

“APPENDIX “1”
STANDING ORDERS
for the
NEW ZEALAND DANCESPORT ASSOCIATION INC.

- 1 These standing orders shall be applicable to all general meetings and committee meetings and shall be construed subject to the Constitution.
- 2 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- 3 If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
- 4 At general meetings the attention of the Chair shall be gained by the member raising a hand. If two or more members do so simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
- 5 Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
- 6 A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- 7 If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- 8 A motion or amendment before the chair may be reworded by the mover subject to leave of the meeting.
- 9 Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

- 10 A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- 11 When an amendment is before the chair, discussion shall be confined to the amendment.
- 12 Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- 13 Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
- 14 If a motion of No Confidence in the Chair is moved (and seconded) the Chair shall vacate the chair and the members shall appoint someone else to chair the meeting until the matter is resolved.
- 15 On an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo.
- 16 Alterations to the standing orders shall be made only by a general meeting after 14 days' notice has been given.
- 17 Any matters not dealt with in the above standing orders shall be governed by the principles set out in the latest edition of "Guide for Meetings" by N E Renton or dealt with in accordance with the procedure set out in Rule 23.

Signed... *R. Laurie* Secretary NZDA 26-4-04
 Signed... *[Signature]* Pres. NZDA 6/5/04
 Signed... *[Signature]* Delegate NZDA 10/5/04

These are the alterations (or replacements) to the Rules marked "A" referred to in the annexed declaration of Raymond Gladstone Laurie made before me this

18th day of May 2004

Signed... *[Signature]*

Mark Arundel J.P. M.P.S.
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