

Archery ACT Society Inc – Standing Orders

The Constitution of the Archery ACT Society Inc. provides that the business of the Association shall be conducted in such manner that is in accordance with the Associations policies and procedures. The proceedings and business of the Association shall be conducted at meetings according to the following Standing Orders.

MEETINGS

1. Chairperson:

The President shall preside at every meeting of the Association at which he or she is present.

2. Vice President to be Deputy Chairperson:

Where the Chairperson is unable to be present at a meeting, the Deputy Chairperson shall preside.

3. Meeting to commence on time:

Every meeting shall proceed to business as soon as possible after the time stated in the notice, as long as there shall be a sufficient number of members to constitute a quorum.

4. Quorum:

At any meeting of the Association the required quorum will be as per Rule 30.5 and 36.2 of the Archery ACT Society Inc. constitution, whichever is applicable.

5. Closed or Open Doors:

The business of the Committee shall be conducted with open doors, except upon such occasions as the Committee and Delegates by resolution may otherwise decide, and which resolution may be moved without notice.

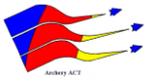
- a. After the passing of the resolution under the clause above the business of the meeting shall proceed with closed doors, until the Committee decides by resolution to proceed with open doors, and which such last-mentioned resolution may be moved without notice.
- b. Upon the Committee and Delegates resolving to proceed with closed doors, the Chairperson shall direct all persons other than Committee and Delegates members to leave the meeting room, and all such persons shall comply with such direction forthwith.

6. Confidential Business:

All matters dealt with by or brought before the Committee and Delegates sitting with closed doors shall be treated as strictly confidential and shall not without the authority of the Chairperson be disclosed to any person other than members of the Committee and Delegates (and in the case of staff or a Key Official only so far as may be necessary for the performance of their role with the Association).

7. Open Voting:

Questions arising at a meeting of the Committee and Delegates shall be decided, in open voting, by the majority of the members entitled to vote who are present in accordance with section 31 and 40 of the AACT Society Inc constitution.



8. Disturbance by Members:

No member shall make a noise or cause any disturbance or converse aloud except to raise a point of order when another member is addressing the Committee and Delegates. The Chairperson shall preserve order and may call any member to order, whenever in their opinion, such action is warranted.

9. Priority of Speaking:

If two or more members wish to speak at the same time the Chairperson shall decide which is entitled to priority.

10. Chairperson to be Heard:

Whenever the Chairperson wishes to speak during a debate the member then speaking or offering to speak shall cease and the meeting shall be silent so that the Chairperson may be heard without interruption

ORDER OF BUSINESS

11. Order of Business at Committee Meetings:

The order of business at a meeting of the committee shall be as follows, or as near, thereto as shall be practicable.

- a. Attendances and Apologies
- b. Confirmation of the Minutes
- c. Business Arising from the Minutes
- d. Reports from Members
- e. Items for Decision
- f. Items for Discussion
- g. Items for Noting.
- h. Scheduling next meeting

12. Confirmation of Minutes:

The minutes of the preceding meeting shall be submitted as the first item of business at all meetings of the Committee and Delegates, for their confirmation, and no discussion shall be permitted thereon except as to their accuracy as a record of the proceedings and when confirmed, the said minutes shall then be signed as a true record of the proceedings by the Chairperson or person presiding as the case may be.

13. Business arising from the minutes

Upon approval of the minutes items can be open for discussion

14. Motions

Motions are moved when there is a decision to be made on a meeting item. Once a motion has been moved, there is not further discussion, and the motion is put to a vote.