

NEW ZEALAND READY MIXED CONCRETE ASSOCIATION INC

STANDING ORDERS AND BY-LAWS

The following shall be the procedure governing debates at General Meetings, Council or Executive Committee meetings.

1. CHAIRMANSHIP

At every General Meeting, Council or Executive Committee meeting, the President shall occupy the Chair. In the absence of the President, the Vice President shall occupy the Chair or failing the Vice President, the Immediate Past President. In the absence of the officers named above members shall elect one of their number to act as Chairman for such meeting.

When the Chairman is called upon to decide a point of order he shall state the rule which he seems applicable but shall not discuss it and his decision shall, unless challenged, be final. Where the Chairman's decision is challenged a vote of all present shall be taken on the point at issue.

2. QUORUM

When a quorum is not present within half an hour after the time fixed for any meeting or an adjournment thereof, the meeting shall lapse and the member or members present shall not have the power to transact any business except to record attendance.

3. PROCEDURE

At every meeting the first business shall be the presentation of the Minutes of the previous meeting and no discussion shall be permitted thereon except as to their accuracy as a record of the proceedings and if the Minutes are deemed accurate they shall be certified as such.

4. MODE OF VOTING

Unless otherwise decided by a meeting voting on all questions shall be by show of hands and on all matters submitted to a vote the decision of the majority of those present shall be binding and the Chairman shall declare the issue carried or defeated as the case may be.

The Chairman shall have a deliberative vote and in the case of a tie in the voting a casting vote in addition. The Chairman's cast vote shall as far as practicable be given in such a form as to preserve the status quo.

5. PROPOSITIONS TO BE MOVED AND SECONDED

No proposition or an amendment to a proposition shall be entertained or voted upon unless it has been duly moved and seconded.

Subject to the consent of the meeting, a motion may be withdrawn by the mover with the permission of the seconder.

6. AMENDMENTS

A proposition being considered by a meeting may be subjected to an amending proposition which having been duly moved and seconded shall become the matter for consideration until disposed of by vote of the meeting.

No amendment shall be received which is the direct negative to a motion or which does not preserve the substance of such motion.

No second or subsequent amendment whether upon an original proposition or an amendment shall be considered until the previous amendment has been disposed of.

If any amendment be negatived than a second amendment may be moved to the question to which the first-mentioned amendment relates but only one amendment shall be submitted for discussion of a previous amendment. In no case however shall the Chairman permit more than three amending propositions to the original proposition to be considered by the meeting. If during the discussion on the first amending proposition notice and the nature of a further amending proposition or propositions is given to the Chairman he shall immediately after declaring the first amendment carried or not carried as the case may be cause consideration to be given to the further amendment of which he first received notice and thereafter shall submit any further amendments in the order of which is given.

7. RECOMMITTAL OF A QUESTION

Any question may be recommitted to the meeting at any time by resolution of the meeting.

8. MEMBERS' SPEAKING RIGHTS

Except with the permission of the Chairman, members shall not speak more than once other than by way of explanation to the same proposition or amending proposition.

9. RIGHT OF REPLY

The mover of an original proposition or the mover of an amending proposition shall have the right of reply to the points raised and such reply shall conclude the discussion.

10. MEETING MAY GO INTO COMMITTEE

On adoption of a proposition to the effect that "this meeting goes into Committee", verbatim report of proceedings shall cease and only the proposition or amending proposition being considered by the meeting in Committee recorded.

On the resumption of business in open meeting, the Chairman shall report to the open meeting any decision made while the meeting was in Committee and such decision after having been adopted shall be duly recorded.

11. REPORTING OF MEETING

It shall be competent for any member to request that the whole or any part of his remarks on any subject on which he is speaking or is about to speak be not reported or recorded in the official reports of Minutes of the meeting.

12. SUSPENSION OF STANDING ORDERS

By a majority vote of two-thirds of the members present at any meeting the foregoing Standing Orders may be suspended for a single sitting.

13. MEMBERS ACTING CONTRARY TO THE STANDING ORDERS

Any member acting contrary to any of these Standing Orders shall be called to order and should he persist he may be suspended from taking any further part in the business of that meeting.