



IHNSW MEETING PROCEDURES

*Ice Hockey New South Wales
2007
Members Handbook*

Attachment 20

2/OPERATING STRUCTURE OF NSW ICE HOCKEY ASSOCIATION Inc.

b/The Association's Democratic Structure

IHNSW MEETING PROCEDURES

1. This document is designed to ensure the efficient and effective conduct of IHNSW business at all general meetings of the IHNSW Committee of Management. In particular, the objective is to implement standard agendas and the application of these agendas to ensure:
 - Meetings are conducted according to Constitutional requirements;
 - All Committee members are properly prepared for reporting at meetings;
 - Meetings are conducted in a professional manner with decorum, and
 - Business matters arising are actioned and closed expediently.
2. Those present will respect the rights of each other in turn, whilst addressing the meeting. One conversation only will be conducted whilst a meeting is in session.
3. Visitors attending the meeting do so in the capacity of an 'observer' and until invited, should not address the meeting. Observers are not permitted to make comment or take part in issues being discussed and voted upon unless invited. However, they may discuss items on the agenda with their Club Delegate prior to the meeting who can then represent their view.

Should a member(s) wish to address an IHNSW meeting, they are asked to forward a formal request for attendance to the Executive Officer. The request should include the reasons or objective for their attendance and where possible, such detail should be listed on the meeting Agenda.

If there is insufficient space at the meeting table once all CoM members are seated, visitors will be accommodated with seating within distance of the meeting in progress.