

## **By-Law 1 – Conduct of Meetings**

### **Preamble**

An object of any meeting of the Residents Association or the Management Committee or a Sub-committee is that every participant feels that their views are considered in a respectful way.

### **Standing Orders for all Meetings**

1. These standing orders shall be applicable to all general/special meetings and committee meetings and to meetings of sub-committees.
2. Meetings shall, subject to the presence of a quorum as defined in the constitution, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. The meeting shall follow the agenda unless a procedural resolution is passed to alter the order of business.
4. Any member desiring to speak at a meeting shall indicate to the Chair that they wish to be heard. The Chair is responsible for the good conduct of the meeting.
5. Any matter can only formally proceed if a motion is proposed and has been seconded. A motion which lapses for want of a seconder shall not be recorded in the minutes.
6. A motion before the chair may be reworded by the mover subject to leave of the meeting.
7. A motion can be withdrawn by the proposer with the leave of the meeting especially in circumstances where an alternative resolution is foreshadowed. No amendments to a resolution will be considered otherwise.
8. The Chair must allow as many people as possible to speak either for or against a motion until such time as nobody else wants to be heard or a procedural motion is proposed.
9. A procedural resolution must be moved and seconded then put to a vote immediately without any debate.

Examples of procedural resolution include: -

- That the order of consideration of the agenda be altered to ...
- That the resolution be put to the vote.
- That the meeting move on to the next item on the agenda.
- That the speaker no longer be heard.
- That the speaker be heard for a maximum period of X minutes.
- That the debate or meeting be adjourned.
- That the tone of the debate is disrespectful and therefore should be discontinued and the meeting move to the next item on the agenda.

10. Notwithstanding anything herein before contained, any decision made by a validly

constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected till after the decision had been made.

***This by-law was adopted by the Association on the day 14<sup>th</sup> day of November 2022***