



REGULATION 14 – STANDING ORDERS FOR THE ANNUAL GENERAL MEETING AND ANNUAL CONFERENCE

14.1 PURPOSE

This Regulation sets down the procedural requirements of the Company for the conduct of the Annual General Meeting and Annual Conference and can be used as a guideline for General Meetings, Board of Management Meetings and meetings of appointed committees and sub-committees. This Regulation is made under clause 40 and will be interpreted in accordance with the Constitution of Little Athletics NSW Ltd.

14.2 PARLIAMENTARY RULES

In all cases not provided for, resort shall be had to the rules, forms and usages of Parliament, which shall be followed so far as the same are applicable.

14.3 MOVING NOTICES OF MOTION / DISCUSSION ITEMS

- a) A motion/item may only be moved by a person present at the meeting. When a Notice of Motion to alter the Constitution, or a discussion item is reached on the agenda and a delegate from the proposing Little Athletics Centre or the relevant Zone Coordinator (in the case of discussion items submitted by a Zone) is not present, then the motion or item shall lapse. The chairperson will ask if the proposer of the motion/item wishes to move the motion/item. The proposer has the option of moving the motion/item or withdrawing it.
- b) The chairperson will then ask if there is a seconder for the motion/item. The seconder cannot be from the same Little Athletics Centre as the mover of the motion/item, or in the case of a discussion item submitted by a Zone, the seconder cannot be from a Little Athletics Centre within that Zone. If there is no seconder for the motion/item, then the motion or item shall lapse.
- c) The chairperson will then ask “Is there any objection to the motion/item?” If no objection is signified (and if no postal vote or indication of preference is against the motion/item), the motion shall be declared “carried”, or the item declared “supported”. If any voice is raised in answer to the chairperson’s question it will be deemed to be an objection
- c)

14.4 AMENDMENTS

Any amendment to any motion/item shall be relevant to the subject matter of the original motion/item and the chairperson shall disallow such amendments as are irrelevant.

14.5 SECOND AMENDMENTS

No second or subsequent amendment, whether upon an original motion/item or on an amendment, shall be taken into consideration until the previous amendment is disposed of.

14.6 SPEECHES ON MOTIONS / ITEMS

- a) The order of speeches on a motion/item or amendment will be:

- i) the mover
- ii) a person against
- iii) a person for (the seconder of a motion/item may reserve their right to speak to the motion/item)
- iv) a person against

until either the limit set for the number of speakers has been reached or there is no speaker available willing to speak for (if it is their turn) or (against if it is their turn).

- b) The mover of every original motion/item, but not of any amendment, shall have a right to reply immediately before the question is put to the members by the chair.
- c) Movers of motions/items will be allowed four (4) minutes for introducing their subject and two (2) minutes for reply, other speakers shall be given two (2) minutes. These times will be strictly observed unless by consent of the voting members at the meeting, their time is extended. Only one (1) extension of time will be granted to any speaker and that extension will be limited to one (1).
- d) No member shall be permitted to speak more than once upon a subject before the meeting, unless on a point of order, for explanation, or to ask a question, except for the mover of the original motion/item who shall have the right of reply.
- e) On any amendment being moved, any member even though he/she has spoken on the original motion may speak again on the amendment.
- f) A member may formally second any motion/item or amendment (subject to clause 14.4 c)) and reserve his/her speech until a later period in the debate.
- g) It shall not be in order to move “the question be now put” until at least two (2) attendees of the meeting, in addition to the mover and seconder, have had an opportunity to speak on the question then before the meeting.

14.7 OBSERVERS

The chairperson of the meeting shall have the power to recognise observers and allow them to speak on the matter under discussion.

14.8 ADJOURNMENTS

No discussion shall be allowed on any motion for adjournment of the meeting.

14.9 POINTS OF ORDER

Members wishing to raise points of order must first obtain the permission of the chairperson and must rise immediately the alleged breach has occurred and put the point of order in the form of a question. Points of order may be made on the following grounds:-

- a) The offender is not speaking to the subject.
- b) The offender is breaking a rule of the Company.
- c) The offender is infringing standing orders.

14.10 POINTS OF CLARIFICATION

- a) Members wishing to raise points of clarification must first obtain the permission of the chairperson and must rise immediately and put the point of clarification in the form of a question or a simple statement which corrects an incorrect assertion.
- b) A person raising a point of clarification may not debate the question when raising the point of clarification. If they do so their statement may be treated as a speaker for or against (whichever is relevant).

14.11 CHAIRPERSON DECISION

- a) The chairperson when called upon to decide on points of order or practice shall state the

provision, rule or practice which he/she deems applicable to the case, without discussing or commenting on the same, and unless a motion/item is passed that his/her decision or ruling be disagreed with, the same shall be final.

- b) No member shall digress from the subject matter of the question under discussion.
- c) A member called to order shall sit down unless permitted to explain.

14.12 ATTENDANCE CARDS

Attendance cards will be issued to all persons attending the Annual General Meeting and Annual Conference and will be provided in three different colours to signify the voting status of the individual, as follows:-

- a) Those members of a Little Athletics Centre nominated as delegates; and eligible Zone Coordinators, will receive a card in the colour chosen to indicate their right to vote.
- b) Those members of a Little Athletics Centre appointed as proxy by another member of their Little Athletics Centre, will receive an additional card in the colour chosen to indicate the right to lodge a proxy vote.
- c) Little Athletics Centre observers, Life Members and any other non-voting persons will receive a card in the colour chosen to indicate that they have no voting rights.

14.13 DECISIONS

- a) Special resolutions require support from at least three quarters ($\frac{3}{4}$) of the votes cast, to be passed.
- b) A straw poll only, will be taken in accordance with Regulation 12, to gauge delegates' attitude to discussion items at the Annual Conference.

14.14 VOTING

The voting procedure at a General Meeting, including the Annual General Meeting and at the Annual Conference, shall be in accordance with clause 29.4 of the Constitution.

14.15 COUNTING

Where a poll by a show of hands is required, the chairperson shall appoint scrutineers to count. To be counted, the member must raise their right hand and hold in it their delegate or proxy voting card.

14.16 ENFORCEMENT OF STANDING ORDERS

A member may require the enforcement of any standing order by directing the chairperson's attention to the infraction thereof.