

BY-LAW

NO. 8

ISSUE: Procedures for meetings

COMMENCED: 10/12/2009

LAST UPDATED: 11/8/2011

PROVISIONS:

1. Unless stated otherwise, this By-law applies to all general and special meetings of club members
2. All meetings shall be under the control of the Chairperson (which includes his or her delegate if appointed) and any member wishing to speak shall stand up and address the Chairperson.
3. The Chairperson 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 Chairperson may call on him or her to withdraw from the meeting.
4. Members must not interrupt other members who are speaking except to raise a point of order. The Chairperson shall rule on all points of order and matters of procedure and notices of motion or debate in relation to the Chairperson's ruling on such matter shall not be permitted.
5. If a member raises a point of order, the person speaking shall be silent until the Chairperson has ruled on the issue.
6. The Chairperson shall ensure 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 Chairperson is satisfied that a reasonable period of time has been provided for the debate, the vote shall proceed.
7. 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.

8. The Chairperson in his or her discretion can determine how long members may speak on any motion or other issue under consideration at the meeting.
9. As far as possible, all motions for consideration by the members at a meeting shall be in writing and made available to the membership prior to the meeting in question.
10. A member may move an amendment to a motion but only one amendment can be considered at any one time.
11. Prior to any vote being taken on a motion, either in original or an amended form, the Chairperson shall ensure the wording of the motion is recorded in writing and made known to the members present at the meeting.
12. 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's constitution.
13. A record of the members attending any meeting of the club shall be maintained and included with the Club's records.