

SIRAC MEETING PROCEDURES



Before Meeting

- Requests for Agenda items to be sent to President at least ten days before meeting
- Agenda to be distributed to Committee one week before meeting
- Confirm attendance or submit apologies to Secretary
- All relevant documents and reports to be sent to Committee one week prior to meeting
- All distributed documents to be read prior to the meeting to enable informed discussion
- Please arrive before time to start meeting punctually!

After Meeting

- Minutes to be sent to President by Secretary as soon as possible after meeting to check and distribute to all Committee members
- Minutes taken to be concise and include clear action, delegation (who) and time-frame (when)

Informal Meeting Procedures

1. When speaking be brief, stick to the point, and address yourself to the whole group
2. Be mindful of time available for each agenda item so as to cover them all
3. Listen attentively, do not interrupt and support participation of all members
4. Attempt to reach decision by general consensus agreement, if not, vote to be taken
5. If necessary to maintain meeting order and efficiency we will adopt formal meeting rules (refer next page)

Formal Meeting Procedures

Decision Making (*refer also SIRA Decision Making Process*)

- a) The Committee aims to make decisions by consensus, but should consensus not be reached within the time allowed, a vote will be taken and the majority decision will apply
- b) If a vote is taken with an equal number of votes the Chairman will have the casting vote

Conduct of Meetings

- a) Participants need to respect the time allocated to them to speak
- b) There can only be one active discussion at any time
- c) All participants must raise their hand before speaking
- d) The language must always be respectful

Rules of Discussion

Motions

- a) A motion is any proposal introduced for the purpose of arriving at a decision
- b) The Chairperson may allow limited time for general discussion before a motion is put
- c) The motion should be expressed in the affirmative, beginning with the word "that"
- d) The motion requires a seconder before it can be discussed otherwise it lapses. In seconding a motion a member may do so only to permit discussion and may speak or even vote against the motion. After the motion has been moved and seconded, the Chairperson opens the matter for discussion
- e) Once a motion is seconded, then in due course, it may be
 - 1. carried
 - 2. replaced by an amendment
 - 3. defeated or
 - 4. deferred
- f) No person has the right to speak twice on the same motion except the mover who has the right of reply thus ending the discussion
- g) Questions and explanations are permitted
- h) Where discussion is prolonged unnecessarily, any member may rise and move "that the question be now put". If that motion is seconded, it is put to the meeting without further discussion. If it is carried, there is no further discussion allowed and the original motion is also put to the vote. In this situation, the mover of the motion loses the right of reply.
- i) The mover may at any time withdraw their motion with the permission of the seconder.
- j) When and if the motion is carried it becomes a resolution, i.e. the meeting has resolved a particular matter.

Amendments

- a) An amendment to a motion may be moved by any member wanting to test a possible alteration in the detail. Like a motion, an amendment needs a seconder.
- b) The mover of the original motion is asked if they are willing to accept the amendment. If the mover and also the seconder agree the amendment now replaces the motion.

- c) Only one amendment can be before the meeting at any one time in the sense of a discussion. A person may foreshadow a further amendment e.g. "when this amendment has been dealt with I will propose the following further amendment".
- d) When discussion of an amendment is over, the amendment is voted on and if the amendment is carried it replaces the motion.
- e) If an amendment is not carried the original motion is still before the meeting.
- f) Another amendment may then be moved if anyone so desires. If no such further amendment arises the motion is put to the vote.
- g) An amendment, if it becomes the motion, may be subject to further amendment. Such further amendment need not have been foreshadowed or notified.

Rescissions

- a) A resolution may be rescinded (i.e. withdrawn after having been carried) at the meeting where it was carried, as long as no member has left since it became a resolution.
- b) Otherwise, notice of motion may be given prior to a following meeting so that every member who was present when the resolution occurred may have a chance to be present to discuss and vote on the rescindment.
- c) Until a rescission has been voted on and accepted the original motion stands

Points of Order

- a) It is permissible to ask a question on procedure at any time, but other points of order must be made immediately the breach occurs.
- b) A chairperson may rule a member out of order if they commit any of these breaches or even wander from the subject. However the speaker should first be warned that there is danger of censure.
- c) Most organizations agree that the chairperson's ruling should be final on points of order and procedure and no chairperson should allow his or her authority to be challenged.

Standing Orders

The following are a simple set of standing orders.

- a) Time limit for the mover of a motion shall be 5 minutes, and for the seconder 3 minutes.
- b) Each subsequent speaker has 5 minutes and the mover 3 minutes for their final reply
- c) Not more than 4 consecutive speakers in the affirmative or negative shall be allowed.
- d) No speaker may speak twice to the same motion other than the mover, who shall have the right to reply. The use of this right shall close the immediate debate.
- e) All speakers shall address the Chair and confine their comments to the subject under debate.
- f) Speakers rising to state a point of order or ask for a ruling shall confine themselves to a simple statement of the point.
- g) Motions shall be decided upon the voices by a show of hands
- h) The Chairperson may have a member vote and, in the case of an equality of votes, also a casting vote.
- i) The Chairperson may move or second a motion.
- a) A delegate acting contrary to the standing orders shall obey a call to order by the Chairperson or may be required to leave the meeting.

Standing Orders can be suspended to allow free discussion on an issue. A formal motion needs to be put and carried to allow this to occur