

## ***By-Law No. – Seven (7).***

### **Meeting Procedures**

In accordance with the provisions of Rule 24.1.6 of the Constitution at the Board of Management meeting held on Monday 20<sup>th</sup> May 2024 that a By-Law be made to read:

#### **1 Meeting Procedures**

The following Meeting Procedures govern the conduct of business at all Annual General and Special General Meetings. In regard to Special General Meetings, the Administrative Secretary shall, in the Notice of Meeting, specify the matters to be dealt with occasioning the calling of the meeting and no other matter shall be discussed.

#### **2 Time Limit**

Time limits for speakers, or for the discussion, shall be determined by the Chairman of the meeting.

#### **3 Property of the Meeting**

Any motion or amendment thereto, having been duly proposed and seconded, becomes the property of the meeting, and cannot be withdrawn unless leave is granted in accordance with these Rules.

#### **4 Seconding Motion without Speaking**

Any member who seconds a motion without speaking to it may, at a later period, take part in the debate.

#### **5 Reply of Mover**

In all cases the member moving the motion has the right of reply, and this reply closes the debate.

#### **6 Chairman's Ruling**

If the Chairman at any time gives a ruling on any matter before the chair, the Chairman may be asked to give the reasons. If the reasons given are not deemed satisfactory, any member may move that the "Chairman's ruling be disagreed with". If the motion is seconded and carried, the Chairman shall forthwith vacate the chair until the matter of his ruling is settled, provided that only the reasons given by the Chairman for his ruling can be discussed, and not the subject matter of the original motion or question. In the absence of the Chairman a deputy, or a person elected for the purpose, will occupy the chair.

## **7 Question Be Now Put**

A motion moved and seconded "that the question be now put" shall take precedence over all business and, without any discussion, must immediately be put by the Chairman. The mover and the seconder of this motion shall not be mover or seconder of the original motion. If the motion is carried, the original motion must be put without further debate. A motion "that the question be now put" may not be moved while a member is speaking.

## **7 Motion Withdrawn**

A motion or amendment may, at any time, by leave of the meeting, be withdrawn. A motion opposing the withdrawal, if seconded, may be received

## **8 Motions and Amendments**

All motions must be moved and seconded. An amendment to the original motion may be moved at any stage of the discussion, provided a speaker is not interrupted. Notice of a further amendment may be given, and the amendment indicated, without discussion, but it cannot be moved until the first amendment has been disposed of. The Chairman may limit the number of amendments to be received in excess of two. An amendment cannot be a direct negative to the original motion.

## **9 Amendments**

An amendment may be made to a motion by:-

- 1 Striking out certain words.
2. Striking out certain words and inserting other words.
3. Adding or inserting other words.

## **10 Notice of Motion**

A notice of motion, other than to change the Rules of the Club Constitution, shall be submitted in writing, signed by the mover and seconder, to the Administrative Secretary twenty one (21) days prior to the date of the meeting. The Administrative Secretary shall deliver a copy of the Notice of Motion to all members at least fourteen (14) days prior to the meeting. Notices of motion on the same subject shall appear on the notice paper in the order of receipt by the Administrative Secretary.

## **11 Amending Notice of Motion**

Any member desiring to amend his/her own notice of motion before moving same at the meeting must ask leave of the seconder and the meeting, and read the amendment.

David Kay  
Administrative Secretary