



# **DARTS ALBERTA POLICY**

## **RULES OF ORDER AND MEETING PROCEDURES**

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### **DEFINITIONS**

In this document, unless the context otherwise stipulates, the definitions as outlined in the Society's Constitution shall apply.

#### **1 ANNUAL GENERAL MEETINGS**

##### **MEETING DATE AND LOCATION**

- 1.1 The date of the Annual General Meeting shall be established by the Executive Committee, in accordance with Article 10.2 of the Society's Constitution.
- 1.2 The location of the Annual General Meeting shall be established by the Executive Committee, in accordance with Section I of the Society's Operational Procedures.

##### **MEETING NOTICES AND SUBMISSIONS**

- 1.3 Due notice shall be considered given, for the Annual General Meeting, when:
  - (a) Written notice has been sent to the last known address of each member, at least thirty (30) days prior to the date of the meeting, or
  - (b) Public notice has been issued in at least two editions of two or more darts publications or public newspapers, at least thirty (30) days prior to the date of the meeting.
- 1.4 Notice of Motions shall be submitted in writing and received by the Administrator no later than (30) days prior to the Annual General Meeting.

##### **ANNUAL GENERAL MEETING - ORDER OF BUSINESS**

- 1.5 The order of business at an Annual General Meeting shall be:
  - (a) Call to Order
  - (b) Verification of Quorum
  - (c) Adoption of Agenda
  - (d) President's Address
  - (e) Adoption of the Minutes of the Previous Annual General Meeting
  - (f) Business Arising from the Minutes
  - (g) Financial Report and Approval of Audited Financial Statements
  - (h) Appointment of Auditors
  - (i) Reports of Executive Members
  - (j) Notices of Motion and Special Resolutions
  - (k) Election of Officers
  - (l) New Business
  - (m) Adjournment

#### **2 EXECUTIVE, BOARD AND SUB-COMMITTEE MEETING**

##### **MEETING DATES AND LOCATION**

- 2.1 The Executive Committee shall meet a minimum of four (4) times per calendar year.
- 2.2 The Board of Directors shall meet a minimum of once per calendar year.
- 2.3 Locations, dates and times of all meetings shall be determined by the President, Executive Committee and/or Sub-Committee, as applicable.

##### **MEETING NOTICE**

- 2.4 Due notice shall be considered given, for an Executive Committee or Board of Directors Meeting, when:
  - (a) Written notice has been sent to the last known address of each Board or Executive Member, at least twenty-one (21) days prior to the date of the meeting, or
  - (b) A meeting of which the date and location is announced at the previous meeting, or



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- (c) Held without notice, if a quorum of the Executive Committee is present, provided however that any business transactions at such meeting shall be ratified at the next regularly called meeting.

### **MEETING QUORUMS & PROCEDURES**

- 2.5 Fifty percent (50%) of the Executive Committee shall constitute a quorum at any Executive Committee meeting.
- 2.6 Fifty percent (50%) of the Board of Directors shall constitute a quorum at any Board of Directors meeting.
- 2.7 Fifty percent (50%) of a Sub-Committee shall constitute a quorum at any Sub-Committee meeting.
- 2.8 The President shall preside over Executive Committee and Board of Directors meetings.
- 2.9 A Chairman shall be elected from among the Sub-Committee Members, for Sub-Committee meetings.
- 2.10 For any individual ex-officio a member of the Executive Committee or Sub-Committee, it is the intent of the Society to permit, not to require, him to act as a member on any committee and therefore shall not be counted as a member to determine or establish a quorum.

### **3 SPECIAL MEETINGS**

- 3.1 Special meetings may be held as often as necessary provided
- (a) Written notice has been issued to the President indicating the summary of business to be discussed and requested time, date and location of meeting, and names and addresses of those requested to attend, and
- (b) Sufficient time is allowed to provide notice to members whose presence is requested.

### **4 MEETING PROCEDURES AND RULES OF ORDER**

- 4.1 The version of Robert's Rule of Order shall be Webster's New World Robert's Rules of Order Simplified and Applied - Second Edition.
- 4.2 Any person, entitled to vote at any meeting, may request that a ballot be taken on any items of business.
- 4.3 Any person entitled to vote shall have one vote.
- 4.4 Members shall not be entitled to vote by Proxy.
- 4.5 Members desiring to speak on any matter shall raise their hand, and their wish shall be noted by the Chairman, who will call upon them in order. Once acknowledged by the Chairman they may lower their hand, and still retain their precedence.
- 4.6 All discussion shall be to the matter presently under debate, and the Chairman shall rule any other discussion out of order.
- 4.7 In general no member may speak more than once on any matter of debate, but it must be remembered that the purpose of the meeting is to serve the declared purposes of the Society. In general, as such debates occur infrequently, over-rigidity in the application of this particular rule can serve to defeat the basic reasons for the meeting. The Chairman, therefore, may, at his discretion, allow freer discussion than would be possible by rigid application of the "one time speak" rule, but may, after the matter has been fully debated, announce that he will allow only one further contribution from each member before putting the matter to a vote. The mover of the motion shall have the right to speak last, but such final statement shall be his "one further contribution".
- 4.8 No discussion on any motion, allowing discussion and/or requiring a seconder, shall be allowed until it has been duly seconded.
- 4.9 Amendments to a motion shall require a seconder before being debated. All amendments shall be listed in order of presentation, and shall be voted upon in reverse order. An amendment that has the effect of overriding a previous amendment, shall, if accepted, result in the striking of that previous amendment. No amendment, whose purpose is the negative of the original motion, or of a previous amendment, shall be accepted, as the original matter may be defeated by majority vote.
- 4.10 After a motion has been decided, either for or against no other motion of the same substance may be put forward at the same meeting unless a request is made in the form of a motion to "Reconsider the Vote".