

## **STANDING ORDERS FOR MEETINGS**

### **1. Meetings**

Meetings of the Management Committee shall be held on alternate months, whenever possible, commencing in January. The Chairman, Hon. Secretary and Hon. Treasurer shall be empowered to call additional meetings or cancel meetings whenever they shall deem it necessary to do so. Other committee meetings shall be held as required and in accordance with the rules of the Association. A record shall be kept of the attendance of members at each meeting.

### **2. Notice of Motion**

Shall be given in writing to the relevant Hon. Secretaries a minimum of fourteen days prior to the meeting and such notices shall be placed on the agenda in the order received.

### **3. Notices of Meetings**

The Hon. Secretaries shall give a minimum of seven days notice to each relevant member of every meeting of the Management or Technical Committee.

### **4. Order of Proceedings at Council Meetings**

The agenda shall be proceeded with in such order as the Chairman may direct. No member shall speak more than once on any question unless in explanation or in answer to a call from the Chairman; he shall confine himself to the requisite explanations or answer, but the mover shall in all cases be entitled to reply.

### **5. Mode of Voting**

A vote shall be determined by a show of hands unless, a formal division by ballot is demanded. This shall be done at the request of any member, supported by not less than five other members. The results of the vote shall be minuted.

### **6. Minutes**

A record of the business of all meetings shall be made by the appropriate Hon Secretary, and published, together with any agreed and final documents referred to in the minutes as soon as reasonable after the relevant Committee has approved such recorded minutes as an accurate record of the meeting. Publication shall include inclusion on the County Website.

### **7. Records**

All records related to the business of the Association shall be available at every meeting upon reasonable notice being given to the Officer who has custody of the relevant records.

### **8. Rescinding Resolutions**

No resolution shall be rescinded at the meeting of a Committee at which it has been passed, unless the motion to rescind is carried by three-quarters of the members present and voting.

### **9. Suspension of Standing Orders**

The suspension of Standing Orders may be proposed at any time by a vote of at least two - thirds of the members present and voting.