

ISAF COMMITTEE REGULATIONS

To note Council Minute 3(c) of the Meeting of 5-6 May 2001

Part 1 – Review ISAF Meeting Procedures

C – Committees

"Proposing procedures to govern the operation of Committees, Council requested that the second sentence in the preamble to Part 1, Section C making reference to "Robert's Rules of Order" be deleted.

Council Decision

On a proposal by Charles Cook, seconded by Ken Ellis, Council unanimously approved that the Committee Regulations be approved in principle (see Council Appendix B), and that the Constitution Committee prepare a final version, which are not in conflict with existing ISAF Regulations and follow Roberts Rules of Order, for final ratification by Council in November 2001."

Proposed ISAF Committee Regulations

1. Rules of Procedure

1.1 Meetings

- (a) The Committee shall meet at least once a year.
- (b) The Committee shall meet together or by electronic means to discuss matters of policy and central control and shall delegate to such committees as may be determined all matters within their respective terms of reference.

1.2 Agenda

The agenda for Committee meetings shall, so far as is possible, comprise the following items:

- (a) Minutes of the previous meeting and matters arising.
- (b) Policy items.
- (c) Committee minutes.
- (d) Any other business.

The agenda for Committee meetings shall be closed (8) weeks before the date of the relevant meeting unless the Chairman shall decide otherwise.

1.3 Amendments to Minutes

Committee members wishing to propose amendments to Committee minutes (other than minor corrections such as spelling, dates or misprints) should send the proposed re-draft to the Secretary General at the earliest date (but no more than one calendar month after the minutes are circulated.)

1.4 Agenda items submitted by Executive & Council Committees

Where a Committee of the Council considers that an item under discussion in that Committee requires a policy decision by the Council, under Regulation 1.2(b), the Committee's recommendation shall be placed on the Agenda as a separate item.

1.5 Rules of Debate

Any motion proposed to the Committee shall require to be seconded. The debate will be opened by the proposer of the motion. At the end of this introduction there will be an opportunity for questions to clarify any doubtful points.

Members of the Committee will then be called upon to speak in turn. They must address their remarks to the chair. Other members should not interrupt. No member should speak until called upon by the chair. Members will not normally be expected to make more than one speech in each debate. There will be no fixed time limit but speeches must be kept short.

When all members, who wish to do so, have spoken the proposer will be given a chance to reply.

The motion will then be voted on. A vote by members of the Committee shall be decided on a show of hands and in the case of an equality of votes, the Chairman shall have a second or casting vote.

Apart from minor amendments which may be accepted at the proposer's discretion, a resolution proposed under Regulation 1(2)(b) will either be passed or defeated. Defeated resolutions will automatically be referred back to the originating Committee.

1.6 Attendance at Committee Meetings

Committee Chairmen who cannot attend a meeting should arrange to be represented by a deputy.

1.7 Suspension of these Regulations

The Committee may resolve to suspend all or any part of these Regulations in any particular instance.

1.8 Conduct of Committee Members

Financial or other interest

In a debate on any matter in which a member of the Committee has a personal vested interest, whether financial or otherwise, the member shall advise the Chairman of that fact, and of the exact nature of the interest, if practicable in advance of the Committee meeting, or otherwise at the earliest reasonable opportunity in the course of the debate. Such notification shall be reported to the Committee unless there are compelling reasons why such an interest should remain confidential. According to the exact nature of the interest the Chairman or Committee may require the member concerned to leave the meeting for the whole or part of the debate or may require the member to abstain from voting.

2. Liability**2.1 Authority**

Officers and Committee members of the ISAF have no authority to incur liabilities binding upon the ISAF unless this authority has been properly delegated and minuted; it follows that they will be regarded as personally

responsible for any obligations which they may incur without such authority. They must take great care to ensure that this situation is understood by any third party with whom they deal.

2.2 Indemnity

The Association will maintain a Professional Indemnity Insurance Policy to cover its Committee members (or those duly appointed to represent the Association) when acting in an official capacity, in the event that they are found to be legally liable in a Court of Law. Such cover does not extend to financial or contractual liabilities.