



MEETING PROCEDURES BY-LAW

A Meeting Procedures By-Law for the Papua New Guinea Olympic Committee Inc.

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Adopted in accordance with Rule 28 of its Constitution, the Papua New Guinea Olympic Committee ('PNGOC') :

PART A - INTRODUCTION

1. APPLICATION

- (a) This Meeting Procedures Bylaw ('Bylaw') shall govern the conduct of meetings of the PNGOC and shall be binding upon all participants in those meetings.
- (b) Meetings of the PNGOC to which this Bylaw shall apply are as follows:
 - (i) Annual General Assembly;
 - (ii) Special General Meetings;

PART B - CONDUCTING A MEETING OF THE PNGOC

2. GENERAL

- (a) At any:
 - (i) Annual General Assembly;
 - (ii) Special General Meetings;

the Chair shall be taken by the President or, in his absence, by Senior Vice President, or either of the Vice Presidents. In the absence of all these persons, the attendees shall elect a Chairman for the meeting.
- (b) The Chairman shall be the sole interpreter of this Bylaw subject to the right of any attendee to challenge a ruling as provided for under this Bylaw.
 - (c) The Chairman may address the meeting from the Chair:-
 - a. In order to explain or administer these Orders;
 - b. To answer a question on a point of fact;
 - c. To act as a spokesperson of the Executive Committee.

3. SPEAKING

- (a) Attendees wishing to speak shall signify this interest to the Chairman by raising their voting card.
- (b) The Chairman shall decide right of priority in speaking.
- (c) No speaker shall be allowed to take unreasonable time in speaking.
- (d) Apart from a proposers' right of reply, no delegate may speak more than once on the same motion except with the express permission of the Chair.-
- (e) No delegate shall use offensive or abusive language in the Meetings. In the event of someone doing so, the Chairman shall ask them to withdraw the remark. If the individual fails to comply with this request, he/she be required to leave the Meeting.

4. PROXIES

- (a) Where a proxy is appointed, the proxy form shall be submitted to the Secretary General within 48 hours prior to the subject meeting.
- (b) No proxy is effective in relation to a meeting unless a copy of the notice of appointment is produced before the meeting.

5. MOTIONS

- (a) Every motion shall be proposed and seconded; thereafter the Chairman will call for members to speak for or against the motion.
- (b) Following a reasonable discussion the vote shall be taken.
 - (c) The proposer of any motion shall have the right to reply immediately before the vote is taken.
 - (d) There shall be no new information or points of information in a right of reply speech.
- (c) In the absence of any discussion, the Chairman shall ask if there are further speeches, and if not, shall put the motion to the vote.
- (d) A motion or amendment before the Meeting may be ruled incompetent by a majority of those present, following a challenge to its competence by the Chairman, or any other delegate to the Meeting. On a motion being ruled incompetent, no further discussion on it can take place at that Meeting.

6. AMENDMENTS TO MOTIONS

- (a) Amendments to motions may be made, in a manner similar to making a motion.
- (b) Any motion, which is amended, shall become the substantive motion to which further amendments may be moved.
- (c) An amendment shall not be involve or imply a negation of the original motion.
- (d) A delegate shall not be at liberty to move an amendment if he/she has previously spoken to the motion, or to have more than one amendment to any motion, unless with the express permission of the Meeting.

7. PROCEDURAL MOTIONS

- (a) The following procedural motions may be moved:-
 - (i) That the motion be now put (i.e. that the 'question be called' or the 'vote be taken');
 - (ii) That the motion be not put;
 - (iii) That the motion is tabled;
 - (iv) That the motion be remitted to the Executive Committee;
 - (v) That the motion be referred for investigation or re-examination;
 - (vi) That the meeting be closed;
 - (vii) A challenge to the Chairman's ruling; or
 - (viii) A vote of no confidence in the Chairman.
- (b) It shall be at the Chairman's discretion whether procedural motion (a) be put to the Meeting. There shall be no discussion at this motion. If carried, it shall prevent further discussion on the original motion, subject to the right of reply of the proposer of the original motion.

- (c) Similarly, if a motion to table a motion is made (and seconded if procedure requires), there shall be no discussion of this motion and a vote is called. If the vote supports the tabling motion, then there is not further discussion of this motion/subject at that meeting, but the issue must be revisited at another meeting.
- (d) When either procedural motion (vi) or (vii) is proposed (and seconded), the Chairman shall vacate the Chair. If procedural motion (vii) is carried, the Chairman shall not resume the Chair during that meeting. .

8. ADJOURNMENT

- (a) Any delegate entitled to vote may propose the adjournment of a meeting. Such a motion shall be seconded.
- (b) In the event of the motion being carried, the Chairman shall (unless stated in the motion) fix the date and time for the continuation of the business of the meeting.
- (c) A delegate shall not move or second more than one proposal for the adjournment of the Meeting.

9. INFORMATION

- (a) Points of information may be raised by any member, providing that the speaker occupying the floor signifies his/her intention of giving way. These shall consist of either information offered to, or asked of, the speaker who has given way.

10. POINTS OF ORDER

- (a) Points of Order, which take precedence over any other business, and upon which there shall be no discussion, may be raised by any delegate.
- (b) They must be framed as a question to the Chairman, and be related to conduct of the meeting.

11. RESCISSION OF RESOLUTION

- (a) No resolution carried by the meeting shall be rescinded or amended at the same meeting at which it was passed.

This Bylaw is adopted by the Executive Committee: