

Rules Of Meeting Procedure



NOTICE OF GENERAL MEETINGS

- 1) At least three days' written notice shall be given of every meeting of the Board.
- 2) A notice convening a Board Meeting shall specify the nature of the business to be transacted and the meeting cannot act outside the scope of the notice.
- 3) Teleconference meetings are permitted under normal meeting procedures.

QUORUM

- 3) A quorum shall comprise 50% plus 1 Members of the Board.
- 4) A quorum shall be present at the commencement of a Meeting and shall be maintained throughout the Meeting.
- 5) If during a Meeting a quorum is not present, the Chairman shall close the Meeting or adjourn it for such period as he thinks fit.
- 6) When a Meeting is adjourned for lack of a quorum due notice of the Adjourned Meeting shall be given to all Board Members.

MINUTES

- 7) The Minutes of a Meeting shall be read and confirmed at the next Meeting of the Board.
- 8) When Minutes are circulated prior to the Meeting the Meeting may resolve that the Minutes be not read.
- 9) After the Minutes have been confirmed and signed by the Chairman they shall not be altered.

MOTIONS AND AMENDMENTS

- 10) Motions and amendments shall be proposed and seconded.
- 11) No discussion shall be permitted on a motion or an amendment until it is seconded and if there is no seconder it shall lapse.
- 12) A person may second a motion or amendment without necessarily supporting it.
- 13) An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.
- 14) A right of reply is exercisable by the proposer of a motion but not by the proposer of an amendment.
- 15) The debate shall be terminated when the proposer of the motion has replied.
- 16) An amendment shall be voted on before the original motion is put.
- 17) Once all amendments are dealt with the motion (as amended) shall be put to the meeting as a motion.

POINT OF ORDER

- 18) Any Board Member may at any time address the Chairman on a point of order but shall confine his remarks to the point of order raised which shall be dealt with immediately.
- 19) A point of order may be taken to any irregularity in the proceedings of the meeting.
- 20) The Chairman shall rule on the point of order but may allow others to speak briefly on the substance of the point of order.

MOTION OF DISSENT

- 21) Any person who disagrees with the Chairman's ruling may move that the ruling be dissented from. This motion shall be recorded and may be discussed.

PERSONAL EXPLANATION

- 22) A previous speaker who feels he is being misrepresented or misquoted by a subsequent speaker may, on request to the Chairman, be given permission to make a personal explanation.

GENERAL

- 23) Discussion shall not be permitted unless there is a motion before the meeting.
- 24) Speakers shall address the Chair.
- 25) No speaker shall speak more than once to a motion except the proposer of a substantive motion who is entitled to reply.
- 26) A previous speaker to a motion may again speak on an amendment, or a motion for the adjournment of debate on a point of order and by permission of the Chairman in personal explanation of his previous remarks.
- 27) The meeting may by resolution determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.
- 28) The chairman shall vacate the Chair if he moves or seconds a motion or amendment and in such event a temporary Chairman shall be appointed.
- 29) Unless the meeting determines otherwise, the order of business of the meeting shall be as per the agenda.

STAFF

- 30) Staff will be listed as "In Attendance" at meetings but will not form part of the quorum. Staff members, including those holding Ex-Officio positions on committees, shall not be entitled to vote, but may carry a written proxy which shall be reflected in the Minutes.

VOTING

- 31) Voting on motions and amendments shall be determined by a show of hands.
- 32) Any two Members may require the Chairman to have a ballot when voting on any motion.
- 33) In the event of a tied vote, the Chairman shall have a second vote.

THE CLOSURE

- 34) To terminate discussion and bring matters to a vote the form of the motion is, "That the motion (or amendment) be now put."
- 35) The closure shall be proposed and seconded but not discussed or adjourned.
- 36) If the motion is carried then the main motion must be put to a vote without further discussions.

- 37) If the motion is lost, further discussion continues on the main motion.
- 38) The closure may be applied to an amendment as well as a main motion.

ADJOURNMENT OF DEBATE

- 39) A motion for adjournment of debate is moved for the purpose of shelving the item being discussed.
- 40) The adjournment must be to a definite date.
- 41) If the motion to adjourn is carried, then the item under discussion (including any amendments to it) is adjourned.
- 42) The motion to adjourn may be discussed.
- 43) The item to which the debate related shall have priority over any other matter except final business at the adjourned Meeting.

ADJOURNMENT OF MEETING

- 44) The motion to adjourn the Meeting may be discussed.
- 45) If no time and date is fixed by the motion, the Meeting shall be adjourned to the next regular Meeting of the Board.
- 46) The motion to adjourn shall only be capable of being amended as to time, date and place of the adjourned Meeting.
- 47) If the motion is lost, it may be moved at a later stage of the Meeting.

SUSPENSION OF RULES

- 48) Any of the foregoing Rules may be suspended at the Chairman's direction at any time and no notice of motion of such suspension shall be necessary.

ANNUAL GENERAL MEETING

- 49) The office bearers appointed at the Annual General Meeting of the Company shall be a President, a Vice President, a Financial Director plus not less than one (1) and not more than six (6) Committee Members.
- 50) Retiring Members are eligible for election each year.

- 51) Any Member of the Company is able to nominate any other person to serve as an office-bearer or other Member of the Committee.
- 52) The nomination shall be in writing and signed by the nominee and his proposer, and shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
- 53) A list of candidates' names in alphabetical order with the proposers' names shall be posted in a conspicuous place in the registered office of the Company for at least seven (7) days immediately preceding the Annual General Meeting.
- 54) Balloting lists shall be prepared (if necessary) containing the names of the candidates only in alphabetical order, and each Member present (entitled to vote) at the Annual General Meeting shall be entitled to vote for any numbers of such candidates not exceeding the number of vacancies.
- 55) In the case there shall not be sufficient number of candidates nominated the Committee may fill up the remaining vacancy or vacancies.
- 56) Those eligible to vote at the Annual General Meeting are: Members of the Association (one representative from each of the Basketball Associations approved by the Basketball Association as their Member); Life Members.
- 57) Twenty eight (28) days' notice (exclusive of the day on which the notice is served or deemed to be served, and exclusive of the day for which the notice is given) specifying the place, time and business of the Meeting shall be given to such persons as are entitled to receive such notices from the Company.
- 58) A quorum for the Annual General Meeting shall be 50% plus 1 Members.
- 59) Business transacted at the Annual General Meeting shall be:
 - a) Receipt and consideration of the Balance Sheet and Income and Expenditure Accounts and the report of the Auditor.
 - b) Receipt and consideration of reports of the Committee.
 - c) Election of Officers and other Members of the Committee in the place of those retiring.
 - d) Appointment of Auditors, if necessary.
 - e) Any other business (applicable to the Annual General Meeting) that has been properly brought before the Meeting with due notice.
- 60) Meeting procedure rules will apply.

- 61) Voting for Committee/Office Bearers shall be by secret ballot and candidates receiving the greatest number of votes, having regard for positions available, shall be elected.
- 62) Proxy votes are permitted on condition that they are duly appointed in the correct manner.
- 63) Members will be entitled to vote on condition that their subscription is no more than one month in arrears.

SECRETARY

- 64) The Secretary shall in accordance with the Code be appointed for such term, upon such conditions as it thinks fit and any Secretary so appointed may be removed by it.

SEAL

- 65) The Committee shall provide for the safe custody of the Seal which shall only be used by authority of the Committee or Sub-Committee of Members of the Committee authorised by the Committee.
- 66) Documents under Seal shall be signed by a Member of the Committee and shall be countersigned by the Secretary or by a second Member of the Committee or by a person appointed by the Committee for that purpose.

ACCOUNTS

- 67) Proper accounting methods shall be adopted by the Company and the Board shall examine the financial position of the Company at each Meeting.
- 68) At the Annual General Meeting the Profit and Loss and Balance Sheet (including every document required by law to be attached to) accompanied by a copy of the Auditor's Report and the Directors' Statement shall be presented to the Meeting.
- 69) Appropriate documentation submitted to Australian Securities Commission within 28 days of Annual General Meeting.

BUDGET

- 70) The New South Wales Basketball Association Limited Budget shall be drawn up and presented to the October Board Meeting each year.
- 71) The Budget will be presented to the membership at the Annual Convention.
- 72) Referees fees will be submitted to the Board for ratification at the August Meeting each year.

“RED SHEET”

- 73) The "Red Sheet" list of 10 questions to be answered and signed by the General Manager and submitted with the Board Agenda and papers, to be read at every meeting of the Board of Directors.

SUB-COMMITTEES

- 74) Sub-committees shall meet four times per year and shall be subject to Standing Order Procedures.