



Meeting of the minds

Effective ways to keep meetings on track

John Bennett – RAS of NSW Vice President

Peter Gooch – AgShows NSW President

Hugh Southwell – Past Camden Show President

Jacki Waugh – Goulburn Show President

Wesley Temessl – Dubbo Show President

Pre meeting planning

- Very often meetings are derailed before they begin because of poor pre meeting planning by the Chair
- Ensure the notices have been sent as required in your rules
- Know your venue and ensure EVERYTHING is ready to start on time
- Ensure your room is set up right for the meeting you are having
 - Management Committee
 - Subcommittee
 - Working Group
 - Executive
- Know your Society's rules and do not bend them

As Chair, make sure you understand the important aspects of your constitution that apply to you and the way your meetings are to be conducted.

Such as those highlighted on the following page:

MODEL CONSTITUTION

Under the Associations Incorporation Act 2009

About this model constitution

The constitution of an incorporated association forms the structure within which the association operates.

To assist [associations](#) develop their constitution, NSW Fair Trading has prepared this model constitution, which covers the matters required by law. An association may:

- adopt this model constitution; or
- adopt a modified version of this model constitution

Adopting the model constitution (without modification)

Any changes made to the model constitution will automatically apply to all associations that have adopted the model constitution (without modification).

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This publication must not be relied on as legal advice. For more [information](#) please refer to the appropriate legislation or seek independent legal advice.

Division 2 Procedure

21 Committee meetings

- (1) The committee must meet at least 3 times in each 12-month period at the place and time determined by the committee.
- (2) Additional meetings of the committee may be called by any committee member.
- (3) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

Note: The Act, section 30(1) provides that committee meetings may be held as and when the association's constitution requires.

22 Notice of committee meeting

- (1) The secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (2) The notice must describe the general nature of the business to be transacted at the meeting.
- (3) The only business that may be transacted at the meeting is:
 - (a) the business described in the notice, and
 - (b) business that the committee members present at the meeting unanimously agree is urgent business.

23 Quorum

- (1) The quorum for a meeting of the committee is 3 committee members.
- (2) No business may be transacted by the committee unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
 - (a) to the same place, and
 - (b) to the same time of the same day in the following week.
- (4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (5) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint 1 or more members of the association as committee members to enable the quorum to be constituted.
- (6) A committee member appointed under subclause (5) holds office, subject to this constitution, until the next annual general meeting.
- (7) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.

Note: The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.

24 Presiding committee member

- (1) The following committee member presides at a meeting of the committee:
 - (a) the president,
 - (b) if the president is absent - the vice-president,
 - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
 - (a) a deliberative vote, and
 - (b) in the event of an equality of votes - a second or casting vote.

25 Voting

A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

26 Acts valid despite vacancies or defects

- (1) Subject to clause 23(1), the committee may act despite there being a casual vacancy in the office of a committee member.
- (2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

27 Transaction of business outside meetings or by telephone or other means

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (3) The committee may transact its business at a meeting at which 1 or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the committee.

Note: The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

Agenda and meeting papers

- Make sure what, when, where is very clear
- Make sure you have read all of the papers!
- Make sure there aren't too many papers
- Long agendas = less attendance
- Ensure the agenda is tailored to what best suits your organization and your meetings
- Chairs/Presidents shouldn't just expect the Secretary to have everything done



Royal Agricultural Society of NSW

Meeting: Horse Committee
Date: 7 May 2021

NOTICE IS HEREBY GIVEN that a meeting of the **HORSE COMMITTEE** will take place in the **Rawson Room** of the Council Stand, Sydney Olympic Park, **Monday, 17 May 2021 at 10.30am and 2.00pm.** **(Please note Outside Ring Subcommittee meeting deferred until June Meeting - Monday 20 June 2021.)**

COMMITTEE: Ms D Ovens (Chair), Messrs J Angus, J Bell, J C Bennett OAM, C P Carter, Ms J M Forrest, D F Macintyre, G W Mason and Dr M A Schembri

BY INVITATION Honorary Councillors, Mr L R J Angus OAM, Mr J R Black, Mr A W Bragg AO, Mr G J Davey, Mr P Hassab, Mr C A Hooke, Mr W A Picken, Mr P Smith OAM, Mr J R Vickery,

IN ATTENDANCE: Ms Paige Cape, Manager Sydney Royal Easter Show Competitions
Ms Lynelle Smith, Head of Entertainment
Ms Lyndy Cornwell, Coordinator Horse Competition
Ms Nicole Bryce, Senior Manager, Agriculture

A G E N D A

1. APOLOGIES

2. WH&S

3. MINUTES

Minutes of the previous meeting to be confirmed and signed by the Chair.

4. BUSINESS ARISING

5. CORRESPONDENCE

6. GENERAL BUSINESS

6.1. Report from Chairmen's Committee

6.2. Show Reports – Key points to be discussed.

6.3. 2022 Performance Guidelines

6.4. Review Profit and Loss Statement

6.5. Ribbons

6.6. [REDACTED]

6.7. Breed Society Meetings

6.8. Bicentenary Planning Deadlines

6.8.1. [REDACTED]

[REDACTED]

6.8.2. Heritage classes

Committee to confirm Heritage classes and submit to Working Group

NEXT MEETING – Monday 21 June 2021 at 2.00pm


B GILMOUR
Chief Executive

During the meeting:

- Be on time and start on time
- Stick to the agenda, keep the meeting on track
- Don't go slow at first then rush at the end, watch the clock
- Ensure items are brought up where appropriate
- If you ask for something to be deferred to General Business, ensure you don't forget to bring it up during General Business
- Ensure any formal motions are handled correctly
 - Motions just for process
 - Motion to make a decision over a contentious issue
 - For help understanding how others handle formal motions, many resources are available online. Find one that suits you - eg Lions Clubs, Rotary Clubs etc

Rules of Debate

1.Procedure:

It is important that the President or Chairman of a meeting has a clear knowledge and understanding of the Rules of Debate, but it is equally important for each participating member to also know the rules under which the meeting is being conducted.

In a Lions Club, the basic objective is to harness and direct the collective “know how” of a group into meaningful discussion, leading to effective and efficient decision making and action.

The Australian Multiple District 201 of Lions International accepts as its standard “Law and Procedure at Meetings in Australia” by Joske. Joske’s Book, however, has a legal background and is unnecessarily complicated for an ordinary Lions meeting.

While still accepting Joske as the authority therefore, the following abridged rules can be adopted for use by your Lions Club.

These rules are not for the purpose of scoring points against each other, or long debates or technicalities.

Good fellowship must be the keynote of all of our meetings, and when all else fails the “Rule of Common Sense” applies.

2. Rules of Conduct:

2.1 No member shall address the assembly without first obtaining permission and direction from the President or Chairman, and shall address himself to the chair.

2.2 The President or Chairman may remain seated but members addressing the meeting shall stand.

2.3 Members speaking shall confine themselves to the question under debate and avoid personalities and indecorous language.

2.4 The mover of a motion shall be allowed a maximum of 4 minutes and his right of reply shall not exceed 3 minutes. All other speakers, including the seconder, shall be limited to 3 minutes, provided that an extension may be given to any speaker by resolution.

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2.5 No new matter shall be introduced in the reply, and all speakers should avoid tedious repetition and trivia.

2.6 Questions must be directed to the Chairman and he may direct the mover to reply. Such reply should not exceed 2 minutes and shall be confined to the question alone.

2.7 Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure that such intention has the approval of the President and is placed on the agenda.

3. The Motion:

3.1 A Motion is usually positive in nature, beginning with the word “that”, it should be carefully researched and worded, and where possible a copy submitted to the President and Secretary in writing.

3.2 The Motion must be moved and seconded before discussion and the motion lapses if a seconder cannot be found.

It is acceptable for a member to second a motion in order to hear the proposal. He is not committed to vote for the motion.

3.3 After the motion has been formally moved and seconded, the proposer may speak to the motion for a maximum of 4 minutes.

3.4 The seconder shall then be invited to speak for a maximum of 3 minutes. He may request a deferment but loses the right if the debate is terminated before he speaks.

3.5 If the above two speakers i.e. the mover and seconder, speak for the motion, the chairman must then call for two speakers against the motion. Thereafter, speakers for and against must be selected alternately until the debate is exhausted or terminated.

3.6 If there are no speakers against the motion, it may be put to the meeting immediately.

3.7 No person may speak more than once on any question, but the motion and an amendment are considered to be different questions. Therefore a member who has spoken to a motion may speak again to an amendment.

3.8 If an amendment is moved and debated, the mover of the original motion is given the right of reply before a vote is taken on the first amendment.

3.9 If any member feels more time or investigation is needed, provision is made later in these rules under formal motions for the debate and subsequent decision to be adjourned.

4. Amendments:

Amendments are the main cause of confusion at meetings, as members, and even the chairman, can easily lose the thread of the debate.

The golden rule is therefore one step at a time.

In matters of a complex matter it helps if every member has a copy of the motion in front of him.

The simple rules governing amendments are:

4.1 An amendment must not be a direct negative to the motion. The simple way to negate a motion is to vote against it. Indicate your intention and reason for doing so in the course of the debate.

4.2 An amendment is an alteration to the wording of a motion. It may leave out certain words, change certain words, or add certain words, but the basic intention of the motion must remain and the amended motion must stand up to common sense interpretation.

4.3 More than one amendment may be made to the original motion but the amendments to Amendments are not permitted.

e.g. A motion may contain several elements such as a purpose, intention, a method, a time, a place, and a cost. While maintaining the basic purpose or intention any or all other elements may be altered by amendment either singly or collectively.

4.4 The wording of a motion may also be amended to assist common sense interpretation of its intent.

4.5 Further amendments (plural) may be foreshadowed to indicate the direction for debate and the chairman in his wisdom may decide the order of debate to ensure continuity.

4.6 After debate each amendment must be voted upon, and if passed, becomes the motion.

4.7 The mover of a amendment has no right of reply.

4.8 When all required amendments (have been passed) are in position, the amended motion known as "The Substantive Motion". This motion must then be voted upon to become a resolution of the Club.

5. Voting:

5.1 Voting by proxy is not permitted.

5.2 Generally an affirmative vote shall consist of a simple majority of members present providing they constitute a quorum. Refer to your club

constitution for times when a higher majority is required e.g. amendments to the constitution.

5.3 The number of members, in good standing, that constitute a quorum may differ from state to state (to abide by the state regulations). The Quorum for a Board meeting may also differ from the quorum for a general meeting of the Club. You will need to refer to your club constitution.

5.4 If a motion is passed it becomes a resolution

5.5 Most resolutions require action of some sort. Before the matter is closed the President must ensure that responsibility for such action is allocated.

6. Point of Order:

No speaker shall be interrupted except on a "Point of Order", when he shall sit down until the point of order is settled by the President or Chairman whose decision shall be final in such matters.

7. Formal Motions:

When a debate is becoming tedious, time consuming or perhaps heated, or when a member feels more investigation is required or more pressing business is on the agenda, several options are available in the form of Formal Motions as follows:

All formal motions are subject to acceptance by the President or the Chairman And are not debated.

7.1 The Closure (No seconder required)

"I move that the motion be now out"

This motion has priority if accepted by the chairman and terminates the discussion if passed.

7.2 Adjourn the meeting (Secunder required)

"I move that the meeting be adjourned until"

This motion terminates the meeting, if passed, and applies to all motions and amendments under discussion.

7.3 The Previous question. (Secunder required)

"I move that the motion be **NOT** now put"

This motion prevents a vote from being taken and shelves the motion for that meeting. It applies to motions, not amendments.

7.4 Proceed to next question. (Secunder required)

"I move that the meeting proceed to the next question"

7.5 Adjourn the Debate. (Secunder required)

"I move that the debate be adjourned."

7.6 Lie on the Table. (Secunder required)

"I move that the question lie on the table"

Defers the matter to a more convenient time which may be later in the same meeting or a later date.

8. Changes to Rules of Debate:

These rules may be extended, amended or deleted only by two weeks notice of a Motion to be presented to a full meeting of the Club and then by a two / thirds majority vote of the members present.

NOTE:

(It is important to remember that each state has its own Incorporated Association regulations. Therefore it is important that you are aware what rules and regulations are included in the Club Constitution and if there is any conflict between these rules and the Constitution than the rules included in the Constitution take precedent)

Robert's Rules of Order

Cheat Sheet

| Action | What to Say | Can interrupt speaker? | Need a Second? | Can be Debated? | Can be Amended? | Votes Needed |
|-----------------------------|--|------------------------|----------------|-----------------|-----------------|----------------|
| Introduce main motion | "I move to..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move to amend the motion by // (add or strike words or both)" | No | Yes | Yes | Yes | Majority |
| Move item to committee | "I move that we refer the matter to committee." | No | Yes | Yes | No | Majority |
| Postpone item | "I move to postpone the matter until..." | No | Yes | Yes | No | Majority |
| End debate | "I move the previous question." | No | Yes | Yes | No | Majority |
| Object to procedure | "Point of order." | Yes | No | No | No | Chair decision |
| Recess the meeting | "I move that we recess until..." | No | Yes | No | No | Majority |
| Adjourn the meeting | "I move to adjourn the meeting." | No | Yes | No | No | Majority |
| Request information | "Point of information." | Yes | No | No | No | No vote |
| Overrule the chair's ruling | "I move to overrule the chair's ruling." | Yes | Yes | Yes | No | Majority |

Difficult meetings

- Research the difficult issue fully
- Be careful not to "push your own barrow"
- Make calls prior to find out where people stand on the issue
- If necessary, talk to people prior about your expectations regarding their conduct at the meeting
- Commence meeting with a balanced description of the issue
- Ask key people to contribute if they haven't spoken up
- Know when to wrap up the discussion
- Concisely summarise where things stand at the end
- Ensure everyone leaves on good terms (easier said than done!)

Correct meeting records and minutes

HORSE COMMITTEE MEETING

MINUTES of the meeting of the HORSE COMMITTEE at Playfair South Room on Monday 1 February 2021.

| | | |
|--|---|--|
| PRESENT: Ms D Ovens, Chair Mr J Angus Mr J Bell Mr J Bennett OAM Mr C Carter Mr D Macintyre Mr G Mason Ms J Forrest | APOLOGIES: Mr M Schembri ABSENT: LEAVE OF ABSENCE: Nil | IN ATTENDANCE: Mrs L Cornwell, Coordinator (Sydney Royal Horse Competitions & Events) Mrs Paige Cape Manager (Sydney Royal Horse Competitions & Events) BY INVITATION: Mr L Angus (Honorary Councillor) Mr W Picken (Honorary Councillor) |
|--|---|--|

Meeting opened at 10:00am

| No. | Agenda Item | Minute | Action | Person(s) Responsible | Due Date | Status Date |
|-----|---|--|--|-----------------------|---------------|-------------|
| 1 | APOLOGIES | | | | | |
| | | Apologies received from Mr M Schembri. | Update Meeting Attendance records. | L Cornwell | February 2021 | Pending |
| 2 | WH&S | | | | | |
| | | The Chair noted the evacuation route in the case of emergency. | N /A | Nil | N/A | N/A |
| 3 | MINUTES | | | | | |
| | | The minutes of the ZOOM meeting held on Tuesday 25 August 2020 were confirmed by the Committee as a true and correct record. | Signed copy of minutes to be provided to Heritage. | L Cornwell | February 2021 | Complete |
| 4 | BUSINESS ARISING | | | | | |
| 4.1 | ASC Tanya Branson | Email received regarding qualifications for 2022 Show Committee resolved to discuss qualifications for 2022 after the 2021 Show and to speak with Ms Branson at the 2021 Show. | Call Ms Branson to ask if she will be attending the show | L Cornwell | February 2021 | Complete |
| 4.2 | [REDACTED] | [REDACTED] | | | | |
| 5 | OUTSIDE RING SUBCOMMITTEE REPORT | | | | | |
| 5.1 | | Stock Horses Parade - 50-year anniversary 1 hour slot for the parade including RM Williams presentation Include polocrosse riders and some of the Entertainment /Rodeo riders. Parade commentator Andrew Cooper | N /A | Nil | N/A | N/A |
| 7 | GENERAL BUSINESS | | | | | |

What does a good Chair do?

- Everything suggested prior +
- Listens to the meeting and ensures decisions reflect what the meeting wants, not what they want
- Lead the discussions when necessary but do not manipulate them
- Let everyone be heard but none too much
- Watch the faces of those before you to know how to act
- Facilitate precise resolutions to each issue so everyone understands
- Know when something needs a motion or if it is just a discussion point – “I think I might ask you for a motion on this ...”
- Good way to keep order is to ensure no one speaks before first being acknowledged by the Chair

- Keep things ticking along
 - Ensure people are fairly heard then politely shut them down if they ramble
- Make sure new people and guests feel welcome
- Know the people on your Committee and their strengths
- Make sure you take time with everyone, even the people you don't get along with or don't usually agree with - the Chair has to get along with everyone
- Ensure the expertise within the Committee is drawn upon
 - "What are your thoughts on this issue, Bob?"
- While being firm on process, try to make the meeting lighthearted too
- Ask for advice from others, past Presidents, neighbouring Presidents

What does a bad chair do?

- Lets meetings drag on and on
- Doesn't follow the agenda and misses parts of it
- Speaks more themselves than their committee does
- Becomes agitated with members
- Lets aggressive people take over the meeting
- Doesn't consider the minute taker during the meeting
- Speaks down to the members or makes people feel uncomfortable for misunderstanding something