

Welsh Bridge Union Management Committee

Standing Orders

QUORUM

Unless otherwise decided, the Management Committee shall meet monthly on the first Tuesday of the Month and all meetings shall begin at 2.00 pm and end by 4.00 pm. Five members shall form a quorum. If within fifteen minutes of the time appointed for the meeting to commence a quorum is not present, the meeting will be postponed.

Members who are unable to attend the next meeting are expected to disclose this as soon as possible, so that there is ample opportunity to reschedule a meeting if needed.

OFFICERS

The committee shall appoint a Chairman and Secretary from amongst its members initially, then annually at the first meeting following the annual general meeting.

ORDER OF BUSINESS

An Agenda shall be prepared by the Chairman and Secretary, and circulated by email one week in advance of the meeting. All items thereon shall take precedence over all other business. Any member desirous of introducing business for the consideration of the meeting may do so after the business of the Agenda has been completed, or may file notice of motion for inclusion on the Agenda at the next meeting.

SUSPENSION OF STANDING ORDERS

In the event of any matter of urgency, however, the Chairman may accept a motion for suspension of the Standing Orders. The member moving such suspension must clearly state the nature and urgency of his/her business and the length of time (not exceeding 30 minutes) he/she desires suspension to last. At the option of the meeting a further extension may be allowed, but no suspension shall take place except a two-thirds majority vote of the members present.

REPORTS

Any reports submitted to the meeting for consideration should be circulated by email to all members at least five days in advance of the meeting. Any decisions or actions required by the Management Committee should be listed at the end of the report. Committee members will be expected to be familiar with the contents of all such submitted reports at the start of the meeting.

MINUTES

The Secretary shall keep the minutes of each meeting, and shall record therein the proceedings of each meeting, including the attendance, full statement of resolution, and amendments proposed, the decision on each resolution, and the voting thereon, together with a brief report of the discussion on each item on the minutes.

The Secretary should circulate the minutes of each meeting by email with 72 hours of the meeting ending. Members present are expected examine these for accuracy & suggest amendments within 48 hours of receiving them. The Chairman and Secretary acting together will resolve such amendments. In the absence of any adverse comments within the timeframe the minutes will be deemed to be agreed. Once agreed the minutes will be circulated by email to Areas and WBU Council members, and posted on the WBU website and clubs will be notified that new minutes have been posted.

At subsequent meetings questions on the minutes shall be allowed for the purposes of information only, and no debate on the policy outlined in the minutes shall take place before six months has elapsed.

SELECTION OF SPEAKERS

When more than one member wishes to speak, the Chairman shall indicate which has preference and the Chairman's decision shall be final.

CHAIRMAN'S RULING

If the Chairman calls a member to order, or intervenes in the debate as Chairman for the purpose of controlling the proceedings in any manner, the member speaking shall give way to the Chairman. The ruling of the Chairman on any question under the Standing Orders, or on points of order or explanation shall be final, unless challenged by not less than one third, and unless two-thirds of the members present vote to the contrary.

INTERRUPTION

If any member interrupts another while addressing the meeting or uses abusive or profane language or causes disturbance at any of the meetings, and refuses to obey the Chairman when called to order, he or she shall not be allowed to enter again until an apology satisfactory to the meeting be given. No member shall leave the meeting without the permission of the Chairman.

SPEECHES

Members desiring to raise points of order must first obtain the Chairman's permission to do so.

MOTIONS AND AMENDMENTS

The first proposition on any particular subject shall be known as the Original Motion, and all succeeding propositions on that subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before they can be discussed. It is permissible for a member to make his or her speech first and conclude with a motion. When an amendment is moved to an Original Motion no further amendment shall be discussed until the first amendment is disposed of. (Notice of any further amendment must be given before the first amendment is put to the vote).

CONDUCT OF BUSINESS BETWEEN MEETINGS

The committee will maintain contact between meetings by email. The majority of business will be conducted at monthly meetings, however if decisions are made between meetings, these will be listed on the Agenda of the next meeting, and recorded in the minutes of that meeting.