

**New Zealand Farm Forestry
Association (Inc)**



**Guidelines
and
Information Sheets
for**

Branch Chairperson

Branch Secretary

Branch Treasurer

Branch Membership Secretary

Newsletter Editor

Councillor

March 2010 (subject to revision)

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The Branch Chairperson

- Function:** The responsibilities of the Chairperson are to:
- (1) Lead the branch and guide it in accordance with the aims and objectives of the New Zealand Farm Forestry Association (Inc).
 - (2) Chair and control all branch meetings.
 - (3) Authorise and be aware of all matters of publicity that concern the branch and the National Association.
 - (4) Delegate and not attempt to run a one person band.

Duties:

- 28 February** Write your annual report.
- Place the full version in your Branch Newsletter
- Send a copy to National Office. These reports are compiled for the Branch Management Meeting held at National Conference.

The Branch Secretary

- Function:** The responsibilities of the Secretary are to:
- (1) Keep track of all paperwork associated with the branch.
 - (2) Take and promptly write up the minutes of the branch committee meetings and the Annual General meeting.

- (3) Circulate members with appropriate notices of meetings, field days, etc - unless attended by the Newsletter Editor.
- (4) Attend to incoming and outgoing correspondence.
- (5) Keep a close liaison with the Chairperson and Committee so as to ensure that all matters that require attention are actioned.

Duties:

List of Office Holders Send a list of all office holders (including the Councillor) and committee members with their address, phone, fax numbers and email addresses along with duties to National Office as soon as possible after the AGM and when there are changes.

Note: National Office maintain an email address list of officers and members so that information can be passed on more quickly and thoroughly. Encourage your members to put down their email address on their membership applications and renewals so that they can receive their own personal copy of the National Newsletter.

Miscellaneous:

Letterhead paper and envelopes These can be purchased from the National Administrator at cost.

Labels Labels are available from the National Administrator. Each Branch is entitled to six sets of labels before being charged \$1 per sheet (of 24 labels).

These labels include the paid members, non payers and the supplementary and associate member list. To keep your supplementary list up to date, you have to advise the National

Administrator of any changes as they occur.

Current Tree Grower Two *NZ Tree Grower* journals will be sent out to each Branch quarterly (February, May, August and November) for use for promotional purposes.

NZ Tree Grower backcopies These are available on request for promotional purposes from the National Administrator.

The Branch Treasurer

Function: ~~The Treasurer's responsibility is to ensure that all monies related to your branch are accurately accounted for.~~

Duties: The Treasurer's duties are very simple provided you follow a few basic rules.

What do you need?

- (1) A book of account/invoice forms, or you may type up a main form and photocopy it as required or generate forms on a computer. Accounts have to be a tax invoice if your branch is GST registered.
- (2) A receipt book. May be old fashioned but is most suitable for this type of organisation.
- (3) A cash book to record transactions.
- (4) A bank pay in book. Ensure you have a copy of each transaction.
- (5) A cheque book.

Golden Rule No 1 Bank every cent you receive. Provided you follow

this rule the rest is simple. Record all income through the receipt book.

Enter receipt numbers against the record of banked cheques. This avoids confusion when a member uses someone else's cheque to pay his or her sub.

Balance Sheet You may require some assistance to create the balance sheet but this takes little time provided the cash book balances and reconciles with the bank statements.

Payments With all the money in the bank it can only be withdrawn by cheque or by electronic banking.

Golden Rule No 2 Do not pay anyone without a well documented invoice. Record the cheque number on the invoice and file in cheque order.

By 31 March Send National Office a copy of your Annual Financial Report.

Annual Accounts The main headings are: Interest, Levies, Trading, Advertising, Branch Events, Donations and Grants and Other.

Auditing We recommend your Branch accounts are audited for your own safety.

GST The National Association is GST registered. A number of branches are not because their total transactions are under the threshold.

Resident Withholding Tax Most Branches have been granted a Resident Withholding Tax exemption certificate from the Inland Revenue Department. This means withholding tax is not deducted from interest you earn on bank account(s) and investments. Most Branches are eligible for this exemption because they earn **less than \$1,000 from interest** each year.

An application for Withholding Tax Exemption is made

on a form obtainable from the Inland Revenue Department. IRD will allocate an IRD number unless you already have one. If you receive an Income Tax Return you should complete it on the basis that your branch is exempt and that you expect to be refunded any Resident Withholding Tax deducted before you received the exemption certificate

Branches with more than \$1,000 of interest are allowed to deduct an administration allowance of 5-10% of the gross interest and an exemption of \$1000. The remainder is taxed at the company rate of 30% less any RWT deducted at source.

Advertising

The income received from advertising on newsletter covers must be accounted for when filling in Income Tax returns. The printing of the cover offsets some of this income and also the costs of distributing the cover (advertising does not work if it is not distributed). If the advertising cover exercise incurs a loss in any year, the loss should be carried forward to a year when it makes a profit.

Branches have been advised to, where possible, make the advertisers members. In this way the advertising is an activity involving only members of the local Branch. Transactions between the branch and its members are not taxable because technically you cannot be taxed for a transaction with yourself. If only some of the advertisers are members, the income and expenses relating to the cover can be subdivided in the same proportions for tax accounting purposes.

Any advertising directly related to a Branch Event is considered to be part of the income from the event.

Membership Secretary

This position can be combined with Secretary or Treasurer. Large branches may be better with one person dedicated to doing Membership.

- Duties**
- (1) To keep membership rolls complete and up to date.
 - (2) Advise National Office of any changes e.g. resignation, change of address, death etc of a member.

Important Dates

April Divide list of unpaid members between your Committee and phone to find member's intent. Either pay up or resign. Record reasons for resignations.

Supply the names of all resigning unpaid members to National Office. Advise them that they will no longer be a member.

1st Aug No *NZ Tree Grower* will be ordered for any name on the non payers or resigned list as at 1st August.

1st Oct Members joining after September are considered to be joining for the next financial year unless otherwise stated. On receipt of their payment for the following year the National Administrator will ensure they receive the November *NZ Tree Grower*.

New members joined by National Office

The National Administrator will mail/fax to you a copy of their membership application form giving the address and contact numbers for the Branch Membership Secretary to follow up and welcome the new member to the branch.

At regular intervals (monthly except for the January-February period when subscription renewals are being processed), the National Administrator will direct credit to the branch bank account the branch levies received during the preceding period, and also sent a list of the members' names to the Treasurer.

Supplementary List Branches may ask the National Administrator to keep a supplementary list of people who receive the branch newsletter only - for example, associate members of the branch, National Executive members and advertisers. Labels are printed for the supplementary list as well as for members.

Returned *NZ Tree Growers* The National Administrator will advise details so that the branch can check on the reason or the member's new address.

Transfers When a member shifts out of an area and requests to be transferred, the National Administrator and the new branch need to be advised.

Resignations People resign for a number of reasons including retirement, other interests, and increased subscription rates. Sometimes there was an expectation that information would be more easily accessed for a low subscription from NZFFA compared to other organisations.

Other Notes Keep appropriate records of all members, ie; Card Library or use main copy of Membership list from National Administrator. The Branch members records are your responsibility.

Use Postal Codes Use the 4 digit postal codes from the NZ Post Red book with all names (the *NZ Tree Grower* is sorted by postal code before posting). Obtain a copy from NZ Post or the National Administrator.

Newsletter Editor

Duties: The Branch newsletter is the membership lifeline to keep members informed of field days, the committee's work and National issues and decisions. It shows members that they belong to an active group. Your challenge is to produce work that will not be set aside for tomorrow or next week. Ideally you need to create a publication with 'must read' appeal. There are three important factors to consider:

- instant eye appeal
- varied and interesting content
- ownership by readers

Try to have some mystery and excitement. Interesting newsletters have profiles of committee members and interesting people and relevant information taken from other publications. Layout is important with bold type for headings and a print size that can be read without glasses. Information in boxes also adds to the variety.

Send a copy of your branch newsletter to National Office. This enables branch news to be added to the National Newsletter and a copy to be sent out to potential new members for your area.

Advertising Many branches use sponsorship and advertising on the cover sheet to pay for the costs of preparation, printing and postage. (Postage rates can be substantially reduced by using special rates for rural box holders).

Communication between the Branches could be helped by sending newsletters to neighbouring Branches.

The National Administrator sends all National Office newsletters to the Newsletter Editor

Councillor

Each Branch appoints **one Councillor** at its Annual General Meeting. The term is one year. Any member of the Branch, including other office holders, can be nominated as the Councillor.

The Councillor attends the Council meeting at National Conference and may need to attend another Council meeting during the year. Any reimbursement for a Councillor's expenses is the responsibility of his or her branch.

The Council: The Council fill vacancies or extraordinary vacancies for the National President and Executive by way of a "representative vote":

1 vote for every unit or part unit of 50 Branch members.

This means that a Councillor representing a Branch with 263 members will effectively have 6 votes for the person their branch wants her/him to vote for.

The Council has the power to make decisions about the Association activities. Ordinary votes are taken by a show of hands.

Duties: The Councillor needs to know how the branch wants her/him to vote on:

- President - every even year
- National Executive vacancy or extraordinary vacancy
- matters of note, e.g. rule changes and remits at the National AGM

The Councillor receives all information that is sent by the National Association Office to Branch office holders.

Remit Timetable

- 1 November** Branch remits received by National Office either by fax or post. **Late remits will not be accepted.**
- 31 January** Remits forwarded to all Branches. This gives time for the branch to consider the remits and to investigate further if necessary and inform the Councillor.
- March-April** The Councillor is able to represent the views and deliberations of her/his branch.

Nominations Timetable

- 30 November** Nomination forms for vacancies sent to Branches
- 31 December or specified date (commonly 20 January)**
Branches forward nominations to National Office. These must be signed by the nominee and accompanied by a brief statement (curriculum vitae) supplied by the nominee. Advise the nominee that they are expected to attend the Annual General Meeting so that members can meet them.
- 31 January** Nominations forwarded to all Branches.
- February-March** Branch instructs Councillor how to vote at the Council meeting.

The Functions and Operation of Council

Make use of the Councillor's experience in supporting branch members, the National Executive and the National President. They are the information Link.

- Communication is not a problem with today's phones, faxes and email.
- Where possible, an Executive member would be present

at a branch function or AGM if invited.

- Make contact both ways: councillors – regional – Executive members and vice-a-versa. KEEP IN TOUCH!

RECOMMENDATIONS - from the Council members at the Annual General Meeting held 10 April 2000:

- Keep the Council as it is
- One Councillor from each branch
- The Councillor to be the most capable available
- Experience and continuity advisable
- Recommend two-year term to be up with current issues
- Councillors need to be informed and advise their branch and to make informed decisions
- The Councillor should contact their allocated Executive member for information, if it is pertinent to them
- The email, fax and phone could be used for the receiving and distribution of material
- Councillors should phone the National President to keep him informed of regional issues
- Remits should go to the Council meeting for discussion prior to the AGM
- Finance should be discussed, subscriptions, etc.
- If an extra Council meeting is required, it should be held the morning after Conference has finished. It should be chaired with a good clear agenda.
- Council meetings are chaired by the National President or his nominee (subject to Rule changes submitted to 2003 Conference).
- The Council is a route to seek election to the Executive.
- Councillors who are interested in advancing to the Executive need encouragement and support from more than their branch. The branch Chairperson should lobby for their candidate. A geographical spread on the Executive is ideal but not essential.

Important Dates

The National Association

Financial Year The financial year is the same as the calendar year, i.e. from the 1st January to the 31st December.

Annual Accounts and President's Report

The Annual Accounts and President's Report are presented at the Annual Conference which is held between mid March and mid April each year.

National Levy The National Levy portion of the annual subscription is set at the Conference AGM for the **following financial year**.

The Branches

Annual Balance Branches should also balance as at the 31st December each year.

Branch Annual General Meeting The branch Annual General Meeting should be held in mid February to allow discussion of remits and instruction of the Councillor to represent the branch at the Conference Council meeting.

Branch Levies The branch levy (portion of annual subscription) for the following year should be set at the branch AGM and National Office advised of any change before 1 November (renewal notices for the ensuing year are printed at the end of November).

1 November Closing date for remits. In addition to the formal remit process, issues can be raised for the attention of the National Executive at any time throughout the year.

31 December or specified date (commonly 20 January)

Closing date for nominations for the National Executive.

The Tree Grower Year

Quarterly

The New Zealand Tree Grower is published quarterly in the months of May, August, November and February.

The year starts in May and finishes with the February issue. The reason is for levies to be paid before the first issue of the magazine.

To Increase and Retain Branch Membership

In looking to increase the membership of the Association, we need to look at why people are joining, and how to get members talking - neighbours, school committees, social events are loaded with potential members for our Association. NZFFA members only represent about half of small forest growers in New Zealand, let alone other farmers, so the potential is huge.

Three questions we could be asking ourselves ...

- ◆ *Do existing members believe in the Association enough that they want to share the benefits with others?*
- ◆ *Are they utilising the practical benefits they receive, so they can speak from experience?*
- ◆ *Do the branch committees and members display enthusiasm towards farm forestry to the community?*

More **members** - more **funds** - more **action** - more **benefits**

BRANCH MEMBERSHIP SUGGESTIONS

on how to increase and retain our membership and field days

1. Promoting the local branch and Association with a tent at the local A & P Show - displays of wood species, furniture, chainsaw art, branch activities with photographs and field day programme, etc.
2. Technical enquiries can be referred to consultants that advertise in the newsletter or cover (they need support).
3. Use Field day programmes that complement the lifestyle of that area.
4. Spread the net.
5. Canvas Forestry Investment Company members.
6. Lifestylers and 10 acre block owners. (There are approximately 100,000 owners around the city's and town on 400,000 Ha).
7. Be passionate and encourage others to share their knowledge and gain that of your branch members.
8. Ring a neighbour - drop off your newsletter in his mail box.
9. New membership forms need to be handy to prospective members. If they want to sign up right away, take the cheque, hold the branch levy and send the rest to Head Office.
10. Late payers have been rung with a friendly reminder, and asked for a reason if leaving the branch - is there a trend?
11. Having a branch membership secretary has worked well - need the right person and approach.
12. To retain superannuants only. A branch can have an associate membership fee to cover the local newsletters and field days, etc. - no *NZ Tree Grower*.
13. A membership secretary who handles new registrations – advises the closest committee member who can contact them and welcome them into the branch and inform them about field days, etc. The personal touch has been lacking.
14. Have sets of folders with information inside (branch committee and contact phone numbers, a newsletter, past *NZ Tree*

Grower, membership form, etc.) for prospective new members.

15. Leave membership forms and Field Day notices at plant nurseries, firms that advertise, and sponsors of branch newsletters or covers.

Note: These notes are not in any order of preference.

Tips on Running a Successful Branch

1. Effective committee with a good balance of skills.
2. Regular scheduled meetings help keep up momentum.
3. Introduce new blood into the committee - retire by rotation.
4. Good communication between NZFFA National Office - Committee - Members via newsletter.
5. Have a branch award - creates interest for members.
6. Open meetings.
7. Financial incentives - Branch purchase bulk and sell on to members at bulk price.
8. Interesting Field days.
9. Discussion groups within a branch for members in local areas to get together.
10. Use media.
11. Make new members very welcome - have a committee members responsible for new members, to make them welcome, and introduce them to others at Field days etc - Name tags for everyone.
12. If any problems or challenges within the branch, they need to be confronted and necessary changes accepted.

Field Day Ideas

Advertising/Publicity In the local newspaper (with articles on the property), newsletters of commercial organisations, consultants, nurseries, radio and community noticeboards, school newsletters, local shop windows. Newsletter to members prior to field day date (and informative report in the next newsletter – maintains focus of interest for people who had other commitments on the day). Send flyers a week before a targeted field day in an area with a rural delivery.

Media contacts Develop working relationships with the rural reporter(s) of your local newspaper; inform them of upcoming field days or events; advise them of special story or photo opportunities on topical issues, or advertising feature opportunities; provide advance copy of events; supply a brief report if the reporter has not been able to attend; supply editorial copy at the same time as any advertisement; submit your events to any available forthcoming events diaries.

Timing Weekend field days have been very successful with urban and small block holders. Different people prefer either Saturdays or Sundays. Weekdays often suit our traditional members. Ideally the annual programme should be a mix of days to cater for preferences.

Set programme Most branches set the programme for the year. This enables advantage to be taken of advance publicity opportunities, e.g. the Farm Forestry Diary in *Country-Wide*. Publish the annual programme in the newsletter after the AGM. Having field days on a regular day of the month assists members with forward planning.

Cancellations Cancellations are not necessary if options are planned into a field day to cope with varying conditions.

Comfort People need a dry place for lunch with toilet facilities.

Information	People appreciate handouts which summarise the factual information, give plant names, have maps of the route and stopping sites, etc. They can take a more pleasurable interest in what is going on if they have to focus less on the details. If information of the nature of local wisdom is well presented in leaflets, people do not mind a small charge.
Sales Table	Sales table with publications, plants etc and a raffle.
Take names	Take names of potential members and introduce to membership secretary.
Name Tags	Have name tags on everyone – have self-stick labels available – write the first name clearly.
New Faces	Welcome new faces and include them in the day. Get their phone numbers - allocate someone to follow new members (or potential members) up with a phone call prior to the next field day.
Structure	Field days should be well structured, so to be a learning day, as well as pleasurable. Have action field days rather than farm tours; programme and speakers to complement the lifestyle of the area and potential members. Encourage and give people opportunities to keep up with the main group. Provide vehicular transport for those less able to walk long distances or over rough terrain.
Speakers	Arrange specialised topic speakers to elaborate on the special features of the day.
Introductions	Make proper introductions, especially for the main speakers.
Loud Speakers	Use an effective loud speaker system, especially for larger groups. Don't have question and answer sessions that most of the group cannot hear.

Personal Approach Ring a neighbour to fill your car.

Sponsors Use sponsors for name tags or labels. Sponsors include chemical companies, investment banks, chainsaw companies, forestry companies, health and safety officers, stock firms and suppliers such as CRT and Farmlands.

Family members Field days should include family members. Sometimes an alternative topic of interest may be appreciated – e.g. a garden ramble option alternative to radiata pruning (sacrilege). Field days during summer weekends and school holidays should be designed with considerations of younger family members attending.

Social Events Consider social events such as dinners, distinguished speakers, and field trips to other Branches. Combine social events with field days.

Ideas

- Specialist harvesting tools
- Production thinning
- Alternative species
- Silviculture
- Fire in the forest with hands on experience
- Occupational health and safety
- Forest health
- Use forestry consultants, e.g. before and after MARVL inventory showing the volume and financial returns
- RMA and riparian strips
- Landscape
- Rural gardens
- Log making
- Guest speakers at night or at annual dinner
- Propagating evening at a nursery - three groups each learning propagation by cuttings, by grafting and bulbs (Hosta)
- Properties of farm forestry award winners (naming-right sponsor for the day, newspaper feature)

Farm Forestry Awards – North and South Islands

31 October Nomination forms for awards sent to Branches

30 November Each branch makes **one nomination** every two years (i.e. in 2010, etc).

Important points The two winners from each island are presented with an award in the two following years.

Ensure that the nominees are prepared to go to the National Conference over the next two years i.e. North Island in the odd year (e.g. 1999) and South Island in the even year (e.g. 2000).

Ensure nominees know of and approve of their nomination

Information needed Send this information to the National Office. **This must accompany the nomination.**

1	Names, address and contact numbers
2	Area of farm/land holding and length of ownership
3	Soil and climatic conditions
4	Area in trees and length of shelterbelts
5	Amenity planting, conservation/wetland and indigenous forest areas
6	Quality of planting and silviculture
7	Service to the community in planting projects etc
8	Service to Farm Forestry Association
9	Any other relevant information

Judging Criteria

- | | | |
|----|--|-----|
| a) | personal effort in tree planting and results | 35% |
| b) | service to community, advice given, etc | 25% |
| c) | depth and spread of knowledge | 20% |
| d) | service to Farm Forestry Association | 20% |

Judging Visit Two National Executive members will judge the awards, one for each island. They will contact the nominees to arrange a time to visit.

Why Local Branch Members Should Attend the National Conference Hosted by their Branch

1. It could be your once in a lifetime opportunity to go to a Conference without the added costs of travel and accommodation.
2. See several premium farm forestry properties in one week.
3. Mix with a big group of friendly and stimulating people – just like yourself!
4. Learn more about tree growing in one week than you have in years.
5. Have a really great time! (Just ask any regular Conference attendee.)

What you get for your registration fee:

- Bus transport for the week to field day locations all over the province, with entertaining commentary from a team of couriers.
- Access to the best farm and forest locations, with a variety of speakers and exhibits.
- Glittering occasions – address by the Minister, presentation of Farm forester of the Year and other awards.
- Participation in the decision-making and reporting processes of the National Association; up-to-date information on current issues affecting farm forestry.
- Usually three formal dinners (plus a free drinks social evening), lunches and smokos.
- A registration gift pack and proceedings book.

The Proceedings Book

This is not to be confused with the Annual Report booklet which supports the AGM and Conference business. The Proceedings book contains:

1. Details of all field day venues – history, forest details, stock numbers, forest management polices, etc.

2. Supporting maps of venues and main travel routes.
3. Local branch details.
4. Lists of sponsors.
5. Programme of events.

Day Registrations Are Usually Available:

This is an option available for those who are only able to attend for one or two days, but be sure to look at the registration form and calculate the comparative costs. Sometimes the better deal is full registration and attending when you can. Usually the gift pack is available only for full registrants.

Pick-up Points for Local Members

Access to Conference field days is usually only by organised bus transport. This is necessary to keep control of the movement of substantial numbers of people around the venues, especially along one-way routes with staged drop-off and pick-up points. However, if you communicate with the registrar in advance, provision is usually for those living near or on the route to a venue to join the party without having to travel to the Conference staging point and then back again.

All Branch Members Are the Hosts

Many local members make generous offers of help with a Conference, and this support is much appreciated by the Conference organising committee. Sometimes not all offers can be matched to jobs. However, that is a preferable situation to not having enough helpers. Every local branch member who attends Conference does a great job by just being there. Every local branch member is a host to the visitors from the rest of New Zealand, Australia and elsewhere overseas. They can play a most valuable role answering questions, pointing to contacts, buildings, toilets, etc. – just making the visitors feel comfortable and welcome.

Example of a Simple Financial Statement

New Zealand Farm Forestry Association (Inc.)					
BRANCH:					
Year Ended 31 December _____					
Direct Income	\$	\$	Direct Expenses	\$	\$
a Interest			Interest		
b Subscriptions			Subscriptions		
c Trading			Trading		
d Advertising			g Advertising		
e Branch Events			Branch Events		
f Donations and Grants			Donations and Grants		
g Other			Other		
Total Income			Remaining Expenses (not able to go in the above headings) Honorariums General Administration Bank fees GST Payment _____		
GST Refund			Total Expenditure _____		
Expenditure over income _____			Income over Expenditure _____		
_____			_____		
_____			_____		
Opening bank balance					
<i>plus net cash movement</i>					
Closing bank balance					

Explanatory Notes:

Fields	Direct Income	Direct Expenses
a Interest	Interest received from all sources	
b Subscriptions	Subscriptions including associate members - includes subscriptions in advance	Levies to National Office based on subs. received
c Trading	Total income received from sales of tree stocks, tools, sales tables, logos, badges, books, etc. Includes commissions.	Purchases made with intent to resell
d Advertising	Advertising from newsletter covers. NOTE: Any advertising directly related to a Branch Event goes to (e)	Cost of printing newsletter cover
e Branch Events	Any event put on for the members' benefit such as field days, social events, dinners, seminars, bus trips, etc.	Expenses incurred to put on event. Includes newsletters print & post
f Donations and Grants	Donations and Grants of a general nature. If they are specific they should go under the heading concerned.	
g Other	Income not in the above fields such as Capital sales, refunds, rentals, hireage, and contracts. refunds, rentals, hireage, and contracts.	Capital purchase, rentals etc

Guidelines for the Conduct of Meetings

1. The President shall be the presiding member (chairperson) of all meetings of the Association, of the Council and of the Executive. Likewise, the Branch President should preside over meetings of the branch and its committee.
2. When the President is absent from a meeting of the Association, Council or Executive, any nominated deputy shall be the presiding member. Otherwise Executive members choose one of their number to preside. In the absence of any of the Executive, members should elect a councillor to preside.
3. The presiding member shall decide all questions not covered by these rules, or where there is an ambiguity in interpretation. The presiding member's ruling is final and not open to debate.
4. The quorum for a meeting of the Executive is three, but a Rule amendment to be considered at the 2002 Conference proposes to change this to four. The quorum for a meeting of the Council is ten. In general, the quorum for committee meetings is half the members entitled to be present.
5. The secretary, or the chairperson and secretary in consultation, should prepare a written agenda (order paper) for each meeting outlining the main topics to be considered. Minor topics may be included under the item General Business. For ordinary meetings, the agenda may be circulated to members immediately prior to the meeting, but should be circulated in advance whenever possible. For special meetings and for meetings of governing bodies such as the Council and Executive, the agenda must be circulated in reasonable time to allow members to make arrangements to attend the meeting.
6. Only business on the agenda should be transacted at any meeting unless the presiding member determines additional business to be extraordinary or urgent.
7. At the start of any meeting, it is normal practice for the chairperson to call for apologies, and for minutes of the previous meeting to be

read and confirmed. Where the minutes have previously been circulated, they may be taken as read if the meeting approves.

8. Business is conducted in the order set out in the agenda, although the presiding member, on a motion passed without debate, may alter the order to give precedence to any particular business.
9. The secretary, or an appointed substitute, should keep minutes of a meeting. The minutes of Executive, Council or committee meetings should record the names of members attending, any apologies tendered, and a brief summary of pertinent discussion plus the full text of any resolution for each item on the agenda.
10. As each item on the agenda is considered, the presiding member may call for discussion on the topic, but at any time may suspend discussion until a motion is put by a member.
11. The mover of a motion has the right to speak to the motion for up to one minute, or longer at the discretion of the presiding member, before a seconder is called for.
12. The presiding member may refuse to accept any motion considered to be:
 - disrespectful, offensive or made with malice; or
 - not relevant to the business of the meeting; or
 - lacking sufficient clarity to form an effective resolution.
13. Any motion put to the meeting must be seconded by another member before the motion is put up for discussion. If the motion is not seconded, it will lapse.
14. After a motion has been seconded, the presiding member shall call for discussion, and may terminate any discussion any time after three members have spoken in favour of the motion, and three have spoken against the motion. The discussion may also be terminated if three speakers have spoken either for or against a motion, and while less than three have opposed them, no one else is prepared to speak in opposition.
15. In any discussion, members shall address the presiding member and not address other members directly.

16. The presiding member may at any time terminate any discussion that is not relevant to the motion, or that he or she considers to be tedious repetition.
17. The presiding member may deny any member the right to speak more than once to a motion, except that immediately before a motion is put, the mover of the motion may exercise a right of reply for up to two minutes. (When the formality of proceedings varies during a meeting, and a matter of moment comes up for consideration, it is helpful if the chairperson reminds members that formal procedures will apply and they may speak to the motion only once.)
18. When a motion has been seconded, and proposed by the presiding member for discussion, an amendment may be moved and seconded provided the amendment does not directly negate the original motion.
19. Any amendment proposed but not seconded will be out of order and not entered into the minutes.
20. No further amendment may be allowed until the first amendment is disposed of, although members may give notice to the chair of their intention to move further amendments and the tenor of their content.
21. Where an amendment is lost, another may be moved and seconded. Where an amendment is carried, it becomes the substantive motion, and any member may then propose a further amendment.
22. Before any motion is put to the meeting, any member may (but without interrupting a member speaking) move a procedural motion that:
 - the item or business be adjourned to a time and place to be stated; or
 - the item of business be referred to an existing sub-committee of the meeting; or
 - the item of business do lie on the table and not be further discussed at that meeting; or
 - the meeting move directly to the next business, superseding the

- item under discussion; or
- the motion under debate be now put (a closure motion).
23. If seconded, procedural motions shall be put to the meeting immediately without discussion or debate.
 24. At the request of any member, the presiding member shall request the secretary to restate the motion which is to be voted upon. Once the presiding member has put the motion, no member may speak further to the motion.
 25. When putting a motion, the presiding member will call for those voting in favour of the motion to say 'aye', and then call for those voting against the motion to say 'no'.
 26. If the presiding member is uncertain of the outcome of the vote, or at the immediate request of any member present and voting, the he or she shall call for a show of hands and the secretary shall count the votes for and against.
 27. The presiding member shall have a deliberative vote, and in the case of an equality of votes, also a casting vote.
 28. Any motion that is carried by a majority of members, becomes a resolution of that meeting.
 29. Any member who has voted against a resolution of the meeting, or who has abstained from voting, may request that his or her name and action be recorded in the minutes.
 30. If, during the course of a meeting, fresh facts or information are received concerning a matter already resolved at that meeting, then the previous resolution may be revoked or altered by the consent of a majority of the members originally present and voting.
 31. Any member may rise to speak to a point of order upon any breach of these rules, and the member previously speaking shall thereupon stop speaking.
 32. The member rising shall state precisely the subject matter of the point of order. The following will be recognised as substance for

points of order:

- discussion of a question which is not before the meeting; or
 - use of offensive or malicious language; or
 - breach of any rule of the Association; or
 - misrepresentation of any statement made by a member or officer of the Association.
33. Rising to express a difference of opinion or to contradict a statement of a speaker shall not be considered to be a point of order.
34. The presiding member may decide on any point of order immediately, or may first hear argument before deciding. The ruling of the presiding member upon any point of order shall not be open to discussion and shall be final.
35. Similarly to a point of order, a member may rise to a point of information and seek or make a brief clarification of some aspect of a debate or of a motion that may be misunderstood by the meeting.

