

## **SOUTH NARRABEEN SLSC.**

### **BY-LAW**

#### **NO.2**

**ISSUE** Procedures for meetings

**COMMENCED** 01/11/2016

**LAST UPDATED** 01/11/2016

#### **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 will on him or her to withdraw from the meeting.
4. Members must not interrupt other members who are speaking except to rais a point of order. The Chairperson shall rule on all points or order and matters of procedure and notice of motion or debate in relation to the Chairpersons 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 determined by the members at the meeting. At any time during the debate a member move that a question be put to the members present 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 to the subsequent meeting.
8. The Chairperson in his or her discretion can determine haw long members may speak on any motion or other issue under consideration at the meeting.

9. All motions for consideration by the members at a meeting shall be in writing and made available to the members (not including a matter referred to in Clause 10) at least 21 days prior to the meeting in question.
10. At a meeting, a member may move an amendment to a motion of which previous notice has been given 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 any 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.