

BRANCHES RULES:

MEETING PROCEDURE

Quorum

A quorum at any meeting of the Association or its committees shall be one half plus one (with any fraction being ignored) of those persons entitled to attend and vote.

Minutes of meetings

Minutes of meetings are considered to be a legal document which records discussions and resolutions of the forum.

Minutes are taken to provide a written record of discussion and decisions/resolutions made at the meeting.

The Branch Secretary, or other delegated person shall take the minutes during the meeting.

Any resolutions or decisions should be accurately recorded, along with the names of the mover and seconder.

Minutes should be recorded, with a permanent record kept.

The minutes of the previous meeting are to be distributed for consideration at next meeting and once confirmed as a true and accurate record are signed off by the Branch President, and a copy lodged with the CFSVA State office.

Motions at Branch Meetings

A motion is a proposal that a decision be taken, and is moved by one person and supported by a seconder.

A motion must always have a mover and a seconder if not the motion is not valid.

After a motion has been moved and seconded discussion may follow.

Once discussion is complete the motion is put to the vote with all eligible delegates having one vote.

The motion is then either supported (carried) or defeated.

In the event of a tie vote, the Chairperson or person presiding at the meeting May have the casting vote.

Notice of motion

The introduction of a subject not listed on the agenda may require the matter to be taken on notice to enable an informed discussion to occur.

The Chairperson must make the decision as to whether a notice is necessary.

Voting process

Voting may be conducted by a show of hands by appointed delegates representing their brigade or group, or by written vote.

The Chairperson may decide whether written votes are necessary and how these votes will be counted and recorded.

Chairing of meetings

The Branch President is usually the Chairman – however with the consent of the Branch President and delegates another person may be appointed to Chair meetings.

It is the Chairman responsibility to ensure that meetings are conducted in a timely, orderly and respectful manner.

Meetings must be held

Elections

Branch President

Branch elections are to held bi-annually during the Branch Annual General Meeting (AGM)

During a voting year Branch elections must be held by the end of September of that year.

Nominations for the position of Branch President must be called for at least 30 days prior to the date of AGM and received no later than 14 days prior to the date of the AGM.

Nominations for the position of Branch President must be in writing and on the nomination form provided by the branch. The form must be signed by both the nominee (person who is nominated) and nominator (person who is nominating the nominee) and must be accompanied by a brief resume of the person seeking to become Branch President.

All nominees must be registered CFS members for a period of not less than 2 years and members of a brigade / group within that Branch.

Branch delegates must be provided with written notice of all nominations received at least 7 days prior to the date of the AGM.

Elections will be held by secret ballot, unless the election is uncontested.

Ballot forms mark off against a roll of eligible voters are to be provided at the AGM.

Proxy votes may be assigned but must presented to the Secretary before the commencement of the meeting.

At the start of the election process all positions must be declared vacant.

Should the current Chair be re-nominating then he must step down from the Chair and allocate the Chair to another person who is usually a neutral party.

The acting Chair will facilitate the election process by appointing two scrutineers to collect and count the votes and provide the name of the elected person in writing to the Chair.

The acting Chair will announce the results to members and once the announcement is made, a motion is put forward to destroy all ballot forms.

Other Branch Position

Nominations for all other vacated Branch positions may be called for off the floor at the AGM, unless the Branch has deemed otherwise.

Elections are to be held by secret ballot, unless the election is uncontested.

Proxy voting is not allowed.

Casual Vacancy

Should a casual vacancy occurs, the branch must hold a supplementary election in accordance with the constitution, however should the vacated

position expire in less than 12 months then the Branch may fill the position at its discretion.

Branch Representative at State Level

The Branch President is usually appointed to represent the Branch on the CFSVA Board will hold a seat on the Board.

Should the Branch President be unable to take up this position then the Branch may appoint another person, however the Board must be notified in writing of this appointment.

Further each Branch shall appoint delegates to represent it at General Meeting of the Association as determined by Article 16.3

Branches will be subject to the Rules for the conduct of Branches as provided for in the Rules made under this Constitution.

SOUTH AUSTRALIAN VOLUNTEER FIREFIGHTERS AUXILIARY

The Board may use its discretionary power in support of the South Australian Volunteer Firefighters Auxiliary which is a wholly owned and fully registered subsidiary of the Association.

The Board may gift to the Auxiliary any funds received by the Association through donations, fundraising, sponsorship agreements, and bequests or derived from other method, but excluding funds received under the Association grant agreement with the Minister for Emergency Services.

These funds are to be allocated on the basis that the Auxiliary will progress the Association Charter and continue the work of the Association in representing and advancing the interests of CFS volunteers.