

MORETON BAY DISTRICT LADIES BOWLING ASSOCIATION Inc.



POLICIES AND PROCEDURES MANUAL

V. 14 June 2021 (Revised 9 July 2021)

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Please note:

The District will abide by the Constitution, By-laws and Policies of Bowls Queensland and Bowls Australia regarding the playing of bowls.

All Bowls Queensland documents are hyperlinked.

[BQ Constitution – Rev Sep 2018](#)

[BQ Constitution – Rev Sep 2018](#)

POLICIES:

[BQ Attire By-law](#)

[BQ Risk management policy](#)

[Bowls-Queensland-Blue-Card-Policy-Rev1-1](#)

[BQ Extreme Weather Policy](#)

[BQ Member Service Charter](#)

[BQ Social Media Policy](#)

[BQ Sun Protection Policy](#)

[BQ Member Protection Policy](#)

1. GRIEVANCE PROCEDURE - MEMBER

Procedure Title:	GRIEVANCE PROCEDURE
Procedure Type:	Member
Date:	Revision Date:

DEFINITION

A grievance procedure is a means for members to resolve any complaints that may arise while playing the game of bowls at an event being conducted by the Association. The complaint will be dealt with under the Rules of Association, through the correct channels and speedily to the reasonable satisfaction of the member and the Association. All Club members, including Management Committee members should use this procedure when lodging an informal / formal complaint.

PROCEDURE

STEP 1

1. You should firstly discuss the matter with the person involved or the President of the Management Committee in an attempt to resolve the issue.
2. If the grievance is with the President, then discuss the matter with another member of the Management Committee.

STEP 2

1. A formal complaint must be made in writing to the Secretary.
2. Such complaint shall set out the conduct, which is the subject matter of the complaint, any witnesses to the incident, bear the signature of the complainant and be dated.
3. Any complaint must be lodged within seven (7) days of which the alleged incident occurred.

STEP 3

1. Each complaint shall be investigated by the Management Committee within twenty one (21) days of the date upon which the Secretary received the complaint.
2. After investigation the Management Committee has the power to reprimand, suspend or expel members.
3. Any member so charged shall be notified in writing by the Secretary of the nature of the complaint and shall be given the right of answering the charge by appearing before the Management Committee, and of calling evidence and of questioning of witnesses.
4. In the event of junior members appearing before the Management Committee on a complaint, they are entitled to be accompanied by a parent/guardian.
5. A member expelled shall not be eligible to apply for readmission to the Club for a period of at least one (1) year.

STEP 4

Action to be taken by the Secretary after investigation by the Management Committee:

1. The Secretary will inform the member concerned of the decision reached, in writing, by post, email or by hand. The member will be made aware of their right of appeal under section 10 (2) of the Rules of Association. This will be deemed to be sufficient notification.
2. If the Secretary receives a notice of intention to appeal the decision, a Special General Meeting will be called within one (1) month to decide the appeal section 10 (3) of the Rules of Association.
3. The Management Committee must ensure that the member's rights are protected at all times.
4. The member's right of privacy and confidentiality will be respected at all times.
5. The Secretary will inform the membership officer and staff, in writing, of the outcome of any Board of Directors decisions.

2. DISCIPLINE

Procedure Title:	DISCIPLINE
Procedure Type:	Member
Date:	Revision Date: 1 June 2021

POLICY

This procedure applies to discipline which is not specifically referred to in the BQ Members Protection By-law. This policy applies to all Club members including those who are under the age of eighteen (18) years of age.

Notice of Alleged Breach

When the Management Committee is advised in writing by a complainant or initiates an allegation of a disciplinary breach, they shall evaluate if that respondent:

1. Intentionally breached, failed, refused or neglected to comply with a provision of the Constitution, By-laws or any resolution or determination of the Management Committee or any other duly authorised committee which is not of a trivial nature;
2. Breached any Code of Conduct;
3. Acted in a manner prejudicial to the objects and interests of MBDLBA; or
4. Brought MBDLBA or the game of Bowls into disrepute.

The Management Committee shall determine to dismiss the matter or refer to the Disciplinary Panel.

Establishment of Disciplinary Panel

The Management Committee may establish a Disciplinary Panel as required to deal with all disciplinary actions against a Club member which comes to their notice by any means.

Composition of a Disciplinary Panel

1. A Disciplinary Panel of up to three (3) persons may be appointed by the Management Committee for the purpose of hearing disciplinary actions and other matters.
2. In an emergency two (2) members of the Disciplinary Panel shall constitute a quorum.
3. No member of the Management Committee or a Sub-committee of it shall be appointed to the Disciplinary Panel
4. A person that has been directly involved in or affected by the matter in dispute, or where a conflict of interest would otherwise arise, shall NOT be eligible to be a members of the Panel

Panel Process

Pre-Hearing

1. The Committee may refer the matter to a Disciplinary Panel and nominate a Chair of the Panel.

2. The Secretary of the Association shall as soon as practicable following the appointment of the Panel serve the Club member a notice of writing.
 - (a) setting out the specific details alleged breach by the Club member;
 - (b) setting out the facts and grounds on which the alleged breach is based;
 - (c) stating that the Club member or representative (who must not be a 'legal representative) may address the Panel at a hearing to be held not earlier than 7 days and not later than 14 days after service of the notice. The Club members may bring a representative with them, to appear before, the panel;
 - (d) stating the date, place and time of that meeting;
 - (e) informing the Club member, who may do one or more of the following:
 - attend the hearing; or
 - give the Panel, before the date of the hearing, a written statement regarding the alleged breach.
- a. Informing the Club member if they do not attend the hearing and/or provide a written statement prior to the hearing that the hearing will proceed and the matter will be determined in their absence

Hearing

1. The hearing may be held at any other time that the Chair of the Panel and the Club members agree.
2. At a hearing of the Panel, the Panel shall;
 - (a) Afford the Club member every opportunity to be heard;
 - (b) Give the aggrieved party/s and any witness the right to be heard, present evidence or submit a written statement;
 - (c) Give due representation to any written statement submitted by the Club member; and
 - (d) By resolution determine whether the alleged breach occurred.
3. The Association and the Club member shall not be entitled to any representation (legal or otherwise) at the hearing although witnesses for all parties may be heard.
4. The Panel shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstance and shall determine what evidence shall be admissible at the hearing, provided that it does so in accordance with the principles of natural justice.
5. The panel will make its **decision immediately following the conclusion of the hearing if possible**, but otherwise it shall inform the Club member of its decision within seven (7) days.
6. If the Panel considers that the alleged breach did NOT occur the matter shall be dismissed.
7. If the Panel considers that the alleged breach, it may impose any one or more of the penalties set out in penalties.
8. The Panel shall not be required to but may provide reasons for its decision.

Penalties

The Panel may impose any one or more of the following:

1. Impose a warning;
2. Direct the Club member to make a verbal or written apology;

3. Where there had been damage to property, direct the Club member pay restitution to the relevant person or organisation that controls or has possession of the damaged property;
4. Withdrawal of any awards, placings, records or achievements bestowed upon the Club member in any tournaments, activities or events held or sanctioned by the Association;
5. Direct that any rights, privileges and any benefits provided to the Club member by the Association be suspended for a specified period and/or terminated;
6. Reprimand the Club member;
7. Expel the Club member from any participation in the operation or events of the Association;
8. Impose a suspended penalty; or
9. Any other such penalty that the Panel considers appropriate.

Appeals

There shall be a right of appeal from the decision of the Panel.

1. An appellant must seek leave to appeal against a decision of the Panel by applying to the **Management** Committee with reasons for the appeal within seven (7) days of written receipt of the decision of the Panel.
2. Such application for leave to appeal shall be lodged together with an appeal fee of \$250 which is refundable only in the event that any appeal by the Club members is upheld.
3. The **Management** Committee shall make a decision on whether it grants leave to appeal at the next Management Committee meeting after the application has been made.
4. If the above leave is approved, the management Committee shall appoint an Appeals Tribunal.

Appeals Tribunal

1. The Management Committee shall appoint an Appeals Tribunal of three (3) persons to hear the appeal.
2. Any such hearing will be held within seven (7) days of such appointment being made but no later than fourteen (14) days.
9. Any decision of the Appeals Tribunal to uphold, overturn or alter a decision of the Panel shall be advised **immediately following the conclusion of the hearing if possible**, but otherwise it shall inform the Club member of its decision within seven (7) days.
3. All decisions of the Appeal Tribunal are final and not subject to further appeal.

Ref: BQ Disciplinary By-law



Moreton Bay District Ladies Bowling Association Inc
ABN 49 560 129 893

INCIDENT REPORT FORM

Version April 21

This form is to be completed by MBDLBA Official/s who take action to intervene when a perceived breach of the District Code of Conduct or Conditions of Play. This form should be returned to the MBDLBA Management Committee via email through the Secretary at mbdlbasec@gmail.com as soon as possible following the incident.

DATE OF INCIDENT: _____ **VENUE:** _____

EVENT: _____

TEAMS/PLAYERS INVOLVED IN INCIDENT:

Name of Person/s Involved	Player's Registered Club

DETAILS OF THE INCIDENT: (Location, time. Opponent/s, any host club actions)

(Add a separate sheet if more space is required.)

WITNESSES: (Give Name and contact detail)

Were third parties involved? YES / NO (Circle)

If yes, who were they and how were they involved

District Representative's name and signature

Mobile: _____

Witness name and signature:

Mobile: _____

OFFICE USE ONLY : MBDLBA Management

Record of actions:

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4. LIFE MEMBERSHIP

Procedure Title:	LIFE MEMBERSHIP
Procedure Type:	Member
Date:	Reviewed: 14 June 2021

POLICY

Life Membership is the highest Award available to recognise the exceptional contribution of individuals to the Moreton Bay District Ladies Bowling Association. It is therefore only to be awarded in **exceptional circumstances**.

Nominees will be considered individually and on their personal attributes, achievements and overall contribution to the District, and not in comparison to others.

NOMINATION FOR LIFE MEMBERSHIP

Any financial Club and/or Management may nominate a Club member for consideration for this Award. Nominations must be submitted to the Management Committee in **writing** and signed by two current District financial members (unrelated to the nominee).

The nomination should be prepared so as to set out the achievement/s and activities of the nominee and at a minimum must meet the award criteria as set out below.

Unsuccessful nominations may be submitted again in a subsequent year.

AWARD CRITERIA

1. In considering the award an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of the Association.
2. The following points will be taken into account when considering any nomination:
 - The nominee's length of active service to the Association shall be at least 10 years in service being taken concurrently.
 - The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Association.
 - The nominee will have demonstrated a commitment to the principles of fair play and good sportsmanship.
 - The nominee will have provided valued leadership and/or been an outstanding role model to the members in general.
 - The nominees' service must reflect favourably on and have brought credit to the Association.
 - The nominee must be a currently active, financial member.

3. To be awarded Life membership service shall include the following combinations of these positions as follows:
- (a) Management only contribution – at least ten (10) years of service
 - (b) Management at least seven (7) years contribution plus at least three (3) years on a Sub-Committee or other position.
 - (c) Management at least five (5) years contribution plus at least five (5) years on a Sub-Committee or other position.
 - (d) Management at least three (3) years contribution plus at least seven (7) years on a Sub-Committee or other position.
 - (e) No management contribution but at least fifteen years (15) on a Sub-Committee or other position.

The Management Committee may relax the eligibility criteria for Life Membership in special circumstances.

Important Note

Achieving the minimum service will not automatically guarantee the award of Life Membership.

PROCESS FOR ASSESSMENT OF APPLICATION

All nominations must demonstrate attainment of minimum service requirements and other details of exemplary service.

The Management Committee (a minimum quorum is required) will discuss and consider the application over two (2) regular meetings. The Management Committee will assess all nominations put forward and only those nominations that the Management Committee considers worthy shall be endorsed and put to a vote at the next General Meeting.

Life Memberships will be awarded at the next Annual General Meeting.

BENEFITS OF LIFE MEMBERSHIP

Life Membership will be recognised by:

- Award of the Life Membership will be announced at the Annual General Meeting.
- Exemption from District membership fee.
- Listing in the Associations web site and other official documents.
- May attend and speak at meetings.
- Invitation to attend all official functions.

RETRACTION OF A LIFE MEMBERSHIP

Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image of the Association.

This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Management Committee to be enacted. As a part of the deliberations the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership.

5A. MANAGEMENT COMMITTEE PROCEDURE - FINANCE

Procedure Title:	FINANCES
Procedure Type:	COMMITTEE
Date: 11/01/2019	Revision Date: 11 June 21

Budget Review

The Budget shall be prepared by the Treasurer and reviewed annually at the Management Committee meeting prior to the September Council meeting.

The recommendation of these reviews shall be presented at the September Council meeting for ratification.

Reimbursement

No person working for the Association is expected to be out-of-pocket for expenditure approved by the Management Committee.

Reimbursement shall be made after receipt of appropriate documentation which includes the Committee and Sub-committee Activity Sheets together with each member's Reimbursement claim forms (with Receipts attached) and Travel Diary.

These Activity sheets must be signed by the President of the Management Committee or Chair of the relevant sub-committee.

Reimbursement Claims are then reviewed and approved by the President of the Management Committee and/or Treasurer. (Can't approve own expenses.)

Claims should be submitted at least quarterly for reimbursement.

Reimbursable expenditure includes but is not limited to

- Mileage – 35c per km
- Consumables – Stationery, Copy paper, printer ink, postage
- Morning Tea requirements

Vehicle Allowance

(a) Management Committee – 35 cents per km within District.

(b) Sub Committees - 35 cents per km within the District for official duties. No reimbursement for travel to Management and Council meetings.

(c) 1. Challenge Matches - \$50.00 per vehicle may be paid if there are at least four players / district personnel travelling in the vehicle to Challenge Matches outside the District. This allowance may be reviewed by the Management Committee. No vehicle allowance to Challenge matches within the District.

(c) 2. Challenge Matches – When buses are required for travel to Challenge Matches a minimal cost to players will apply depending on costing of the bus.

Note: Travel mode needs to be uniform ie either all travel in cars or all travel on bus.

Out of Pocket Expenses for Management Committee Members

The Out of Pocket expenses may be paid to the following Committee members in recognition of time and effort involved in carrying out positions -

President - \$600.00 per year

Secretary - \$1,200. 00 per year. (Paid bi-monthly at Council Meetings)

Treasurer - \$500.00 per year

Match Chair - \$200 per year

Petty Cash

The Treasurer will hold \$200 for payment/reimbursement of one-off petty cash items. Dockets are to be presented to the Treasurer who will record the expense on the Petty Cash Reimbursement Claim form and reimburse claimant.

The completed Petty Cash Reimbursement Claim form will be approved by the President of the Management Committee or Secretary in order to cash a cheque to reimburse expended cash.

Trophies

The following will constitute trophies for District events up to December 2021 -

- District Championship Fours Winners Badge + \$50
- District Championship Fours Runners Up \$30
- District Championship Paris Winners Badge + \$50
- District Championship Pairs Runners Up \$30
- District Championship Singles Winners Badge + \$50
- District Championship Singles Runners Up \$30
- District Triples Winners Badge + \$50
- District Triples Runners Up \$30
- District Championship Novice Winners Badge + \$ 30
- District Championship Novice Runners Up \$ 20
- Champion of Club Champions Winners to receive Badge

Effective from January 2022, the following will constitute trophies (revised 11 June 2021)

- District Championship Fours Winners Badge + \$75
- District Championship Fours Runners Up \$50
- District Championship Paris Winners Badge + \$75
- District Championship Pairs Runners Up \$50
- District Championship Singles Winners Badge + \$100
- District Championship Singles Runners Up \$75
- District Triples Winners Badge + \$75
- District Triples Runners Up \$50
- District Championship Novice Winners Badge + \$ 50
- District Championship Novice Runners Up \$30
- District Championship Novice Pairs Winners Badge + \$ 50
- District Championship Novice Pairs Runners Up \$30
- Champion of Club Champions Winners to receive Badge

Gifts

The President will be supplied with gifts/Souvenirs for presentation at fixtures or Challenges (if appropriate). **Club PAH**

The District Committee waits until an invitation is received from Clubs (Some Clubs do not invite the District).

The District will donate a \$50 gift voucher – this is usually raffled by the club (the funds raised by this raffle is to cover cost of the official MBDLBA team attending the function).

NO gifts are expected from the Club to officials.

District PAH

The outgoing President will receive a gift up to a total cost of \$100.00 and a standardized badge, providing she has served at least eight (8) months.

The Association will pay for up to six (6) guests (family and friends) invited by the President at the Presidents at Home.

Raffles

Raffles may be run by the District at

- Each Home Challenge Match at home
- District Fours
- Bi-monthly at Council Meeting
- Pennant Finals
- Carnival

Fundraising/ Sponsorship

Other fund raising efforts should be pursued from sponsorships or events eg

- Fashion Parades

5b. MANAGEMENT COMMITTEE PROCEDURE – DISTRICT CHALLENGE MATCHES

Procedure Title:	DISTRICT CHALLENGE MATCHES
Procedure Type:	Management Committee
Date: 11/6/21	Revision Date:

DEFINITION

Challenge Matches against other Districts are scheduled each year against Brisbane, Cunningham, Downs & District and Gateway culminating with a Challenge Shield being played between Brisbane, Moreton Bay, Gateway and Cunningham.

These are played alternate years home and away.

PROCEDURE

President's duties at home.

Preparation

1. Find out where the event is being played.
2. Through the Secretary determine how many visiting officials are attending.
3. Through the Secretary contact the Hosting Club the number for seating at Top Table.
4. Inquire where the Trophy is. If we hold it make sure it is available

Seating

1. Top Table is usually District Presidents, Club President, District Secretary (if there), Snr Vice President and Match Chairs.
2. Extra Officials such as Match, Selectors, and Patron are set up on a 2nd table.
3. Also to take in mind that some officials other than their President or Match Chair may be playing and wish to sit with their team.

On the Day

President/Deputy will greet visiting District on arrival and when morning tea is available usher officials to their seats.

1. The Club President will invite everyone in for morning tea.
2. After morning tea the Club President will hand over the Club to the District President who will welcome everyone, wish them luck and then hands over to Match Chairs to call cards.
3. If President is not playing she will just circulate.

4. At a time that suits both Districts they will meet to discuss the Conditions of play and a date for the following year. That meeting should consist of 2 Presidents/Deputy, 2 Match and Secretary (if not playing). If she is playing then someone will take notes and pass onto the Secretary who will pass a copy onto the other District.
5. After the game or Games the Match Chair will give results to President for announcement when doing presentations.
6. At lunch if there is only 1 game President will make a speech introduce her officials and ask visiting President to speak.
7. If there is a raffle it will be drawn at this time and then the President will proceed to announce the winner and do presentations.
8. President will ask someone from home team to present Trophy.
9. President will thank visitors for coming and thank all concerned in the organisation of the day.
10. President will then hand back the Club and thank them.
11. If there are 2 games everything is done afterwards.

President's duties at an away game

Preparation

1. Be aware of the venue you will be attending.
2. Through the Secretary let the Host District/Club know how many officials will be attending.
3. Through the Secretary let the Host District/Club if there are any special diets.
4. If we are holding a trophy for that day, ensure it is taken.
5. Ensure Match have our flag to take.

On the Day

1. On arrival make yourself known to the Host District President or person in charge.
2. Ask if our flag can be raised.
3. Arrange for someone to present the trophy if appropriate.
4. Each district may set up differently and we go along with it.
5. Attend the meeting to discuss next year's Conditions of Play.
6. You may be asked to say something but not always therefore have something prepared in case you are asked.
7. Thank them for hosting the day.

5c. MANAGEMENT COMMITTEE PROCEDURE – STANDING ORDERS

Procedure Title:	STANDING ORDERS
Procedure Type:	Committee Meetings
Date: 15/12/20	Revision Date:

These Standing Orders shall be applicable to all Management and Council meetings of the Association and, as far as appropriate, to all meetings of committees and shall be construed subject to the Constitution.

Meetings

- 1.1 Meetings shall, subject to the presence of a quorum, (50% of members present and eligible to vote) commence 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. Rule 24.1
- 1.2 If no quorum is present within thirty (30) minutes of the starting time set out on the notice, the meeting shall lapse and, subject to the Constitution, the Chairman shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business. Rule 24.2
- 1.3 Any member desiring to speak at a meeting or in the Committee of the Whole shall (~~rise in their place or~~) raise their Club name and when called upon by the Chairman shall address the Chairman. If two (2) or more members signify simultaneously, the Chairman shall call upon the member who first caught the eye of the chair.
- 1.4 A member must not interrupt the speaker.
- 1.5 When the Chairman rises to speak any member standing will sit down.

Order at Meetings

- 1.6 If a member at any meeting:
 - (i) persistently and wilfully obstructs the business of such meeting; or
 - (ii) is guilty of disorderly conduct; or
 - (iii) uses objectionable words and refuses to withdraw such words; or
 - (iv) persistently and wilfully refuses to conform to these Standing Orders or any one or more of them; or
 - (v) persistently and wilfully disregards the authority of the Chairman;then **the Chairman may report to the meeting that such member has committed an offence and recommend such action as the Chairman considers appropriate. Such action shall become effective on the vote of two thirds of those present and entitled to vote.**

Motions

- 1.7 Subject to these Standing Orders, the **mover of a motion** shall be limited in time for their speech to **five (5) minutes** and all **subsequent speakers** including the mover of an amendment and the right of reply shall be limited in time to **five (5) minutes**.
- 1.8 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.**
- 1.9 **A motion of amendment** before the Chairman **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.
- 1.10 **If required to do so by the Chairman,** the proposer of any motion or amendment shall **submit it in writing.**
- 1.11 **A motion or amendment** before the Chairman **may be reworded by the mover** subject to the leave of the meeting.
- 1.12 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 a right of reply,** which reply shall close the debate.
- 1.13 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.
- 1.14 **When an amendment is before the Chairman, discussion shall be confined to that amendment.** No further amendment shall be proposed until the amendment before the Chairman has been disposed of.
- 1.15 **The Chairman shall, as far as practicable, call on speakers for and against a motion or amendment alternatively,** subject to the right of the seconder to speak immediately after the mover. If two (2) consecutive speakers have both argued for or against the motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, move an amendment, the motion or amendment shall, subject, in the case of a motion, to the mover's right to reply, be put without further debate.

Points of Order

- 1.16 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.

- 1.17 Any member disagreeing with the Chairman's ruling on a point of order may move dissent. The Chairman shall then vacate the Chair and such motion shall be put forthwith without debate.
- 1.18 A member who has not already participated in the debate may, at any time, whether another speaker has the floor, or not, move "That the question be now put", which motion, if accepted by the Chairman shall be put without amendment or debate. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also without requiring a motion, put the question if the Chairman feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right to reply. If an amendment is before the Chairman, the closure motion shall be deemed to close the debate on the amendment only.
- 1.19 A member may at any time move, "That the speaker no longer be heard", or "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.
- 1.20 During the discussion of a motion (but not an amendment) a member who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chairman, but in no case shall it be put till all amendments have been disposed of.
- 1.21 A member may move "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and / or place shall be permitted. The motion shall take precedence over other business before the Chairman except points of order and personal explanations.
- 1.22 A Management or Council meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.

Rescission Motions

- 1.23 A Rescission motion can be moved and seconded by any member. There is no set time to rescind a motion and can be carried by a simple majority.
- 1.24 No member shall reflect on the vote of a meeting, except on a **motion for the rescission of any resolution previously adopted**. No member shall reflect on a Clause of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such clause or order.
- 1.25 The permission of the Chairman shall be required before a motion of rescission of a resolution passed at the same meeting be accepted.

Standing Orders

- 1.26 Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision was made.
- 1.27 Where Standing Orders are suspended it shall be competent by two thirds majority vote of those members present and entitled to vote that such suspension shall be limited in its operation to the particular purpose for which the suspension was sought.
- 1.28 Alterations to the Standing Orders shall be made only by a Management or Council meeting after ten (10) days' notice has been given.
- 1.29 Any matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.

Reference:

1. Previous Brisbane North District Ladies Bowling Association.