



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on Standing Orders for Conduct of Meetings

Introduction

- i. The COM of NZPCA shall adopt a set of Standing Orders for the conduct of its meetings and those of its Committees. In addition it is resolved that "Members' Meetings in NZ" by Mark von Dadelszen be adopted as the parliamentary authority for meetings of this organisation.
- ii. After the adoption of the first Standing Orders, the adoption or amendment of Standing Orders requires in every case a vote of three quarters of the members present.
- iii. No standing order shall contravene the Rules and Regulations of the NZPCA 1997.

Application of Standing Orders

- i. These Standing Orders shall extend to the proceedings of the NZPCA AGM or Special General Meetings, COM, and the Committees.
- ii. Every member shall give to the Executive Officer a residential or business address together with, if desired, a facsimile, email or other address to which notices and materials relating to meetings and NZPCA business may be sent or delivered.
- iii. On adoption of these Standing Orders, they shall be recognised as the standard for all meetings of member Clubs, their Branches and Area, and interpreted in conjunction with Area, Club and Branch rules and regulations.

Minutes

- i. Minutes shall be kept of all proceedings. These minutes of proceedings, duly entered and authenticated as prescribed by the COM or Committees, shall be prima facie evidence of those proceedings.
- ii. The Executive Officer shall record the minutes of all Annual General, Special General or COM meetings. A nominee shall record the minutes of Committee meetings.
The minutes shall record:
The date, time and venue of the meeting; the names of those members present; identification of the Chairperson; apologies tendered including arrival and departure times; any failure of a quorum; a list of items considered; resolutions pertaining to those items; any objections to the words used; all divisions taken; names of any members abstaining from voting; declarations of interests; contempt; censure and removal of any members; resolutions to move into Committee; and the time that the meeting concludes or adjourns.
- iii. The minutes and proceedings of every meeting shall be circulated to members and considered at the next meeting. If approved by that meeting, or when amended as directed by that meeting, they shall be signed by the Chairperson of such succeeding meeting.
- iv. No discussion shall arise on the substance of the minutes at the succeeding meeting, except as to their correctness.
- v. The minute books of the NZPCA and its Committees shall be kept by the Executive Officer.
- vi. The Chairperson shall be responsible for confirming the correctness of the minutes of the last meeting of the NZPCA, COM and Committees prior to the next election of members.

Attachments: Appendix 1: Standing Orders
Appendix 2: Grounds to Exclude the Public from Meetings
Appendix 3: Motions and Amendments
Appendix 4: Powers of the Chairperson

References: "Members' Meetings in NZ" by Mark von Dadelszen (2nd Edition)

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Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.

Appendix 1: Standing Orders

1. These standing orders shall be applicable to all General Meetings and Committee of Management meetings and meetings of sub-committees, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, 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. If no quorum is present within 30 minutes of the starting time set out in the notice, the meeting shall lapse. And, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on the notice of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at general meetings or in the Committee of Management shall raise his or her hand and when called upon by the Chair shall address the Chair. If two or more members raise their hands simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
5. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
6. A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
7. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
8. A motion or amendment before the chair may be reworded by the mover subject to leave of the meeting.
9. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have the right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
10. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
11. When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
12. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
13. Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
14. On an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo.
15. Alterations to the standing orders shall be made only by a general meeting.

Appendix 2: Grounds to Exclude the Public from Meetings

The COM may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

THAT to conduct in public all or part of the proceedings of the meeting would be likely to result in the disclosure of information, where the withholding of the information is necessary to:

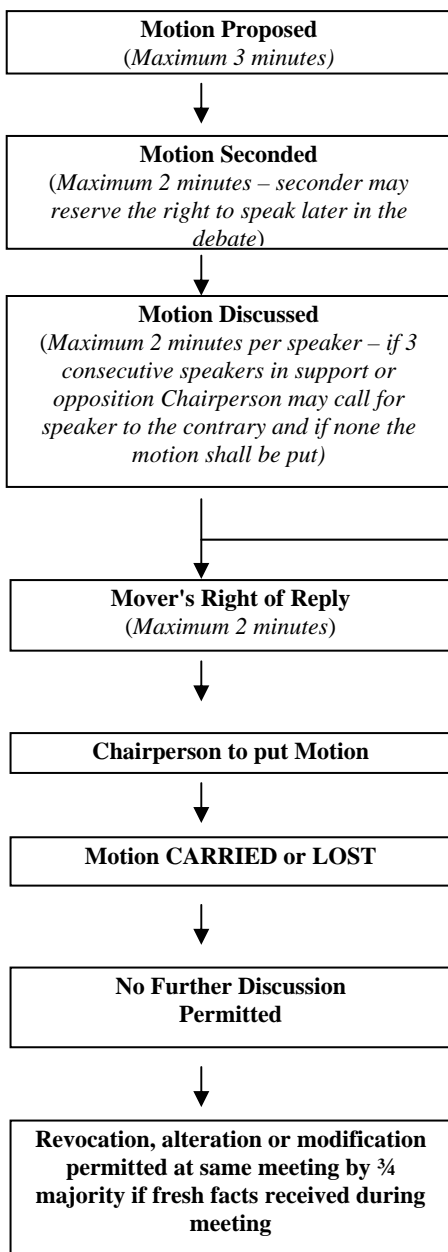
- (a) Protect personal privacy, including deceased persons; or
- (b) Protect information that if made available:
 - (i) Would disclose a trade secret; or
 - (ii) Would be likely to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (iii) Would be likely to prejudice the supply of similar information, or information from the same source, or
- (c) Enable the NZPCA or COM, holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (d) Enable the NZPCA or COM holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (e) Prevent the disclosure or use of official information for improper gain or improper advantage.

Use of Public Excluded Information

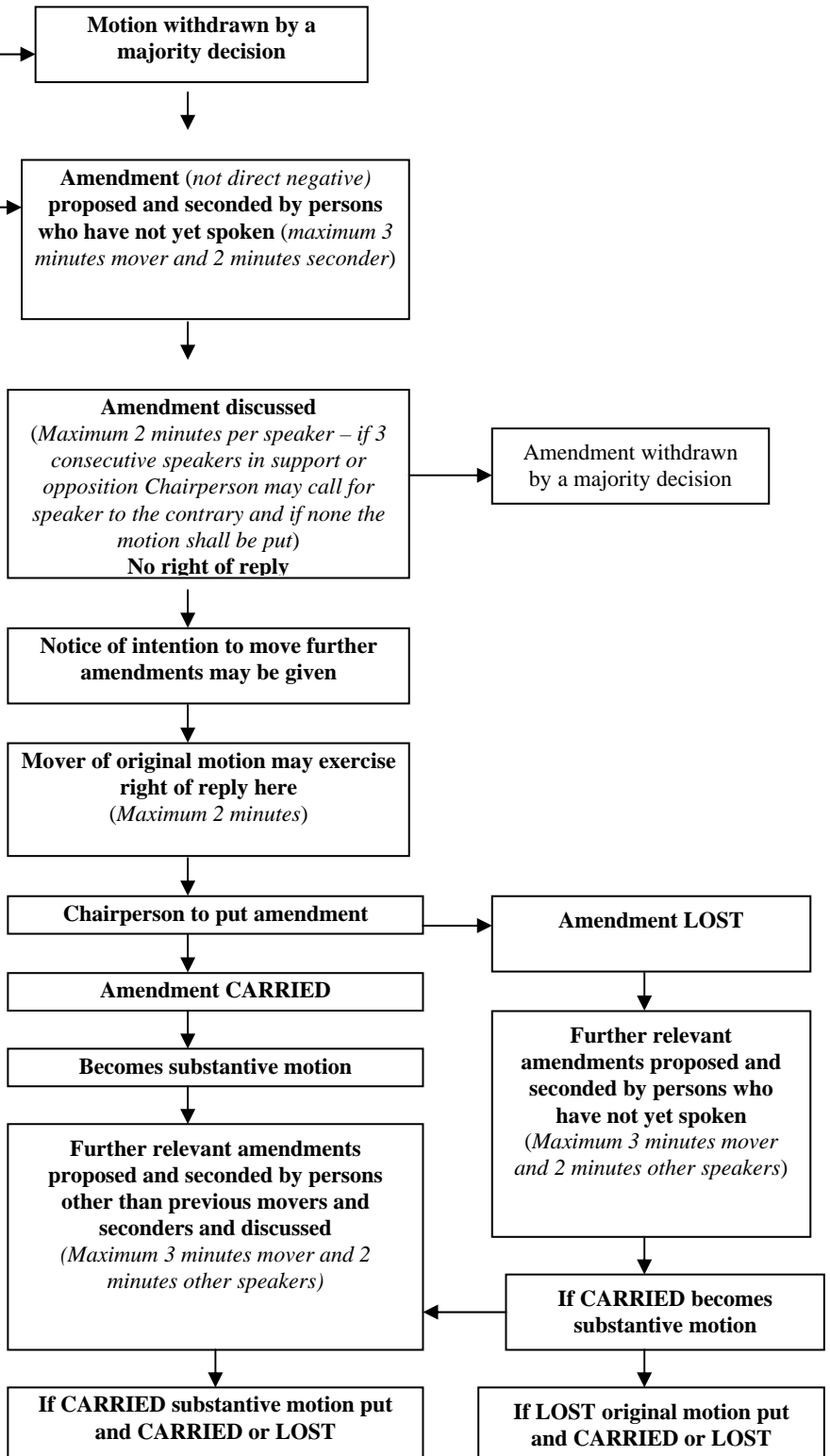
Subject to the provisions of the Official Information Act 1982, no member is permitted to disclose to any person, (other than a member), any information, which has been or is to be presented to a meeting from which the public is excluded. No discussion, deliberations or decisions are to be divulged following any such meeting except by way of release of information by the COM.

APPENDIX 3: MOTIONS AND AMENDMENTS

MOTIONS WITHOUT AMENDMENTS



MOTIONS WITH AMENDMENTS



APPENDIX 4: POWERS OF THE CHAIRPERSON

CHAIRPERSON TO DECIDE ALL QUESTIONS	The Chairperson is to decide all questions where the Standing Orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.
CHAIRPERSON TO DECIDE POINTS OF ORDER	The Chairperson is to decide all points of order. This may be immediately after it has been raised or after first hearing further argument. The subsequent ruling of the Chairperson is not open to any discussion and is final.
CHAIRPERSON MAY DETERMINE ORDER OF BUSINESS	Following confirmation of minutes of the previous meeting (where applicable), the Chairperson may determine the order of any business set down on the agenda for consideration.
EXTRA SCHEDULED BUSINESS	If the Chairperson decides that any business in addition to that on the agenda is extra scheduled or urgent, the matter may be dealt with at that meeting if the COM agrees. The Chairperson must explain at the meeting, the reason why the item was not listed on the Agenda and why discussion of the item cannot be delayed until a subsequent meeting.
CHAIRPERSON'S REPORT	The Chairperson, by report, has the right to direct the attention of the COM to any matter or subject within the role or function of the COM.
CHAIRPERSON'S RECOMMENDATION	The Chairperson may include on the agenda for that meeting a Chairperson's Recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion. The Chairperson has the right to move such motion as the first item of business in relation to each matter. The exception being where a Notice of Motion relates to the same item of business, in which case that will take precedence.
MOTION IN WRITING	The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.
MOTION IN PARTS	The Chairperson may require any motion expressed in parts to be decided part by part.
NOTICE OF MOTION	The Chairperson may direct the Executive Officer or authorised minute secretary to refuse to accept any notice of motion which is: <ul style="list-style-type: none"> (a) disrespectful; or (b) contains offensive language or statements made with malice; or (c) not within the scope of the role or functions of the COM; or (d) contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution; or (e) is concerned with matters which are already the subject of reports or recommendations from the COM or other Committee to the meeting concerned. Where a notice of motion has been considered and agreed by the COM no notice of any other motion, which is, in the opinion of the Chairperson, to the same effect, may be put again while the original motion stands.
ACTION ON PREVIOUS RESOLUTIONS	If in the opinion of the Chairperson, a delay in taking action on a resolution, which is subject to a notice of motion, would be equivalent to revocation of the resolution, action may be taken as though no such notice had been given. This also applies if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the COM or committees.
CHAIRPERSON MAY CALL A MEETING	The Chairperson may call a meeting, following the lapsing of a meeting due to failure of a quorum, if the business cannot be delayed until the next scheduled meeting. The Chairperson may requisition a special meeting to be held at a specified time and place in order to conduct specified business. The Chairperson or the authorised minute secretary may also call an emergency meeting to deal with matters that require a meeting to be held at shorter notice than can be given to enable a special meeting to be held.
REPEAT REMITS	If in the opinion of the Chairperson, a remit is substantially the same as a previous remit, which has been considered and rejected by the AGM, it may not be accepted within 2 years of consideration of the first notice of motion.

REVOCATION OR ALTERATION OF PREVIOUS RESOLUTION	A Chairperson may recommend in a report to the COM or subcommittee the revocation or alteration of all or part of any resolution previously passed, and the COM or subcommittee meeting may act on such recommendation.
IRRELEVANT MATTER AND TEDIOUS REPETITION	The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matter or indulging in tedious repetition is final and not open to challenge.
TAKING DOWN WORDS	The Chairperson may order words used and objected to by any member to be recorded in the minutes, provided such objection is made at the time the words are used.
READING OF SPEECHES	The Chairperson may permit members who request permission to do so, to read their speeches.
EXPLANATIONS	The Chairperson may permit members to make a personal explanation in addition to speaking to a motion and members who have already spoken to explain some material part of a previous speech in the same debate.
CHAIRPERSON RISING	Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.
MEMBERS MAY LEAVE PLACES	The Chairperson may permit members to leave their place while speaking.
PRIORITY OF SPEAKERS	The Chairperson will determine the order in which members may speak when two or more members indicate their wish to speak.
PUBLIC EXCLUDED INFORMATION	Where the Chairperson has reasonable grounds for believing that public excluded information provided to any member has been misused, the Chairperson may report this and any proposed action to the COM.
MINUTES	The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and the Executive Officer or nominated minute secretary, are responsible for confirming the correctness of the minutes of the last meeting of the COM or subcommittee prior to the next election of members.
QUESTIONS OF SPEAKERS	The Chairperson may permit members to ask questions of speakers under public comment for the purpose of obtaining information or clarification on matters raised by the speaker.
WITHDRAWAL OF OFFENSIVE OR MALICIOUS EXPRESSIONS	The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression. Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.
CHAIRPERSON'S RULINGS	Any member who refuses to accept a ruling of the Chairperson may be required by the Chairperson to withdraw from the meeting for a specified time.
DISORDERLY BEHAVIOUR	The Chairperson may require any member or member of the public whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson. The Chairperson may ask the meeting to hold in contempt any member whose conduct is grossly disorderly. Where the meeting resolves to find the member in contempt that resolution shall be recorded in the minutes.
FAILURE TO LEAVE MEETING	Anyone who is asked by the Chairperson to leave the meeting and refuses or fails to do so; or having left the meeting attempts to re-enter without the permission of the Chairperson; can at the Chairperson's request, be removed or excluded from the meeting by any constable or member of the COM.