

SDPPA By-law: Meetings

1. Annual General Meetings

- 1.1. The Annual General Meeting (AGM) of the SDPPA shall be held as set out in the Constitution for the purpose of transacting business as described in the Constitution.
- 1.2. Written notice of the Meeting shall be forwarded to each Member as set out in the Constitution.
- 1.3. Any General Business to be transacted at the time of the AGM shall be undertaken at a General Meeting convened by the new Management Committee immediately after the closure of the AGM.
- 1.4. Appropriate records shall be maintained as per relevant record keeping By-Laws.
- 1.5. Any specific Office of Fair Trading requirements shall be adhered to.

2. General Meetings

- 2.1. General Meetings of the SDPPA are to be held as specified in the Schedule of General Meeting dates prepared by the Management Committee for the purposes of the management of the SDPPA. Any specific requirements for General Meetings as specified in the Constitution shall be followed.
- 2.2. General Meetings of the SDPPA shall be held as set out in the Constitution for the purpose of transacting the business of the SDPPA.
- 2.3. All Members may ask the Chairperson questions and expect competent answers from the Committee. Questions that cannot be answered at the time of the General Meeting shall be taken on Notice and responded to at the next General Meeting.
- 2.4. Appropriate records shall be maintained as per relevant record keeping By-Laws.
- 2.5. Any specific Office of Fair Trading requirements shall be adhered to.

3. Special Purpose General Meetings

- 3.1. A Special Purpose General Meeting of the SDPPA may be convened by the Management Committee as specified in the Constitution.
- 3.2. Special Purpose General Meetings of the SDPPA shall be called as directed to deal with Special Business only as detailed in the Notice of the Meeting.
- 3.1. Appropriate records shall be maintained as per relevant record keeping By-Laws.

3.2. Any specific Office of Fair Trading requirements shall be adhered to.

4. Management Committee Meetings

- 4.1. The Management Committee shall comprise those Officers specified in the Constitution.
- 4.2. Meeting dates shall be determined at the first Meeting of the Management Committee following the AGM but shall be held at least once per month.
- 4.3. Should any Member of the Management Committee absent themselves without satisfactory reason for two consecutive Meetings, that Member's office shall be declared vacant and the position filled in accordance with the Constitution.
- 4.4. The order of business shall be:
 - 4.4.1. Apologies and Proxies;
 - 4.4.2. Acceptance of previous Minutes;
 - 4.4.3. Business arising out of Minutes;
 - 4.4.4. Correspondence;
 - 4.4.5. Membership applications;
 - 4.4.6. Sub-Committee and other reports;
 - 4.4.7. Notices of Motions; and
 - 4.4.8. General Business.
- 4.5. The responsibility of the Management Committee shall be managing the day to day operational business and obligations of the SDPPA and making recommendations to the Association's Membership on these and any other matters.
- 4.6. All Management Committee recommendations must be submitted to the next General Meeting for approval and authority to proceed with implementation by a majority vote of Members.
- 4.7. Appropriate records shall be maintained as per relevant record keeping By-Laws.
- 4.8. Any specific Office of Fair Trading requirements shall be adhered to.

5. Sub-Committee Meetings

- 5.1. Sub-Committees shall meet as required for the purpose of transacting any SDPPA business related to the specific purpose for which they were authorised and established.
- 5.2. A Sub-Committee should use its discretion to decide meeting frequency, time and place.
- 5.3. Any Sub-Committee recommendations, reports or other such deliverables must be presented at a General Meeting for approval and ratification by a majority vote of Members.

- 5.4. Appropriate records shall be maintained as per relevant record keeping By-Laws.
- 5.5. Any specific Office of Fair Trading requirements shall be adhered to.

6. Voting

- 6.1. As per the Constitution, the method of voting shall be decided by the Management Committee or an alternative method subject to a request from Members as specified in the Constitution.

7. Meeting Protocols & Debate

- 7.1. Any Member desiring to address the Chairman shall indicate so by raising their hand. If two or more Members raise their hands at the same time, the Chairman shall decide which is entitled to speak first.
- 7.2. The Meeting may decide that a Member shall not be heard provided that a majority of Members votes to support a Motion to this effect. Motions of this nature shall not be debated.
- 7.3. During the debate, no Member shall interrupt another while speaking except to raise a Point of Order whereupon the Member then speaking shall resume her/his seat until the Point of Order has been decided by the Chairman. A Point of Order is defined as:
 - 7.3.1. An irregularity in procedure;
 - 7.3.2. The irrelevance or continued repetition of what a speaker is saying;
 - 7.3.3. The breach of established practices; or
 - 7.3.4. Contradiction of a previous decision.
- 7.4. No speaker shall digress from the subject under discussion or use offensive or unbecoming language.
- 7.5. It shall be permitted for any Member to move a Motion of Dissent from the Chairman's rulings. The Mover of a Motion of Dissent shall concisely state her/his point. Only the Seconder and Chairman may then speak to the Motion.
- 7.6. At any time during a debate, a Member may move "that the question be now put" provided that the majority of Members are satisfied that reasonable time for debate has been allowed. The Motion shall be put without debate - it need not be Seconded.
- 7.7. A Member may move the Adjournment of a debate to a subsequent Meeting. If the Motion for Adjournment is lost, the Mover thereof shall not be allowed to speak again on the question under debate. If carried, the Mover shall have the right of resuming the debate at the ensuing Meeting and the Mover of the original Motion shall have the right of reply.

- 7.8. A Member may reasonably request the Chairman to call for an Adjournment Motion where information pertaining to a specific subject matter is not available to Members at the time of the Meeting or where there is insufficient time for Members to read and properly digest and contemplate the matter being debated.

8. Motions & Amendments

- 8.1. Any Member proposing a Motion or an Amendment shall state its nature before addressing the Meeting thereon.
- 8.2. The Mover of a Motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the Meeting may, by Resolution without debate, grant an extension of time to any speaker.
- 8.3. No Member may speak more than once to a Motion except with the Chairman's permission. This may only be in explanation or reply or to ask a question.
- 8.4. The Mover of a Motion's right of reply shall be exercisable at the end of the debate.
- 8.5. The Mover of an original Motion must get the consent of his Seconder, and the approval of the Meeting before making any alteration to the wording of his Motion.
- 8.6. Any Member may move an amendment to a Motion, provided it is not a direct negative of the Motion proposed.
- 8.7. The Mover or Seconder of a Motion may not Move or Second an Amendment to it but may speak on any such Amendment and Vote in favour of it.
- 8.8. A particular Member may Move or Second one Amendment only to each Motion but may speak on Amendments Moved by others.
- 8.9. Only one Amendment can be considered at one time.
- 8.10. The Mover of an Amendment shall have the right of reply with the Chairman's permission.
- 8.11. A Member who formally Seconds a Motion or Amendment without speaking may speak in support at a subsequent stage of the debate.
- 8.12. When an Amendment is carried, the Motion as Amended becomes the Motion before the Meeting.
- 8.13. Motions and Amendments can be withdrawn only when a majority of those present at the Meeting consent. A Motion for withdrawal is open to debate which must be confined to the matter of withdrawal.