

GENERAL MEETING STANDING ORDERS

1 Procedure

It is important that the Chairperson of a general meeting has a clear knowledge and understanding of the forthcoming Standing Orders. The Chairperson of a meeting shall always be the chairperson of the Executive Committee, unless they are absent, at which point an interim chair shall be appointed by ordinary resolution.

It is important for each participating member to be well versed in the forthcoming Standing Orders under which a general meeting is to be conducted.

The purpose of the forthcoming Standing Orders is to encourage informed decision making by all parties present at a general meeting and to produce fair and sound outcomes.

2 Rules of Conduct

- 2.1 All members who wish to speak shall do so through the Chair. They shall catch the chair's eye (such as through raising their arm) and wait to be invited to speak. This enables the chair to ensure that only one person speaks at a time, to the benefit of both speakers and listeners.
- 2.2 Members who wish to address the meeting shall stand during this time, unless otherwise-abled.
- 2.3 Members shall cease debate if the chair of the meeting stands.
- 2.4 Members shall confine themselves to the discussing the issue under debate and shall avoid confrontation (?) and the use of vulgar language.
- 2.5 The mover of a motion shall be confined to a maximum of 4 minutes, with a right of reply limited to 3 minutes. All other speakers shall be limited to 3 minutes. A speaker shall be given an extension of time at the discretion of the chair of the meeting, provided that the matter is sufficiently complex.
- 2.6 New matters shall not be introduced during a member's right of reply, and speakers are encouraged to avoid repetition of points previously made during the debate.
- 2.7 Questions on any matter must be directed to the chairperson, who may direct the mover to reply. Such a reply should not exceed 2 minutes.
- 2.8 Members wishing to move a motion or address the meeting should advise the Managing Agent when a call for motions is sent out prior to distribution of AGM documentaton to ensure that it is placed on the agenda. Motions which require Unopposed or Unanimous Resolution must be notified to the Chairperson of the Committee a minimum of 30 days in advance of any meeting.
- 2.9 During debate members should take care not to disturb the meeting by whispering, talking, walking across in front of the current speaker, or causing other distractions.
- 2.10 The Chair may silence any person who is, in the Chair's opinion, being unruly, offensive, disruptive or filibustering.

3 Moving a Motion

- 3.1 A motion should be positive in nature, beginning with the word "that". Each motion should be carefully researched and worded prior to being moved and where possible a copy should be submitted to the Chairperson, Secretary or Managing Agent in writing.
- 3.2 A motion must be moved and seconded before discussion on the motion can occur. It is accepted practice for a member to second a motion in order to hear the full proposal, however seconding a motion does not commit a member to vote in favour. A motion lapses if there is no seconder.
- 3.3 After a motion has been moved and seconded, the proposer of a motion shall be given a maximum of 3 minutes to speak to the motion.
- 3.4 The seconder shall then be invited to speak for a maximum of 3 minutes.
- 3.5 If the speakers outlined in Part 3.3 and 3.4 speak for the motion the Chairperson must then call for two speakers against the motion. Speakers will then be selected alternately until debate is exhausted or terminated by the chair.
- 3.6 If an amendment to a motion is moved and debated, the mover of the original motion is given the right of reply before a vote is taken on any amendment.

4 Amending a Motion

- 4.1 Amendments can cause confusion in a meeting and therefore only one amendment shall be considered at a time.
- 4.2 An amendment shall not be a direct negative to the motion. All members who wish to negate a motion should avoid making an amendment and simply vote against the motion at hand.
- 4.3 An amendment is an alteration to the wording of a motion, rather than the substantive purpose of the motion. Amendments may leave out certain words, change certain words, or add certain words, but the basic intention of the motion must remain.
- 4.4 More than one amendment may be made to a motion, however amendments to amendments shall not be accepted.
- 4.5 The wording of a motion may be amended to assist in interpretation of its intent.
- 4.6 Each amendment must be voted upon, and if passed, becomes the motion being put to the meeting.
- 4.7 The mover of an amendment has a maximum of 2 minute for a right of reply.
- 4.8 When all amendments to the motion have been considered, the finalised motion must now be voted upon for resolution.

5 Point of Order

- 5.1 No speaker shall be interrupted except on a 'Point of Order', when the speaker shall sit down until the point of order is settled by the Chair.
- 5.2 The purpose of a point of order is to correct a breach in the standing orders when the chair does not correct it, or when the chair breaches the standing orders.
- 5.3 The chair shall rule on all points of order.

- 5.4 Should a member wish to disagree with the chair's decision on a point of order they may decide to take the disagreement to a vote.

6 Voting

- 6.1 In accordance with the *Unit Titles (Management) Act 2011*, proxy votes are accepted provided they are on a written form approved by the Executive Committee. Proxies for a unit may either be directed or undirected.
- 6.2 In accordance with the *Unit Titles (Management) Act 2011*, absentee voting forms are valid provided they are on a written form approved by the Executive Committee. Absentee voting forms do NOT require a proxy form.
- 6.3 Every vote at a general meeting is of equal value, unless a poll is taken. Members get one vote per apartment they own.
- 6.4 On a poll, the value of each vote is the value that is proportional to the unit entitlement of the unit for which it is exercised.
- 6.5 A poll may be demanded on an ordinary or special resolution at a general meeting by anyone present and entitled to vote.
- 6.6 In accordance with the *Unit Titles (Management) Act 2011*, the following resolutions are required under different circumstances:
- Ordinary Resolution: The number of votes in favour of a resolution outnumbers those against.
 - Special Resolution: The number of votes in favour of a resolution outnumbers those against it and the votes cast against the resolution number less than 1/3 of the total number of votes that can be cast on the resolution by people present at the meeting (including proxy votes).
 - Unopposed Resolution: No votes are cast against the resolution and at least 1 vote is cast in favour of the resolution
 - Unanimous resolution: Each person entitled to vote on the resolution must be present at the meeting in person or by proxy or has cast an absentee vote on the resolution. This resolution also requires that no votes are cast against it and at least one vote is cast in favour.
- 6.7 If a motion is passed it becomes a resolution.
- 6.8 For a quorum to be declared there must be 142 unit owners present or present by proxy. Should a quorum not be present the meeting may be deferred for a minimum of 30 minutes and reconvened under reduced quorum circumstances. Reduced quorum decisions do not take effect until 28 days following the meeting.

7 Changes to these Standing Orders

- 7.1 These standing orders may be extended, amended or deleted by an ordinary resolution of the Owners Corporation.
- 7.2 Review of these standing orders is to take place following amendments to the *Unit Titles (Management) Act 2011*, the *Unit Titles Act 2011* or any other governing legislation for Owners Corporations in the ACT.