



Conduct of Meetings Policy

It is important to ensure that meetings are conducted well so that:

- Decisions can be made efficiently and expeditiously, with due respect for the time and commitment of members of Barwon Grove Golf Club and members of the Board.

Primary responsibility for this rests with the Chair. To achieve that, broad discretion and authority is given to the Chair to make rulings on questions of meeting procedure (subject to the limitations set out in this policy). This policy is designed to provide guidance on the appointment of the Chair and set out the parameters by which the Chair is to conduct meetings, to ensure that meetings are conducted well.

Appointment of Chair

The Chair of Barwon Grove Golf Club Board shall be elected as laid down in Barwon Grove Golf Club Rules of Association (Rules).

Subject to anything in the Rules:

- In the Chair's absence, the Deputy Chair shall preside as Chair at each General Meeting of the Organisation.
- If the Chair and the Deputy Chair are absent from a General Meeting or a Board meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.
- Meetings of any Board subcommittees shall be chaired in the manner laid down by the Board in their terms of reference.
- A person should not preside as Chair over the part of a meeting concerning the election of the Chair, nor should the Chair give instructions as to the procedure to be followed, in respect of an election for the position of Chair. A temporary Chair should be appointed for that purpose to ensure a fair, unbiased election.

Responsibilities

Where there is a continuing disagreement on any ruling by the Chair, any member may move a motion of dissent to the Chair's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Chair's decision is reversed.