

## THE VALLEY EAST SKATING CLUB

### POLICIES & PROCEDURE

#### APPENDIX F

Last reviewed June 28<sup>th</sup>, 2018

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#### ***General Rules of Order for Meetings***

1. Meeting will be called to order by the Chair of the meetings – either the President of TPSC or the Vice-President, in the absence of the President. If members are unable to attend the meeting, they are required to give their regrets to the Chair or to an alternate member of TPSC Executive.
2. Meetings require quorum in order to formally proceed. Quorum consists of 50 % of all voting members plus 1.
3. Meetings will proceed according to the agenda. The Chair will determine and distribute the agenda.
4. Order of business will proceed as follows:
  - meeting called to order
  - approval of minutes
  - unfinished business
  - reports of committees/portfolios (as required)
  - new business
  - general discussion
  - adjournment
5. Only one person shall speak at a time and the floor belongs to the individual as indicated by the Chair. Interruptions create a spirit of disorder and are counter-productive to the smooth flow of the meeting. A member wishing to make a comment can request to do so to the Chair by raising their hand, but must remain silent until the Chair gives the floor to the new individual. It is recommended that the floor be given to an individual for no longer than 3 minutes, except in exceptional circumstances.
6. The Secretary shall record minutes and place them in The Pas Skating Club Binder for viewing. The binder is kept in TPSC Office at the RHJ Arena.
7. All motions must be stated in full by the voting member initiating the motion and seconded by another voting member.



8. All motions will be put to the floor for discussion prior to moving for consensus.
9. All motions must be passed with a majority vote (50% plus 1), as demonstrated through agreement or disagreement solicited by the Chair.
10. Meetings cannot be adjourned without primary and secondary motions arising from two voting members.

**THE VALLEY EAST SKATING CLUB**

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On the 28 day of June, 2018  
(day) (month) (year)

Signed:

A handwritten signature in black ink, appearing to read "Ron Rancourt", written over a horizontal line.

Ron Rancourt, President

June 28<sup>th</sup>, 2018

Date