

# **CCSMBA INFORMATION PACK SECTION 5**

## **STANDING ORDERS FOR MANAGEMENT COMMITTEE MEETINGS**

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### **1 QUORUM**

Meetings shall start promptly at the time arranged, or as soon thereafter as there is a quorum present (for quorum numbers see Para 4.6 of the Constitution). If, after a reasonable time has elapsed, there is still not a quorum present, the County Secretary shall be asked to recall the meeting at a date and time when it is known that sufficient members will be present. Meetings shall end no longer than 3 hours after the start, unless this time is extended with the agreement of the Chairman and a sufficient number of those present as to maintain a quorum

### **2 ORDER OF BUSINESS**

An agenda shall be prepared by the County Secretary and agreed with the Chairman. Copies shall be distributed to all members of the Committee not less than 14 days before the meeting.

A member wishing to introduce an item of business for consideration at a meeting shall send details, including a draft of any motion, to the County Secretary not less than 21 days before the meeting and it shall be placed on the agenda.

An item of urgent business arising too late to be included on the agenda may, with the agreement of a majority of the members' present, be added by the Chairman at the beginning of the meeting.

All items on the agenda, including added items, shall be disposed of before any other business is considered.

### **3 MINUTES**

The County Secretary shall take minutes of all Committee meetings and distribute copies to all Committee members as soon after the meeting as is practical and to Clubs a fortnight later. They shall be presented for formal confirmation at the next meeting of the Committee. No motion or discussion shall be allowed except in regard to their accuracy. After confirmation they shall be signed by the Chairman. Any matters arising therefrom may then be dealt with. There shall be no debate on decisions recorded in the minutes unless there is provision on the agenda for such discussion.

### **4 DISCUSSIONS IN COMMITTEE**

The order of speaking shall be determined by the Chairman and no member shall interrupt another member who is speaking. Members' remarks shall be kept as brief as possible. Any number of members may speak and they may, at the discretion of the Chairman, speak as often as they wish provided that they have further points to make.

The duration of the debate shall be at the discretion of the Chairman with the exception that his decision to close the debate may be challenged by the proposition that the members are not yet ready to vote being moved and seconded. There shall be no discussion on the motion and it shall immediately be put to the meeting. To be successful it must be carried by a two thirds majority of the voting members present.

### **5 MISCONDUCT**

If a member while addressing the Committee uses language generally accepted as being not in decent use, or is otherwise offensive or abusive, or insists on interrupting other members, the Chairman shall at his discretion require the member to leave the meeting. A member when speaking must immediately give way if the Chairman indicates in any way that he requires it.

If the Chairman is of the opinion that the disruption of a meeting has been such as to render unsafe any specific decisions subsequently taken, he shall have the option of

- a) deferring the item of business to a future meeting
- b) adjourning the meeting for a short period to restore calm, or
- c) adjourning the meeting to a date in the future to be decided.

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#### **6 MOTIONS AND AMENDMENTS**

The Chairman shall allow general discussion on any matter without first requiring a formal motion to be moved. If at the end of the discussion, there is unanimous agreement on a matter this may be accepted and the fact recorded in the minutes. Where there is a difference of opinion however the Chairman shall require a proposition to be moved and seconded and a vote shall be taken. Members shall have the right to require their names and the way they voted recorded in the minutes.

The first proposition on any subject shall be known as the Original Motion, and all succeeding propositions on the subject shall be called amendments. Every motion or amendment must be moved and seconded by members present before they can be discussed. Complex or wordy motions or amendments should be delivered at dictation speed to allow them to be taken down by the Chairman and any member wishing to do so. Any number of amendments may be moved and seconded and they shall be identified as the first, second etc amendment. The first amendment must be put to the vote before subsequent amendments can be dealt with. If an amendment is lost the next successive amendment is put and so on until one is successful or all amendments are disposed of. Once an amendment is carried it displaces the Original Motion and itself becomes the substantive motion, whereupon amendments relating to it may be moved provided the substance of the amendment has not been rejected in an amendment already lost. After the last amendment has been dealt with, the amended proposition shall be put to the vote in its new form and, if carried, become the resolution of the meeting.

Despite the formality of this procedure, there shall be ample opportunity allowed for free discussion on the motion and amendments.

#### **7 WITHDRAWALS AND ADDITIONS**

If the proposer of a motion or amendment has a change of mind the proposition may, with the unanimous agreement of the Committee, be withdrawn. Should any member dissent, the proposition must stand. If a proposition is withdrawn any relative amendments are rendered void. An amendment thus voided may be proposed and seconded as an original motion.

#### **8 RESCINDING A RESOLUTION**

No resolution may be rescinded or amended at the same meeting at which it is passed. Notice of a motion for a resolution to be rescinded or amended shall be sent in writing to the County Secretary not less than 21 days before the date of the meeting at which the proposer wishes the motion to be considered. The motion must appear as an item on the agenda of that meeting.

To be successful a motion to rescind or amend a resolution must be carried by a majority of two thirds of the members' present.

#### **9 VOTING**

Voting shall be by a show of hands unless a vote by ballot is deemed necessary by the Chairman or any member of the Committee. If a vote by ballot is taken the Chairman and the County Secretary shall act as tellers.

Within the terms of the Association's Constitution the Chairman has two votes.

#### **10 POORLY ATTENDED MEETINGS**

If a meeting is attended by no more than one over a quorum, no business involving important issues of policy shall be resolved unless there has previously been a unanimous agreement that the matter in question should be dealt with at the meeting.