

# MEETING PROCEDURES for Conference 2019



National Council of  
Women of New Zealand  
Te Kaunihera Wahine o Aotearoa

Issued to NCWNZ members on Friday 19 July 2019

The following procedures are similar to last year, however we have updated the text. These procedures set the framework for discussions and voting in our business sessions.

## Rules

1. The Conference will follow the rules of NCWNZ, as set out in the Constitution (dated 2 June, 2017).
2. In the event of an issue not being covered by these rules, the publication *Guide for Meetings and Organisations (8<sup>th</sup> Edition)* by N.E. Renton will be used.

## Voting and quorum

3. A delegate to Conference may vote in one capacity only.
  - All Branches have one vote as their President (or nominated representative) and for every 15 members each branch has, another voting delegate (maximum of 10 voting delegates).
  - All Nationally Organised Members (NOMs) have one voting delegate per organisation.
  - All National Individual Members (NIMs) have one fifteenth (1/15) of a vote.
  - All National Life Members have one vote.
  - All Convenors have one vote.
  - All Board members have one vote.
4. Votes may be exercised by proxy. In such instances, the proxy will, in addition to their own vote entitlement, be counted as representing the votes of voters that are unable to attend in person. If a voter intends to exercise their vote by Proxy, National Office must receive a completed online Proxy Form no later than ten business days in advance of Conference (by Friday 16 August 2019).
5. The quorum for Conference shall be such number of members that can between them exercise not less than 50% of the available votes, and shall include not less than one third of the Branches and one third of the NOMs.
6. Unless otherwise required by the Constitution (e.g. urgent motions), all motions shall be determined by a simple majority of those entitled to vote. This includes everyone entitled to vote, including those who are not present and have not exercised their vote by proxy.
7. Voting on motions can be by show of cards, paper ballot or electronic ballot. Any financial Member present, may demand voting for any motion by secret paper ballot.
8. The Presiding Officer has a deciding vote as well as a deliberate vote at each business session.

## Procedures

9. If a motion is moved by the President, no seconder is necessary.
10. Abstentions to voting will not be called for, except where a voter requests their abstention be recorded.
11. Speakers from the floor are to be managed by the Presiding Officer of that business session.

12. Urgent motions will be considered by the Board if received before 9am, Thursday 29 August. Any notices of urgent motions, i.e. matters that have arisen since the closing date for all Conference papers, go through two stages:
- They are voted on to be recognised by the Conference as being urgent. This vote must be passed by 2/3 majority of those present and entitled to vote.
  - If accepted, the motion requires 2/3 majority of those present and entitled to vote to be carried.

### **Speaking times**

13. Speaking times for remits are:
- Proposer, 3 minutes
  - Secunder, 2 minutes
  - Right of reply, 2 minutes
14. Each remit will have a time limit of 20 minutes each. Time may be extended at the discretion of the President.
15. Other speeches shall be limited to 2 minutes for each speaker.

### **Seating and materials**

16. Voting members, non-voting members and guests shall be seated only in their designated area during business sessions.
17. Anyone who wishes to distribute information, pamphlets, papers, petitions etc at Conference, must seek prior approval from the President of the Board.