

GENERAL MEETING STANDING ORDERS

- MET 1.0** There shall be two Ordinary General Meetings of the BUTBA Council called by the BUTBA Committee, in accordance with the calendar of events for BUTBA, which are:
- MET 1.1** Start of Season General Meeting;
 - MET 1.2** End of Season General Meeting.

- MET 2.0** Ordinary General Meetings of the BUTBA Council shall be conducted in accordance with these Rules and Regulations and the Standing Orders.

Start of Season General Meeting

- MET 3.0** The primary activities of the Start of Season General Meeting shall be:
- MET 3.1** To confirm the arrangements for a Cup competition
 - MET 3.2** To confirm the Tournament Calendar for the season.
 - MET 3.3** To request payment of relevant Administration Fees for BUTBA activities.
 - MET 3.4** To consider outstanding issues from the End of Season Meeting

End of Season General Meeting

- MET 4.0** The primary activities of the End of Season General Meeting shall be:
- MET 4.1** To elect members to available positions on BUTBA Committees.
 - MET 4.2** For the presentation of Annual Reports.
 - MET 4.3** To consider changes to the Regulations or Standing orders, which, if approved, will come into effect as soon as they are passed by the Council.
 - MET 4.4** To distribute any remaining results and awards from BUTBA events

Extraordinary General Meetings

- MET 5.0** Extraordinary General Meetings shall be called by a request submitted by the equivalent of at least 20 votes, or the decision of a two-thirds majority of the BUTBA Committee
- MET 5.1** The request or decision must specify which issue is to be discussed, and the Extraordinary General Meeting shall only be competent to discuss and decide the matter put forward.

Notice of Meetings

- MET 6.0** Notice of all General Meetings shall be sent at the direction of the BUTBA Committee in writing to all members of the BUTBA Council at least 21 days prior to the meeting. The notice shall state the date, time and place of the meeting and the closing date for motions to be received.
- MET 7.0** The agenda and other papers shall be sent at the direction of the BUTBA Committee in writing to all members of the BUTBA Council at least 7 days prior to the meeting.

Agenda for Meetings

- MET 8.0** The Secretary shall set the agenda for each ordinary meeting, which shall include:
- MET 8.1** Confirmation of the minutes of the previous meeting;
 - MET 8.2** Matters arising from those minutes;
 - MET 8.3** Reports from BUTBA Committee;
 - MET 8.4** Elections or by-elections if necessary;
 - MET 8.5** Motions, in the order determined by the Committee;
 - MET 8.6** Any urgent business

Presentation of Reports

- MET 9.0** The following reports shall be made at the End of Season Meeting:
- MET 9.1** The Treasurer's financial report
 - MET 9.2** The Chair's report (summary of the previous year)
 - MET 9.3** The Secretary's Report (summary of minor revisions)
 - MET 9.4** Any other report from an Officer, if requested by that Officer, the Committee or by a request from the Council of 10 votes or more.

Voting Rights

- MET 10.0** Each registered member of the Council under **TPN 9.0** shall have one vote.

Elections of Officers

- MET 11.0** Nominations for election to a position within the committee should be sent to the Secretary not later than 21 days prior to a general meeting when the election is taking place.
- MET 12.0** The Chair will supervise the running of elections and may appoint a Returning Officer, who shall not be a candidate, to oversee their administration.
- MET 12.1** Where the Chair is standing as a candidate in the elections, the election for the Chair shall be conducted by the Returning officer.
- MET 13.0** Where 2 or more persons are nominated for a position, each nominee shall be invited to make a short statement (<200 words) supporting their nomination and prior to any vote, make a short oral statement and answer any questions from the Council.
- MET 14.0** Each nominee shall leave the room when a vote is taken; but shall be present when the result is announced.
- MET 15.0** Where 2 or more persons are nominated for a position, the winner shall be the person who receives the highest number of votes.
- MET 16.0** Where a nominee is unopposed, they shall be deemed elected unless there are 0 votes in favour of the nominee.
- MET 17.0** In the event that any posts are not filled at the End of Season General Meeting, these will be remitted to the Chair to appoint until the Start of Season meeting, whereby nominations shall be reopened.

Discussion of Motions and Amendments

- MET 18.0** The Chair shall decide the procedure for the discussion and voting on motions and amendments but shall follow the following general rules:
- MET 18.1** The proposer of the motion shall give a short speech on the motion
 - MET 18.2** The chair shall take questions from the floor regarding the motion and give the proposer a chance to answer those questions
 - MET 18.3** A vote shall be taken on the motion once each person who wishes to has the opportunity to make at least one point/question on the motion.

Submission and Amendment of Motions to Amend Regulations or Standing Orders

- MET 19.0** Any member of BUTBA may submit a motion to be discussed at a General Meeting provided that the motion is sent (in writing) to the BUTBA Secretary at least 10 days prior to the Meeting.
- MET 20.0** Motions which seek to amend a Constitutional Regulation or a Standing order shall state the paragraph number the amendment relates to or the motion shall be considered 'policy' for a period of one year only.
- MET 21.0** Late motions may only be considered after a vote of the BUTBA Committee.
- MET 22.0** Amendment to motions may be made at any time prior to the discussion of the motion, or during the debate over the motion itself. Amendments shall be made orally or in writing to the BUTBA Secretary.

Procedural Motions

- MET 23.0** Any BUTBA member may table a motion of no confidence against a Committee member. Where such a motion is tabled, this matter must be prioritised over all other motions.
- MET 24.0** Any such motion must be voted upon; two-thirds of all votes cast in favour of the motion must be reached for the motion to pass.
- MET 25.0** Where such a motion is passed, the Chair may appoint a member of the BUTBA Council to that position until the next general meeting of the BUTBA Council, whereby nominations shall be opened for that position.
- MET 26.0** Where an Officer is removed by this procedure, they are barred from nomination to any committee position for a period of one season.

Voting Procedure

- MET 27.0** Where a chair calls for any vote, the following procedure shall apply:
- MET 27.1** The Secretary shall call for votes in favour by a show of hands and shall record the votes;
 - MET 27.2** The Secretary shall then call for votes against, and finally for abstentions and record the number of votes in each case;
 - MET 27.3** The Secretary shall then ensure that all members at the meeting have voted, and if not, shall call upon those members to cast a vote;
 - MET 27.4** The Secretary shall then declare any proxy votes received in favour or against;
 - MET 27.5** The Secretary shall then announce whether a motion has passed or failed, giving the count for each option, but not identifying how each member has voted.
- MET 28.0** Votes shall be allowed by proxy, where the vote is on an agenda item.
- MET 28.1** Where a proxy vote(s) is required, the member requesting the vote(s) shall state why they cannot attend the meeting and shall notify the secretary of the proxy voter in writing prior to the start of the meeting.
 - MET 28.2** Where the motion is amended on the floor of the meeting, the proxy vote shall cease to count.

Policy & Policy Lapse

- MET 29.0** Where a motion does not regard the changing of a regulation or standing order, it shall be considered policy and the motion must be remitted to be voted on by the BUTBA Council within the next two general meetings or shall deem to have lapsed.
- MET 30.0** Regulations may only be approved or amended where a motion gains at least 66% of the total votes cast. They may not lapse, only be superseded or rescinded.
- MET 31.0** Standing Orders may only be approved or amended where a motion gains at least 50% of the total votes cast, plus 1. They may not lapse, only be superseded or rescinded.
- MET 32.0** No motion (except where **MET 16.0** applies) shall pass where the number of abstentions, when added to the number of votes against, outnumber the total votes in favour. In such an event, the Secretary must call for a re-vote without the option of an abstention.

Conduct of Meetings

- MET 33.0** A meeting shall be chaired by the BUTBA Chair or, in their absence, by one of the BUTBA Committee nominated by the Chair.
- MET 33.1** The Chair, in conjunction with the BUTBA Committee, shall interpret the Rules and Regulations and Standing Orders and rule on any matters relating to the interpretation of the Rules and Regulations or Standing Orders.
- MET 33.2** All decisions on interpretation of the Rules and Regulations or Standing Orders shall be binding unless overturned by a two-thirds majority of the BUTBA Council.
- MET 33.3** The Chair shall decide the right of priority in speaking and when the Chair speaks all other members must refrain from speaking and resume their seats.
- MET 33.4** If the Chair calls the meeting to order then all members shall refrain from speaking. If the meeting remains out of order then the Chair may call on specific members to leave or adjourn the meeting.
- MET 33.5** In the case of adjournment the BUTBA Committee shall decide on the date, time and place of the adjourned session, which shall occur within fourteen days, and shall distribute notice of this to all members in writing.
- MET 33.6** Visitors and observers shall be allowed to attend the General Meeting with the permission of the Chair and may speak on the item to which they were invited, but may not vote.