

## MEETING PROCESS

Time limit

### Introduction

10 mins + 5 mins ext

1. **Chairperson** opens the meeting after ascertaining that a **quorum** is present.  
*"I declare that this (Special/Annual General/General) meeting of the DSRA is now open at (time) there being the required quorum present"*
2. **Chairperson** welcomes and introduces any special **guests** and acknowledges formal **apologies** (sent in writing prior to the meeting from members unable to attend).
3. **Chairperson** draws the meeting's attention to the **agenda**, published according to Association's rules at least 14 days prior to the meeting, and moves on to the next item of business.
4. **Chairperson** tables the **minutes** of the previous meeting and moves acceptance. This must be seconded by someone in attendance at the previous meeting as a true and accurate record of the proceedings and voted upon by members who were also present.
5. **Chairperson** calls for any **Business Arising** from the minutes – questions from the floor addressed to those in relevant positions to answer them.

### Reports

5 mins each + 5 mins ext

1. **President's** report – a brief summary of what the Association (committee) has been doing, membership details, etc. published with the agenda. *Moves acceptance of the report – seconded and voted upon.*
2. **Secretary's** report outlines **correspondence** in and out since previous report.
3. **Treasurer's** report – Quarterly summaries to be published on the DSRA website. *Moves acceptance of quarterly summaries published since last meeting – seconded and voted upon.*
4. **Working group** reports – each group outlines the 'state of play' in its area of responsibility.

### Motions

10 mins each + 5min ext.

1. Formal motions should have been put in writing and tabled before the meeting (included in the agenda and on proxy forms).
2. Each motion is then read by the proponent and seconded. The proponent speaks to the motion first.
3. Debate takes the form of arguments 'for', then 'against', then 'for' and so on until the debate is exhausted, or the time limit is reached, or a member calls for the motion to be put, that call is seconded and it is resolved by the meeting that the motion be put.
4. Speakers are asked to stand up to speak, identify themselves, keep remarks succinct and to the point, and avoid using inflammatory or offensive language, or casting aspersions on other members of the Association.
5. Extensions of time are at the discretion of the Chair

### General Business (or 'any other business')

5mins per item

1. The Chairperson calls for any other business.
2. Except in matters of great urgency, motions without notice will placed on the agenda for the next meeting.

### Close

The Chairperson calls the meeting to a close when all matters have been settled and sets the date of the next meeting if known.