



# **United Kingdom Rocketry Association**

Standing Orders Of The Council

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**Amendment Status**

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**1. Proceedings**

- i) Where not specifically specified, all proceedings shall take place according to 'Robert's Rules of Law'.

**2. Council Meetings**

- i) The Chairman shall determine the dates on which the Council shall meet, and he/she shall be empowered to vary such dates or to call additional Meetings, as he/she deems necessary.

**3. Representation**

- i) The following shall be entitled to be present at Council Meetings:
  - (1) Council Members.
  - (2) Invited guests.
  - (3) UKRA Members who have requested to be present - at the discretion of the Chairman.

**4. Record Of Attendance**

- i) A record shall be kept of the attendance of Members at each Meeting.

**5. Notice Of Meetings**

- i) The Secretary shall give at least fourteen days clear notice to each member of every meeting of the Council together with an Agenda of the business to be transacted.

**6. Notice Of Motion**

- i) That notices of all intended motions shall be given in writing to the Secretary 21 clear days previous to the meeting, and such notices shall be placed on the agenda in the order received. In the absence of the member in whose name it stands, the motion shall not be proceeded with unless he/she has given written authority to some other member to proceed with it.

**7. Order Of Proceedings**

- i) The Agenda for Council Meetings shall provide for:
  - (1) Reading and approval of the minutes of the previous meeting.
  - (2) Matters arising from the previous minutes.
  - (3) Secretary's Report.
  - (4) Finance Report.
  - (5) Membership Report.
  - (6) Reports from Committees and Commissions.
  - (7) Items of General Business
  - (8) Any other business not specifically provided for in the Agenda.
- ii) The business before the meeting as stated on the Agenda shall be proceeded with in such order as the Chairman may decide.

**8. Objectionable Business**

- i) If the Chairman is of the opinion that any motion proposed to be made is of an objectionable character he may at once put it to the vote (on which there shall be no discussion) whether it shall be entertained or not. If two-thirds of the members present decide not to entertain such a motion the matter is disposed of for that meeting.

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**9. Mode Of Voting**

- i) All questions shall be determined by a show of hands, unless the vote is to be recorded. Recorded voting shall be done at the request of any member provided that they are supported by no less than two others. In that case the names for and against shall be taken down by the Secretary and entered into the minutes. At any time during a discussion any member can propose and any other member second the following motion. i.e. "That the question be now put". This motion shall at once be put from the chair and voted upon without any further discussion. If carried the Chairman shall ask any member having a right to reply for their comments and after such comments the question shall be carried without any further discussion. If the vote is equally divided the Chairman is entitled to a casting vote.

**10. Procedure Of Investigation**

- i) During investigations of complaints, reports of Safety Officers, or other matters in which witnesses are admitted into the Council Room, every member who wishes to question the person under examination may only do so through the Chairman.

**11. Retracted Resolutions**

- i) A Resolution shall not be retracted at the meeting of the Council at which it has been passed unless the motion to retract is carried by 75% of the members present.

**12. Ex-Officio Members**

- i) The Executive Officers of the Association shall be ex-officio Members of all Committees of this Association.

**13. Executive Committee Powers and Duties**

- i) Take steps as necessary to give effect to the decisions of the Council or such policies or other acts as are authorised by the Council.
- ii) Action policy agreed by the Council, including such matters requiring urgent attention without prior reference to Council. Such decisions to be communicated to Council as soon as practical.
- iii) Call additional meetings of the Council where matters of policy to be followed by the Association need urgent discussion.
- iv) The Executive Committee shall consist of the Chairman, Deputy Chairman, Treasurer and Secretary.

**14. Commissions Of The Association**

- i) Where it is necessary for a commission to be appointed, either to act solely in matters affecting this Association or jointly with other organisations, the Secretary shall be empowered to appoint such Commissions, e.g. Project teams, from members of the Council. If for any reason he/she is unable to act, any one of the Executive Officers can deputise. Council shall determine terms of reference.

**15. Delegation Of Powers**

- i) The Committees and Commissions established under Items 13 and 14 shall have full delegated powers to act on behalf of the Council in all matters that of necessity must be decided or resolved before the next meeting of the Council. But shall in such cases report their decisions or resolutions to the next meeting of the Council for information.

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**16. Reports Of Committees Or Commissions**

- i) Each Committee or Commission appointed under Items 13 and 14 shall, through its Chairman or Secretary, report back to Council on current business.

**17. Procedure For Election Of Officers**

- i) **Where there are two (2) candidates.** Simple majority of votes cast shall elect the Officer. In the event of a tie, the Chairman shall declare a re-ballot. Should the result of the re-ballot be tied then lots shall be drawn to determine the successful candidate.
- ii) **Where there are more than two (2) Candidates.** If any one candidate receives 50% of the total votes cast plus ONE (1) vote, then the candidate shall be declared elected. If no Candidate receives 50% of the votes cast plus ONE (1) vote the Chairman shall declare a re-ballot. If in the event all candidates receive the same number of votes then the Chairman shall declare a re-ballot. Should all candidates receive the same number of votes in the re-ballot then lots will be drawn to decide which candidate(s) will retire from the ballot.
- iii) **Where a Re-ballot is declared.** This ballot shall be contested by the Two (2) candidates receiving the highest number of votes cast at the previous ballot or by the drawing of lots, as described above. All other candidates shall retire from the ballot. The election of the Officer shall be decided on a simple majority of the votes cast in the ballot. Should this ballot result in a tie then the Chairman shall declare a re-ballot. Should the result of the re-ballot be tied then lots shall be drawn to determine the successful candidate.