

# MEETING BY-LAWS



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## 1.0 GENERAL

1. (a) To ensure meetings are conducted in a fair, equitable and efficient manner the following meeting procedure must be used at:

- Annual General Meetings
- Special General Meetings
- General Meetings
- Board of Management Meetings
- Executive Committee.
- Beach Committee
- Competition Committee
- Junior Committee
- Food and Beveridge Committee

## **2.0 PRIOR TO THE MEETING**

### **2.1 ORGANISING THE MEETING**

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#### **2.1.1 ROOM AND RESOURCES**

- 2.1.1. (a) The relevant person (organiser) shall ensure that the required meeting room is free and shall book it with the Club Administrator.
- 2.1.1. (b) Club Administrator shall block out that room for the required time for the meeting and ensure there is no double up of bookings.
- 2.1.1. (c) The organiser shall also request from the Club Administrator any required technologies and resources that they may need to successfully chair the meeting.
- 2.1.1. (d) Club Administrator will ensure such resources will be available for the meeting.

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#### **2.1.2 CATERING**

- 2.1.2. (a) It is at the organisers discretion as to cater for the meeting.
- 2.1.2. (b) If the organiser decides to cater, they are required to ensure all dietary conditions for the attendees are met.
- 2.1.2. (c) It is highly advisable that if alcohol is supplied it should be done at a minimal amount and at the end of the meeting.
- 2.1.2. (d) No BYO alcohol is permitted and should be communicated by the organiser of the meeting when invites, and agendas are mailed out.

### **2.2 INVITES AND RSVP**

- 2.2. (a) Invites to the meeting should be done electronically via email so as to keep a record of attendees. An Outlook calendar invite is the preferred method.
- 2.2. (b) All invited attendees shall respond, accept, tentative or decline are the accepted responses
- 2.2. (c) For committee based or board of management meetings the invite shall detail the timing and location of the meeting and be communicated to all a minimum one week prior to the meeting.
- 2.2. (d) For an annual general meeting or special general meeting the invite shall detail the timing and location of the meeting and be communicated to all a minimum one month prior to the meeting.

### **2.3 NOTICE OF MOTIONS**

- 2.3. (a) The Constitution lays down the time required for various notices of motions. Where it does not, the Chairperson of that meeting shall decide if the meeting has had sufficient notice.

When a meeting receives sufficient notice of motion, that motion shall be included on the Agenda of that meeting.

- Annual General Meeting or Special General Meeting – Paragraph 9.2 (b), 14 days prior

2.3. (b) Where insufficient notice has been given, then that motion shall be included on the Agenda of the next meeting.

## **2.4 AGENDA**

2.4. (a) The agenda should be circulated prior to the meeting, preferably two-three days prior to the meeting to allow attendees to be aware of the agenda.

## **2.5 REPORTS AND CORRESPONDENCE**

2.5. (a) All relevant reports and correspondence associated with the meeting should be circulated two-three days prior to the meeting. They should be attached with the agenda and mailed out together.

## 3.0 AT THE MEETING

### 3.1 CONDUCT

- 3.1. (a) The Chairperson is responsible to ensure the correct conduct of the meeting and ensure those persons attending conduct themselves correctly, abuse of any form will not be tolerated.
- 3.1. (b) The Chairperson shall ensure fair and even debate and allow those members who wish to speak are given an opportunity to do so. To this end they may introduce time limits on debates or rule that topics are being repeated or irrelevant and stop the attendee from continuing a debate if it is not advancing the issue(s).
- 3.1. (c) Before the Chairperson introduces a time limit, they must first advise the meeting of their intention before the debate starts on an issue.
- 3.1. (d) The Chairperson may eject anyone from the meeting, without warning, if in the opinion of the Chairperson the continued presence of that person is detrimental to the good conduct of the meeting or if that person acts in a manner that interrupts the flow of the meeting.
- 3.1. (e) Persons under the influence of alcohol or drugs will not be permitted to attend and will be asked to leave.

### 3.2 QUORUM

- 3.2. (a) At the start time the Chairperson should ensure there is a quorum present, as per the Constitution.
  - Annual General Meetings – Paragraph 6.1 (a), 50% of eligible members shall form a quorum.
  - Special General Meetings General Meetings – Paragraph 6.1 (b), 25% of eligible members shall form a quorum
  - Board of Management Meetings - Paragraph 5.1 (c), 5 shall form a quorum.
  - Executive Committee – Paragraph 5.2 (a), 3 shall form a quorum.
  - Beach Committee – Paragraph 5.3 (a), 4 shall form a quorum
  - Competition Committee – Paragraph 5.5 (c), 5 shall form a quorum
  - Junior Committee – Paragraph 5.6 (c), 5 shall form a quorum
  - Food and Beveridge Committee – Paragraph 5.12 (a), 4 shall form a quorum
- 3.2. (b) If a quorum is present the Chairperson shall formally declare the meeting open. If there is an insufficient quorum the Chairperson shall wait 15 minutes and then check for the quorum and then declare the meeting open if the quorum is present.
- 3.2. (c) If the quorum is still insufficient the meeting will not proceed, a new time, date and venue shall be declared. At the Chairperson's discretion, they may allow an informal discussion to take place if the meeting has been cancelled.

### **3.3 AGENDA**

3.3. (a) The Chairperson will adhere to the agenda order.

3.3. (b) Only those items on the agenda can be discussed. Such items can be:

- Attendance
- Minutes from previous meetings
- Matters arising from previous meetings
- Correspondence being tabled
- Financial statements
- Committee reports
- Miscellaneous reports
- Motions
- General business
- Next meeting

### **3.4 ATTENDANCE LIST**

3.4. (a) An attendance list shall be taken and attached to the minutes of that meeting.

3.4. (b) Apologies should also be recorded and attached to the minutes of that meeting.

### **3.5 MINUTES**

3.5. (a) All meetings shall be recorded in the form of minutes.

3.5. (b) The minutes of the previous like meeting shall be confirmed, amended as necessary and signed as correct by the Chairperson.

3.5. (c) Matters arising from the minutes shall be listed on the Agenda and discussion should be limited to those matters that will not be covered in reports. Matters arising shall also be limited to questions or the actions of those appointed to take the action.

### **3.6 CORRESPONDENCE**

3.6. (a) A list of all relevant inward and outward correspondence in chronological order shall be put to the meeting.

3.6. (b) A motion shall be put to the meeting "That the inward correspondence be received, and the outward correspondence be approved".

3.6. (c) A member of that meeting (as per Constitution) may request any correspondence be read in full to the meeting.

3.6. (d) Items of correspondence that need action by that meeting shall be tabled.

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### 3.6.1 REPORTS

- 3.6.1. (a) Once a report is tabled it is open for discussion.
- 3.6.1. (b) Before any action can be taken on any recommendation within a report it must first be accepted by the meeting in the form of a motion.
- 3.6.1. (c) The Financial report requires a motion that “all accounts listed, be paid” and a motion that “the report be accepted”.

## 3.7 MOTIONS

- 3.7. (a) All items of business that require a decision must come before the meeting by way of motion, and if passed, become resolutions.
- 3.7. (b) A motion should be proposed before the Chair allows any debate or discussion on the topic. The motion is introduced by the mover by addressing the Chair “I move that..... This can only occur if there is no other motion before the meeting.
- 3.7. (c) The mover must state the case to the meeting, on that motion only, and may not be interrupted unless the Chairperson believes it is frivolous or ridiculous, is unlikely to be seconded, not relevant to the meeting or outside the authority of the meeting.
- 3.7. (d) The motion should be clear, concise and unambiguous and if requested by the Chair, written.
- 3.7. (e) The mover is granted right of reply at the end of the debate.
- 3.7. (f) Every motion requires a seconder. The speaker supports the motion by “I second that motion”. If there is no seconder the motion lapses.
- 3.7. (g) The seconder has no right of reply and may speak as he or she seconds the motion or reserves a speech until after further debate.
- 3.7. (h) Once a motion has been moved and seconded the Chairperson shall declare “does anyone wish to speak AGAINST the motion?” If NO, the motion is to be put to the vote.
- 3.7. (i) If YES, the order of debate should be speaker against, then for (i.e. alternatively), with no speaker, speaking more than once except for the seconder’s reserved speech, the mover’s right of reply, a point of order, personal explanation to a question or correcting a quote.
- 3.7. (j) The Chairperson shall decide when discussion closes and when a vote should be put.
- 3.7. (k) When the motion is to be put, the mover of the original motion shall be offered the right of reply. The Chairperson may summarise the proceedings for and against.
- 3.7. (l) The motion to be ratified must be read to the meeting and the vote taken.
- 3.7. (m) If the motion is lost another motion similar to the original motion cannot be raised at that meeting. The Chairperson shall decide if a new motion is similar to a lost motion.



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### 3.7.1 AMENDMENTS

3.7.1. (a) Motions that have been moved and seconded may be amended at any time before the vote to accept the motion is taken. The amendment must be clear and precise and not negate or substantially change the original motion. A competent amendment may:

- Add to the motion
- Subtract from the motion
- Substitute words within the motion
- Alter wording.

3.7.1. (b) The Chairperson shall rule if an amendment is competent or does not negate or substantially change the original motion and if necessary, request the amendment be written.

3.7.1. (c) An amendment is introduced by addressing the Chair "I would like to make an amendment that ...." Neither the mover nor seconder of the original motion can move an amendment to that motion.

3.7.1. (d) The mover must state the case to the meeting, on that amendment only, and may not be interrupted by the Chairperson unless it is frivolous or ridiculous and is unlikely proceed.

3.7.1. (e) The mover is granted right of reply at the end of the debate.

3.7.1. (f) Amendments should be placed before the meeting one a time and dealt with in the order in which they were received.

3.7.1. (g) When an amendment is received, all members who have spoken previously may speak again.

3.7.1. (h) Once an amendment has been received the Chairperson shall declare "does anyone wish to speak AGAINST the amendment?" If NO, the amendment to be put to the vote.

3.7.1. (i) If YES, the order of debate should be speaker against, then for (i.e. alternatively), with no speaker, speaking more than once except, the mover's right of reply, a point of order, personal explanation to a question or correcting a quote.

3.7.1. (j) The Chairperson shall decide when discussion closes and when a vote should be put.

3.7.1. (k) When the amendment is to be put, the mover of the amendment shall be offered the right of reply. The Chairperson may summarise the proceedings for and against.

3.7.1. (l) When an amendment is carried, it is incorporated in the motion, which can be further debated and amended.

3.7.1. (m) If an amendment is lost, the original or previously amended motion again has the floor and debate continues from when the amendment was raised.

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### 3.7.2 FORMAL MOTIONS

3.7.2. (a) Formal motions are standing questions for the meeting. All need a mover and seconder and are ruled upon by the Chairperson.

3.7.2. (b) Formal motions may be introduced when a motion or amendment is under discussion or at any other time in the meeting. Once introduced further discussion is suspended until the Chairperson rules on the formal motion.

3.7.2. (c) Formal Motions may not be moved or seconded by:

- The mover of the original motion
- The seconder of the original motion
- The mover of the amendment under discussion
- Anyone who has spoken on the motion or amendment under discussion.
- Anyone who has spoken on the business or item currently before the meeting.

3.7.2. (d) Examples of formal motions:

- The question be left to lie on the table
- Proceed to the next business or item
- The previous question be voted on
- Discussion be closed
- Vote by show of hands
- Vote by ballot

## 3.8 VOTING

3.8. (a) The Constitution details who can vote at what meetings. The Chairperson shall ensure only those eligible to vote at the meeting vote

3.8. (b) Unless otherwise stated in the Constitution a simple majority vote (50% plus one) shall determine the result of a vote.

3.8. (c) In most cases a vote by voice should cause the Chairperson to declare a vote. If there is any doubt on the voice vote, the Chair may call for a show of hands or call for a ballot or a member may request a show of hands or vote by ballot.

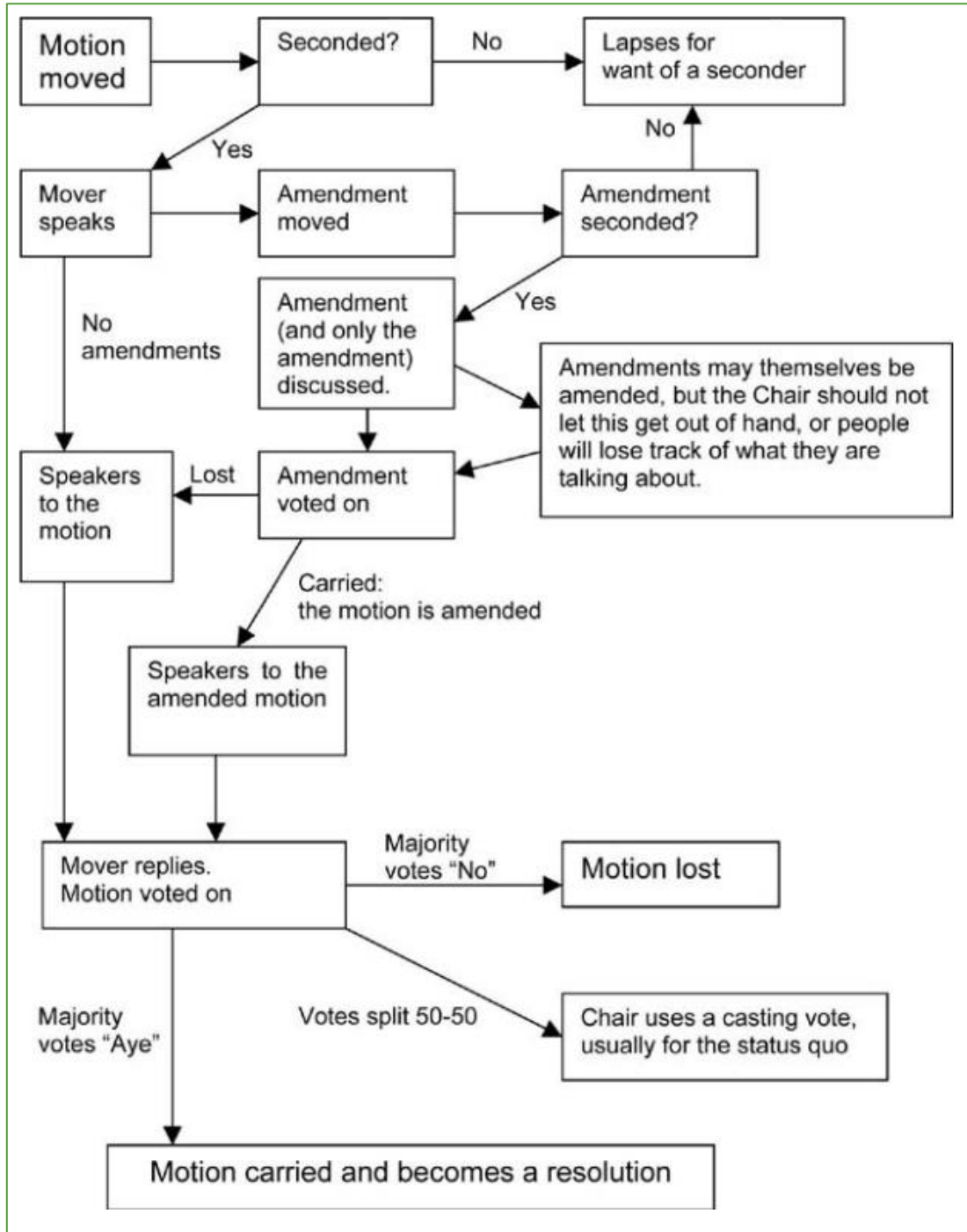
## 3.9 POINTS OF ORDER

3. (b) Points of order are when a member believes the meeting is not following these Bylaws and requests the meeting to follow the procedures.

3. (c) Any attendee entitled to vote at that meeting can raise a point of order with the Chairperson. The Chairperson shall rule on the point of order.

- 3. (d) A point of order is introduced by addressing the Chair “I would like to raise a point of order. I believe that.....”
- 3. (e) The Chairperson shall address the point of order and correct the process or give their reason why it is not a breach of the process. Chairperson’s decision is final.

### 3.1 MOTIONS AND AMENDMENTS FLOWCHART



## **4.0 AFTER THE MEETING**

- 4. (a) Minutes should be promptly communicated to all parties within 48 hours of the meeting date.
- 4. (b) All minutes should be communicated to the Administration Manager for filing immediately.
- 4. (c) Those people assigned tasks should attempt to complete them before the due date.

## **4.1 ROOMS AND RESOURCES**

- 4.1. (a) It is the Organisers responsibility to ensure all rooms are left in a neat and tidy order.
- 4.1. (b) Rubbish shall be placed in bins and any leftover food placed into fridges.
- 4.1. (c) All resources should be left in a neat and tidy order.
- 4.1. (d) Any defects found in resources shall be reported to the Club Administrator for repair.

## 5.0 RECORD OF CHANGE/AMENDMENTS

Rev	Prepared By	Reviewed By	Approved By	Date	Reason for Changes
A	Unknown			Unknown	Original
B	M Saunders			27/11/2018	Update to reflect the new format. Addition of: - flowchart for motions - change of headings to improve flow of document
C	M Saunders (Administration Director)	J Bunford (Administration Manager)	R Morris (President)	7/11/2019	Addition of: - code of conduct - organising the meeting - invites and rsvp - after meeting timings - rooms and resources
D					