

Standing Orders for All Meetings of Chacewater Bowling Club – September 2011

Agendas

Each Agenda shall comprise of: -

- Apologies for Absence
- Consideration amendment, if necessary
- Acceptance of the Minutes of the previous Meeting
- Any Matters Arising from those Minutes
- Treasurers Report
- Any business which has been brought to the Meeting in a proper fashion or called for by the Administrator or Chairperson
- The Date of the Next Meeting should be set

Any other Business can be accepted by the Chairperson in consultation with the Administrator but normally this should be restricted to emergency business or that which for some reason could not be included on the Agenda. A vote would not normally be taken on these matters unless two-thirds of the members present agreed to a vote being taken.

After the close of a general Meeting, including the A.G.M., there will be an open forum in which any issues relevant to the members may be discussed but no informal decisions can be made.

Voting

All elections would be carried out by secret ballot and the Chairperson would have a second casting vote.

In the event of there being a number of candidates the candidate with the lowest number of votes shall be deemed the loser and further votes taken until there is a clear winner from the remaining two candidates.

Motions and other business will normally be decided by a show of hands, unless, the Chair and Administrator decide the nature of business is sufficiently sensitive to justify a secret ballot. A move from the floor of the meeting, if it is seconded, and carried by the majority present would also lead to a secret ballot. The Chairperson and Administrator shall act as tellers in all hand counts.

Motions

All motions lodged with the Club Administrator in the proper way shall be recorded in date order of receipt. The first motion received shall be the primary motion and any others received shall be considered to be an amendment to that motion. If the Chairperson and Administrator believe it may be in the best interests of the Club to composite the motion, they may approach the proposer of each motion with this view. At the Meeting any and all amendments, the last to be taken first, to a motion shall be considered before the original. If any amendment is successful, all other amendments and the primary motion shall fall.

Committee Motions

The committee shall be empowered to submit motions as a group with the Chairperson and Administrator as proposer and seconder. Any motion submitted would have to have been carried at a properly constituted Committee Meeting.

Emergency Motions

These will only be accepted for discussion if the Chairperson and Administrator are content that they could not have been lodged with the Administrator at the appropriate time or their omission would damage the proper running of the club.

Conduct of Motions

The conduct of any motions at a Meeting must allow the Chairperson some discretion in seeing it to a conclusion. However, he can affect an order of business which allows both the proposer and formal opposer to speak for two minutes and the formal seconders to speak for one minute each. The floor may then be opened to all and when he is satisfied that the matter has received sufficient discussion may call the formal opposer and formal proposer to reply to the debate for one minute each in that order before a vote is taken.

Any member can during the course of the debate move "next business" when the Chairperson is forced to hold a vote. If this is carried by a simple majority the motion under discussion shall be put to a vote immediately.

Presidency

In the event of a challenge for the office of President a general Meeting shall be held, and the vote taken immediately before the A.G.M. is convened.

Secret Ballots

To carry out a secret ballot the Meeting shall appoint two members who are neither speakers to the motion, nor a candidate in an election, to act as tellers. In the event of a Committee motion no member of the Committee can act as a teller. Tellers shall be elected by a simple show of hands.

Tellers shall: -

- a) Distribute and collect the ballot papers
- b) Examine each paper and decide with the chairperson on any spoilt papers before the count is made
- c) Complete the count and inform the Chairperson of the votes for and against

The Chairperson may at his discretion announce the result of an election either, by number of votes cast, or simply an overall remark to the effect of who has been elected, or in the event of a multiple election who must drop out.

In the case of a motion he can either, declare the result numerically or simply that the motion has been carried or lost.

In all cases where the result is tied, the Chairperson, must declare he is using his second and casting vote, but he may call for a second ballot if he is not satisfied with the original (for example, spoilt papers or members who may not have voted)