

BY-LAWS OF THE WA. ASSOCIATION OF CARAVAN CLUBS INC.

2. RULES OF DEBATE

2.1. GENERAL

2.1.1. Meetings shall be declared open at the appointed time or as soon thereafter as a quorum is present.

2.1.2. In the event a quorum fails to attend a meeting within thirty (30) minutes of the appointed time, the Executive Committee may determine a new time and date for such meeting to be held.

2.1.3. It shall be the responsibility of the Chairperson to preserve order so that business may proceed in due form and with propriety.

2.1.4. The Chairperson may call the attention of the meeting to the continued irrelevance or tedious repetition on the part of a member, and may direct the member to discontinue his/her speech.

2.1.5. If the meeting acts disorderly and persists in disorder, the Chairperson shall have the right to close the meeting and the meeting shall thereupon lapse or stand adjourned to a future time and date as decided by the Executive Committee.

2.2. ORDER OF BUSINESS.

The order of business for the conduct of meetings shall be at the discretion of the Executive Committee but as far as is practicable should be in the order shown in Rules 2.2.1, 2.2.2, 2.2.3, depending on the type of meeting.

2.2.1. Annual General Meeting-

As per clause 12.1 of WAACCI Constitution i.e.

- 2.2.1.1. The President's Report
- 2.2.1.2. The Honorary Treasurer's Report and adoption of audited financial statements.
- 2.2.1.3. Other Reports as directed by the President
- 2.2.1.4. Election of Office Bearers
- 2.2.1.5. Determine the amount of the Annual Subscription for the coming year.
- 2.2.1.6. Consider any proposed amendments to the Constitution for which proper notice has been given.
- 2.2.1.7. Any other business for which notice of motion has been given.

2.2.2. Special General Meeting

- 2.2.2.1. Opening.
- 2.2.2.2. Apologies.
- 2.2.2.3. Confirmation of minutes of previous Special General Meeting
- 2.2.2.4. Business arising from the minutes.

2.2.2.5. Business for which meeting has been called.

2.2.2.6. Close.

2.2.3. Executive Committee Meeting.

- 2.2.3.1. Opening.
- 2.2.3.2. Apologies.
- 2.2.3.3. Confirmation. of minutes of previous Executive/Delegates Meeting.
- 2.2.3.4. Business arising from the minutes.
- 2.2.3.5. Correspondence.
- 2.2.3.6. Business arising from correspondence.
- 2.2.3.7. Reports.
- 2.2.3.8. Motions on Notice.
- 2.2.3.9. General Business.
- 2.2.3.10. Close.

2.3. MOTIONS

2.3.1. When a substantive motion, either on Notice or from the floor, is being debated no further motion, other than a motion of amendment shall be moved, provided that subject to these Rules one of the following procedural motions may be moved: -

- 2.3.1.1. Permission to withdraw the amendment or motion.
- 2.3.1.2. That the motion be now put (Rules 2.3.18 & 2.3.19)
- 2.3.1.3. That the Chairman's ruling be disagreed with. (Rule 2.3.21)
- 2.3.1.4. That the matter be referred for consideration and report. (Rule 2.3.22)
- 2.3.1.5. That the order of business be suspended

2.3.2. Except as provided in Rule 2.3.19, when any procedural motion is moved and seconded the 'motion' shall be put to the meeting without debate and shall be decided in the affirmative and shall take effect when a majority of the members present agree to the motion. The Chairperson may at his/her discretion accept a point of order or a question relevant to the procedural motion before putting such motion to the meeting.

2.3.3. A member desiring to move a motion or amendment shall state the motion or amendment in full before addressing the meeting thereon and if the Chairperson so requires shall present the motion or amendment to the Chairperson in writing.

2.3.4. An amendment shall be relevant to the motion it is intended to amend.

2.3.5. An amendment shall not be a direct negation of the motion it is intended to amend.

2.3.6. An amendment shall be dealt with as an original motion, provided that the mover of an amendment shall not be entitled to the right of reply and except as provided in Rule 2.3.7, an amendment shall not be

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moved to an amendment being debated nor shall a further amendment to the original motion be moved until the amendment being debated is dealt with.

2.3.7. One amendment only shall be debated at one time and after being dealt with a further amendment may be moved before the motion is put, provided that during the debate on an amendment notice of other amendments foreshadowed in this manner may at the discretion of the Chairperson be read to the meeting before the amendment being debated is put to the meeting.

2.3.8. When the meeting agrees to an amendment to a motion the amended motion shall become the substantive motion under debate by the meeting and for all purposes of subsequent debate shall be dealt with as an original motion.

2.3.9. A motion or amendment shall not be debated or put to the vote unless that motion or amendment is seconded.

2.3.10. The mover of an original motion shall if debate has ensued be entitled to exercise the right of reply immediately prior to the motion being put to the vote, provided that the mover shall confine him/herself to answering previous speakers and shall not introduce any new matter.

2.3.11. The mover and seconder of an original motion, including motions on notice but not if the motion has previously been amended by vote of the meeting, may with the agreement of the meeting which shall be signified without debate, accept changes to the wording of the motion provided that the Chairperson may at his/her discretion order that the matter be put to the meeting as a formal amendment to the motion.

2.3.12. A member moving or seconding a motion shall be deemed to have spoken on the motion, provided that the seconder of an original motion may reserve his/her right to speak to the motion at a later stage of the debate.

2.3.13. No member may speak on any motion after the mover of the original motion has exercised his/her right of reply or after the Chairperson has put any motion to the vote.

2.3.14. When a motion is being debated all members shall confine themselves to the subject matter of the motion.

2.3.15. No motion or amendment shall be withdrawn by the mover without the agreement of the seconder and of the meeting that shall be signified without debate.

2.3.16. No member shall address the meeting on any matter not under debate unless invited or given leave by the Chairperson to do so.

2.3.17. The Chairperson may at his/her discretion or the meeting may by resolution without debate order a

complicated motion to be divided and dealt with as separate motions.

2.3.18. Any member who has not previously spoken for or against the motion may at the conclusion of the speech of any other member move that the motion be now put.

2.3.19. When the motion that the motion be now put is agreed to by the meeting and the motion being debated is an original motion the mover of the motion shall, as provided under Rule 2.3.10, be entitled to speak in reply and then the motion shall be put.

2.3.20. Any member may at any time by rising and calling a point of order draw the Chairperson's attention to a possible infringement of these standing orders and request he/she give a ruling.

2.3.21. When the Chairperson has given his/her ruling on a point of order any member may move that the Chairperson's ruling be disagreed with and if such motion be agreed to, any member may move a further motion relative to the point of order to obtain the interpretation of the meeting, provided that debate on the motion that the Chairperson's ruling be disagreed with shall be limited to a statement by the mover and an explanation by the Chairperson.

2.3.22. Any member who has not previously spoken for or against the motion may at the conclusion of the speech of any other member move that the matter be referred to the Executive Committee for consideration and report and if such motion be seconded it shall be put without debate.

2.3.23. Any member may at the conclusion of the vote on any motion move that the order of business of the meeting be suspended, provided that the member moving the suspension shall state his/her reason for so doing and if such motion were seconded it shall be put without debate.

2.3.24. Any member moving a motion or amendment or taking part in the debate or asking a question on any matter shall rise and address the Chairperson and shall not be interrupted unless a point of order is raised in which case he/she shall immediately resume his/her seat until the member raising the point of order has been heard thereon and the point of order has been dealt with as provided in these Rules after which the member previously speaking to the motion or asking a question may rise and resume speaking unless by so doing he/she infringes the ruling given on the point of order.

2.3.25. Any member may subject to these Rules ask a question on any matter relative to the motion being debated or the business of the meeting provided that the question is directed to the Chairperson who shall deal with the question at his/her discretion.

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2.3.26. Not more than two members shall speak in succession either for or against a motion and If at the conclusion of the second member's speech no other member rises to speak on the other side of the motion it shall immediately be put, provided that the mover of an original motion shall subject to these Rules have the right of reply.

2.3.27. If two or more members rise to speak at the same time the Chairperson shall decide who is entitled to speak first, provided that priority is given to the following in the order shown: -

- 2.3.27.1 a point of order
- 2.3.27.2. a question relevant to the motion being debated
- 2.3.27.3. a procedural motion
- 2.3.27.4. an amendment
- 2.3.27.5 a speaker in opposition to the views of the speaker just completed.

2.3.28. No member shall create any disturbance or converse aloud whilst any other member is speaking or whilst any matter is being read or make any utterance except to call a point of order.

2.3.29. The Chairperson shall preserve order and may call members to order whenever he/she considers there is a cause for so doing and any member whose actions or behaviour are contrary to these standing orders may be ruled out of order by the Chairperson and asked to leave the meeting.

2.3.30. When the Chairperson is requested to rule on a point of order raised by a member the debate on the motion shall cease and the Chairperson shall consider the point of order and give his/her ruling in the shortest possible time.

2.3.31. Except as provided under Rule 2.3.21, the Chairperson's ruling on a point of order shall be final and binding and shall have immediate effect and shall not be subject to debate.

2.3.32. When the Chairperson indicates his/her intention to take part in the debate on a motion before the chair; he/she shall immediately vacate the chair for the whole or remainder of the debate on that motion.

2.3.33. Where the Chairperson vacates the chair as provided for under Rule 2.3.32, the Vice President or, in his/her absence a member chosen by the members present, shall have charge of the meeting.

2.3.34. No member shall speak twice on any motion except by way of explanation that a member shall under these Rules be entitled to give or when called upon by the Chairperson to answer a question or to speak In reply when entitled under these Rules to do so.

2.3.35. All ordinary members including the Chairperson shall have one vote and all motions shall except an otherwise provided in Rule 2.3.41 and the

Constitution be decided by a majority of the members present and voting.

2.3.36. Where a motion shall be decided by a majority vote the Chairperson shall in addition to his/her original vote under Rule 2.3.35, have a casting vote and where the number of votes for and against such a motion are equal the result may at his/her discretion be decided by the Chairperson. If the Chairperson decides not to exercise his/her casting vote the motion the subject of the equal vote shall be lost.

2.3.37. The Chairperson shall when putting any motion to the vote put the motion by calling for a show of hands, first in the affirmative and then in the negative and he/she may do so an often as is necessary to enable him/her to determine and declare the outcome of the vote.

2.3.38. On the request of any member the Chairperson shall obtain and produce any document of the Club relating to the motion being debated.

2.3.39. No motion to the same effect as any motion that has been voted on and not agreed to by the meeting shall be moved the same meeting.

2.3.40. No member shall reflect upon any decision of the meeting or of any previous meeting, provided that subject to Rule 2.3.41, a member may at a subsequent meeting move that the motion agreed to by the meeting be rescinded.

2.3.41. No motion agreed to by any meeting shall be rescinded at any subsequent meeting unless notice of the intention to Move such rescission is submitted as a notice of motion and where it is to be the subject of a General Meeting only after the proposed notice of motion has been published in "WAACCI Update" and the rescission is agreed to by a two-thirds majority of the members present and voting.

2.3.42. It shall be competent for a member to move any motion relative to a report received by the meeting, provided that should a motion of adoption of the report be agreed to the effect will be the adoption and acceptance by the meeting of any recommendation contained in the report.