

**BYE-LAW 11
COMMITTEE STANDING ORDERS**

11 STANDING ORDERS FOR THE CONDUCT OF BOARD OF DIRECTORS AND COMMITTEES

- 11.1 Meetings of the Board and Committees will be called by notice sent to the nominated address of members seven days before the meeting. The Notice will contain the Agenda for the Meeting, Minutes of the previous Meeting and any motions and papers to be dealt with at the meeting. The Chief Operating Officer will be responsible for the calling of meetings.
- 11.2 If the quorum for any meeting is not present within thirty minutes of the time for starting, the meeting will be adjourned and will be reconvened for the same place at the same time within fourteen days later. Those then attending that meeting shall constitute a quorum for the meeting.
- 11.3 It shall be competent with the approval of the Chairman of the Meeting for business which has not been specified in the Notice calling the meeting to be dealt with at the meeting.
- 11.4 General Meetings

The proposer of any resolution may speak in support of the resolution for not more than ten minutes. No other speaker may speak for more than five minutes or more than once in the same discussion except to call attention to a point of order. It shall be competent for the proposer of the original resolution to sum up in reply to the debate after which the discussion will be closed prior to the resolution being put to the meeting by the Chair.