

# MONASH ELECTRONIC GAMING SOCIETY COMMITTEE MEETING STANDING ORDERS 2019

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## PART 1 — OVERVIEW

### 1 Application

- (1) These Standing Orders are made as a schedule to the Constitution of the Monash Electronic Gaming Association, as a regulations document.
- (2) These Standing Orders apply to all meetings of the Committee and subcommittees.
- (3) These Standing Orders shall be construed subject to the Constitution of the Club, and any clause of this document which conflicts with the Constitution shall be superseded by the rules of the Constitution.

### 2 Jurisdiction

- (1) These Standing Orders are made as regulations and apply to the Club as a schedule under the rules of the Constitution.
- (2) These Standing Orders draw on rule 63 of the Constitution which imposes that the procedure to be followed at a meeting of the Committee must be determined from time to time by the Committee.

### 3 Repeal

These regulations may be repealed by a resolution of the Committee passed with an absolute majority of the Committee voting in favour.

### 4 Amendment

These regulations may be amended by a resolution of the Committee passed with an absolute majority of the Committee voting in favour.

### 5 Operation

These regulations come into force on the 1<sup>st</sup> of January 2019 or when adopted by the Committee, whichever is later.

Upon coming into force, these regulations repeal the regulations previously known as the “Committee Meeting Standing Orders”.

These standing orders remain in force until repealed.

## PART 2 — CONFIDENTIAL MATTERS

### 6 Classification

The means by which a matter is classified as a confidential matter is—

- (1) In the case of a matter up for consideration at a meeting of a committee, by a resolution of that committee in the form of a motion to consider an item of business *in camera*;

- (2) As outlined in these regulations; or
- (3) In any other case, by a resolution of the Committee.

## **7 Superseding Classification**

- (1) A matter classified as confidential or not confidential in a meeting of a subcommittee may have its classification superseded by—
  - (a) These regulations; and
  - (b) The Committee.
- (2) A matter classified as confidential or not confidential under these regulations may have its classification superseded by the Committee.
- (3) A matter classified as confidential or not confidential by the Committee may only be reclassified by the Committee.

## **8 Matters considered *in camera***

- (1) Where a matter is to be considered partially *in camera*, all attendants who are not members or ancillary members to that committee must leave the room.
- (2) Where a matter is to be considered completely *in camera*, all attendants who are not members to that committee must leave the room.
- (3) Two sets of minutes must be made for a meeting in which a matter of confidential nature is considered-
  - (a) Confidential minutes, which shall contain the usual amount of detail; and
  - (b) Non-confidential minutes, which shall contain the absolute minimum amount of detail pertaining to the confidential matter, and a warning message stating that the confidential portion of the minutes is only available to members of that committee.
- (4) Confidential minutes must only be made available to members of that committee.
- (5) Non-confidential minutes may be made available to the general membership base and any other third parties, including the Clubs & Societies Council.
- (6) For a matter to be considered *in camera* a procedural resolution must be passed by a simple majority of that committee.
- (7) Both confidential and non-confidential sets of minutes are considered valid records of that meeting and must be confirmed as true and accurate records as with any set of minutes.
- (8) Where a matter is to be considered *in camera* while that committee believes one or more observers should remain present during the consideration of

the matter, the procedural motion may be amended, or a separate procedural motion may be passed to allow those observers to remain present while the confidential matter is considered.

### **PART 3 — OBSERVERS & ENFORCEMENT**

#### **9 Ancillary Members**

- (1) As per the Constitution, Ancillary members to the Committee have a right to attend and speak at meetings of the Committee.
- (2) Therefore, Ancillary members are required to voluntarily follow these standing orders.
- (3) Where an Ancillary member fails to voluntarily follow these standing orders at a meeting of the Committee, they shall cease to hold an Ancillary member position.

#### **10 Committee Members**

- (1) Where a member of the Committee fails to follow these Standing Orders, they shall be subject to disciplinary procedures and removal from office procedures.
- (2) Whether action is taken or not shall be at the discretion of the Secretary, or if the Secretary is the subject of the action, the President.
  - (a) Those entitled to take action are empowered to call a general meeting to allow the Club to consider any relevant business.
  - (b) Prior to action being taken the Committee must be given an opportunity to resolve against taking such action.

#### **11 Observers**

- (1) Members of the Club shall have a default right to attend, observe and participate in meetings of a committee.
- (2) Where the committee resolves to suspend one or more of those rights, they will cease to apply to that particular meeting until that committee resolves otherwise.
- (3) Ancillary members may have rights suspended in the same manner as other observers.
- (4) A committee may resolve to allow any other person to observe their meeting.

#### **12 Specific Action**

- (1) Action may be taken by a committee against a specific observer to suspend their rights.

- (2) Action taken must be by resolution of that committee.

## **PART 4 — DISCIPLINE**

### **13 Naming**

- (1) An attendee at a meeting may be named by the Chair for misconduct.
- (2) Any time an attendee is named by the Chair, the person named, and the time of naming must be noted in the minutes.
- (3) The Chair of a meeting may reverse their decision to name an attendee.
- (4) An attendee may be named up to 3 times in a single meeting—
  - (a) On the first naming, the Chair must verbally note that the attendee has been named for misconduct and must explain what the misconduct was.
  - (b) On the second naming, the Chair must verbally note that the attendee has been named for misconduct two times and must explain what the misconduct was. The Chair must then warn the attendee that a third naming will result in their removal from the meeting.
  - (c) On the third naming, the Chair must verbally note that the attendee has been named three times and must leave the meeting. The Chair must verbally explain what the misconduct was.
- (5) An attendee who does not leave a meeting after the Chair has named them three times for misconduct may be banned by the Chair from attending the next meeting of that committee.
- (6) A committee may name an attendee for misconduct by procedural resolution, provided that resolution is passed without dissent.

### **14 Discipline against the Chair**

- (1) Where a committee disagrees with an action taken by the Chair of that meeting, e.g naming or imposition of procedural resolutions, that committee may pass a procedural motion for dissent in the Chair immediately after that decision is made, which shall reverse the decision made by the Chair.
- (2) Where a committee disagrees with the conduct of the Chair as a whole, the committee may pass a procedural resolution to suspend the rights of the Chair within these standing orders, which will suspend the capacity of the chair to name attendees and impose procedural resolutions.

### **15 Suspension of standing orders**

- (1) A committee may resolve to suspend standing orders for
  - (a) An item of business;
  - (b) A period of time; or
  - (c) The remainder of the meeting.

## **PART 5 — MEETING PROCEDURE & CONDUCT**

### **16 Default Means of Conduct**

A committee shall conduct business as a committee of the whole by default.

### **17 Order of Agenda**

The first item of business for a committee will be to confirm an agenda for the meeting.

### **18 Formal Debate**

- (1) A committee may conduct proceedings on an item of business or motion by means of formal debate, when imposed by—
  - (a) A resolution of that committee; or
  - (b) The Chair of that committee.
- (2) Upon imposing formal debate, a time limit on speaking must be decided upon at the same time as the formal debate is imposed.
- (3) Formal debate may only be used to deal with motions under consideration, and not for a general discussion scenario.
- (4) During formal debate—
  - (a) The person who moved a motion speaks first;
  - (b) A person opposing the motion, if any, may speak next;
  - (c) A person supporting the motion, if any, may speak next;
  - (d) Step (c) and (d) must be repeated until all attendees have been given an opportunity to speak.
  - (e) After all attendants have spoken on the motion, the original mover of the motion shall have a right of reply.
  - (f) The motion must then be put to a vote.

### **19 Amending a motion**

- (1) During formal debate on a main motion, at any time between speakers, a motion may be moved to amend the main motion being considered.
- (2) Debate shall cease temporarily on the main motion, and a new debate shall be undertaken for the amendment motion.
- (3) After all attendants have spoken on the motion, the original mover of the motion shall have a right of reply.
- (4) The motion must then be put to a vote.
- (5) Debate on the main motion must then be returned to at the stage it left off.

## **20 Points of Order**

- (1) A point of order may be raised by a member of the committee if they have reasonable grounds to believe that an attendee is not complying with the correct procedures for that meeting.
- (2) A point of order shall be ruled on by the Chair, who may respond by—
  - (a) Reprimanding the attendee in breach; or
  - (b) Naming the attendee in breach.
- (3) Raising points of order in bad faith shall render an attendee subject to naming by the Chair.

## **21 Limiting Debate**

- (1) A speaker during debate may have their remaining speaking time cancelled.
- (2) A debate may be immediately ended, and the motion put to a vote.
- (3) A motion under debate may be disposed of, the debate ended, and the motion not be put to a vote.
- (4) A debate on a motion may be ended and the motion be tabled for consideration in another meeting.
- (5) A debate on a motion under consideration by the Committee may be ended and the motion be referred to a subcommittee
- (6) A debate on a motion under consideration may be put on hold and deferred until later in the meeting.
- (7) Time limits on speakers may be modified during a debate.

## **22 Motion Management**

- (1) A motion that has been already considered may be recommitted for reconsideration.
- (2) A motion that has been already passed may be rescinded.

## **23 Polling**

- (1) Where two or more members of a committee within which a motion is to be voted on or has just been voted on demand a secret ballot for that motion, the Chair must grant that request.
- (2) The means of conducting the secret ballot are to be determined by the Chair, provided the means—
  - (a) Ensures secrecy of the votes taken from each member of that committee;
  - (b) Still allows a committee member to abstain and have that abstention noted; and

- (c) The outcome of such a poll can be verified by other members of that committee.
- (3) Members who are participating via the use of technology may vote by audibly making their vote choice clear.
- (4) Otherwise, polls are to be conducted by a show of hands.
- (5) Any other polling method may be allowed by resolution.

## **24 Items of Business**

- (1) Where a committee resolves to move onto the next item on its agenda, it shall do so.
- (2) The business is assumed to have been dealt with unless the committee resolves to the contrary.

## **25 Prohibited Conduct**

The following conduct is prohibited and an attendee engaging in such conduct is liable to be named by the Chair—

- (1) Conduct disruptive to the meeting;
- (2) Threatening or intimidating behaviour;
- (3) Targeted harassment of an attendee;
- (4) Speaking over other attendees in a rude manner;
- (5) Behaviour that is intended to humiliate an attendant;
- (6) Behaviour in breach of the club Constitution or its schedules; and
- (7) Behaviour in breach of the Constitution or Regulations of C&S.

## **26 Procedural Powers of the Chair**

- (1) In a meeting, the Chair of said meeting shall have particular powers, subject to a motion for dissent.
- (2) The Chair may impose a procedural resolution to conduct a secret ballot for a vote.
- (3) The Chair may adjourn a meeting for any period of time, and provided that quorum is present upon its reopening, the meeting may proceed.
  - (a) Adjournment does not take effect immediately, as per point (b).
  - (b) Members of that committee shall have an opportunity to move for dissent in the Chair on the adjournment of the meeting.
- (4) The Chair may impose confidentiality on the meeting as per rule 8.
- (5) The Chair may impose any of the actions under rule 21, subsections 1, 2 7, and rule 18.

## **27 Minuting Matters Addressed in These Regulations**

- (1) Minutes must accurately reflect actions taken under these regulations.
- (2) Minutes must reflect any namings imposed by the Chair and the time the naming occurred.
- (3) Minutes must include any procedural motions imposed and moved in these meetings.

## **28 Procedural Powers of the Committee**

- (1) The Committee may impose any of the procedures outlined in these documents by resolution.