



# 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 NOTICE

- 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.

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

- 1.4 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
  - (c) Held without notice, if a quorum of the *Executive Committee* is present, provided however that any business



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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".