

Scotland Island Residents' Association Incorporated (SIRA)



SIRA COMMITTEE POLICIES AND PROCEDURES (P & PS)

Process to Propose Amendments or Additional P & Ps

Rationale

To ensure that the process for amending existing, or proposing new additional SIRA Committee Policies and Procedures is efficient, effective and democratic:

- Efficient: Committee time is not unduly taken up
- Effective: SIRAC P & Ps are of good quality, good quality and sufficient
- Democratic: All Committee members can participate in the process

Steps:

1. Amendments or additions require two (2) Motions
2. The first Motion seeks Committee approval for such amendment or addition. No details are required, only a concise written rationale for the proposal. If the Motion fails, the process ends.
3. The second Motion gives details of the amendment or addition. Any proposal should be clear and concise in the standard format. If the proposal is to amend an existing P & P it must be presented with "track changes", to compare changes with original version.
4. Forward either (a) Motion One (with Secunder) or, (b) Motion One and Motion Two (with Seconders) to the Chair at least 10 days before the next meeting for distribution to the Committee and inclusion in the Agenda for decision.