehold land or leasehold land in Great Britain, whether or not subject to easements or restrictive covenants.
3. Such of the stocks, bonds, debentures or securities of any Municipality, County or District Council, Public Body, Local Authority, Public Utility Company or Railway situate within or operating within any part of the Commonwealth or the United States of America as may for the time being be quoted officially on the Stock Exchange or the New York Stock Exchange.
4. Such debentures, debenture stock or guaranteed or preference or ordinary stocks or shares of any Company having its registered office situated in any part of the Commonwealth or the Continent of America as may for the time being be quoted officially on the Stock Exchange or the New York Stock Exchange.
5. Mortgages, charges or other hypothecation at interest on the security of any investments or property of the nature set out in paragraphs 1, 2, 3 or 4 above.
6. For the purpose of paragraphs 3 and 4 above, a new issue shall be deemed to be officially quoted on the Stock Exchange or the New York Stock Exchange, if the Offer of Sale or Prospectus of any such new issue contains a statement to the effect that application for quotation has been made to the Committee of the Stock Exchange or (as the case may be) of the New York Stock Exchange, or if permission to deal in it has been given by the Committee of the Stock Exchange or the New York Stock Exchange.
7. No investment shall be made in or upon any such property or investment as is mentioned in paragraphs 3, 4, or 5 hereof at any time when (or of such amount that) the value for the time being of all investment of the kinds authorised by paragraphs 3, 4 and 5 hereof held by the Board exceeds or will exceed two-thirds of the total value for the time being of all the investments representing the funds of the Board.

CONTENTS: STANDING ORDERS

1	Board Meetings	26	Closure
2	Notice of Meetings	27	Conduct Unbecoming
3	Chair of Meetings	28	Requisitioning of Meetings
4	Despatch of Reports	29	Suspension and Alteration of Standing Orders
5	Committee Reports		
6	Any Other Business		
7	Debate		
8	Speeches		
9	Interests of Deputies		
10	Reference Back		
11	Minutes		
12	President's Statement		
13	President's Keynote Address		
14	Agenda		
15	Questions		
16	Notices of Motion		
17	Procedure for Notices of Motion		
18	Extraordinary Expenditure		
19	Re-opening of Issues		
20	Control of Proceedings		
21	Amendments		
22	Voting		
23	Adjournments		
24	Points of Order		
25	Challenge to Rulings		

STANDING ORDERS

(Incorporating all amendments up to 21 July 2013)

1. Board Meetings

The Board shall, so far as may be practicable, hold at least eight Meetings of the Board ("Meetings") in each year. Meetings shall not be held (except to consider matters of urgency) during the month of August. The Board shall, before the summer recess each year, approve a list of dates of Meetings proposed to be held during the year commencing on the ensuing 1st of January. Meetings shall normally be held on Sundays. The President may, if he shall think it necessary, vary the date of any such Meeting, and may at any time call a Meeting.

2. Notice of Meetings

Except in cases of urgency, at least twenty-one days' notice of Meetings shall be given and notice of any September and October Meeting shall be given in the previous July. Notice of the first Meeting of each triennial session shall, however, be given as provided in the Constitution of the Board ("the Constitution").

3. Chair of Meetings

The President of the Board shall be the Chairman at all Meetings unless he or she is absent or unable to act, when the Vice-Presidents in order of seniority shall act in his or her stead as Chairman, and failing them then, in precedence, the Treasurer and the Chairman of the Constitution Committee. If all of the foregoing are absent or unable to act, the Deputies present shall choose someone of their number to act as Chairman at such Meeting. The President may however invite any of the Vice-Presidents, the Treasurer, the Chairman of the Constitution Committee or any Deputy to chair any part of the Meeting.

4. Despatch of Reports

The President's written statement and the reports of each of the Executive Committee, the Divisions (referred to in the Constitution at the date of the adoption of these Standing Orders as Divisional Boards), the Regional Council and other committees and working groups which report to the Board shall, if practicable, be sent to Deputies not less than five days before a Meeting.

5. Committee Reports

5.1 Reports of the Executive Committee and the Divisions ("Reports") shall be in three parts. The Preamble, which shall not be open for discussion, shall contain dates of meetings, details of attendances by members, apologies for non-attendance and the dates of future meetings.

Part A shall contain, in separate paragraphs, any Recommendations requiring the endorsement of the Board, including, where necessary, brief reasons for the Recommendation. If there are no Recommendations, the Report shall so state.

Part B shall contain all other matters. Where necessary, it shall briefly explain the background to and reasons for issues and actions.

5.2 Every Report shall be formally moved by the Chairman of the respective Committee or Division without any introductory speech, provided that any new matter arising since the date of the Committee or Division meeting and any corrections to the Report may, with the consent of the Chairman of the Meeting, be presented orally.

5.3 Each Recommendation shall be taken for discussion separately. Where a Recommendation is agreed without discussion, or no dissent is expressed in relation thereto, the Recommendation shall be deemed to have been carried.

5.4 Any matter referred to in Part B shall be open for discussion, provided that any matter referred to in Part B of the Executive Committee Report which directly refers to the work of a Division which is reporting at the Meeting shall, unless the Chairman of the Meeting otherwise directs, be discussed only under the Report of that Division.

6. Any Other Business

Having taken Parts A and B of a Report, the Chairman of the Meeting shall enquire whether there is any other business pertaining to the work of that Committee or Division not already dealt with in its Report ("Any Other Business"). Any Deputy may then raise such other matters, which shall be open for discussion, provided that in the case of the Executive Committee Report, no matter shall be raised under "Any Other Business" which, in the opinion of the Chairman of the Meeting, should be raised under the Report of a Division or by questions to a Non - Reporting Division (as defined in Standing Order 14).

7. Debate

No Deputy may, except with the consent of the Chairman of the Meeting, speak more than once on each Recommendation in Part A of a Report or on each separate topic in Part B of a Report, or during "Any Other Business" of a Report. This shall not apply to the Chairman of the Committee or Division whose Report is under discussion. No further debate on any Recommendation or topic shall take place after the Chairman of the Committee or Division has replied.

8. Speeches

8.1 No speech may, except with the consent of the Chairman of the Meeting, last for more than four minutes.

8.2 No Deputy may, except with the consent of the Chairman of the Meeting, speak more than once to any motion or any amendment thereto except the mover of such motion who shall be at liberty to reply. A motion for Reference Back is for this purpose to be regarded as separate from the Recommendation to which it refers.

9. Interests of Deputies

If a matter is under discussion at the Board in which a Deputy has a financial interest or in relation to which it is relevant to know that a Deputy holds an office or a prominent position in an organisation, the Deputy should declare that interest, office or position before participating in the discussion.

10. Reference Back

On consideration of any Recommendation, any Deputy may move the Reference Back. Such motion must be seconded. If the motion for the Reference Back is not accepted by the Committee or Division Chairman and when put to the vote is carried, the Committee or Division shall be required to reconsider the matter at its own next meeting and to report thereon to the first Meeting thereafter.

11. Minutes

11.1 Minutes of Meetings shall be entered in a Minute Book which shall be open to inspection by Deputies. Copies of the Minutes shall, if possible, be circulated to Deputies at least five days prior to the next Meeting. Any proposed amendments to the Minutes of a Meeting shall be notified prior to the next Meeting to the Director General who shall inform the next Meeting of them. The Minutes shall, after any amendment, be approved at the next Meeting and shall be signed by the Chairman of that Meeting.

11.2 A separate record shall be kept by the Director General of all Recommendations, and shall indicate whether the Recommendation was carried, defeated or referred back, and such record shall be open to inspection by Deputies.

12. President's Statement

All matters of a formal character, including letters and addresses of congratulation and condolence, shall be dealt with by the President under the heading "President's Statement on Formal Matters" and there shall not be discussion thereon.

13. President's Keynote Address

Any statement of the Board's policy which the President wishes to make shall be made under "President's Keynote Address". Deputies may raise any matter contained in such Address under "Any Other Business" of the Executive Committee Report, subject only to Standing Order 6.

14. Agenda

14.1 The agenda of every ordinary Meeting shall include an item entitled "Questions to Chairmen of Non-Reporting Divisions". A Non-Reporting Division shall mean any Division not presenting a written Report to the Meeting.

14.2 There may be put to the Chairman of a Non-Reporting Division any written questions submitted under Standing Order 15, followed by any questions which the Chairman of the Meeting has directed under Standing Order 6 should be referred to the Chairman of a Non-Reporting Division.

14.3 Any Non-Reporting Division wishing to place a Recommendation before the Board for approval may do so at a Meeting under an agenda item "Recommendations of Non-Reporting Divisions". Standing Orders 5.3 and 5.4 shall apply to the discussion of such Recommendations.

15. Questions

Written questions, whether to Reporting or to Non-Reporting Divisions, shall be submitted to the Director General in advance of any Meeting, but in any event not later than 10 a.m. if a morning meeting or 1.45 p.m. if an afternoon meeting on the day of the Meeting. Questions shall be read as submitted and will only be answered if they are within the scope of the Board's work. Each question, when answered, may be followed by the questioner putting one supplementary question. Other Deputies may then each put one supplementary question at the discretion of the Chairman of the Meeting. Such supplementary questions shall be brief and in interrogatory form.

16. Notices of Motion

Any Deputy may submit a notice of motion signed by him and supported by a seconder in writing provided that it is received by the Director General not less than thirteen days before the Meeting to which it is to be submitted. The Chairman may, at his discretion, on the ground of urgency or other reasonable ground, allow any motion to be submitted of which insufficient or no prior notice has been given.

17. Procedure for Notices of Motion

Where any Deputy submits a notice of motion under Standing Order 16, the notice of motion shall first be put before the next meeting of the appropriate Committee or Division for consideration. The mover and seconder shall be invited to attend or to submit views in writing to the Committee or Division. If the matter cannot be resolved to the satisfaction of the proposer within one month (or, if received during June, July or August, within two months) of its receipt by the Director General the proposer and seconder may, upon securing the support of not fewer than 20 Deputies (who may include the proposer and seconder) require the notice of motion to appear on the agenda of the next Meeting of the Board. Such support shall be evidenced by the signatures of such Deputies appended to a copy of the Notice of Motion and shall be delivered to the Director General. The Notice of Motion shall appear on the agenda of the next Meeting of the Board provided delivery of such evidence to the Director General is made not less than ten days prior to the date of such Meeting and shall be taken in conjunction with any report of the relevant Committee or Division which appears on the agenda or otherwise considered separately. Should such matter not be reached on the agenda of the Meeting, it shall be accorded priority on the agenda of the ensuing Meeting.

18. Extraordinary Expenditure

Any motion or proposal made at a Meeting involving extraordinary expenditure shall be referred to the Finance and Organisation Division for the consideration of the financial obligations involved before it is brought before the Board for a decision, and no Meeting shall be asked to approve a recommendation from any Committee or Division involving such expenditure until it has been submitted to the Finance and Organisation Division.

19. Re-opening of Issues

No questions or subject which shall have been, in the opinion of the Chairman, substantially discussed and determined at a Meeting shall be re-opened during the six calendar months following such Meeting, unless, in the opinion of the Chairman, new circumstances shall have arisen of such a character as to justify re-opening the question or subject, or a requisition on such question or subject shall have been presented under Standing Order 28.

20. Control of Proceedings

The Chairman may disallow any question under Standing Orders 14 or 15 or any motion whatsoever if he is of the opinion:

- 20.1 that it would not be in the communal or public interest for such question or motion to be put; or
- 20.2 that the question or motion can be suitably dealt with elsewhere on the agenda; or
- 20.3 that (subject to sufficient time becoming available later in the Meeting) there is insufficient time to deal with the remainder of the agenda.

21. Amendments

- 21.1 Amendments may be proposed to any Motion or Recommendation on the agenda provided that they have been received by the Director General in writing by Noon on the Thursday preceding the Sunday meeting and have been signed by a proposer and seconder. Such amendments shall be made available to Deputies in writing prior to the start of the meeting.
- 21.2 Drafting amendments may be moved with the permission of the Chairman without prior notification.
- 21.3 Every amendment shall be relevant to the subject matter of the Motion or Recommendation on the agenda and the effect of the amendment must not be to reverse or substantially change the thrust of the original Motion or Recommendation.
- 21.4 Amendments shall be discussed and voted upon individually.
- 21.5 When an amendment is taken, the proposer of the Motion or Recommendation being debated shall be asked if he/she is prepared to accept the amendment and, if so, debate shall continue on the amended Motion or Recommendation. If the proposer is not prepared to accept the amendment, the proposer of the amendment shall speak to it and it shall then be debated with speeches for and against in turn before being put to the vote. The proposer of the amendment shall not have a right of reply.
- 21.6 If the amendment is defeated, debate on the original Motion or Recommendation continues but if it is carried then the amended version becomes the substantive Motion or Recommendation to which further amendments will be permitted provided that they fall within Standing Order 21.3.

22. Voting

Except as otherwise provided in the Constitution and Standing Orders, every question at a Meeting shall be determined by a simple majority of votes of the Deputies present and voting on that question and such majority shall be ascertained by a show of hands. The Chairman may at his discretion and shall upon the demand of not fewer than thirty Deputies, direct that the voting be either by Deputies standing or by division, in which event he shall appoint tellers accordingly. If the majority vote shall exceed the minority vote by fewer than ten votes, the Chairman may at his discretion and shall upon the demand of not less than three Deputies direct a recount by a method

of voting different to that utilised in the first count, and the results of the recount shall then prevail.

23. Adjournments

The Chairman shall have power both to adjourn a Meeting and to adjourn the consideration of any question being discussed at a Meeting, in which event no further speech shall be made at such Meeting or upon such question (as the case may be). The Chairman shall also have power to reject any motion for the adjournment of a Meeting or for the adjournment of consideration of any question being discussed thereat.

24. Points of Order

A Deputy shall be entitled to raise a Point of Order to draw attention promptly to any alleged breach of the Constitution or Standing Orders, or to object to a personal attack upon the Deputy, and for no other purpose.

25. Challenge to Rulings

Any Deputy desiring to challenge a ruling of the Chairman shall do so immediately thereafter, and such motion if seconded shall be put immediately, but shall not be deemed to be carried unless passed by a majority of not less than two-thirds of the Deputies present and voting.

26. Closure

Any Deputy may, during a debate, move for closure of the debate. The Chairman may thereupon defer the debate, and the motion for closure thereof, to a later point in the Meeting. Unless the Chairman shall do so or shall be of the opinion that the question before the Meeting has not been sufficiently discussed, the motion for the closure, if seconded, shall be put forthwith without amendment or debate. If the motion for the closure is carried, the Chairman of the Committee or Division whose Report or Recommendation is then under consideration shall be entitled to reply to the debate on the question before the Meeting, but no other speech shall be allowed before the Report or Recommendation is put.

27. Conduct Unbecoming

If any Deputy shall disobey a ruling by the Chairman or otherwise interfere with the business of the Meeting or be guilty of disorderly conduct thereat, the Chairman shall request the Deputy to cease such conduct, and in the event of refusal or failure to comply shall be at liberty to name such Deputy who shall forthwith withdraw from the Meeting. Upon a proposal by the Chairman, the Deputy so named shall be suspended for such period as the Board shall, by a two-thirds majority of the Deputies present and voting, think fit.

28. Requisitioning of Meetings

Whenever a requisition, signed by not less than thirty Deputies, shall be presented to the President to hold a Meeting, stating the purpose for which such Meeting is desired, the President shall (provided that such purpose shall not, in his opinion, be the discussion of a matter which has been dealt with at a Meeting summoned on a requisition presented within the previous six calendar months) within seven days from the receipt of such requisition summon a Meeting to be held within fourteen days (or such longer period as the Deputy who is the first signatory to the requisition shall in writing specify) of the date of the notice calling it, specifying in the summons the purpose for which it is to be held. If the President fails within seven days after the presentation of a requisition complying with the above conditions to summon a Meeting, any thirty or more Deputies may, on the expiration of such seven days, by notice to the Director General require a Meeting to be summoned for the purpose stated in the requisition. No such Meeting shall be held during the month of August except with the consent of the President or (in his absence) of one of the Vice-Presidents.

29. Suspension and Alteration of Standing Orders

The Board may suspend the operation of any Standing Order for the duration of a Meeting or any part thereof provided that such resolution for suspension is proposed at a Meeting by the Chairman and passed by a majority of not less than three quarters of the Deputies present and voting. Subject thereto, no Standing Order shall be altered, suspended or repealed, nor any new Standing Order adopted, unless at a Meeting whereof at least seven days' notice shall have been given. The summons for such a Meeting shall specify the object for which it is convened and shall include the text of any proposed alteration to any Standing Order or of any proposed new Standing Order.

INDEX TO STANDING ORDERS

Adjournment	23
Agenda	14
Amendments	21
“Any Other Business”	6
Chair of Meetings	3
Challenge to Rulings of Chairman	25
Closure	26
Committee Reports	5
Conduct Unbecoming	27
Control of Proceedings	20
Debate	7
Despatch of Reports	4
Divisional Reports	4,5
Executive Committee Report	4,5,6
Extraordinary Expenditure	18
Finance and Organisation Division	18
Interests of Deputies	9
Length of Speeches	8
Meetings of the Board	
-Dates	1
-Notice of	2
-Requisitioning	28
Minutes	11
Non-Reporting Divisions	6,14,15
Notices of Motion	16,17
-Disallowance	20
Points of Order	24
President	
-Chairman of Meeting	3
-President’s Keynote Address	13
-President’s Statement on Formal Matters	12
Proceedings: Control of	20
Questions	15
-Disallowance	20
-To Chairman of Non-Reporting Divisions	14,15
Recommendations	5.3, 7
Reference Back	8.2, 10
Regional Council	4
Reopening of Issues	19
Reports	
-Committee Reports	5
-Despatch of	4
-Recommendations	5.3, 7
Requisitioning of Meetings	28
Six Months’ Rule	19,28
Speeches	8
Standing Orders: Suspension and Alteration	29
Suspension of Deputy	27
Voting	22