

SORRENTO SLSC
MEETING BY-LAWS



Table of Contents

PARA 1. GENERAL	4
1.1 GENERAL	4
PARA 2. DEFINITIONS	4
2.1 DEFINIIONS	4
PARA 3 BOOKING AND CATERING	5
3.1 BOOKING AND CATERING	5
PARA 4 MATERIAL PERSONAL INTEREST	5
4.1 MATERIAL PERSONAL INTEREST	5
PARA 5 USE OF TECHNOLOGY TO BE PRESENT	6
5.1 USE OF TECHNOLOGY TO BE PRESENT	6
PARA 6 ATTENDANCE	6
6.1 ATTENDANCE	6
PARA 7 NOTICE	6
7.1 COMMITTEE AND BOARD MEETINGS	6
7.2 ANNUAL GENERAL MEETINGS	6
7.3 GENERAL MEETINGS	7
PARA 8 AGENDA	7
8.1 COMMITTEE AND BOARD MEETINGS	7
8.2 ANNUAL GENERAL MEETINGS	8
8.3 GENERAL MEETINGS	8
PARA 9 QUORUM	9
9.1 COMMITTEE AND BOARD MEETINGS	9
9.2 ANNUAL GENERAL MEETINGS	9
9.3 GENERAL MEETINGS	10
PARA 10 VOTING	10
10.1 COMMITTEE AND BOARD MEETINGS	10
10.2 ANNUAL GENERAL AND GENERAL MEETINGS	10
PARA 11 MINUTES	11
11.1 MINUTES	11
PARA 12 CONDUCT	12
12.1 CONDUCT	12
PARA 13 CHAIRPERSON	12
13.1 Chairperson	12
PARA 14 MEETING PROCEDURE	12
14.1 ORDER OF BUSINESS	12

14.2	ATTENDANCE.....	13
14.3	PREVIOUS MINUTES	13
14.4	CORRESPONDENCE	13
14.5	REPORTS	13
14.5.1	Committee and Board Reports	13
14.5.2	Annual General Meeting Reports	13
14.6	MOTIONS RECIEVED	14
14.7	GENERAL BUSINESS ITEMS	14
14.8	CLOSE MEETING AND NEXT MEETING	14
PARA 15	MOTIONS AND AMENDMENTS	15
15.1	MOTIONS.....	15
15.2	AMENDMENTS.....	15
PARA 16	FORMAL MOTIONS.....	16
16.1	FORMAL MOTIONS	16
PARA 17	POINTS OF ORDER	17
17.1	POINTS OF ORDER	17
APPENDIX 1	MOTIONS AND AMENDMENTS FLOW CHART	18
APPENDIX 2	RECORD OF CHANGE	19

PARA 1.

GENERAL

1.1 GENERAL

1.1 (a) Paras 6 and 7 of the Constitution outlines the minimum requirements for Committee Meetings, Annual and General Meetings. These Bylaws expand on those requirements and provide a guide for calling, conducting, and recording meetings.

1.1 (b) To ensure meetings are conducted in a fair, equitable and efficient manner the following meeting procedures must be used at:

- Annual General Meetings
- Special General Meetings
- General Meetings
- Board of Management Meetings
- Executive Committee.
- Life Saving Committee
- Competition Committee
- Junior Committee
- Food and Beveridge Committee
- Finance Committee
- Constitution Committee
- Business and Marketing Committee
- Any other Committee as directed by the Board.

1.1 (c) The minutes of all Committee Meetings must be forwarded to the Business and Marketing Director within 14 days of that meeting.

1.1 (d) The frequency of meetings for each Committee listed in Para 1.1 (b) is listed under that Committee's powers in Para 5 of the Constitution.

1.1 (e) Invites to the meeting should be done electronically via email to keep a record of attendees. An Outlook calendar invite is the preferred method. All invited attendees should respond, accept, tentative, submit an apology or decline their invite.

PARA 2.

DEFINITIONS

2.1 DEFINIIONS

2.1 (a) "Club" means the Sorrento Surf Life Saving Club (Inc).

2.1 (b) "Constitution" means the Constitution of the Club

2.1 (c) "Board" means the Board of Directors of the Club

2.1(d) "Committee" means the Board of Management, or any Committee referenced in Para 5 of the Constitution

2.1 (e) "AGM" means the Annual General Meeting of the Club

2.1 (f) "General Meeting" means a General Meeting defined in Para 7.2(a) of the Constitution

2.1 (g) "Board Meeting" means any meeting of the Board

2.1 (h) "Committee Meeting" means any meeting of a committee.

2.1 (i) "Bylaw" means any Bylaw of the Club.

2.1 (j) "Special Resolution" means any motion to.

- Amend the Constitution,
- Change the Club name,
- To Amalgamate with another organization,
- Dissolve the Club, or
- Cancel the Club Incorporation,

2.1 (k) "Voting Member" means any Financial Member whose Membership Classification is either Life Member, Long Service, Reserve Active, Active (15-18 years), Active (18 years and over) or Associate. Financial Award Members who hold office or positions are also Voting Members

2.1 (l) "Financial Member" means any member who has either paid or agreed a Board approved payment plan (and is current with agreed plan) with respect to their membership fee for the year

PARA 3 **BOOKING AND CATERING**

3.1 BOOKING AND CATERING

3.1 (a) The Chairperson / organiser of the Meeting shall ensure that the required meeting room is free and shall book it with the Club Administrator.

3.1 (b) Club Administrator shall block out that room for the required time for the meeting and ensure there is no double up of bookings

3.1 (c) The organiser shall also request from the Club Administrator any required technologies and resources that they may need to successfully chair the meeting.

3.1 (d) The Club Administrator will ensure such resources will be available for the meeting.

3.1 (e) It is at the organiser's discretion as to cater for the meeting. If the organiser decides to cater, they are required to ensure all dietary conditions for the attendees are met.

3.1 (f) If alcohol is supplied it should be done at a minimal amount and at the end of the meeting. No alcohol is to be consumed throughout the meeting.

PARA 4 **MATERIAL PERSONAL INTEREST**

4.1 MATERIAL PERSONAL INTEREST

4.1 (a) A member who has a material personal interest in a matter being considered at the meeting must disclose the nature and extent of the interest to the meeting.

4.1 (b) Para 4.1 (a) does not apply in respect of a material personal interest if that exists only because.

- the member is an employee or member of the club; or
- the member has in common with all, or substantial proportion of, the members of the Club.

4.1 (c) A member who has a material personal interest in a matter being considered at a meeting must not be present while the matter is being considered or voted.

4.1 (d) The Club must record every disclosure made by Members of a personal material interest in the minutes of the meeting at which the disclosure is made.

PARA 5

USE OF TECHNOLOGY TO BE PRESENT

5.1 USE OF TECHNOLOGY TO BE PRESENT

5.1 (a) For Committee meetings, a member of that committee is considered to be present at that meeting if in simultaneous contact by use of suitable Technology and may vote at that meeting.

5.1 (d) For AGM's and General meetings, members must be present at that meeting to vote. Technology cannot be used to be considered as being present to vote.

PARA 6

ATTENDANCE

6.1 ATTENDANCE

6.1 (a) Any financial member may attend a regular meeting of a committee, as a visitor, other than that part of the meeting during which the conduct of a member or employee is to be considered. He or she may not address the meeting unless a majority of the Committee members present vote to permit such an address.

6.1 (b) Any person may attend an AGM or General Meeting as a visitor. He or she may not address the meeting unless a majority of the members present vote to permit such an address.

6.1 (c) Para 6.8 of the Constitution requires the Business and Marketing Director to keep a Register of Attendance. Should any member of a Committee absent themselves from two (2) consecutive meetings without submitting due apologies, their seat and office shall be declared vacant.

PARA 7

NOTICE

7.1 COMMITTEE AND BOARD MEETINGS

7.1 (a) The Chairperson of each Committee is to ensure their committee members are given between seven (7) and three (3) days' notice of a meeting.

7.1 (b) The Notice must state the date, time and place of the meeting and must include the meeting Agenda and any Reports, Correspondences, Motions and General Business items.

7.1 (c) Unless 7.1(d) applies, the only business that may be conducted at the meeting is the business described in the Notice.

7.1 (d) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

7.2 ANNUAL GENERAL MEETINGS

7.2 (a) Written notice shall be forwarded to each Club Member by the Business and Marketing Director at least Forty-nine (49) days prior to the meeting date.

7.2 (b) The Notice must state the date, time and place of the meeting and must call for any.

- Nominations for Office as per Para 3 of the Constitution.
- Nominations for Life Membership as per Para 2.4(m) of the Constitution
- Amendments to the Constitution as per Para 12.2 of the Constitution
- Motion(s) for consideration at the AGM as per Para 7.3 of the Constitution.
- Item(s) of General Business for consideration at the AGM as per Para 7.4 of the Constitution.

7.3 GENERAL MEETINGS

7.3 (a) The Written notice shall be forwarded to each Club Member by the Business and Marketing Director at least Fourteen (14) days prior to the meeting date.

7.3 (b) The Notice must state the date, time and place of the meeting and must include.

- Any Motion(s) to be considered.
- Any Items of General Business to be considered.
- Any supporting Information.

7.3 (c) The only business that may be conducted at the meeting is the business described in the Notice.

PARA 8 AGENDA

8.1 COMMITTEE AND BOARD MEETINGS

8.1 (a) The Agenda for all Committee Meetings shall, as a minimum, be

- Attendance
- Apologies
- Confirmation of Previous Meeting's Minutes
- Business arising from Previous Meeting.
 - Item 1
 - Item 2
 - etc
- Any Correspondence In / Out
 - List Correspondence In
 - List Correspondence out
- Reports
 - Officer 1
 - Officer 2
 - Etc
- Any Motions Received
 - Motion 1
 - Motion 2
 - Etc
- Any General Business Received
 - Item 1
 - Item 2
 - Etc
- Next Meeting Date, Time, and Location

8.1 (b) Only members of that Committee can add Motions and or General Business Items to the Agenda subject to them being received by the meeting Chairman at least eight (8) days before the meeting date. Where insufficient notice has been given, then that motion and or General Business Item shall be included on the Agenda of the next meeting.

8.1 (c) Unless 8.1(d) applies, the only business that may be conducted at the meeting is the business described in the agenda.

8.1 (d) Urgent business that has not been described in the Agenda may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

8.1 (e) For Board meetings, Para 5 of the Constitution requires each Director to provide the minutes of their committee meetings as part of their Report. Their minutes and Reports should be attached to

the Agenda. The Board must endorse their minutes before any action can be taken on any recommendations contained therein.

8.1 (f) Any supporting or background information for Agenda Items should also be attached to the Agenda.

8.1 (g) The meeting Agenda must be sent with the Meeting Notice.

8.2 ANNUAL GENERAL MEETINGS

8.2 (a) Written notice of the AGM Agenda shall be forwarded to each Club Member by the Business and Marketing Director at least Fourteen (14) days prior to the meeting date.

8.2 (b) The Agenda must state the date, time and place of the meeting and must include the Business to be conducted, including

- Attendance
- Apologies
- Welcome
- Confirmation of Previous AGM minutes
- Any Business arising from Previous AGM
- Receiving a copy of or how to view the Annual Report and Financial Statement.
 - Presentation of Annual Report
 - Motion to Accept of Annual Report
 - Presentation of Annual Financial Statement
 - Motion to accept Financial Report
- Nominations for Office.
 - Announcement of those Officers Elected unopposed.
 - Announcement of contested positions
 - Announcement of Positions where no nomination received.
- If any nominations received for Life Membership
- Any motions to amend the Constitution.
 - Amendment 1
 - Amendment 2
 - etc
- Recommended Membership Fees for the forthcoming season
- Any Motions provided to the Business and Marketing Director as per Para 7.3 of the Constitution
 - Motion 1
 - Motion 2
 - etc
- Any General Business Items provided to the Business and Marketing Director as per Para 7.4 of the Constitution
 - Item 1
 - Item 2
 - etc

8.2 (c) The only business that may be conducted at the meeting is the business described on the Agenda.

8.2 (d) Any supporting or background information for Agenda Items should also be attached to the Agenda.

8.3 GENERAL MEETINGS

8.3 (a) The Written Agenda shall be forwarded with the Notice to each Club Member by the Business and Marketing Director at least Fourteen (14) days prior to the meeting date.

8.3 (b) The Agenda must state the date, time and place of the meeting and must include;

- Attendance
- Apologies
- Any Motion(s) to be considered.
- Any Items of General Business to be considered.
- Any supporting Information.

8.3 (c) The only business that may be conducted at the meeting is the business described on the Agenda.

PARA 9

QUORUM

9.1 COMMITTEE AND BOARD MEETINGS

9.1 (a) The Quorum for each Committee and Board meeting is at least 50% of those eligible to vote at that meeting being present.

9.1 (b) No business is to be conducted at a Meeting unless the Quorum for that committee is present.

9.1 (c) If a Quorum is not present within 15 minutes after the notified commencement time the Chairperson shall adjourn the meeting to a new date and time within seven days of the original meeting.

9.1 (d) If at the reconvened meeting a Quorum is not present within 15 minutes of the start time the meeting can commence if two or more committee members are present.

9.1 (e) If at the reconvened meeting a Quorum is not present within 15 minutes of the start time and two or more committee members are not present the meeting cannot be held. The Board is to be notified. The Board may take whatever action as necessary to address the business items of that committee.

9.2 ANNUAL GENERAL MEETINGS

9.2 (a) The Quorum for an AGM is fifty percent (50%) of all members eligible to vote as per Para 7.11(a) of the Constitution being present.

9.2 (b) No business is to be conducted at a Meeting unless the Quorum for that meeting is present

9.2 (c) If at an Annual General Meeting.

- Quorum is not present within 15 minutes after the notified commencement time the Chairperson shall adjourn the meeting to a new date and time within fourteen (14) days of the original meeting.
- If at the reconvened meeting a Quorum is not present within 15 minutes of the start time the meeting can commence if twenty five percent (25%) of all members eligible to vote are present.
- If the reconvened meeting cannot commence the Chairperson shall adjourn the meeting to a new date and time within 14 days of the reconvened meeting
- If at the second reconvened meeting twenty five percent (25%) of all members eligible to vote are present within 15 minutes of the start time the meeting can commence.

- If this Quorum is not present within 15 minutes of the start time the meeting can commence if at least two (2) Board members and ten (10) members eligible to vote are present.

9.3 GENERAL MEETINGS

9.3 (a) The Quorum for General Meeting is twenty five percent (25%) of all members eligible to vote as per Para 7.11(a) of the Constitution are present.

9.3 (b) No business is to be conducted at a Meeting unless the Quorum for that meeting is present

9.3 (c) If at General Meeting.

- Quorum is not present within 15 minutes after the notified commencement time, the Chairperson shall adjourn the meeting to a new date and time within fourteen (14) days of the original meeting.
- If at the reconvened meeting a Quorum is not present within 15 minutes of the start time, the meeting lapses.

PARA 10

VOTING

10.1 COMMITTEE AND BOARD MEETINGS

10.1 (a) Voting at all Committee meetings is restricted to the members of that committee.

10.1 (b) Each Committee member present at a committee meeting has one vote on any question arising at the meeting.

10.1 (c) Proxy voting is not accepted at any committee meeting

10.1 (d) A motion is carried if a majority (50% +1) of committee members vote in favor of the motion.

10.1 (e) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

10.1 (f) Unless agreed before the vote, voting shall be by a show of hands, else a secret ballot shall be used.

10.1 (g) If a secret ballot is needed, the chairperson of that meeting must decide how the ballot is to be conducted.

10.2 ANNUAL GENERAL AND GENERAL MEETINGS

10.2 (a) Voting at all Annual General and General meetings shall be restricted to Voting Members only

10.2 (b) Each Voting member present at a meeting has one vote on any question arising at the meeting

10.2 (c) Proxy voting is not accepted at any meeting.

10.2 (d) A motion is carried if a majority (50% +1) of members vote in favor of the motion unless the Motion is

- a Special Resolution, then the Special Resolution is carried only if a majority of at least 75% of members vote in favour of the motion or
- a Motion to elect a Life Member, then the Motion is carried only if at least 90% of the members vote in favour of the motion.

10.2 (e) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

10.2 (f) Unless agreed before the vote, voting shall be by a show of hands, else a secret ballot shall be used. A Secret Ballot must be used when considering a motion to elect a Life Member.

10.2 (g) If a secret ballot is needed, the chairperson of that meeting must decide how the ballot is to be conducted.

PARA 11

MINUTES

11.1 MINUTES

11.1 (a) The Chairperson must ensure that minutes are taken and kept of each committee, AGM, and General meeting.

11.1 (b) As a minimum the minutes must record

- Date and place of meeting
- The names of the committee members present.
- The names of any visitors present.
- Any Apologies
- The business considered at the meeting.
- Any motions on which a vote is taken and the result of that vote.
- Any disclosures of Personal Material Interest.
- Confirmation of the minutes of the previous meeting

11.1 (c) For Board Meetings all Reports and any other supporting documentation must be attached to the minutes.

11.1 (d) The minutes of each meeting must be forwarded to the Business and Marketing Director within 14 days of the meeting.

11.1 (e) The Chairperson must ensure the minutes of the meeting are reviewed and signed as correct by

- The chairperson of the meeting; or
- The chairperson of the next committee meeting

11.1 (f) All members shall have on request to the Business and Marketing Director, access to the minutes of all Committee, Board, Annual General and General meetings. A member can make a copy of or take an extract from the minutes but does not have the right to remove the document.

PARA 12

CONDUCT

12.1 CONDUCT

12.1 (a) The Chairperson is responsible to ensure the correct conduct of the meeting and ensure those persons attending conduct themselves correctly, show respect to all, abuse of any form will not be tolerated

12.1 (b) 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.

12.1 (c) All people attending the meeting are required to participate in good faith, in the best interests of the Club and its members, and to ensure all statements and information raised are correct at the time of debate.

12.1 (d) Persons under the influence of alcohol or drugs will not be permitted to attend and will be asked to leave.

PARA 13

CHAIRPERSON

13.1 Chairperson

13.1 (a) The Chairperson or, in their absence, the Deputy – Chairperson must preside as Chairperson of the meeting.

13.1 (b) If the Chairperson or Deputy Chairperson are absent or are unwilling to act as Chairperson of the meeting, the members at the meeting must choose one of them to act as Chairperson of the meeting.

13.1 (c) The Chairperson shall ensure fair and even debate and allow those members who wish to speak to be 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)

13.1 (d) Before the Chairperson introduces a time limit, they must first advise the meeting of their intention before the debate starts on an issue.

13.1 (e) The Chairperson will strictly adhere to the agenda and agenda order unless those members present unanimously agree to alter the order of the Agenda.

PARA 14

MEETING PROCEDURE

14.1 ORDER OF BUSINESS

14.1 (a) Only those items on the agenda can be discussed and in order of the agenda unless 14.1 (b) applies.

14.1 (b) Urgent business that has not been described on the Agenda may be conducted at the meeting if the members at the meeting unanimously agree to treat that business as urgent.

14.2 ATTENDANCE

14.2 (a) The meeting commences when the Chairperson declares there is a Quorum.

14.2 (b) An attendance list shall be taken and attached to the minutes of that meeting

14.2 (c) Apologies should also be recorded and attached to the minutes of that meeting

14.2 (d) A visitor list shall be taken and attached to the minutes of that meeting.

14.3 PREVIOUS MINUTES

14.3 (a) The Chairperson should call for a motion to confirm the minutes from the previous like Meeting. The minutes of the previous like meeting shall be confirmed, amended as necessary and signed as correct by the Chairperson.

14.3 (b) Matters arising from the previous 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.

14.4 CORRESPONDENCE

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

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

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

14.4 (d) Items of correspondence that need action at that meeting shall be tabled.

14.5 REPORTS

14.5.1 Committee and Board Reports

14.5.1 (a) Reports from appropriate Committee members should have been circulated with the Agenda.

14.5.1 (b) Once a report is tabled it is open for discussion.

14.5.1 (c) 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.

14.5.1 (d) The Financial report requires a motion that “all accounts listed, be paid” and a motion that “the report be accepted”.

14.5.2 Annual General Meeting Reports

14.5.2 (a) The Annual and Financial Reports should have been,

- circulated with the Agenda or
- the members advised where to gain access, free of charge, to the Reports (eg. Club Web Site). This advise must be circulated with the Agenda.

14.5.2 (b) The Chairperson should address the highlights of the Annual Report and then allow questions, comments or clarifications pertaining to the Annual Report.

14.5.2 (c) The Chairperson shall ensure fair and even debate and allow those members who wish to speak to be 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)

14.5.2 (d) Before the Chairperson introduces a time limit, they must first advise the meeting of their intention before the debate starts on an issue.

14.5.2 (e) The Annual Report requires a motion from the floor to “accept the report”.

15.5.2 (f) The Chairperson shall call on the Finance Director to table the Financial Report and then allow questions, comments or clarifications pertaining to the Financial Report

15.5.2 (g) The Chairperson shall ensure fair and even debate and allow those members who wish to speak to be 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)

15.5.2 (h) Before the Chairperson introduces a time limit, they must first advise the meeting of their intention before the debate starts on an issue.

15.5.3 (i) The Financial report requires a motion from the floor that “the report be accepted”.

14.6 MOTIONS RECIEVED

14.6 (a) The Chairperson should call on the mover of any motion listed on the Agenda to address the meeting

14.6 (d) The Chairperson shall manage the debate in line with these bylaws.

14.6 (c) At the conclusion of the debate the Motion should be put to the meeting, with the result recorded in the minutes.

14.7 GENERAL BUSINESS ITEMS

14.7 (a) The Chairperson should address each item of General Business, in order, on the Agenda

14.7 (d) The Chairperson shall manage any discussion / debate in line with these bylaws.

14.7 (c) At the conclusion of the discussion /debate the outcome should be recorded in the minutes

14.7 (d) At Committee Meetings urgent business that has not been described in the Agenda may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

14.8 CLOSE MEETING AND NEXT MEETING

14.8 (a) At the conclusion of the meeting the Chairperson shall declare the meeting closed. No further business can be conducted.

14.8 (d) If possible, the Chairperson should announce the date of the next meeting.

14.8 (c) The Chairperson is to ensure a copy of the minutes of the meeting is passed through to the Business and Marketing Director.

PARA 15

MOTIONS AND AMENDMENTS

15.1 MOTIONS

15.1 (a) Before any action can be taken on any recommendation it must first be accepted by the meeting in the form of a motion

15.1 (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.

15.1 (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.

15.1 (d) The motion should be clear, concise, and unambiguous and if requested by the Chair, written.

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

15.1 (f) Every motion requires a seconder. After the mover states their case, the Chairperson should call for a seconder. The speaker supports the motion by "I second that motion". If there is no seconder the motion lapses.

15.1 (g) The seconder has no right of reply and may speak as they second the motion or reserves a speech until after further debate.

15.1 (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.

15.1 (i) If YES, the order of debate should be speaker against, then for (i.e., alternatively), with no speaker, speaking more than once except 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.

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

15.1 (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.

15.1 (l) The motion to be ratified must be read to the meeting and the vote taken.

15.1 (j) 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.

15.1 (k) The minutes should record the Motion, the mover, the seconder, and the result.

15.2 AMENDMENTS

15.2 (a) Special Resolutions cannot be amended. All other motions can be amended.

15.2 (b) Subject to 15.2 (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 the wording.

15.2 (c) 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

15.2 (d) 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

15.2 (e) 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.

15.2 (f) The mover is granted the right of reply at the end of the amendment debate.

15.2 (g) A seconder is not required when an amendment is put.

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

15.2 (i) When an amendment is received, all members who have spoken previously may speak again to the amendment.

15.2 (j) 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.

15.2 (k) 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.

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

15.2 (j) 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.

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

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

PARA 16

FORMAL MOTIONS

16.1 FORMAL MOTIONS

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

16.1 (b) Examples of formal motions:

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

16.1 (c) 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.

16.1 (d) 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.

PARA 17

POINTS OF ORDER

17.1 POINTS OF ORDER

17.1 (a) Any attendee entitled to vote at that meeting can raise a point of order with the Chairperson.

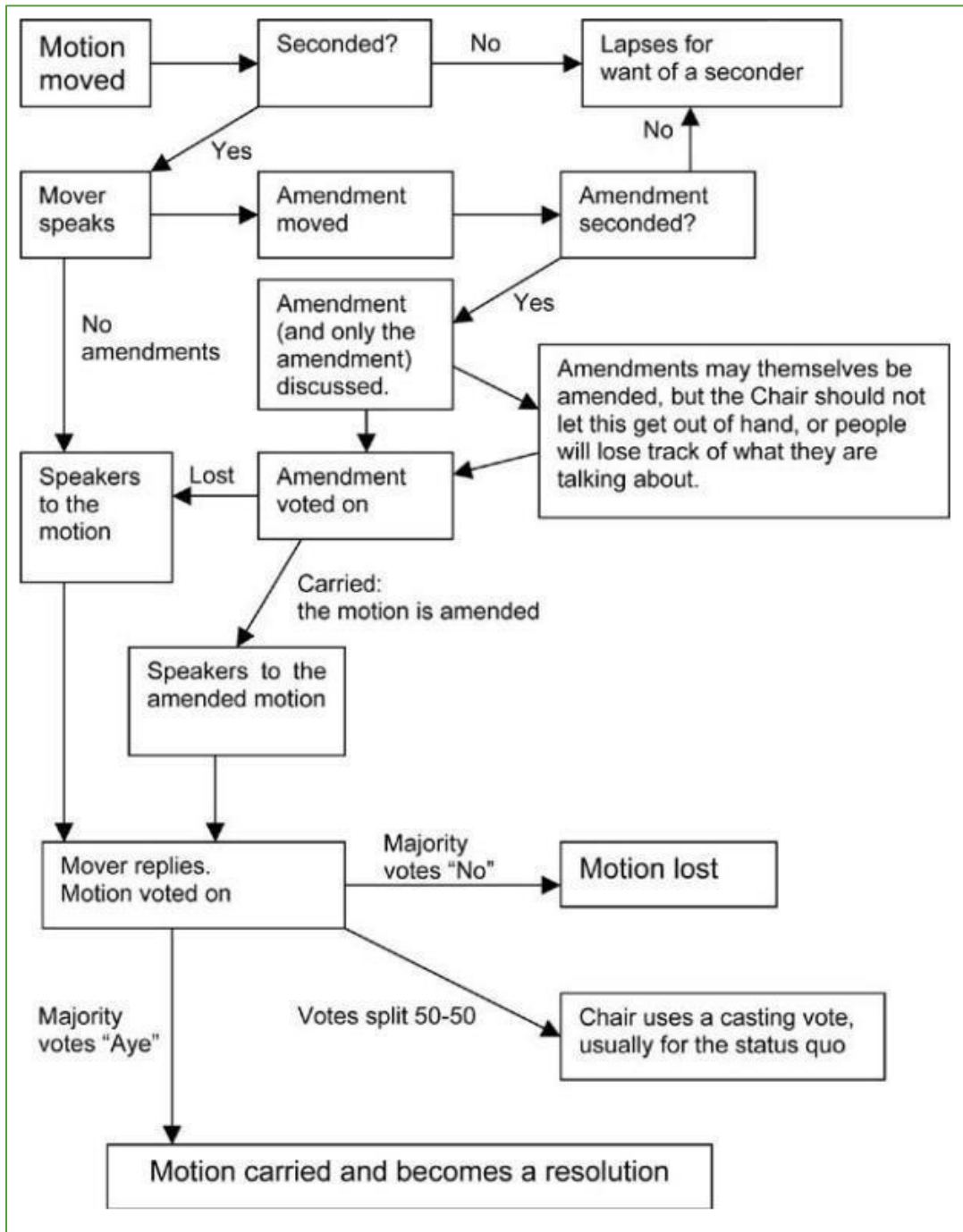
17.1 (b) Points of Order are when an entitled attendee believes the meeting is not complying with these Bylaws, Constitution or what is being said is incorrect. Some examples of Points of Order could be:

- The item being discussed is not on the Agenda.
- The motion being put does not have a seconder.
- The person speaking has already spoken.
- The speaker is speaking out of turn (i.e., two speakers consecutively for or against)
- The meeting is not following the Agenda.
- Statements made by a Speaker are incorrect.
- The process being used does not comply with these Bylaws.

17.1 (c) Points of Order may be introduced at any time in the meeting and do not require a seconder.

17.1 (d) A point of order is introduced by addressing the Chair "I would like to raise a point of order. I believe that....."

17.1 (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. The Chairperson may seek advice before making their decision. This may involve suspending debate on the item to a later time. The Chairperson's decision is final.



APPENDIX 2**RECORD OF CHANGE**

Rev	Prepared By	Reviewed By	Approved By	Date	Reason for Changes
A	K. Jenner	Constitution Committee		October 2023	Re Write to conform to 2023 amended Constitution
B					
C					-
D					
E					