



Kaitiaki Kindergartens

Northern Auckland Free Kindergarten Association Incorporated

STANDING ORDERS FOR THE CONDUCT OF GENERAL MEETINGS

1. Every person when speaking shall stand and address the Chairperson.
2. Times of session shall be those approved at the commencement of the Annual General Meeting.
3. Voting strength will be established at the commencement of the Annual General Meeting and confirmed at the beginning of each session. When a vote is taken, a count of abstentions will be recorded. Any full voting member leaving the meeting at any time must inform the Chairperson immediately prior to leaving and on their return.
4. Speaking time shall be those approved at the commencement of the Annual General Meeting. The Chairperson will allow extension of time only in exceptional circumstances.
5. The order of business shall be that set down on the agenda unless decided otherwise by either the Chairperson or members by a simple majority decision.
6. Speaking rights will be accorded members, members of the Board, Life members and any other person who from time to time may be recognised by the Chairperson.
7. No person entitled to speak may speak to the same motion twice. A person entitled to speak who has spoken may speak again when an amendment is proposed to a motion. A right of reply shall be allowed only to the mover of the main or substantive motion and must be claimed before any amendment is put.
8. Amendments must be relevant to the subject matter of the original motion and if of more than three words be placed in writing before the Chairperson prior to being moved.
9. Only one amendment shall be proposed at any time to any motion or question.
10. The withdrawal of a motion may be approved by way of a majority vote by those present and entitled to vote.
11. Two scrutineers and a timekeeper will be appointed at the commencement of the General Meeting to act for the duration of the meeting.
12. Voting for the meeting will be conducted in accordance with Clause 10 of the Constitution of the Northern Auckland Free Kindergarten Association Inc.