

***‘Your Voice in the Valley’***

**2YAS**

Yass Community Radio Assn. Inc.

**Policy No. 9.**

**STANDING ORDERS.**

**CONDUCT OF MEETINGS**

**Purpose.**

The purpose of this policy is to have a set of official guidelines in place so that the member chairing any meeting of the Association, may revert to ‘standing orders’ in cases when a meeting has become unruly, out of control or in need of being brought to attention. A meeting may open with a declaration that ‘standing orders’ will apply, where the chairman or President is of the view that the meeting will be controversial. Any person continuing to disrupt a meeting after being called to order risks being ejected from the meeting, for a cooling off period or for the remainder of the meeting.

**Agenda.**

All meetings of the Association shall have a written agenda. The agenda will be drawn up by the Secretary in consultation with the President. A standard agenda will follow this template.

1. Call to order and welcome.
2. Attendance and apologies.
3. Special business item if any.
4. Minutes of previous meeting
5. Correspondence
6. Reports
7. General business

Call for business items from the floor, these may be prioritised by the chairman and heard if time permits

1. Closure and next meeting.

**Addressing the Meeting.**

1. All members wishing to address the meeting will rise and be recognised by the chairman of the meeting before commencing to speak.
2. All speakers will limit their address to 3 minutes, and may seek an extension in time from the meeting.
3. Only points of order should be permitted during the speakers allotted time.
4. Any speaker introducing a new item to the meeting will after a short explanation put the proposal as a motion. This motion must be seconded before any further discussion is held. If the motion fails to obtain a seconder it lapses and the speaker yields the floor to the next item of business.
5. The chairman at this juncture may seek consensus on the matter to determine if the proposal has merit in the view of the meeting and deserves to proceed. The chairman calls for a consensus indication yes or no. The minority view is then canvassed to determine if there is a strong view and the holders wish to pursue that view in debate. If so debate continues. If not the Chairman again asks for consensus indication and if received declares the motion carried or lost whichever is the case, by consensus
6. The seconder may speak to the motion in terms of 2 above.
7. Both proposer and seconder have a right of reply before the motion is put.
8. There should be a balance of speakers, both for and against. The chairman should endeavour to call for a speaker with an opposite view to the previous speaker.

**Decision.**

At the conclusion of debate of the topic, the chairman may seek consensus and declare the result as such.

1. If this is not possible he/she may call for a show of hands.
2. A member disputing that there is consensus may ask for a show of hands.
3. If the issue is sensitive or a requirement of our Objects and Rules, a secret ballot will be held.

**Unruly Behaviour**.

The following may be considered to be unruly behaviour.

* 1. Continual interjection to the point of distraction of the business at hand.
  2. Failing to desist when called to do so by the Chairman
  3. Speaking loudly or shouting or generally displaying a loss of control
  4. Failure to abide by a ruling from the chair.
  5. Threatening or occasioning actual physical harm to any member of the meeting

To counteract the above the chairman has the right and duty to impose any or all of the following conditions on the unruly one.

1. Ask the unruly one to resume his/her seat
2. Ask the unruly one to desist from the unruly behaviour
3. Ask the unruly one to remove himself or herself from the meeting for a cooling down period say 10 minutes.
4. If the unruly one does not comply with the direction from the chairman, the chairman may ask the proprietors of the meeting place to remove the unruly one.
5. If physical violence is threatened or occasioned the chairman may call the police to have order restored
6. Where the police are called the meeting should be adjourned to another time or until peace has been restored.
7. The chairman of the meeting where any unruly one has needed to be restrained must report to the Board and a decision on disciplinary action will ensue.

Any member who has been dealt with by a chairman of any meeting and believes that he/she has been treated unfairly may make representations to the Board or Association up to 21 days from the date of the treatment.

**Authorisation**

This policy was adopted by the Board of Yass Community Radio Association Incorporated, at its meeting held on 19 July 2010.

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Secretary President

Yass Community Radio Assn. Inc.