



## **Standing Orders for Frankston & District Netball Association Delegates Meetings 2019**

### **Introduction**

The purpose of these Standing Orders is to assist members to operate efficiently and effectively within the Constitution and other relevant legal framework.

### **Membership**

Each Affiliated club shall provide one voting member to attend meetings.

### **Meetings**

The Delegates will meet a minimum of 3 times per year for regular meetings. There will also be a Pre-AGM every August and AGM in October of every year. These meetings will be held on Thursdays where possible. The meetings will commence at 7:00pm and finish no later than 9:00pm unless agreed by all members.

### **Quorum for meetings**

- For a quorum to be achieved at a meeting, not less than one half of members currently holding office must be present.
- If at the end of 30 minutes after the appointed time for a meeting, there is no quorum present, the meeting will stand adjourned to a time and place determined by the members present.
- A member may be present at a meeting, in person or by relevant technology.

### **Decisions**

- Decisions of the Clubs at meetings will be by a majority of those eligible to vote and who are present at the meeting. A vote by proxy is only valid if presented in writing to the Chairperson before or at the commencement of the meeting.
- Members will vote on a matter and the number of votes for and against will be recorded in the minutes when applicable.
- Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.
- When a vote is tied (i.e. an even number of people are for and against a decision), the question shall be declared on the vote of the Chairperson

### **Agenda**

Requests for an item to be included in the Agenda should be made in writing to the Business Manager no less than 7 business days prior to the meeting.

The Business Manager shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and other meeting papers no later than 5 business days before the meeting.

### **Length of meetings and extensions of meeting times**

If business has not been concluded within 2 hours, the presiding member shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A vote shall be taken where members will vote for or against extending the meeting, by show of hands. The meeting will be extended for no more than 15 minutes.

### **FDNA meeting principles:**

The members will operate according to the following principles:

- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making
- Personal and professional **integrity**.

### **Conduct of meetings**

In the conduct of meetings, the following etiquette will be observed by members:

- Only one person talks at a time.
- All requests to speak are directed to the presiding member.
- All speakers are listened to in respectful silence.
- No 'side conversations' are held.
- Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered.
- When the presiding member indicates that the topic of discussion is closed, no further comments are made.
- Members shall not use jargon.
- Members will ensure that all electronic devices (such as mobile phones) are silenced and no calls are taken during the meeting.
- Members shall stay calm regardless of how difficult or challenging the topic.

### **Consequences**

- Any member found to be in breach of the conduct detailed may be asked by the presiding member to leave the meeting.
- Repeated breaches may result in the member being refused access to future meetings.
- Breaches by more than one member may result in BOM closing the meeting.