

# **BY-LAW NO. 14**

**SUBJECT: PROCEDURES FOR MEETINGS**

**COMMENCED: DRAFT - NOVEMBER 2019**

**APPROVAL: ENDORSED WITH MINOR EDITING AT SPECIAL GENERAL MEETING  
30 NOVEMBER 2019**

**LAST UPDATE: EDITING COMPLETED 22 FEBRUARY 2020**

## **1. GENERAL PROCEDURES FOR MEETINGS**

Unless stated otherwise, this By-law applies to all General and Special Meetings of Club Members and Boards:

- (a) All meetings shall be under the control of the Chair, which includes his or her delegate if appointed, and any Member wishing to speak shall address the Chair;
- (b) The Chair may call upon any Member to withdraw and apologise in the case of any comment that is deemed offensive or otherwise inappropriate. If the Member refuses to withdraw or apologise or otherwise persists in being disorderly, the Chair may call on him or her to withdraw from the meeting;
- (c) Members must not interrupt other Members who are speaking except to raise a point of order. The Chair shall rule on all points of order and matters of procedure and notices of motion or debate in relation to the Chair's ruling on such matter shall not be permitted;
- (d) If a Member raises a point of order, the person speaking shall be silent until the Chair has ruled on the issue;
- (e) The Chair shall ensure a reasonable time is provided to debate any matters that are to be determined by the Members at the meeting. At any time during the debate a Member may move that the question be put to the Members present for a vote and provided the Chair is satisfied that a reasonable period of time has been provided for the debate, the vote shall proceed;
- (f) Prior to a vote being taken any Member may move that the debate of any issue be adjourned to a subsequent meeting. If carried, the debate shall proceed at the subsequent meeting;
- (g) The Chair in his or her discretion can determine how long Members may speak on any motion or other issue under consideration at the meeting;
- (h) All motions for consideration by the Members at a meeting shall be in writing and made available to the Membership, not including a matter referred to in Clause 21(a) of the Club Constitution at least 28 days prior to the meeting in question;
- (i) At meetings a Member may move an amendment to a motion of which previous notice has been given, but only one amendment can be considered at any one time;

- (j) Prior to any vote being taken on a motion, either in original or an amended form, the Chair shall ensure the wording of the motion is recorded in writing and made known to the Members present at the meeting;
- (k) Any Member present at a meeting shall be entitled to speak on any issue being considered at the meeting. Voting on any matter shall be limited to those Members authorised to do so under the Club Constitution;
- (l) A record of the Members attending any meeting of the Club shall be maintained and included with the Club's records.

## **2. RULES OF DEBATE**

### **2.1 General**

- (a) The undermentioned Rules shall apply to the conduct of all meetings of the Council, Boards and Committees;
- (b) For the purpose of these Rules, the word "Member" shall refer to Members of the Club.

### **2.2 Chair's Authority**

- (a) Whenever the Chair rises during debate, the Member then speaking shall be silent and resume his seat;
- (b) In the case of any remark considered by the Chair to be offensive or imputing improper motives, the Chair may call upon a speaker to withdraw and apologise;
- (c) The Chair may also call a Member to order. If such Member persists in being disorderly, he or she may call upon such Member to withdraw from the meeting;
- (d) It shall not be permissible to dispute the Chair's rulings or move a motion of dissent from his or her ruling, on matters of procedure and points of order.

### **2.3 Debate**

- (a) Any Member desiring to speak shall stand up and address the Chair;
- (b) If two or more Members rise to speak at the one time, the Chair shall decide who is entitled to priority;
- (c) The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated;
- (d) No Member shall interrupt another while speaking except to raise to a point of order;
- (e) No speaker shall digress from the subject under discussion;
- (f) No Member shall use offensive or unbecoming words;
- (g) During the debate, a Member may raise a point of order whereupon the Member then speaking shall resume their seat until the point of order has been decided.

## **2.4 Summary: Motions of Dissent**

It shall be competent for any Member to move a motion of dissent from the Chair's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. Only the Secunder and Chair may then speak to the motion.

At any time during the debate, a Member may move "that the question be now put" provided the Chair is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate. It need not be seconded.

A motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the Mover, Secunder or any person who has spoken to the original motion or amendment to move "that the question be now put".

If carried, the original motion shall be put to the vote without further debate except that the Mover thereof shall have the right of reply. If lost, the debate may proceed.

A Member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the Mover thereof shall not be allowed to speak again on the question under debate. If carried, the Mover shall have the right of resuming the debate at the ensuing meeting and the Mover of the original motion shall have the right of reply.

## **2.5 Motions and Amendments**

- (a) Any Member proposing a motion, or an amendment shall state its nature before addressing the meeting thereon;
- (b) The Mover of a motion shall not occupy more than five minutes nor any other speaker more than three minutes, provided that the meeting may, by resolution without debate, grant an extension of time to any speaker;
- (c) No Member may speak more than once to a motion except with the Chair's permission, in explanation or reply, or to ask a question provided that he or she may speak again on any amendment to the motion;
- (d) The Mover of a motion's right of reply shall be exercisable at the end of the debate;
- (e) The Mover of an original motion must get the consent of his Secunder, and the approval of the meeting, before making any alteration to the wording of their motion;
- (f) Any Member (other than as provided in (g) herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed;
- (g) The Mover or Secunder of a motion may not move or second an amendment to it, but may speak on any such amendment and vote in favour of it;
- (h) A Member may move or second one amendment only to each motion, but may speak on amendments moved by others;
- (i) When an amendment has been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time;

- (j) If there is an indication of more than one amendment to be brought forward, the Mover of the original motion may elect to reply at the end of the debate on the first amendment.

## **2.6 General Principles**

- The Mover of an amendment has no right of reply;
- A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate;
- Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received;
- When an amendment is carried the motion as amended becomes the motion before the meeting;
- Motions and amendments can only be withdrawn when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal;
- If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its committal.

## **3. VOTING AT GENERAL MEETINGS**

Voting shall be as defined in Clause 24.1 of the Club Constitution.