

## EPPING HEIGHTS P&C ASSOCIATION BY-LAWS

1. These rules are made under the constitution of Epping Heights Public School Parents' and Citizens' Association.
2. The Association is formed for the benefit of the pupils of the school and to that end it will:
  - (a) participate as much as possible in the activities of the school and communicate with all members of the school community;
  - (b) co-operate in the activities of the Federation of Parents & Citizens' Associations of New South Wales and its District and Regional Councils, and
  - (c) do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close on 30 September each year.
4. The Annual General Meeting of the Association shall be held on the 3<sup>rd</sup> Monday in November of each year. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.

No person shall serve more than three consecutive years in the same office.  
The Executive shall consist of the officers of the Association, and convenors of the Association's committees. The term of officers and committee convenors will commence on the first day of the new school term in the year following their election at the Annual General Meeting. The term of officers and committee convenors who are not re-elected to their positions, will cease on the day before the first day of the new school term in the year following the Annual General Meeting
5. A General Meeting of the Association shall be held on the first Monday of each month during term time at 8 pm.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of as set by the Annual General Meeting to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
7. At a general meeting the quorum shall be in accord with rule 10 of the constitution. Where that rule does not specify a number the number shall be one plus one-tenth of the number of members.
8. If a meeting for which due notice has been given does not achieve a quorum the Secretary shall, or in the absence of a Secretary remaining members of the Executive shall , and failing that any five members of the Association may, call a further meeting to carry on the business of the Association.
9. In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call any meeting that is required, giving due notice of the business proposed for the meeting.

10. A General Meeting of the Association may declare any officer who has been absent for three successive meetings, without good reason, to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
11. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.
12. The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the Association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members in terms of rule 6 in these rules.
13. Meetings are to be conducted under the following orders:

#### ORDER OF BUSINESS

- (a) Opening and apologies.
- (b) Receipt and adoption of the Minutes of the previous meeting. In this regard the only permissible discussion on the motion for confirmation of the Minutes shall be as to the accuracy of the reporting. Objections on this score must be moved, seconded and voted upon.
- (c) Matters arising from the Minutes.
- (d) Reports; Treasurer, Other
- (e) Correspondence.
- (f) Motions of which notice has been given.
- (g) General Business.
- (h) Notices of Motion.

The above order may be suspended for a specific time for a specific purpose upon the carrying of a motion without notice by a two-thirds majority.

#### TIME LIMITS

- (a) For each speaker making a report—5 minutes.
- (b) For each speaker moving a motion—3 minutes.
- (c) For each speaker in debate—2 minutes.
- (d) For each mover of a motion speaking in reply — 2 minutes.
- (e) Extension of time, per speaker—2 minutes.
- (f) Debates on any motion shall not exceed 30 minutes without the express permission of the meeting.

#### MOTIONS

- (a) All substantive motions shall be moved and seconded.
- (b) A member moving or seconding a motion or any amendment thereto shall have the right to speak only when so moving or seconding, and shall be held to have spoken to the question by reason of such moving or seconding whether they contribute to the debate or not.
- (c) A motion or amendment having been submitted to the meeting may not be withdrawn without the consent of the meeting.
- (d) If two motions are submitted, one proposing that a certain course of action be followed, the other that it not be followed, the issue shall come before the meeting in the affirmative form.
- (e) Before any motion or amendment is put to the meeting, the Chair may require that it be submitted in writing.
- (f) Each member shall have the right to speak once only to any motion and to each subsequent amendment with the exception of the mover, who shall have

the right of reply but shall not introduce any new matter therein. See also AMENDMENTS below.

#### AMENDMENTS

- (a) One amendment only shall be considered at a time.
- (b) The mover of an amendment has no right of reply.
- (c) More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
- (d) Amendments shall be taken in the order in which they affect the terms of the motion.
- (e) An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion, and if its effect is to negate the motion it must include an alternative course of action.
- (f) The mover of the original motion may exercise the right of reply only at the end of the debate on the first amendment and may not move an amendment but may speak to all amendments, and may speak to the first amendment without prejudice to the normal right of reply.
- (g) Following the putting of the first amendment further amendments may be dealt with, having regard to MOTIONS (c)-(f). When all amendments have been disposed of, the original Motion (in its now possibly amended form) shall be put.

#### NOTICES OF MOTION

- (a) All notices of motion except notices of rescission shall be in writing and must be presented to the Association at a meeting previous to the one at which they are to be dealt with.
- (b) Motions of which notice has been given shall be dealt with in the order in which they are received by the Secretary.
- (c) A group of members of the Association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

#### RECOMMITTAL

- (a) Any motion may be recommitted at the same meeting at which it was carried provided the motion for recommitment is carried by a two-thirds majority.
- (b) Such recommitment shall take the form of putting the question to the vote again, and no further debate of any kind shall be allowed.

#### RESUBMISSION

Either two Association meetings shall have been held or a two-thirds majority of members present and entitled to vote shall be in favour before any matter already decided by Association can be resubmitted.

#### RESCISSION

- (a) Notice in writing must be given to the Secretary of intention to move for rescission of any Resolution of the Association. Such notice shall be signed by no fewer than three members of Association and shall be given at least two weeks before the meeting at which it is to be dealt with, and shall be placed on the business paper for that meeting.
- (b) When notice of rescission has been received, action to implement the original motion shall be deferred until the rescission motion has been resolved, but this sub-clause shall not apply to resolutions which were themselves the subject of a notice of motion.

#### PROCEDURAL MOTIONS

- (a) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved.
- (b) The following procedural motions may be moved: received, and put to the meeting during the course of a debate on a substantive motion:
  - (i) For permission to withdraw a motion or amendment;
  - (ii) That the question be now put;
  - (iii) To proceed to next business;
  - (iv) To defer consideration of the matter for a stated time (adjournment of debate);
  - (v) To refer the matter elsewhere;
  - (vi) To discuss the action of a member who has been named by the Chair;
  - (vii) To extend the time limit;
  - (viii) That the motion or communication lie on the table;
  - (ix) To go into committee of the whole;
  - (x) To divide the Motion into separate parts;
 Motions (i) to (iii) shall have precedence in the order given. All procedural motions except (b) (ii) and (b) (iii) may be debated.
- (c) The Chair shall have discretion to refuse the following procedural motions:
  - (ii) That the question be now put;
  - (iii) To proceed to next business;
 if it is considered that there has been inadequate opportunity for debate on the motions to which they refer. AND
  - (vii) To extend the time limit;
  - (viii) That the motion or communication lie on the table.
- (d) It shall not be permissible for anyone who has spoken in the debate to move the following procedural motions:
  - (ii) That the question be now put;
  - (iii) To proceed to next business;
  - (v) To refer elsewhere;
  - (viii) That the motion or communication lie on the table.
- (e) If procedural motion (b) (ii) That the question be now put is carried, the mover of the original motion shall have the right of reply before the motion is put. subject to the provision of clause AMENDMENTS (f).

#### MEMBERS' RIGHTS AND RESPONSIBILITIES

- (a) A member shall stand to speak, address the Chair, and confine debate to the question under discussion, avoiding personalities and unbecoming language.
- (b) A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
- (c) A member who has spoken may be asked through the Chair to explain certain statements or to clarify statements that have not been clearly understood. A member may, with permission from the Chair, volunteer an explanation where it is considered that the member's statement of the facts has been misrepresented. In making these explanations the member shall be prohibited from debating the merits or demerits of any proposal. Similarly, in asking for an explanation of any point a member shall not be permitted to debate the merits or demerits of any proposal, and the Chair may rule that the questioner has spoken in the debate if this requirement is breached.
- (d) A member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- (e) Any member may rise to a point of order against a speaker during debate, and the member against whom the point of order is raised shall cease speaking and sit down. The member raising the point of order shall state the reasons within one minute, then the Chair shall give a ruling without further discussion, and subject to each ruling the member who was speaking when the point of order

was raised shall be allowed to proceed. However, before giving a ruling the Chair may ask the member raising the point of order to indicate which of the meeting orders is alleged to have been breached. The Chair's ruling shall be final unless challenged by a motion of dissent.

- (f) A member dissatisfied with the Chair's ruling may move a motion of dissent in the following terms: "That the Chair's ruling be dissented from". Immediately a motion of dissent is moved the Chair shall call upon a Deputy to take the Chair. When the mover and the Chair (in that order) have stated their cases, each being allowed three minutes, the Deputy shall then put to the vote the question 'That the Chair's ruling be upheld '. The motion shall be decided by simple majority. The Deputy shall declare the outcome of the vote, whereupon the Chair shall resume control of the meeting and shall rule in accordance with the outcome of the motion of dissent.

#### CHAIRPERSON'S RIGHTS AND DUTIES

- (a) The Chairperson shall have the right of debate but must first call upon a Deputy to take the Chair, and not resume it until the question has been resolved.
- (b) It shall be the duty of the Chair to preserve order so that the business may be conducted in due form and with propriety, and to call to order speakers who violate any rule of debate.
- (c) The Chair shall call the attention of a speaker to continued irrelevance or tedious repetition, and may direct such member to discontinue speaking.
- (d) The Chair may name a member for disorder, and the meeting shall forthwith discuss what action shall be taken.
- (e) In the case of disorder arising the Chair shall have the power to adjourn the meeting to a nominated time and place, and upon the Chair being vacated the meeting is thereby terminated.
- (f) When more than one member rises at the same time to speak, the Chair shall decide who shall be heard first.
- (g) Within the time allowed for the debate on a motion, and subject to procedural motions, the Chair shall not put the question while any member who has not spoken wants to be heard. If the time for debate on the motion expires, the Chair shall permit any member speaking to exhaust the time allowed for such speaking, shall invite the mover of the motion to exercise the right of reply subject to Clause AMENDMENT (f), and shall then put the question.

#### VOTING

- (a) All questions except when otherwise specified in the Constitution and By-Laws shall be decided by a simple majority.
- (b) Voting on any question shall be decided on the voices unless a prescribed majority is required or unless a show of hands is called for as soon as the Chair has announced the result.
- (c) When other than a simple majority is required, or when a count has been called for, the vote for and against shall be counted by at least two tellers appointed by the Chair, and the numbers voting for and against shall be announced by the Chair and recorded in the Minutes.
- (d) Upon the request of at least five members, a division shall be taken on any question. Upon a division being taken the names of those voting for and against the motion or amendment shall be recorded in the Minutes.
- (e) Members are entitled at their request to have their dissent or abstention recorded in the Minutes.
- (f) A simple majority is defined as when more votes are cast for the motion than against.
- (g) A two-thirds majority is defined as when at least twice as many votes are cast for a motion as against. Abstentions shall be counted as votes against.

**FURTHER PROCEDURAL AUTHORITY**

Any matter not dealt with in these Meeting Orders shall be governed by the customary procedures at meetings as specified in the most recent edition of N.E. Renton's "Guide for Meetings and Organisations".